

Michigan's MTSS Technical Assistance Center (MiMTSS TAC)

formerly Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI)

Module 9: Data Coordination and Assessment System

MiMTSS Data Coordination Supports to
Develop a High-Quality Assessment System

2020-2021



mimtsstac.org

Group Expectations

Be Responsible

- Attend to the “Come back together” signal
- Active participation...Please ask questions

Be Respectful

- Please allow others to listen
 - Please turn off cell phones
 - Please limit sidebar conversations
- Share “air time”
- Please refrain from email and Internet browsing

Be Safe

- Take care of your own needs

Team Roles

- **Facilitator:** lead discussions and activities to keep the team moving forward
- **Recorder:** keep written documentation of key discussion points, decisions, and next steps
- **Time Keeper:** keep track of time and bring the team back together

Purpose

This module guides District Implementation Teams in establishing systems for consistent, efficient, and accurate data collection, including the development and use of a District Assessment System.

Intended Outcomes

- Define the data coordination supports MiMTSS TA Center will provide
- Define and outline the components of an assessment system
- Use the MTSS Assessment System to support the installation of PBIS Assessments
- Plan to use a high-quality recruitment and selection process to select District PBIS Assessment Coordinators and SWPBIS TFI Facilitators

Agenda

- 1.0 MiMTSS TAC Data Coordination Support
- 2.0 District Assessment System
- 3.0 Use of MTSS Assessment System
- 4.0 District PBIS Data Coordinators

Connection to MDE MTSS Practice Profile

- Essential Component:

Comprehensive Screening and Assessment System

- Definition: Coordinated system of multiple assessments and measures...system provides information about the needs and assets from a whole child perspective...data acquired through the system is used to inform understanding...
- This module defines components of an Assessment System and outlines the data coordination supports that will be provided by MiMTSS TA Center staff to help develop the district's capacity in specific MTSS data and data systems

Connection to MDE MTSS Practice Profile (cont.)

- Essential Component:

Continuous Data-Based Decision Making

- Definition: Utilization of all relevant whole child data to analyze, evaluate and plan strategies that support sustainable, systemic improvement...
- Over the course of the next 1-1.5 years, your district, school, and grade level teams will begin to engage in high-quality continuous data-based decision making to refine and strengthen MTSS efforts

Use of Module 9 Learning

- Immediate Use: This module will be immediately applicable as the district begins to make decisions to support schools in the installation of required measures for SWPBIS

1.0 MiMTSS TAC Data Coordination Support

MiMTSS TAC Data Coordination Support

- Clear, comprehensive communication about the purpose and value of required assessments
- Ensures accurate, efficient data collection
- Supports effective data analysis and use
- Prompts documentation of assessment decisions and practices within an MTSS Assessment System

Supports from MiMTSS Data Coordinators

- Work with district staff to:
 - Set-up data systems (e.g., MiMTSS Data System, SWIS, Acadience Data Management)
 - Teach staff how to collect, administer, score, and enter assessment measures into the data system (e.g., fidelity, student outcome)
 - Consult with principals and coaches in report interpretation in advance of the first school and grade level data analyses

Recipients of Data Coordination Supports

1. District Level

- District Data Coordinator: most frequent coaching recipient
- District Coordinator: frequent coaching recipient
- District Implementation Team: during scheduled meetings

2. School Level

- School Administrators, Coaches, School Leadership Teams: as needed to support data collection and use

Transition to District Data Coordination

- MiMTSS Data Coordinators support the selection of individuals to perform district data coordinator roles
- MiMTSS Data Coordinators model, observe and provide feedback to district data coordinators to build internal capacity
- Over the course of 2-3 years, data coordination support for the district will gradually transition to District Data Coordinators

Activity 1.1

- **Access the document titled “MiMTSS TAC Supports to Districts”**
- **Your Implementation Specialist and Coordinator will facilitate the review of the section of the document titled “Data Coordination Support,” including**
 - **Names of MiMTSS TAC Data Coordinators assigned to your district**
 - **Various types of support and decisions at the district and school levels**

2.0 District Assessment System

District Assessment System

- A District Assessment System is a way to organize assessments that are used across the district to ensure accurate and timely information is provided and effectively used for decision-making

Benefits of an Assessment System

- Helps to develop common language and understanding (e.g., purpose of assessment measures, roles, responsibilities)
- Increases the confidence that the data are efficiently collected, accurate, and comply with guidelines for student confidentiality
- Ensures data are accessible when needed for decision making at multiple levels: school-level, grade-level, district-level

Data for Decision Making

- Development of a district assessment system addresses three DCA items
 - Item 13: DIT supports schools in use of a fidelity measure for EI implementation
 - Item 14: DIT has access to data for the EI
 - Item 15: DIT actively uses different types of data
- Provides written documentation of the decisions necessary to support collection and use

Assessment System Components

- Guidelines for use
- District data coordinator information
- Assessment schedule (e.g., data collection windows)
- Measure information
- Decisions to support each assessment (e.g., roles, data collection, data use)

MTSS Assessment System Use

- Decisions outlined in the assessment system are made and used at two levels
 - District:** outlines general parameters for data that are collected, analyzed and used across schools (what, how)
 - School:** given the general parameters established by the district, schools identify the particulars for when data will be collected, analyzed, and used by staff
- Your district's Assessment System will initially be built around the MiMTSS TAC Required Assessments

MiMTSS TAC Required Assessments

- District Capacity Assessment (DCA)
- Installation Checklist Data (MiMTSS)
- School-wide Information System (SWIS)
- SWPBIS Tiered Fidelity Inventory (SWPBIS TFI)
- Student Risk Screening Scale (SRSS)
- Acadience Reading
- Acadience Content Area Reading (optional)
- Reading Tiered Fidelity Inventory (R-TFI)
- Early Warning Indicators (EWI)

Next Steps

- MiMTSS Data Coordinator(s) work with your district designees and principals to develop each level of the assessment system (district and school)
- Coordinator will ensure the assessment system stays updated and prompt involvement of required staff in making decisions and scheduling
- Once initial decisions have been made regarding the use of assessments, the system will need to be reviewed and updated at least annually

Activity 2.1

- **Your MIBLSI Implementation Specialist and Coordinator will introduce the District MTSS Assessment System Google Sheet and provide an overview of it's contents**
 - **Overview of Document Organization**
 - **Guidelines for Use Tab**
 - **District Data Coordinators Tab**
 - **District Assessment Schedule Tab**
- **Remaining tabs will be reviewed as additional decisions need to be made**

3.0 Assessment System Components: School-wide PBIS

Assessment System for SWPBIS

- During the first year, there are several assessments that will need to be set up to support implementation of SWPBIS
 - PBIS Assessments
 - SWPBIS Tiered Fidelity Inventory (SWPBIS TFI)
 - School-wide Information System (SWIS)
- All decisions are prompted and documented in the MTSS Assessment System

PBIS Assessment Decisions

- Individuals to open/ close surveys
- SWPBIS TFI
 - Individuals with user access to PBIS Assessment
 - Scheduling TFI Administration (who, date, time)
 - Individuals who review data sources and complete walkthrough
 - Meetings/trainings when TFI data will be used

SWIS Decisions

- Data integration decisions
- Schedule date to complete SWIS readiness
- Identify SWIS users and level of access
- Schedule SWIS training for SWIS users
- Schedule SWIS training for all staff
- Individuals who check accuracy of data and prepare data for SLT to review
- Meetings when SWIS Data will be used

Installation Decisions

- Decisions to support initial use of these measures will need to be made at the district and school level
- DIT attendance may need to expand to include additional individuals who need to be involved in decision making to support data coordination efforts

Installation Timelines

- DIT Meeting (December-January):
 - Overview of SWIS
 - District SWIS Decisions (data integration, referral form)
- Meeting w/ principals/coach (January)
 - Overview of measures (SWPBIS TFI, SWIS)
 - Schedule or confirm Tier 1 SWPBIS TFI Administration w/ cohort 1 schools in February / March
 - Schedule or confirm SWIS Readiness w/ cohort 1 schools fir March-May

Activity 3.1

- **Access your district's MTSS Assessment System**
- **Your Implementation Specialists will provide an overview of the Behavior MTSS Assessments Tab**
- **Determine if any decisions can be made for the SWPBIS TFI today. If so, document those decisions**
- **As decisions are made to support installation of Behavior MTSS Assessments, document them in this section of the MTSS Assessment System**

Activity 3.2

- **Review the PBIS Data Coordination installation decisions and timelines**
 - **Add data coordination installation tasks and decisions to the DIT pre-meeting under “Data Collection and Use”**
 - **Identify any individuals, in addition to the DIT, who will need to be involved in making data coordination decisions and invite them to the meeting**
 - **Add an activity to the implementation plan to work w/ principals and District PBIS Assessment Coordinators to schedule a meeting to provide an overview of measures and schedule assessments**

4.0 District PBIS Data Coordinators

District PBIS Data Coordination Roles

- There are four separate roles necessary to support PBIS Data Coordination
 - PBIS Assessment Coordinator
 - SWPBIS TFI Facilitator
 - SWIS Facilitator
 - SRSS-IE Coordinator
- Roles could be shared across two or more individuals within the district

PBIS Data Coordinator Roles

- **PBIS Assessment Coordinator:**
 - Opens and closes survey windows
 - Adds users to PBIS Assessment
- **SWPBIS TFI Facilitator**
 - Prepares and administers SWPBIS TFI with teams (walkthrough, reviews products)
 - Generates reports
 - Supports teams in generating reports and using data

PBIS Data Coordinator Roles (cont.)

- **SWIS Facilitator**
 - Facilitates or annually reviews SWIS Readiness
 - Completes or updates SWIS licenses
 - Supports teams in generating reports and using data
- **SRSS-IE Coordinator**
 - Supports communication with families
 - Ensure a system is established for collecting data
 - Schedules and training staff in administration
 - Supports teams in generating reports and using data

Selection Considerations

- More than one individual needs to be identified for data coordinator roles to prevent capacity issues due to staff turnover, shifting job responsibilities, etc.
- The Coordinator cannot assume all data coordinator roles

Selection Timelines

- By November:
 - PBIS Assessment Coordinators
 - SWPBIS TFI Facilitators
- Future:
 - SWIS Facilitators (January)
 - SRSS-IE Coordinator (April Year 2)

Activity 4.1

- **Your Implementation Specialist will facilitate a review of the following documents to ensure a common understanding of roles**
 - **PBIS Assessment Coordinator Job Description**
 - **SWPBIS TFI Facilitator Job Description**
- **Determine if these roles will be separate or combined**

Activity 4.2

- **Your Implementation Specialist and Coordinator will facilitate the refinement of the District Data Coordinator Recruitment and Selection Process**
 - **Determine which options will be used for recruitment and selection of all data coordinator roles**
 - **Review the scenarios for PBIS Assessment Coordinators and TFI Facilitators**
 - **Finalize and document next steps**
- **Add activities to your Implementation Plan to support final selection of these roles by November**

Assignment

- **Access the District Installation Checklist in MiMTSS Data System to review the activities assigned for Module 9**
- **Add any incomplete items to your Implementation Plan and DIT Pre-meeting Sheet**

End of Day Evaluation