

Go to Speaker Notes



MICIP Data Set Template Training

April 14, 2021

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Outcomes

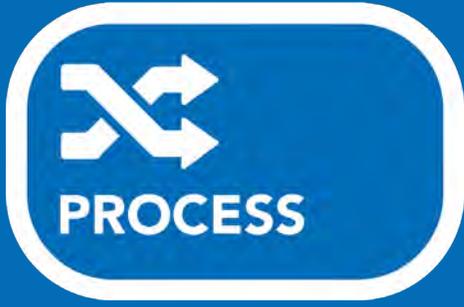
- understand the user experience when using data set templates
- understand the data set template creation process
- understand the data set template submission process
- experience the process of creating a data set template



Agenda

- Assess Needs Process Overview and Vocabulary
- Data Set Template - End User Perspective
- Data Set Template Creation
- Breakout Room - Data Set Template Creation Practice
- Helpful Resources and Next Steps





MICIP Continuous Improvement Cycle

Process - activated by the five components of the Continuous Improvement Cycle, all of which are focused on the **Whole Child** and contextualized within the district's vision, mission, and beliefs:

- Assess needs
- Plan
- Implement
- Monitor/Adjust
- Evaluate



The Assess Needs Process

Identify Area(s) of Inquiry

What are you looking at? What will you explore? How will you explore it?

Data Discovery

What academic, non-academic, and systems data will be selected? What do you see? What does the data say?

Initial Initiative Inventory

What are you currently doing to address your data?

Gap Analysis

How well is that working? How far are you from where you need to be?

Data Story Summary

What do you know?

Conduct Root Cause Analysis

Why are things the way they are?

Identify Challenge

Where is there an opportunity to grow?

Common Vocabulary

Data Object

A single set of data

Data Set

A group of data objects used to conduct data analysis

Data Set Template

A pre-built data set

Data Story

A data set, the initial data analysis summary, the initial initiative inventory, and the gap statement

Focus Areas

Academic, Non-Academic, Systems

Sub Area

Each Focus Area broken down into sub areas such as Academic (ELA, math, science, career and college achievement, etc)

Primary Data Object

Primary source of data when determining causation

Secondary Data Object

Possible secondary source of data when proving/disproving causation

Data Set and Data Set Templates

Data Set:

A group of data objects used to conduct data analysis

Data Set Templates:

Why do ISD/ESAs need/want to create data set templates?

- Data set templates support districts to explore data in areas in which they are not familiar

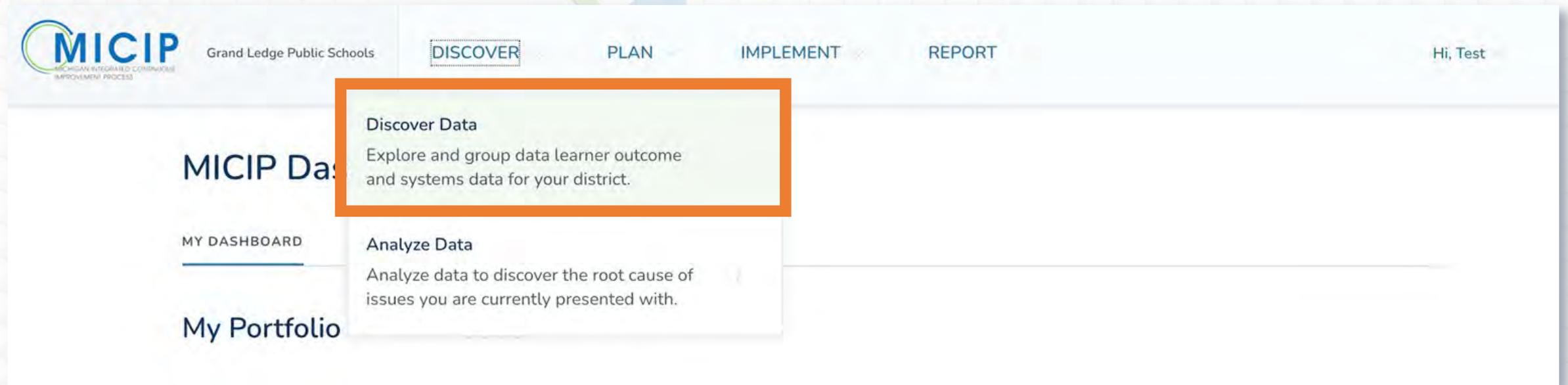


Data Set Template - End User Perspective

Discover Data



This screenshot shows the top navigation bar of the MICIP dashboard. On the left is the MICIP logo (Michigan Integrated Continuous Improvement Process) and the text 'Grand Ledge Public Schools'. In the center, the 'DISCOVER' menu item is highlighted with an orange box. To its right are 'PLAN', 'IMPLEMENT', and 'REPORT' menu items. On the far right, there is a user profile indicator 'Hi, Test' with a dropdown arrow.



This screenshot shows the same dashboard navigation bar as above, but with the 'DISCOVER' menu item selected. A dropdown menu is open, listing three options: 'Discover Data', 'Analyze Data', and 'My Portfolio'. The 'Discover Data' option is highlighted with an orange box. The description for 'Discover Data' reads: 'Explore and group data learner outcome and systems data for your district.' The 'Analyze Data' option has a description: 'Analyze data to discover the root cause of issues you are currently presented with.' The 'My Portfolio' option is partially visible at the bottom of the dropdown. The background of the dashboard shows 'MICIP Dashboard All Buildings' and 'MY DASHBOARD'.

Explore Data Set Templates

Whole Child Data Discovery

District Data Sets & Stories Explore district Data Sets & Stories created by the district.

Create Custom Data Set

Data Story Name	Category	Status	Last Edited	By	
MSD Test	Facilities Manageme...	Data Story	03/30/2021	Tom Johnson	>
Renie's Goal	Facilities Manageme...	Data Story	03/26/2021	Test User 2	>
test	Nutrition	Data Story	03/29/2021	Test User 2	>
test	Community Engage...	Data Story	03/31/2021	Test User 2	>
tset	Physical Activity	Data Story	03/24/2021	Test User 2	>
tset	Physical Activity	In Portfolio	03/29/2021	Test User 2	>

Page 1 of 2 > >>

Explore Data Templates Discover data by exploring premade data templates.



Academic
8 Templates



Non-Academic
8 Templates



Systems
4 Templates

Select Focus and Sub-Focus Area

Explore Data Templates Discover data by exploring premade data templates.

Academic 8 Templates

Non-Academic 8 Templates

Systems 4 Templates

+ Community Engagement 0 Templates

+ Family Engagement 1 Template

+ Mental and Behavioral Health 0 Templates

+ Nutrition 1 Template

+ Physical Activity 0 Templates

+ Physical Environment 0 Templates

+ **School Culture and Climate 5 Templates**

+ Social and Emotional Health 1 Template

Explore Data Templates Discover data by exploring premade data templates.

Academic 8 Templates

Non-Academic 8 Templates

Systems 4 Templates

+ Community Engagement 0 Templates

+ Family Engagement 1 Template

+ Mental and Behavioral Health 0 Templates

+ Nutrition 1 Template

+ Physical Activity 0 Templates

+ Physical Environment 0 Templates

— **School Culture and Climate 5 Templates**

District attendance rates, variation by subgroups and on-track attendance.

Rates for Chronic Absenteeism? Do they vary by subgroup?

District suspension events, days and students

Is there an equity issue related to office discipline referrals?

Student Engagement

Select Data Set

Explore Data Templates Discover data by exploring premade data templates.



Academic
8 Templates



Non-Academic
8 Templates



Systems
4 Templates

+ Community Engagement 0 Templates

+ Family Engagement 1 Template

+ Mental and Behavioral Health 0 Templates

+ Nutrition 1 Template

+ Physical Activity 0 Templates

+ Physical Environment 0 Templates

- School Culture and Climate 5 Templates

District attendance rates, variation by subgroups and on-track attendance.

Rates for Chronic Absenteeism? Do they vary by subgroup?

District suspension events, days and students

Is there an equity issue related to office discipline referrals?

Student Engagement

Data Set

Data Set: Rates for Chronic Absenteeism? Do they vary by subgroup?

The screenshot shows a grid of data objects. The object 'School Climate Survey for Student Perceptions - Current Year (perception)' is highlighted with an orange border. It has a source of 'Other' and an 'Upload District Data Prompt' icon. Other objects include 'District (Current Year) Chronic Absenteeism Report (demographic)', 'District (Trend) Chronic Absenteeism Report (demographic)', 'Systems Data Related to Inventory and Use of Student Wrap-Around Services', 'MIPHY School Domain for MS and HS - Trend (perception)', 'School Climate Survey for Family Perceptions - Current Year', and 'Systems Data related to District Attendance and Truancy Processes and ...'. A '+ Add Data' button is visible at the bottom right of the grid. At the bottom of the interface, there is a blue bar with a checkmark and the text 'Continue to create a Data Story from this Data Set.' and a 'Data Story >' button.

Fulfill Data Prompt

School Climate Survey for Student Perceptions - Current Year (perception)

Upload a file to fulfill this Data Object prompt

Used as a secondary data source, this data can be used to determine students' perceptions and can answer: do students like school, do they feel successful, do they feel safe, have an adult they can talk to, etc.?

This data is from Other

You can get this data by following these instructions:

District Determined

How can this data object be found? (Required)

Drag & Drop
to upload data
or
[Select Files](#)
(Upload size cannot exceed 10mb)

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 Data Set

Data Set Template Creation

Data Set Template

	A	B	C	D	E	F
1		Dataset Originator (choose your ISD/MDE from pulldown in Column C):		Replace the contents of this cell with your Last Name, First Name		
2	Title of Data Template (full sentence)			Guiding Question for the Dataset		
3	Focus Area & Sub Area					
4	What is the name of the Data Object? Title/Type of Data/Timeframe (full sentence - 81 characters including spaces)	Where should this data object originate from? (required)	Data Object (Required - Details regarding what the data object is and where it might be found.)	Report Name (only for MI School Data or MDH)	Applied Filters (only for MI School Data)	Why is data object part of the Data Set Template? (What is the purpose of this data object? Would we consider it a primary or secondary source?)
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Data Set Template - Continued

	Dataset Originator (choose your ISD/MDE from pulldown in Column C):	Calhoun Area ISD	Statewide Field Team		
Title of Data Template (full sentence)	Rates for Chronic Absenteeism? Do they vary by subgroup?		Expanded Template Description for Process Guide	What are our rates for Chronic Absenteeism? Do they vary by subgroup?	
Focus Area & Sub Area	Non-Academic - School Climate and Culture				
What is the name of the Data Object? Title/Type of Data/Timeframe (full sentence - 81 characters including spaces)	Where should this data object originate from? (required)	How can this data object be found? (Required - You can get this data by following these	Report Name (only for MI School Data or MDH)	Applied Filters (only for MI School Data)	Why is data object part of the Data Set Template? (What is the purpose of this data object? Would we consider it a primary or secondary source?)
District (Current Year) Chronic Absenteeism Report (demographic)	MiSchoolData	MSD, by School Year, by Report Category (Snapshot)	Student Attendance		Used as a primary data source, this demographic data can be used to determine the percentage of students chronically absent districtwide and by subgroups.
District (Trend) Chronic Absenteeism Report (demographic)	MiSchoolData	MSD, by School Year, by Report Category (Trend)	Student Attendance		Used as a secondary data source, this demographic data can be used to determine the trends related to students' chronic absenteeism districtwide and by subgroups.
Systems Data Related to Inventory and Use of Student Wrap-Around Services - Current Year	District Determined	District Systems Review			Used as a secondary data source, this data can identify the wrap-around services (connections to community agencies' school-provided supports) available to students as well which services have been accessed by students with chronic absenteeism.
School Climate Survey for Student Perceptions - Current Year (perception)	District Determined	District Determined			Used as a secondary data source, this data can be used to determine students' perceptions and can answer: do students like school, do they feel successful, do they feel safe, have an adult they can talk to, etc.?
MIPHY School Domain for MS and HS - Trend (perception)	MiDataHub	MDH			Used as a secondary data source, the MIPHY School Report provides information regarding general attitudes of MS/HS students about school and will help to answer: do they find school to be interesting, engaging? What are their perceptions of safety and bullying?
School Climate Survey for Family Perceptions - Current Year	District Determined	District Determined			Used as a secondary data source, this data can be used to determine parent and family perceptions and will support teams in answering: do their students like school, do they feel successful, do they feel safe, do they have an adult they can talk to, etc.? Does the school communicate well with parents, do parents feel welcome and comfortable reaching out to their student's teachers, etc.?
Systems Data related to District Attendance and Truancy Processes and Procedures - Current Year	District Determined	District Determined			Depending on causations, this data may be used as a secondary data source to drill down into processes, procedures, communication etc.

Data Set Template Connection

MICIP Michigan Improvement Collaborative	Dataset Originator (choose your ISD/MDE from pulldown in Column C):	Calhoun Area ISD	Statewide Field Team
Title of Data Template (full sentence)	Rates for Chronic Absenteeism? Do they vary by subgroup?		Expanded Template Description for Process Guide
	Non-Academic - School Climate and Culture		What are our rates for Chronic Absenteeism? Do they vary by subgroup?
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District (Trend) Chronic Absenteeism Report (demographic)	MiSchoolData	MSD, by School Year, by Report Category (Trend)	Student Attendance
Systems Data Related to Inventory and Use of Student Wrap-Around Services - Current Year	District Determined	District Systems Review	
School Climate Survey for Student Perceptions - Current Year (perception)	District Determined	District Determined	
MIPHY School Domain for MS and HS - Trend (perception)	MiDataHub	MDH	
School Climate Survey for Family Perceptions - Current Year	District Determined	District Determined	
Systems Data related to District Attendance and Truancy Processes and Procedures - Current Year	District Determined	District Determined	

Data Set: Rates for Chronic Absenteeism? Do they vary by subgroup?

The screenshot displays a dashboard for connecting data templates. It features several cards, each representing a data template with its title, source, and a 'Data Prompt' icon. The cards are:

- District (Current Year) Chronic Absenteeism Report (demographic)**: Source: MiSchoolData. Includes a MICIP logo and copyright information.
- District (Trend) Chronic Absenteeism Report (demographic)**: Source: MiSchoolData. Includes a MICIP logo and copyright information.
- Systems Data Related to Inventory and Use of Student Wrap-Around Services - ...**: Source: Other.
- School Climate Survey for Student Perceptions - Current Year (perception)**: Source: Other.
- MIPHY School Domain for MS and HS - Trend (perception)**: Source: MIPHY.
- School Climate Survey for Family Perceptions - Current Year**: Source: Other.
- Systems Data related to District Attendance and Truancy Processes and ...**: Source: Other.

At the bottom, there is a button labeled '+ Add Data' and a footer that says 'Continue to create a Data Story from this Data Set.' and 'Data Story >'.

Data Set Template Connection - 2

MICIP Michigan Improvement Collaborative	Dataset Originator (choose your ISD/MDE from pulldown in Column C):	Calhoun Area ISD	Statewide Field Team
Title of Data Template (full sentence)	Rates for Chronic Absenteeism? Do they vary by subgroup?		Expanded Template Description for Process Guide
Focus Area & Sub Area	Non-Academic - School Climate and Culture		What are our rates for Chronic Absenteeism? Do they vary by subgroup?
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Systems Data Related to Inventory and Use of Student Wrap-Around Services - Current Year	District Determined	District Systems Review	
School Climate Survey for Student Perceptions - Current Year (perception)	District Determined	District Determined	
MIPHY School Domain for MS and HS - Trend (perception)	MiDataHub	MDH	
School Climate Survey for Family Perceptions - Current Year	District Determined	District Determined	
Systems Data related to District Attendance and Truancy Processes and Procedures - Current Year	District Determined	District Determined	

Data Set: Rates for Chronic Absenteeism? Do they vary by subgroup?

Continue to create a Data Story from this Data Set. Data Story >

Data Set Template Connection - 3

	Dataset Originator (choose your ISD/MDE from pulldown in Column C):	Calhoun Area ISD	Statewide Field Team		
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DISCOVER PLAN IMPLEMENT REPORT
Close

Fulfill Data Prompt

School Climate Survey for Student Perceptions - Current Year (perception) ✎

Upload a file to fulfill this Data Object prompt

Used as a secondary data source, this data can be used to determine students' perceptions and can answer: do students like school, do they feel successful, do they feel safe, have an adult they can talk to, etc.?

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to upload data

or

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I Accept
 Add to Data Set

Data Set Template Connection - 4

		Dataset Originator (choose your ISD/MDE from pull-down in Column C):	Calhoun Area ISD	Statewide Field Team	
Title of Data Template (full sentence)	Rates for Chronic Absenteeism? Do they vary by subgroup?			Expanded Template Description for Process Guide	
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Fulfill Data Prompt ✕

School Climate Survey for Student Perceptions - Current Year (perception) ✎

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 Add to Data Set

Data Set Template Connection - 5

	Dataset Originator (choose your ISD/MDE from pull-down in Column C):	Calhoun Area ISD	Statewide Field Team		
Title of Data Template (full sentence)	Rates for Chronic Absenteeism? Do they vary by subgroup?		Expanded Template Description for Process Guide	What are our rates for Chronic Absenteeism? Do they vary by subgroup?	
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Systems Data related to District Attendance and Truancy Processes and Procedures - Current Year	District Determined	District Determined			Depending on causations, this data may be used as secondary data source to drill down into processes, procedures, communication etc.

Data Object Source with Rationale

District (Current Year) Chronic Absenteeism Report (demographic) ✕



© Copyright 2021 State of Michigan
Policies
Resources ? Support

Source: MiSchoolData i

This demographic data is used as a primary data source to determine district-wide attendance rates and by subgroups. Data can help a district determine the percentage of students with on-track attendance.

Data Set Template - Blank

1		Data Set Originator (choose your ISD/MDE from pulldown in Column C):	Replace the contents of this cell with your Last Name, First Name			
2	Title of Data Template (full sentence)		Guiding Question for the Dataset			
3	Focus Area & Sub Area					
4	Title/Type of Data/Timeframe (full sentence - 81 characters including spaces)	Where should this data object originate from? (required)	Data Object (Required - Details regarding what the data object is and where it might be found.)	Report Name (only for MI School Data or MDH)	Applied Filters (only for MI School Data)	Why is data object part of the Data Set Template? (What is the purpose of this data object? Would we consider it a primary or secondary source?)
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Updated Template | Dropdown Lists - do not edit | Academic - Elementary Math | Academic - MS Math | Acader



Questions?

Data Set Template Creation Practice

Data Set Template Practice

Scenario: You are on a District Continuous Improvement Team and are beginning to delve into an Area of Inquiry around Literacy.

The team has been asked to begin to identify data objects that would reflect factors impacting overall student achievement.

- What data would reflect academic achievement?
- What non-academic areas could impact student success in areas of Literacy?
- What systems could impact success in areas of Literacy?

What other data objects would reflect data in academic, non-academic, and systems that would give you a complete picture?

Data Set Template Practice – Cont.

Breakout Room Task - Based on the Area of Inquiry Scenario shared on previous slide:

- Brainstorm **Data Objects** that would be helpful for a district to explore
- For each **Data Object**, determine
 - Data Object Name
 - Where object originates from
 - Necessary filters (if any)
 - Prompt to guide district's thinking . . .

Why is this data object a part of the Data Set Template?

- Using the spreadsheet, create **Data Set Template** for **Area of Inquiry**

Data Set Template Practice – Cont.2

Whole Group AH-HAs

Use the Chat feature to share a noticing or wondering that was discovered through this process



Data Set Process, Resources, Next Steps

Data Set Template Process

ISD Representatives

1. Create Data Set Template(s) for Area of Inquiry
2. Share spreadsheet with MDE's Renie Araoz (Araozr@michigan.gov)

MDE

1. Vette ISD-created data set template and data objects
2. Provide feedback to ISD representative (if needed)
3. Create data set template in MICIP platform

Helpful Resources

- [MICIP Website](#)
- [MICIP Process Guide](#)
- Available after April 23 on the MICIP Website
 - Data Set Guidance
 - Data Set Template Spreadsheet & Example
 - Naming Conventions One-Pager
 - Recording of today's session 4/14/21

Questions can be sent to: mde-micip@michigan.gov



Next Steps

- Data Set Templates will appear in the MICIP platform beginning of May
- Beginning of August - integration of new data sources
- New Data Set Templates uploaded to the MICIP Platform will be communicated in the [*MICIP Continuous Communication*](#)



Thank you for coming!

Ben Boerkoel

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Alecia Hoppa

Area Leader
Statewide Field Team
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Heather Heitsch

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MICIP
MICHIGAN INTEGRATED CONTINUOUS
IMPROVEMENT PROCESS

MICIP Data Set Template Training
April 14, 2021
Lynn Batchelder and Alecia Hoppa, Statewide Field Team
Theresa Nugent, Michigan Department of Education



MICIP Data Set Template Training

Outcomes

- understand the user experience when using data set templates
- understand the data set template creation process
- understand the data set template submission process
- experience the process of creating a data set template



Agenda

- Assess Needs Process Overview and Vocabulary
- Data Set Template - End User Perspective
- Data Set Template Creation
- Breakout Room - Data Set Template Creation Practice
- Helpful Resources and Next Steps





MICIP Continuous Improvement Cycle

Process - activated by the five components of the Continuous Improvement Cycle, all of which are focused on the **Whole Child** and contextualized within the district's vision, mission, and beliefs:

- Assess needs
- Plan
- Implement
- Monitor/Adjust
- Evaluate



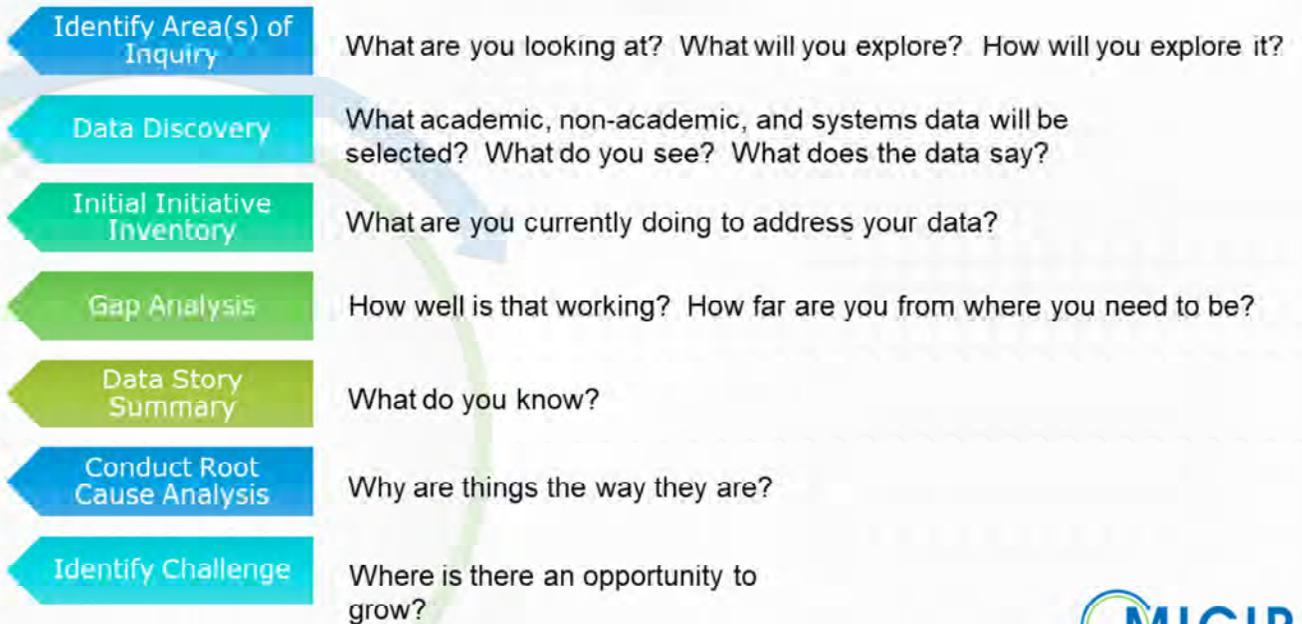
Process is represented by the Continuous Improvement Cycle, which is depicted in the graphic you see here.

It's important to recognize that the continuous improvement cycle occurs within the vision, mission, and beliefs of the district.

And, it captures the cycle of assessing needs, developing plans, implementing, and monitoring and evaluating . . . all **focused** around the **whole child** at the center.

The continuous improvement cycle **operationalizes** the MICIP Process which, at its core, addresses Needs, Plans, and Funds.

The Assess Needs Process

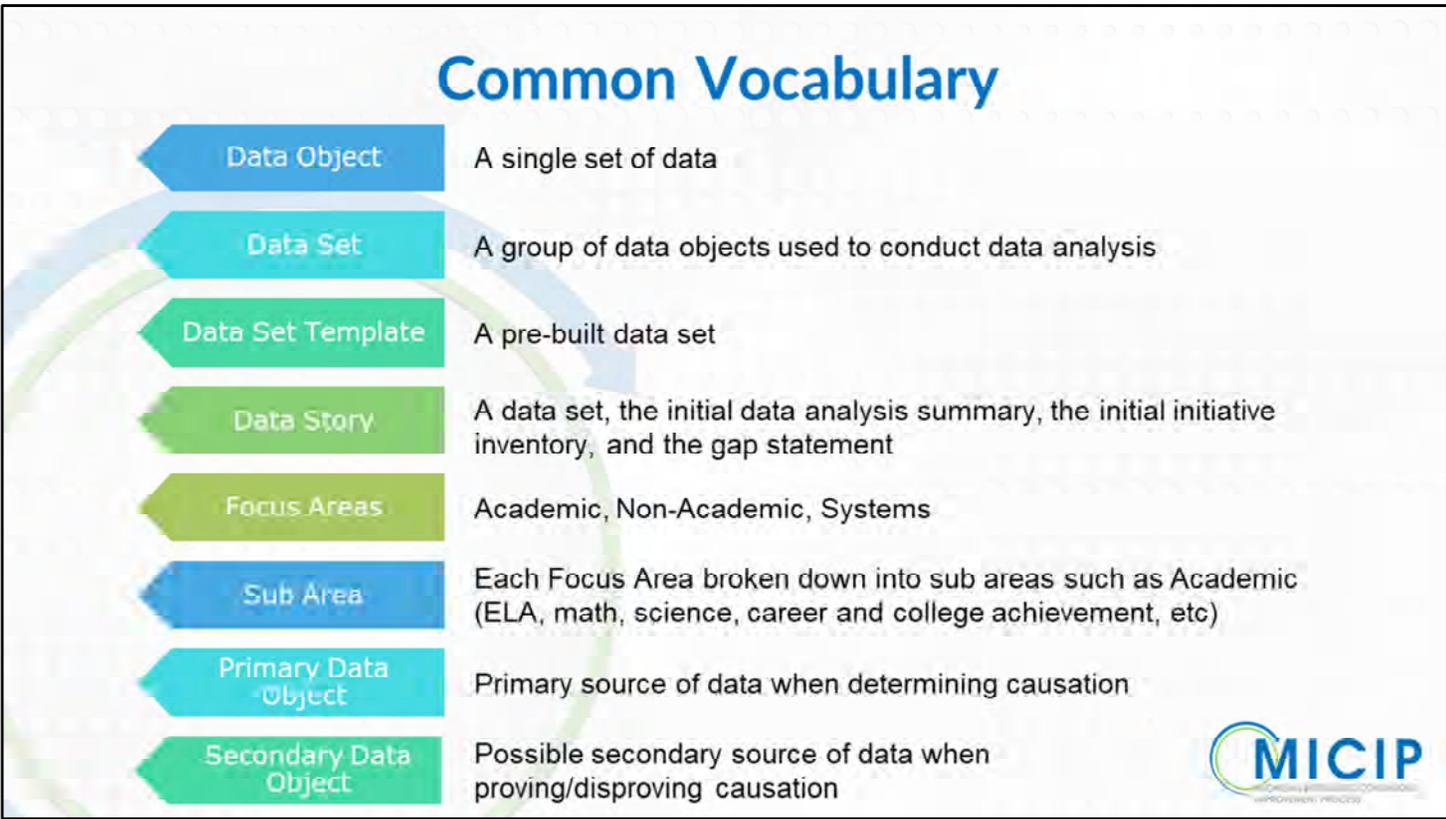


Assess Needs - Assessing Needs is a process that is iterative rather than linear. You will find yourself engaging in the assessing needs process on a regular basis throughout the continuous improvement cycle. Keeping questions such as these (on the puzzle pieces) in mind might be helpful during six steps of this assess needs process.

- 1. Identifying Areas of Inquiry** - What are you looking at? What will you explore? How will you explore it?
- 2. Discover Whole Child Data** - What academic, non-academic, and systems data will be selected? What do you see? What does the data say?
 - a. As part of this process, districts can create OR tweak an existing **Data Set Template** - **This is the area that we will be focusing on today**
- 3. Writing Your Data Story Summary**
 - a. Includes **initial initiative inventory** (which identifies what your district is currently doing to address this area of challenge and how well the initiatives are working)
 - b. Summarize the **Gap Statement** by answering the question: What is the difference between your current reality and your desired state?
- 4. Root Cause Analysis** helps us to answer: Why is the data the way it is? What data do you have to support your theories?
- 5. Create a Challenge Statement** helps us to answer: What is the need or

opportunity we want to address?

Common Vocabulary



Data Object	A single set of data
Data Set	A group of data objects used to conduct data analysis
Data Set Template	A pre-built data set
Data Story	A data set, the initial data analysis summary, the initial initiative inventory, and the gap statement
Focus Areas	Academic, Non-Academic, Systems
Sub Area	Each Focus Area broken down into sub areas such as Academic (ELA, math, science, career and college achievement, etc)
Primary Data Object	Primary source of data when determining causation
Secondary Data Object	Possible secondary source of data when proving/disproving causation



Some vocabulary terms that you will want to be familiar with as we learn together today

Data Set and Data Set Templates

Data Set:

A group of data objects used to conduct data analysis

Data Set Templates:

Why do ISD/ESAs need/want to create data set templates?

- Data set templates support districts to explore data in areas in which they are not familiar

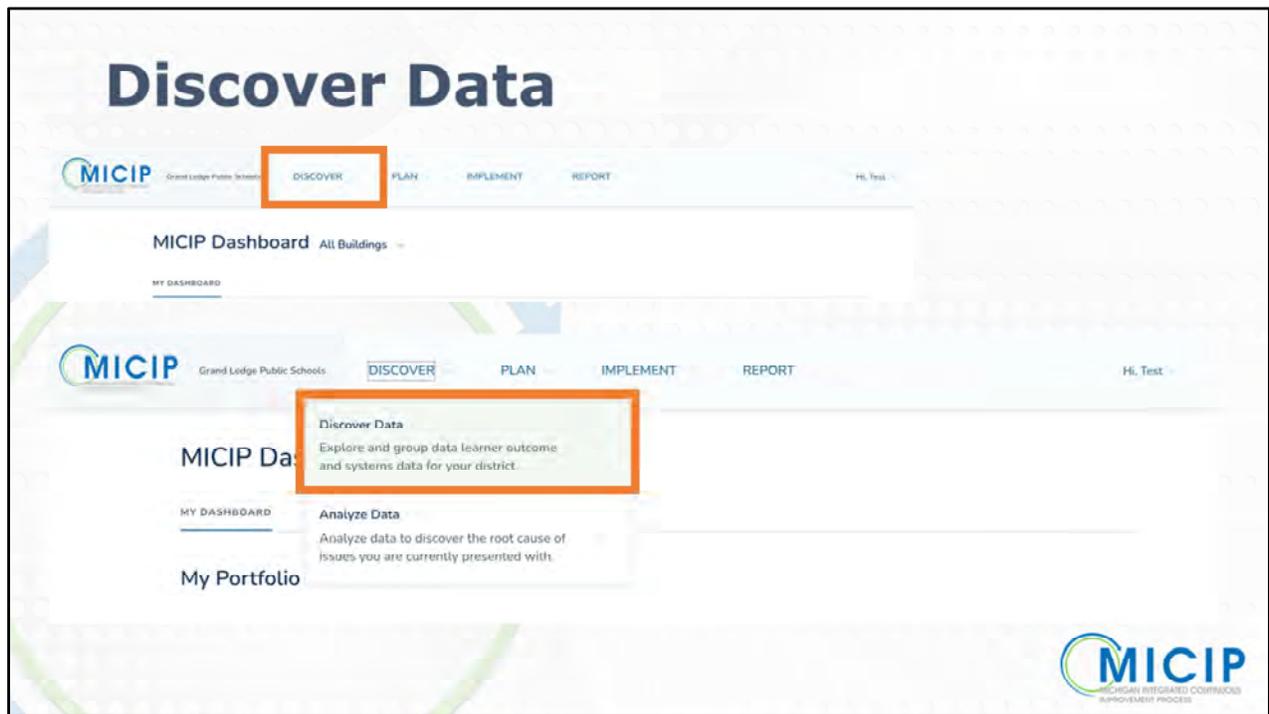


Speaker Notes:

- Why do ISD/ESAs need/want to create data set templates?
 - Data set templates support districts to explore data in areas in which they are not familiar
- Look at the three sources for a complete data picture - academic, non-academic, systems.

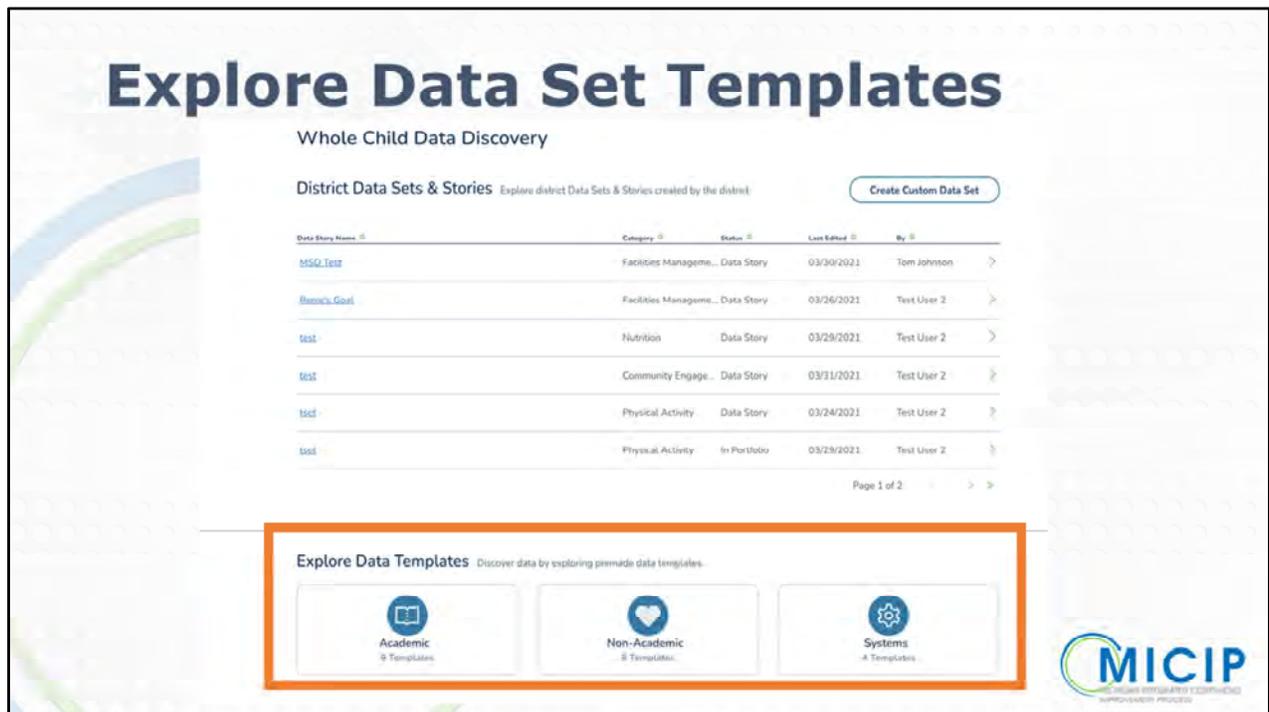
Data Set Template - End User Perspective





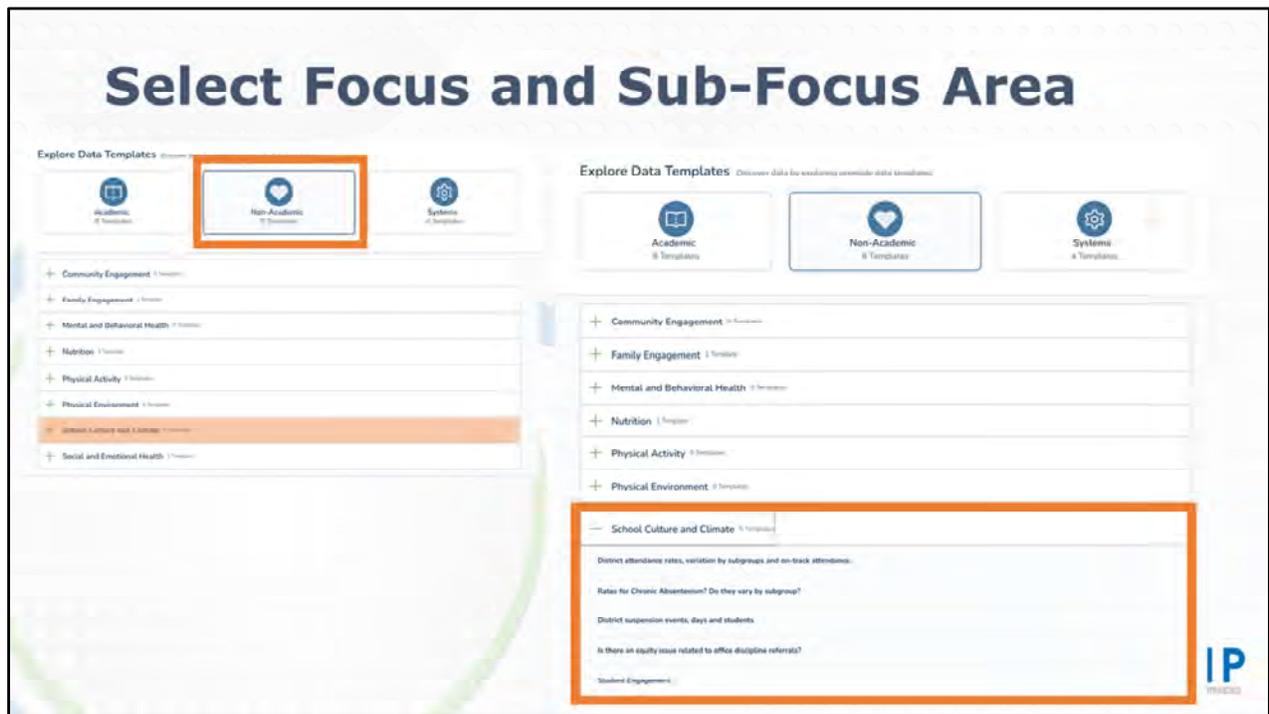
Speaker Notes - Animated Slide:

- Appears on slide
 - Within the MICIP platform, as a part of the [Assess Needs Process](#), Districts [Identify Areas of Inquiry](#)
 - Part of this process is to DISCOVER WHOLE CHILD DATA
 - To explore existing data set templates,
- First Click
 - You can see when you hover over DISCOVER, you have the option to click on DISCOVER DATA



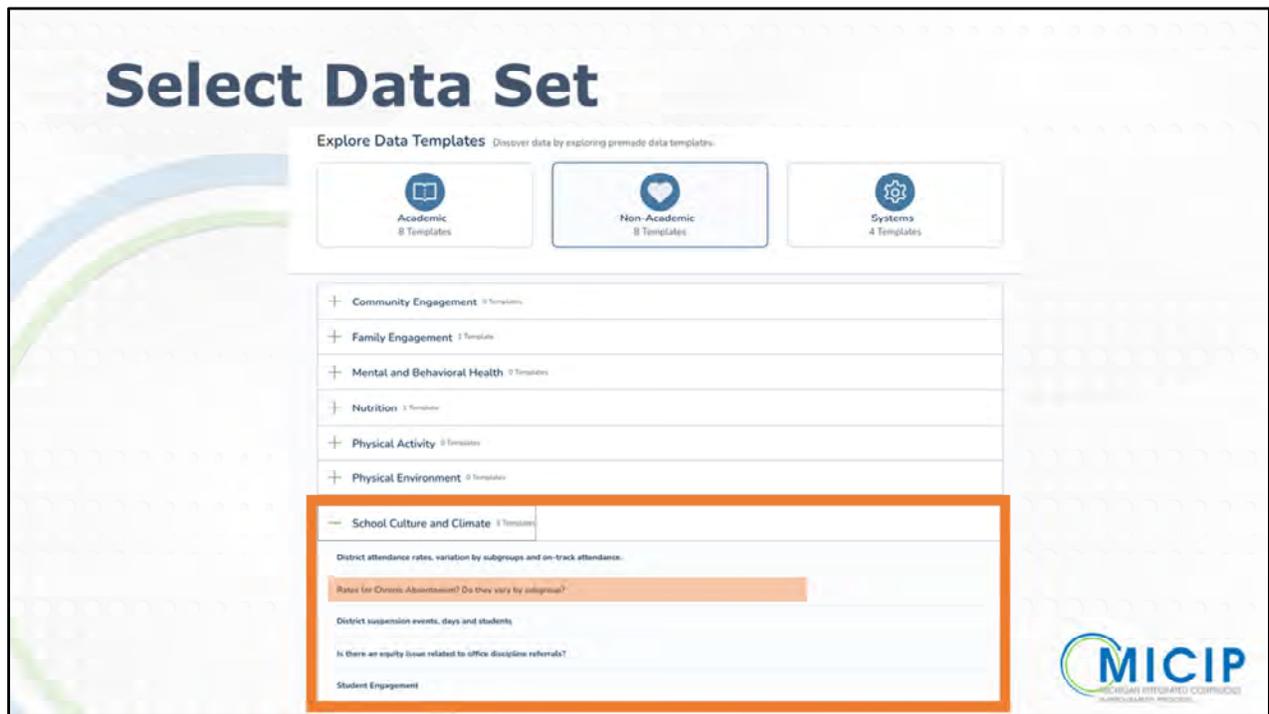
Speaker Notes - animated slide;

- Appear on screen
 - This screen is showing the DISTRICT DATA SETS and DATA STORIES already created
- First click
 - As we EXPLORE DATA TEMPLATES, you can see that there are 3 **focus areas**; Academic, Non-Academic, and Systems-level data that should be used as the district is exploring their area of inquiry



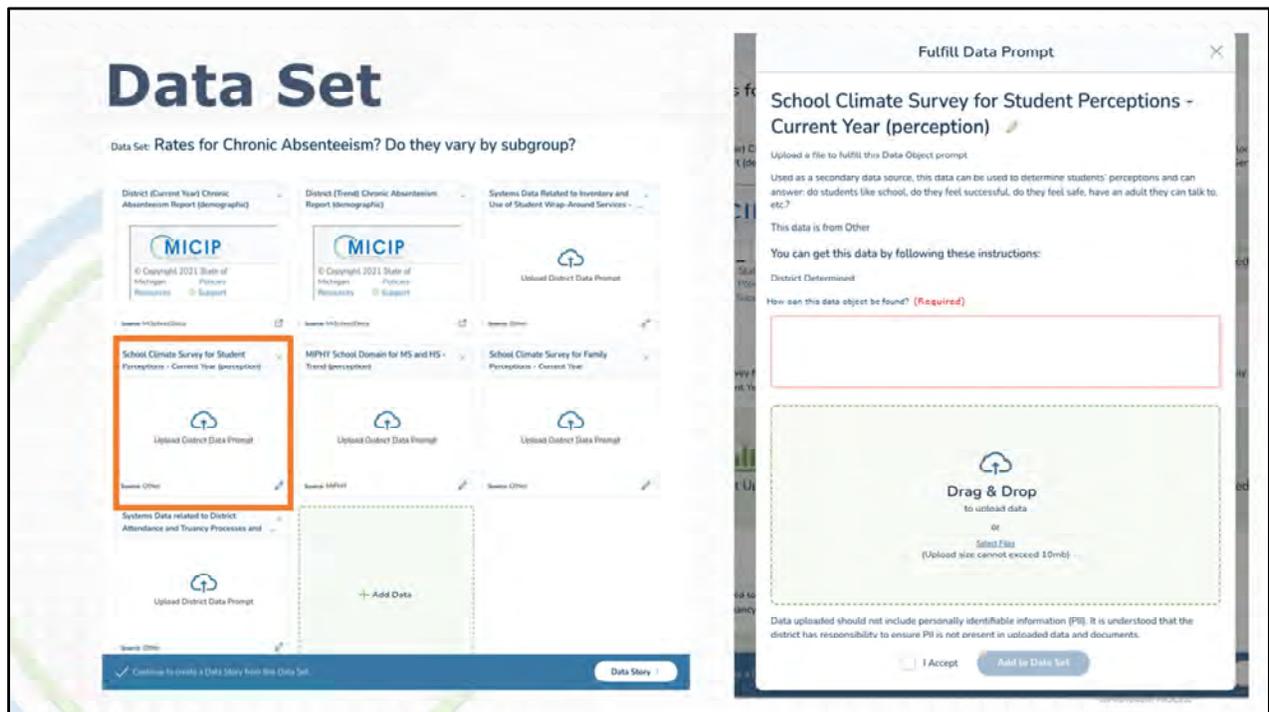
Speaker Notes - animated slide

- Appears on screen:
 - As we mentioned, Dataset Templates, have pre-populated data objects for districts to begin analyzing. As an ISD, you have the ability to create dataset templates for the districts across our state to take advantage. Some (14) will be pre-populated into the MICIP Platform and will be available to districts in May.
 - Each focus area as sub areas within each. As you can see on this screen, the NON-ACADEMIC focus area has 8 sub areas: community and family engagement, mental and behavioral health, nutrition, physical activity, physical environment, school culture/climate, and social & emotional health.
- First click
 - As we continue to EXPLORE DATA TEMPLATES, you can see that sub area of [school culture/climate](#) has 5 dataset templates already created and available.



Speaker Notes - Animated Slide

- To delve deeper into an existing data set, simply click on the dataset that you wish to explore
- You may notice that the dataset template name gives a short description of thinking that exists within the dataset, for example, the highlighted dataset template, **Rates for Chronic Absenteeism. Do they vary by subgroup?** gives the district an inclination that the dataset template might contain data objects related to Chronic Absenteeism broken down by subgroups.



Speaker notes - animated slide:

- Appears on the screen
 - When you open the **Rates for Chronic Absenteeism. Do they vary by subgroup?** dataset template, you can see that there are 7 data objects. These 7 data objects will help this district tell their story as it relates to chronic absenteeism.
 - The data objects are:
 - District (Current Year) Chronic Absenteeism Report (demographic) - pulled from MSD
 - District (Trend) Chronic Absenteeism Report (demographic) - pulled from MSD
 - Systems Data Related to Inventory and Use of Student Wrap-Around Services - Current Year - the district determines where this data is pulled from
 - School Climate Survey for Student Perceptions - Current Year (perception) - the district determines where this data is pulled from
 - MIPHY School Domain for MS and HS - Trend (perception) - will eventually be pulled from MiDataHub
 - School Climate Survey for Family Perceptions - Current Year - the



Speaker Notes:

- What does this mean for you as an ISD?
 - ISDs have the opportunity to create dataset templates for districts across the state to access

Data Set Template - Continued

MICIP		Dataset Originator (choose year ID/MDH from pull-down in Column C)	Calhoun Area ISD	Statewide Field Team
Title of Data Template (full sentence)	Bytes for Chronic Absenteeism? Do they vary by subgroup?	Expanded Template Description for Process Guide		What are our rates for Chronic Absenteeism? Do they vary by subgroup?
Focus Area & Sub Area	Non-Academic - School Climate and Culture			
What is the name of the Data Object? Title/Type of Data/Timeframe (full sentence - 83 characters including spaces)	Where should this data object originate from? (required)	How can this data object be found? (Required - You can get this data by following these	Report Name (only for MI School Data or MDH)	Applied Filters (only for MI School Data)
				Why is data object part of the Data Set Template? (What is the purpose of this data object? Would we consider it a primary or secondary source?)
District (Current Year) Chronic Absenteeism Report (Demographic)	MSchoolData	MSD, by School Year, by Report Category (Snapshot)	Student Attendance	Used as a primary data source, this demographic data can be used to determine the percentage of students chronically absent districtwide and by subgroups.
District (Trend) Chronic Absenteeism Report (Demographic)	MSchoolData	MSD, by School Year, by Report Category (Trend)	Student Attendance	Used as a secondary data source, this demographic data can be used to determine the trends related to student chronic absenteeism districtwide and by subgroups.
Systems Data Related to Inventory and Use of Student Wrap-Around Services - Current Year	District Determined	District Systems Review		Used as a secondary data source, this data can identify the wrap-around services (connections to community agencies' school-provided supports) available to students as well which services have been accessed by students with chronic absenteeism.
School Climate Survey for Student Perceptions - Current Year (perception)	District Determined	District Determined		Used as a secondary data source, this data can be used to determine students' perceptions and can answer: do students like school, do they feel successful, do they feel safe, have an adult they can talk to, etc.?
MIPHY School Domain for MS and HS - Trend (perception)	MDataHub	MDH		Used as a secondary data source, the MIPHY School Report provides information regarding general attitudes of MS/HS students about school and will help to answer: do they find school to be interesting, engaging? What are their perceptions of safety and bullying?
School Climate Survey for Family Perceptions - Current Year	District Determined	District Determined		Used as a secondary data source, this data can be used to determine parent and family perceptions and will support teams in answering: do their students like school, do they feel successful, do they feel safe, do they have an adult they can talk to, etc.? Does the school communicate well with parents, do parents feel welcome and comfortable reaching out to their student's teachers, etc.?
Systems Data related to District Attendance and Truancy Processes and Procedures - Current Year	District Determined	District Determined		Depending on calculations, this data may be used as a secondary data source to drill down into processes, procedures, communication, etc.



Speaker Notes

- On the following slides, we are going to break down each column in the spreadsheet to help you see the connection where that column is appearing on the MICIP platform.

Data Set Template Connection

Investigator (Choose your SO/MAE from pull-down in Custom CL)	Calhoun Area ISD	Statewide Field Team
Title of Data Template (Full sentence)	Expanded Template Description for Process Guide	
Non-Academic - School Climate and Culture	Rates for Chronic Absenteeism? Do they vary by subgroup?	
Where is the name of the Data Object Title/Type of Data/Timeframe (Full sentence - 81 character include spaces)	Where should this data object originate from? (optional)	How can this data object be found? (Optional - Not all data sets are found by following links)
District (Current Year) Chronic Absenteeism Report (demographic)	MISchoolData	MISD, by School Year, by Report Category (Snapshot)
District (Third) Chronic Absenteeism Report (demographic)	MISchoolData	MISD, by School Year, by Report Category (Third)
Systems Data Related to Inventory and Use of Student Wrap-Around Services - Current Year	District Determined	District Systems Review
Systems/Process Related to Student Attendance - Current Year (optional)	District Determined	District Determined
MiPHY School Climate by MS and HS - Third (optional)	MISchoolData	MISD
School Climate Survey for Family Perceptions - Current Year	District Determined	District Determined
Systems Data Related to District Attendance and Truancy Processes and Procedures - Current Year	District Determined	District Determined

Why is data object part of the Data Set Template? (What is the purpose of this data object? Should we consider it a primary or secondary source?)

Used as a primary data source, this demographic data can be used to determine the percentage of students chronically absent districtwide and by subgroup.

Used as a secondary data source, this demographic data can be used to determine the trends related to districtwide chronic absenteeism districtwide and by subgroup.

Used as a secondary data source, this data can identify the wrap-around services (connections to community appropriate school-provided supports) available to students as well as which services have been accessed by students with chronic absenteeism.

Used as a secondary data source, this data can be used to determine student perceptions and self-answers to students like school, do they feel safe, do they feel welcome, do they feel they can talk to MS?

Used as a secondary data source, this data can be used to determine parent and family perceptions and self-answers to parents like ensuring, do their children like school, do they feel safe, do they feel welcome, do they have an adult they can talk to, etc. Does the school communicate well with parents to ensure their concerns and questions resulting out to their students' learning, etc.

Depending on questions, the data may be used as a secondary data source to add data into processes, procedures, communications, etc.

Speaker Notes - animated slide

- Appears on screen
 - This **Chronic Absenteeism Dataset Template** has 7 data objects
 - The name of the data object contains specific identifiers such as: **Title/Type of Data/Timeframe** - there is an 81 count character limit
 - For example, **District (Current Year) Chronic Absenteeism Report (demographic)**
 - You can see that we have various data types (perception, systems/process, demographic, and achievement)
 - As you know, it's important for districts to triangulate their data using various data types. Not all data objects are primary data sources . . . , districts are encouraged to use secondary data objects as they prove/disprove causation. As you're thinking about data set templates that you create, be cognizant of including the 4 types of data for districts to consider
- First Click
 - The MiPHY data object that we looked at earlier is highlighted

Data Set Template Connection - 3

MICIP		Network Originator School year ND/MSD from pullDown in Column C1	Calhoun Area ISD	Statewide Field Team
Title of Data Template (Full sentence)	Notes for Chronic Absenteeism? Do they vary by subgroup?			Expanded Template Description for Process Guide
Focus Area & Sub Area	Non-Academic - School Climate and Culture			
What is the name of the Data Object? Title/Type of Data/Template (Full sentence - 81 characters including spaces)	Where should this data object originate from? (Required)	How can this data object be found? (Required - You can only fill this out by following steps)	Report Name (only for MiSchoolData or MDH)	Applied Filters (only for MiSchoolData)
Demis (Current Year) Chronic Absenteeism Report (demographic)	MiSchoolData	MSD, by School Year, by Report Category (Snapshot)	Student Absenteeism	Used as a primary data source, this demographic data can be used to determine the percentage of students chronically absent, absenteeism and by subgroup.
District (Current Year) Chronic Absenteeism Report (demographic)	MiSchoolData	MSD, by School Year, by Report Category (Snapshot)	Student Absenteeism	Used as a secondary data source, this demographic data can be used to determine the trends related to reported chronic absenteeism districtwide and by subgroup.
Systems Data Related to Inventory and Use of Student Wrap-Around Services - Current Year	District Determined	District Systems Review		Used as a secondary data source, this data can identify the wrap-around services (connections to community agencies) which provided supports available to students as well which agencies have been accessed by students with chronic absenteeism.
School Climate Survey for Student Perceptions - Current Year (perception)	District Determined	District Determined		Used as a secondary data source, this data can be used to determine student perceptions and self-awareness: do students like school, do they feel successful, do they feel safe, how do they feel about their own talk to, etc.?
MiHSY School Division for MS and HS - Yearly demographic	MiSchoolData	MDH		Used as a secondary data source, the MiHSY (School Based) provides information regarding parental attitudes of MiHSY students about school and how to improve: do they feel school is an interesting, engaging? What are their perceptions of school and education?
School Climate Survey for Family Perceptions - Current Year	District Determined	District Determined		Used as a secondary data source, this data can be used to determine parent and family perceptions and will support teams in assessing: do their students like school, do they feel successful, do they feel safe, do they have an adult they can talk to, etc.? Does the school communicate well with parents, do parents feel welcome and comfortable reaching out to their student's teachers, etc.?
Systems Data related to District Attendance and Truancy Processes and Procedures - Current Year	District Determined	District Determined		Depending on availability, this data may be used as a secondary data source to fill down any attendance, truancy, nonattendance, etc.

Speaker Notes - animated slide

- Appears on screen
 - The next column is **How can this data be found?** and is a required field as well. You're supporting districts with steps to access this data object. You can see in this example for the **District (Current Year) Chronic Absenteeism Report (demographic)** data object, it can be found by accessing it on **MSD, by School Year, by Report Category (Snapshot)**.
 - The **Report Name** column is only used for MiSchoolData or MDH data objects.
 - If there are **specific filters** that need to be applied, those would be described in this column
- First Click
 - You'll see on the platform, there are two options for **Where the data can be found**. The first one is for reports that are pre-populated from MiSchoolData or MDH. The second one is for districts to fill in as they are tweaking their data set . . . this field provides guidance for the district to remember exactly HOW they retrieved the data object.

Data Set Template Connection - 4

MICIP	Dataset Originator (choose your SIS/MSIS from within in Column 2)	Cathlamet Area ISD	Statewide Field Team	Expanded Template Description for Process Guide	What are our goals for Chronic Absenteeism? Do they vary by subgroup?
Title of Data Template (Full acronym) Focus Area & Sub Area	Areas for Chronic Absenteeism? Do they vary by subgroup? Non-Academic - School Climate and Culture				
What is the name of the Data Object? Title/Type of Data/Timeframe (Full acronym - if acronym includes figure)	Where should this data object originate from? (Required)	How can this data object be found? (Required - you can get this data by following these steps)	Report Name (Only for MS School Data or MSIS)	Applied Filters (Only for MS School Data)	Why is data object part of the Data Set Template? (What is the purpose of this data object? Would we consider it a primary or secondary source?)
District (Current Year) Chronic Absenteeism Report (Demographic)	MISchoolData	MISD, by School Year, by Report Category (Absences)	Student Attendance		Used as a primary data source. The demographic data can be used to determine the percentage of students chronically absent, attendance and by subgroup.
District (Trend) Chronic Absenteeism Report (Demographic)	MISchoolData	MISD, by School Year, by Report Category (Trend)	Student Attendance		Used as a secondary data source. This demographic data can be used to determine the trends related to student chronic absenteeism districts and by subgroup.
System Data Related to Inventory and Use of Student Single-Armed Services - Current Year	District Determined	District Systemic Review			Used as a secondary data source. This data can identify the single-armed services implemented in community agreement, school improvement plans, available to students as well which services have been obtained by students with chronic absenteeism.
School Climate Survey for Student Perceptions - Current Year (perception)	District Determined	District Determined			Used as a secondary data source. This data can be used to determine student perceptions and satisfaction in relation to school climate, attendance, and other factors. It can help determine if they feel safe, have an adult they can talk to, etc.
MISIS (School Services for 444 and 444 Trend (Geographic))	MISchoolData	MISD			Used as a secondary data source. The MISIS (School Report) provides information regarding presence/absence of students in school, absence and will help to answer: do they feel safe in the environment, engaged? What are their perceptions of safety and bullying?
School Climate Survey for Family Perceptions - Current Year	District Determined	District Determined			Used as a secondary data source. This data can be used to determine parent and family perceptions and will support teams in identifying, do they feel safe, do they have an adult they can talk to, etc.? Data the school administrators and staff parents, on parents feel welcome and comfortable reaching out to their student's teachers, staff. Depending on circumstances, this data may be used as a secondary data source to fill data gaps.
System Data Related to District Attendance and Tardy Procedures and Procedures - Current Year	District Determined	District Determined			

Fulfill Data Prompt

School Climate Survey for Student Perceptions - Current Year (perception)

Upload a file to fulfill this Data Object prompt

Check as a secondary data source. This data can be used to determine student perceptions and satisfaction in relation to school climate, attendance, and other factors. It can help determine if they feel safe, have an adult they can talk to, etc.

This data is from Other:

You can get this data by following these instructions:

District Determined

How can this data object be found? (Required)

Drag & Drop

for online data

Upload File

Upload data cannot exceed 5 MB.

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 Data Set

Speaker Notes - animated slide

- Appears on screen
 - The **Why is data object part of the Data Set Template?** column really supports the district in answering: What is the purpose of this data object? Would we consider it a primary or secondary source? What guiding questions might support districts in thinking about this data object and what might be considered?
- First Click
 - As you can see on the MICIP platform, this information is pre-populated as a guide for the district.

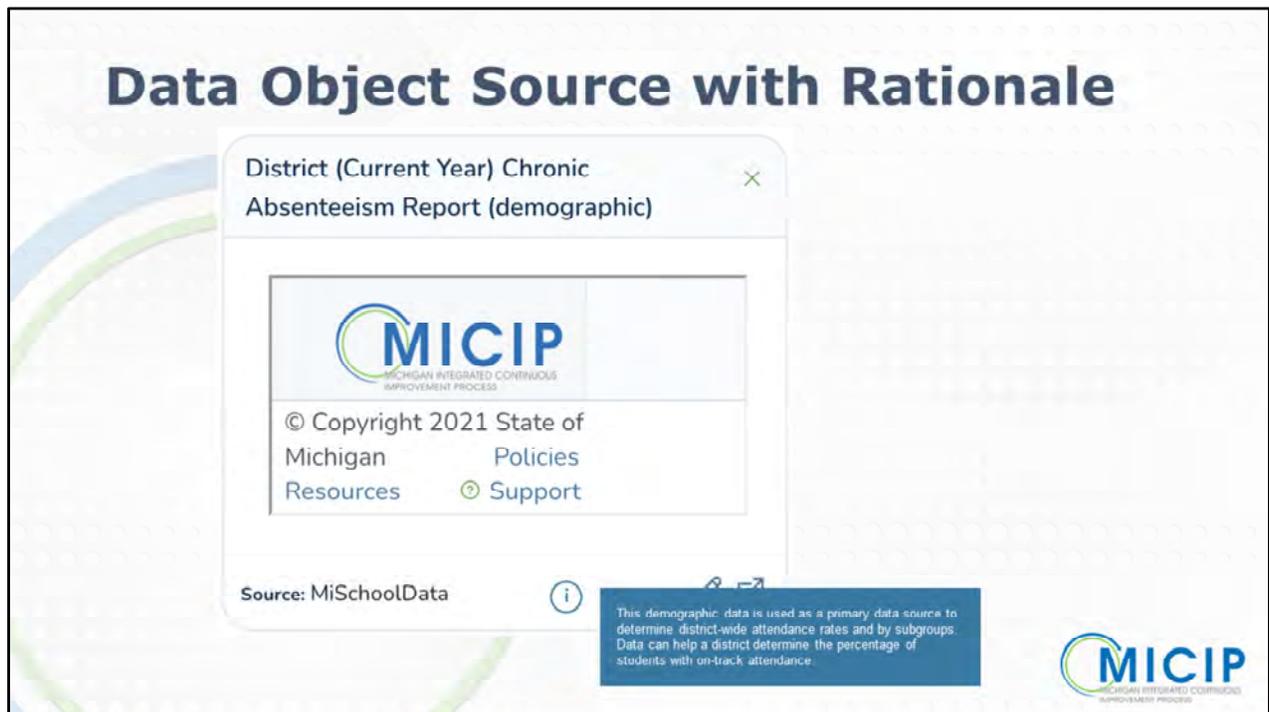
Data Set Template Connection - 5

MICIP	Default Originator (choose your ISD/MSD from pullDown in Column C)	Cathoon Area ISD	Statewide Field Team
Title of Data Template (full sentence)	Rates for Chronic Absenteeism? Do they vary by subgroup?		Expanded Template Description for Process Guide
Focus Area & Sub Area	Non-Academic - School Climate and Culture		What are our rates for Chronic Absenteeism? Do they vary by subgroup?
What is the name of the Data Object? (Title/Type of Data/Timeframe) (full sentence - 81 characters including spaces)	Where should this data object originate from? (required)	How can this data object be found? (Required - You can get this data by following these)	Report Name (only for MI School Data or MDH) Applied Filters (only for MI School Data) Why is data object part of the Data Set template? (What is the purpose of this data object? Would we consider it a primary or secondary source?)
District (Current Year) Chronic Absenteeism Report (demographic)	MiSchoolData	MSD, by School Year, by Report Category (Snapshot)	Student Attendance
District (Trend) Chronic Absenteeism Report (demographic)	MiSchoolData	MSD, by School Year, by Report Category (Trend)	Student Attendance
Systems Data Related to Inventory and Use of Student Wrap-Around Services - Current Year	District Determined	District Systems Review	
School Climate Survey for Student Perceptions - Current Year (perceptions)	District Determined	District Determined	
MSPHY School Climate for MS and HS - Trend (perceptions)	MDataLink	MDH	
School Climate Survey for Family Perceptions - Current Year	District Determined	District Determined	
Systems Data related to District Attendance and Truancy Processes and Procedures - Current Year	District Determined	District Determined	



Speaker Notes - animated slide

- Appears on screen
 - Spreadsheet
- First Click
 - Columns D and E contains important information for Terry and Renie as they are creating the data objects within the MICIP Platform. This information supports them in knowing the **Report Name (only for MI School Data or MDH)** as it exists in MiSchoolData or MDH and **Applied Filters (only for MI School Data)** that are needed



Speaker Notes - animated slide

- Appears on screen
 - When a data object within the data set template is populated from MiSchoolData or MiDataHub, it's important for them to still have the prompt to support their thinking
- First Click
 - You'll see that an "i" is on this data tile
- Second click
 - When the user hovers over the "i" the prompt which supports the team to think through:
 - Why is data object part of the Data Set Template?
 - What is the purpose of this data object?
 - Would we consider it a primary or secondary source?
 - What guiding questions might support districts in thinking about this data object and what might be considered?)

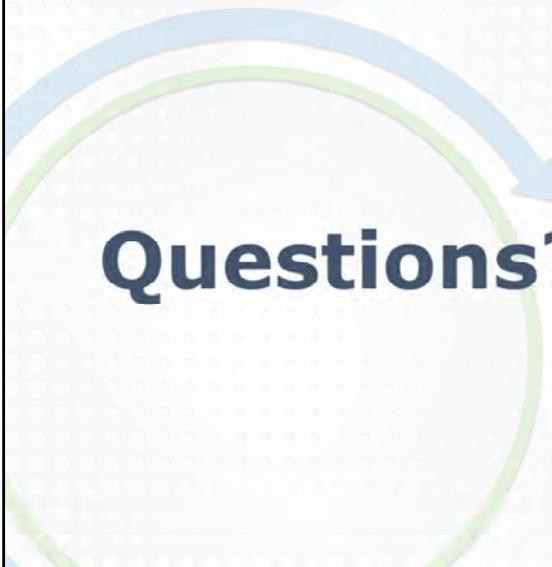
Data Set Template - Blank

1	MICIP	Data Set Originator (choose your ISD/MDE from pulldown in Column C):	Replace the contents of this cell with your Last Name, First Name					
3	Title of Data Template (full sentence)		Guiding Question for the Dataset					
4	Focus Area & Sub Area		Title/Type of Data/Timeframe (full sentence - #1 characters including spaces)	Where should this data object originate from? (required)	Data Object (Required - Details regarding what the data object is and where it might be found.)	Report Name (only for MI School Data or MDH)	Applied Filters (only for MI School Data)	Why is data object part of the Data Set Template? (What is the purpose of this data object? Would we consider it a primary or secondary source?)
5								
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Updated Template | Dropdown Lists - do not edit | Academic - Elementary Math | Academic - MS Math | Acade

Speaker notes:

- Additional fields that we didn't discuss:
 - **Data Set Originator** - pull down menu to choose ISD or MDE
 - **Last Name, First Name**
 - **Title of Data Template** (full sentence)
 - **Focus Area and Sub Area** - for example, *Non-Academic - Student Attendance*
- Sheet Name
 - Include **Focus Area and Sub Area**



Questions?



Data Set Template Creation Practice



Data Set Template Practice

Scenario: You are on a District Continuous Improvement Team and are beginning to delve into an Area of Inquiry around Literacy.

The team has been asked to begin to identify data objects that would reflect factors impacting overall student achievement.

- What data would reflect academic achievement?
- What non-academic areas could impact student success in areas of Literacy?
- What systems could impact success in areas of Literacy?

What other data objects would reflect data in academic, non-academic, and systems that would give you a complete picture?



Speaker Notes:

- Explain the scenario as stated on the screen.

Don't talk into possible examples below . . . for reference only if participants ask clarifying questions

- Non-academic - behavior, attendance, SEL factors, etc
- Systems - CIA system, MTSS, transportation, food, etc.

Data Set Template Practice – Cont.

Breakout Room Task - Based on the Area of Inquiry Scenario shared on previous slide:

- Brainstorm **Data Objects** that would be helpful for a district to explore
- For each **Data Object**, determine
 - Data Object Name
 - Where object originates from
 - Necessary filters (if any)
 - Prompt to guide district's thinking . . .
Why is this data object a part of the Data Set Template?
- Using the spreadsheet, create **Data Set Template** for **Area of Inquiry**



Data Set Template Practice – Cont.2

Whole Group AH-HAs

Use the Chat feature to share a noticing or wondering that was discovered through this process



Speaker Notes:

- Whole Group AH-HAs in Chat
- Lift a couple of trends/themes whole group

Data Set Process, Resources, Next Steps



Data Set Template Process

ISD Representatives

1. Create Data Set Template(s) for Area of Inquiry
2. Share spreadsheet with MDE's Renie Araoz (Araozr@michigan.gov)

MDE

1. Vette ISD-created data set template and data objects
2. Provide feedback to ISD representative (if needed)
3. Create data set template in MICIP platform



Speaker Notes:

- Start with “what have you been focusing on with your districts?” and begin there.
- ISD will receive notification of their submission.
- Notification of feedback - tweaking of the template or upload into the system -
- No judgement call on submission
- The Data Set Templates that are submitted and uploaded to the MICIP platform are visible by the entire state

Helpful Resources

- [MICIP Website](#)
- [MICIP Process Guide](#)
- Available after April 23 on the MICIP Website
 - Data Set Guidance
 - Data Set Template Spreadsheet & Example
 - Naming Conventions One-Pager
 - Recording of today's session 4/14/21

Questions can be sent to: mde-micip@michigan.gov



Speaker Notes:

- These resources are available on the website (links are provided on the slide deck)

Next Steps

- Data Set Templates will appear in the MICIP platform beginning of May
- Beginning of August - integration of new data sources
- New Data Set Templates uploaded to the MICIP Platform will be communicated in the [MICIP Continuous Communication](#)



Speaker Notes:

- Review prompts on screen

Thank you for coming!

Ben Boerkoel

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