### **MICIP Collaboration Document** MICIP Logo

**NOTE: This document is NOT the MICIP paper template and cannot be used for that purpose.**

MICIP is a collaborative process; however, currently the platform does not allow multiple team members to type in the same space at the same time. This template can be uploaded into the district Google site, thereby allowing team members to simultaneously collect and share information for transfer into MICIP. When using this document, a district should follow the process and sequence – including considerations and guiding questions - outlined in the MICIP Process Guide. Future versions of the MICIP platform will allow multiple users.

1. **Identify the Area of Inquiry -** What area(s) will you explore?

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1. **Discover Whole Child Data -** What data objects did you analyze, including academic, non-academic, and systems? **List the title of each data object and its source.**

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1. **Initial Data Analysis Summary -** What did the data tell you? What patterns and trends did you see across data objects? **Summarize your thinking.**

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1. **Initial Initiative Inventory Analysis -** What have you already done to address the data? How well did that work? Consider the following questions and **summarize your thinking**.

* What is the connection to the district mission?
* What personnel are involved in the implementation?
* What is the expected outcome?
* What evidence for outcomes are there thus far?
* What is the financial commitment and source of funding?
* What fidelity measures exist?
* What professional development exists, including coaches and performance feedback?

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1. **Create a Gap Statement -** How far are you from where you want to be? Identify the gap between your current reality and your desired state and **write the gap statement summary.**

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1. **Write a Data Story Summary -** What do you know regarding this area of inquiry? Consider these questions and **summarize your thinking**:

* What strengths have been uncovered? What growth edges have been identified? What learner needs are going unmet or not being met adequately/sufficiently?
* What district programs, supports and services are designated to meet student, classroom, leadership, and support priority growth target needs?
* Are there any major challenges not being addressed by a service, program, or activity?
* Are learners at the greatest risk receiving prevention programs, services, and supports? If not, why?
* Are there duplicate services, programs, and supports attempting to address the same challenge? If so, which are more effective and which are less so?
* Is there a braiding of funding across various programs and efforts?

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1. **Analyze Root Cause -** Why are things the way they are? **Answer these questions**:
   * What tool(s) did you use to analyze root cause?
   * What root cause did you discover that is within your control and that you will address in your challenge statement?
   * What supporting documentation do you have?

[Five Whys Resource - NIRN](https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/imce/documents/RCA%20Resources_11.7.18_0.pdf)

[Fishbone Template](https://www.michigan.gov/documents/mde/Fishbone_Form_709239_7.pdf)

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**8. Create a Challenge Statement – In one sentence,** what is the need or opportunity for growth you want to address? Consider writing an “If…, then…” statement.

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**9. Define a Measurable Goal** – What will you achieve? What is your SMART (Specific, Measurable, Attainable, Relevant, Time-bound)goal?

* What is the name of your goal?
* What is your due date for completion of this goal? (This date will also be your end target date.)

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**10.Define End and Interim Target Measures –** How will you know if you achieved your goal? What is/are your end target(s) aligned to one of your data objects? By when will you accomplish this (see goal statement above)? What targets will you measure along the way to ensure that you meet your end target(s)? On which dates?

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1. **Select a Strategy/Strategies and Identify Strategy Details** – What will you do to address the goal**? Answer the following questions**:
   * What is the identified strategy(ies)?
   * Who will be responsible for the strategy?
   * When will it start? When will it end?
   * Which schools/programs will implement it?

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Use the [Hexagon tool](https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/imce/documents/NIRN%20Hexagon%20Discussion%20Analysis%20Tool_September2020_1.pdf) to assess each strategy; **summarize the results**.

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1. **Identify Activities -** What will you do to implement and monitor the strategy(ies)? (See the MICIP Process Guide for considerations.) **Answer the following questions for each activity**:
   * Who will be responsible for it?
   * When will it start? What is the due date?

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1. **Select Strategy Funding Options –** How will you pay for the strategy/activities? **Answer the following questions:**

* What is the total cost over the life of the strategy?
* What are the sources of funds, including federal, state, and local?

**(Exact amounts for each funding source are identified in NexSys.)**

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1. **Plan for Strategy Communication – Answer the following questions:**

* To whom will you communicate your plan? Which parts of it?
* How will you communicate it?

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Based on the work of Grand Ledge Public Schools and Eaton RESA