

CIMS Glossary

8-step planning and problem solving	<i>n.</i> A cycle of continuous improvement in which stakeholder groups engage to identify barriers to implementation of a strategic goal and then develop implementation and monitoring plans to eliminate or reduce these barriers. Schools and districts can capture this work within the Problem Solving module. Support resources outlining the process can be found in the CIMS Problem Solving Toolkit .
access level	<i>n.</i> An identifier, ranging from 0 to 8, that is assigned to an account to establish the user's basic capabilities within CIMS (e.g., Level 1). These levels fall into one of five categories: public, school, district, region, or state.
access role(s)	<i>n.</i> An identifier (i.e., access level), or set of identifiers (i.e., access level plus any assigned flags), that describe a user's capabilities within CIMS. Roles are defined according to job authority and responsibility, and can be found by clicking Account > Change Info .
Continuous Improvement Management System (CIMS)	<i>n.</i> An online platform, formerly known as <i>SIP Online</i> , originally developed by the Bureau of School Improvement (BSI) for school improvement planning and problem solving. The system has continued to expand and now includes: data visualizations for needs assessment and goal development; school and district improvement plans; School Improvement Grant (SIG) 1003(g) proposals; registration for BSI-hosted professional development opportunities; project management and monitoring tools, and resources, tools and guidance to support continuous improvement.
Differentiated Accountability (DA)	<i>n.</i> The system set forth by section 1008.33, Florida Statutes, in which the state provides support and interventions of escalating intensity to low-performing schools in order to improve and sustain performance of all student subgroups, and holds districts accountable for improving the academic achievement of all students and turnaround around low-performing schools. Also known as the Differentiated Accountability State System of School Improvement.
District Improvement and Assistance Plan (DIAP)	<i>n.</i> A district-level plan, submitted to the Florida Department of Education (FDOE), that includes strategies for improving school performance and increasing student achievement and demonstrates how resources are aligned to ensure schools demonstrating the greatest need receive the highest percentage of resources. The plan is captured in CIMS using the DIAP survey; an outline (i.e., Form DIAP-1) can be located in the DIAP tab of the Toolkit .
drop-down menu	<i>n.</i> A menu of commands or options that appears when its title is selected and remains on display until dismissed. Also called a "pull-down menu" or "picklist."
export	<i>n.</i> An output document created from information entered into one or more CIMS surveys that can be downloaded for saving and/or printing.
feature	<i>n.</i> A notable property that provides specific functionality within CIMS (e.g., PDF export for surveys, file upload capability).
filter	<i>n.</i> A pattern through which data is passed; only data that matches the pattern is allowed to pass through the filter. Specific to CIMS, one of a set of drop-down menus along the top of a page from which selections are made to narrow down a list or adjust the data presented on the screen. Most often used on the Plans page and in the Step Zero module.
flag	<i>n.</i> An identifier applied to a user account (e.g., read only, SIG editor) to modify the capabilities associated with a particular user access level.

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flash message	<i>n.</i> A message that is displayed across the top of the page for a short time to notify the user of the state of an action they made, an error that occurred, or other important information. For example, when a user clicks the Submit Plan button for a survey, a flash message displays, “Your plan has been submitted.”
Focus school	<i>n.</i> Any graded non-charter school that received a grade of “D” in the most recent grades release.
grayed out	<i>adj.</i> A condition in which a field is shaded gray or a button’s color is muted to indicate that the user cannot edit the information in that field or use the button. This may occur for reasons including, but not limited to, the following: “read only” status is turned on; information is auto-populated from another data source; a survey, or section of a survey, is locked to editing due to limited user access rights; a survey has been submitted for review; or an approved plan may only be changed through an amendment process.
Guidance tab	<i>n.</i> A blue tab on the right side of the screen that is available throughout CIMS to provide additional information and tips about the content on the current page and assist users in accessing and understanding available tools and features. To view the Guidance tab, click the blue tab once to open; click the tab again to retract it.
main menu bar	<i>n.</i> A horizontal menu located at the top of every page, which allows you to navigate CIMS by clicking any option therein.
module	<i>n.</i> A component of CIMS that can be used as a stand-alone tool, but also can feed into, or be used in conjunction with, other surveys housed in the platform. There are two types of modules in CIMS—shared and individual. Shared modules are communal, meaning any changes made can be seen by all users for the school or district (e.g., Problem Solving); individual modules belong to each user, so any changes are only visible to that user (e.g., Step Zero).
My Dashboard	<i>n.</i> An interface that organizes and provides logged-in users with quick access to information and common tasks based on the user’s account. My Dashboard , which is a personalized user dashboard, appears upon logging in to the system or by clicking Home in the main menu bar once logged in.
page title	<i>n.</i> A label located at the top-right corner of each page that helps the user keep track of their location within the CIMS platform.
placeholder	<i>n.</i> Descriptive gray text that appears in an empty field until the user enters content.
Plan Dashboard	<i>n.</i> An interface that organizes and provides logged-in users with quick access to information and common tasks based on the user’s account. Unique to each survey, the Plan Dashboard provides important information pertaining to the survey (e.g., last edited date, editors) and serves as a point of entry for viewing or editing.
plan status	<i>n.</i> A label that describes the current development status of a plan, which can be editing, reviewing, submitted, approved, or closed.
pop-up window	<i>n.</i> A window that appears, or pops up, when an icon is clicked to present and/or request information. It is used as a mechanism for organizing large amounts of text to keep from cluttering the main page.
Priority school	<i>n.</i> Any graded non-charter school that received a grade of “F” in the most recent grades release.

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public user	<i>n.</i> A non-registered CIMS user, or one without log in credentials. A public user has restricted access to features and functions within the platform.
published	<i>adj.</i> A condition in which a plan has been approved by the district contact and made available for public viewing through the CIMS Public Access page.
read-only access	<i>adj.</i> A condition in which a user may view a plan in progress but may not make edits. This can be the result of a user manager enabling a Read Only flag on the account, or the result of the user enabling Read-only mode while within a survey to avoid making unintentional changes.
registered user	<i>n.</i> A CIMS user who has been assigned a user account and can log in to access features and functions not accessible to public users.
source	<i>n.</i> A survey or module within CIMS that provides data to another survey in CIMS. A source may also refer to a document outside of CIMS that provides data for the platform.
school improvement plan (SIP)	<i>n.</i> An annual school-level plan that includes strategies for improving school performance and increasing student achievement. The plan can be captured in CIMS using the SIP survey; FDOE’s outline (i.e., Form SIP-1) can be located in the SIP tab of the Toolkit .
slider	<i>n.</i> A toggle switch that allows the user to select one of two options by sliding the bar with their cursor.
Step Zero	<i>n.</i> A semi-explicit, structured path of inquiry for the work a school or district should complete prior to engaging in 8-step planning and problem solving. This “pre-work” assists a school or district in understanding the key barriers or root causes that need to be considered for problem solving and goal setting. The Step Zero module, which provides data visualizations pertaining to school grades, and the documents in the Problem Solving tab of the Toolkit are available to support this process.
survey	<i>n.</i> A repository within CIMS that collects information for a specific plan or proposal (e.g., SIP, DIAP).
tag	<i>v.</i> To associate one location with another so that information can be shared between the two. Specifically, a user may tag a strategy in District Problem Solving to indicate it is connected to a particular survey or surveys; consequently, the strategy and its related components (i.e., goal, barrier, and action and monitoring plans) will appear in any survey to which it is tagged.
toggle	<i>v.</i> To switch from one setting, status, or option to another.
tracking event	<i>n.</i> An action completed for a survey, usually as part of the publication process. Tracking events include, but are not limited to, returning a survey to the editor, forwarding to another user, and approving for publication.