



Platform Guide

Updated, May 2024



Acknowledgment

The MICIP Steering Committee wishes to acknowledge the following individuals for their support of the development of the MICIP Platform Guide. We also acknowledge the contributions of the many colleagues who provided input, feedback, and resources to this project.

MDE Superintendent: Dr. Michael Rice

Chief Deputy Superintendent: Dr. Sue Carnell

Division of Educator, Student and School Supports: Dr. Delsa Chapman, Deputy Superintendent

MICIP Lead: Dot Blackwell

MICIP Product Owners: Tom Johnson & Bill Witt

MDE Directors: Office of Educational Supports – Dr. Corinne Edwards; Office of Systems, Evaluation and Technology – Dave Judd

MICIP Professional Learning Lead: Ben Boerkoel

Communication Lead: Phoebe Gohs

UAT Tester: Mark Bush

Quality Assurance: Bea Barajas-Mills

Center for Education Performance and Information: Tom Howell, Michael McGroarty, and Rod Bernosky

Michigan Association of Intermediate School Administrators: Lisa Lockman & Tom Johnson

Michigan Collaborative Hub Development Team:

- Michael Rohwer
- Adam Hanes
- Ian Kirkpatrick
- Jim Touchtone
- Matthew Gaydos
- Alexandra Bannon

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Introduction

The **Michigan Integrated Continuous Improvement Process (MICIP)** is a pathway for districts to improve student outcomes by assessing whole child needs to develop plans and coordinate funds. MICIP represents a Mindset, a Process, and a Platform.

The **Mindset** refers to four elements:

- Equity – each student having the opportunities, environments, and supports to succeed.
- Continuous Improvement - a district-driven process with on-going small improvement cycles in the context of the larger cycle.
- Whole Child - the needs of the Whole Child addressed and supported by the Whole School and the Whole Community.
- Systems - systems to support implementation of the entire plan.

Process is the Michigan Continuous Improvement Cycle, which is comprehensive and iterative.

- **Needs** are assessed by analyzing whole child data and engaging in root cause analysis to identify the reason(s) for the data and the resulting challenge. **Plans** are comprehensive and intended to address prioritized needs through goals, strategies, and activities; identify system supports; and blend or braid funding sources. **Implementation** occurs with **Monitoring** to ensure it addresses the required capacity, fidelity, and scale/reach and achieves the intended impact. **Evaluation** helps ensure that plans reach their identified targets.

Platform is a streamlined web-based application allowing districts to engage in continuous improvement with integrated tools and resources. It is intended to facilitate the conversation around the elements of continuous improvement and provide a place to record the thinking resulting from such a conversation that will lead to a continuous improvement plan and supporting plans.

The MICIP Platform Guide

The **MICIP Platform Guide** is focused on the application software and is designed to help MICIP Platform users access the various features/functions of the platform to complete their tasks with relative ease. It supplements the MICIP Process Guide, which contains details about the overall MICIP process and refers to the Process Guide where additional detail may be necessary for the understanding of a particular feature. This **revised version** includes added features to enhance the user experience, including the ability to concurrently edit in the platform. **Reminder: the MICIP Platform does not contain individual student data. Only aggregate data for the district and building level will be available.**

Platform Usage Objectives/Process

The MICIP Platform is being presented as a software application; the object of its use would be to develop a set of active goals, strategies, and activities by which districts/schools can implement, monitor, and adjust to reflect the long-term continuous improvement.

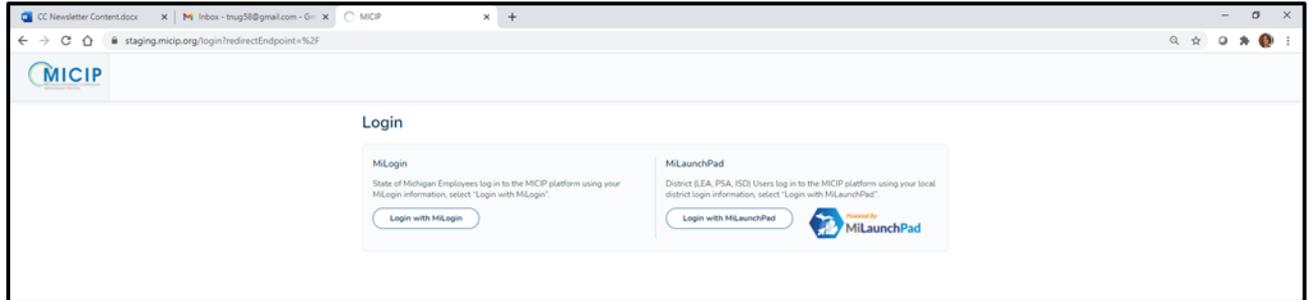
Readiness Considerations

- **MiLaunchPad** – There are two important steps that will provide access to MiLaunchPad.
 - Directions for making this connection can be found on the [MiDataHub SSO Page](#)
 - Contact the MiDataHub support team for assistance support@midatahub.org
- **Readiness Data Tool and Checklist** – These two resources will help a district be prepared to implement the MICIP platform.
 - The [checklist](#) contains readiness considerations and steps to ensure that district technology and data systems are configured and connected to MiLaunchPad, MiStrategyBank, and MiDataHub. MiLaunchPad and MiStrategyBank are required to access the MICIP Platform. The optional Michigan DataHub enhances the district experience in MICIP. The MICIP Readiness Checklist also includes links to informational documents as well as step-by-step instructions.
 - The second resource, the MiDataHub [MICIP Data Readiness Tool](#), provides a real-time, automated tool that checks for and reports on many of the essential elements needed for districts to access the MICIP Platform. The tool helps support local data quality by scanning local data in MiDataHub for anticipated data volume reporting deviations to help support local data quality efforts. This process ensures that data provided to the MICIP Platform is accurate and actionable.
- **Training** – A training site is available to familiarize continuous improvement teams in the MICIP Platform. This site is found at training.micip.org. Username and password information is available from your district administrator. The training manual is available on the MICIP [website](#).

Let's Get Started

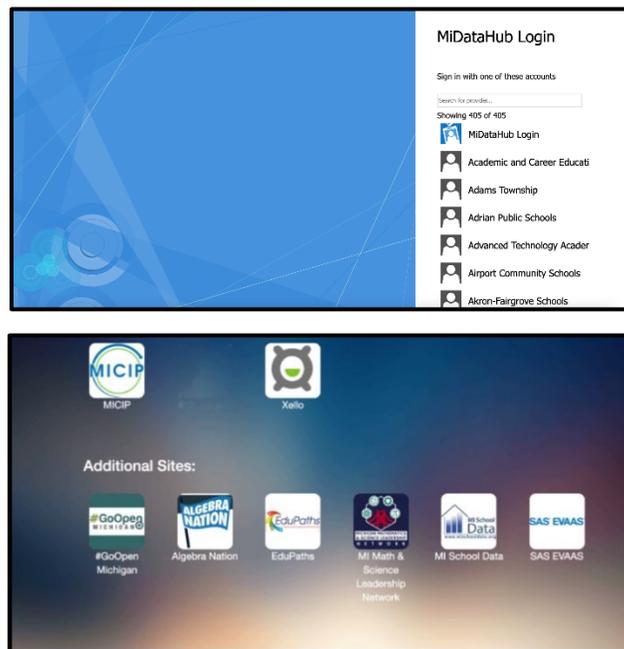
Logging In

The MICIP Platform has two entry paths, depending on whether you are from a district (LEA, PSA, or ISD) or a State of Michigan employee. Those entering from a district will use the MiLaunchPad procedure (see below). State of Michigan employees will use the MiLogin.



MiLaunchPad

District users will select MiLaunchPad, choose their district login, and use their district email and password.



When Authorized

- 1) Users authorized to access MICIP will have the MICIP icon appear on MiLaunchPad when they log in (upper left icon in the image above).
- 2) Clicking on the MICIP icon will enter the user into the MICIP platform with access to functions allowed by the local MICIP District Administrator.

When Seeking Authorization

- 1) Contact your local MICIP District Administrator (this is the district staff member identified by the Superintendent who can manage user access in the MICIP Platform)
- 2) Your local ISD school improvement and/or technology staff may also be able to assist you with access if your local MICIP District Administrator is not available.

MILogin

When authorized

- 1) Get to the MILogin production URL. (<https://miloginworker.michigan.gov/>)
- 2) Request access to MICIP (listed under MDE applications)
- 3) Wait for the MICIP Admin to approve the request and give access. (The MICIP Admin would also need to set them up in MICIP by using their correct SOM email – case sensitive, with a usable 'role/responsibility')
- 4) Upon approval, they will get an email from MILogin, and the next time they log in, they will see MICIP listed in their list of available applications. (added to others like SIGMA already on their list)
- 5) SOM user clicks on the MICIP application to access. This means a) they don't have to create a user ID/password just for MICIP, and b) they never have to go to the micip.org URL. Even if they do, they will be redirected back to MILogin as a security measure)

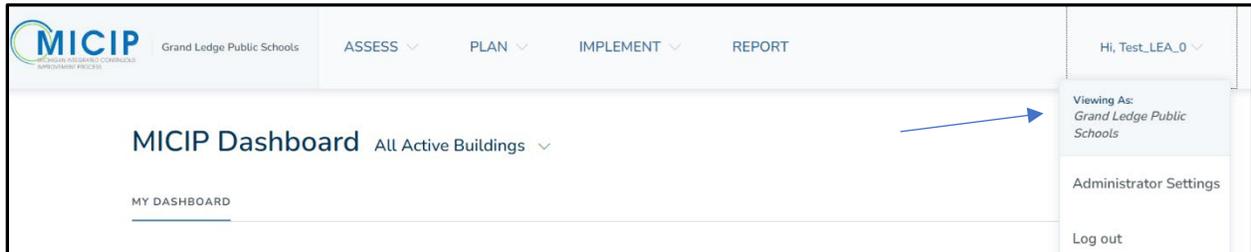
When seeking authorization

In SIGMA, request access using the tab labeled request access.

- 1) Type MICIP into the search application line and select Michigan Department of Education in the Select Agencies drop-down menu.
- 2) Complete the request form.
- 3) The MDE MICIP administrator will respond to your request.

Administrator Settings

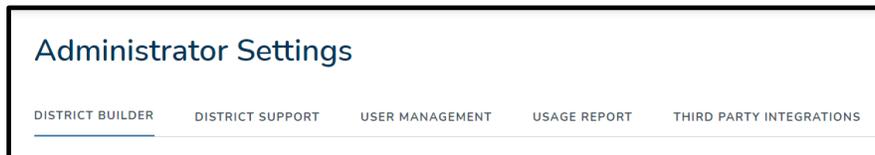
To find the administrative setting, click the Hi, Username, then click on Administrative Settings. Currently, there are five functions to help manage the MICIP platform: District Builder, ISD Support, Usage Report, User Management, and Third-Party Integrations. When a district starts their initial setup, the District Builder and User Management should be the two areas that need to be built for staff to gain access to the MICIP platform.



District Builder

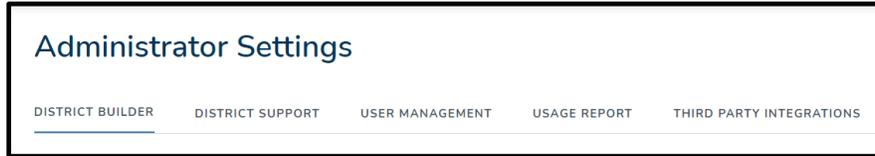
Certain functions require buildings to be set up, e.g., associating a plan to a particular building.

Buildings may be added to the district using one of two methods: individually or bulk, adding them from the Educational Entity Master (EEM). Either method would add buildings or programs to your district. Individually adding buildings may be quicker if there are only a few buildings to add. Note that building names and entity codes must be exactly what is in EEM. For larger districts, it is recommended that the bulk method be used.



Individually Adding Buildings

To add an individual building, click on the Add New Unit button and fill in the required information. Please note that the Name, Entity Code, and Agreement Number must match the EEM information for each building. If you are adding programs (subunits), then the agreement numbers must match the building that it is located in.



A screenshot of the 'Add New Unit' form. It contains several input fields: 'Name', 'Type' (with a dropdown menu), 'Entity Code', 'Agreement Number', and 'Status' (with a dropdown menu). An 'Add' button is located at the bottom right of the form.

A screenshot of the 'Grand Ledge Public Schools' building list. It shows a table with one entry: 'Delta Center Elementary School' with '0 Sub Units', 'Type: School - School', and 'Entity Code: 00898'. The entry is marked as 'Open-Active' and has an 'Edit' link. An 'Add New Unit' button is in the top right, and an 'Add New Sub Unit' button is at the bottom.

Directions for adding a unique agreement code for each building

MICIP administrator would start by finding the administrative setting.

- To find the administrative setting, click the Hi, [Username](#), then click on administrative setting. The [district builder](#) tab is the first thing that appears.

A full screenshot of the MICIP Administrator Settings page. The page title is 'Administrator Settings' and the 'DISTRICT BUILDER' tab is selected. On the left, there is a 'Filters' section with 'Status' (Open-Active, Closed) and 'Type' (School) options. The main content area shows a list of buildings: 'Delta Center Elementary School', 'Eaton County Youth Facility', and 'Grand Ledge High School'. Each building entry includes its name, subunits, type, entity code, and 'Open-Active' status with an 'Edit' link. Three blue arrows point to the 'Hi, Test_LEA_0' dropdown in the top right, the 'DISTRICT BUILDER' tab, and the 'Edit' link for the first building.

- Click on edit for each building and add the agreement code. Save changes.

Edit Unit ✕

Name

Type
 ▼

Entity Code

Agreement Number

Status
 ▼

Delete Unit
Save Changes

Add New Unit

Open-Active

[Edit](#)

Open-Active

[Edit](#)

Open-Active

[Edit](#)

- If you need your building agreement number, go to EEM, search for district, and select building. The agreement number is located here.

EEM Home > Entity EEM-Search > Entity

Delta Center Elementary School (00898)
LEA School

Printer Friendly
Contact Authorized User
Points of Pride

***= Required**

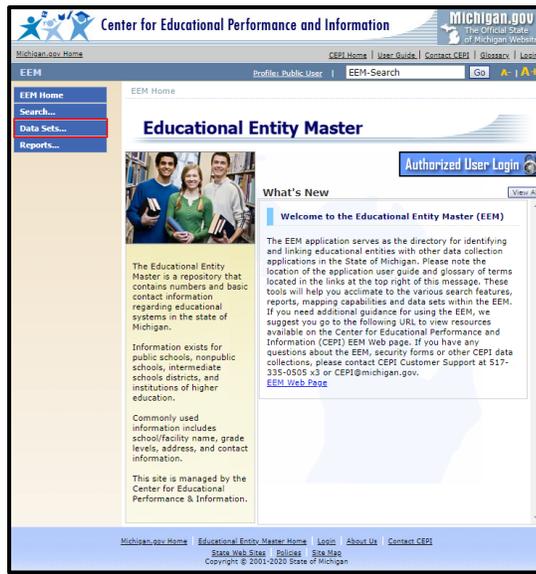
Official Name of Entity ?		
Delta Center Elementary School		
Entity Code ?	LEA District ?	
00898	Grand Ledge Public Schools (23060)	
Ownership ?	REMC Code ?	Agreement Number ?
Owned	13	230600898
County (Code) ?	ISD District ?	Locale Code ?

Bulk Adding District Buildings

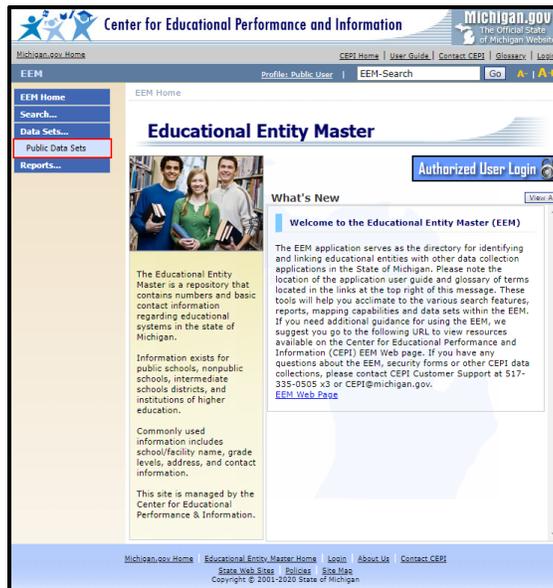
The second method would be to upload the building information using EEM data. If you are having difficulties uploading district buildings, please contact the CEPI helpdesk – cepi@michigan.gov

CEPI EEM Data MICIP Data Load

1. Navigate to <https://cepi.state.mi.us/eem/>
2. Click on “Data Sets...”



3. Click on “Public Data Sets” that appears below “Data Sets...”



4. Select the appropriate “Entity Type” for the organization to download the school information.

The screenshot shows a web page titled "Public Data Sets". Below the title, there is a blue header bar. The main content area contains the text: "This page allows you to download Educational Entity Master (EEM) data sets containing public data for the Entity Types selected." To the right of this text are two buttons: "Select All" and "Clear All". Below this is a list of "Entity Types" with checkboxes next to each item. A red box highlights the "Entity Types" label and the list items. The items are: Higher Education College/University, Higher Education Department/School, Higher Education Non-Instructional Ancillary Facility, Independent Technology School, ISD District, ISD Non-Instructional Ancillary Facility, ISD Non-School Recipient, ISD School, ISD Unique Education Provider, and LEA District. At the bottom of the list is a "Format:" dropdown menu set to "Select A Format" and a "Download Data Set" button. A link for "Column Descriptions (.pdf)" is also visible.

- a. ISD selects “ISD School.”
- b. LEA selects “LEA School.”
- c. PSA selects “PSA School.”

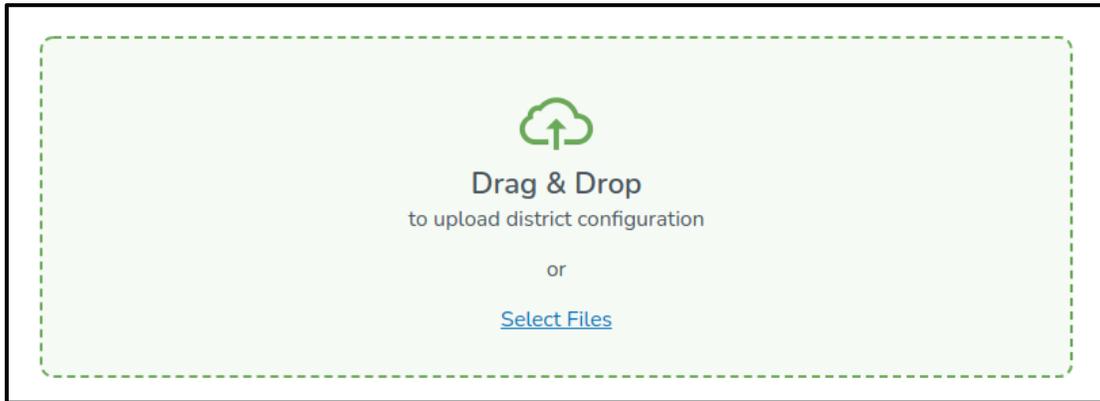
5. Change the "Format" selection to "CSV."

The screenshot shows the 'Public Data Sets' interface. At the top, there is a blue header with the title 'Public Data Sets'. Below the header, a paragraph states: 'This page allows you to download Educational Entity Master (EEM) data sets containing public data for the Entity Types selected.' To the right of this text are two buttons: 'Select All' and 'Clear All'. Below this is a section titled 'Entity Types:' containing a list of ten entity types, each with an unchecked checkbox: 'Higher Education College/University', 'Higher Education Department/School', 'Higher Education Non-Instructional Ancillary Facility', 'Independent Technology School', 'ISD District', 'ISD Non-Instructional Ancillary Facility', 'ISD Non-School Recipient', 'ISD School', 'ISD Unique Education Provider', and 'LEA District'. At the bottom left, there is a 'Format:' label followed by a dropdown menu currently set to 'CSV', which is highlighted with a red rectangular box. To the right of the dropdown is a blue link labeled 'Column Descriptions (.pdf)'. At the bottom center, there is a 'Download Data Set' button.

6. Click "Download Data Set" to download the file to the Downloads folder on your computer.
Note: Depending on your browser settings, this will download to the default location for your browser, or you may select a location for the download. **Do not open this file.** Just continue to the next step.

This screenshot is identical to the one above, showing the 'Public Data Sets' interface. The 'Format:' dropdown menu is still set to 'CSV'. In this screenshot, the 'Download Data Set' button at the bottom center is highlighted with a red rectangular box.

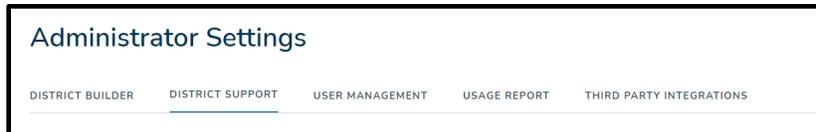
7. Access the District Builder in the MICIP Administrator Settings.
8. Locate the downloaded CSV file from Step 6 that is named "EEMDataReport MM-DD-YYYY HH-mm-SS-MS.csv" (After the "EEMDataReport" is the date and time of the report download). Note: This assumes you did not rename the file upon download. If it was renamed, then look for that file name.
9. Upload the file by selecting the file or dragging and dropping it onto the green box within the District Builder.



10. The file will be uploaded, and the MICIP Platform will add the buildings with a District Code that corresponds with the district with whom the user is associated.

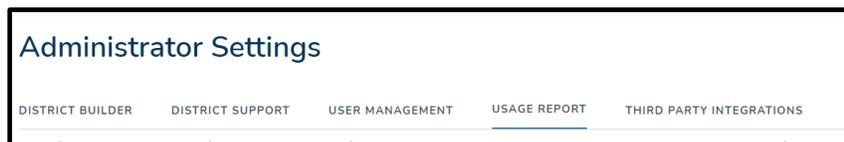
District Support

ISDs are automatically set up to access LEA and PSA portfolios in their regions on the ISD user dashboard. A district can add additional ISD support. Adding an additional ISD does not remove the local ISD association and access. In addition, a PSA may have PSA Management Support if they are authorized support from a PSA Management Company.



Usage Report

The Usage Report provides a list of authorized district users, when they last logged in, and the number of days since the last login.



User Manager

The District Administrator can create or deactivate users. In addition, each district user may be assigned specific permissions/functions. All users will have access to view their district portfolio.



District users will need to add names and email addresses for district users. The District Administrator authorizes them as actual users within the MICIP Application and then adds functions/permissions. This can be done by clicking on the pencil icon found on the far right.

Determine Roles and Functions

The ability to operate within the MICIP Application is controlled via a combination of roles and function assignments. Roles are assigned to individual users to give them the appropriate permissions to perform a task or delegate to others. This ensures security and minimizes any workflow disruption. The following table summarizes user roles within the MICIP platform. Additional functions that can be assigned to these roles will be summarized in the Functions section. An individual's roles in the platform are not necessarily the same as their roles in their organization. For example, someone with the designation of "Administrator" within their district may or may not be an administrator within the MICIP Application.

Role	Organization	Managed By	Summary
District* MICIP Administrator *The term district regarding ISD refers to the ISD planning and managing of programs.	LEA, PSA	MDE MICIP Administrator	Users in this role will have the ability to manage users within their given organization. By default, the user will have the ability to view an appropriate district dashboard and view the district portfolio.
District User	LEA, PSA	District MICIP Administrator, ISD MICIP Administrator	The majority of MICIP Platform users will be of this type. The districts of this type will be members of the LEA or PSA improvement team. By default, the user will have the ability to view an appropriate district dashboard and view the district portfolio. District users will have no administrative capabilities.
ISD MICIP Administrator	ISD	MDE MICIP Administrator	Users in this role will have the ability to manage users within their given organization as well as users of authorized LEA and PSA organizations. By default, the user will have the ability to view an appropriate district dashboard and view the district portfolio. These users differ

Role	Organization	Managed By	Summary
			from District MICIP Administrators since they may be assigned the function of viewing authorized LEA and PSA portfolios. There is no edit capability for local district planning information.
ISD User	ISD	ISD MICIP Administrator	ISD Users may be part of the ISD improvement team, work collaboratively with LEA/PSA staff, or be a combination of the two. By default, the user will have the ability to view an appropriate district dashboard and view the district portfolio. These users differ from District users since they may be assigned the function of viewing authorized LEA and PSA portfolios. There is no edit capability for local district planning information. ISD users will have no administrative capabilities.
PSA Manager	PSA	MDE MICIP Administrator	This role manages PSAs that are contracted to support. By default, the user will have the ability to view an appropriate district dashboard and view the district portfolio. In addition, if given the permissions, this user may create, edit, and manage PSA plans.

Role	Organization	Managed by	Summary
MDE MICIP Administrator	MDE	MICIP Lead Administrator	This user can manage District MICIP Administrators, ISD MICIP Administrators, and MDE Users. By default, the user will be able to view a user dashboard, view district portfolios, and create and manage data set templates. No edit capability of district planning information will be available.
MDE MICIP User	MDE	MDE Administrator	By default, the user will be able to view a user dashboard and view district portfolios. No edit capability of district planning information will be available. MDE MICIP users will have no administrative capabilities.
MICIP Lead Administrator	MDE	Authorized by the sponsoring Deputy Superintendent with the Michigan Department of Education	This user will have the ability to manage MICIP Application Administrators. By default, this user will have the ability to view a user dashboard and edit MICIP Platform System Configurations.

Functions

District Administrators, ISD Administrators, and PSA Managers will be able to assign different functions to their users. All users will have access to view their prospective portfolio.

Function	Action...User will be able to
View District Portfolio	View-only access to Portfolio page. This is a default setting for all users.
View District Data	View district data in data story and in strategy monitoring.
Edit District Data	Create/Edit district data in data story
Submit Plan	Submit plan to portfolio
Open/Close Plan	Open or close plan for editing
Update Strategy/Activity Status	Add/Update strategy and/or activity status as being completed. Also, the ability to edit strategy and activity
Update Goal Measures Status	Add/Update interim and/or end target measures as being completed, and the ability to edit both measures.
View Goal Evaluation	View impact tool notes
Edit Goal Evaluation	Edit impact tool notes
Approve Goal Completion	Approve goal completion, determine if the goal was met or not, decide which action comes next, and add comments as to why this decision was made.
View LEA Portfolio - ISD & MDE	View assigned LEA portfolios
Manage LEA User - ISD only	Manage LEA user via create user account
Impersonate User - ISD only	Allows access and function as if they were logged in as that district user.

Assigning Roles and Functions

The responsibility of a MICIP Administrator is to assign functions and manage all users. This action is located under **Hi, username link** on the navigation bar.

The screenshot shows the MICIP dashboard interface. At the top left is the MICIP logo with the tagline 'IMPROVING INSTRUCTIONAL PRACTICES'. To the right of the logo is 'Grand Ledge Public Schools'. The navigation bar contains four main menu items: 'ASSESS', 'PLAN', 'IMPLEMENT', and 'REPORT', each with a dropdown arrow. On the far right of the navigation bar is a user profile dropdown menu for 'Hi, Test_LEA_0'. This menu is open, showing options: 'Viewing As: Grand Ledge Public Schools', 'Administrator Settings', and 'Log out'. A blue arrow points from the 'Administrator Settings' option back to the main dashboard area.

The District Administrator clicks on the permission(s) for each user.

PLAN IMPLEMENT REPORT

Create User

First Name: User Last Name: Name

Email: User@email.com

District: Grand Ledge Public Schools Role: District User

Permissions

Search [] Select All

- View District Portfolio
- View District Data
- Edit District Data
- Submit Plan
- Open/Close Plan
- Update Strategy Activity Status

Cancel Create

Deactivate User

Users may also be deactivated in this same edit user screen by clicking on the Deactivate button.

Edit User

First Name: Test_LEA_2 Last Name: User

Email: test_lea_2@oaisd.org

District: Grand Ledge Public Schools Role: District User

Permissions

Search [] Select All

- Open/Close Plan
- Update Strategy Activity Status
- Update Goal Measures Status
- View Goal Evaluation
- Edit Goal Evaluation
- Approve Goal Completion

Deactivate Cancel Save

If a user who had previously been assigned ownership to a goal, strategy, or goal is deactivated, the user will appear at the bottom of the user management page.

Click on the deactivated username to see the ownership assignment

The screenshot shows the 'Administrator Settings' interface. At the top, there are tabs for 'PLAN', 'IMPLEMENT', and 'REPORT'. Below these are sub-tabs: 'DISTRICT BUILDER', 'ISD SUPPORT', 'USAGE REPORT', and 'USER MANAGEMENT'. There are 'Create User' and 'Import Users' buttons. A 'Filters' sidebar on the left allows filtering by District, First Name, Last Name, Email, and Role. The main area contains a table of active users with columns for Name, District, Email, and Role. Below this is a section for 'Deactivated Users' with a table containing one entry: 'Sally Heids'.

Name	District	Email	Role
Barnes, Bill	Grand Ledge Public Schools	bbarnes1@glcsnet.net	District User
Bradley, Dirk	Grand Ledge Public Schools	dbradley@kresna.org	District User
Bush, Mark	Grand Ledge Public Schools	MarkM3@michigan.gov	District Administrator
Fernandes, Russel	Grand Ledge Public Schools	FernandesR@michigan.gov	District Administrator
Johnson, Tara	Grand Ledge Public Schools	tara.johnson@kresna.org	District Administrator
Test, DTM-Use	Grand Ledge Public Schools	demo@midp.org	District User
User, MLogin	Grand Ledge Public Schools	MloginTest3@michigan.gov	District Administrator
User, Test	Grand Ledge Public Schools	tester@user.org	District User
User 1, Test	Grand Ledge Public Schools	testpartner1@leasid.org	District User
User 2, Test	Grand Ledge Public Schools	testpartner2@leasid.org	District Administrator
Williams, Sean	Grand Ledge Public Schools	seanwilliams@eatonresea.org	District User

Name	District	Email	Role
Sally Heids	Grand Ledge Public ...	sallyheids@sallyhel...	District User

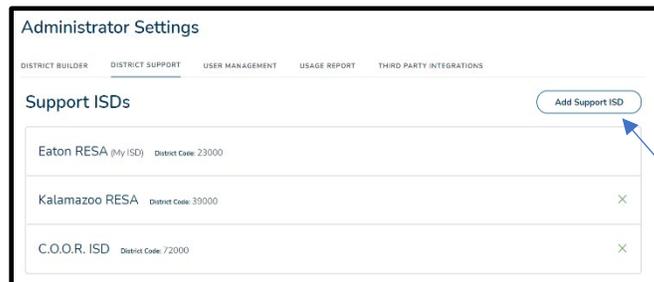
The goal and the strategy associated with the owner is listed here. To change the assignment to another user, click on the pull-down menu for a listing of all users, then click confirm.

The 'Reassign Assigned Items' dialog box shows a goal named 'adfasd' with the description 'Plans Project Lead the Way (PLTW) Biomedical Science'. A dropdown menu is open, listing several users: Sally Heids, Tom Johnson, Mark Bush, Russel Fernandes, Test User 1, and Test User 2. A 'Confirm' button is visible to the right of the dropdown. A blue arrow points to the dropdown menu.

Note to ISD Support User

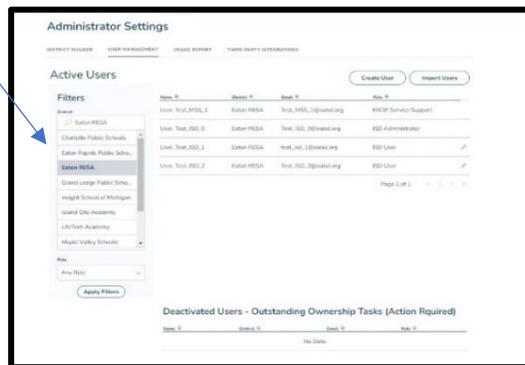
Adding Districts Outside of the ISD Region:

When an ISD is supporting districts outside of its region, the district will need to add the ISD user by clicking the ISD support tab under administrator settings. Click on the Add Support ISD button. A modal will open. Type the name of the ISD who will be providing support. When the ISD name appears, click on the Add Support ISD button. The district will appear on the ISD support user's LEA/PSA dashboard. *Note: When a district appears on the ISD support dashboard, any ISD user who supports districts will have access to view only plans. There is no way to identify a particular ISD user.*

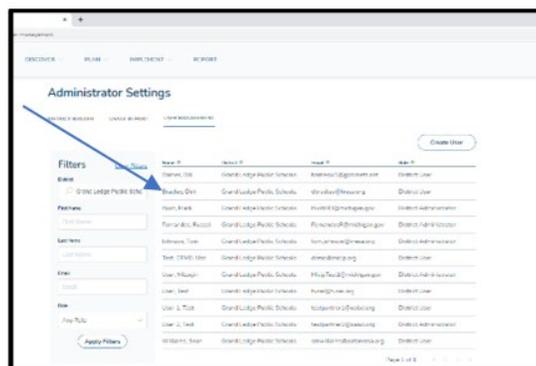


Impersonate

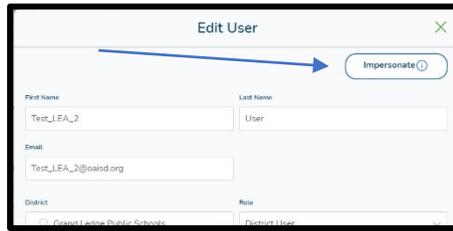
For an ISD Support User to impersonate a district user, select the user management tab in administrator settings. Under filters, select the district by placing your cursor on the ISD search icon.



Select the user you will be impersonating.



A model will appear. Click on the Impersonate button.



You will be sent to this person's dashboard. Note that on the dashboard is a statement indicating the person who is being impersonated.



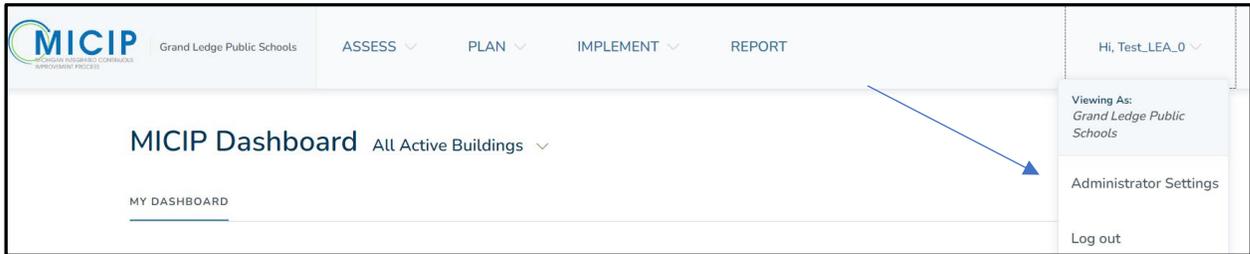
To stop impersonating a district user, click on the Hi, Username and select Stop Impersonation.

Third Party Integration

Third party integration gives districts access to data through an external (non-State of Michigan) data source. This requires a contract or agreement between the district and the vendor. To gain access to the data, a district must be a current customer and follow the steps below.

To gain access, the district MICIP administrator should follow the steps below.

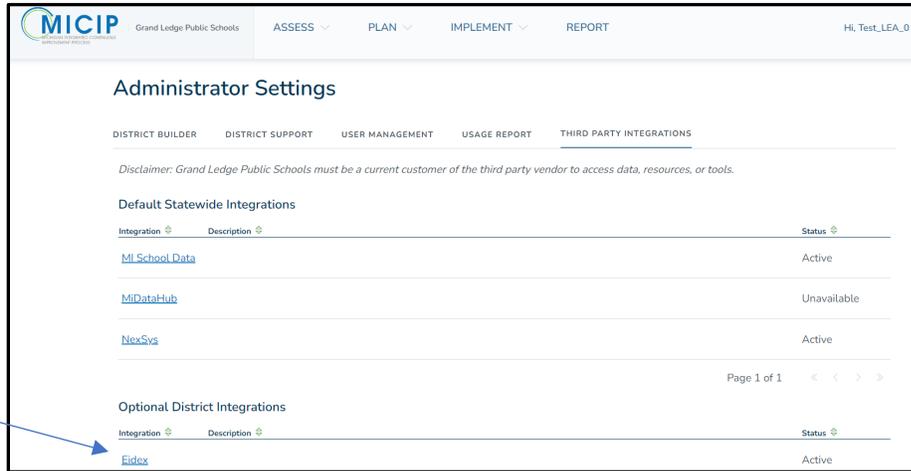
1. In the upper right corner of the screen, you should see "Hi, Username."
2. Click on it and select **Administrator Settings**.



3. In Administrator Settings, click on **Third Party Integrations** from the list of tabs.

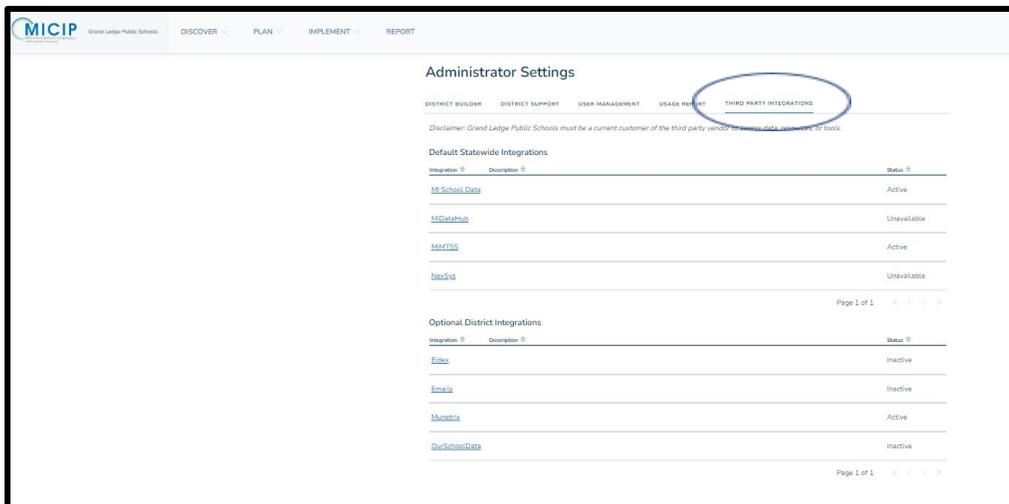


- The screen below will appear. Here, an administrator can determine the integration from various sources. For example, if a district has access to Munetrix reports, then the district can **enable access** by clicking on the Munetrix link.



There are integrations that require additional steps to activate or provide additional functions. If a district uses MiMTSS data, the district is required to request access directly from MiMTSS after the district enables access in MICIP.

Email integration is a function that provides owners of strategies and activities to receive emails notifying them of an upcoming due date or an overdue date. It also sends emails to MICIP district administrators who have not logged into the MICIP platform for more than 365 days. This notice is important because, in compliance with the State of Michigan cyber security rules, all MICIP administrators who have been inactive for more than 365 days will be deactivated. Lastly, a user receives an email if an ISD support user is impersonating him/her.



Navigation

The MICIP platform is designed to work as either a linear, step-by-step process or as a nonlinear jump to the exact spot. The menu bar allows users to jump to different locations. This menu bar is located on the top of every screen throughout the platform.



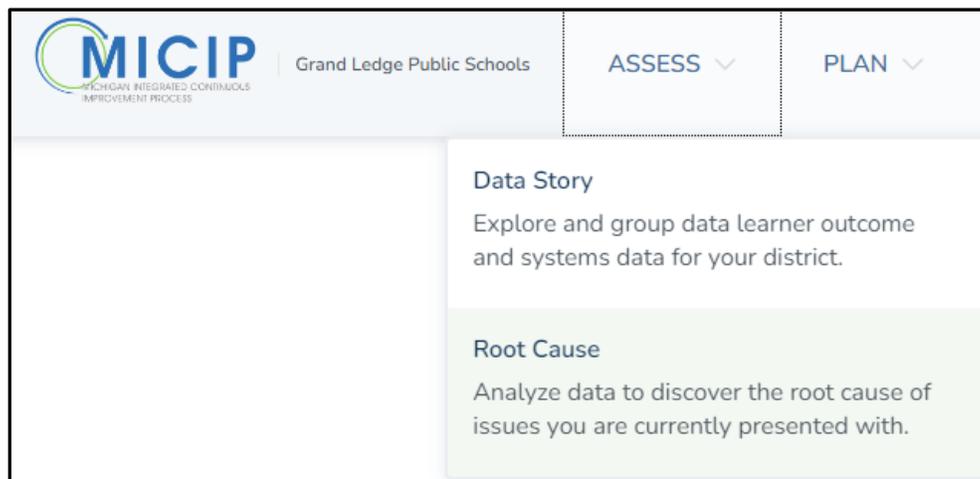
Home

Clicking on the MICIP logo will return the user to their dashboard regardless of where they are in the platform.



Assess

The Assess section is where users create data stories sourced from the MiSchoolData, Third Party Vendors, and locally uploaded data (pdf or jpg format). The Analyze Data section is where root cause(s) of a data story is explored. Each section has a landing page that lists all of the plans (completed or in progress).



Whole Child Data Discovery Landing Page

A user will find a listing of all data stories, the category listed, status, when it was last edited and who it was edited by.

Below the listing of data stories is the Data Set Template. These are premade data sets that will help a continuous improvement team know what data is suggested based on student outcomes.

The landing page contains an option to create a custom data set.

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
Discipline and Equity Copy	School Culture and ...	In Portfolio	03/05/2024	Tom Johnson
Middle School Mathematics	Math	In Portfolio	02/08/2024	Test_LEA_0 User
BAR	Communication	Data Story	04/09/2024	Tom Johnson
Reading Scores are low	ELA	In Portfolio	02/08/2024	Test_LEA_0 User
Sample Continuous Improvement Plans for OP...	Curriculum & Instruc...	In Portfolio	02/26/2024	MILogin User
ss	Arts	Data Story	03/11/2024	Test_LEA_0 User

Page 1 of 2

Explore Data Templates Discover data by exploring premade data templates.

- Academic** 0 Templates
- Non-Academic** 3 Templates
- Systems** 0 Templates

Analyze Data Landing Page

This page contains a listing of data stories that either have a root cause analysis completed, a root cause analysis in progress, or a completed data story waiting for root cause analysis to be started. The title listed on this page can be sorted by name, status, when it was last edited, and who last edited it.

Name	Status	Last Edited	By
Discipline and Equity Copy	In Portfolio	03/05/2024	Tom Johnson
Middle School Mathematics	In Portfolio	02/08/2024	Test_LEA_0 User
Reading Scores are low	In Portfolio	02/08/2024	Test_LEA_0 User
Sample Continuous Improvement Plans for OP	In Portfolio	02/26/2024	MILogin User
test	In Portfolio	02/21/2024	MILogin User
Test DataStory_10 Strategies_20 activities each	In Portfolio	01/31/2024	Tom Johnson

Page 1 of 2

Plan

Manage Goals and Manage Strategies are major parts of the planning process.

Manage Goals
Manage continuous improvement goals.

Manage Strategies
Review, select, and define strategies to accomplish your goals.

[Discipline and Equity Copy](#)

Manage Goals Landing Page

Here, a user will find a listing of all goals within plans. A user can sort goals by title, status, last edited, and by owner/creator.

To see a goal within a plan, click on either the title or the forward green arrow at the far right.

Goals	Status	Last Edited	By	
Discipline and Equity Core	In Portfolio	03/05/2024	Tom Johnson	>
Middle School Mathematics	In Portfolio	02/08/2024	Test_LEA_0 User	>
Reading Scores are low	In Portfolio	02/08/2024	Test_LEA_0 User	>
Sample Continuous Improvement Plans for OP...	In Portfolio	02/26/2024	MILogin User	>
test	In Portfolio	02/21/2024	MILogin User	>
Test DataStorv_10 Strategies_20 activities each	In Portfolio	01/31/2024	Tom Johnson	>

Page 1 of 2 < >

Manage Create Strategy Implementation Plan Landing Page

Like in all landing pages, a user can view all the strategies in a plan/portfolio. The strategies can be sorted by title, goal, status, last edited, and owner/creator.

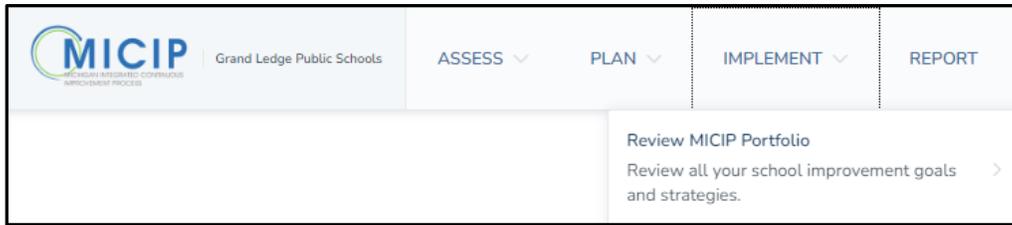
To see a strategy within a plan, click on either the title or the forward green arrow at the far right (see example above)

Strategies	Goals	Status	Last Edited	By	
MTSS Framework (General)	Improving Math Achi...	In Portfolio	02/26/2024	MILogin User	>
Strategy not available (deleted)	Improving Math Achi...	In Portfolio	02/26/2024	MILogin User	>
Classroom Makers (deleted)	Improving Math Achi...	In Portfolio	02/26/2024	MILogin User	>
Essential Instructional Practices Grades K-3	Improving Math Achi...	In Portfolio	02/26/2024	MILogin User	>
Connected Mathematics Project (CMP)	Sample Training Pla...	In Portfolio	02/08/2024	Test_LEA_0 User	>
Imagine Learning Math	Sample Training Pla...	In Portfolio	02/08/2024	Test_LEA_0 User	>

Page 1 of 6 < >

Implement

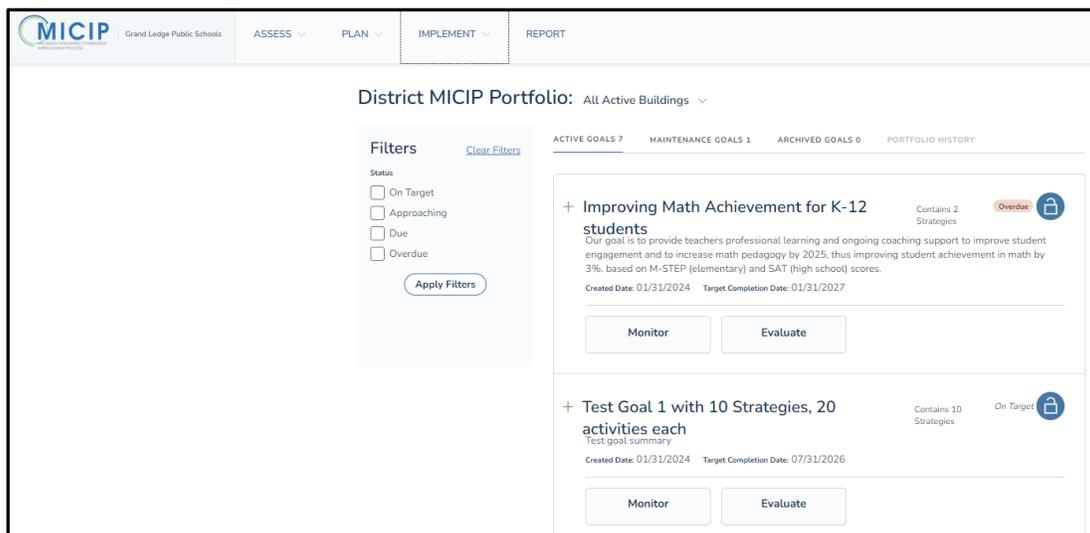
Clicking on Implement on the navigation page directs the user to the portfolio page. A portfolio is a collection of plans. Each plan contains a goal and one or more strategies & activities.



Portfolio

A portfolio is a collection of continuous improvement plans. A plan can exist in three different categories (active, maintenance, or archived). Here is where you will find a list of completed plans. There are many functions on this page that may require specific permissions to perform. A user may:

- sort plans by buildings
- review plans based on the type of goal (active (a goal that is currently being monitored but not yet achieved), maintenance (an achieved goal that continues to be monitored), or archived (a goal that is either achieved and not monitored or abandoned))
- monitor or adjust the progress of a goal by clicking on the monitor button
- evaluate a goal by clicking on the evaluation button
- lock a plan so that it cannot be edited without unlocking by clicking on the lock/unlock icon
- review a plan by clicking on the green plus sign next to the goal name
- return to edit strategy implementation plan by clicking on the hotlink under the strategy title



Monitor and Adjust

In continuous improvement, there are a couple of sayings that convey important truths about monitoring: “The minute you start implementing, you start monitoring.” and “What gets monitored, gets done.” Monitoring in MICIP is the responsibility of both the district and school and involves implementation, including fidelity, scale and reach, capacity, activity completion, and impact. School teams are responsible for collecting monitoring data for those goals and strategies assigned to their buildings/programs and for reporting it to the district continuous improvement team, while the district is responsible for collecting the data across the entire district. The district is also responsible for monitoring goals and strategies assigned only to it. Both the school and district teams should participate in analyzing the data regarding goals and strategies assigned to them.

Below is the monitor page for a single goal in your portfolio. Each goal will have its own monitor page. Here is where a list of the implementation strategies associated with a goal and its activities, along with the impact of interim and end target measures, are located.

The function of this page is to monitor the implementation of each strategy and the impact of the interim and end-target measures. The user can view the activity status and indicate completion of the activity by marking the check box. A Monitoring Tool button provides a user access to another page that focuses on the implementation of each strategy. The Impact section is for a user to add notes and evidence about how the goal is progressing based on interim and end target measures. A user can mark the interim target as complete. End target measures are only referenced here. A user will need to go to Evaluate to indicate the completion of an end-target measure.

Evidence is critical. Judgments regarding implementation or impact should not be based simply on hunches; they need to be based on evidence and data. Therefore, knowing what data we are collecting, how we are collecting it, and the frequency with which we are collecting it needs to be addressed as part of the planning process.

Monitor: Strengthening Foundational Skills in K-2

Implementation

Strategy 1 of 1
Essential Coaching Practices for Elementary Literacy Monitoring Tool

Activity ID	Owner ID	Start Date ID	Due Date ID	Status ID
<input type="checkbox"/> Buildings that will implement the Strategy (for inform building implementation/Kirkpatrick)		12/14/2021	10/04/2022	On Target
<input type="checkbox"/> Professional Learning: Reading Strategies for all K-5 Teachers	Jan Touchstone	12/14/2021	06/07/2022	On Target
<input type="checkbox"/> Literacy Coaching in implementing Essential Literacy Practices for Identified Urban Homes		12/14/2021	06/07/2022	On Target
<input type="checkbox"/> Literacy Coaching in implementing Essential Literacy Practices for all teachers/Kin Mackowski		12/14/2021	06/03/2025	On Target

Page 1 of 1

Strategy 2 of 1
Family Engagement Tied to Learning Monitoring Tool

Activity ID	Owner ID	Start Date ID	Due Date ID	Status ID
<input type="checkbox"/> Attendance Works: Solve for less than 5	Jan Touchstone	12/14/2021	06/11/2022	On Target
<input type="checkbox"/> Attendance Reporting Process & Procedural Review	Jan Kirkpatrick	12/14/2021	01/05/2022	Approaching

Page 1 of 1

Strategy 3 of 1
MTSS - Literacy (Reading) Monitoring Tool

Activity ID	Owner ID	Start Date ID	Due Date ID	Status ID
<input type="checkbox"/> Professional Learning: Culturally Responsive Teaching	Tanner Davis	12/14/2021	06/06/2022	On Target
<input type="checkbox"/> Implement Professional Learning Commitment	Terr, LDA, D User	12/14/2021	06/03/2025	On Target
<input type="checkbox"/> Professional Learning: Differentiated Instruction	Kin Mackowski	12/14/2021	06/14/2022	On Target
<input type="checkbox"/> Instructional Coaching Program	Alex Phelpe	12/14/2021	06/03/2025	On Target
<input type="checkbox"/> MTSS Practice Profile training	Jan Kirkpatrick	12/14/2021	02/08/2022	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 ID	Note ID	Author ID
12/16/2021	check on progress and we are on course	Terr, MDE, J, D User

Page 1 of 1

Interim Target Measures

Measure ID	Owner ID	Due Date ID	Status ID
<input checked="" type="checkbox"/> Safety established	Karin Dornier	12/15/2021	Complete

End Target Measures

Measure ID	Owner ID	Due Date ID	Status ID
<input checked="" type="checkbox"/> Increase by 10% for Attendance/Trajectory Data		06/03/2025	Complete
<input checked="" type="checkbox"/> Increase by 20% for Individual Reading Improvement Plan		06/03/2025	Complete
<input checked="" type="checkbox"/> Increase by 2% for Attendance/Trajectory Data		06/03/2022	Complete

Adjust

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

Date ID	Note ID	Author ID

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

A user can monitor the implementation of a strategy by clicking on the Monitoring Tool button, which will take you to the page below. The purpose of the Monitoring and Adjusting page is to monitor and adjust a single strategy and capture the conversation by creating notes. There are no required fields you must complete. When notes are created, they stack on top of each other, with the most recent one on top. If there are many notes, only a few will be displayed, but you can sort through them by expanding pages.

Monitoring & Adjusting: CSTEM Challenge

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
10/14/2021	Everyone loves it based on current survey results	Test_LEA_0 User
10/14/2021	sdfesdjfhsdjkf;	Tom Johnson
10/14/2021	askdfjesldjfklsdf	Tom Johnson

Page 1 of 1 < >

Scale / Reach

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

Date	Note	Author
10/14/2021	sadfasdfds	Tom Johnson

Page 1 of 1 < >

Capacity

Capacity - What progress are we making on completing the activities by the due date? What is the evidence? Create Note

Date: Note: Author:

Click the button to add your first note

Page 1 of 1 < >

Impact

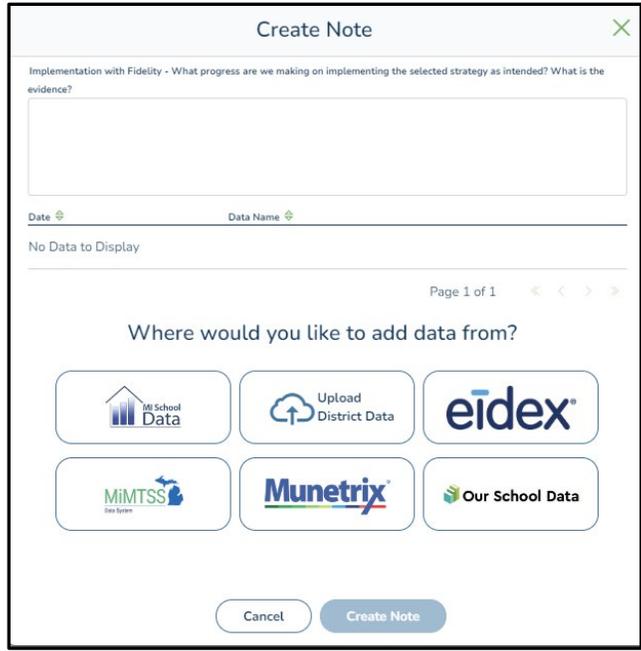
What progress are we making on the interim and end targets? What is the evidence?

Date	Note	Author
10/14/2021	Meth engagement is up by 10% based on classroom observation	Tom Johnson

Page 1 of 1 < >

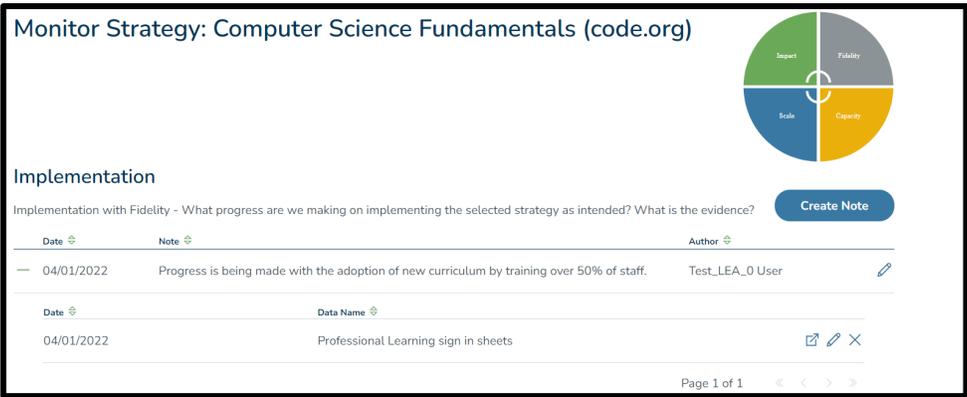
Using the information from the three questions from implementation and the one question from impact will help a team determine if adjustment is necessary. Note: Impact monitoring notes are not editable on this page.

To create a note and or add evidence, start by clicking on the Create Note button, where a modal will appear. When a note is created, it will be saved on the Monitoring and Adjusting page, where it is dated and the author is recorded.



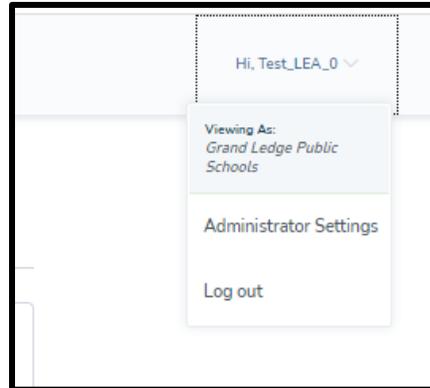
A user can edit the note later by clicking on the edit tool (pencil). The original meeting date will not change, but the edit is timestamped, and the author is recorded in the edit modal.

If evidence has been added, the user can see the title of the evidence by clicking on the green plus sign. The note will expand to reveal the title of the evidence and when it was added. A user with permissions can view the evidence by clicking on the expand data icon (box with arrow) and edit evidence by clicking on the edit tool.



Hi, Username Link

Here, a user can log out. If the user's role is administrator, then the user will have access to Administrator Settings.

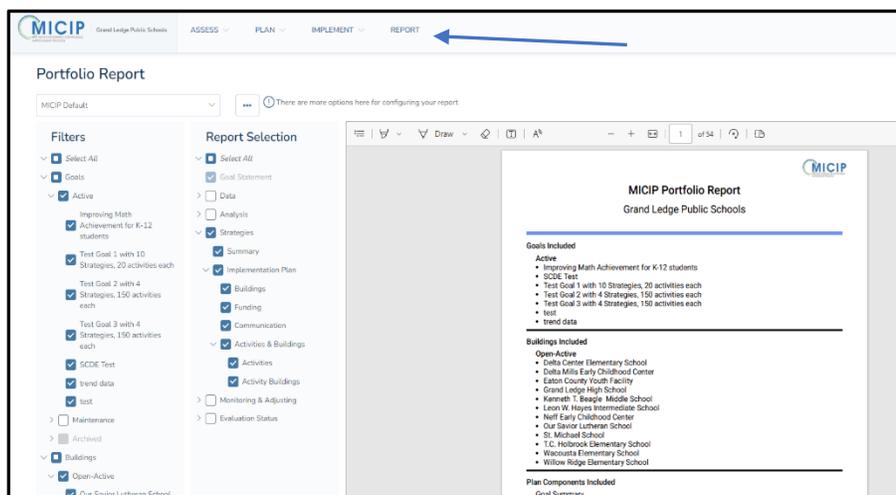


Portfolio Report

The Portfolio Report can provide a district with hundreds of reports depending on the components selected. This guide will help you understand the basic reporting functions and provide configuration suggestions to produce commonly used reports.

Note:

- Reports can only be generated for plans that exist in a district's portfolio. Incomplete plans will not appear.
- Only users who have "View District Data and other permissions" may generate configured reports. Those whose only permission is "View District Portfolio" will generate the basic report consisting of all goals, buildings, and strategy information.
- Portfolio Report can be found under the Report tab in the Navigation Bar.

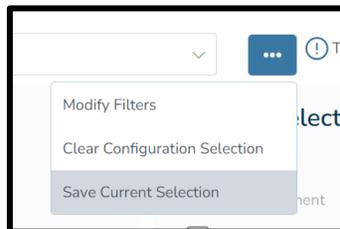


General Areas

1. **Filters** – A user can select goals and buildings.
2. **Report Selection** – A user can select specific components of a plan, such as data sets, strategies, or monitoring notes.
3. **Report Configurations** – A user can save up to 5 different configured reports.
4. **Reporting Options** – A user can modify filters, clear configuration selection, or save the current selection.
5. **Select All /Remove Selection** – A user can toggle back and forth between Select All and Remove All.

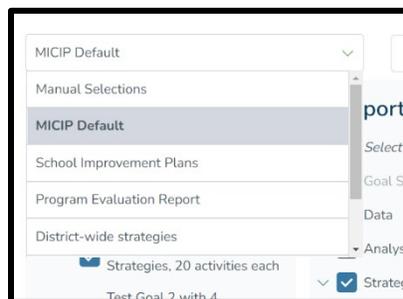
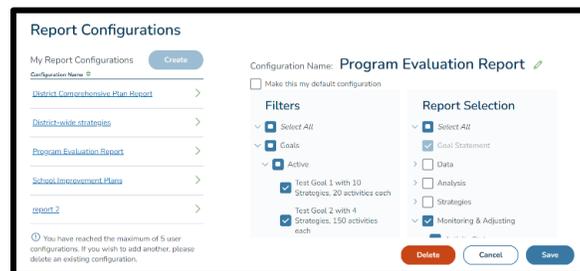
Report Configurations

A user can save up to 5 different reports. To save your configuration, click on the **Reporting Option's** ellipsis. Here, you can create or delete a configuration by clicking on **Modify Filters**.



Reporting Options

You can also set a default configuration that will appear every time you open the Portfolio Report by clicking on the checkbox: **Make this my default configuration**. Then click **Save**.



Common Report Configurations

Comprehensive Plan Report District-wide or Targeted Building – This report will list all elements of your portfolio/plans. To create a district-wide plan report, click **Select All** for Filters and Report Selection. To do a building report, click **Goals**, click the targeted building, and click **Select All** under Report Selection.

Specific Plan Report – This report will list all the elements associated with a specific plan/goal. To create this report, click on the desired goal under Filters, click **Open-Active**, and click **Select All** under Report Selection.

Program Evaluation Report – This report will list all the elements associated with a program evaluation. To create it, click all active goals associated with the Consolidated Application, click **Strategies**, click **Activities**, and click **Monitoring & Adjusting**.

Strategy/Activity/Monitoring Notes Report – This report will focus on strategies and all its details. To create it, click all active goals, click on **Open-Active** under Buildings, click **Strategies**, click **Activities** under Implementation Plan, click **Monitoring & Adjusting**, and click **End Target Measures** under Evaluation Status.

Data Story Report – This report will list a goal, data, and data story. To create it, click on an active goal and click **Data**.

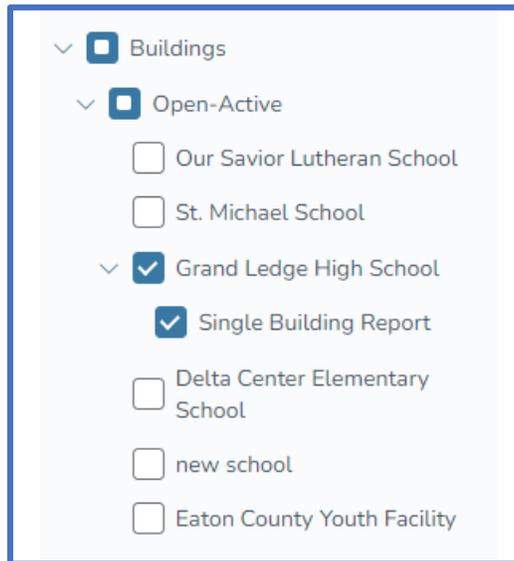
School Board Report – To create this report, click on **Goals**, click **Open-Active Buildings**, and click **Strategies**.

Data Story and Target Measure Report – This report will focus on a data story and its interim and end target measures. To create this report, click on the goal, click on **Data**, click **Interim Target Measures** under Monitoring & Adjusting, and click **End Target Measures** under Evaluation Status.

Creating a Single Building Report

There are times when a district will need to produce a single building report.

To create this report, a user who has permissions will deselect all active buildings. Then click on the selected building and a submenu will appear. Click on the single building report. A report will be generated, and it will contain the building name.





MICIP Portfolio Report

Grand Ledge High School

Goals Included

Active

- Improving Math Achievement for K-12 students
- MICIP 2.6.7 Test MR - 2
- Sample Training Plan: Improving student achievem...
- Tan Test R2.6.7
- Test Goal 1 with 10 Strategies, 20 activities each
- Test Goal 2 with 4 Strategies, 150 activities each
- Test Goal 3 with 4 Strategies, 150 activities each

Buildings Included

Open-Active

- Grand Ledge High School

Plan Components Included

Goal Summary

Icons

Below are the descriptions of the icons used in the Portfolio Report.



A section is partially selected.



An item is selected.



An item is not selected.



Reporting Options - More information can be found here.



Drop down menu is closed.



Drop down menu is open.

Footer

The footer contains links to State of Michigan Policies, Resources, and Technical Support.

Resources

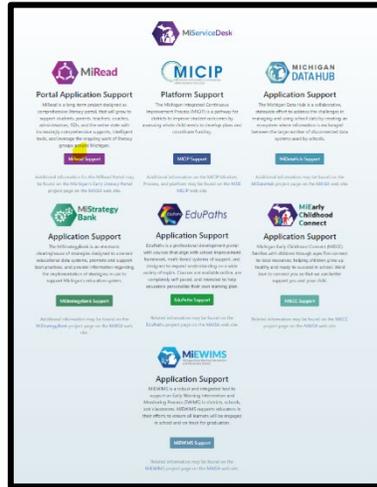
This section is organized by guides, tools, and reference materials. This is continuously expanding to provide readily available tools and resources. A user can sort each section by title, MICIP Stage, last updated, and contributor.

The screenshot shows the MICIP Resources page with a table of resources. The table is organized into three sections: Guides, Tools, and Reference Materials. Each section has a table with columns for Resource, MICIP Stage, Last Updated, and By. The resources listed include various guides, tools, and reference materials with their respective stages, update dates, and contributors.

MICIP Resources			
Guides			
Resource	MICIP Stage	Last Updated	By
Blending and Braiding Early Childhood Funding	Plan	08/15/2020	Laurie Linscott
Braiding EC Funding	Plan	08/15/2020	MDE
MDE Process and Platform Guides	Plan	09/17/2020	MDE
MIStrategyBank Basics	Plan	08/05/2020	Lisa Lockman
Page 1 of 1 < >			
Tools			
Resource	MICIP Stage	Last Updated	By
Hexagon Tool	Plan	08/05/2020	Liz Newell
Initiative Inventory	Plan	08/05/2020	Liz Newell
MICIP Team Roster Template	MICIP	08/05/2020	Amanda Lezotte
MIStrategyBank.org	Plan	08/04/2020	Tom Johnson
Page 1 of 1 < >			
Reference Materials			
Resource	MICIP Stage	Last Updated	By
MAISA Data Systems Guidance and Framework	Assessing Needs	08/05/2020	Kathy Miller
Whole Child Definition	MICIP	09/30/2019	Terry Nugent

Support

If a user needs technical support, they simply click on the Request MICIP Support button.



Assessing MiServiceDesk

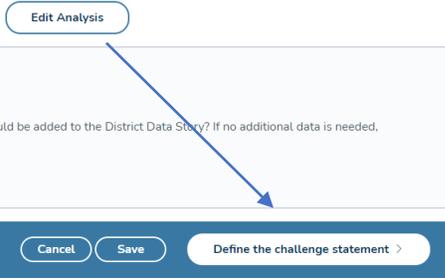
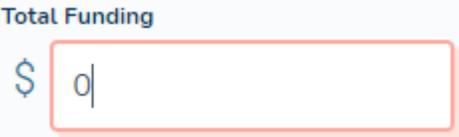
- Users requesting support for the first time will be required to self-register for an account and can then submit a form request or live chat with MiServiceDesk for MICIP Platform assistance.
- Returning users will be able to monitor the status of existing support tickets and/or create new support requests using the account they previously registered with.

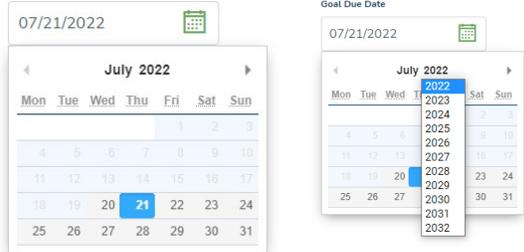
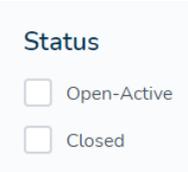
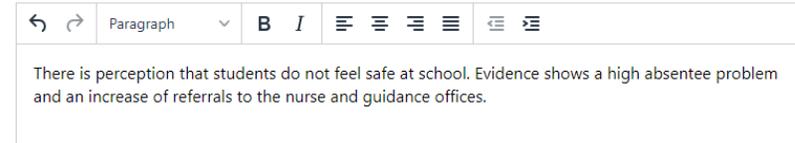
**Note, efforts are underway to connect MiServiceDesk to MiLaunchPad so that in the future users will not have to register and will be able to use the same account for support that they use to access MICIP.*

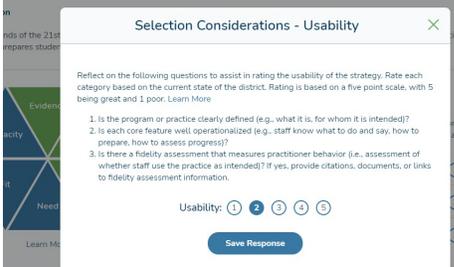
Application Icons

Item	Functions	Screenshot Image
OK/Complete	OK indicator appears on bottom message bar, confirming success of operation	
OK/Complete with message	OK indicator with message appears on bottom message bar confirming success of operation	
Attention	Task requiring attention	
Attention with message	Task with message requiring attention	
Action/Status indicators	Various action or status indicators used in monitoring	

Item	Functions	Screenshot Image
	and/or completing form fields	
Delete	Delete item	
Expand Item/Option	Expand item to separate page/screen	
Edit Item/Option	Edit this item	
Edit Alternate	Alternate indicator for editing this item	
Sort Item/Option	Sort this column	
Expand Selection	Expand a selection/item	
Open Modal	Open Modal	
Collapse Selection	Collapse a selection/item	
Collapse Section indicator	Collapse named selection/item	
Button/Next-Step enabled	Enabled button after completion of mandatory prior steps	
Button/Next-Step enabled alternate	Other types of enabled buttons after completion of mandatory prior steps	

Item	Functions	Screenshot Image
Linked buttons triggering next step	How buttons are often linked together to complete related tasks	
Bottom Fixed Message bar	The bottom message bar is a fixed bar with buttons and messages	
View Data	Opens new tab and displays data object	
Item/Resource Locked	Item locked from Edit	
Wait spinner	Typical wait indicator when the MICIP Platform is retrieving data/resources	
Warning/Top Message bar	Common top message warning bar used to confirm user intent	
Required Indicator	Asterisk to indicate a required field/s	
Required Items in section indicator.	Asterisk to indicate a required section with required field/s	
Required Numeric Field	Numeric field with whole number	

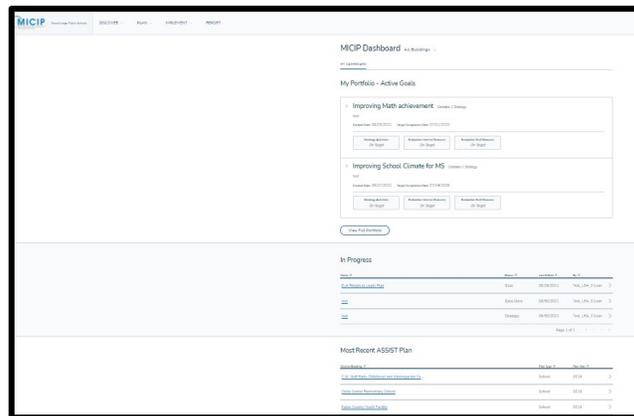
Item	Functions	Screenshot Image
Required Text Field	Text field required for completion of section	<p>Activity (Required)</p> 
Save work.	Save entire page/screen of work	
Cancel work.	Cancel current action	
Disabled button	Disabled button indicating some required task/field is incomplete	
Date Selector	Common date selector widget	
Filter Displayed list	Filtering enabled on page with listed options	
Expand Modal	Expand Modal	
Tools options	Tools available, opens new page/screen	
Rich-text editable field	Multi-line rich text editable text box	

Item	Functions	Screenshot Image
<p>Dialog/Modal windows</p>	<p>Common dialog pop-ups</p>	

Specific Function Pages

Dashboard

There are a few different types of dashboards based on the user's role.



District Users

- Who have edit rights to district continuous improvement plans. This dashboard contains a listing of district plans in portfolio and work in progress.
- Who have viewing rights to district continuous improvement plan. This dashboard contains a listing of district plans in portfolio.

ISD Users

- Who have edit rights to ISD continuous Improvement plans. This dashboard contains a listing of ISD plans in portfolio and work in progress.
- Who support local districts. This dashboard contains two tabs. The LEA/PSA tab contains a listing of the assigned districts and access to their portfolios.
- Who have viewing rights to ISD continuous improvement plan. This dashboard contains a listing of ISD plans in portfolio.

PSA Management Company

- Who have edit rights to district continuous improvement plans. This dashboard contains a listing of district plans in portfolio and work in progress.
- Who have viewing rights to district continuous improvement plan. This dashboard contains a listing of district plans in portfolio.
- Who support local districts. This dashboard contains a PSA tab listing of the assigned districts and access to their portfolios.

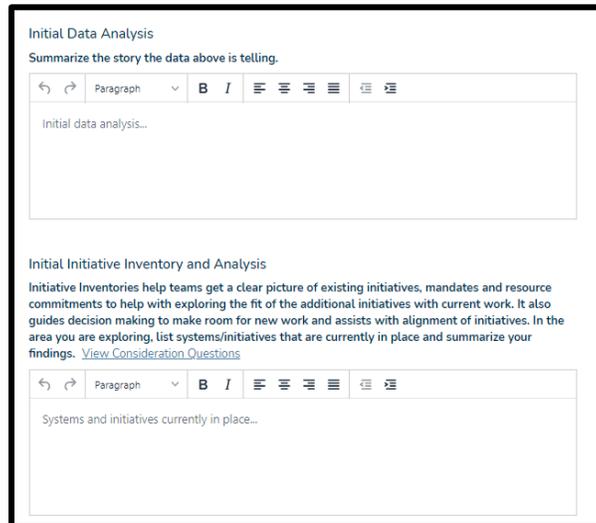
MDE Users

- Who support local districts. This dashboard contains a listing of the assigned districts and access to their portfolios.

Other Features

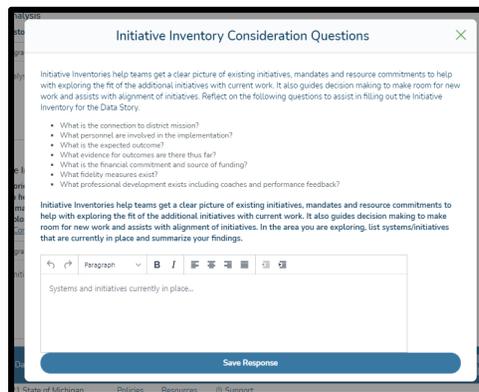
Entering Text

The MICIP platform captures continuous improvement team conversations throughout the assessing needs section. This rich text box will hold as much text as needed. It is **VERY** important to note that MICIP text boxes do **NOT** work like a google document. It will only save the last entry. To ensure that all entries are capture, it is recommended that a user refreshes the screen before saving. Another alternative would be to use a google doc template, capture the conversation, then save it into the MICIP platform.



The screenshot shows two rich text editors. The first is titled "Initial Data Analysis" with the instruction "Summarize the story the data above is telling." It contains the text "Initial data analysis...". The second is titled "Initial Initiative Inventory and Analysis" with the instruction "Systems and initiatives currently in place...". Both editors have a toolbar with options for Paragraph, Bold (B), Italic (I), and various alignment and list options.

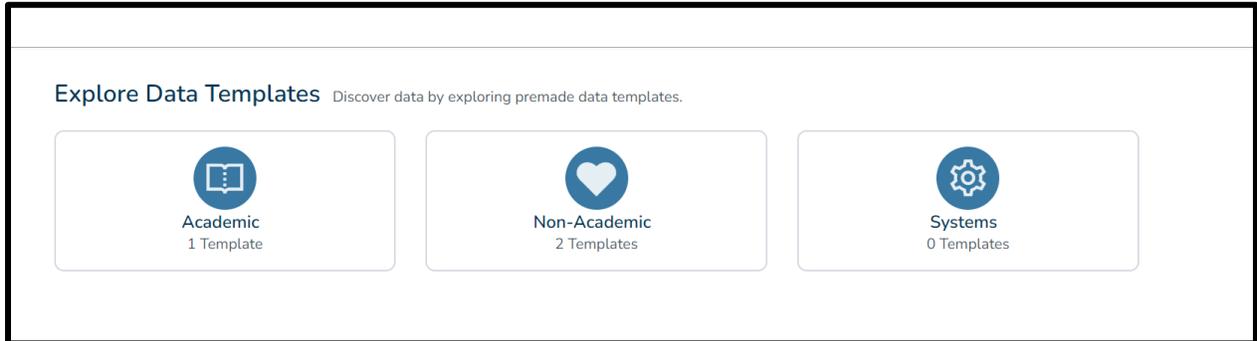
There are places in the MICIP platform where you can select questions for consideration that will pop up in a modal. Here the conversation can be captured, and the information would be transfer back to the main screen.



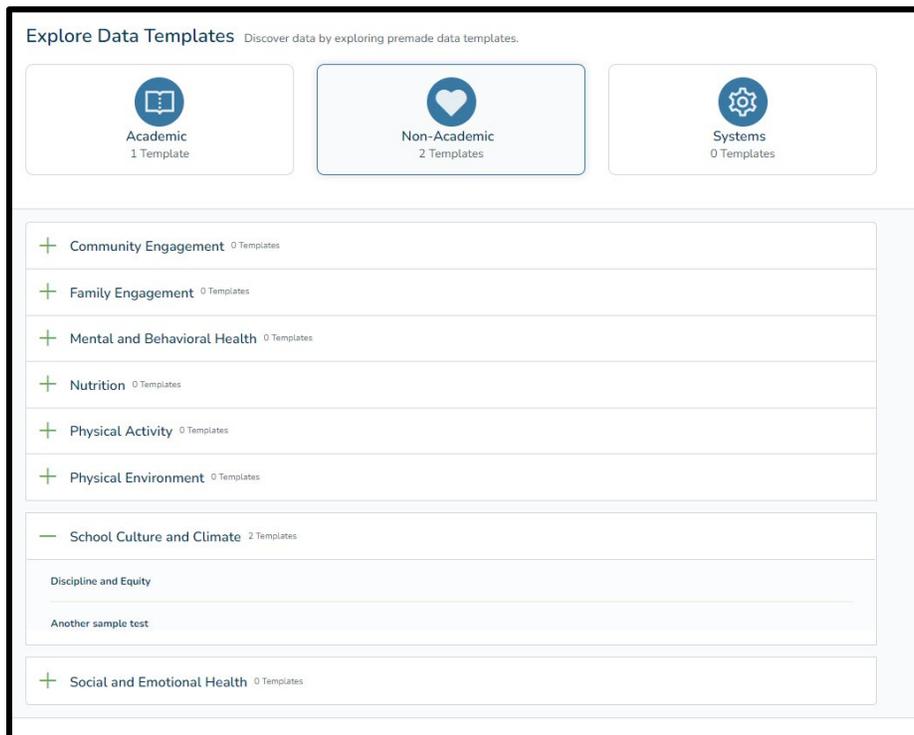
The screenshot shows a modal window titled "Initiative Inventory Consideration Questions". It contains two paragraphs of text and a bulleted list of questions. The text includes: "Initiative Inventories help teams get a clear picture of existing initiatives, mandates and resource commitments to help with exploring the fit of the additional initiatives with current work. It also guides decision making to make room for new work and assists with alignment of initiatives. Reflect on the following questions to assist in filling out the Initiative Inventory for the Data Story." and "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 and assists with alignment of initiatives. In the area you are exploring, list systems/initiatives that are currently in place and summarize your findings." The bulleted list includes: "What is the connection to district mission?", "What personnel are involved in the implementation?", "What is the expected outcome?", "What evidence for outcomes are there thus far?", "What is the financial commitment and source of funding?", "What fidelity measures exist?", and "What professional development exists including coaches and performance feedback?". Below the text is a rich text editor with the text "Systems and initiatives currently in place...". At the bottom of the modal is a blue button labeled "Save Response".

Data Set Template

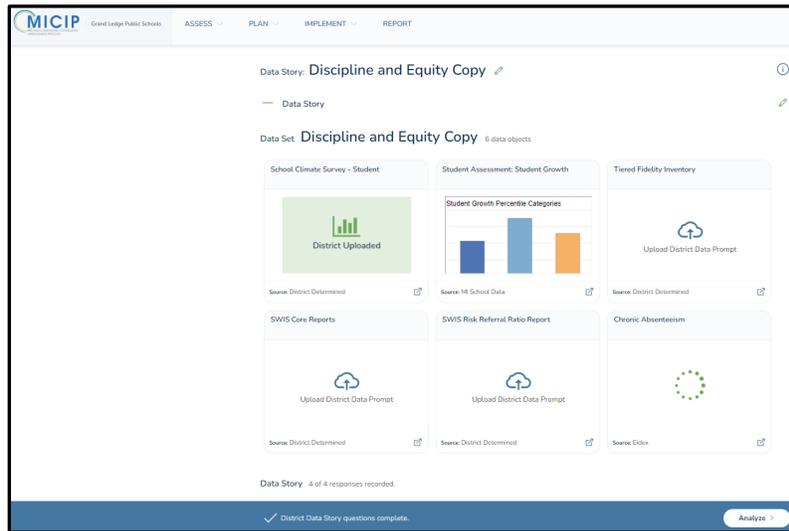
When starting an area of inquiry, a user may choose from a variety of pre-built data set templates or prebuilt data sets.



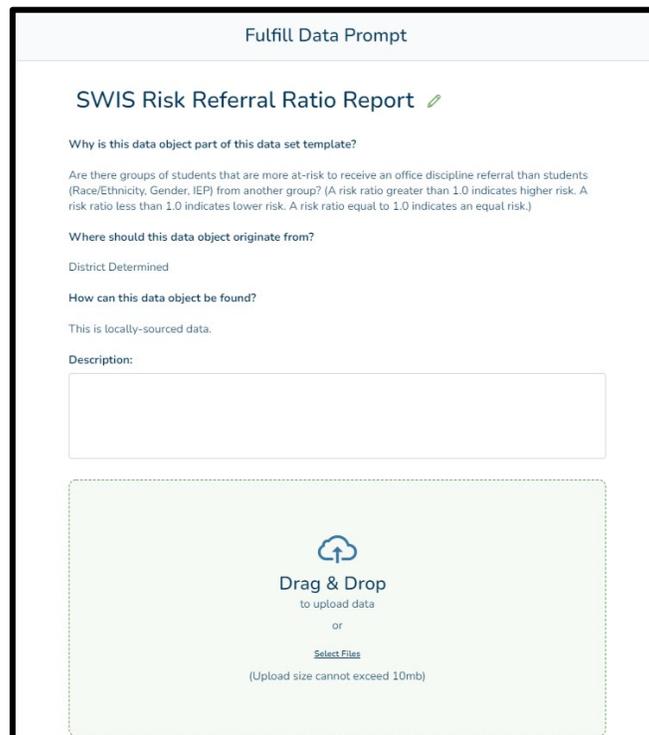
Data templates are organized into three categories aligning to different broad areas of focus (Academic, Non-Academic, Systems.) Each broad area of focus is broken down into sub-areas. Each data set template will present a different set of data objects, or single data reports, related to the area of inquiry.



By clicking on the sub-focus area, the user will receive a pre-made data set template, including a question that clarifies the area of inquiry.

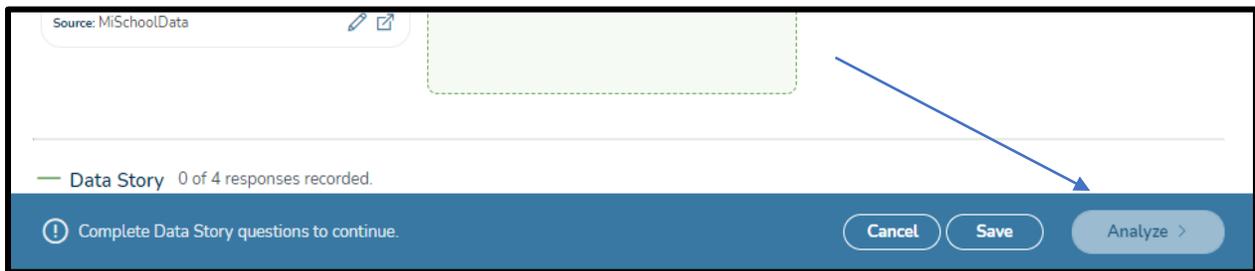
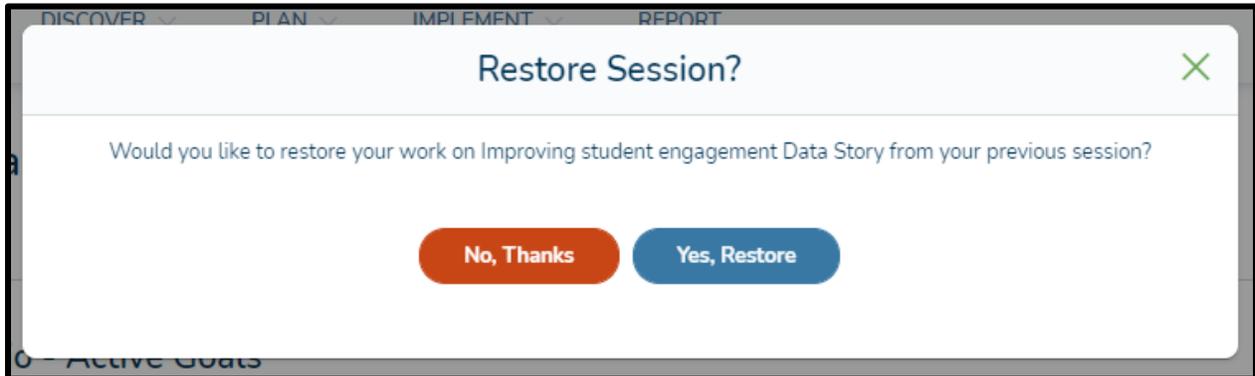


Further support is given when considering an object from a data set template by clicking on the data object tile. A modal will appear with three questions to help guide a user's decision to include this data object in their data set. A user would accept this data set by clicking on data story button located in the blue bar.



AutoSave

There are a few methods to save work in the MICIP platform. First, is the autosave function that saves work automatically every 15 seconds. Second, if the platform is suddenly closed, an option to restore the session will appear when you re-enter the platform. Lastly, each screen that requires information contains a save button.



Concurrency

Concurrency is the ability for multiple users to work in the same space at the same time, much like Google Docs. There is a locking mechanism that gives multiple users the ability to work in the same space but not at the same time. When editing, the area or section is locked by only one user. Sections are editable fields, and a session is the time when a section is locked.

Icons	
Name	Icon
Edit	
Lock Icon	
Lock Icon with Timer	14:44
Session Information	
Refresh located in the upper left of a browser window	

Concurrency- Editing

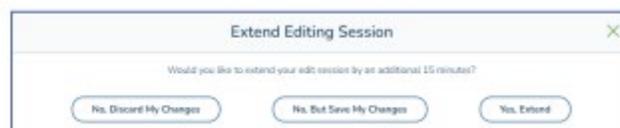
When creating a plan for the first time, the user will automatically lock the page for editing. If you are working with a plan that has been published to the portfolio, the user will not automatically lock the page. A user may only work in one section edit at a time. Each editable section will have an edit icon.



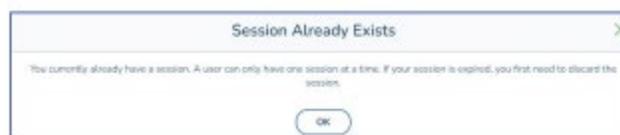
Clicking on the edit icon will automatically lock that section for 15 minutes. The user will know that editing is in the process because the lock icon, along with a timer indicating the remaining time, is

visible. 14:44

Anytime during the session, the user has the option to extend the session by clicking on the edit icon. There is no auto-save during the edit process.

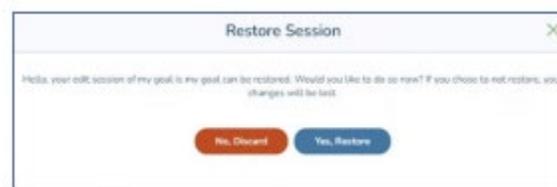


A user may only edit one section at a time. If there is a section in edit mode and a user tries to edit another section, they will receive a notification.



Each section is independent of another section except for the data object/data story page. If a user is working in either of those two sections and another user tries to work in the other, the second user will receive the notice above. The data object section locks when a user is editing another page tied to data, e.g., impact measures. A second user trying to work in another section tied to data will receive the notice above. The blue bar on the page being edited will not function when in edit mode. If a session expires, the user will see this icon.

If a session expires, the user will refresh the screen and receive a notice to either restore or discard the edit.



To automatically end a session, the user could click on the cancel button, and no edits will be saved, or click on the save button, and the edits are saved. If a user continues editing after an expired session, as long as no one else has edited in that same section, the edits should hold. If someone else has edited in that same section, the edits will not hold.

Concurrency- Editing by other users

When a section is being edited, other users will see a lock icon. 
By hovering over the lock icon, the user will know who is editing and when the session is over.

To see another user's edit, the page must be manually refreshed. 

Locked by Test_LEA_0 User on 01/12/2024 11:09:27

Concurrency- Changes to the platform

Root Cause: In the past, when you were in the Root Cause section, you saw text boxes below each bolded statement where you could record your answers. You will now see those boxes only once you click on the edit pencil.

Adding strategies: When initially creating the plan, the lock will automatically start the first time a user is working in a particular section. A user can only work in one section of a plan at a time. Users can also only work on the strategy(ies) associated with that single plan.

Concurrency- No locking ability

There are places in the MICIP platform that will not need locking ability.

- Dashboard or Home Screen
- Portfolio Page
- Monitoring and Evaluation
- Portfolio Report