

Michigan Integrated Continuous Improvement Process Spring 2021 – MICIP Year One

The intent for this spring’s rollout of the MICIP is for all districts to become familiar with how the continuous improvement process is reflected in MICIP. To achieve this intent, each district will complete a minimum of one plan for an identified goal using one of the following two options:

- 1) Entering the goal and plan into the MICIP platform, or
- 2) Completing the MICIP template process which mirrors the MICIP platform. The district will then upload the completed template into the Consolidated Application in NexSys, the new grant management system replacing MEGS+.

If the district has established any new goals, the district must complete a plan **for each new goal**. A “new” goal is a goal that was not included in the district’s previous DIP/SBDIP entered in the ASSIST platform. These plans have been uploaded into MICIP in pdf form.

There is no maximum number of goals/plans a district can complete. Collectively, all a district’s goals and plans become the district’s Continuous Improvement Plan which encompasses improvement efforts at all levels of the system.

Frequently Asked Questions

Continuous Improvement Planning

1. How many goals/plans must a district complete? What must the focus be?

The district must complete a **plan for each new goal**, or, if the district has not established any new goals as defined above, the district must complete a plan for at least one of its active or maintenance goals.

There is no requirement regarding the focus of goals, e.g., five content areas. The district should establish goals and develop plans based on challenges identified in its data. Goals could be focused on opportunities for growth in the areas of academics, non-academics, or systems.

New strategies and activities tied to a previous goal may be entered separately into the Consolidated Application in NexSys without completing a plan so long as they address a need identified in the district’s previous DIP/SBDIP.

Strategies and activities previously funded and for which continued funding is being requested may also be entered separately into the Consolidated Application in NexSys without completing a plan.

2. Is there a date when plans are due?

Districts seeking to use federal funds provided through the Consolidated Application to implement strategies and activities in their plans should complete the plans at the same time they complete the Consolidated Application. The earliest obligation date is July 1.

Districts that do not apply for federal funding through the Consolidated Application are encouraged to complete their plan(s) prior to the start date of the activities in the plan.

3. What is required for program evaluation for plans not in MICIP?

Districts are required to evaluate all programs funded with federal funds; they are not required to use the MDE Program Evaluation Tool. They may use a tool/process of their own choosing. In the future, evaluation of programs described in MICIP will be done through the monitoring and evaluation processes in MICIP.

4. How do plans developed using MICIP relate to the Extended Covid-19 Learning Plans?

If data show that the focus of the ECOL plans should continue to be the focus of the district continuous improvement process, the content of the plans, whether developed in the platform or the template process, may look similar.

MICIP Template Process

5. Who may use the template process?

A district that feels it is not able to use the MICIP platform may use the MICIP template process to develop the district level Continuous Improvement Plan with the integrated school plans **for the 2021-2022 school year only**. All districts will be required to use the MICIP platform for the 2022-2023 school year and beyond, and information submitted using the template process will have to be re-entered into the MICIP platform.

6. When are plans built using the template process due?

Districts using the template process must submit them at the same time as they submit the Consolidated Application to provide support for the activities funded in the Consolidated Application.

7. How will MDE get the Plans completed using the template process?

Districts choosing to use the MICIP template process must upload the completed plan as part of the district's FY 2022 budget in the Consolidated Application in

NexSys. If the district does not receive or apply for Title I, Part A Funds, the district will upload the template (s) within the attachments section for one of the other federal or state funds for which the district is completing a Consolidated Application.

8. How many templates must the district complete?

The district must complete at least **one template/plan for each new goal**, or, if the district has not established any new goals, the district must complete a template for at least one of its active or maintenance goals. A “new” goal is a goal that was not included in the district’s previous DIP/SBDIP.

New strategies and activities tied to a previous goal may be entered separately into the Consolidated Application in NexSys without completing the template so long as they address a need identified in the district’s previous DIP/SBDIP.

Strategies and activities previously funded and for which continued funding is being requested may also be entered separately into the Consolidated Application in NexSys without completing the template.

9. What is the process for developing plans using the template?

The district is expected to follow the same process and sequence as districts using the Platform as outlined in the MICIP Process Guide, including using the considerations and guiding questions.

10. How will schools and programs get their plans if the district uses the template process?

School plans are subsets of the district plan. Districts will need to disseminate to each school or program the strategies and activities from the template(s) that apply to it.

11. What is required for program evaluation if using the MICIP template process?

Districts are required to evaluate all programs funded with federal funds. They are not required to use the MDE Program Evaluation Tool; they may use a tool/process of their own choosing. In the future, program evaluation will be done through the monitoring and evaluation processes in the MICIP platform.

12. How do plans developed using the MICIP template process relate to the Extended Covid-19 Learning Plans?

If data show that the focus of the ECOL plans should continue to be the focus of the district continuous improvement process, the content of the plans, whether developed in the platform or the template process, may look similar.

13. Why might districts consider using the MICIP Platform rather than the Template process?

There are a number of features of the MICIP Platform that are not present in the Template process:

- The MICIP platform is a direct link to MiSchoolData, and, eventually, to the Data Hub. Districts will also be able to upload local data directly into MICIP to support their data stories. A district using the template will have to gather their own data.
- MICIP tools and resources are embedded directly into the platform. Districts using the template process will need to use separate applications and systems.
- Goals, strategies, and activities from the MICIP platform will feed directly into the Consolidated Application in NexSys; this information will have to be identified separately in the Consolidated Application if using the template, resulting in the need to input the information more than once.
- The MICIP Platform will produce various reports using data already entered; such reports may have to be individually constructed when using the template.

MICIP and the Consolidated Application

14. How does having the goal and the corresponding strategies and activities in the MICIP platform benefit a district?

Using MICIP to identify goals and develop plans operationalizes the essence and integrity of the MICIP process: needs-plans-funds. The strategies and activities included in the MICIP platform provide an assurance that they are based on the findings of the needs assessment. The MICIP platform makes these connections visible. These connections, in turn, demonstrate that the district's funding requests in the Consolidated Application are **necessary**. The MICIP platform also provides districts access to a strategy bank and process tools that assist districts in selecting strategies that align with identified needs and fit their local context. These tools help the district demonstrate that expenditures associated with that strategy are **reasonable** in terms of their ability to meet the purpose and intent of the funding source.

Another benefit of using MICIP to identify strategies and activities is that MICIP provides support for and documentation of monitoring and evaluation. This ensures that the district is meeting the federal requirements to evaluate all programs funded with federal funds. Districts that fund programs not in MICIP will need to ensure they have processes in place to evaluate those programs and to record and communicate the results of the evaluations to support their continual funding.

15. What must a district do to get approval for expenditures for a new strategy and activity not already part of a district plan?

All strategies and activities must meet the requirement to be reasonable, necessary, and allocable to the funding source. Regional consultants may require additional documentation to ensure that funding requests meet these requirements.

16. What information from the MICIP platform will transfer into the Consolidated Application in NexSys?

The names of the strategies with their associated activities that are part of active or maintenance goals within the MICIP platform will be available in the Consolidated Application.

17. Is the funding we enter in the MICIP platform carried over into NexSys?

The funding amounts and sources identified in MICIP are only estimates and are meant to help districts with general planning over multiple years. They will **not** be transferred into the Consolidated Application. When entering program budgets in the Consolidated Application, LEAs will be able to identify specific annual funding sources and amounts for activities funded through the Consolidated Application.

18. Does information provided in NexSys and/or do changes made in the NexSys feed back into the MICIP platform?

MICIP and the MICIP platform were designed to support a flow of Needs to Plans to Funds; therefore the information flows only one way, from the MICIP platform to NexSys. If expenditures are added to or are edited in the Consolidated Application, the changes **will not** appear in the MICIP platform; therefore, any changes to strategies and activities must be made in the MICIP platform first. These changes will then transfer automatically into the Consolidated Application. In addition, financial information from the application about the specific cost and funding sources used for activities **are not** reflected back in the MICIP platform.

19. Where does the new Schoolwide and Targeted Assistance Template fit with MICIP?

The Schoolwide and Targeted Assistance Template and MICIP serve two different functions. The Schoolwide and Targeted Assistance Template **is primarily a description** of the overall system of support in each Title I building aligned to Title I program requirements for Schoolwide and Targeted Assistance programs. The continuous improvement plan developed in MICIP informs and supports the work of that system (needs assessment, strategy selection, monitoring, etc.) but is not directly linked to it. The Schoolwide and Targeted Assistance Template should be completed for each Title I school in tandem with the work done as part of MICIP but does not either replace MICIP nor can it be replaced by a plan out of the MICIP platform. Both the continuous improvement plan and the Schoolwide and Targeted Assistance Template are necessary and required.

1/25/2021