



Platform Training Manual

Overview

This training is designed to demonstrate the MICIP process while working in the MICIP platform. For this training experience, you will enter the platform [MICIP](#) and log in using the directions in the log-in to the MICIP Training Environment below. For training purposes, you will be part of your own district's continuous improvement team. Please note that all data used is public facing.

From a MICIP process perspective, training will simulate a district improvement team's effort as you work with your data, develop a data story, analyze root causes, identify a challenge statement, and then develop goal(s), targets, strategies, and activities. The monitor, adjust, and evaluate processes will help you know if you are accomplishing your goals. You will be assigned the role and functions of a district administrator.

It is important to note this training is not only to teach you how to create and monitor plans by clicking buttons but also to demonstrate the continuous improvement process while learning this platform's features.

Training Environment

It is recommended that you **print this manual** ahead of time or have it on a separate screen so that you may easily reference it. Hopefully, this will make the test environment cleaner and allow you to focus on the MICIP application. For more information about the process, see the [MICIP Process Guide](#).

Finally, TRAINING will take about **60 minutes to complete**. You can stop anytime. There is only one training environment that everyone will use. Please label your work so you can easily find it and continue where you left off, e.g., initials and date.

If You Get Stuck

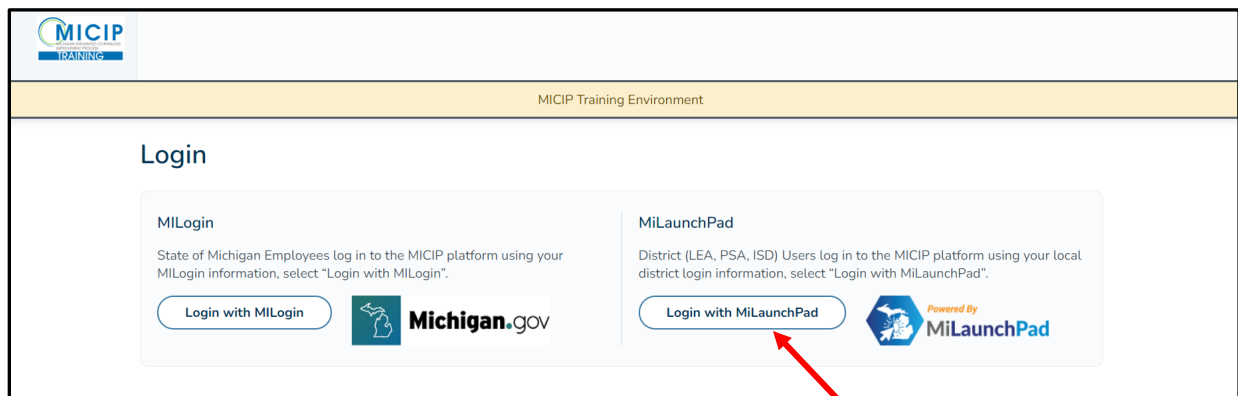
If, for whatever reason, things don't go as planned, you may simply end the session. If you desire to try to resolve the issue, email mde-micip@michigan.gov, and we'll get back as soon as possible. As stated previously, any participation yields useful data for improving the application.

Getting Started

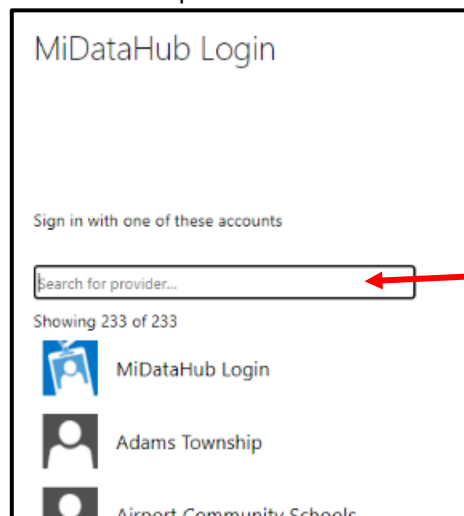
MICIP is focused on the district level. While it is primarily the role of the school to implement continuous learning cycles at the instructional level, it is primarily the role of the district to support that instruction at the systems level, whether that be with systems that have a more direct impact on student learning such as curriculum/instruction/assessment, data, student support, or technology, or those that support education more generally, including leadership, communication, human resources, finance, transportation, or food service. It is also ultimately the responsibility of the district to ensure that the plan is funded.

Log in to The MICIP Training Environment

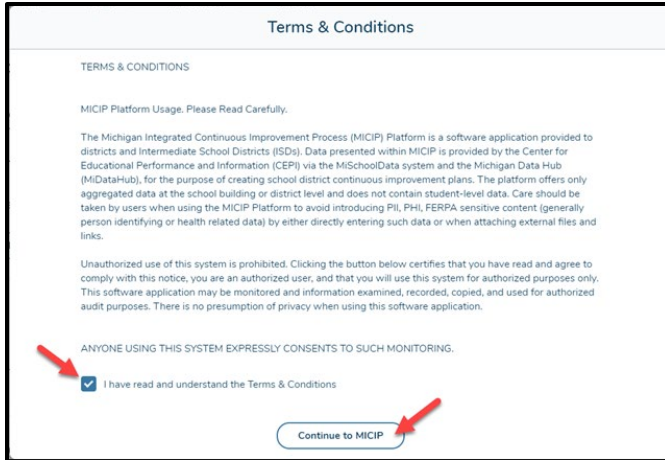
1. Navigate to: [MICIP](#)
2. Click on “Log in with MiLaunchPad.”



3. Select “Your District” as the account provider.



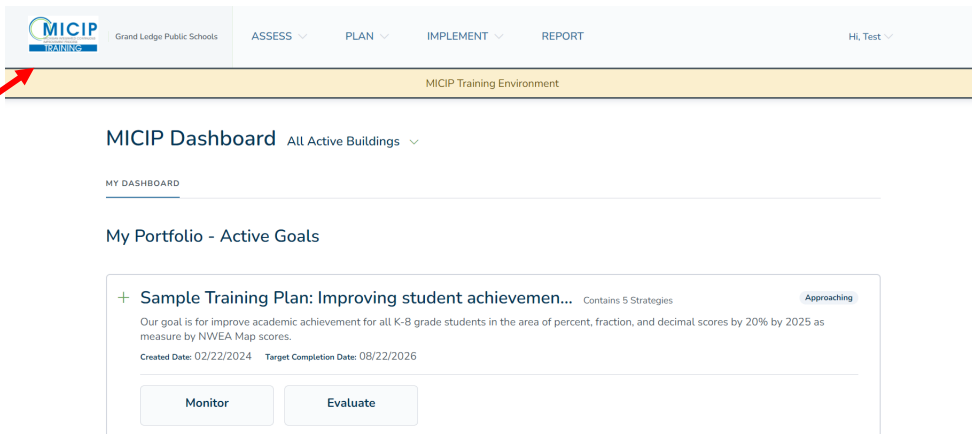
4. Follow by entering your district credentials and click on Sign-in.
5. If the login is successful, you will be redirected back to the MICIP application and see a screen describing the Terms and Conditions.



Note: You will see this screen only the first time. If you enter TRAINING, you may not see this.

6. Click on the “I have read...” checkbox and then the “Continue to MICIP” button.

If all is going well, you will see the main MICIP screen of the MICIP Dashboard.

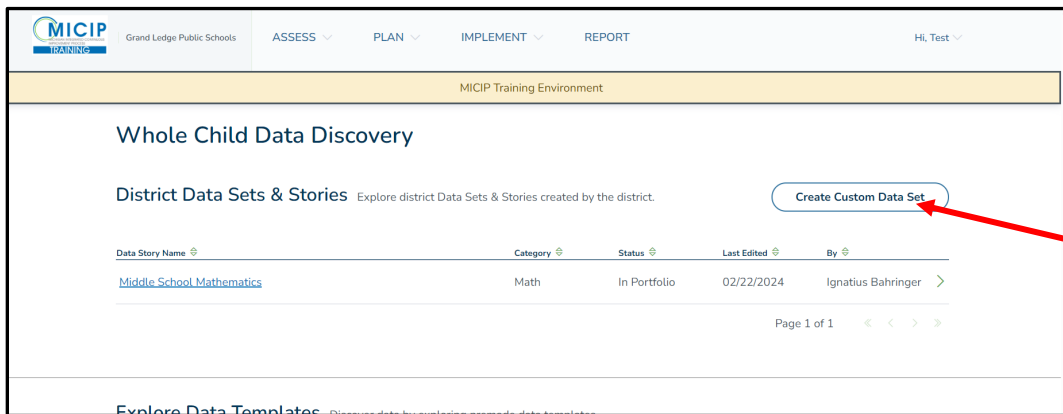


7. You will know that you are in the Training environment because the icon in the upper left-hand corner of the screen will say “TRAINING,” and you will see a beige banner that says “MICIP Training Environment.”

Create A Data Story

1. If your initial Dashboard Page has a “Discover Data” button, click this button. This will be the case only for first-time users. If you don’t see this, click on the “ASSESS” menu option and then “Data Story” option. Either path will get you to the same place.

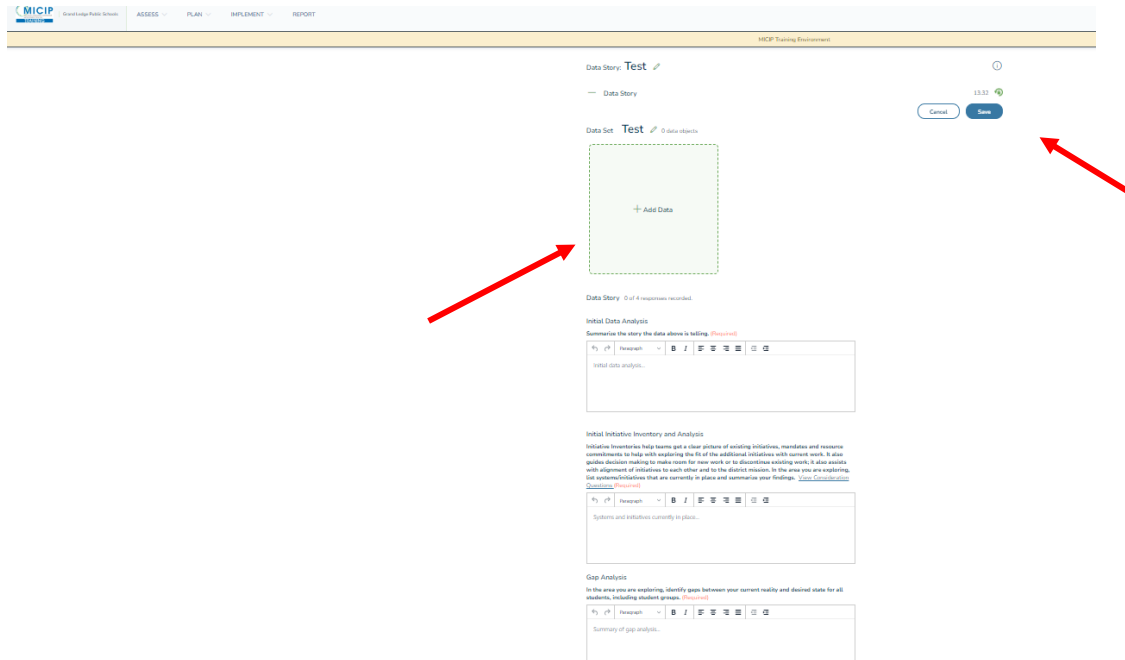
Click on the “**Create Custom Data Set**” button. *Note: We are not using the “Explore Data Template” option in this training session.”*



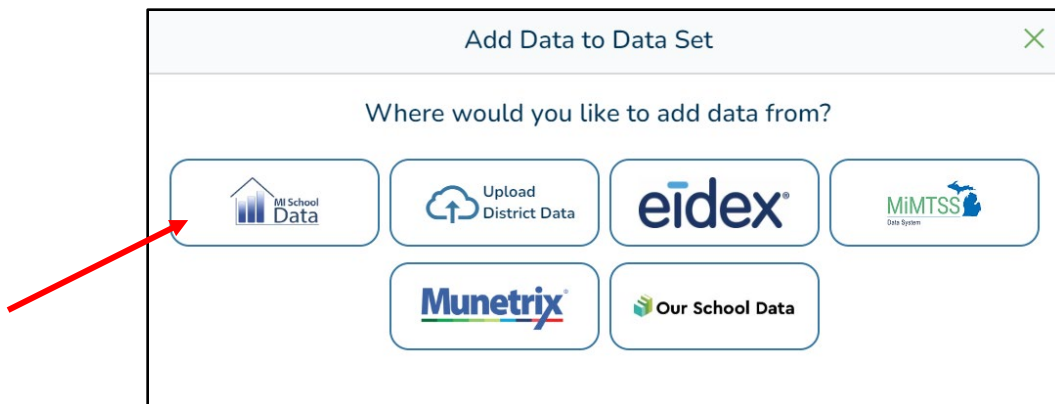
2. This will open a new special type of pop-up called a “modal.” Fill in the District Story Name (name should be unique so you can find it again) and focus area (note you can scroll to see more options). You can only choose one focus area. You DO NOT need to follow the example; make it meaningful to you. When done, click the “Create Custom Data Set” button.

The screenshot shows a modal window titled 'Name & Save Data Story'. It contains a text input field for 'District Story Name: (Story name should be outcome based)' with the placeholder text 'TYPE IN YOUR DATA STORY NAME'. Below this is a section titled 'Which focus area does this story relate to?' with three columns of radio button options: 'Academic', 'Non-Academic', and 'Systems'. A red arrow points to the 'Mental and Behavioral Health' option under 'Non-Academic'. Another red arrow points to the 'Create Custom Data Set' button at the bottom of the modal.

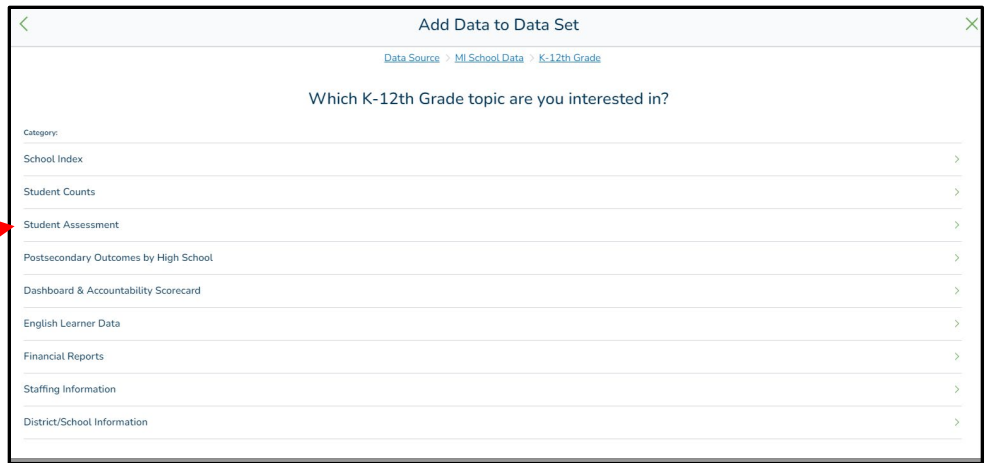
- The next screen demonstrates how to add data by clicking on the green “+ Add Data” button.



- Another modal will open that will allow you to select your Data Source. For this training, click on the MiSchoolData button.



- You will see a list of categories within the data source (MiSchoolData in this case). Click on the K-12th Grade topic and keep drilling down until you get to the report (you’ll notice that reports have a small green icon to the left). You should look for the following MiSchoolData reports:
 - School Index
 - Student Counts
 - Student Assessment
 - Postsecondary Outcomes by High School
 - Dashboard & Accountability Scorecard
 - English Learner Data
 - Financial Reports
 - Staffing Information
 - District/School Information



- You are presented with the basic view of the data object or data report. The actual data is live from the MiSchoolData. You may adjust the parameters on the left (e.g., the year, chart vs. table, etc.) until the data is presented as you want it. When you get it just right, click on the “Add to Data Set” button; you may need to scroll down to find it.

Report Settings

Location

District: Grand Ledger Public Schools (23060)

School: All schools in district

Settings

School Year: 2022-23

Grade: All Grades/Combined

Subject: ELA

Report Category: All Students

Presentation

How would you like this data presented?

Chart & Grid

Chart

Grid

Buttons: Reset Form, Add to Data Set, Back to Browsing, Cancel

Student Assessment: Student Growth

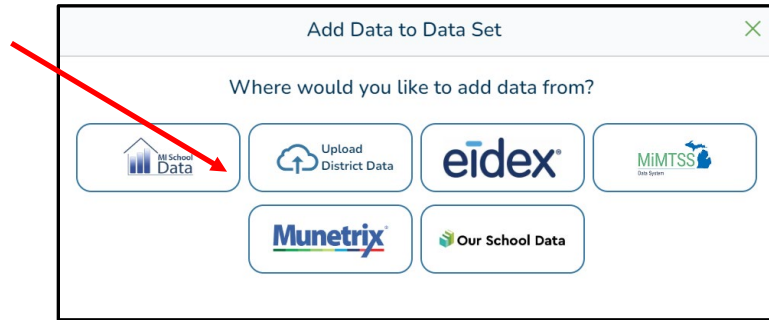
Student Growth Percentile Categories

Percentile Category	Count
Above Average Growth	~550
Average Growth	~750
Below Average Growth	~500

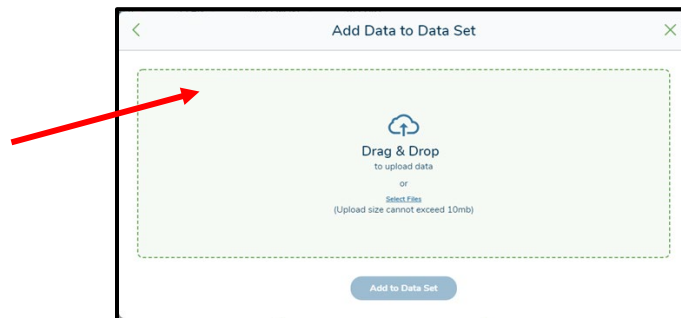
Entity Breakdown

Location Type	Location Name	Subject	Report Category	Number Active	Number Average Growth	Number Below Average Growth	Number Assessed	Mean SGP
Sublevel	District	English Language Arts	All Students	163,123	223,214	191,424	520,497	42.8
SD	East PEES	English Language Arts	All Students	1,438	2,005	1,407	4,850	55.1
District	Grand Ledger Public Schools	English Language Arts	All Students	761	897	568	2,167	52.0
School	Wilcox Ridge Elementary School	English Language Arts	All Students	45	45	17	107	55.5
School	Grand Ledger High School	English Language Arts	All Students	128	107	85	311	52.0
School	FC Woodson Elementary School	English Language Arts	All Students	28	32	19	79	53.3
School	Leon W. Hayes Intermediate School	English Language Arts	All Students	239	276	201	716	52.0
School	Kenneth T. Beagle	English Language Arts	All Students	114	100	104	318	52.1

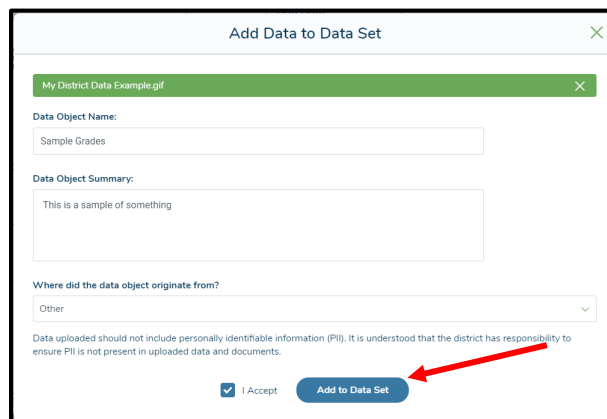
7. At this point, the modal will close, and you will see a live (albeit smaller) version of the “data object” in a “data tile” in the “Data Set” section of the “Data Story.” Feel free to add another data object from MiSchoolData. Otherwise, you may also add a report (pdf or image) of a local data object by clicking on the “+ Add Data” button (this is the same first step for any data source – MiSchoolData, local data, future data). In the modal that opens, select “Upload District Data.” **(Remember not to add student personal information.)**



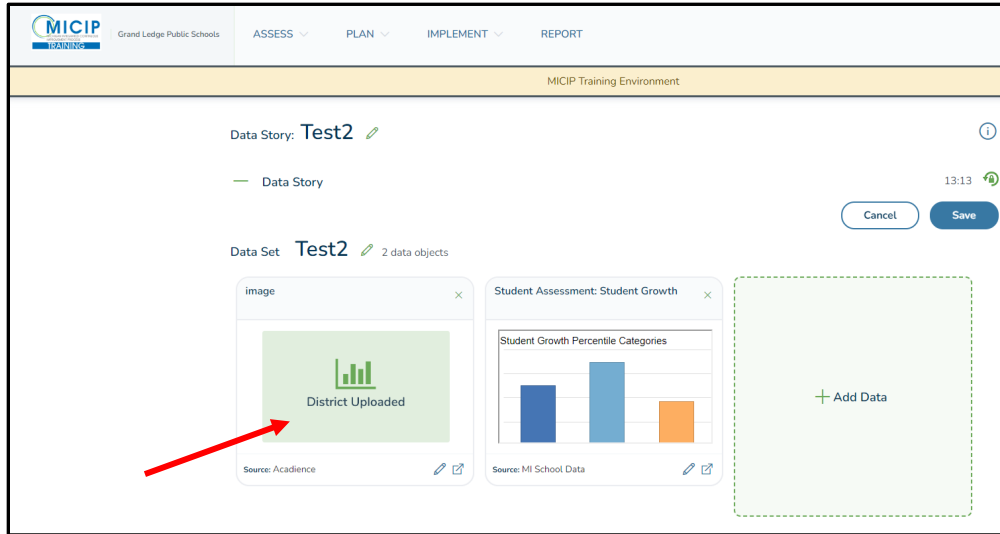
8. You will be presented with a modal to upload a file (pdf and images separately). Select a file (one that does not have any privacy concerns containing data where individual students could be identified) and upload it following the instructions. (Hint: this is where you might upload reports from a local assessment system, a survey tool, or other educational data systems.)



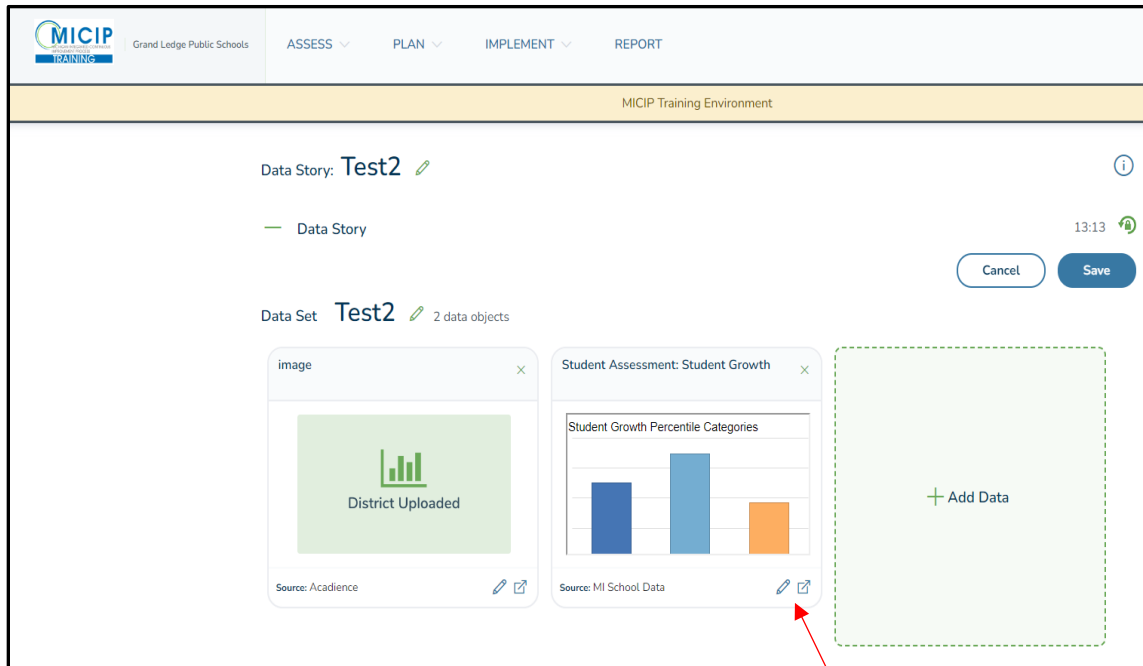
9. Once the file is uploaded, a modal will ask you to complete some information about the file. Complete this information and then click the “Add to Data Set” button.

A screenshot of a mobile application modal titled "Add Data to Data Set". The modal shows a file upload area with a green bar at the top containing "My District Data Example.gif". Below this are form fields for "Data Object Name" (containing "Sample Grades"), "Data Object Summary" (containing "This is a sample of something"), and "Where did the data object originate from?" (with a dropdown menu showing "Other"). At the bottom, there is a checked checkbox for "I Accept" and an "Add to Data Set" button. A red arrow points to the "Add to Data Set" button.

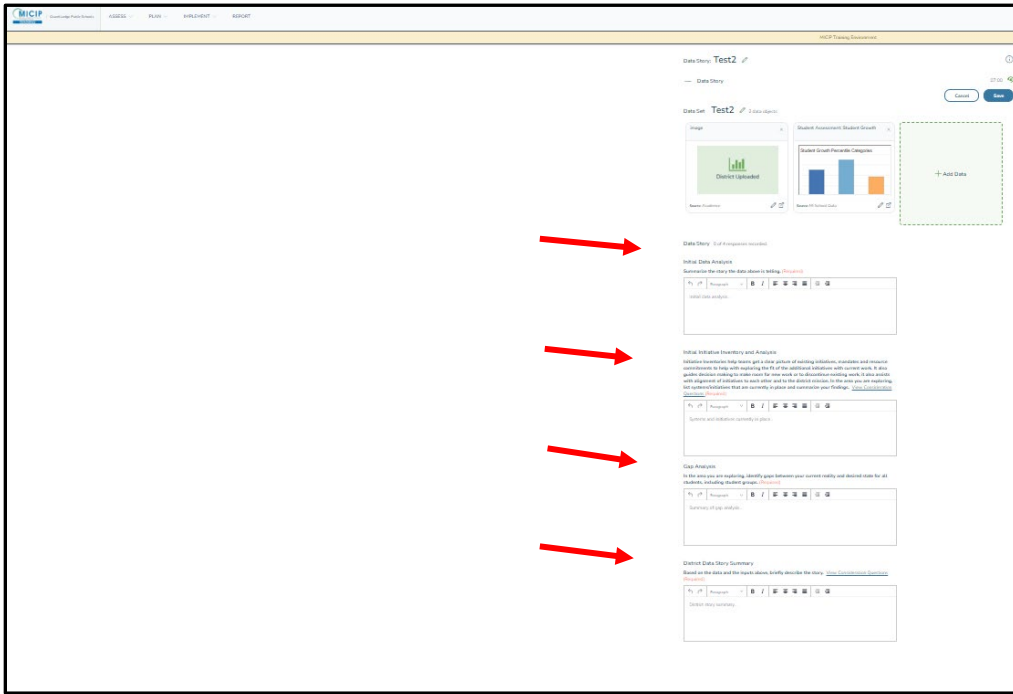
10. A generic data tile has now been added to the Data Set to identify the upload.



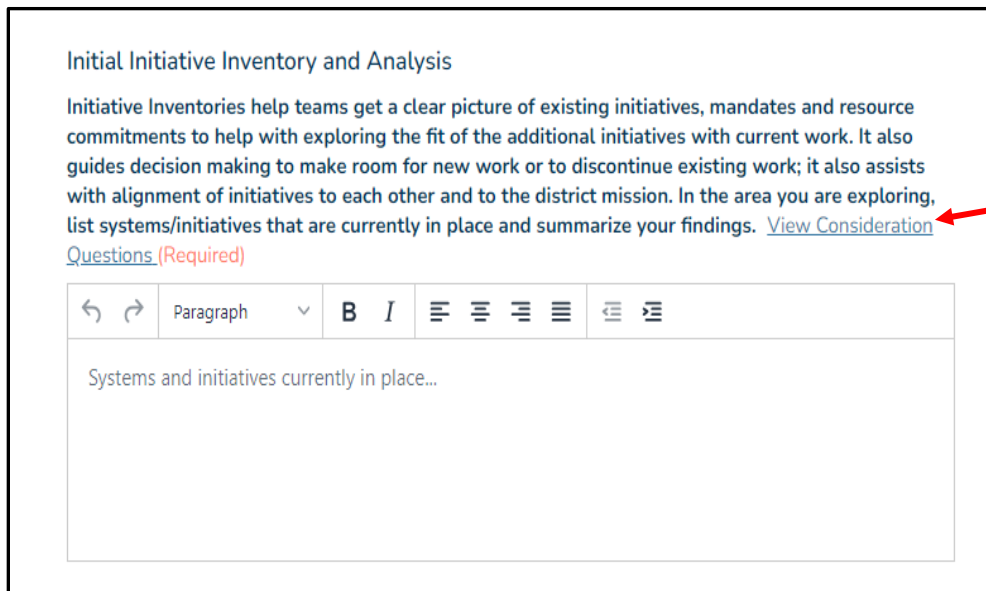
11. In the data tiles, there are two icons in the lower right. One icon launches a view in a separate browser tab so you can have that open while you continue to work in MICIP. Note: You will need to close those break-out tabs separately – a MICIP logout cannot close them. If you click on the small “pencil” icon (lower left of the tile if you have edit permissions), that puts you back in edit mode if you need to adjust something.



12. Now that the Data Set is ready, the Data Story itself needs to be explored. Complete the four boxes in the Data section related to the data story.



13. You may note that, for some boxes, you have the option to open a modal for consideration questions. To do that, click on the link, and the modal will open. You do not need to answer each question individually; summarize your collective thinking about all the questions for that box. Whatever you type in that box will be inserted into the main screen box (and *vice versa*).



Initiative Inventory Consideration Questions

Initiative Inventories help teams get a clear picture of existing initiatives, mandates and resource commitments to help with exploring the fit of the additional initiatives with current work. It also guides decision making to make room for new work or to discontinue existing work; it also assists with alignment of initiatives to each other and to the district mission. Reflect on the following questions to assist in filling out the Initiative Inventory for the Data Story.

- What need is being addressed and for whom? What does the evidence indicate so far?
- What personnel are involved in the implementation? What professional development exists, including coaches and performance feedback?
- What is the financial commitment for the entire life of the goal? What is the evidence regarding equitable allocation of resources?
- What implementation and impact measures exist? How have you addressed challenges to equitable implementation and impact?
- What student supports are in place to help achieve equitable outcomes?

Initiative Inventories help teams get a clear picture of existing initiatives, mandates and resource commitments to help with exploring the fit of the additional initiatives with current work. It also guides decision making to make room for new work or to discontinue existing work; it also assists with alignment of initiatives to each other and to the district mission. In the area you are exploring, list systems/initiatives that are currently in place and summarize your findings.

Systems and initiatives currently in place...

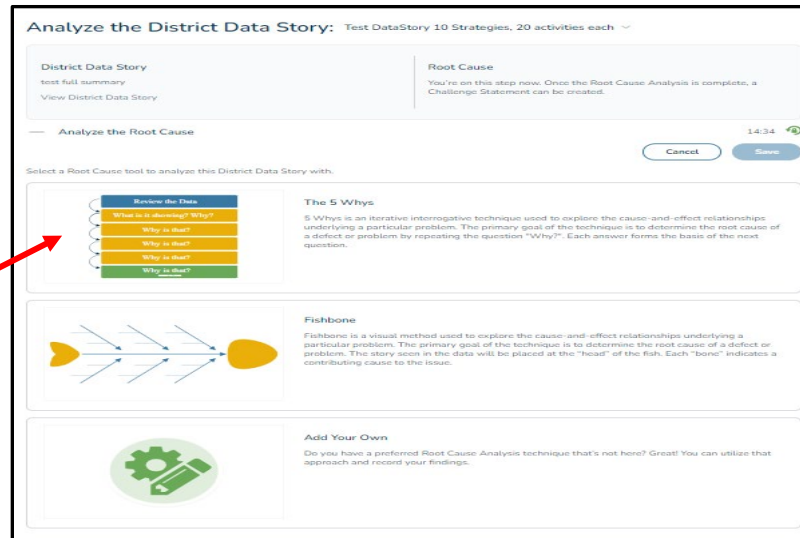
Save Response

14. Once all the discover data boxes are completed, click on the “Analyze” button in the **blue navigation bar at the bottom** (you won’t be able to do this until all the boxes are completed).

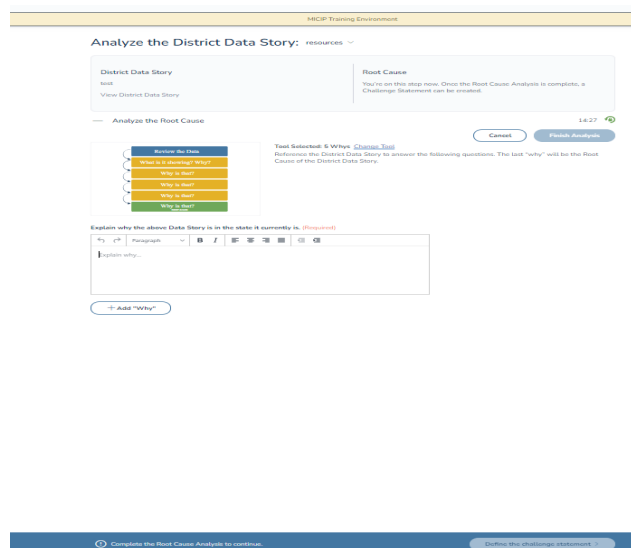
The screenshot shows the MIP Training Environment interface. At the top, there are navigation tabs: ASSESS, PLAN, IMPLEMENT, and REPORT. The main content area displays a 'Data Story' titled 'Test2'. It includes a bar chart for 'Student Assessment: Student Growth' and several text input boxes for 'Initial Data Analysis', 'Initial Initiative Inventory and Analysis', 'Gap Analysis', and 'District Data Story Summary'. Each text box has a 'test' placeholder. A red arrow points to the first text box. At the bottom of the page, there is a blue navigation bar with a 'District Data Story questions complete' status indicator and an 'Analyze' button. A red arrow points to this button.

Root Cause Analysis

1. You should be on a screen titled Analyze the District Data Story. You will notice the Data Story has been carried over to the top of the screen. As you move through the process, this section changes to keep the relevant information in front of you. For this training, you will complete a 5 Whys analysis. Click on that button. A district could also use a fishbone or a tool of its own choosing. Some districts begin with the fishbone to narrow down the options and then use the 5 Whys to analyze one cause more deeply. You will only be able to summarize your findings for the final tool you use.



2. When you click on the button, a brief description of the tool will show up. As more tools are added, you will be able to check to see if it's the right tool. For now, go ahead and click on the "Analyze Data Story" to enter the 5 Whys Tool."



3. Work through the 5 Whys Analysis. You can add more layers by clicking on the “+ Add Whys” button. The number of “whys” you will need will vary with how soon you believe you have reached the root cause. You may need more or less than five. When you are done, click on the “Finalize Analysis” button.

Analyze the District Data Story: Test DataStory 10 Strategies, 20 activities each

District Data Story
test full summary
View District Data Story

Root Cause
You're on this step now. Once the Root Cause Analysis is complete, a Challenge Statement can be created.

Analyze the Root Cause 07:53

Cancel Finish Analysis

Tool Selected: 5 Whys [Change Tool](#)
Reference the District Data Story to answer the following questions. The last "why" will be the Root Cause of the District Data Story.

Review the Data
What is it about? Why?
Why is that?
Why is that?
Why is that?
Why is that?

Explain why the above Data Story is in the state it currently is.

test

Looking at your response to the previous question, explain why that is. (Required)

Explain why...

+ Add "Why"

4. Once you have finished the analysis, you can add more evidence to the Data Story if needed.

Add Evidence to Data Story (Optional)

Based on the results of the Root Cause Analysis, is there any other data that should be added to the District Data Story? If no additional data is needed, continue to define the Challenge Statement.

Add Data to District Story

5. The bottom blue navigation bar should indicate you are complete, and you can click on the “Define the Challenge Statement” button.

Add Data to District Story

✓ Root Cause Analysis complete.

Cancel Save Define the challenge statement >

Create a Challenge Statement

1. Complete the Challenge Statement using the If..., then..., so that... model. (See the MICIP Process Guide for examples.) When done, click on “Save” and then on the “Define Goal” button.

MICIP Training Environment

Analyze the District Data Story: Test2 ▾

District Data Story
test
View District Data Story

Root Cause
asdf

— Create a Challenge Statement 14:29

Cancel Save

Based on the results of the Root Cause Analysis, define the challenge in one sentence.
Example: The district needs to allocate resources to develop a system to implement GELN Literacy Essentials at School B and maintain resources to continue implementation and progress at School A.

Paragraph ▾ B I [Rich Text Editor Icons] fgahgrgh

Complete the Challenge Statement to continue. Define Goal >

Define a Measurable Goal

2. At this point, you should see the “Define a Measurable Goal Screen.” You will notice that the Challenge Statement has been inserted in the information section. Complete the Define Goal, Goal Date, and Name Goal items.

MICIP Training Environment

Define a Measurable Goal: Test2 ▾

District Data Story
test
View District Data Story

Challenge Statement
fgahgrgh Edit

— Goal Details

Define Goal
Create a one-sentence goal to solve the issue defined in your Challenge Statement. The goal should include a measure and a due date.
Example: Our goal is to provide opportunities for students to study together, in order to improve ELA M-Step scores by 5% by 2022.

Paragraph ▾ B I [Rich Text Editor Icons]

Goal Due Date
03/04/2024

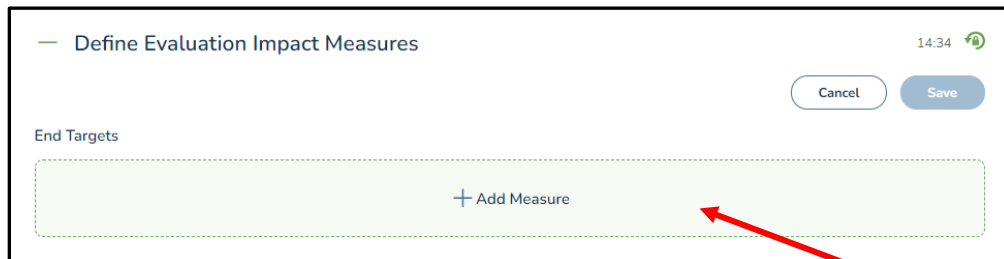
Name Goal
Create a short title for the goal that describes the outcome you are targeting.
Example: Improve ELA M-Step

Goal name: _____

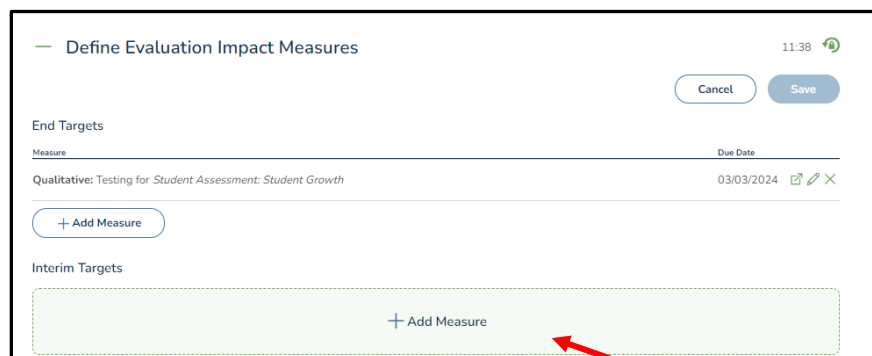
— Define Evaluation Impact Measures

End Targets
Interim Targets

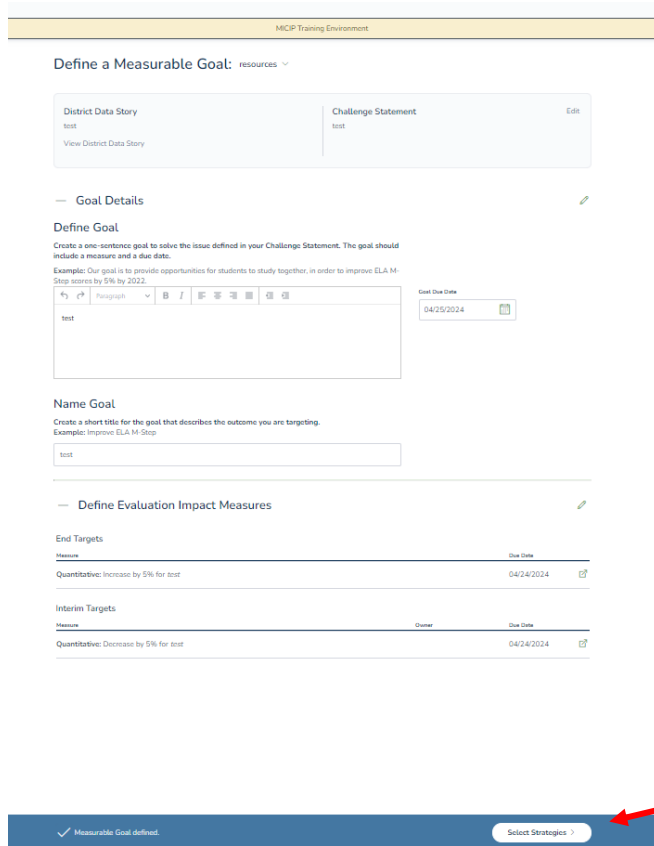
- Next, you will establish measures for your Goal (see the Process Guide for the various kinds of measures.) First, you need to add at least one End Target Measure. Click on the green “+Add Measure” in the End Target section. A modal will open, and you will be given options to add a qualitative or quantitative measure (see the tabs in the modal). Complete at least one measure that works for your goal (you can add more than one end target measure). Click the “Add Measure” button to add the measure to the goal.



- Following a similar process as for the End Target Measures, add at least one Interim Target Measure that aligns with the end measure of your goal. You will note that in this modal, there is also an option for a “task” as a measure. Be sure to click the “Add Measure” button. By completing all these sections, you should end up with a SMART Goal.

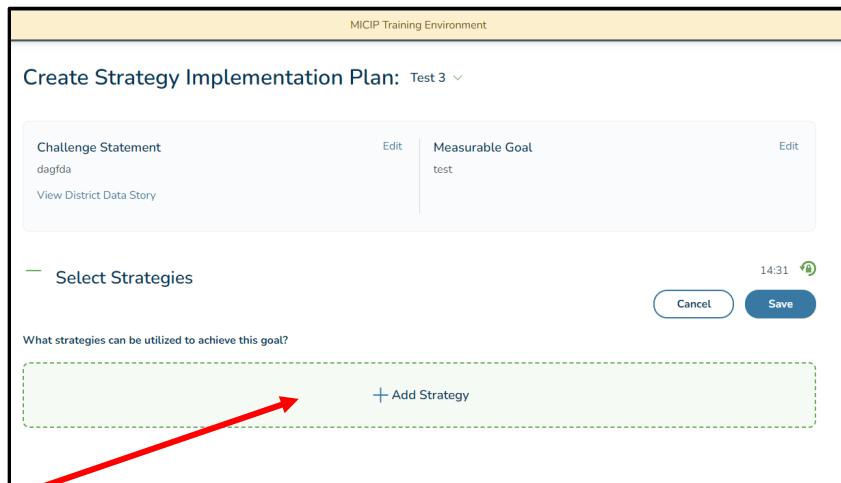


5. At this point, your screen should look something like the image below. If you have completed all the parts and saved them, you can click on the “Select Strategies” button in the bottom blue navigation bar.

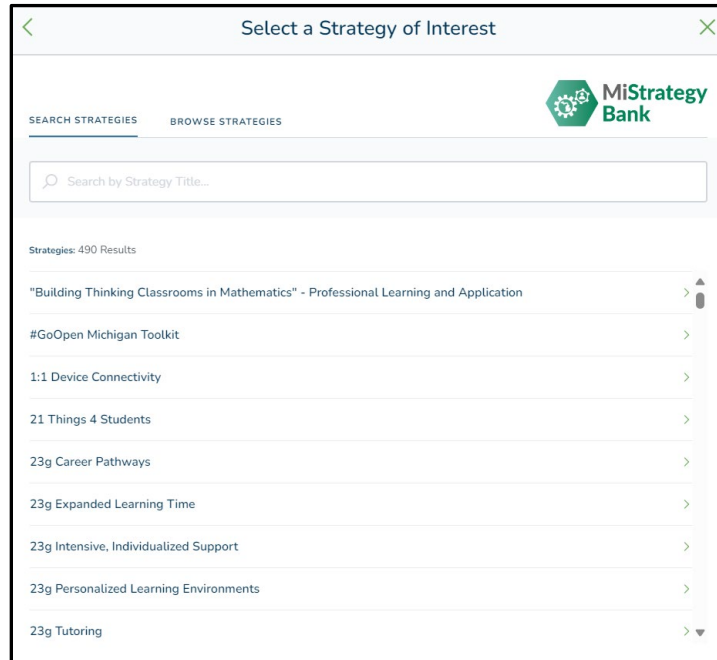


Adding Strategies

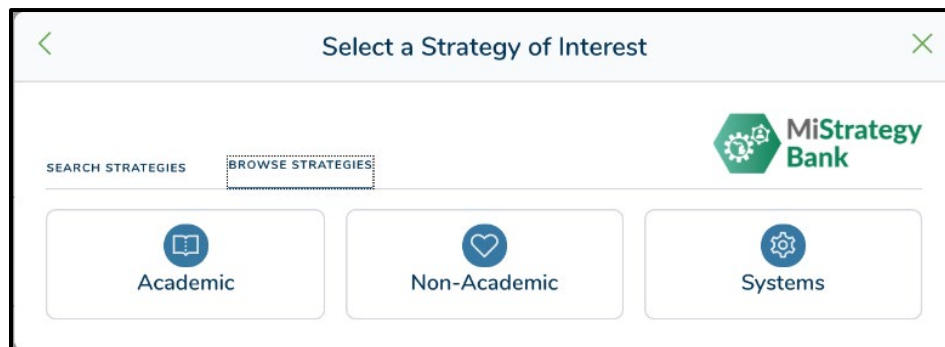
1. Your screen should look like the one below. Click on the “+ Add Strategy” button.



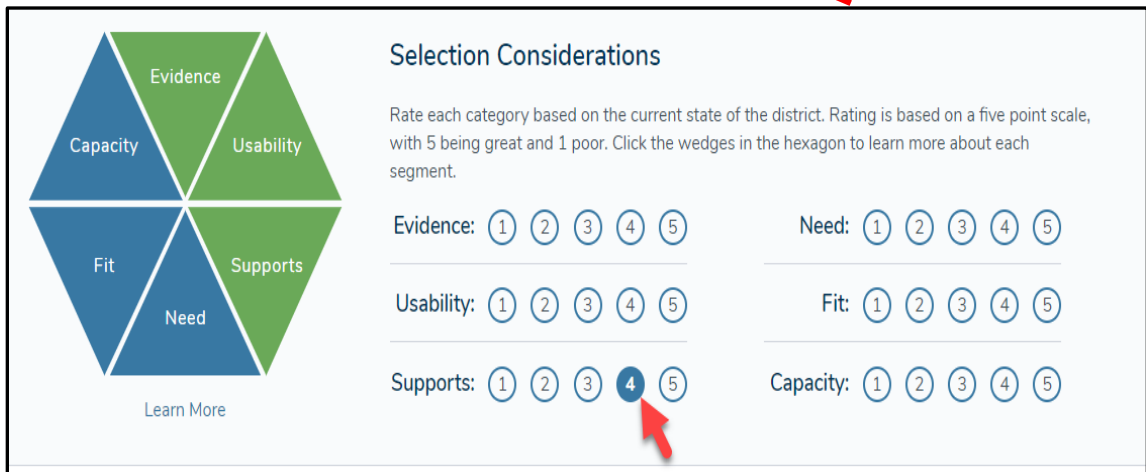
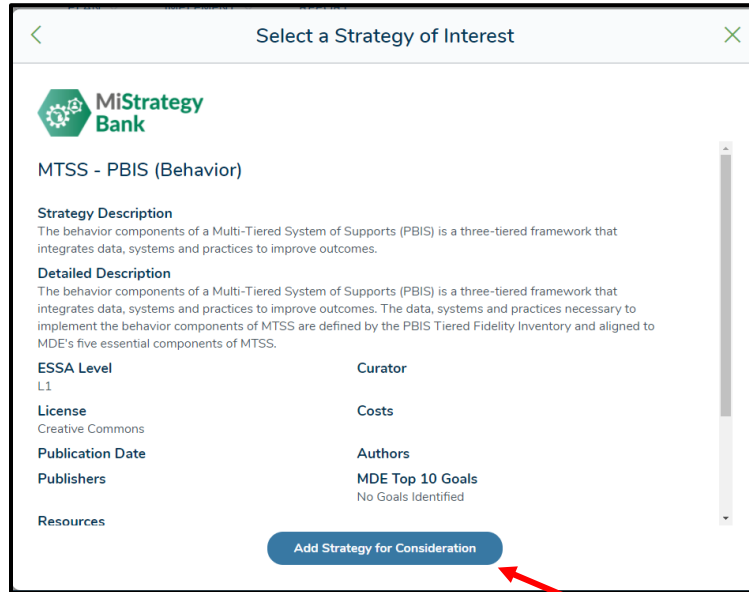
2. This will open a modal to interact with the MiStrategyBank. There are two methods you may use to find a strategy:
- a. Search (if you know the title)



- b. Browse (work your way through the hierarchy).

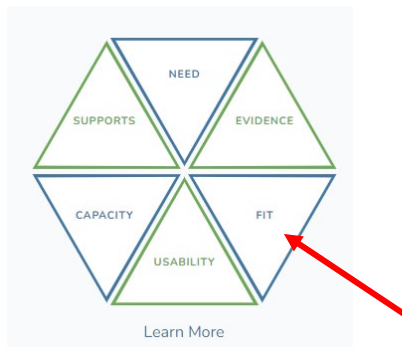
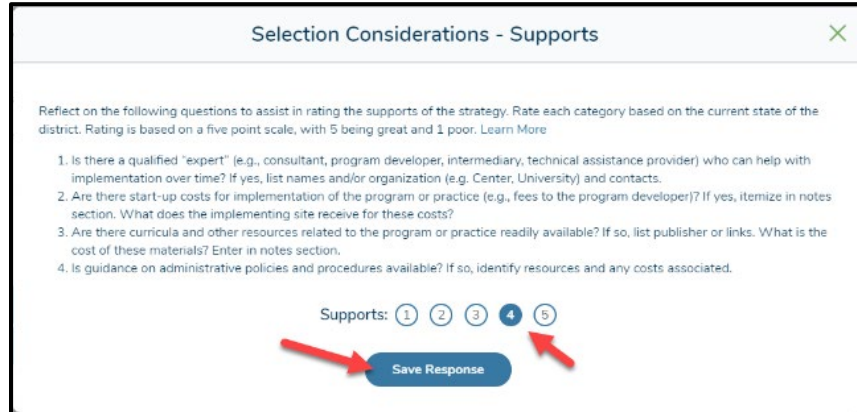


- Explore this interface and eventually find a strategy you would like to consider that might address the goal. You are at the strategy level if you see a screen that contains the strategy title, description, ESSA level, Curator, Costs, Authors, Licenses, and Publication date Resources. Click the “Add Strategy for Consideration” button.

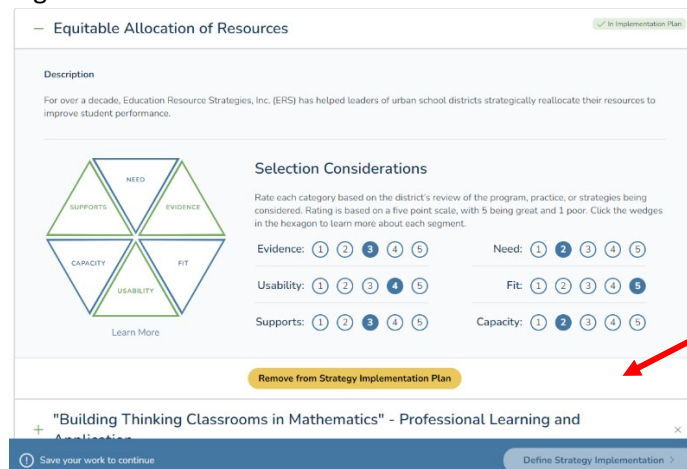


- You will see your strategy now listed. Click on the “+” sign to the left of the strategy to expand the box to reveal the Hexagon tool.

- Before you can add the strategy to your plan (so far, you just added it for consideration), you need to complete the Hexagon Tool analysis. You may interact with the ratings directly, or you can click on any wedge to open a modal that provides guidance on that component. Explore both methods as you complete the analysis. When you are done, if you determine this is a strategy you want to move forward with implementing, you may click the “Include in Strategy Implementation Plan” button.



- Repeat for any additional strategies you might be considering. When you have saved the strategies you want in your plan, click on the “Define Strategy Implementation” button in the bottom blue navigation bar.



Define Strategy Implementation

1. Your screen should be entitled “Create Strategy Implementation Plan.” Here is where you will be able to see the entire plan containing the challenge statement, goal, due dates, strategies, activities, assigned buildings, funding sources, and communication.

Create Strategy Implementation Plan: Sample Continuous Improvement Plan for DPD districts, begin...

Challenge Statement: 100
If teachers are provided professional learning in math content and in engaging math strategies and if coaching is provided based on monitoring of strategy implementation, then teachers will effectively differentiate support for students so that they will increase engaged and student attendance and achievement will reach improvement targets.
Your District/State Name

Measurable Goal: 100
Our goal is to provide teachers professional learning and ongoing coaching support to increase student engagement and to increase math proficiency by 2025, then improve student achievement in math by 3% based on MTSSP (elementary) and SAT (high school) scores.

MTSS Framework (General)

Strategy Details

Strategy Description
A Multi-Tiered System of Supports (MTSS) is a comprehensive framework comprised of a collection of research-based strategies designed to meet the individual needs and assets of the entire child at all achievement levels.

Who owns this strategy implementation?

When will it start?

When will it end?

Where will it be implemented?

- Dallas Center Elementary School
- Dallas Mills Early Childhood Center
- Prince County North Middle
- Forest Edge High School
- Everett T. Morgan Middle School
- Lewis W. Hayes Intermediate School

Strategy Implementation Activities

Define strategy implementation activities including monitoring for fidelity.

Activity ID	Owner ID	Start Date ID	End Date ID
Define monthly student attendance records	Tom Johnson	02/06/2024	01/31/2027
Publish a building-level team with team-based decision-making authority	Tom Johnson	02/06/2024	01/31/2027
Publish a sample rubric assessment calendar that includes data analysis	Tom Johnson	02/06/2024	01/31/2027
Follow monthly PLC schedule for coaching support for all math teachers	Tom Johnson	02/16/2024	01/31/2027
Follow monthly PLC schedule for teacher training in core math curriculum and standards	Tom Johnson	02/16/2024	01/31/2027
Hit sufficient number of teachers	Tom Johnson	02/06/2024	01/31/2027
Follow process and adjust interventions/instruction of Tier 1, 2, and 3	Tom Johnson	02/16/2024	01/31/2027

Strategy Funding

Allocating

Federal Funds	State Funds	Other
<input checked="" type="checkbox"/> Title I Part A	<input checked="" type="checkbox"/> All Other State	<input type="checkbox"/> General Fund
<input checked="" type="checkbox"/> Title I Part C - Algebraic Preparation	<input type="checkbox"/> Elementary Payment	<input type="checkbox"/> All Other
<input type="checkbox"/> Title I Part D - Supplemental Education	<input type="checkbox"/> Local Share Allocation Program	<input type="checkbox"/> Local Transportation Fund

2. Complete the “Strategies Details Page.” This is also the page where you will identify the schools to which each of the activities apply.
3. Add activities in the “Strategy Implementation Activities” section. To do this, click on the “+ Add Activity” button. This will open a modal for you to add the actual activity. Be sure to click the “Save Activity” button for each activity. When you do this, they will be added to the plan.

Strategy Implementation Activities

Define Strategy implementation activities, including monitoring for fidelity.

Activity	Owner	Start Date	Due Date	
Identify Student Buddy Coordinator	Mark [redacted]	09-16-2020	11-01-2020	✕
Find Student Buddies	Tom [redacted]	11-10-2020	12-15-2020	✕

[+ Add Activity](#)



Edit Strategy Implementation Activity ✕

Strategy: MTSS Framework (General)

Activity
Collect monthly student attendance records

Who owns this activity?
Tom Johnson

What building(s) in the implementation plan does this apply to?

Search Select All Implementation Plan Buildings

- Delta Center Elementary School
- Eaton County Youth Facility
- Grand Ledge High School
- Leon W. Hayes Intermediate School
- Neff Early Childhood Center
- T.C. Holbrook Elementary School
- Wacousta Elementary School

Activity Start Date: 02/06/2024

Activity Due Date: 01/11/2027

[Save Activity](#)



- Now complete the Strategy Funding and Strategy Communication sections. You will need at least one check box in each section (just the section, not each column). When you are done, click save and click the “Add to MICIP Portfolio” button in the bottom blue navigation bar. Note that the Funding section should consider the cost for the entire life of the strategy but is here just for planning purposes; the specific annual funding takes place in the Consolidated Application.

Challenge Statement Edit **Measurable Goal** Edit

Based on the analysis of the data, our district needs to... View District Data Story Our goal is to ...

MTSS - PBIS (Behavior) Ready

Strategy Details

Strategy Description
The behavior components of a Multi-Tiered System of Supports (PBIS) is a three-tiered framework that integrates data, systems and practices to improve outcomes.

Who owns this strategy implementation?
Mike Rotவர்

When will it start? When will it be complete?

What buildings in the district does this apply to?

Demo Elementary School
 Demo High School
 Demo Middle School

Strategy Implementation Activities

Define Strategy implementation activities, including monitoring for fidelity.

Activity	Owner	Start Date	Due Date
Identify Student Buddy Coordinator	Mark	09-16-2020	11-01-2020
Find Student Buddies	Tom	11-10-2020	12-15-2020

Strategy Funding

Your Funding: \$ 1,500

Federal Funds

- 21st CCLC
- CDC Block Grant
- CTE Perkins
- Ernie
- Head Start
- Homeless Students' Assistance Grant
- IDEA Part B (Section 611)
- IDEA Part B (Section 613)
- IDEA Part C
- School Breakfast Program
- Sec. 43 Bilingual Education Grant
- Special Milk Program
- Title I Part A
- Title I Part C: Migration Education
- Title I Part C: Summer Migrant
- Title I Part D
- Title II Part A
- Title III Part A: English Learners
- Title III Part A: Immigrant Students
- Title IV Part A: Effective Use of Technology
- Title IV Part A: Student Support & Academic Enrichment
- Title V Part B
- Other Title Funds
- Other Federal Funds

State Funds

- At Risk (21-A)
- Discretionary Payment
- Great Start Readiness Program
- Michigan College Access Network
- PSA Protected
- Proposal A Obligation
- Special Education Foundation (51A)
- Special Education Foundation (51A.2)
- Special Education Headlee Obligation
- State School Aid Act (Section 322(4))
- State School Aid Act (Section 322(4), Home Visiting)
- State School Aid Act (Section 544 - Early On
- Other State Funds

Other

- General Fund
- ISD Reimbursement
- Local Construction Bond
- Local Donations / Fundraising
- Local Sinking Fund
- PILT (Payment in Lieu of Taxes)
- Other Local Funds

Strategy Communication

How will the plan be communicated?

- Brochure
- District Website Update
- Email Campaign
- Local Newspaper
- MI School Data
- Parent Newsletter
- Presentations
- School Board Meeting
- Social Media
- Other

Who will the plan be communicated to?

- Community-at-Large
- Educators
- Parents
- School Board
- Staff

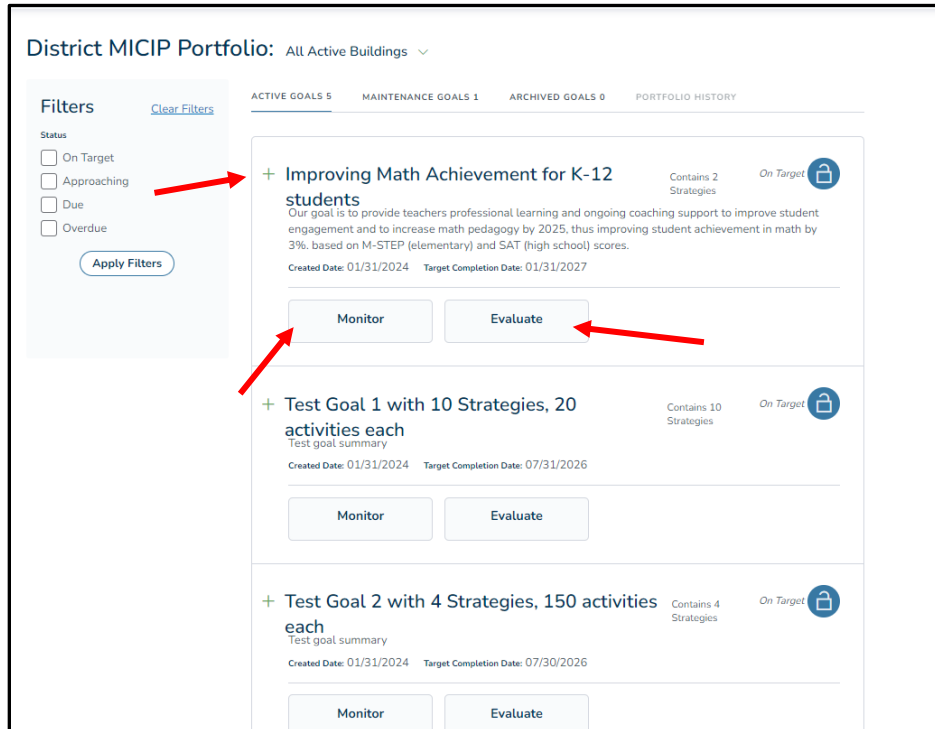
Navigation Bar: Remove from Strategy Implementation Plan 1 of 1 Strategy Implementation Plans complete. Cancel Save Add to MICIP Portfolio

- To complete this task, click on the “Add to MICIP Portfolio” button on the bottom blue navigation bar.



Implementing Plans in the Portfolio

- Here, you will be able to monitor and evaluate your goals. Click on the down arrow to search for specific buildings.
- Expand the portfolio for a full view of each plan by clicking on the green “+” sign.



District MICIP Portfolio: All Active Buildings

Filters [Clear Filters](#)

Status

- On Target
- Approaching
- Due
- Overdue

[Apply Filters](#)

ACTIVE GOALS 2 MAINTENANCE GOALS 1 ARCHIVED GOALS 6 PORTFOLIO HISTORY

Sample Training Plan: Improving student achievement... Contains 3 Strategies Approaching

Our goal is for improved academic achievement for all K-8 grade students in the area of percent, fraction, and decimal scores by 20% by 2025 as measure by NWEA Map scores.

Created Date: 02/26/2024 Target Completion Date: 08/26/2026

[Monitor](#) [Evaluate](#)

Strategy 1 of 5

#GoOpen Michigan Toolkit

[Edit Strategy Implementation Plan](#)

Strategy Details

This Toolkit helps you learn more about what open education resources (OER) are, why OER are valuable for teachers and learners, and how to get involved with #GoOpen Michigan.

Strategy Owner: **Berenice Beahm**
 Start Date: 02/26/2024
 Due Date: 08/20/2026

- Buildings**
- Beagle Middle School
 - Grand Ledge High School

Strategy Implementation Activities

Activity	Owner	Start Date	Due Date	Status
<input type="checkbox"/> Hire coach	Berenice B...	06/04/2024	05/02/2026	Upcoming
<input type="checkbox"/> purchase program	Berenice B...	06/04/2024	05/02/2026	Upcoming
<input type="checkbox"/> Professional Learning for staff	Berenice B...	06/04/2024	05/02/2026	Upcoming
<input type="checkbox"/> send out survey	Berenice B...	06/04/2024	05/02/2026	Upcoming
<input type="checkbox"/> Monthly staff meetings focused on math - particu	Berenice B...	06/04/2024	05/02/2026	Upcoming

Page 1 of 1

Strategy Funding - Total Funding: \$37,822.00

Federal Funds	Other
<ul style="list-style-type: none"> • Title II Part A • Title I Part A 	<ul style="list-style-type: none"> • General Fund • ISO Reimbursement

- Strategy Communication**
- | How | To Whom |
|--|---|
| <ul style="list-style-type: none"> • School Board Meeting • Presentations • District Website Update | <ul style="list-style-type: none"> • Community-at-Large • Educators • Staff • School Board • Parents |

Strategy 2 of 5

21 Things 4 Students

[Edit Strategy Implementation Plan](#)

Strategy Details

Students build technology competencies as they prepare for tomorrow's careers. These engaging activities and projects easy to embed into any middle school content area or lesson. They help students become knowledgeable about information literacy and digital citizenship skills with a focus on internet safety and cyberbullying.

Strategy Owner: **Berenice Beahm**
 Start Date: 02/26/2024
 Due Date: 08/23/2026

3. Your portfolio contains active, maintenance, and archived goals. You can see these goals by clicking on each term.


Activity	Owner	Start Date	Due Date	Status
<input type="checkbox"/> Hire coach	Berenice B...	06/04/2024	05/02/2026	Upcoming
<input type="checkbox"/> purchase program	Berenice B...	06/04/2024	05/02/2026	Upcoming
<input type="checkbox"/> Professional Learning for staff	Berenice B...	06/04/2024	05/02/2026	Upcoming
<input type="checkbox"/> send out survey	Berenice B...	06/04/2024	05/02/2026	Upcoming
<input type="checkbox"/> Monthly staff meetings focused on math -particu	Berenice B...	06/04/2024	05/02/2026	Upcoming

Page 1 of 1

Strategy Funding - Total Funding: \$37,822.00

Federal Funds	Other
<ul style="list-style-type: none">Title II Part ATitle I Part A	<ul style="list-style-type: none">General FundISD Reimbursement

4. The lock symbol prevents anyone with editing rights from changing any part of the plan. Unlock the plan by clicking this symbol.

— **Sample Training Plan: Improving student achievement...** Contains 5 Strategies Approaching 

Our goal is for improve academic achievement for all K-8 grade students in the area of percent, fraction, and decimal scores by 20% by 2025 as measure by NWEA Map scores.

Created Date: 02/26/2024 Target Completion Date: 08/26/2026

Monitor **Evaluate**

Monitoring and adjusting goals, strategies, and activities

1. The strategy activity button indicates that at least one activity is overdue.

The screenshot shows a dashboard with a 'Filters' sidebar on the left and a main content area. The sidebar has checkboxes for 'On Target', 'Approaching', 'Due', and 'Overdue', with an 'Apply Filters' button. The main area displays two goal cards. The first card, 'test 4', contains 2 strategies and is marked as 'Overdue' with a red arrow pointing to a lock icon. It shows a 'Created Date' of 03/05/2024 and a 'Target Completion Date' of 03/12/2024, with 'Monitor' and 'Evaluate' buttons. The second card, 'test', contains 1 strategy and is marked as 'Approaching' with a lock icon. It shows a 'Created Date' of 04/18/2024 and a 'Target Completion Date' of 04/25/2024, also with 'Monitor' and 'Evaluate' buttons.

2. Here, you will see all activities associated with this active goal. To show an activity is complete, you will check the box. **Note: Once a checkbox is marked complete, it cannot be undone, so don't check the box before you are sure it is complete.**

The screenshot shows the 'Monitor Goal' page for 'Sample Training Plan: Improving student achievement in the are...'. The page is titled 'Implementation' and shows 'Strategy 1 of 5' with the '#GoOpen Michigan Toolkit'. A 'Monitoring Tool' button is visible. Below is a table of activities with checkboxes for completion. A red arrow points to the checkbox for 'Professional Learning for staff'. The table has columns for 'Activity', 'Owner', 'Start Date', 'Due Date', and 'Status'. The activities listed are: 'Hire coach', 'purchase program', 'Professional Learning for staff', 'send out survey', and 'Monthly staff meetings focused on math -particularly focus on percents, fract'. The page is on 'Page 1 of 1'.

The screenshot shows a warning dialog box with the text: 'Once a Strategy Implementation Activity is marked as complete, it cannot be undone.' Below the dialog is a 'Strategy Implementation Activities' table. A red arrow points to the checkbox for 'purchase online application'. The table has columns for 'Activity', 'Owner', 'Start Date', 'Due Date', and 'Status'. The activities listed are: 'purchase online application', 'purchase devices for students', and 'monthly staff meeting focused on learning experi'. The page is on 'Page 1 of 1'.

- In the following illustration, the strategy activities button indicates that at least one activity is overdue. Click on this button to see complete details.

MICIP Training Environment

District MICIP Portfolio: All Active Buildings

ACTIVE GOALS 2 MAINTENANCE GOALS 1 ARCHIVED GOALS 0 PORTFOLIO HISTORY

Filters [Clear Filters](#)

Status

- On Target
- Approaching
- Due
- Overdue

[Apply Filters](#)

+ Sample Training Plan: Improving student achievement... Contains 5 Strategies Approaching

Our goal is for improve academic achievement for all K-8 grade students in the area of percent, fraction, and decimal scores by 20% by 2025 as measure by NWEA Map scores.

Created Date: 02/26/2024 Target Completion Date: 08/26/2026

[Monitor](#) [Evaluate](#)

+ Math Test Contains 1 Strategy Overdue

testing

Created Date: 02/26/2024 Target Completion Date: 03/04/2024

[Monitor](#) [Evaluate](#)

- In this illustration, there is a link to edit the strategy implementation plan. Click on this button.

Strategy 1 of 1

23g Intensive, Individualized Support

[Edit Strategy Implementation Plan](#)

Strategy Details

A trained adult advocate can help students who have fallen off track by providing individualized support to meet their academic, personal, and emotional needs. An advocate is a student's "go-to person" for the resources and support needed to graduate, and typically provides these supports for the entire time a student is enrolled in the school, or, at a minimum, for a full school year. Advocates can be school staff or not employed by the school district. Advocates can identify unmet needs and provide or coordinate more intense, individualized support to help students get back on track for graduation.

Strategy Owner
Test LEA 0

Start Date
03/01/2024

Due Date
03/04/2024

Building(s)

- All Active Buildings

Strategy Implementation Activities

Activity	Owner	Start Date	Due Date	Status
<input type="checkbox"/> test	Test LEA 0	03/01/2024	03/04/2024	Due

Page 1 of 1

Strategy Funding - Total Funding: \$134,000.00

Federal Funds

- Title II Part A

State Funds

- Discretionary Payment

Other

- Local Sinking Fund

Strategy Communication

How

- Parent Newsletter

To Whom


- School Board

- Click the pencil to edit anything in this section. Remember to save when completed.

MICIP Training Environment

Create Strategy Implementation Plan: Test2

Challenge Statement: Edit | Measurable Goal: Edit

— 23g Intensive, Individualized Support Save 

Strategy Details

Strategy Description
A district needs educators who help students who have fallen off track by providing individualized support to meet their academic, personal, and emotional needs.

Who owns this strategy implementation?
Test LEA 0

When will it start?
03/01/2024

When will it be completed?
03/04/2024

What buildings in the district does this apply to?
Search

- Beaman Middle School
- Delta Center Elementary School
- Eaton County Youth Facility and Day Treatment
- Grand Ledge High School
- Haven Intermediate
- Hickbrook Elementary School

Strategy Implementation Activities
Define Strategy Implementation activities, including monitoring for fidelity.

Activity ID	Course ID	Start Date ID	End Date ID
Test	Test LEA 0	03/01/2024	03/04/2024

Strategy Funding

Your Funding: \$ 184,000

Federal Funds

- Title I Part A
- Title I Part C, Migration Education
- Title I Part C, Summer Programs
- Title I Part D
- Title II Part A
- Title III Part A, English Learners
- Title III Part A, Immigrant Students
- Title IV Part A, Effective Use of Technology
- Title IV Part A, Student Support & Academic Enrichment
- Title V Part B
- Other Title Funds

State Funds

- At Risk (21-A)
- Discretionary Payment
- Great Start Readiness Program
- Michigan College Access Network
- PISA Protected
- Proposal & Obligation
- Special Education Foundation (21-A)
- Special Education Foundation (21-A, 2)
- Special Education Health Obligation
- State School Aid Act (Section 13)(4)(b)
- State School Aid Act (Section 13)(4)(c), Home (Waiver)

Other

- General Fund
- ED Reimbursement
- Local Construction Bond
- Local Donations / Fundraising
- Local Sinking Fund
- MCF (Phonetic In Lieu of Taxes)
- Other Local Funds

- By clicking “save,” a pop-up will ask whether you are sure you want to submit changes.

You are about to submit changes to an Improvement Plan that is in your district's portfolio. Are you sure you want to continue?

Strategy Details

- Click the “Continue to MICIP Portfolio” button on the bottom blue navigation bar.

✓ 1 of 1 Strategy Implementation Plans complete.

Monitor Goal

1. Click the monitoring tool.

The screenshot shows the 'Monitor Goal' interface for 'SCDE Test'. It is divided into several sections: 'Implementation', 'Impact', 'Interim Target Measures', 'End Target Measures', and 'Adjust'. A red arrow points to the 'Monitoring Tool' button in the top right corner of the Implementation section.

Monitor Goal: SCDE Test

Implementation
Strategy 1 of 1
Whole School, Whole Community, Whole Child Framework (WSCC) Monitoring Tool

Activity	Owner	Start Date	Due Date	Status
<input type="checkbox"/> Act 1 - training staff in SEL	Mark Bush	02/14/2024	02/20/2026	On Target
<input type="checkbox"/> Producing communication for parents	Tanner Dunn	02/14/2024	02/20/2026	On Target

Page 1 of 1

Impact
What progress are we making on the interim and end targets? What is the evidence? Create Note

Date Note Author

Click the button to add your first note

Page 1 of 1

Interim Target Measures

Measures	Owner	Due Date	Status
<input type="checkbox"/> Increase by 10% for Student Counts: Student Count		02/11/2025	On Target

End Target Measures

Measures	Owner	Due Date	Status
<input type="checkbox"/> All Kids want to feel safe, for upload		02/14/2029	On Target

Adjust
Based on the above information, do we need to adjust our goal? Create Note

Date Note Author

Click the button to add your first note

Page 1 of 1

Based on the adjustments noted above, please select the appropriate step of the improvement Planning Process to make your changes.

Adjust Data Story → Adjust Goal → Adjust Strategy → Adjust Activity

2. Monitor Strategy asks questions in two areas: Implementation and Impact, with implementation being divided into three areas: fidelity, scale/reach, and impact.

The screenshot shows the 'Monitor Strategy' interface for '#GoOpen Michigan Toolkit'. It features a circular progress indicator at the top right and three main sections: 'Implementation with Fidelity', 'Scale / Reach', and 'Capacity', each with a 'Create Note' button. A red arrow points to the 'Create Note' button in the 'Scale / Reach' section.

Monitor Strategy: #GoOpen Michigan Toolkit

Implementation
Implementation with Fidelity - What progress are we making on implementing the selected strategy as intended? What is the evidence? Create Note

Date Note Author

Click the button to add your first note

Page 1 of 0

Scale / Reach - What progress are we making on reaching the intended populations? What is the evidence? Create Note

Date Note Author

Click the button to add your first note

Page 1 of 0

Capacity - What progress are we making on supporting implementation of the goal with sufficient resources? What is the evidence? Create Note

Date Note Author

Click the button to add your first note

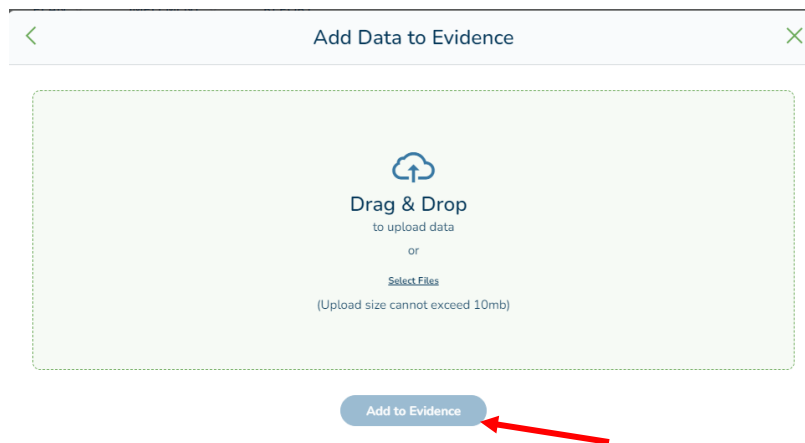
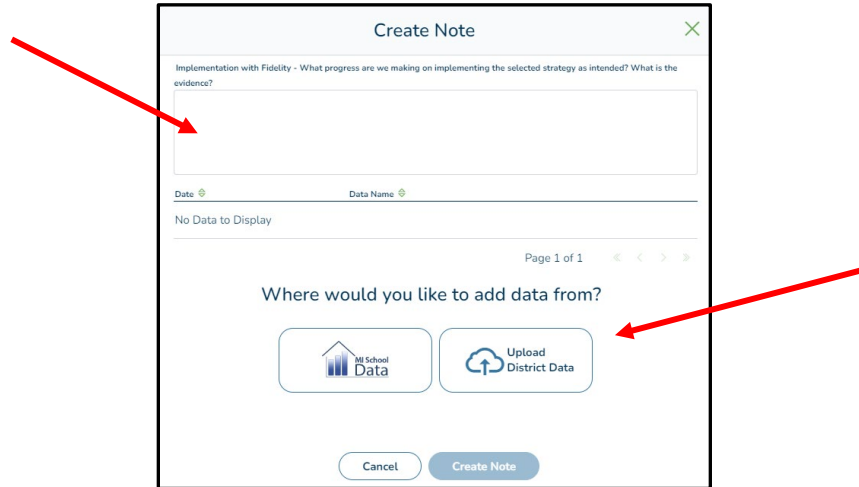
Page 1 of 0

Impact
What progress are we making on the interim and end targets? What is the evidence? Create Note

Date	Note	Author
02/29/2024	The most recent (10-22-23) student survey results say MICH is great	Berenice Beahm
02/28/2024	Fall NWEA Math XYZ	Berenice Beahm
02/27/2024	Teacher surveys from fall 2023 report...	Berenice Beahm
02/26/2024	Math coach reporting teacher implementation vpr	Berenice Beahm
02/26/2024	Teachers report increased engage	Berenice Beahm

Page 1 of 1

3. By clicking “Create Note,” the user can annotate progress in each of these areas as well as add data as evidence as the basis for the note. Not every area must be monitored every time monitoring takes place. Each new note will be added above the previous notes and will be identified with the date and name of the person writing the note. You can edit notes, but you cannot delete them once they have been added.



4. Click accept and add to evidence.

MicrosoftTeams-image (13).png

Data Object Name:
Name of this file

Data Object Summary:
Summary of this file...

Where did the data object originate from?
Acadience

Data uploaded should not include personally identifiable information (PII). It is understood that the district has responsibility to ensure PII is not present in uploaded data and documents.

I Accept [Add to Evidence](#)

5. The additional evidence is now added under implementation.

MICIP Training Environment

Monitor Strategy: #GoOpen Michigan Toolkit

Implementation

Implementation with Fidelity - What progress are we making on implementing the selected strategy as intended? What is the evidence? [Create Note](#)

Date	Note	Author
03/04/2024	test3	Test LEA 0
03/01/2024	test	Test LEA 0

Page 1 of 1

[Back to Monitor Goal](#)

6. To monitor other activities or strategies, click “Back to Monitor Goal” on the bottom blue navigation bar. Here, you can also make notes about your progress on Interim Targets.

Monitor Goal: Simple Training Plan: Improving student achievement in the area...

Implementation

Strategy 1 of 8

#GoOpen Michigan Toolkit

Monitoring Tool

Activity ID	Owner ID	Start Date ID	Due Date ID	Status ID
<input type="checkbox"/> Hire coach	Doreen Deaton	06/04/2024	05/02/2024	Upcoming
<input type="checkbox"/> purchase program	Doreen Deaton	06/04/2024	05/02/2024	Upcoming
<input type="checkbox"/> Professional Learning for staff	Doreen Deaton	06/04/2024	05/02/2024	Upcoming
<input type="checkbox"/> send out survey	Doreen Deaton	06/04/2024	05/02/2024	Upcoming
<input type="checkbox"/> Monthly staff meetings focused on math - particularly focus on parents, the	Doreen Deaton	06/04/2024	05/02/2024	Upcoming

Page 1 of 1

Strategy 2 of 8

21 Things 4 Students

Monitoring Tool

Activity ID	Owner ID	Start Date ID	Due Date ID	Status ID
<input type="checkbox"/> purchase online application	Doreen Deaton	04/01/2024	03/30/2024	Upcoming
<input type="checkbox"/> purchase devices for students	Doreen Deaton	04/01/2024	03/30/2024	Upcoming
<input type="checkbox"/> monthly staff meeting focused on learning experience	Doreen Deaton	04/01/2024	03/30/2024	Upcoming

Page 1 of 1

Strategy 3 of 8

23g Career Pathways

Monitoring Tool

Activity ID	Owner ID	Start Date ID	Due Date ID	Status ID
<input type="checkbox"/> purchase program	Doreen Deaton	06/02/2024	07/06/2024	Upcoming
<input type="checkbox"/> professional learning	Doreen Deaton	06/02/2024	07/06/2024	Upcoming
<input type="checkbox"/> Engage community leaders	Doreen Deaton	06/02/2024	07/06/2024	Upcoming

Page 1 of 1

Strategy 4 of 8

23g Expanded Learning Time

Monitoring Tool

Activity ID	Owner ID	Start Date ID	Due Date ID	Status ID
<input type="checkbox"/> Apply for funding grant	Doreen Deaton	06/01/2024	06/24/2024	Upcoming
<input type="checkbox"/> Hire Robotics Coach	Doreen Deaton	06/01/2024	06/24/2024	Upcoming
<input type="checkbox"/> Order materials	Doreen Deaton	06/01/2024	06/24/2024	Upcoming
<input type="checkbox"/> Open House for Recruiting students	Doreen Deaton	06/01/2024	06/24/2024	Upcoming
<input type="checkbox"/> Single competition	Doreen Deaton	06/01/2024	06/24/2024	Upcoming

Page 1 of 2

Strategy 5 of 8

23g Intensive, Individualized Support

Monitoring Tool

Activity ID	Owner ID	Start Date ID	Due Date ID	Status ID
<input type="checkbox"/> Purchase program	Doreen Deaton	07/02/2024	06/08/2024	Upcoming
<input type="checkbox"/> Professional development for staff and parents	Doreen Deaton	07/02/2024	06/08/2024	Upcoming
<input type="checkbox"/> Math lex nights - once a month	Doreen Deaton	07/02/2024	06/08/2024	Upcoming

Page 1 of 1

Impact

What progress are we making on the interim and end target? What is the evidence?

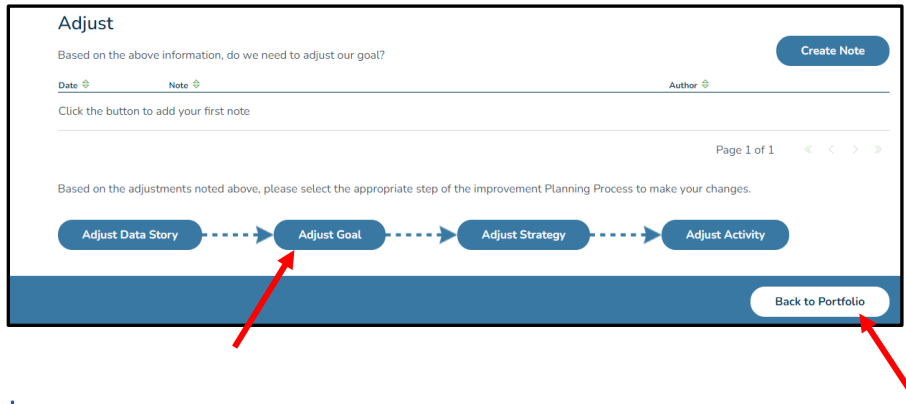
Create Note

Date ID	Note ID	Author ID
02/08/2024	The most recent (10-22-23) student survey results say MCH is great	Doreen Deaton
02/08/2024	Fall NWCA Math X12	Doreen Deaton
02/07/2024	Teacher survey from fall 2023 report...	Doreen Deaton
02/06/2024	Math coach reporting teacher implementation esp	Doreen Deaton
02/06/2024	Teacher report increased engage	Doreen Deaton

Page 1 of 1

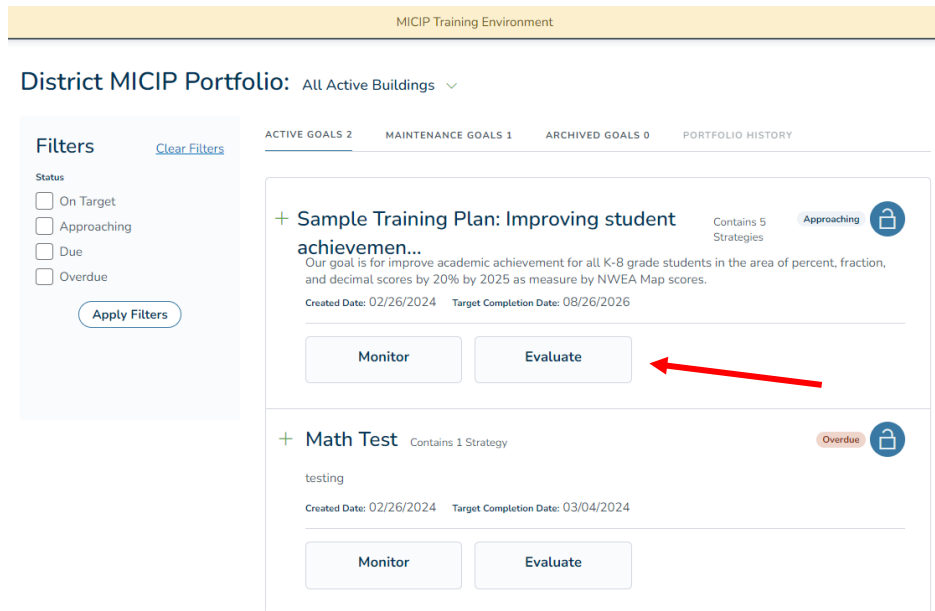
Interim Target Measures

7. If appropriate, using the blue navigation buttons on the bottom of the screen will allow you to adjust your plan. Click on the area that you wish to adjust. For each area, you will see questions that you should consider regarding that area prior to automatically adjusting. If you click on Adjust Data Story, you will be able to add data to the story, and you will be asked to review the questions in the data story in case the new data changes the story. You will also be asked to review the other areas of your plan. If you click on “Adjust Goal,” you will be able to adjust all details of your plan. Clicking on “Adjust Strategy” will allow you to adjust strategies and activities; click on “Adjust Activity,” and you will only be able to adjust activities.

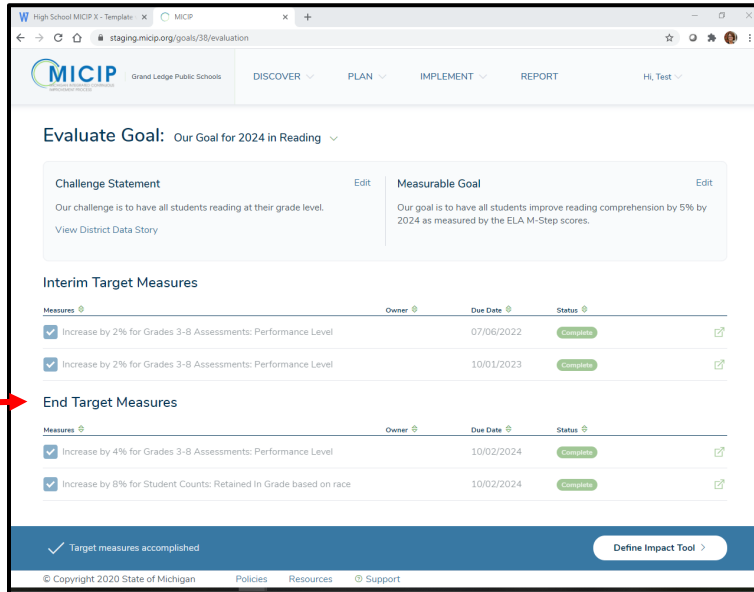


Evaluating Goal

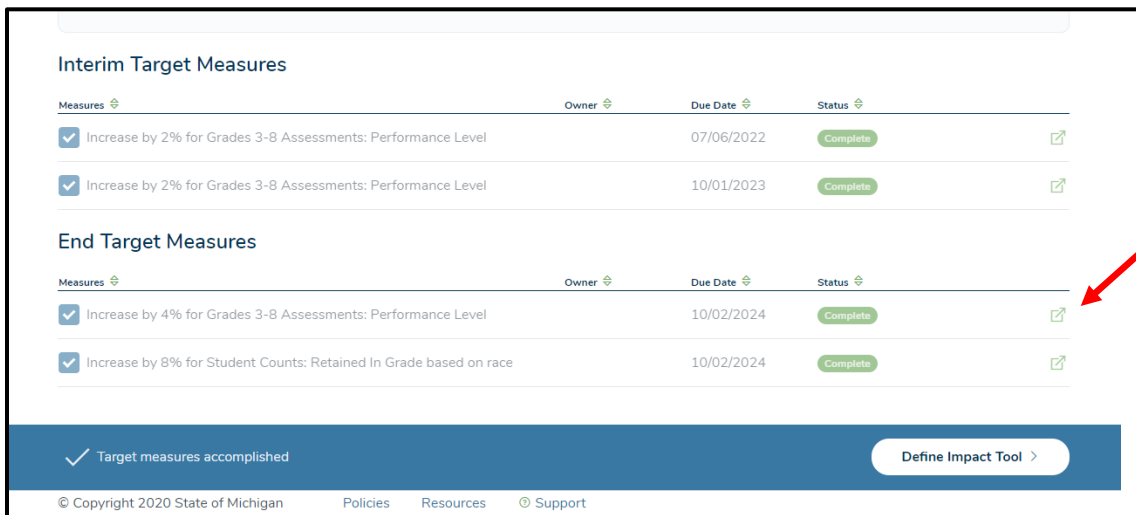
1. When you have reached your end target dates, you will be ready to evaluate. Click Back to Portfolio in the blue navigation bar on the bottom to go to Evaluate.



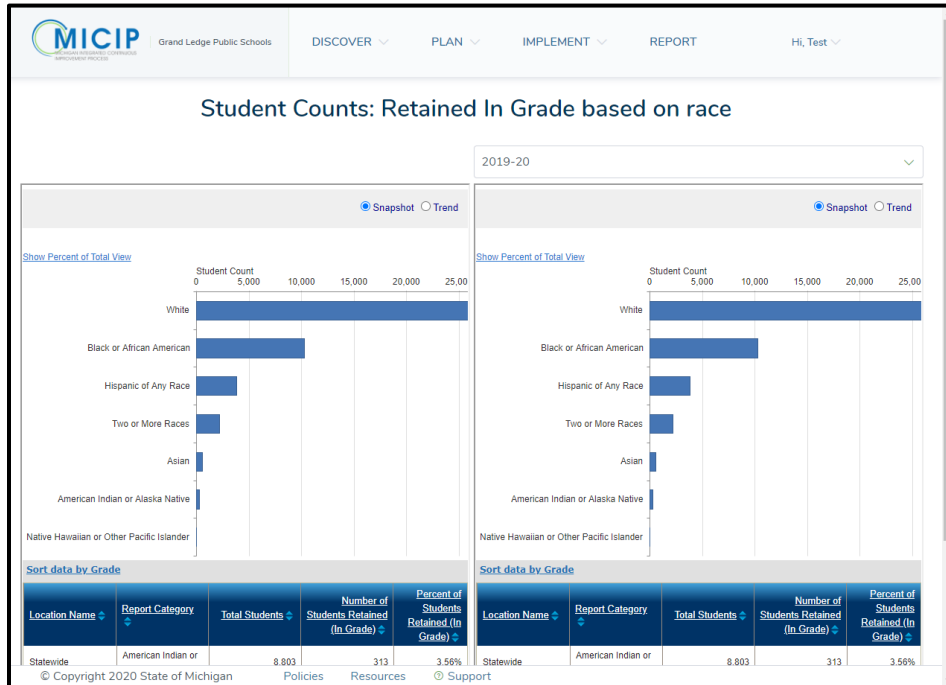
- The buttons for strategies and interim & end measures indicate if a goal is approaching, on target, due, or overdue. Click on either the interim or end measure button. Here, you have many functions to determine the progress of the goal.



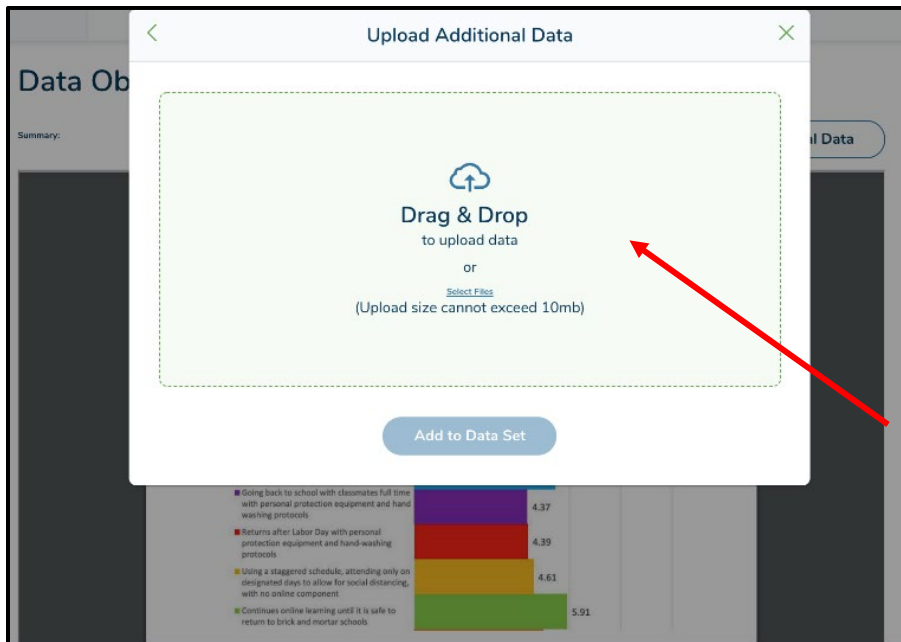
- To determine whether you achieved your targets, simply click on the symbol at the far right of the measure.



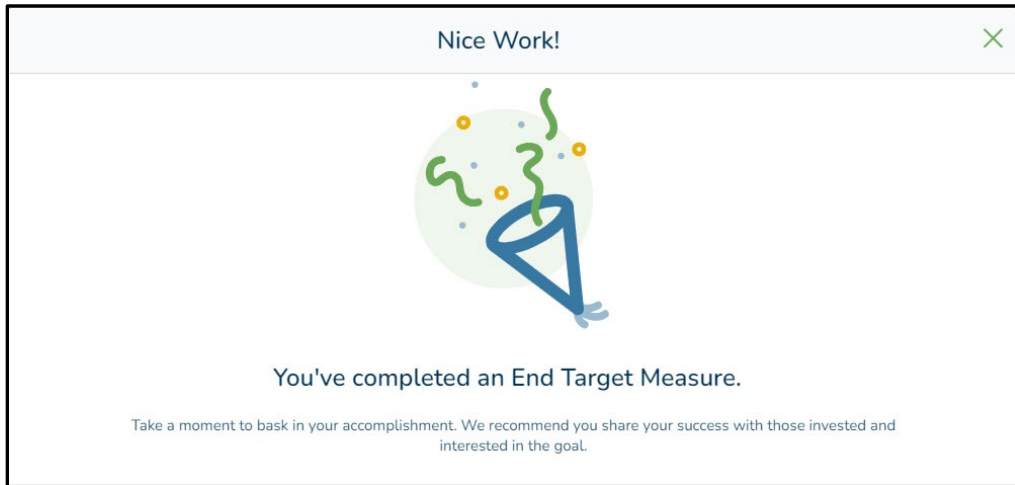
- If the data comes **from one of the sources directly linked in MICIP**, a new window appears displaying the original baseline data at the time the plan was placed in the portfolio and the current data. Close the window to return to the monitoring page.



- For Interim or end targets that are linked to **data objects that were manually added**, you could upload a current version (e.g., in original planning, you may have uploaded the results of a student survey; when evaluating targets, in six months or a year later, you may have re-administered that survey and can upload that documentation here for comparison.)



6. Once the status is complete, you will determine if the goal was met. Click on the “Define Impact Tool” button located in the blue bar.

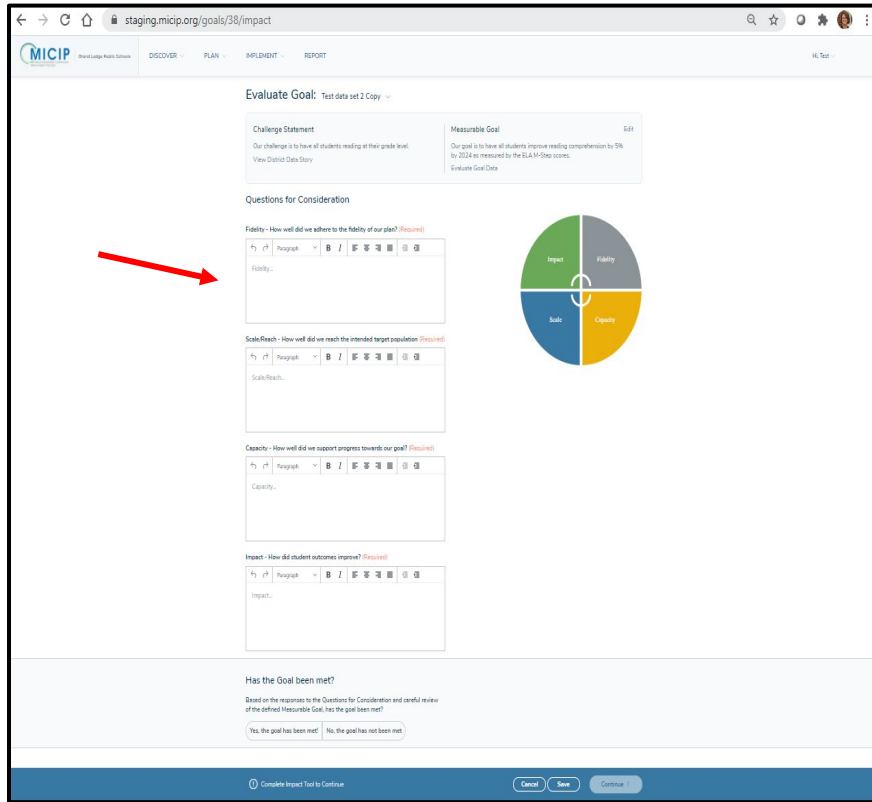


The screenshot shows the MICIP (Michigan Improvement and Accountability System) dashboard for Grand Ledge Public Schools. The navigation menu includes DISCOVER, PLAN, IMPLEMENT, REPORT, and Hi, Test. The main content area is titled "Evaluate Goal: Our Goal for 2024 in Reading". It displays a "Challenge Statement" and a "Measurable Goal". Below this, there are sections for "Interim Target Measures" and "End Target Measures", each with a table of metrics. A blue bar at the bottom indicates "Target measures accomplished" and contains a "Define Impact Tool" button, which is highlighted by a red arrow.

Measures	Owner	Due Date	Status
<input checked="" type="checkbox"/> Increase by 2% for Grades 3-8 Assessments: Performance Level		07/06/2022	Complete
<input checked="" type="checkbox"/> Increase by 2% for Grades 3-8 Assessments: Performance Level		10/01/2023	Complete

Measures	Owner	Due Date	Status
<input checked="" type="checkbox"/> Increase by 4% for Grades 3-8 Assessments: Performance Level		10/02/2024	Complete
<input checked="" type="checkbox"/> Increase by 8% for Student Counts: Retained in Grade based on race		10/02/2024	Complete

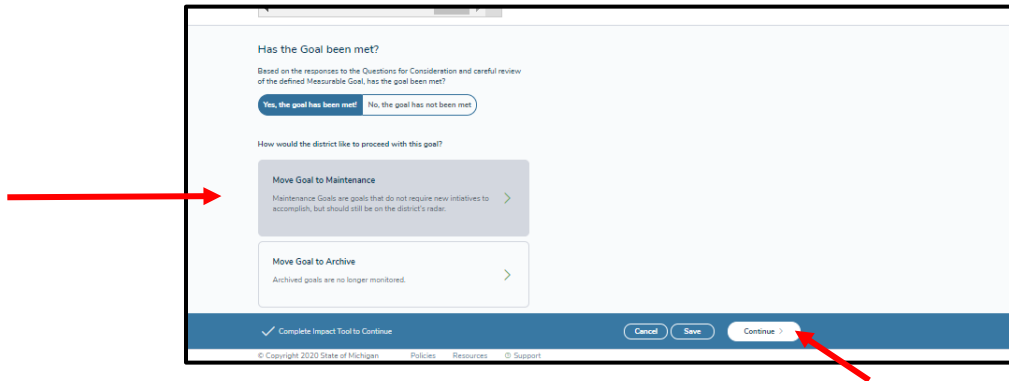
7. Answering the “Questions for Consideration” helps determine whether the goal has been met. Like with previous textboxes, record a summary of your team’s discussion.



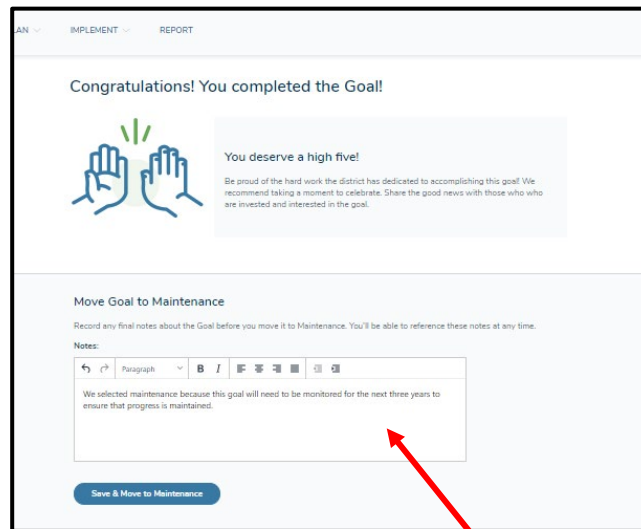
8. Once all questions have been discussed and the information has been recorded, the “Has the Goal been met” options become active. Select the answer to this question.



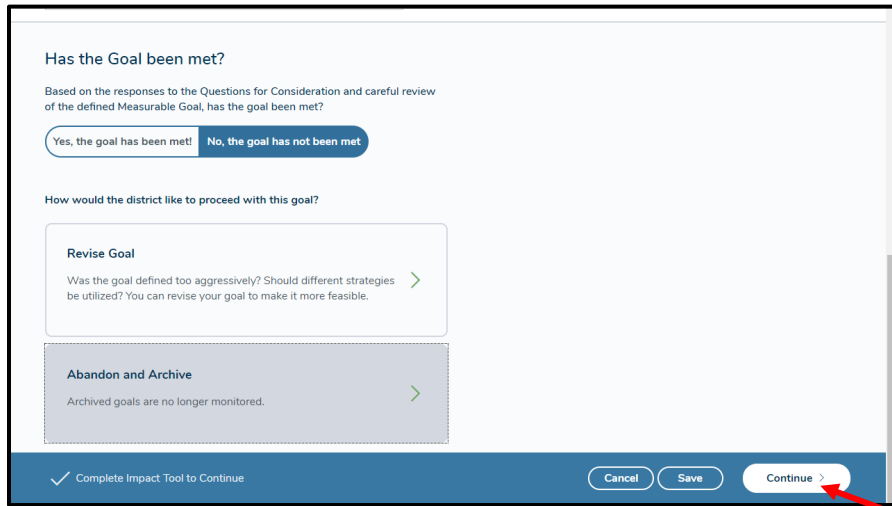
9. If you choose **yes**, then a determination on where to store this goal appears. Click on the “Continue” button in the blue bar.



10. Here is where you provide a rationale as to why this goal is stored in Maintenance. Maintenance means you are continuing to monitor this goal and possibly still funding activities in the goal, but it is not one of your active goals. Once this goal is saved, it will appear under the Maintenance tab in your portfolio.

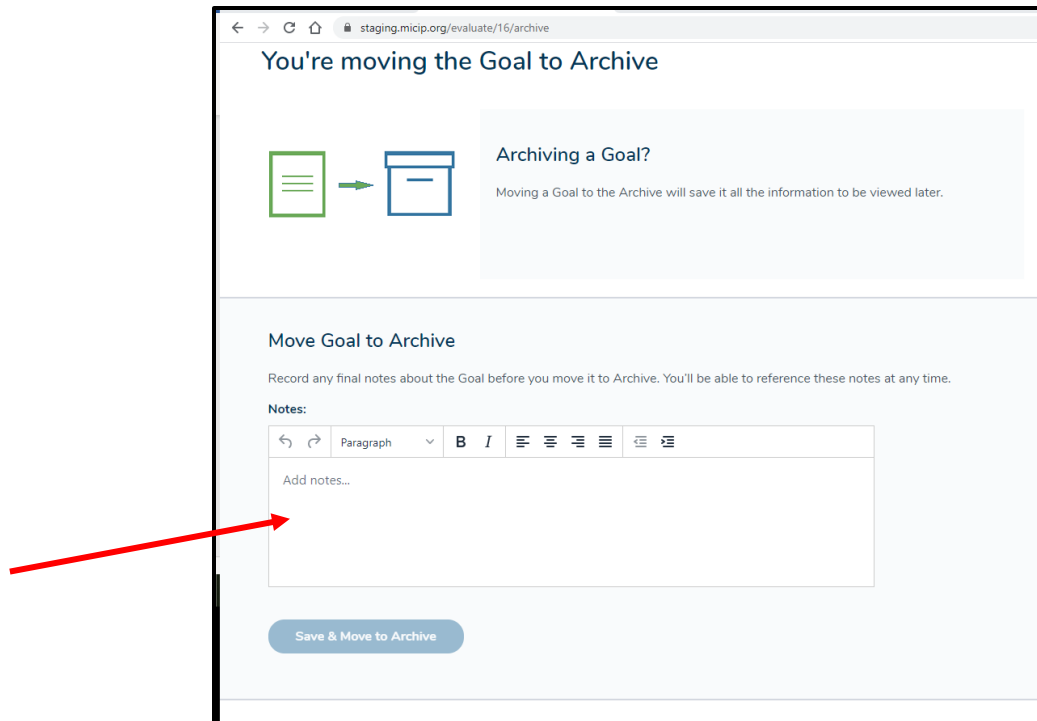


11. If you choose **no**, then a determination on whether to revise the goal or abandon and archive it will appear. Click on the “Continue” button in the blue bar.



The screenshot shows a web interface for evaluating a goal. At the top, it asks "Has the Goal been met?" with two radio button options: "Yes, the goal has been met!" (unselected) and "No, the goal has not been met" (selected). Below this, it asks "How would the district like to proceed with this goal?" and offers two options: "Revise Goal" and "Abandon and Archive". The "Continue" button in the bottom right blue bar is highlighted with a red arrow.

12. Like the action of a maintenance goal, you will need to provide a rationale for archiving this goal. Archiving a goal means you want to save it for a historical record, but it is no longer an active goal. Once saved and moved, this goal will appear under the Archive tab in your portfolio.



The screenshot shows a web browser window at staging.micip.org/evaluate/16/archive. The page title is "You're moving the Goal to Archive". It features a diagram of a document icon moving to an archive icon, with the text "Archiving a Goal? Moving a Goal to the Archive will save it all the information to be viewed later." Below this is a section titled "Move Goal to Archive" with a note: "Record any final notes about the Goal before you move it to Archive. You'll be able to reference these notes at any time." There is a "Notes:" section with a rich text editor containing a "Paragraph" dropdown and bold/italic/underline/align/indent icons. A text area below the editor contains the placeholder "Add notes...". A red arrow points to this text area. At the bottom is a "Save & Move to Archive" button.

Navigation Bar and Footer Bar

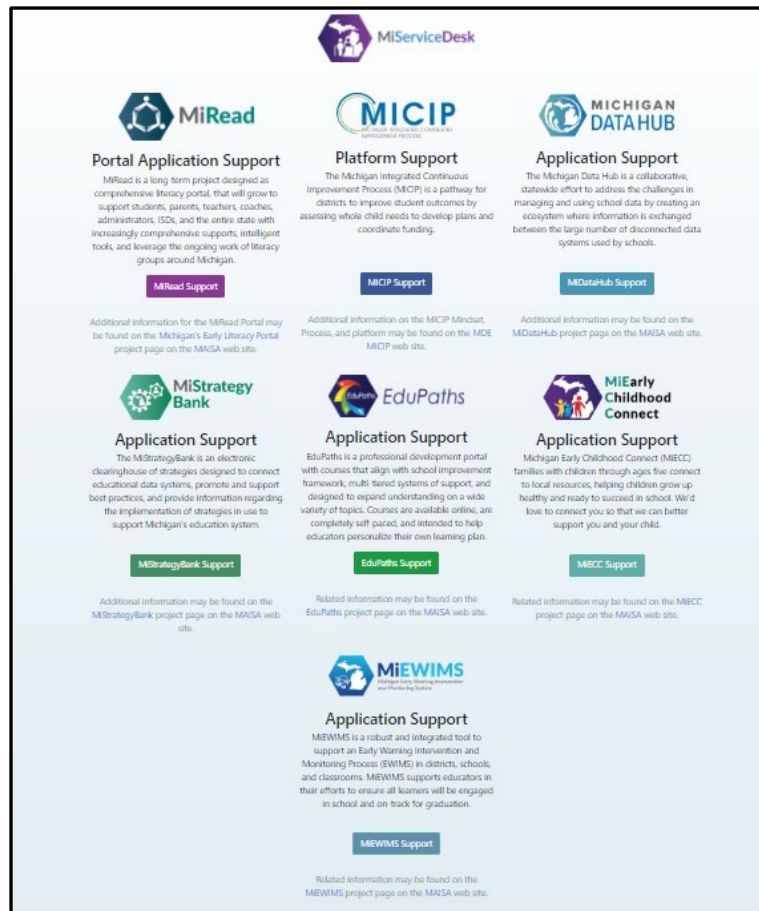
1. This is the navigation bar that allows the user to jump from various components of the continuous improvement process, generate reports, or log out.



2. This is the footer that allows the user to review policies, seek resources, or request support.

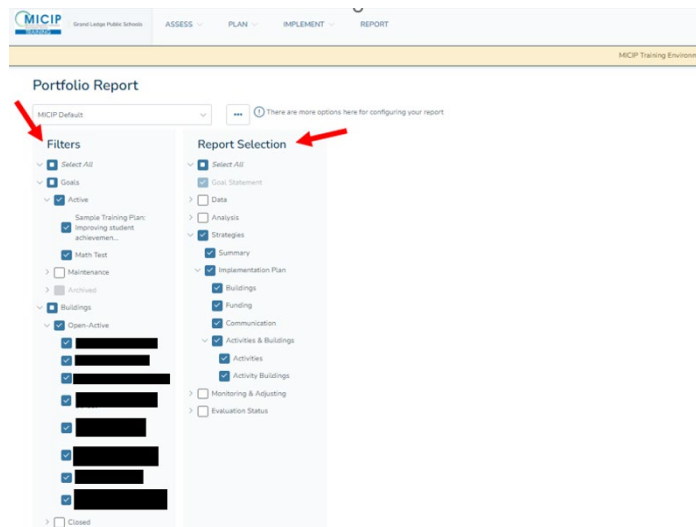
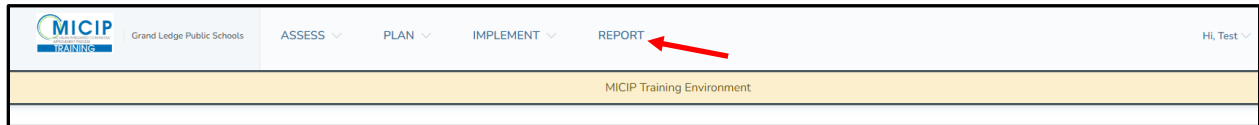


3. By selecting support, a new window opens. Here, you will access MiServiceDesk to request support.

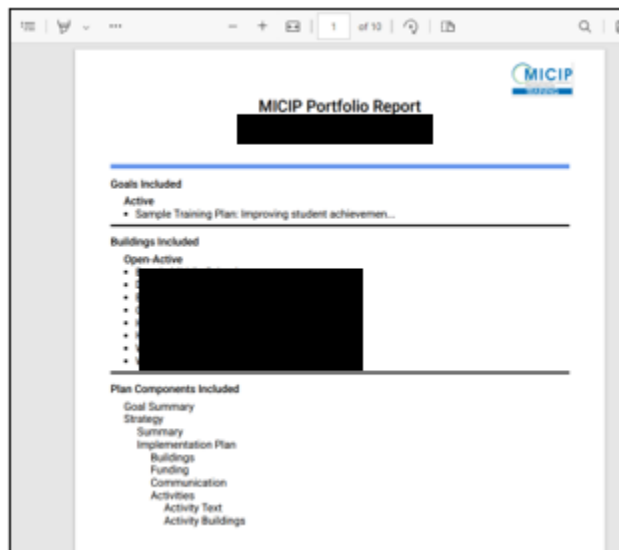


Reports

1. Reports can be generated by clicking on the “report” button.
2. Different sections of the report can be generated by clicking through the filter and report selection and clicking on the boxes in front of the items you wish to include.



3. Below is a sample report of the entire portfolio. Here, you will be able to print or download it as a PDF file.



Congratulations on completing this training! If you need further assistance or clarification or would like to discuss the planning process, please contact MDE-MICIP@michigan.gov.