



Readiness Checklist

The purpose of this document is to help district leaders prepare themselves and their districts for the transition to continuous improvement using MICIP. The document includes readiness considerations and steps to ensure that district leaders as well as their technology and data systems are prepared for the transition to addresses the Whole Child, and the systems that support them. It is organized by topic areas and is used to generate deep discussion and action to prepare for implementation. The outcome of these discussions could lead to district change, targeted professional learning, and/or identification of needed resources or supports. For additional information, please visit the MICIP [website](#) or contact Dr. Terry Nugent (nugentt@michigan.gov).

Setting the Stage

Continuous Improvement Process

- What is the current district perspective on continuous improvement? Is it primarily about compliance or is it seen as an ongoing process of implement-monitor-adjust-evaluate?
- How is the district organized to support continuous improvement? Is there understanding of and support for the process by all district leaders?
- What approach does the district take to continuous improvement – primarily asset-based, primarily needs-based, a blended approach? What are the advantages and challenges of this approach? Might the district want to consider broadening its approach?

Change Process

- To what extent does the district leadership understand the change process and the elements that need to be present to successfully implement change? (Senge model)
- What is the current district leadership capacity and ability to facilitate change?

Climate and Culture/Equity

- What is the overall district climate and culture? Is it collegial and collaborative? Do all staff feel responsible for the success of all students?
- What is the district perspective on equity? Is the district committed to equitable opportunities, environments and supports that result in better outcomes for all students? What does that look like in practice?



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Mindset

Whole Child

- To what extent does the district and its leadership understand the Whole Child approach/the WSCC model? What is currently being done to support the needs of the Whole Child?
- To what extent does the district collect and review both academic and non-academic data to determine student success? What gaps might there be?
- Are Whole Child perspectives represented on the district continuous improvement team?

Systems

- Does the district have a framework for considering systems? Does it have data aligned with its framework that identifies the extent to which systems are or are not in place as well as the extent to which they are effective?
- Are the perspectives of various systems represented on the continuous improvement team?
- What is the relationship between the district and other levels of the System, including the ISD/ESA and Michigan Department of Education? Are there relationships that could be strengthened?
- What is the level of alignment between grade levels or classrooms within the same grade/content? What processes are in place to support that alignment?

Process

- How familiar is the district and its leadership with the MICIP Process – Needs, Plans, Funds?
- How familiar is the district and its leadership with the Michigan Continuous Improvement Cycle – Assess Needs, Plan, Implement, Monitor/Adjust, Evaluate? What are the key roles that will bring Whole Child perspective to the continuous improvement process?
- Who is responsible for coordinating continuous improvement efforts with your ISD?

Assess Needs

- To what extent does the district have the data it needs to create an accurate picture of student assets and needs?
- Is the district participating in the DataHub? If it has not been but plans to do so, is district data and technology accurate and aligned to Ed Fi Standards?
- Does the district have a district-wide process for analyzing and interpreting data?
- How familiar is the district and its leadership with the root cause analysis process and why it should be used?



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Plan

- To what extent are current plan objectives written to be S.M.A.R.T.E.R. (specific, measurable, achievable, rigorous and relevant, time-defined, engaging, resourced)?
- What is the district definition of a strategy? Are current district strategies focused on adult actions to support students?
- How familiar is the district with the hexagon tool and its role in identifying the district's capacity to implement a strategy with fidelity?
- To what extent does the current district plan include protocols and timelines for monitoring strategy implementation and impact? To what extent has the plan been implemented?
- What is the level of understanding regarding braiding and blending of funds to support strategy implementation?
- What communication protocols are in place for communicating district plans to various stakeholders? To what extent have they been implemented for past plans? What gaps might need to be filled?

Platform

Data Systems Preparation

- Complete MiDataHub Agreement
- Connect key district systems to MiDataHub
 - Student Information System
 - Assessment Systems
 - M-STEP and other State assessment results
 - Configure MiDataHub Dashboards
- Complete MiLaunchPad Configuration
- Complete MiStrategyBank Admin Registration
- Complete Data Quality Assessments and refine data processes
 - MiDataHub Dashboard accuracy
 - Assessment results accuracy
 - Address any data quality, accuracy, and/or process issues and re-assess
- Ensure that continuous improvement team members have access to MiDataHub Dashboards and to MiSchoolData
- Identify and assign data liaison role and responsibility to member of continuous improvement team. The Data Liaison will be responsible for:
 - ensuring that data and technology systems are configured,
 - confirming data integration and quality on regular intervals,



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- and addressing any local processes or policies that adversely affect data quality coming out of local data systems.
- Access to Systems
 - Configure and test MiLaunchPad SSO for staff access
 - Configure MiDataHub roles for dashboard access
 - Register and test MiStrategyBank SSO accounts for continuous improvement team members

MICIP Platform

- Sign MICIP Platform use agreement (*est. availability: Sept 2020*)
- Turn on MICIP integration in MiDataHub Cockpit (*est. availability: Oct 2020*)
- Register MICIP Platform District Admin account (*est. availability: Oct 2020*)
- Configure MICIP user access for district continuous improvement team members (*est. availability: Oct 2020*)
- Complete MICIP Platform Training in EduPaths (*est. availability: Oct 2020*)