



Collaborative Information Management System

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Overview

CIMS provides the 17 Regional Collaborative Service Delivery (RCSD) in Alberta with a streamlined automated system that manages workflow and promotes collaboration between school authorities and Alberta Health Services (AHS), Child and Family Services Authorities (CFSA) and other community stakeholders.

Features of CIMS

- Requests for supports.
- Communication between service providers.
- Automatically created documentation templates and notification of documentation.
- Sharing of information amongst stakeholders.
- Automated statistical service logs.
- Integration between School Authorities Student Information System (SIS) and CIMS.

School user creates request, generates form for parent signature and submits the request

The diagram illustrates the process of creating a request in the CIMS system and generating a form for parent signature. A green arrow points from the 'Save and Submit' button in the CIMS interface to a physical form titled 'Parental/Guardian Consent for Service'. Another green arrow points from the form back to the 'Save and Submit' button, indicating the submission of the request.

CIMS Request support interface:

- Logout**
- Request Support**
- Approve Support Requests**
- Student Reports**
- Developed by INTELLIMEDIA

Request support form fields:

- Student:** Adair, Brandon
- Services:** SLP
- Service is Required**
- Notify:** Abram, Michael
- Notes:** Notes regarding the request for support
- Select files...**
- Save** (green button)
- Save and Submit** (red button)

Parental/Guardian Consent for Service form:

9351-116 Avenue
Grande Prairie, AB
T6V 6L5
(780) 539-0333

Parental/Guardian Consent for Service

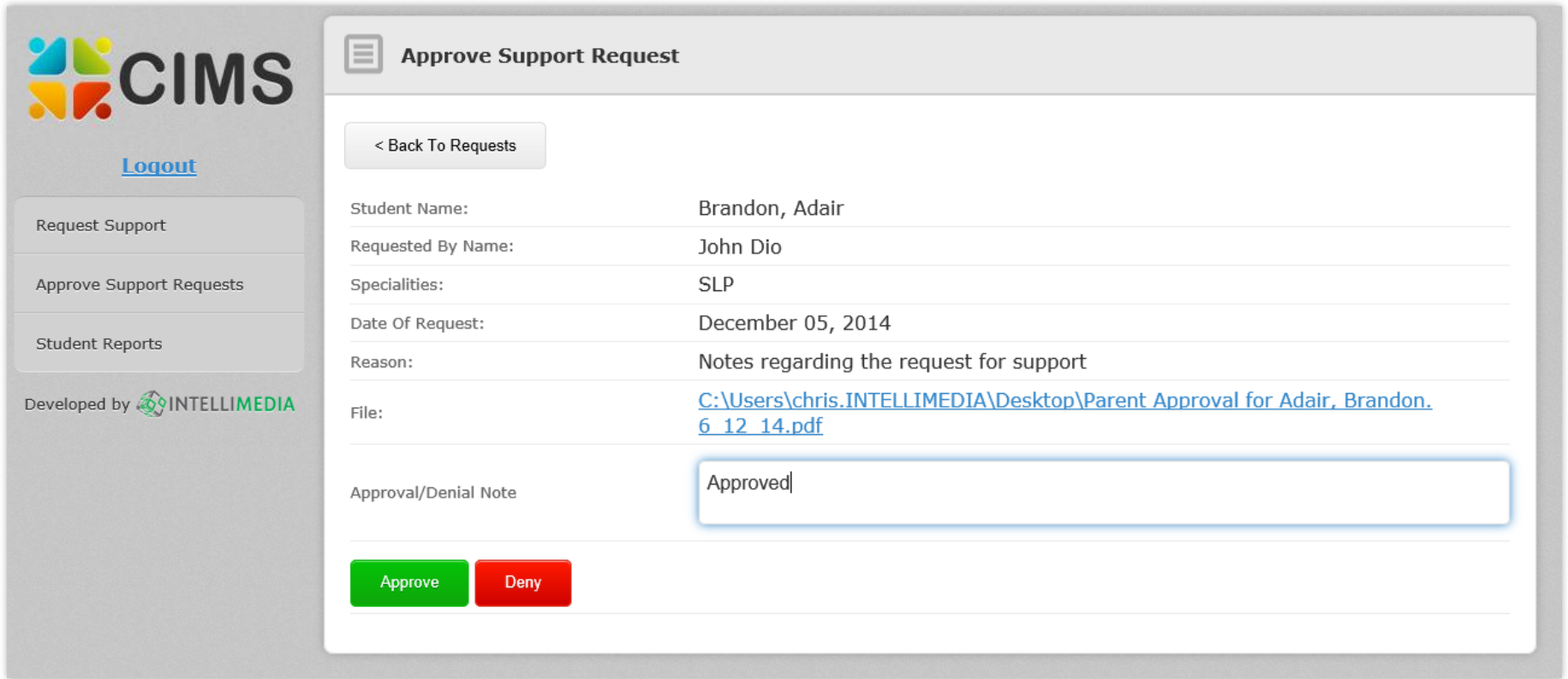
Student's Name: Adair, Brandon
Parent/Guardian Name: _____ Email: _____
What do you consider to be the most important educational focus for your child at this time?

I consent to Adair, Brandon receiving services from the Grande Prairie Assessment Team.
(Student Name)
Services may include: _____

I understand that service may be provided by one or more of these consultants. I also understand that consultation and service may be provided to school staff, parents and others involved in educational programming for this student.
Copies of reports about my child will be sent to the superintendent / principal / physicians / medical specialists, and if necessary, to other members of the Grande Prairie Assessment Team. I declare that the information supplied on this form is, to the best of my knowledge, accurate.
Signature of parent / guardian: _____ Date: _____
OR
Signature of witness: _____ Date: _____
OR
No Intervention Requested _____ Date: _____
PHOTO CONSENT
I give permission for Adair, Brandon to be photographed, videotaped or audiotaped (Name of child)
During classroom instruction or assessment and for that material to be used with professional audiences and in presentations made by the Grande Prairie Assessment Team.
Permission is granted _____ Date: _____
Signature of Parent / Guardian _____
OR
Permission is not granted _____ Date: _____
Signature of Parent / Guardian _____
RELEASE OF INFORMATION
I consent to the Grande Prairie Assessment Team releasing information to and receiving information from audiologists and regional Health Authority Professionals about Adair, Brandon (Name of child)
Signature of parent / guardian: _____ Date: _____

to the school Act, the Student Record Regulation and the Freedom of Information and Protection of Privacy Act, the Grande Prairie Assessment Team may disclose to the Grande Prairie Assessment Team, relevant information in your child's Cumulative Record. The Grande Prairie Assessment Team may speak to your child's teachers, principal, education assistants and other personnel regarding your child's educational needs.
The Provincial Freedom of Information and Privacy Act protects how our personal information is collected, used and disclosed. Information acquired through this form is kept secure and access is restricted. Questions regarding the collection of this information should be addressed to the GPAT Director at 9351-116 Avenue, Grande Prairie, AB T6V 6L5, or by calling (780) 539-0333.

Request for Support



The screenshot displays the CIMS (Collaborative Information Management System) interface for approving support requests. On the left is a sidebar with the CIMS logo, a 'Logout' link, and a menu with 'Request Support', 'Approve Support Requests' (the active item), and 'Student Reports'. Below the menu, it says 'Developed by INTELLIMEDIA'. The main content area is titled 'Approve Support Request' and contains a '< Back To Requests' button. Below this is a form with the following fields: 'Student Name' (Brandon, Adair), 'Requested By Name' (John Dio), 'Specialities' (SLP), 'Date Of Request' (December 05, 2014), 'Reason' (Notes regarding the request for support), and 'File' (a blue hyperlink to a PDF file). At the bottom of the form is an 'Approval/Denial Note' text area containing the word 'Approved'. At the very bottom are two buttons: a green 'Approve' button and a red 'Deny' button.

CIMS

[Logout](#)

Request Support

Approve Support Requests

Student Reports

Developed by INTELLIMEDIA

Approve Support Request

[< Back To Requests](#)

Student Name: Brandon, Adair

Requested By Name: John Dio

Specialities: SLP

Date Of Request: December 05, 2014

Reason: Notes regarding the request for support

File: <C:\Users\chris.INTELLIMEDIA\Desktop\Parent Approval for Adair, Brandon. 6 12 14.pdf>

Approval/Denial Note: Approved

[Approve](#) [Deny](#)

School user (with approval rights) can review and approve/deny the request

Service Providers


[Logout](#)
[Manage](#)
[Support Request](#)


Specialists


Organizations


Students


Reports


Settings

Developed by  INTELLIMEDIA

Manage

☐ Include inactive

NAME	SPECIALITY	CASE LOAD	PRIMARY LOCATION
Carlson, Carl	Hear	0	Test School District
Johnson, John	OT	1	Test School District
Erikson, Erik	PT	1	Test School District

1

1 - 3 of 3 items

Add New

Assignment of a Service, Request to a Service, Provider

CIMS

[Logout](#)

Manage

Support Request

Specialists Organizations

Students Reports

Settings

Developed by INTELLIMEDIA

Support Request

School Support Request Specialist Support Request

From

DATE

Nov 17, 2014

Nov 18, 2014

Dec 05, 2014

1

Edit

Student: Brandon Adair Gender: M

Grade: 9 Teacher: Teacher

School: Apple Grove High School Principal: Principal

Reason For Referral:

Notes regarding the request for support

Requested Services

SLP:

Jones, Bob

Save Cancel

DATE	ASSIGNED BY	SPECIALITIES	ASSIGNED
		OT, PT	Erikson Erik, Johnson John
		IST	
		SLP	

1 - 3 of 3 items

Automatically created documentation templates and notifications of documentation

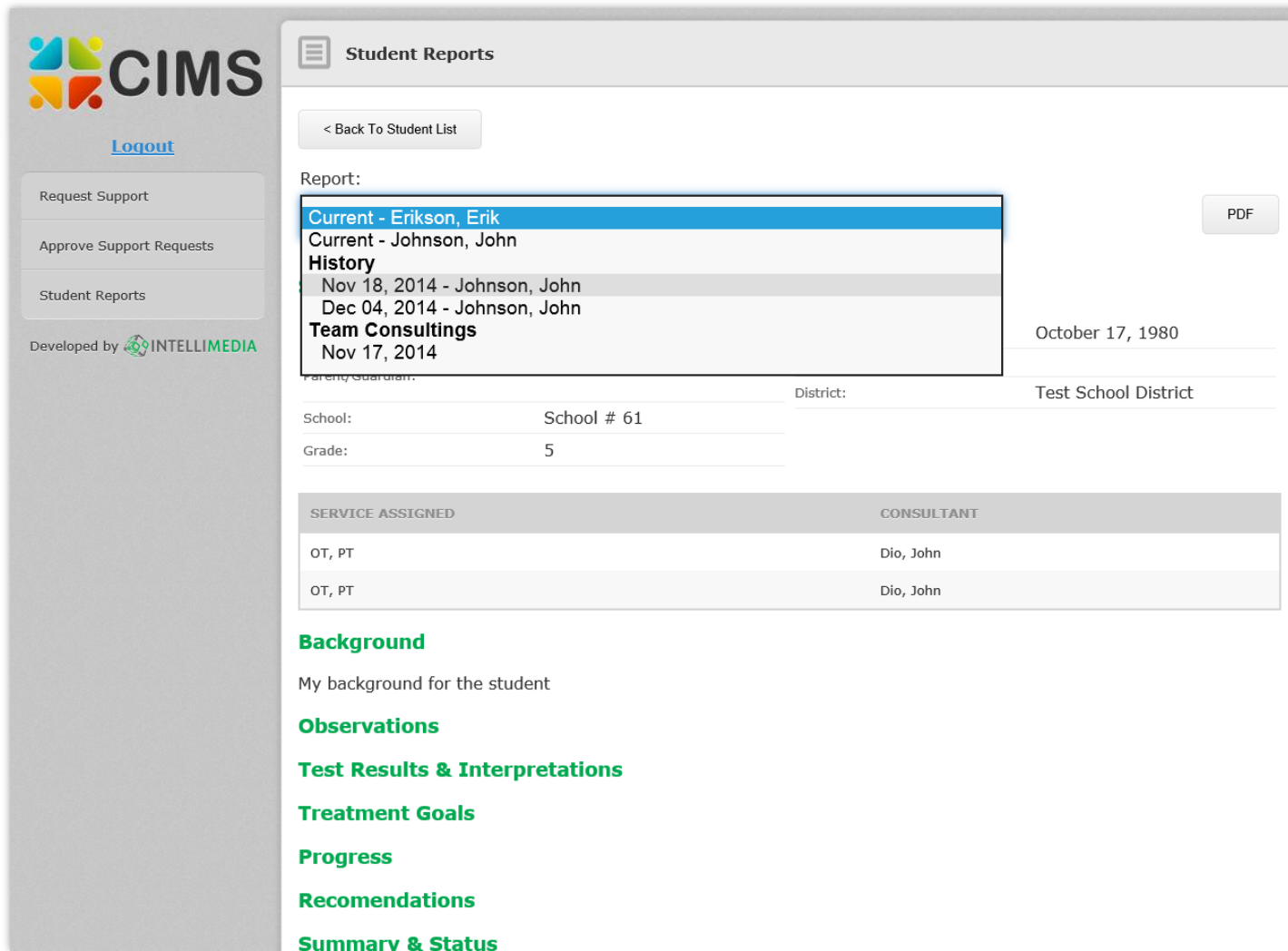
The screenshot displays the CIMS web application interface. On the left is a sidebar with a 'Logout' link and a menu of options: Student Information, Background Information, Observations, Test Results & Interpretations, Treatment Goals, Progress, Recommendations, Summary & Status, Attach Documents, and Time Records. Below the menu are two red buttons: 'Finalize Report' and 'Start a Team Consultation', followed by icons for 'Students', 'Office', and 'Reports'. The main content area is titled 'Background' and includes tabs for 'Current', 'Team Consulting' (selected, showing 'Erik Enkson'), and 'Historic'. It contains fields for 'Referred By:' (Dio, John) and 'Reason For Referral:' (Notes regarding the request for support entered by requesting user). A large text editor titled 'BACKGROUND INFORMATION' is present, with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar. The text area contains the placeholder text 'Background information for the student from OT specialist' and a single letter 'p'. At the bottom of the text editor are 'Save' and 'Cancel' buttons. The browser's address bar at the bottom shows 'http://localhost:36410/Home/Index'.

- Areas of Service Provider Reports
- Team Consulting Reports
- Access to Historic Records

Sharing of information amongst stakeholders

- Consultants and authorized stakeholders will have access to a historic file of documentation
- Reports will be saved chronologically and will also be named by disciplines involved or “team consultation”
- Jurisdiction heads have access to all their students files at their desktop
- Consultants can access all reports on students on their caseloads as needed

Sharing of information amongst stakeholders



The screenshot displays the CIMS (Collaborative Information Management System) interface. On the left is a sidebar with the CIMS logo, a 'Logout' link, and a menu with options: 'Request Support', 'Approve Support Requests', and 'Student Reports'. Below the menu, it says 'Developed by INTELLIMEDIA'. The main content area is titled 'Student Reports' and includes a '< Back To Student List' button. A 'Report:' section shows a dropdown menu with the following items: 'Current - Erikson, Erik' (highlighted), 'Current - Johnson, John', 'History', 'Nov 18, 2014 - Johnson, John', 'Dec 04, 2014 - Johnson, John', 'Team Consultings', and 'Nov 17, 2014'. To the right of this menu is a 'PDF' button. Below the report menu, there are fields for 'Parent/Guardian:', 'School:', 'School # 61', 'Grade:', '5', 'District:', and 'Test School District'. A date field shows 'October 17, 1980'. Below these fields is a table with two columns: 'SERVICE ASSIGNED' and 'CONSULTANT'. The table contains two rows, both with 'OT, PT' in the service column and 'Dio, John' in the consultant column.

SERVICE ASSIGNED	CONSULTANT
OT, PT	Dio, John
OT, PT	Dio, John

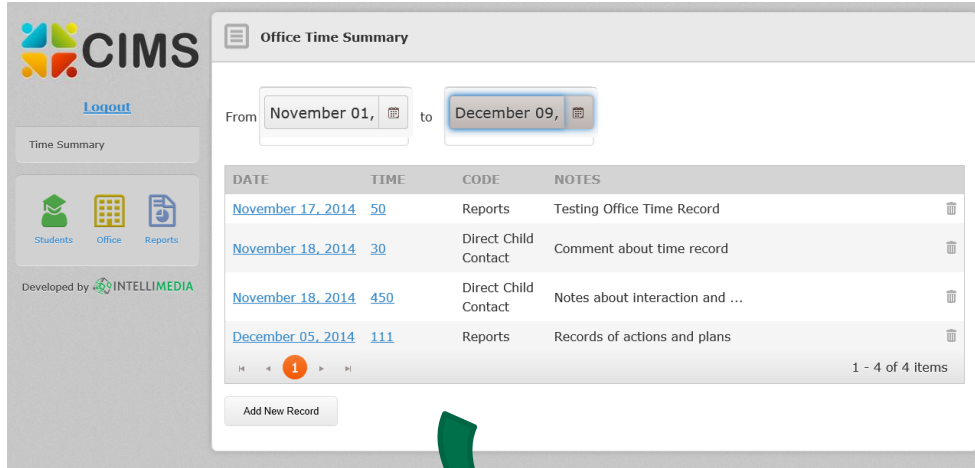
Below the table, there are several green links: 'Background', 'Observations', 'Test Results & Interpretations', 'Treatment Goals', 'Progress', 'Recomendations', and 'Summary & Status'.

Access to All
Current and
Historic
Reports from
Service
Providers

Automated statistical service logs

- Consultants will be able to enter service delivery for tracking for their mobile devices
- RCSD administration will have ready means to identify high request volumes, service users, consultant service hours and service trends
- This will allow regions to ensure that equitable service is being delivered across their areas
- It will allow consultants who deliver more than one type of service to ensure they are delivering the appropriate amount of service to various consumers and jurisdictions if needed e.g. PUF vs. RCSD service allotments
- All entry and reports will be automated – there will be no manual statistical data entry after the consultant provides the statistics

Reporting and Analysis



CIMS
Logout

Time Summary

Students Office Reports

Developed by INTELLIMEDIA

Office Time Summary

From to

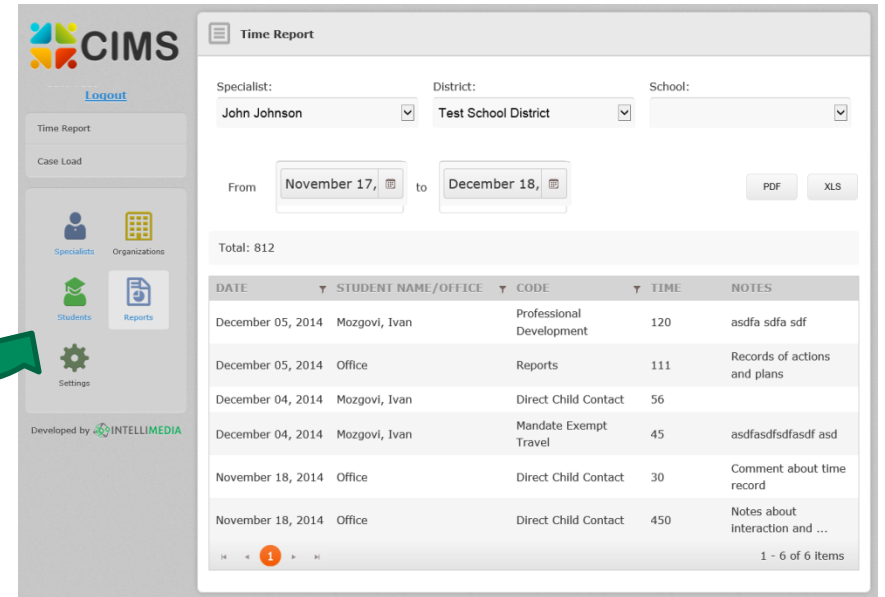
DATE	TIME	CODE	NOTES
November 17, 2014	50	Reports	Testing Office Time Record
November 18, 2014	30	Direct Child Contact	Comment about time record
November 18, 2014	450	Direct Child Contact	Notes about Interaction and ...
December 05, 2014	111	Reports	Records of actions and plans

1 - 4 of 4 items

Add New Record

Summaries Available
In Real Time

Service Providers
Record



CIMS
Logout

Time Report

Case Load

Specialists Organizations

Students Reports

Settings

Developed by INTELLIMEDIA

Time Report

Specialist: District: School:

From to PDF XLS

Total: 812

DATE	STUDENT NAME/OFFICE	CODE	TIME	NOTES
December 05, 2014	Mozgov, Ivan	Professional Development	120	asdfa sdfa sdf
December 05, 2014	Office	Reports	111	Records of actions and plans
December 04, 2014	Mozgov, Ivan	Direct Child Contact	56	
December 04, 2014	Mozgov, Ivan	Mandate Exempt Travel	45	asdfsdfsdasdfsdf asd
November 18, 2014	Office	Direct Child Contact	30	Comment about time record
November 18, 2014	Office	Direct Child Contact	450	Notes about Interaction and ...

1 - 6 of 6 items

Technology Requirements

Hardware:

Web Server – delivers the client application access

- Environment for the application
- Windows 2012 R2 x64, IIS 7.0+
- 8 + GB RAM
- 1 or 2 Quad Core, 2.0+ GHz
- 100 GB storage (current size of installed app and service is less than a GB, storage is mostly for the OS)
- SSL certificate and DNS/url in place

Database Server – hosts the Microsoft SQL database which is the data backend of the application

- Windows 2012 R2 x64, Microsoft SQL 2012
- 16 + GB RAM
- 2 Quad Core, 2.0+ GHz
- Storage (database) – 500 GB is enough to hold the database and expected growth for the foreseeable future. Ability to provision more storage in the future would be beneficial



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