



# MI KIDS BACK ON TRACK

## Plan Guidelines

## Introduction

According to [MCL 388.1623g\(13\)](#), the purpose of the MI Kids Back on Track is to support programs designed to:

- Address unfinished learning.
- Get students to grade-level academic standards.
- Provide additional academic assistance to students at risk of falling behind their peers.
- Help high school students prepare for postsecondary education.

These programs can be provided before, during, after, or during the summer for grades pre-K to 12 in this state. Districts are encouraged to partner with community-based organizations in this work.

There are two parts to the application process:

- 1) Districts must first be determined eligible. Once a list of eligible districts is compiled, then allocations for each district will be determined.
- 2) Eligible districts will then need to submit a budget for approval, aligned with the allocation and approved plan. Plans and budgets will be submitted through the NexSys grant platform.

## Eligibility Criteria

MCL 388.1623g(6) outlines the criteria districts must meet to be considered eligible for funding. Each of the criteria are described below, with information as to what districts must do to meet these criteria and receive funding.

### a) **Submit an application.**

Districts and ISDs wishing to be considered eligible for funding must submit a plan (details described below in (b)) through the NexSys grant platform. An intermediate district may also apply on behalf of its constituent districts using the consortium feature of the NexSys platform.

### b) **Create and post a MI Kids Back-on-Track plan to its website homepage.**

Districts must create plans using the [MICIP process and platform](#). This plan will be a report generated by the MICIP Portfolio Report feature. More information on generating the report can be found in the [Generating a Report in the MICIP](#) section of this document.

The plan must describe evidence-based actions the district is taking to respond to student needs related to:

- Unfinished learning.
- Getting students to grade-level academic standards.
- Providing additional academic assistance to students at risk of falling behind their peers.
- Helping high school students prepare for postsecondary education.

Applicants will check off in NexSys which of the areas their submitted plan is targeting. Plans may target more than one area. More information on the plan can be found in the [Plan Components](#) section of this document.

Eligible applicants will be required to post approved plans on their website before funding is released.

- c) It implements and maintains functionality on its website homepage, allowing parents, legal guardians, and students to request additional assistance through the MI Kids Back-on-Track program.  
More information on this requirement will be forthcoming. This is not a requirement for eligibility determination at this time but will be required before funding is released.
- d) It provides transparency reporting on the MI Kids Back-on-Track program spending, including posting on its website a transparency dashboard concerning funding from the federal elementary and secondary school emergency relief fund used for the program in a form and manner prescribed by the department.  
More information on this requirement will be forthcoming. This is not a requirement for eligibility determination at this time but will be required before funding is released.
- e) It ensures that the selected strategy is supported by individuals who provide training and coaching as identified as activities in installation and implementation (see [Plan Components \(iv\)](#) below.)  
The individuals described in this subdivision shall meet all of the following criteria:
- i. Have established knowledge and expertise in all aspects of the selected strategy or program.
  - ii. Support the integration of the strategy into a school's multi-tiered systems of support framework.
  - iii. Support and provide initial and ongoing professional development or training of tutors and/or teachers.
  - iv. Participate in or lead data review meetings of progress monitoring data of all students receiving the selected intervention every 4 to 8 weeks.
  - v. Provide fidelity checks for program implementation.

## Plan Components

The components of the plan that must be evident are listed below, along with more detail as to how each of these requirements connect to the application or the MICIP platform.

- i. Reflect on input from educators, parents, legal guardians, and community members.  
Input can be gathered through surveys, meetings, advisory groups, parent participation in the continuous improvement process, etc. This requirement will take the form of an assurance in the NexSys application.
- ii. Include an analysis of student data and describe student needs that would be addressed by the 23g grant.

This will be the **data story component** for each identified goal of the MICIP plan to be included in the report used for 23g eligibility determination. (See pg. 16 of the [MICIP Process Guide](#) for more information on the data story component of the MICIP plan). The data story includes the following components:

- Initial Data Discovery – what does the data show about student needs - “The data shows that...”

- Initial Initiative Inventory – what has the district done so far, and how successful has it been - “To address this data so far, we have done... and it has shown (this kind of success).
  - Gap Analysis – where are students now and how far are they from where they should be – So far, students are...when we want them to be ...”
  - Data Story Summary – overall, what does the data say is the need – “In summary, the data shows that ... and the efforts we have made so far need to...”
- iii. Identify evidence-based best practices to be implemented or expanded in response to student needs.
- These will be the **strategies** targeting a **goal(s)** that a district has already identified as an area for improvement. There is no need to create a new goal or new plan. More information regarding acceptable evidence-based strategies can be found in the [Evidence-Based Strategies](#) section of this application.
- iv. Include a plan to implement the identified selected evidence-based strategies.
- These are the **activities** which support each of the identified strategies identified as supporting the selected strategy, including installation, implementation, monitoring, and evaluation. (See [MICIP Activity Planning Tool](#) for more information on the activities in the MICIP plan.)
  - The legislation also requires an explanation of how funds received under this section will support the plan. This explanation requirement will be fulfilled with the budget line items, which will be aligned to the activities listed in the approved plan.
  - If the plan is to hire a specific vendor, the activity needs to state that a vendor will be hired. The name of the vendor does not have to be specified in the activity section – it will be specified in the budget line item related to that activity instead.
  - One of the activities must specify the person/position who is an expert with the selected strategy and who will be providing implementation support. Evidence of their expertise must be uploaded into NexSys in the program manager section. This does not necessarily have to be the MICIP-specified owner of the activity.

### Evidenced-Based Strategies

If the focus is on keeping kids on track, the plan must identify tutoring and/or expanded learning time as a strategy. If the plan focuses on helping high school students prepare for postsecondary education, the plan must identify tutoring, expanded learning time, work-based learning experiences, career pathways, intensive, individualized support, personalized learning environments, and/or EWIMS as a strategy. More information on all these strategies, including the research behind them, can be found in the [MiStrategyBank](#).

## Generating a Report in MICIP

**Report Selection**

- ✓  *Select All*
- ✓  Goal Statement
- ✓  Data
  - Data Set
  - ✓  Data Story
- >  Analysis
- ✓  Strategies
  - ✓  Summary
- ✓  Implementation Plan
  - ✓  Buildings
  - Funding
  - Communication
- ✓  Activities & Buildings
  - ✓  Activities
  - ✓  Activity Buildings

Once the strategies and activities have been incorporated into the district MICIP plan, then a report needs to be generated using the MICIP Portfolio Reporting feature of the MICIP platform. More information on how to generate a report can be found in the [MICIP Platform Guide](#). Please see also the [23g Eligibility Requirements Checklist](#). The graphic on the left indicates the sections that must be selected in the MICIP platform to generate an approvable report.