Technical Assistance for Adding and Adjusting Data Stories in MICIP

The following technical assistance provides guidance on adding and adjusting data stories in the MICIP platform within a current continuous improvement plan. For districts beginning a new plan or creating a new data story, please reference the *MICIP Platform Guide* at the MDE website.

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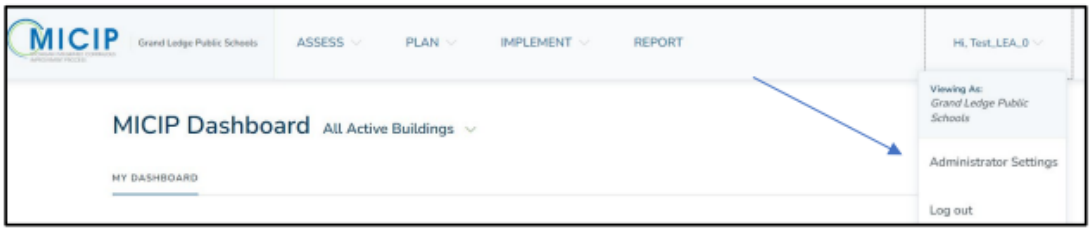
Third Party Integration

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.

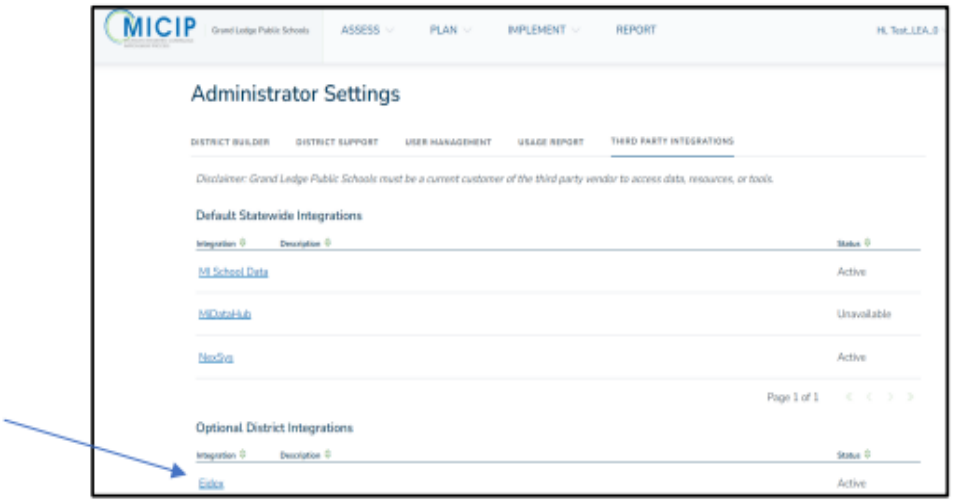
To gain access, the district MICIP administrator should follow the steps below:

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



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

4. 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.



MI School Data Integration

MI School Data integration is automatically turned on and allows districts and schools to easily enter data into the MICIP platform. Many of the reports also provide trend data over time, removing the need to adjust baseline year. The following data objects are accessible through the MI School Data integration:

- M-STEP (ELA and/or Math)
- PSAT (ELA and/or Math)
- SAT (ELA and/or Math)
- School Index (ELA and/or Math)
- Graduation Rate

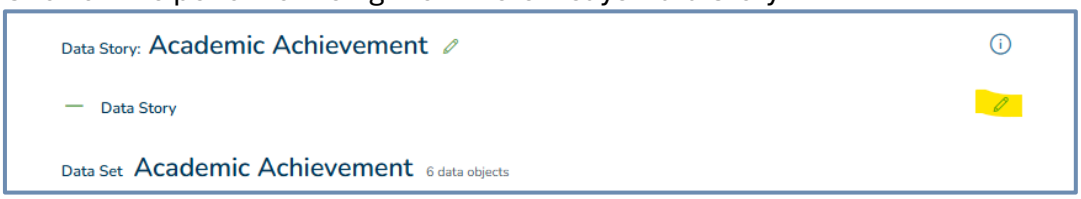
Districts with a Partnership Agreement have required data objects, please refer to the guidance offered by the Office of Partnership Districts.

To add data objects using this feature, follow these steps:

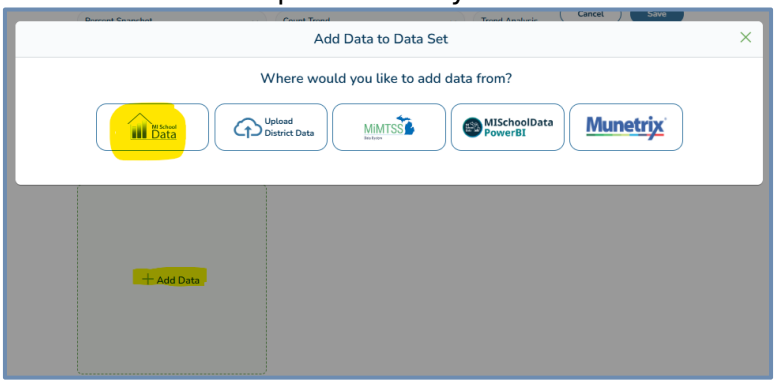
1. Click on the **ASSESS** tab in the top navigation bar and select **Data Story** from the drop-down menu. Once on the Whole Child Data Discovery page, select the appropriate data story where you plan to add

MI School Data objects (i.e., M-STEP, PSAT).

2. Click on the pencil to the right of where it says Data Story.



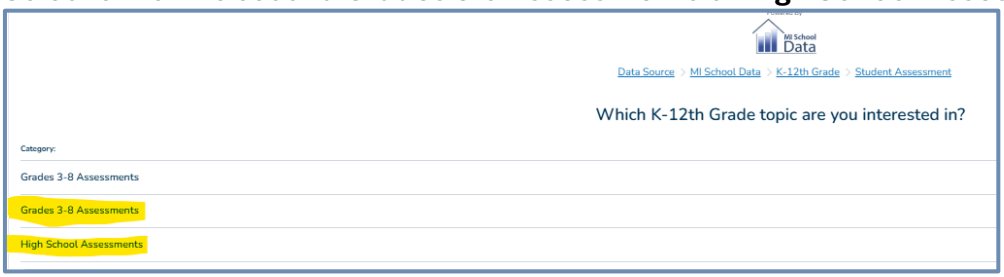
3. Scroll until you see the + Add Data box and click on the **+** sign. After clicking the + sign, select **Mi School Data** as the place where you would like to add data from.



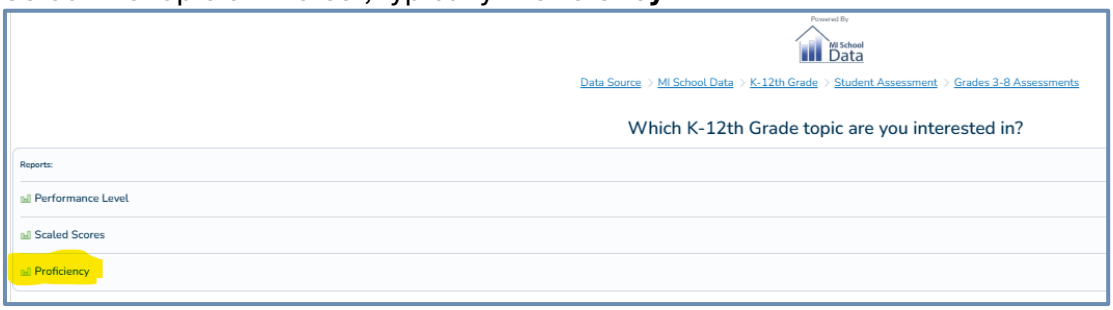
4. Select **K-12th Grade**.

5. Select **Student Assessment**

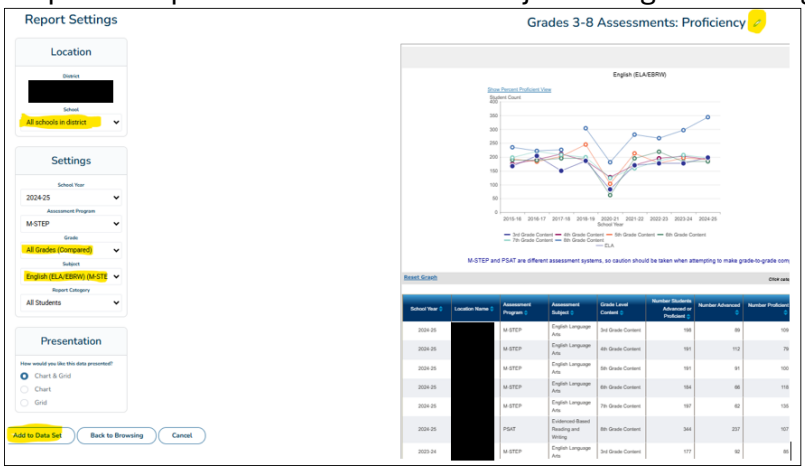
6. Select either the second **Grades 3-8 Assessments** or **High School Assessments**.



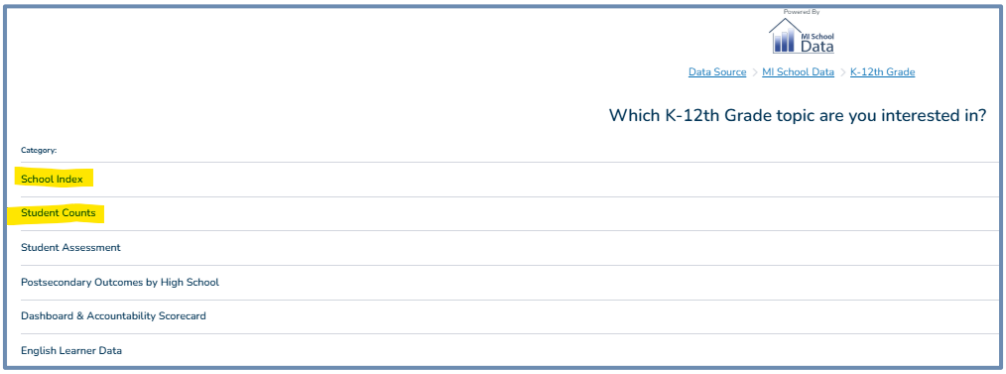
7. Select the topic of interest, typically **Proficiency**.



8. Once steps 4-7 have been completed, a variety of report options are available. Districts may select the specific school(s) identified for CSI, the specific grade, and the subject matter. Also available in this step is the option to name the data object using the naming convention described below.



9. Additional relevant reports are available in the K-12th Grade window under School Index and Student Counts (Graduation Rate).



Naming Conventions

Naming conventions allow a district to succinctly identify data objects and further distinguish data objects that are for specific schools, such as schools identified for additional supports (i.e., CSI, ATS, TSI). It is not necessary to create a data set specifically for a school(s) identified for additional support but rather to add those objects to an existing data set using appropriate naming conventions. It is strongly recommended that schools receiving additional supports name all data in their data stories using an agreed-upon convention for ease of retrieval and access by the district, ISD/RESA, and the MDE.

The recommendation for data object naming conventions specific to schools identified for additional support is:

Option One: CSI-Building Name-Year (baseline or span)-Assessment-Grade(s)-Subject

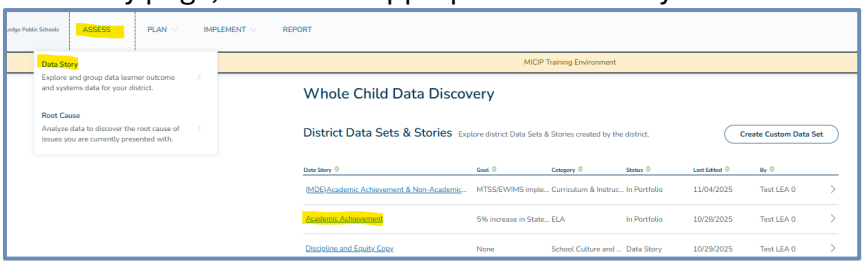
Option Two: CSI-District Name-Year (baseline or span)-Document

Examples:

- CSI-ABC Elementary-2014-2025 Trend-MSTEP Proficiency-Grade 3-ELA
- CSI-Star Middle School-2025-NWEA-Grades 6-8-MATH
- CSI-Mickey High School-2025-2028-School Index Proficiency
- CSI-Pluto District-2025-2028-Talent-Management-Indicators

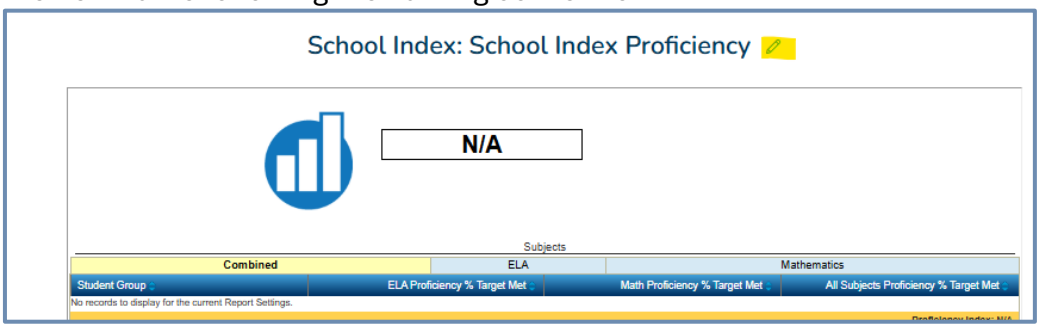
To adjust the name of a data object, follow these steps:

1. Click on **ASSESS** in the top navigation bar and select **Data Story**. Once on the Whole Child Data Discovery page, select the appropriate data story that contains the data objects of interest.

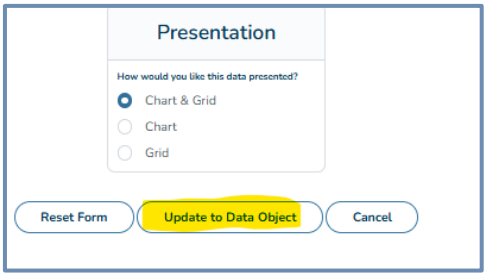


2. Click on the pencil to the right of where it says Data Story and then the pencil on the data object that needs to be renamed.

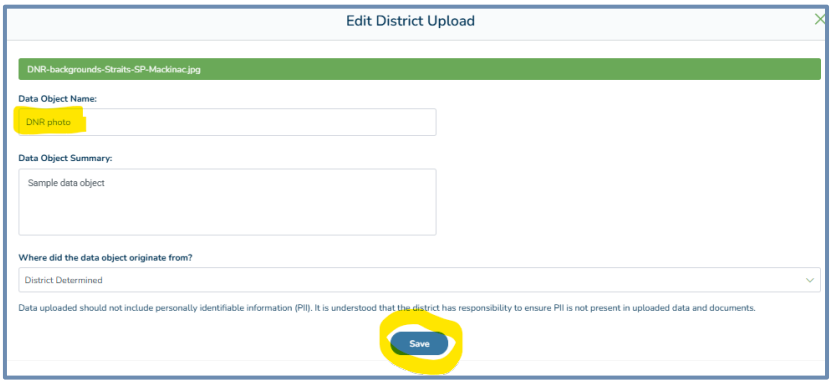
3. For items added from MI School Data, select the pencil next to the data object's name and replace with the new name following the naming convention.



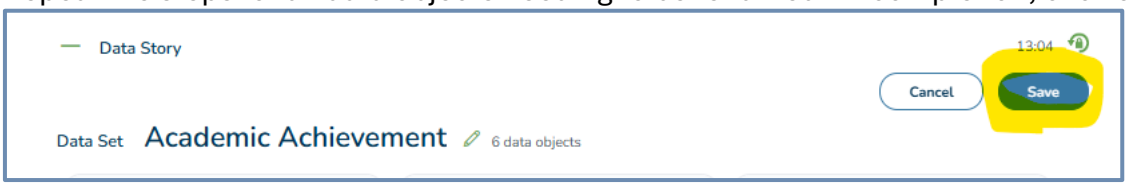
4. After adjusting the name of the data object, click **Update to Data Object** on the left side of the screen.



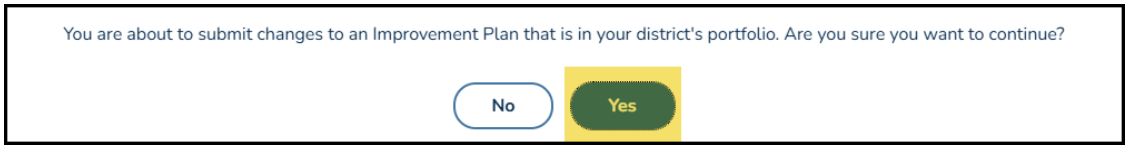
5. For items added as District Determined, follow step 2 above. Retype the Data Object Name and click **Save**.



6. Repeat the steps for all data objects needing to be renamed. At completion, click on the **Save** button.



7. If this data object was already a part of an improvement plan in your district's portfolio, click on **Yes** to continue.



Adding and Deleting Data Objects in the District Data Story

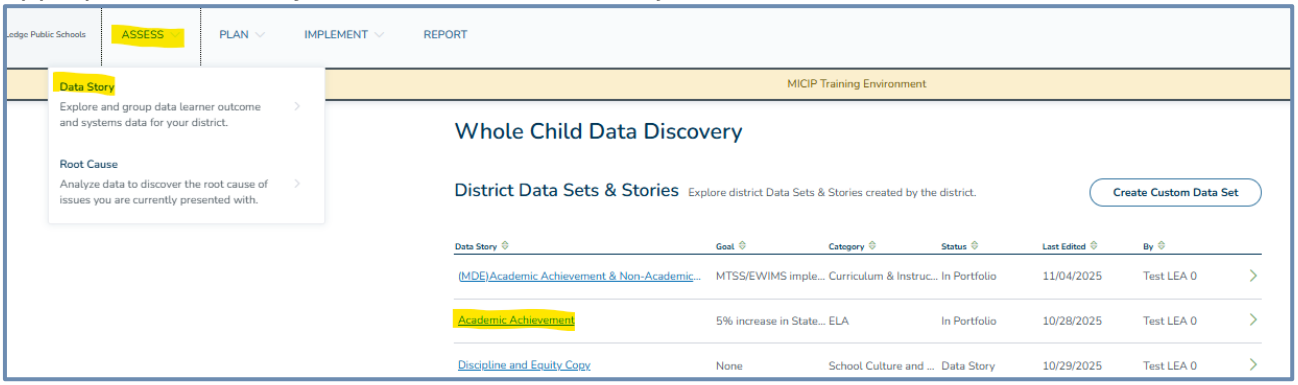
Data objects for schools identified for CSI should reflect School Index components. Data objects for schools identified for CSI and in a district partnership agreement should include the following, and will vary by grade span:

- ELA and Math Proficiency on State Assessments:
  - M-STEP (ELA and Math)
  - PSAT (ELA and Math)
  - SAT (ELA and Math)
- ELA or Math Growth on State or Local Assessment
- Graduation Rate
- Attendance
- Process Data

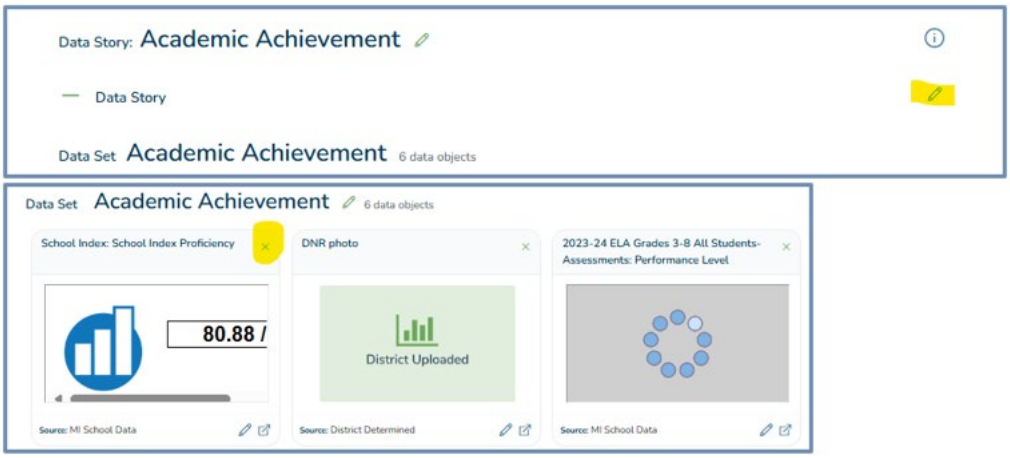
Data objects should have a baseline date/year consistent with the start of the identification cycle. This may necessitate adding and deleting data objects.

Deleting Data Objects

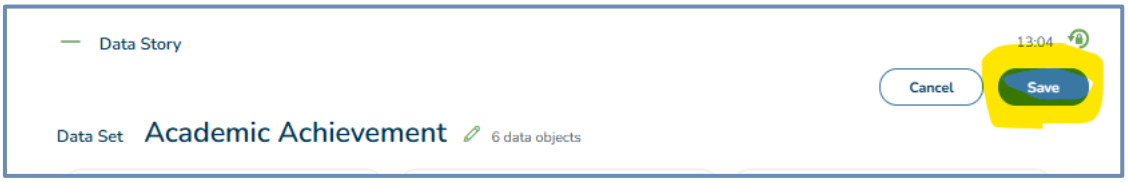
1. To delete a data object that has a baseline inconsistent with the identification year, click on **ASSESS** in the top navigation bar and select **Data Story**. Once on the Whole Child Data Discovery page, select the appropriate data story that contains the data objects that need to be deleted.



2. Click on the **pencil** to the right of where it says Data Story, and then click on the **X** in the upper right corner of the data object that needs to be removed.



3. Repeat the steps for all data objects needing to be deleted. At completion, click on the S**ave** button.



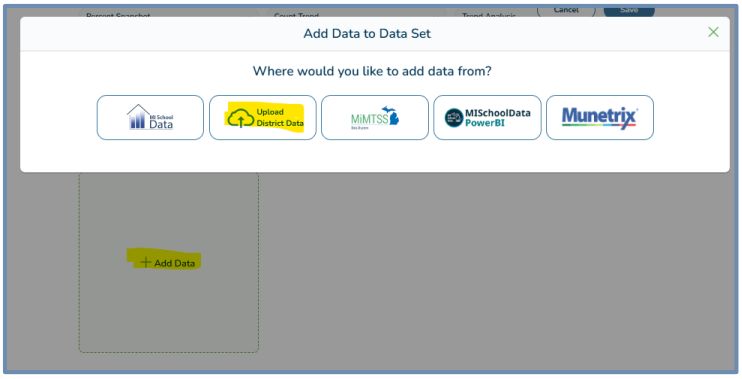
Adding Data Objects

To add data objects from MI School Data, please see the section on page 2 titled MI School Data Data Objects. As a reminder, any data objects already in the platform from the integrated MI School Data will not need to be adjusted for baseline year.

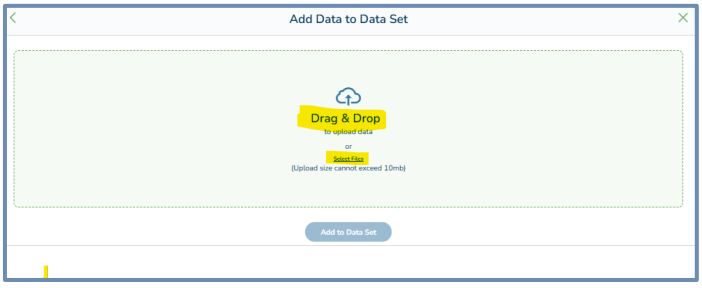
1. To add a data object that has an appropriate baseline consistent with the identification year, click on **ASSESS** in the top navigation bar and select **Data Story**. Once on the Whole Child Data Discovery page, select the appropriate data story where you plan to add local data.

2. Click on the pencil to the right of where it says Data Story.

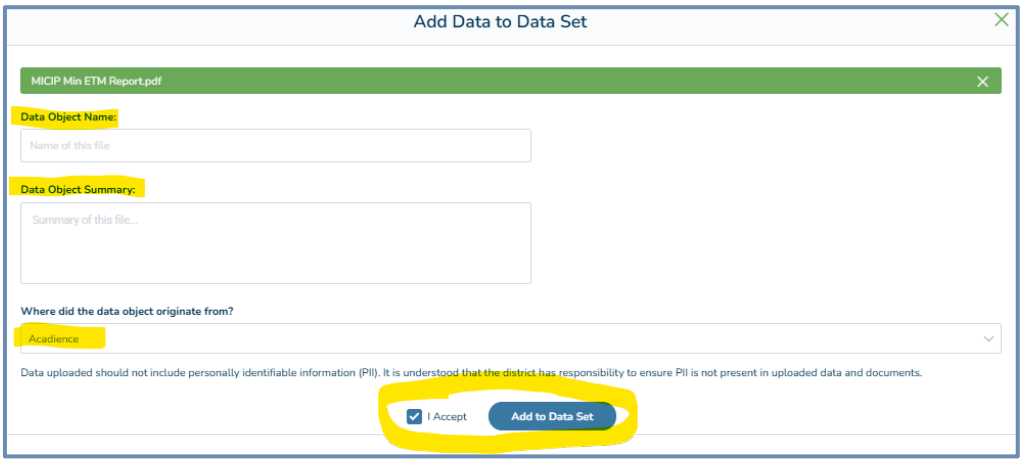
3. Scroll until you see the add data box and click on the **+** sign. After clicking the + sign, select **Upload District Data**.



4. Drag/Drop OR Select Files



5. Follow the prompts in the pop-up box to add the data object using the appropriate naming convention with the local data from the baseline year. Summarize what the data object is, and where it originated from (i.e., NWEA, other, etc.). Click **I Accept** to verify that identifiable information is not included and click **Add to Data Set**.



MICIP Platform Resources

- MICIP Process Guide
- MICIP Platform Guide 2024
- MICIP Platform Training Manual
- Video Link: How to Create Data Objects specific to CSI