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Data Coordinator Monthly Focus Activities

This document provides MIBLSI Data Coordinators with an overview of the month-by-month supports to schools for installation and initial implementation of the required measures:

- PBIS Data Coordinators: SWIS, PBIS Assessment, the SWPBIS Tiered Fidelity Inventory, and the Student Risk Screening Scale.
- Reading Data Coordinators: Acadience Reading, Reading Tiered Fidelity Inventory
- EWS Coordinators: Early Warning Indicators (Attendance, Behavior, Course Performance, Overall Engagement Indicator, Progress Since Last Screening Period)

MIBLSI staff will be engaged in the following activities. Activities in blue are repeated monthly. There will be deliberate communication with the School Leadership Team (including principal and coach), District Implementation Team (DIT) designee, and the MIBLSI Implementation Specialist. All supports are designed to be conducted in ways that 1) ensure the measures are used with fidelity and 2) capacity is developed locally so that these data coordination responsibilities can be gradually released to district staff. The activities are organized by the **school's** year and month of participation. A district may be receiving supports from a MIBLSI data coordinator for schools in different years.

The following process will be followed when there is a need to add, refine, or delete an activity:

- A comment is added to the section of the document to be changed. A detailed description of the needed change is provided, along with a rationale for the change when applicable.
- Prior to each monthly MIBLSI Data Coordinator Meeting, Keriann Poquette and Julie Nixon will review the comments, make updates, and communicate changes to MIBLSI Data Coordinators via the pre-meeting sheet for the next data coordinator meeting. Updates will also be made to the IS Monthly Focus Document, Master MTSS Assessment System, and Transition of Data Coordination to Local Districts, when applicable.
- When changes are made to the Master MTSS Assessment System or Transition of Data Coordination to Local Districts, Anna Harms will add needed changes to this document. When changes are made to the IS Monthly Focus Document, Keriann Poquette will add needed changes.
- Annually in April, any changes made to the DC Monthly Focus will be updated in the MIBLSI Data Coordination Supports to Districts document by Keriann Poquette, prior to DIT materials going to print.

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- Annually in August, any changes made to the District Scope and Sequence are updated in the DC Monthly Focus by Keriann

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Last Updated (by): Keriann Poquette, 2.24.20

Year 1

September

PBIS Data Coordinators
MTSS Assessment System: Anna will create and share a new district *MTSS Assessment System* Google Doc with the IS. ISs will share with assigned MIBLSI DCs. IS and DCs will work together to document district assessment decisions in the *MTSS Assessment System* as decisions are made.   - Review the MIBLSI Data Coordination Supports to District document (DIT Installation Module 3) and this Monthly Focus document to understand the big picture of what supports happen when across all data coordination roles   - Meet with all MIBLSI PBIS DCs to get assigned to a district and to preview the PBIS Data Coordination supports that you will provide: - SWIS   - PBIS Assessment: SWPBIS Tiered Fidelity Inventory, School Climate Survey (optional for Integrated)   - Student Risk Screening Scale   - Review DIT Installation Module 3 content to understand what topics will be covered in DIT Installation Day 1, to deepen understanding of how MIBLSI PBIS Data Coordination Supports will be aligned and complementary to DIT work.   - Share DIT membership/contact info. with MIBLSI DC   - Determine when MIBLSI DCs will be introduced to DIT members   - Determine when and how the assessment system will be shared with the MTSS-C/DIT   - Review timelines for identification of district data coordinator roles   - Prompt the identification of multiple data coordinators to address sustainability and turnover

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October

PBIS Data Coordinators

- Look in MiMTSS to review the scheduled Tier 1 PBIS/PSC for your assigned schools (alternatively, Strengthening Tier 1 PBIS training dates) to understand the timeline within which activities will need to be completed
- Review remaining DIT Installation (Modules 1-8), to understand what topics will be covered, and deepen understanding of how MIBLSI PBIS Data Coordination Supports will be aligned and complementary to DIT work.
- Schedule monthly check-ins between MIBLSI DCs/IS to coordinate the work (MiMTSS DCs/IS Check-in Agenda)
- Review internal communication protocols for PBIS Data Coordination. (MiMTSS DC/IS Communication Protocol)
- Work with IS prior to or during DIT 3 to:
  - Determine how communication will flow between the district and MiMTSS DC (e.g. direct to schools, always copying IS and MTSS-C). Decisions will be made with district staff during DIT 3 and included in the DIT to MiMTSS TAC communication protocol
  - Provide an overview of the SWPBIS TFI
  - Make district decisions regarding PBIS Assessment Coordination and SWPBIS TFI Facilitation, including:
    - Identify District PBIS Assessment Coordinator(s) (multiple coordinators to address sustainability) by November who will:
      - Complete the "Becoming a PBIS Assessment Coordinator" online module in EduPaths by January
      - Observe the MiMTSS TAC DC in preparing for TFIs in Feb/March
    - Identify District SWPBIS TFI Facilitator(s) (multiple staff to address sustainability) by November who will:
      - Complete the SWPBIS TFI online modules on Edupaths by January OR attend the in-person SWPBIS TFI Facilitator training in February
      - Observe the MiMTSS TAC DC in preparing and administering TFIs in Feb/March
    - Schedule SWPBIS TFIs with each SLT and with identified District SWPBIS TFI Facilitator(s) observing
    - Additional decisions outlined in the MTSS Assessment System
- Discuss any red flag indicators that a partnership is off track (listed below) and bring to the attention of the core team to address on next meeting agenda (or take more immediate action if necessary)
  - Not collecting required measures or using the required data systems
  - Not wanting or being able to send people to professional learning sessions
  - New district leadership (Liaison, Superintendent and/or MTSS/PBIS Coordinator)

- ○ Parent complaints
- ○ Change in status with MDE (e.g., now a partnership agreement district)
- ○ Significant crisis in the district
- ○ Student enrollment issues or pending district reconfigurations

November

PBIS Data Coordinators

- Work with MIBLSI IS to coordinate all work
- *Update MTSS Assessment System with district staff*
- Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team
- Confirm Tier 1 PBIS Training dates with the IS, including Swift at SWIS training. A single Swift at SWIS training should be scheduled for all districts in a training HUB. Work with all MIBLSI PBIS DCs assigned to the HUB to schedule the training.
- Confirm contact information for your assigned SLTs (start with MiMTSS-school context tab)
- Determine when you will be introduced to the SLT (e.g., meeting, Day 1 training, or email) prior to Tier 1 PBIS/PSC Day 2 (Feb)
- Gather information about 1) whether your assigned schools currently use a SWIS account, or has previously held a SWIS account and 2) whether your schools/district already have an assigned SWIS Facilitator and/or PBIS Assessment Coordinator
- Look in MiMTSS for any historical ODR or SWPBIS TFI data
- Work with IS to schedule a meeting in December with District Coordinator and DIT to provide an overview and make district decisions regarding SWIS
- Work with IS to confirm and plan to attend the January DIT meeting to finalize district decisions regarding use of SWIS and work with the DIT to identify District SWIS Facilitators
- Remove assessment schedules in *MTSS Assessment System* for years 2-4 (leave only year 1)
- Complete the Data Coordination section of the *MTSS Assessment System* for MIBLSI staff information-PBIS Assessment Coordinator, SWIS Facilitator, SRSS-IE Coordinator

December

PBIS Data Coordinators

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- Work with MIBLSI IS to coordinate all work
- *Update MTSS Assessment System with district staff*
- Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team
- Review the Tier 1 PBIS/PSC training and coaching content (including Strengthening PBIS) to understand what topics will be covered in training and coaching supports, and deepen understanding of how MIBLSI PBIS Data Coordination Supports will be aligned and complementary to training and coaching. If necessary for deepening your learning, plan to attend one or more days of Tier 1 PBIS training.
- Facilitate a meeting in December with the District Coordinator and DIT to provide an overview of SWIS and make district decisions regarding SWIS (e.g. data integration, district referral form) (Resource: Dec DC DIT Meeting Agenda)
- Work with IS to schedule initial meeting in January with coach and principal for each school and District Coordinator. Ideally, schedule with multiple schools together, rather than one school at a time.
- Contact Allison Olivio to get added as the PBIS Assessment Coordinator on each school's account

January

PBIS Data Coordinators

- Work with MIBLSI IS to coordinate all work
- *Update MTSS Assessment System with district staff*
- Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team
- Finalize district decisions regarding use of SWIS from December DIT meeting
- Work with IS and DIT to identify District SWIS Facilitators to participate in SWIS Readiness with schools and attend December training (October is an option for those with conflicts). Prompt the identification of multiple facilitators to address sustainability and turnover.
- Facilitate a meeting with principals, coaches and District Coordinator prior to Tier 1 PBIS/PSC Day 2 (Feb) to review next steps for installing required measures for PBIS including (Resource: DC Principal & Coach Meeting Agenda):
  - Schedule or confirm schedule of SWPBIS TFI with SLT and identified District PBIS Data Coordinator observing
  - Schedule or confirm schedule for SWIS Readiness Activities with each SLT

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February

PBIS Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff*   - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team   - Prior to SWPBIS TFI Administration, model for identified District PBIS Assessment Coordinator how to: - Open TFI windows in PBIS Assessment   - Add/edit users for PBIS Assessment to include all SLT members for each school and all DIT members for the district   - Administer SWPBIS TFI Walkthrough (between PBIS days 2 & 3, Feb/Mar), with identified District PBIS Assessment Coordinator observing, for schools identified as needing this data   - Administer Tier I SWPBIS TFI (between PBIS days 2 & 3, Feb/Mar) with the SLT and identified District PBIS Assessment Coordinator observing   - Prompt and provide feedback to identified District PBIS Assessment Coordinator on entering scores into PBIS Assessment   - Model for identified District PBIS Assessment Coordinator how to generate reports in PBIS Assessment and how to access/review MiMTSS Behavior Fidelity dashboard

March

All Data Coordinators		
- Work with MIBLSI IS to coordinate all work *Update MTSS Assessment System with district staff* - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	**Reading Data Coordinators**	**EWS Data Coordinators**
Model for identified District SWIS Facilitator how to facilitate SWIS Readiness with the SLT (after Day 2	Review the DIT Installation Modules 1-10 to understand what topics have been and will be covered, and deepen	Review the DIT Installation Modules 1-10 to understand what topics have been and will be covered, and deepen

of Tier 1 PBIS/PSC and at least 2 weeks before SWIFT at SWIS, Feb-Apr) (SWIS Readiness Talking Points, SWIS Readiness Resources)
- Work with IS, MTSS-C, and identified SWIS Facilitator to ensure SWIFT at SWIS is scheduled for May
- Confirm decision to use PRE prior to SWIFT at SWIS and complete PRE Readiness
- Update SWIS Readiness Checklists, with identified SWIS Facilitator observing
- Review the DIT Installation Modules 9 and 10 and work with IS to determine if you need to attend the training session.

understanding of how MIBLSI Reading Data Coordination Supports will be aligned and complementary to DIT work.
- Work with IS to determine if you need to attend the DIT 4 training session.
- Review the MIBLSI Data Coordination Supports to District document (DIT Installation Module 3) and this Monthly Focus document to understand the big picture of what supports happen when across all data coordination roles
- Meet with all MIBLSI Reading DCs to get assigned a district and to preview the Reading Data Coordination supports that that you will provide:
  - Acadience Reading
  - Reading Tiered Fidelity Inventory
- Work with MIBLSI IS to:
  - Schedule monthly check-ins between MIBLSI DCs/IS to coordinate the work (MiMTSS DCs/IS Check-in Agenda)
  - Review internal communication protocols for Reading Data Coordination. (MiMTSS DC/IS Communication Protocol)
  - Determine when MIBLSI DCs will be introduced to DIT members

understanding of how MIBLSI EWS Data Coordination Supports will be aligned and complementary to DIT work.
- Work with IS to determine if you need to attend the DIT 4 training session.
- Review the MIBLSI Data Coordination Supports to District document (DIT Installation Module 3) and this Monthly Focus document to understand the big picture of what supports happen when across all data coordination roles
- Meet with all MIBLSI EWS DCs to get assigned to a district and to preview the EWS Data Coordination supports that you will provide
- Work with MIBLSI IS to:
  - Schedule monthly check-ins between MIBLSI DCs/IS to coordinate the work (MiMTSS DCs/IS Check-in Agenda)
  - Review internal communication protocols for EWS Data Coordination. (MiMTSS DC/IS Communication Protocol)
  - Determine when MIBLSI DCs will be introduced to DIT members
  - Confirm contact information for each of your assigned SLTs (start with MiMTSS-school's context tab)

	○ Confirm contact information for each of your assigned SLTs (start with MiMTSS-school's context tab) ○ Gather information about 1) whether your assigned schools currently use Acadience Reading 2) has an Acadience Data Management Account, and 3) whether your schools/district already have a trained and active Acadience Reading Mentor and Reading Tiered Fidelity Inventory Facilitator ○ Look in MiMTSS for any historical Acadience Reading or R-TFI data ○ Determine how you will be introduced to the SLT ○ Determine how communication will flow between the district and MiMTSS Reading DC (e.g. direct to schools, always copying IS and MTSS-C). Decisions will be made with district staff and included in the DIT to MiMTSS TAC communication protocol ● Complete the Data Coordination section of the *MTSS Assessment System* for MIBLSI staff information-Acadience Reading Mentor, R-TFI Facilitator	○ Gather information about 1) whether your assigned schools currently uses an Early Warning System and 2) whether your schools/district already have a trained and active EWS Coordinator ○ Look in MiMTSS for any historical EWI data and information on whether district is on semesters or trimesters and if high school and middle school are on the same schedule ○ Determine how you will be introduced to the SLT ○ Determine how communication will flow between the district and MiMTSS EWS DC (e.g. direct to schools, always copying IS and MTSS-C). Decisions will be made with district staff and included in the DIT to MiMTSS TAC communication protocol ● Complete the Data Coordination section of the *MTSS Assessment System* for MIBLSI staff information-EWS Coordinator, update the column headers for Student Engagement Outcomes section to match the number of schools and

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		names

April

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
● Prepare to train Swift at SWIS (if assigned to train), with identified District SWIS Facilitator observing. Include PRE training materials if applicable. SWIFT at SWIS is a HUB training, coordinate appropriately. ● Update SWIS Readiness Checklists, with identified District SWIS Facilitator observing	● Complete sections of the *MTSS Assessment System* for R TFI, Acadience Reading with any known information ● Work with IS and MTSS-C to schedule a meeting with district staff to update the DIT to MIBLSI Communication Protocol to include decisions for communicating with MIBLSI Reading Data Coordinator, make district decisions regarding the use of Acadience Reading and complete the following sections of the *MTSS Assessment System* document: 　○ Schedule fall, winter, and spring screening dates in each school 　○ Confirm approach to data collection (SWAT/SWEEP team,	● Complete sections of the *MTSS Assessment System* for Student Engagement Data with any known information ● Work with IS and MTSS-C to schedule a meeting with the DIT to complete the following: 　○ Introduce the MIBLSI EWS-C 　○ Provide an overview of EWS (EWIMS Overview and Talking Points-Script) and share additional resources (Edupaths modules, EWI FAQ) 　○ Determine if schools are using standards-based grading, Michigan Data HUB, or have previous use of EWI 　○ Provide DataHub installation checklist/process

	all teachers, etc.), using [MIBLSI's Recommended Approach for Collecting Acadience Reading Data](#) ○ Schedule and determine location for fall refresher session for all assessors (pick one school/place per district to host) ○ Identify district technology contact to work with in setting up [Acadience Data Management](#) ○ Identify who will organize assessment materials (student books, assessor materials, clipboards, stopwatches), ensure they are ordered and available for fall screening ([KRESA pricing form](#)). Support as needed and provide feedback on the process. ○ If multiple elementary schools in the district, pick one that will receive the heaviest direct support. Determine how other schools will learn in that setting and apply learning to their school (other buildings attend the screening where MIBLSI staff will be present). Select school based on administrator buy-in, coach experience, staff turnover.	○ Review the purpose of the *MTSS Assessment System* and preview decisions that will need to be made to support EWS ○ Identify district staff with curriculum, course, and grading practice knowledge to be involved in decisions for EWS ○ Identify a technology support person from the district (or ISD) to support gathering EWI data into an EWS ○ Timelines for pulling EWI data for upcoming school year based on the data review training schedule and term schedule ○ Determine communication between MIBLSI DC, MTSS-C, IS, Tech person and additional district staff and update district communication protocols ● Optional resource for above meeting: [Email Template for Communicating with District Staff](#) (customize for the district)

	Buildings where MIBLSI Reading DC will not be physically present for actual screening will still access support in the form of preparation (materials, schedule, checklist) ○ Determine how often grade-level team meetings should occur in schools. MIBLSI Content says every 4-6 weeks. ● Schedule first meeting with MTSS-C, coach and principal for each assigned school prior to the end of the school year to review the activities and timelines for upcoming reading data coordination work and highlight components that will require scheduling.	

May

All Data Coordinators
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff :* Add assessment schedule table for upcoming year to *MTSS Assessment System* and update administration dates for next year's assessments ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
● Update SWIS Readiness Checklists,	● Provide scheduled date for Acadience	● Review secondary training schedules

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with identified District SWIS Facilitator observing ● Model for identified District SWIS Facilitator how to prepare SWIS licensing paperwork: principals sign at Swift at SWIS training, place in assigned Dropbox folder for submission to U of O by July 26th ● Train Swift at SWIS (if assigned to train) with identified District SWIS facilitator observing ● Identify SWIS user roles for each school ● Work with IS, District Coordinator and District PBIS Coordinators to schedule cohort 1 SWPBIS TFI Walkthroughs and team administration (after Kick-off and before Fall District Data Review, Sept). If Tier 1 score is below 70% in fall, expectation is to schedule PM in winter (Dec/Jan) ● If district is using SDEX, meet with technology staff, IS, MTSS-C, and individuals responsible for making district decisions regarding SIS/SWIS to begin mapping and plan for SDEX to be fully installed by end of September	Reading Essentials training to MTSS-C and district staff. Provide guidance on who to send to Acadience Reading Essentials and Data Interpretation Trainings. All assessors must be trained in Essentials. Individuals without Essentials training will not be eligible to assess.	in MiMTSS for the upcoming school year to understand when data will be needed (CSS for data reviews). Check for any scheduling issues with term dates and CSS dates. (i.e., CSS too close to term end)

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June

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff*   - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team   - Schedule monthly IS/DC check-ins for the upcoming year

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
With IS and MTSS-C, review district data coordinator roles and plan for identification of additional data coordinators to address sustainability and turnover.	Optional: Review the Tier 1 Elementary Reading System & Grade Level Problem Solving training and coaching content as it becomes available to understand what topics will be covered in training and coaching supports, and deepen understanding of how MIBLSI Reading Coordination Supports will be aligned and complementary to training and coaching. If necessary for deepening learning, plan to attend one or more days of Tier 1 Elementary Reading Systems, Grade Level Problem Solving training.	- Review the Secondary Data Review CSS and team training materials to deepen understanding of how EWI data is used by secondary schools. - Optional: Review the Tier 1 Secondary Content Area Reading training and coaching content as it becomes available (including strategies day) to understand what topics will be covered in training and coaching supports, and deepen understanding of how MIBLSI EWS Coordination Supports will be aligned and complementary to training and coaching. If necessary for deepening learning, plan to attend SCAR training.

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Year 2

August

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff :* Delete assessment schedule from the previous year   - Discuss any <u>red flag indicators</u> that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
- With IS and MTSS-C, review district data coordinator roles and plan for identification of additional data coordinators to address sustainability and turnover. - Work with IS, MTSS-C, District PBIS Assessment Coordinator, and MIBLSI Reading DC to schedule R-TFI and SWPBIS TFI administrations with the SLT for the entire school year - Prompt and provide feedback to District PBIS Assessment Coordinator prior to: - Open TFI windows in PBIS Assessment for entire year - Add/editing users as needed - Confirm District PBIS Assessment Coordinator to completed PBIS Assessment Coordinator Certification	- Work with IS, District PBIS Assessment Coordinator, and MIBLSI Reading Data Coordinator to scheduled R-TFI and SWPBIS TFI administrations with the SLT for the entire school year - Train Acadience Reading Essential Workshop (if assigned to train) - Set up Acadience Data Management Account, with district staff observing: - Ensure student demographic information has been entered into Acadience Data Management (race/ethnicity, IEP status) - Kindergarten students have been imported into Acadience Data Management Account using their UIC as their "Student ID." - Existing students have been rolled	- Check in with MIBLSI IS and MTSS-C to ensure all of the district EWS contacts identified last spring have remained the same - Add reminders to work calendar for when communication needs to happen throughout the year (e.g. prompts/reminders) (Re)introduce yourself via email to district staff with a summary of the supports to expect throughout the year.

online module.

- Confirm with District PBIS Assessment Coordinators prior to SWPBIS that SWPBIS TFI walkthrough and administration are scheduled for each school (prior to District Data Review)
- Ensure new SWIS accounts have been established, check school information in SAMI, confirm SWIS user roles for each school, add/edit users in SAMI, with identified District SWIS Facilitator observing
- Review SWIS Readiness for each school to ensure status is still "in place" for all items, with identified District SWIS Facilitator observing
- If needed, schedule and train a Swift at SWIS training for any new users with identified District SWIS Facilitator observing
- Prompt each school's Data Entry person to enter School Days per Month and Enrollment data, with identified District SWIS Facilitator observing
- Set-up each school's SWIS account per their specifications (number of problem behaviors, action taken, custom fields, etc), with identified

into their next grade and classes.
  - Students new to district have been entered into Acadience Data Management Account.
  - Students who have moved out of district have been marked "moved out" in Acadience Data Management.
  - Acadience Data Management user accounts have been updated and communication has been sent to all staff about how to login.
- Prompt and provide feedback to district/school staff on organizing assessment materials for fall screening:
  - Scoring booklets have been printed.
  - Student name and teacher labels have been added to booklets.
  - Student testing materials are available for each assessor.

District SWIS Facilitator observing ● Recommend and support set-up of person import (if applicable) with identified district staff (e.g. IT, District SWIS Facilitator) observing ● Prompt identified District SWIS Facilitators to work with schools to train staff on how to complete the referral form (if applicable, set up and train Referral Only Entry (REO) users for each school using PRE) ● If district will use SDEX, ensure SDEX will be fully installed by end of September		

September

All Data Coordinators
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
● Observe and provide feedback to District PBIS Assessment Coordinator on administration of SWPBIS TFI Tier 1 team administration and walkthrough. If Tier 1 is not at 70%, prompt team to schedule progress	● Train fall refresher session for all assessors with district staff observing ● Prompt and provide feedback to district staff on preparing for fall screening (in at least one school) by ensuring:	● Review resources for pulling EWI data (i.e. EWS Manual, excel files for the district specific Student Information System) ● Work with IS and MTSS-C to schedule a meeting with individuals responsible

monitoring in Dec./Jan.
- Prompt District PBIS Assessment Coordinator to enter scores into PBIS Assessment, generate reports, and review of MiMTSS Behavior Fidelity dashboard
- Confirm District identified SWIS Facilitators to attend December training (October is an option for those with conflicts). Provide names and email addresses of district staff attending December SWIS Facilitator training to Anna Harms

○ Assessors have been identified and are aware of testing dates.
○ All assessors have completed the Acadience Reading Essentials Workshop and refresher trainings are made available prior to the screening date(s).
○ Substitute teachers (if used) have been scheduled for testing dates.
○ Detailed screening schedule for each school and day has been established, factoring in student testing time, time for scoring, and time for transferring students to and from testing location.
○ Schedule has been distributed to all teachers and assessors.
○ Space where students will be assessed has been identified and reserved if necessary.
○ Plan for transferring students to and from testing location. Consider using an additional person to do this (e.g., paraprofessional, parent volunteer).
○ Assessment materials are organized (student booklets, student test materials, stopwatches, clipboards,

for making district decisions regarding the use of EWI in September (trimester schedule) or October (semester/quarter schedule) to
○ Facilitate the completion of remaining portions of the MTSS Assessment System (codes to use, roles, timelines)
○ Prompt district staff to consider a "practice pull" of 20 Day data if technology staff is interested to try the process prior to the winter data pull
○ Facilitate the development of communication plans with SLT about EWS
○ Share and review the tools/resources for pulling EWI data out of the school information system (i.e. EWS Manual, excel files for the district specific Student Information System)

	calculators, and pencils)	
	○ Plan for testing absent students is in place ● Plan for and model how to check accuracy of data collection (fidelity checks) is in place including one of the following options: ○ Gold standard: Inter-rater reliability with each assessor is conducted on every measure they assess, 20% of student booklets are randomly checked for scoring accuracy, 20% of student data entry is randomly checked for accuracy ○ Acceptable alternative: Observer checklists are completed on each assessor and measure, 10% of student booklets are randomly checked for scoring accuracy, 10% of student data entry is randomly checked for accuracy ● Provide feedback on accuracy of data collection and plan for improvements ● Prompt and provide feedback on identifying staff members to enter scores into Acadience Data Management. Consider entering data in pairs to help prevent data entry errors, one person reading scores	

	aloud and one person entering scores. ● Prompt and provide feedback to district staff in helping coaches log into their Acadience Data Management Account and generate reports (Status and Overview reports are needed for Tier 1 Reading Systems CSS and team training, Sept) ● Work with IS and MTSS-C to confirm Tier 1 of the R-TFI with the SLT is scheduled(Elementary: after Tier 1 Reading Systems and before WDR CSS, Secondary: after SCAR Day 2 and before WDR CSS, Nov/Dec)	

October

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
● Model for District SWIS facilitator how to check September SWIS Data Integrity and follow-up with principals and coaches to address any	● Work with IS and MTSS-C to identify District R-TFI Facilitators to complete online course prior to spring R-TFI administration. Prompt the	● Facilitate communication with SLT about EWS (EWIMS Overview Talking Points), with district staff observing ● Prompt DIT to consider

concerns, support schools in interpreting the dashboard reports, generate SWIS summary statements, and conduct a drill down
  ○ Optional Resource: SWIS Drill Down Worksheet
  ○ Optional Resource: SWIS Data Meetings
● Confirm that principal and coach are prepared to lead the analysis of SWIS data and action planning at the next SLT meeting
	identification of multiple coordinators to address sustainability and turnover. Selected individuals who will participate in team administration of R-TFIs in Oct/Nov. During administration, potential R-TFI Facilitator completes the R-TFI Administration Fidelity Checklist while observing the MIBLSI RDC
	● MIBLSI RDC reviews list of potential data sources with the potential R-TFI Facilitator to determine if the school may have some of these products already developed. RDC and potential R-TFI Facilitator review products together prior to R-TFI administration (October/November). RDC gives guidance to potential R-TFI Facilitator on "look fors" given where the school is at in its implementation.
	● MIBLSI RDC debriefs after the administration for what went well and what could be improved
	● Potential R-TFI Facilitator needs to Register for (1/21/20) R-TFI Tier 1 training
	● Train Acadience Reading Data Interpretation in hubs as assigned
		communication with parents/community of the schools that will be implementing EWS in the winter

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November

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff*   - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
- Work with IS to schedule a meeting in December with District Coordinator, Reading DC, and Liaisons regarding SRSS-IE and use of CICO-SWIS prior to Intervention Systems Training - Model for District SWIS facilitator how to check October SWIS Data Integrity and follow-up with principals and coaches to address any concerns, support schools in interpreting the dashboard reports, generate SWIS summary statements, and conduct a drill down - Confirm that principal and coach are prepared to lead the analysis of SWIS data and action planning at the next SLT meeting	- Work with IS to schedule a meeting in December with District Coordinator, PBIS DC, district and Liaisons regarding selection of a CBM (Acadience Reading 7-9) or diagnostic assessment data to support a gated procedure for identifying students in need of reading intervention prior to Intervention Systems training - Administer Tier 1 of the R-TFI with the SLT (Elementary: after Tier 1 Reading Systems and before WDR CSS, Secondary: after SCAR Day 2 and before WDR CSS, Nov/Dec), with identified District R-TFI Facilitator/s observing - Prompt and provide feedback to identified District R-TFI Facilitator/s on entering scores/notes into MiMTSS - Model for identified District R-TFI Facilitator/s how to access/review	**Trimesters:** - Model for district staff how to prepare cohort 1 schools on trimesters to pull EWI data for the first time, consider on-site support for the initial data pull - Model for district staff how to prompt EWS data pull 2-weeks and 1-week prior, including: - Re-share tools/resources - Extract data from SIS - Paste into excel tool - Refresh pivot tables - Confirm data are gathered - Facilitate data accuracy checks with district staff and fix any issues (Use EWI Data Accuracy Checklist), with district staff observing - Model for district staff supporting EWS-C how to prompt data to be shared with coaches to enter at the Coaching Support Session for

	MiMTSS Reading Fidelity dashboard	Secondary Winter Data Review

	• Prepare for winter screening
	   ○ Prompt district staff to update Acadience Data Management Account, including edits to schools, classes, students, users
	   ○ Prompt and provide feedback to district staff on:
	      ■ scheduling and training winter refresher session for all assessors
	      ■ organizing assessment materials
	      ■ Establishing detailed screening schedules for each school and day
	      ■ Plan for checking accuracy of data collection
	      ■ Plan for entering data in Acadience Data Management Account.
	• Help SLT coach and principal prepare to discuss Acadience Data Management reports within grade level teams
		• Support understanding of EWI data prior to or during the CSS for Secondary Data Review, with district staff observing
		• Prompt review of MiMTSS entry and dashboards following CSS for Secondary Data Review, with district staff observing

December

All Data Coordinators

MIBLSI

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
- Facilitate meeting with Reading DC, MTSS-C and Liaisons regarding secondary CBM support (Acadience Reading 7-9), diagnostic assessments, SRSS-IE and CICO-SWIS - Provide SRSS-IE Overview, SRSS-IE FAQ - Make district decisions about SRSS-IE - Share SRSS-IE Coordinator training schedule and timeline for identifying district coordinator - SWIS pricing, determine if CICO-SWIS will be added prior to new SWIS Suite invoice in August - Model for District SWIS facilitator how to check November SWIS Data Integrity and follow-up with principals and coaches to address any concerns, support schools in interpreting the dashboard reports, generate SWIS summary statements, and conduct a drill down - Confirm that principal and coach	- Facilitate meeting with PBIS DC, MTSS-C and Liaisons regarding secondary CBM support (Acadience Reading 7-9), diagnostic assessments, SRSS-IE and CICO-SWIS - Document decisions related to diagnostic assessments in the MTSS Assessment System - Document decisions related to Acadience Reading 7-9/reading screening for secondary schools in the MTSS Assessment System - Help SLT coach and principal prepare to discuss Acadience Reading reports within grade level teams	**Trimesters:** - Work with IS, MTSS-C, and district staff to gather any questions and provide feedback for use of EWI data at the Secondary Data review - Update the *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data - Communicate changes with Principal, MTSS-C and Coaches - If significant changes are needed, consider scheduling a meeting to (re)establish school settings, timelines, and/or roles - Work with MTSS-C and SLTs to provide an overview of EWS to all school staff and share school data following Winter Data Review

prepared to lead analysis of SWIS data/action plan at next SLT meeting ● Review 3 months of SWIS data to determine if school is ready to consider collection of minor behavioral data (must be below national median 3 consecutive months and have accurate data based on data integrity and feedback from staff)		

January

All Data Coordinators
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
All Cohorts: ● Confirm that District SWIS Facilitator attended October/December training ● Assist new district SWIS Facilitator in getting access to all school SWIS accounts **Cohort 1:** ● Prompt District PBIS Assessment Coordinator to work with principals, coaches, and MTSS-C to schedule SWPBIS TFI Tier 1 (before CSS	**Cohort 1:** ● Work with IS and MTSS-C to Identify District Acadience Data Mentors to attend spring Mentor training. Prompt the identification of multiple coordinators to address sustainability and turnover. ● Confirm with district staff that winter refresher session occurred for all assessors	**Cohort 1 (Semesters):** ● Model for district staff how to prepare schools on semesters to pull EWI data for the first time, consider on-site support for the initial data pull ● Model for district staff how to prompt EWS data pull 2-weeks and 1-week prior, including: ○ Re-share tools/resources ○ Extract data from SIS ○ Paste into excel tool

Spring Data Review, Mar/Apr),
- Prompt and provide feedback to District SWIS facilitator on supporting schools with SWIS Data Integrity

Cohort 2:
- Prompt District PBIS Assessment Coordinator to work with principals, coaches, and MTSS-C to schedule SWPBIS TFI Tier I Walkthrough & Team Administration with the School Leadership Team (between PBIS/PSC Days 2 and 3, Feb/Mar)
- Prompt the District SWIS Facilitator to meet with the MTSS-C, principals and coaches for cohort 2 schools prior to the Tier 1 PBIS/PSC <u>Day 2</u> (Feb/Mar) to:
  - Review activities and timelines for PBIS Data Coordination work.
  - Schedule SWIS Readiness Activities: with the MTSS-C and SLT, after Day 2 of Tier 1 PBIS/PSC and at least 2 weeks before SWIFT at SWIS (Mar/Apr)
    - Resources: SWIS Readiness Talking Points, SWIS Readiness Resources
  - Prompt conversation about SWIS data integration and PRE
    - If district is using SDEX,

- Assist with winter screening in at least one school prior to the CSS for Winter Data Review
  - Model checking accuracy of data collection, provide feedback and plan for improvements, district observes
  - Prompt and provide feedback to district staff on entering scores into Acadience Data Management and generating reports
  - Ensure coaches have access to the reports needed for the Winter Data Review CSS
- Provide follow-up data coordination supports as needed ·
- Complete R-TFI Tier 1 training in-person on (1/21/20)

- Refresh pivot tables
- Confirm data are gathered
- Facilitate data accuracy checks with district staff and fix any issues (Use EWI Data Accuracy Checklist), with district staff observing
- Model for district staff how to prompt data to be shared with coaches to enter the data at the Coaching Support Session for Secondary Winter Data Review
- Support understanding of EWI data prior to or during the CSS for Secondary Data Review, with district staff observing
- Prompt review of MiMTSS entry and dashboards following CSS for Secondary Data Review, with district staff observing

schedule meeting in late spring/summer to begin mapping and plan for SDEX to be fully installed by end of September.		

February

All Data Coordinators
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
Cohort 1: ● Prompt and provide feedback to District SWIS facilitator on supporting schools with SWIS Data Integrity **Cohort 2:** ● Prompt District PBIS Assessment Coordinator prior to SWPBIS TFI Administrations to: 　○ Open TFI windows in PBIS Assessment 　○ Add/edit users as needed ● Prompt District PBIS Assessment Coordinator to administer SWPBIS TFIs, enter scores into PBIS Assessment, generate reports, and	**Cohort 1:** ● Confirm District R-TFI Facilitator/s completed online course prior to spring R-TFI administration	**Cohort 1 (Semesters):** ● Work with IS, MTSS-C, and with district staff supporting EWS-C to gather any questions and provide feedback to use of EWI data at the Secondary Data review 　○ Update the *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data 　○ Communicate changes with Principal, MTSS-C and Coaches 　○ If significant changes are needed, consider scheduling a meeting to (re)establish school settings,

review MiMTSS Behavior Fidelity dashboard		- timelines, and/or roles - Work with MTSS-C and SLTs to provide an overview of EWS to all school staff and share school data following Winter Data Review - Work with IS and District MTSS-C to <u>identify District EWS Coordinators</u> to attend May training, prompt to register. Prompt the identification of multiple coordinators to address sustainability and turnover. Consider attending to support.

March

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff*   - Discuss any <u>red flag indicators</u> that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
Cohort 1: - Prompt District PBIS Assessment Coordinator prior to SWPBIS TFI Administrations for cohort 1 to: - Open TFI windows in PBIS Assessment - Add/edit users as needed - Prompt District PBIS Assessment	**Cohort 1:** Work with the IS, MTSS-C and District R-TFI Facilitator/s to confirm Tier 1 the Elementary R-TFI (before Spring Data Review CSS, Mar/Apr) and/or All Tiers of the Secondary R-TFI (between Intervention Systems Day 1 and Spring Data Review CSS,	**Cohort 1:** - Model for identified District EWS-C how to prepare cohort 1 schools to pull EWI data for trimester 2/quarter 3/midterm - Prompt EWS data pull 2-weeks and 1-week prior, including: - Re-share tools/resources

Coordinator to administer of Tier 1 SWPBIS TFI
- Prompt District PBIS Assessment Coordinator to enter scores into PBIS Assessment, generate reports, and review MiMTSS Behavior Fidelity dashboard
- Prompt and provide feedback to District SWIS facilitator on supporting schools with SWIS Data Integrity

Cohort 2:
- Prompt and provide feedback to District SWIS Facilitator on facilitating SWIS Readiness during a meeting with SLT (after Day 2 of Tier 1 PBIS/PSC and at least 2 weeks before SWIFT at SWIS, Mar/Apr)
  - Resources: SWIS Readiness Talking Points, SWIS Readiness Resources
- Prompt District SWIS Facilitator to ensure SWIFT at SWIS is scheduled for May
- Confirm decision to use PRE prior to SWIFT at SWIS and complete PRE Readiness
- Prompt District SWIS Facilitator to update SWIS Readiness Checklists

Mar/Apr) have been scheduled. District R-TFI Facilitator/s will administer Tier 1, MIBLSI Reading DC will model Secondary Tier 2/3.

Cohort 2:
- Work with identified District Acadience Reading Mentors to:
  - Confirm contact information for each of your assigned SLTs (start with MiMTSS-school's context tab)
  - Gather information about 1) whether your assigned schools currently uses Acadience Data Management, 2) has a Acadience Data Management Account, and 3) whether your schools/district already have a trained and active Acadience Reading Mentor and Reading Tiered Fidelity Inventory Facilitator
  - Look in MiMTSS for any historical Acadience Reading or R-TFI data

  - Extract data from SIS
  - Paste into excel tool
  - Refresh pivot tables
- Confirm data are gathered
- Facilitate data accuracy checks with identified District EWS-C observing and fix any issues (Use EWI Data Accuracy Checklist)
- Model for identified District EWS-C how to prompt data to be shared with coaches to enter the data at the CSS for Secondary Data Review
- Support understanding of EWI data prior to or during the CSS for Secondary Data Review with identified District EWS-C observing
- Prompt review of MiMTSS entry and dashboards following CSS for Secondary Data Review with identified District EWS-C observing

Cohort 2:
- Work with identified District EWS-C to:
  - Confirm contact information for each of your assigned school leadership teams (start with MiMTSS-school's context tab)
  - Gather information about 1) whether your assigned schools currently uses an Early Warning System and 2) whether your

		schools/district already have a trained EWS Coordinator ○ Look in MiMTSS for any historical EWI data and information on if schools is on semesters or trimesters

April

All Data Coordinators
● Work with MIBLSI IS to coordinate all work   ● *Update MTSS Assessment System with district staff*   ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
All Cohorts: ● Work with IS and MTSS-C to identify District SRSS-IE Coordinators to attend August training using the SRSS-IE Coordinator Roles and Responsibilities document to support selection. Prompt the identification of multiple coordinators to address sustainability and turnover. ● Prompt and provide feedback to District SWIS facilitator on supporting schools with SWIS Data Integrity **Cohort 2:** ● Prompt District SWIS Facilitator to	**Cohort 1:** ● Confirm District Acadience Reading Mentors attended spring Mentor training ● Observe and provide feedback to District R-TFI Facilitator/s on administration of Tier 1 R-TFI, model administration of Secondary Tier 2/3 ● Prompt and provide feedback to District R-TFI Facilitator/s on entering scores/notes into MiMTSS and reviewing MiMTSS Reading Fidelity dashboard ● MIBLSI RDC completes the R-TFI	**Cohort 1:** ● Work with IS, MTSS-C, identified District EWS-C and school staff to determine the incoming risk indicator(s) to be used for the first 20 days of school ● Work with identified District EWS-C to gather any questions and provide feedback to use of EWI data at the Secondary Data review ○ Update *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data

update SWIS Readiness Checklists
● Support District SWIS Facilitator in preparing to train Swift at SWIS. Include PRE training materials if applicable.
	[Administration Fidelity Checklist](#)
	● Work with District R-TFI Facilitators to make a plan to attend the R-TFI Advanced Tiers training the following year
	● Review current/existing progress monitoring practices within school(s) to better understand what work will need to happen in April and May. If district is ready:
	  ● Work with District Acadience Mentor on how to set up intervention groups in Acadience Data Management, enter PM data (per frequency decisions), add phase lines, review PM reports and apply decision rules using [Decision Rules For Students Guidance](#)
	● Prepare for spring screening
	  ○ Setup Acadience Data Management Account, including edits to schools, classes, students, users, with district staff observing
	  ○ Prompt and provide feedback to district staff on:
	    ■ scheduling and training spring refresher session for all assessors
	    ■ organizing assessment
		○ Communicate changes with Principal, MTSS-C and Coaches
		  ○ If significant changes are needed, consider scheduling a meeting to (re)establish school settings, timelines, and/or roles
		Cohort 2:
		● Schedule and model for identified District EWS-C how to facilitate a meeting to complete the following sections of the *MTSS Assessment System:*
		  ○ Provide an overview of EWS ([EWIMS Overview](#)) and share additional resources (Edupaths modules, EWI FAQ)
		  ○ Determine if schools are using standards-based grading, Michigan Data HUB, or have previous use of EWI
		  ○ Determine method for summarizing EWI data (using MIBLSI resources for SIS or another approach)
		  ○ Identify district staff with curriculum, course, and grading practice knowledge to be involved in decisions for EWS
		  ○ Identify a technology support person from the district (or ISD) to support gathering EWI data into an

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materials
- ■ Establishing detailed screening schedules for each school and day
- ■ Plan for checking accuracy of data collection
- ■ Plan for entering data into Acadience Data Management.

Cohort 2:
- Prompt District Acadience Reading Mentor to schedule first meeting with MTSS-C, coach and principal for each assigned schools prior to the end of the school year to review the activities and timelines for upcoming reading data coordination work and highlight components that will require scheduling.

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EWS
- ○ Timelines for pulling EWI data for upcoming school year based on the data review training schedule and term schedule
- ○ Determine communication between MIBLSI DC, MTSS-C, IS, Tech person and additional district staff and update district communication protocols

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May

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff :* Add assessment schedule table for upcoming year and update administration dates for next year's assessments   - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
Cohort 1:	**Cohort 1:**	**All Cohorts:**

- Work with District PBIS Coordinators and MTSS-C to schedule SWPBIS TFI Walkthroughs and team administration in September, if spring TFI Tier 1 score was below 70%
- Prompt and provide feedback to District SWIS Facilitator to:
  - Confirm and prompt individuals who will enter end of year SWIS data into MiMTSS, determine when end of year data will be entered (in summer or at Fall CSS for Data Review)
  - Supporting schools with SWIS Data Integrity
  - Review annual SWIS Readiness
  - If additional SWIS applications (e.g., CICO-SWIS) need to be added, submit a new license agreement to obtain the bundled rate
- Work with IS, MTSS-C, and identified District SRSS-IE-IE Coordinator to:
  - Schedule SRSS-IE administration in each of the schools for fall
  - Plan for developing staff and parent communication regarding use of SRSS-IE (consider a single communication outlining all district assessments)

- Review current/existing progress monitoring practices within school(s) to better understand what work will need to happen in April and May.
- Confirm with district staff that spring refresher session occurred for all assessors
- Assist with spring screening in at least one school prior to the CSS for Spring Data Review
  - Model checking accuracy of data collection, provide feedback and plan for improvements, district observes
  - Prompt and provide feedback to district staff on entering scores into Acadience Data Management and generate reports
  - Ensure coaches have access to the reports needed for the Spring Data Review CSS.
- Prompt and provide feedback to district staff to document the following district-level decisions for the upcoming school year:
  - Schedule fall, winter, and spring screening dates in each school
  - Confirm approach to data collection using MIBLSI's

- Confirm District EWS Coordinator attended May training
- Prompt district/school staff to consider additional communication needed with school staff, parents and community members regarding EWS

Cohort 1:
- Model for District EWS-C how to prepare schools to pull EWI data for end of year (prior to SIS rollover)
- Prompt EWS data pull 2-weeks and 1-week prior, including:
  - Re-share tools/resources
  - Extract data from SIS
  - Paste into excel tool
  - Refresh pivot tables
- Confirm data are gathered
- Facilitate data accuracy checks with district staff and fix any issues (Use EWI Data Accuracy Checklist)
- Prompt data to be shared with identified individual to enter into MiMTSS
- Confirm and prompt individuals who will enter end of year EWI data into MiMTSS, including when end of year data will be entered (in summer or at Fall CSS for Data Review)
- Model for District EWS-C how to work with cohort 1 schools to determine the

○ Make district decisions regarding the installation of SRSS-IE (SRSS-IE Tools & Resources)

Cohort 2:
● Work with District PBIS Coordinators and MTSS-C to schedule cohort 1 SWPBIS TFI Walkthroughs and team administration (after Kick-off and before Fall District Data Review, Sept). If Tier 1 score is below 70% in fall, expectations is to schedule PM in winter (Dec/Jan)
● Prompt and provide feedback to District SWIS Facilitator to:
  ○ Update SWIS Readiness Checklists
  ○ Prepare SWIS licensing paperwork: principals sign at Swift at SWIS training, place in assigned Dropbox folder for submission to U of O between July 15th and July 25th
  ○ Train Swift at SWIS
  ○ Confirm SWIS user roles for each school and add/edit users in SAMI
  ○ If district is using SDEX, begin mapping and plan for SDEX to be fully installed by end of September

Recommended Approach for Collecting Acadience Reading Data as a resource
  ○ Confirm plan that will ensure all assessors are trained in Essentials. Individuals without Essentials training will not be eligible to assess. Local Mentor(s) should be able to conduct training now.
  ○ Schedule and determine location for fall refresher session for all assessors (pick one school/place per district to host)
● Ensure that the ordering of materials and Acadience Data Management Account management is on the radar for August.

Cohort 2:
● Provide scheduled date for Acadience Reading Essentials training to MTSS-C and district staff. Provide guidance on who to send to Acadience Reading Essentials and Data Interpretation Trainings. All assessors must be trained in Essentials. Individuals without Essentials training will not be eligible to assess.

incoming risk indicator(s) to be used for the first 20 days of school
● Model for District EW-C how to prepare the excel tool for the upcoming school year to pull incoming risk indicator data
● Work with IS and MTSS-C to gather any questions or feedback from the end of year data pull

MIBLSI

June

All Data Coordinators
• Work with MIBLSI IS to coordinate all work • *Update MTSS Assessment System with district staff* • Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team • Schedule monthly IS/DC check-ins for the upcoming year • With IS and MTSS-C, review district data coordinator roles and plan for identification and training of additional data coordinators to address sustainability and turnover

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators

		Cohort 1:
		• Work with District EWS-C to gather any questions and provide feedback for use of EWI data
		   ○ Update *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data
		   ○ Communicate changes with Principal, MTSS-C and Coaches
		   ○ If significant changes are needed, consider scheduling a meeting to (re)establish school settings, timelines, and/or roles

MIBLSI

Year 3

August

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff :* Delete assessment schedule from the previous year   - Discuss any <u>red flag indicators</u> that a partnership is off track and bring to the attention of the core team   - Work with IS, MIBLSI and District Data Coordinators to conduct a product review of the *MTSS Assessment System*   - With IS and MTSS-C, review district data coordinator roles and plan for identification and training of additional data coordinators to address sustainability and turnover.

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
All Cohorts: - Work with IS, MTSS-C, District PBIS Assessment Coordinator and District Reading DC to schedule TFI administrations with SLTs for the entire school year - Prompt District PBIS Assessment Coordinator prior to: - Open TFI windows in PBIS Assessment for entire year - Add/editing users as needed - Prompt District SWIS Facilitator to: - Ensure new SWIS accounts have been established, check school information in SAMI, and add/edit users in SAMI if needed	**All Cohorts:** - Work with IS, MTSS-C, District PBIS Assessment Coordinator and District Reading Data Coordinators to schedule TFI administrations with SLTs for the entire school year - Prompt and provide feedback to district/school staff on organizing assessment materials for fall screening: - Scoring booklets are printed - Student name and teacher labels have been added to booklets. - Student testing materials are available for each assessor. - Prompt district admin to set up	**All Cohorts:** - Prompt District EWS-C to add reminders to work calendar for when communication needs to happen throughout the year (e.g. prompts/reminders) **Cohort 1:** - Confirm that end of the year EWI data was entered in MiMTSS - Prompt and provide feedback to District EWS-C to update *MTSS Assessment System* , including: - Re-establish school settings - Re-define roles and communication - Re-establish timelines

- ○ Review SWIS Readiness requirements with all schools
- ○ Prompt scheduling and training of Swift at SWIS for new users, if needed
- ○ Prompt each school's Data Entry person to enter School Days per Month and Enrollment data
- ○ Set-up each school's SWIS account per their specifications (number of problem behaviors, action taken, custom fields, etc)
- ○ Set-up person import (if applicable) with identified district staff (e.g. IT, school staff)
- ○ Work with schools to train on staff on how to complete the referral form (if applicable, set up and train Referral Only Entry (REO) users for each school using PRE)
- ○ If district will use SDEX, ensure SDEX will be fully installed for cohort 2 by end of September.

Cohort 1:

- ● Work with District PBIS Coordinator to confirm SWPBIS TFI Walkthroughs and team administration in September, if spring TFI Tier 1 score was below 70%
- ● Confirm with IS, MTSS-C, and

Acadience Data Management Account by ensuring that:

- ○ Kindergarten students have been imported into Acadience Data Management Account using their UIC as their "Student ID."
- ○ Existing students have been rolled into their next grade and classes.
- ○ Students new to district have been entered into Acadience Data Management.
- ○ Students who have moved out of district have been marked "moved out" inAcadience Data Management.
- ○ Acadience Data Management user Accounts are updated and communication sent to all staff about how to login.
- ○ Help district to add student demographic information into Acadience Data Management Account (race/ethnicity, IEP)
- ● Prompt and provide feedback to local Acadience Reading Mentor to conduct Acadience Reading Essential training. This may include co-training if needed. Include staff who will collect progress monitoring data.
- ● Contact Acadience Reading District

- ● Prompt and provide feedback to District EWS-C on accessing updated EWS Manual and Excel files for the district specific Student Information System (SIS) and share with IT staff
- ● Prompt and provide feedback on parent/community communication regarding use of EWI as part of universal screening

MIBLSI

identified District SRSS-IE-IE Coordinator the schedule of the SRSS-IE administration in each school
● With IS, MTSS-C and District SRSS-IE Coordinator, confirm the plan for communicating with families regarding use of SRSS-IE-IE (consider a single communication outlining all district assessments)
Cohort 2:
● Work with District PBIS Assessment Coordinator to confirm the fall SWPBIS TFI administration for cohort 2 schools, including walkthroughs (prior to District Data Review, Oct)
	Mentor to see if they received Whispers to Mentors
	● Prompt District Acadience Reading Mentors to prepare for fall screening
	  ○ Establish detailed screening schedules for each school and day
	  ○ Plan for checking data accuracy
	  ○ Plan for entering data into Acadience Data Management.
	Cohort 1:
	● Work with district and school staff to update decisions regarding progress monitoring	

September

All Data Coordinators
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators

All Cohorts:	All Cohorts:	Cohort 1:

● Confirm District SRSS-IE Coordinator attended August training
 	
Cohort 1:
 	
● Prepare materials for training staff on the administration of the SRSS-IE (SRSS-IE Coordinator Training Script and Staff Overview) with identified District SRSS-IE Coordinator observing
● Work with district IT and identified District SRSS-IE Coordinator to ensure systems are set up to compile and organize SRSS-IE-IE data (SRSS-IE Spreadsheets & Summary Tools)
 	
Cohort 2:
 	
● Confirm with District PBIS Assessment Coordinator SWPBIS completion of TFI Tier 1 and scores entered in PBIS Assessment
● If Tier 1 is not at 70%, prompt team to schedule progress monitoring in Dec./Jan.
	● Review content for Elementary Intervention Systems Day 2 and 3
	● Prompt and provide feedback to District Acadience Reading Mentors when training fall refresher session for all assessors
	● Prompt and provide feedback on completion of fall screening including:
	  ○ Checking accuracy of data collection, provide feedback and plan for improvements
	  ○ Entering scores into Acadience Data Management and generating reports
	  ○ Ensuring coaches have access to the reports needed for the Winter Data Review CSS.
		● Prompt District EWS-C to complete 20 day pull of EWI data
		● Prompt and provide feedback to district in checking accuracy of data prior to sharing with coaches
		● Prompt data to be shared with coaches to enter into MiMTSS
		
		Cohort 2:
		
		● Prompt District EWS-C to schedule a meeting with staff in October (trimester schedule) or November (semester/quarter schedule) to
		  ○ Share and review the tools/resources for pulling EWI, if different from cohort 1
		  ○ Facilitate the completion of remaining portions of the *MTSS Assessment System* (codes to use, roles, timelines)
		  ○ Facilitate the development of communication plans with SLT and DIT about EWS
		  ○ Consider a "practice pull" of 20 Day data if the technology staff is interested in trying out the process prior to the winter data pull

MIBLSI

October

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff*   - Discuss any <u>red flag indicators</u> that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
Cohort 1: ● Confirm with IS, MTSS-C and District PBIS Assessment Coordinator that SWPBIS TFI Tier 2 is scheduled (Elementary: between Intervention Systems Days 1 & 2, Secondary: before Intervention Systems Day 2, Nov/Dec) ● Prompt District PBIS Assessment Coordinator prior to SWPBIS TFI Administrations to: ○ Open TFI windows in PBIS Assessment ○ Add/edit users as needed ● Model training of staff on how to complete ratings for the SRSS-IE and compile data (if necessary), with identified District SRSS-IE Coordinator observing (<u>SRSS-IE Coordinator Training Script</u> and <u>Staff Overview</u>)	**All Cohorts:** ● Check to see if anyone in-district needs to attend December Acadience Reading Essentials Workshop **Cohort 1:** ● Work with District Acadience Mentor on how to set up intervention groups in Acadience Data Management, enter PM data (per frequency decisions), add phase lines, review PM reports and apply decision rules using <u>Decision Rules For Students Guidance</u> ● Confirm with IS, MTSS-C and District R-TFI Facilitators that R-TFI Tier 2 or Tier 2/3 is scheduled (Elementary: between Intervention Systems Day 1 & 2, Secondary:prior to Intervention Systems Day 2, Nov/Dec) **Cohort 2:** ● Confirm with IS, MTSS-C and District	**Cohort 1:** ● Prompt District EWS-C to update *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data and communicate changes with Principal, MTSS-C and Coaches **Cohort 2:** ● Prompt and provide feedback to District EWS-C to facilitate communication with cohort 2 SLTs about EWS (<u>EWIMS Overview Talking Points</u>) ● Prompt communication with parents/community, if not already addressed

• Work with district IT and identified District SRSS-IE-IE Coordinator to ensure systems are set up to compile and organize SRSS-IE data ([SRSS-IE Spreadsheets & Summary Tools](#)) • Model for identified District SRSS-IE Coordinator how to check data accuracy for SRSS-IE and fix any issues ([SRSS-IE Data Accuracy Checklist](#)) • Prompt MTSS-C and school coaches to add SRSS-IE data to MiMTSS **Cohort 2:** • Prompt District SWIS facilitator to support schools with checking SWIS Data Integrity, interpreting dashboard reports, conducting drill down and confirming principals/coach are prepared to lead SWIS data analysis at the next SLT meeting	R-TFI Facilitator/s that R-TFI Tier 1 is scheduled (Elementary: after Tier 1 Reading Systems and before WDR CSS, Secondary: after SCAR Day 2 and before WDR CSS, Nov/Dec)	

November

All Data Coordinators		
• Work with MIBLSI IS to coordinate all work • *Update MTSS Assessment System with district staff* • Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators

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Cohort 1:	Cohort 1:	Trimesters:
● Model administration of Tier 2 SWPBIS TFI, with District PBIS Assessment Coordinator observing (Nov/Dec) ● Prompt District PBIS Coordinator to enter scores into PBIS Assessment ● Prompt MTSS-C and identified District SRSS-IE Coordinator to schedule the SRSS-IE administration for December **Cohort 2:** ● Work with IS to schedule a meeting in December with District Coordinator and Liaisons regarding use of CICO-SWIS prior to Intervention Systems Training ● Prompt and provide feedback to District SWIS facilitator on supporting schools with checking SWIS Data Integrity, interpreting dashboard reports, conducting drill down and confirming principals/coach are prepared to lead SWIS data analysis at the next SLT meeting	● Model administration of Tier 2 Elementary R-TFI, with District R-TFI Facilitator observing ● Observe and provide feedback to District R-TFI Facilitator on administration of Secondary R-TFI Tier 2/3 (Nov/Dec) ● Prompt District R-TFI Facilitator/s on entering scores/notes into MiMTSS and reviewing MiMTSS Reading Fidelity dashboard. **Cohort 2:** ● Work with IS to schedule a meeting in December with District Coordinator and Liaisons regarding selection of a CBM (CARI) or additional data to support a gated procedure for identifying students in need of reading intervention prior to Intervention Systems Training ● Prompt District R-TFI Facilitator/s to administer Tier 1 of the R-TFI with the SLT (Elementary: after Tier 1 Reading Systems and before WDR CSS, Secondary: after SCAR Day 2 and before WDR CSS, Nov/Dec). ● Prompt District R-TFI Facilitator/s on entering scores/notes into MiMTSS and reviewing MiMTSS Reading	● Prompt District EWS-C to prompt Trimester 1 pull of EWI data for all schools ● Prompt and provide feedback to district in checking accuracy of data prior to sharing with coaches for all schools ● Prompt data to be shared with coaches to enter into MiMTSS for all schools **Cohort 2:** ● Prompt District EWS-C to consider on-site support for the initial data pull ● Prompt District EWS-C to support understanding of EWI data prior to or during the CSS for Secondary Data Review

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	Fidelity dashboard.	

December

All Data Coordinators
 ● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators

MIBLSI

Cohort 1:	All Cohorts:	Trimesters:
- Model administration of Tier 2 SWPBIS TFI, with District PBIS Assessment Coordinator observing (Nov/Dec) - Prompt District PBIS Coordinator to enter scores into PBIS Assessment - Observe and provide feedback to the identified District SRSS-IE Coordinator on training staff on completion of ratings, compiling data and checking data accuracy for SRSS-IE - Follow-up with IS to determine if supports are needed for schools to prepare intervention access and effectiveness data prior to winter data review. **Cohort 2:** - Prompt District SWIS facilitator to support schools with checking SWIS Data Integrity, interpreting dashboard reports, conducting drill down and confirming principals/coach are prepared to lead SWIS data analysis at the next SLT meeting	- Follow-up with IS to determine if supports are needed for schools to prepare intervention access and effectiveness data prior to winter data review. - Prompt District Acadience Reading Mentors to prepare for winter screening - Update Acadience Data Management Account, including edits to schools, classes, students, users, with district staff observing - Schedule and train winter refresher session for all assessors - Organizing assessment materials - Establishing detailed screening schedules for each school and day (provide feedback) - Plan for checking accuracy of data collection - Plan for entering data into Acadience Data Management Account.	Prompt District EWS-C to update *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data and communicate changes with Principal, MTSS-C and Coaches

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January

All Data Coordinators		
• Work with MIBLSI IS to coordinate all work • *Update MTSS Assessment System with district staff* • Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators

Cohort 1:
 	
• Prompt identified District SRSS-IE Coordinator to ensure coaches have access to the SRSS-IE data prior to the CSS for Winter Data Review to enter into MiMTSS
• Work with MTSS-C and District SWIS Facilitator to provide an Overview of I-SWIS, pricing options, information on next I-SWIS Facilitator Training and prompt exploration of the demo account
	All Cohorts:
	• Work with MIBLSI IS/DCs to coordinate all work
	• *Update MTSS Assessment System*
	• Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team
	• Prompt completion of winter screening including:
	  ○ Checking accuracy of data collection, provide feedback and plan for improvements
	  ○ Entering scores into Acadience Data Management Account and generating reports
	  ○ Ensuring coaches have access to the reports needed for the Winter Data Review CSS.
		All Cohorts (Semesters):
		• Prompt District EWS-C to prompt Semester 1 pull of EWI data for all schools
		• Prompt and provide feedback to district in checking accuracy of data prior to sharing with coaches for all schools
		• Prompt data to be shared with coaches to enter into MiMTSS for all schools
		Cohort 2:
		• Prompt District EWS-C to consider on-site support for the initial data pull
		• Prompt District EWS-C to support understanding of EWI data prior to or during the CSS for Secondary Data Review

	● Prompt and provide feedback to staff on setting up intervention groups in Acadience Data Management,, entering PM data (per frequency decisions), adding phase lines, reviewing PM reports and applying decision rules	

February

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
Cohort 1: ● Confirm with IS, MTSS-C and District PBIS Assessment Coordinator schedule for SWPBIS TFI administration, All tiers (prior to CSS for Spring Data Review, Mar/Apr). MIBLSI administer Tier 3. **Cohort 2:** ● Confirm with IS, MTSS-C and District PBIS Assessment Coordinator schedule for SWPBIS TFI Tier 1	**Cohort 1:** ● Confirm with IS, MTSS-C and District R-TFI Facilitator/s schedule for R-TFI administration, All tiers (prior to CSS for Spring Data Review, Mar/Apr). MIBLSI administer Elementary Tier 3. **Cohort 2:** ● Confirm with IS, MTSS-C and District R-TFI Facilitator/s schedule for R-TFI administration, Tier 1 (El), All Tiers (Sec) (prior to CSS for Spring Data	**Semesters:** ● Prompt District EWS-C to update *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data and communicate changes with Principal, MTSS-C and Coaches

administration (prior to CSS for Spring Data, Mar/Apr)	Review, Mar/Apr)	

March

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	**Reading Data Coordinators**	**EWS Data Coordinators**
All Cohorts: ● Prompt District PBIS Assessment Coordinator prior to SWPBIS TFI Administrations to: ○ Open TFI windows in PBIS Assessment for all schools ○ Add/edit users as needed ● Prompt District PBIS Coordinator to enter scores into PBIS Assessment **Cohort 1:** ● Observe and provide feedback to District PBIS Assessment Coordinator on administration of Tiers 1 & 2 SWPBIS TFI, model administration of Tier 3 ● Prompt MTSS-C and District SRSS-IE	**Cohort 1:** ● Observe and provide feedback to District R-TFI Facilitators on administration of Tiers 1 & 2 of Elementary R-TFI, model administration of Tier 3 ● Prompt District R-TFI Facilitator/s on entering scores/notes into MiMTSS and reviewing MiMTSS Reading Fidelity dashboard. **Cohort 2:** ● Prompt District R-TFI Facilitators to administer R-TFI Tier 1 (El), All Tiers (Sec) (prior to CSS for Spring Data Review, Mar/Apr) ● Prompt District R-TFI Facilitator/s to	**All Cohorts:** ● Prompt District EWS-C to prompt Trimester 2/Quarter 3/Midterm pull of EWI data for all schools ● Prompt and provide feedback to district in checking accuracy of data prior to sharing with coaches for all schools ● Prompt data to be shared with coaches to enter into MiMTSS for all schools

Coordinator to schedule the SRSS-IE administration for April **Cohort 2:** ● Prompt District PBIS Assessment Coordinator to administer Tier 1 SWPBIS TFI (prior to CSS for Spring Data, Mar/Apr)	entering scores/notes into MiMTSS and reviewing MiMTSS Reading Fidelity dashboard.	

April

All Data Coordinators
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators

All Cohorts:
● Prompt District SWIS Facilitator to ensure SWIFT at SWIS is scheduled for new users prior to next school year and review SWIS Readiness for all schools
Cohort 1:
● Observe and provide feedback to District PBIS Assessment Coordinator on administration of Tiers 1 & 2 SWPBIS TFI, model administration of Tier 3 (if not completed in March)
	All Cohorts:
	● Prompt District Acadience Reading Mentors to prepare for spring screening
	  ○ Setup Acadience Data Management Account, including edits to schools, classes, students, users, with district staff observing
	  ○ Schedule and train spring refresher session for all assessors
	  ○ Organize assessment materials
	  ○ Establish detailed screening
		All Cohorts:
		● Prompt District EWS-C to update MTSS Assessment System to reflect any needed improvements to system for pulling next round of data and communicate changes with Principal, MTSS-C and Coaches

● Prompt District PBIS Coordinator to enter scores into PBIS Assessment ● Observe and provide feedback to District SRSS-IE Coordinator on training staff on completion of ratings, compiling data and checking data accuracy for SRSS-IE **Cohort 2:** ● Prompt District PBIS Assessment Coordinator to administer SWPBIS TFI administration, Tier 1 prior to CSS for Spring Data (if not completed in March)	schedules for each school and day (provide feedback) ○ Plan for checking accuracy of data collection ○ Plan for entering data into Acadience Data Management Account.	

May

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Update MTSS Assessment System with district staff :* Add assessment schedule table for upcoming year and update administration dates for next year's assessments ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators

All Cohorts:	**All Cohorts:**	**All Cohorts:**
● Prompt District SWIS Facilitator to review SWIS Readiness requirements with all schools, confirm SWIS user roles for each school and add/edit users in SAMI.	● Prompt completion of spring screening including:	● Prompt District EWS-C to prompt end of year pull of EWI data for all schools (prior to SIS rollover)
● Prompt District SWIS Facilitator to confirm and prompt individuals who will enter end of year SWIS data into MiMTSS, determine when end of year data will be entered (in summer or at Fall CSS for Data Review)	○ Checking accuracy of data collection, provide feedback and plan for improvements	● Prompt and provide feedback to district in checking accuracy of data
	○ Entering scores into Acadience Data Management Account and generating reports	● Prompt data to be entered into MiMTSS for all schools
	○ Ensuring coaches have access to the reports needed for the Spring Data Review CSS.	**Cohort 2:**
● Prompt District SWIS Facilitator to submit a new license agreement to obtain the bundled rate if additional SWIS applications (e.g., I-SWIS, CICO-SWIS) need to be added,		● Prompt and provide feedback to District EWS-C to work with cohort 2 schools to determine the incoming risk indicator(s) to be used for the first 20 days of school
● Work with IS, MTSS-C, District SRSS-IE Coordinator to:		● Prompt and provide feedback to District EW-C on preparing the excel tool for the upcoming school year to pull incoming risk indicator data
○ Schedule SRSS-IE administration in each of the schools for the fall		
○ Plan for developing or refining staff and parent communication regarding use of SRSS-IE (consider a single communication outlining all district assessments)		

![MIBLSI](MIBLSI logo)

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Update MTSS Assessment System with district staff*   - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team   - With IS and MTSS-C, review district data coordinator roles and plan for identification and training of additional data coordinators to address sustainability and turnover   - Complete needed follow up as the school year wraps up

Year 4

August

All Data Coordinators		
- Work with MIBLSI IS to coordinate all work *Prompt updates to MTSS Assessment System:* delete assessment schedule from the previous year (and add this year's schedule if previous document only included 1 year) - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team - Conduct a product review of the *MTSS Assessment System* - Prompt IS and MTSS-C to review district data coordinator roles and plan for identification and training of additional data coordinators to address sustainability and turnover		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
Prompt MTSS-C and District PBIS	Prompt MTSS-C and District R-TFI	Prompt District EWS-C to add

Assessment Coordinator to schedule TFI administrations with SLTs for the entire school year as outlined in the *MTSS Assessment System*
● Prompt District PBIS Assessment Coordinator prior to:
  ○ Open TFI windows in PBIS Assessment for entire year
  ○ Add/editing users as needed
● Prompt District SWIS Facilitator to update SAMI/user access, SWIS account settings, set-up person import and review SWIS Readiness
● Prompt District SWIS Facilitator to schedule/train Swift at SWIS refresher and new users
● Confirm with IS, MTSS-C, and District SRSS-IE Coordinator the schedule of the SRSS-IE administration in each school
● With IS, MTSS-C and District SRSS-IE Coordinator, confirm the plan for communicating with families regarding use of SRSS-IE (consider a single communication outlining all district assessments)
	Facilitator/s to schedule R-TFI administrations with SLTs for the entire school year as outlined in the *MTSS Assessment System*
	● Prompt District Acadience Mentor to:
	  ○ Organize assessment materials: order booklets, label, order/copy testing materials
	  ○ Set up Acadience Data Management: import Kindergarten students, roll-over existing students, add newly enrolled students, "move out" prior students
	  ○ Update Acadience Data Management user Accounts
	  ○ Add student demographic information into Acadience Data Management Account (race/ethnicity, IEP)
	● Prompt District Acadience Reading Mentor to conduct Acadience Reading Essential training
	● Prompt District Acadience Reading Mentors to prepare for fall screening: screening schedule, data accuracy check, entering data
		reminders to work calendar for when communication needs to happen throughout the year (e.g. prompts/reminders)
		● Confirm that end of the year EWI data were entered in MiMTSS
		● Prompt and provide feedback to District EWS-C to update *MTSS Assessment System:* re-establish school settings, re-define roles and communication, re-establish timelines
		● Prompt District EWS-C to access updated EWS Manual and Excel files for the district specific Student Information System (SIS), share with IT staff
		● Prompt parent/community communication regarding use of EWI as part of universal screening

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September

All Data Coordinators		
- Work with MIBLSI IS to coordinate all work *Prompt updates to MTSS Assessment System* - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	**Reading Data Coordinators**	**EWS Data Coordinators**
- Prompt completion of SWPBIS TFI for any tiers below 70% prior to Fall Data Review **Cohort 2:** - Prompt District SRSS-IE Coordinator to prepare materials for training staff on the administration of the SRSS-IE - Prompt district IT and District SRSS-IE Coordinator to ensure systems are set up to compile and organize SRSS-IE data	- Prompt District Acadience Reading Mentors to train fall refresher session for all assessors - Prompt completion of fall screening including checking accuracy of data - Prompt completion of R-TFI for any tiers below 80% prior to Fall Data Review	- Prompt District EWS-C to complete 20 day pull of EWI data - Prompt district in checking accuracy of data prior to sharing with coaches - Prompt data to be shared with coaches to enter into MiMTSS

October

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Prompt updates to MTSS Assessment System*   - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
Cohort 2: ● Prompt District SRSS-IE Coordinator to train staff on how to complete ratings for the SRSS-IE and compile data (if necessary) ● Prompt District IT and District SRSS-IE Coordinator to ensure systems are set up to compile and organize SRSS-IE data ● Prompt District SRSS-IE Coordinator to check data accuracy for SRSS-IE and fix any issues ● Prompt MTSS-C and school coaches to add SRSS-IE data to MiMTSS	● Prompt District Acadience Mentor to set up intervention groups in Acadience Data Management, enter PM data (per frequency decisions), add phase lines, review PM reports and apply decision rules using [Decision Rules For Students Guidance](#)	● Prompt District EWS-C to update *MTSS Assessment System* to reflect any needed improvements to system for pulling the next round of data and communicate changes

November

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Prompt updates to MTSS Assessment System* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
● Prompt MTSS-C and District SRSS-IE Coordinator to schedule the SRSS-IE	**Cohort 2:** ● Prompt District R-TFI Facilitators to	**Trimesters:** ● Prompt District EWS-C to prompt

administration for December **Cohort 2:** ● Prompt District PBIS Assessment Coordinator to administer SWPBIS TFI Tier 2 (Nov/Dec)	administer R-TFI Tier 2 or Tier 2/3 (Nov/Dec)	Trimester 1 pull of EWI data for all schools ● Prompt district to check accuracy of data and share with coaches to enter into MiMTSS for all schools

December

All Data Coordinators
● Work with MIBLSI IS to coordinate all work ● *Prompt updates to MTSS Assessment System* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
● Prompt completion of SWPBIS TFI for any tiers below 70% prior to Winter Data Review ● Prompt District SRSS-IE Coordinator to re-train staff on completion of ratings, compile data and check data accuracy for SRSS-IE ● Follow-up with IS to determine if supports are needed for schools to prepare intervention access and effectiveness data prior to winter data review **Cohort 2:** ● Prompt District PBIS Assessment	● Prompt completion of R-TFI for any tiers below 80% prior to Winter Data Review ● Prompt District Acadience Reading Mentors to prepare for winter screening ● Follow-up with IS to determine if supports are needed for schools to prepare intervention access and effectiveness data prior to winter data review **Cohort 2:** ● Prompt District R-TFI Facilitator/s to administer R-TFI Tier 2 or Tier 2/3	**Trimesters:** ● Prompt District EWS-C to update *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data and communicate changes with Principal, MTSS-C and Coaches

Coordinator to administer SWPBIS TFI Tier 2 (Nov/Dec)	(Nov/Dec)	

January

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Prompt updates to MTSS Assessment System* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	**Reading Data Coordinators**	**EWS Data Coordinators**
● Prompt District SRSS-IE Coordinator to ensure coaches have access to the SRSS-IE data prior to the CSS for Winter Data Review to enter into MiMTSS	● Prompt completion of winter screening ● Prompt setting up intervention groups in Acadience Data Management,, entering PM data (per frequency decisions), adding phase lines, reviewing PM reports and applying decision rules	**Semesters:** ● Prompt District EWS-C to prompt Semester 1 pull of EWI data for all schools ● Prompt district in checking accuracy of data and share with coaches to enter into MiMTSS for all schools

February

All Data Coordinators
● Work with MIBLSI IS to coordinate all work ● *Prompt updates to MTSS Assessment System*

● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
		Semesters: ● Prompt District EWS-C to update *MTSS Assessment System* to reflect any needed improvements to system for pulling next round of data and communicate changes with Principal, MTSS-C and Coaches

March

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Prompt updates to MTSS Assessment System* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
● Prompt completion of all tiers of SWPBIS TFI prior to Spring Data Review ● Observe and provide feedback to District PBIS Assessment Coordinator on administration of all tiers of SWPBIS TFI	● Prompt completion of all tiers of R-TFI prior to Spring Data Review ● Observe and provide feedback to District R-TFI Facilitator/s on administration of all tiers of R-TFI	● Prompt District EWS-C to prompt Trimester 2/Quarter 3/Midterm pull of EWI data for all schools ● Prompt and provide feedback to district in checking accuracy of data and share with coaches to enter into MiMTSS for all schools

● Prompt MTSS-C and District SRSS-IE Coordinator to schedule the SRSS-IE administration for April		

April

All Data Coordinators		
● Work with MIBLSI IS to coordinate all work ● *Prompt updates to MTSS Assessment System* ● Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		
PBIS Data Coordinators	**Reading Data Coordinators**	**EWS Data Coordinators**
● Prompt District SWIS Facilitator to ensure SWIFT at SWIS is scheduled for new users prior to next school year and review SWIS Readiness for all schools ● Prompt District SRSS-IE Coordinator to train staff on completion of ratings, compiling data and checking data accuracy for SRSS-IE	● Prompt District Acadience Reading Mentors to prepare for spring screening	● Prompt District EWS-C to update MTSS Assessment System to reflect any needed improvements to system for pulling next round of data and communicate changes with Principal, MTSS-C and Coaches

May

All Data Coordinators
● Work with MIBLSI IS to coordinate all work

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• *Prompt updates to MTSS Assessment System:* Update administration dates for next year's assessments • Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team		

PBIS Data Coordinators	Reading Data Coordinators	EWS Data Coordinators
• Prompt District SWIS Facilitator to review SWIS Readiness requirements with all schools, confirm SWIS user roles for each school and add/edit users in SAMI. • Prompt District SWIS Facilitator to confirm and prompt individuals who will enter end of year SWIS data into MiMTSS, determine when end of year data will be entered (in summer or at Fall CSS for Data Review) • Prompt District SWIS Facilitator to submit a new license agreement to obtain the bundled rate if additional SWIS applications (e.g., I-SWIS, CICO-SWIS) need to be added, • Prompt District SRSS-IE Coordinator to schedule SRSS-IE administration in each of the schools for the fall and refine parent communication regarding use of SRSS-IE	• Prompt completion of spring screening	• Prompt District EWS-C to prompt end of year pull of EWI data for all schools (prior to SIS rollover) • Prompt district in checking accuracy of data and entering into MiMTSS for all schools

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June

All Data Coordinators
- Work with MIBLSI IS to coordinate all work   *Prompt updates to MTSS Assessment System*   - Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team   - Prompt identification and training of additional data coordinators to address sustainability and turnover   - Prompt MIBLSI staff to be removed as users from District Data Systems   - Complete needed follow up as the school year wraps up