

Early Warning System Data Coordinator Installation Resources and Monthly Focus Activities

This document provides both installation resources and monthly activities post installation for anyone serving in the role of an Early Warning System Coordinator for a local district.

Installation Resources

The following is a list of links to installation resources with a brief description of each.

- [EWIMS Overview EduPaths Modules](#): This EduPaths course is part of an eight-part series describing the EWIMS process. It will provide an overview to explain what EWIMS is, why it is important, and how it can benefit your students.
- [EWIMS Reading Packet](#): This reading packet supports and extends the learning from the EduPaths overview course. A data collection schedule is suggested. The reading packet also shows the alignment of EWIMS, MTSS, and MICIP as well as FAQ common topics within EWIMS.
- [Skyward Manual/Template](#): This zip file will provide a manual with step by step directions for extracting the needed information from your student information system and the Excel template to paste the extracted information into.
- [Powerschool Manual/Template](#): This zip file will provide a manual with step by step directions for extracting the needed information from your student information system and the Excel template to paste the extracted information into.
- [Infinite Campus Manual/Template](#): This zip file will provide a manual with step by step directions for extracting the needed information from your student information system and the Excel template to paste the extracted information into.
- Data Accuracy Checklist: This eight-step checklist will help the data coordinator and team troubleshoot their EWI data to make sure it is as accurate as possible for data analysis.
- [Early Warning Indicator Data for Action Planning Video](#): This video walks the team through how to use the data from EWIMS as part of their comprehensive assessment system.
- Student Engagement Section of Section of MTSS Assessment System: The sheet is used to document the personnel responsible for decision making rules for EWI as well as attendance codes, behavior codes, and course codes needed to be known for the Student Information System extraction. The sheet also documents timelines for when data is extracted, checked for accuracy and used for decision making.

Monthly Focus Activities

The following annual month-by-month set of activities are designed for anyone fulfilling the role of an Early Warning System Coordinator (EWS-C) for a local district. The focus of these activities is post-installation of a Multi-Tiered System of Supports (MTSS) framework.

August

- Prompt District EWS-C to add 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 the MiMTSS Data System.
- 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.

September

- 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

- 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

Trimesters:

- Prompt District EWS-C to prompt 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

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.

January

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

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

- 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.

April

- 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/June

- 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.
- Prompt District EWS-C to add 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.
- Prepare for changes need to the MTSS Assessment System for the next school year: re-establish school settings, re-define roles and communication, re-establish timelines.
- Plan for any changes need to the spreadsheet templates for the next school year.

URLs Used in Document

[EWIMS Edupaths Overview Module](https://www.edupaths.org/Pathways/Search?SearchString=arly+Warning+Intervention+and+Monitoring+System+%28EWIMS%29%3A+Overview)

(<https://www.edupaths.org/Pathways/Search?SearchString=arly+Warning+Intervention+and+Monitoring+System+%28EWIMS%29%3A+Overview>)

[EWIMS Reading Packet](https://www.dropbox.com/s/1umxegbw8ibpb5j/1_EWIMS_Reading_Packet.pdf?dl=0)

(https://www.dropbox.com/s/1umxegbw8ibpb5j/1_EWIMS_Reading_Packet.pdf?dl=0)

[Skyward Materials](https://mimtsstac.org/sites/default/files/Documents/Evaluation/Student/EWI/Skyward/Fall_2017_EWS_Skyward_Resources_MIBLSI.zip)

(https://mimtsstac.org/sites/default/files/Documents/Evaluation/Student/EWI/Skyward/Fall_2017_EWS_Skyward_Resources_MIBLSI.zip)

[PowerSchool Materials](https://mimtsstac.org/sites/default/files/Documents/MIBLSI_Sequence/District/DataCoordinator/EWS/EWS%20Block/PowerSchool_EWS_Files_v2.zip)

(https://mimtsstac.org/sites/default/files/Documents/MIBLSI_Sequence/District/DataCoordinator/EWS/EWS%20Block/PowerSchool_EWS_Files_v2.zip)

[Infinite Campus Manual/Template](#)

(https://mimtsstac.org/sites/default/files/Documents/MIBLSI_Sequence/District/DataCoordinator/EWS/EWS%20Block/InfiniteCampus_EWS_Files_v1.zip)

[Early Warning Indicator Data for Action Planning video](#)

(<https://www.youtube.com/watch?v=0bJAxD1WWs>)

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