



MiMTSS Data System Orientation

Session 1

Participant Version 1.2
January 2026



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MiMTSS Data System Orientation Session 1 Participant Version

This document includes key information and activities for individuals participating in Session 1 of the Michigan's Multi-Tiered System of Supports (MiMTSS) Data System Orientation Series.

Introduction

Who's here today and why?

- Trainer introduction
- Participant introductions

Purpose of the MiMTSS Data System

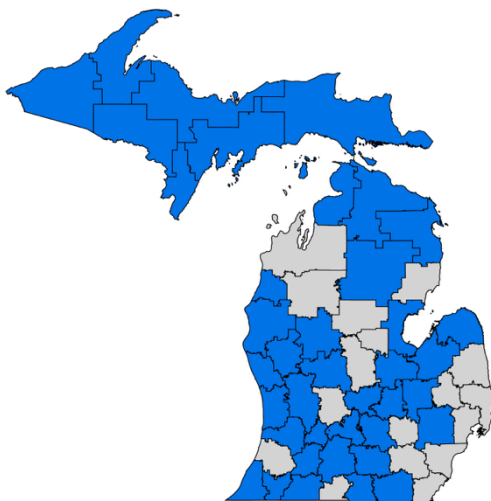
The [MiMTSS Data System](#) is a free-access web-based data system designed for Local Education Agencies (LEAs), Intermediate School Districts (ISDs) and (Michigan Department of Education) MDE to gather and analyze data that are critical for the continuous improvement of Multi-Tiered System of Supports (MTSS) in Michigan. When teams use data to drive decisions about MTSS, it is more likely that MTSS will be implemented and sustained to support each and every learner.

Additional Benefits

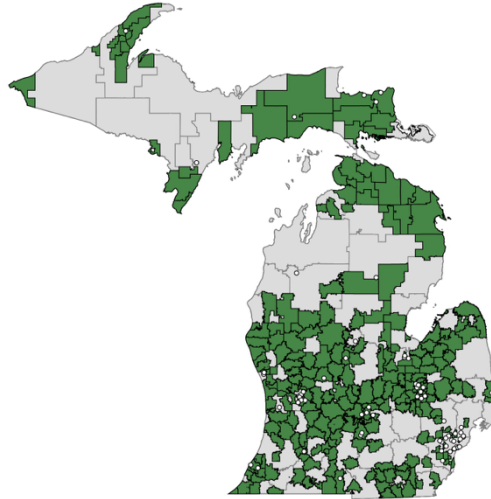
- The annual statewide MiMTSS Recognition System leverages data entered in the MiMTSS Data System.
- Michigan Integrated Continuous Improvement Process (MICIP) users can turn on an integration with the MiMTSS Data System and build data stories using views from the MiMTSS Data System district dashboards.

Organizations with Signed Use Agreements

The Michigan map below highlights 39 ISDs in blue that have signed up to use the MiMTSS Data System.



The second map below illustrates statewide district level participation in the MiMTSS Data System, with 291 traditional school districts (shaded in green) holding active user agreements, and 70 public school academies (represented by white dots) that have also signed agreements to use the system.



Session Outcome

1. Successfully log into the MiMTSS Data System and help others log in
2. Update personnel records
3. Download a professional learning certificate
4. Access two primary resources: Page help and the Data System YouTube playlist
5. Understand when and how to submit an error report and a feature request
6. Explain how user roles are connected to a school, district and ISD on the context tab of each dashboard

This first session is foundational to the remaining sessions. To experience the benefits of the Data System, we first need to be able to login and know where to access resources that can help as new users. Many of you are here because you serve in a leadership or support role related to the MiMTSS Data System in your district or ISD. In addition to learning how to navigate the system, you will also begin developing the skills needed to manage and support other Data System users.

Logging into the MiMTSS Data System

Accessing the Login Page

- From the [MiMTSS TA Center Website](#) > Evaluation & Research (top menu) > MiMTSS Data System (left column in the dropdown) > MiMTSS Data System Login (button on the right panel)
- Direct Link: [MiMTSS Data System Login Page](#)
- I forgot my password: Click to reset your password
- The Login page also includes quick links to the Data System YouTube Playlist and the Interest Form (first step in the sign-up process)

Practice 1: a) Navigate to the Login page. b) Bookmark the page. c) Successfully log in.

Personnel Records and User Roles

Reviewing Our Own Account Information

From the upper right corner of your home dashboard, click “account” next to your name, then click “Edit Your Account,” you will see three tabs: “Details”, “Affiliated Facilities” and “Trainings”.

Details

- Name and Contact Information
- MiMTSS Data System Administrator Roles, User Roles, Professional Roles

User Roles

Users can enter and access data from within their organization, and any organization below/within it, if a signed use agreement is on file with the MiMTSS Data System.

User Role	School-Level Data	District-Level Data	ISD-Level Data	State-Level Data
School User (+ Local Admin) For School Leadership Team members	Single School	n/a	n/a	n/a
District User (+ Local Admin) For District Implementation Team members	All schools within district	yes	n/a	n/a
ISD User (+ Local Admin) For ISD Implementation Team members	All schools within districts	All districts within ISD	Yes	n/a
State User (+ System Admin) For TA Center staff and State MTSS Team members	All schools within districts	All districts within Michigan	All ISDs within Michigan	yes

Tip: When adding a user role, the system copies the email address into the Login Name field. Make sure those two fields match and are the correct work email address for the individual.

Affiliated Facilities

- Users may have multiple affiliated facilities, with just one assigned as the primary facility.

- Tip: The primary facility/organization must match the User Level (e.g., A district user's primary facility must be a district, and a school user's primary facility must be a school)
- Historical affiliated facilities are Indicated by "No" in the Primary column and include an end date.

Trainings

- View all training sessions that you have attended with the MiMTSS TA Center
- Print the entire list
- Print a school-year specific Training Certificate

Activity 2: From your Details tab, click "Edit", then:

- a) Update your contact information and professional roles
- b) Review and update your Affiliated Facilities
- c) Print a training certificate

User Management

Search

- Search by first name, last name (can be partial text) or email
- Tip: always click "include inactive" when searching, because users are often marked inactive when they leave an organization
- If you find an existing record, you may update their contact information, user roles (including login), and affiliated facilities

Add Person

- You'll be prompted to add name, contact information, and roles. After saving, add Affiliated Facilities Next.

View all Users with Access

- Dashboard (Home) > Context Tab > Users with Access
- For transparency, this report displays everyone who has the same level of access as you and all users with higher level access. This is why everyone will see a long list of Statewide Users (TA Center staff and State MTSS team members).

Activity 3: Open the "All Users with Access" report for your organization. Review the list and identify anyone on the list whose access needs to be removed or added. Make those updates if you have local admin rights.

Connections between Roles, Facilities, and Context Dashboard Tabs

- **MTSS Support Roles**

- **ISD Implementation Team Member:** Name appears on list of ISD Implementation Team members on the Context tab for the primary facility
- **District Implementation Team Member:** Name appears on list of District Implementation Team members on the Context tab for the primary facility
- **School Leadership Team Member:** Name appears on list of School Implementation Team members on the Context tab for the primary facility
- **MTSS Coordinator:** Role indicated next to name on the list of District or ISD Implementation Team members
- **Coach:** Role indicated next to name on the list of School Leadership Team members
- **Data Coordinators:** Data coordinators appear on the district or ISD context tab in the table of Data Coordinators. For school dashboards, data coordinators must be assigned to a school under school Data Entry.

Change Password

If someone has a User Role assigned, has tried the “I forgot my password” feature, and is not receiving the automated email, Local Admin can manually assign a password. Encourage the user to change the password after successfully logging in.

Merge Record

If a duplicate personnel record is inadvertently created, please reach out to datasystem@mimtss.org to request a merge. The records will be combined so that all training history is retained, and the person’s contact information and roles are preserved in a single record.

Common Errors Preventing Data System Access

- No user role assigned for login rights
- Primary facility does not match user level
- Attempting to log into the MiMTSS TA Center website instead of the Data System
- User still affiliated with a previous organization (needs end date)
- Attempting to log in using Single Sign On (SSO) (not currently available for the MiMTSS Data System)

Learning Resources

Page Help

- Explanations and user assistance that is embedded into the system, and is page specific
- Pages with Page Help available will display the linked text “Page Help” in the top right corner

YouTube Playlist

Three ways to access:

- From the MiMTSS TA Center webpage for the MiMTSS Data System

- From the MiMTSS Data System login page
- Directly: [MiMTSS Data System YouTube Playlist](#)

Activity 4 (if time): Mute your microphone in Zoom and choose a short video to watch.

MiMTSS Data System News

- Quarterly email newsletter sent to all MiMTSS Data System users
- Feature story
- Maps and counts of ISDs and districts with signed use agreements
- Newly released features
- Features currently in development
- Training opportunities
- Links to additional resources and previous newsletters

Feature Requests and Error Reports

There are two hyperlinks available at the bottom of every page in the MiMTSS Data System. You can use these to communicate with the Data system team about something that you'd like to see improved or added (Feature Request), or something that's not working correctly (Error Report).

Feature Request

- You have an idea for a new or enhanced feature in the MiMTSS Data System.
- Reviewed every two weeks.
- Requests are moved to development based on time, funding, and priority.
- You will receive a copy of your feature request by email. Someone will follow up if we have questions, are not able to move it forward, or when the request has been fulfilled. If you do not hear back, assume your request is in the cue for future development.

Error Report

- Something is not working properly in the system. It previously worked, but now it does not.
- When you submit an error report, an email goes to the web developer and all Data System team members for quick resolution.
- You will receive a copy of the error report via email, and someone will follow-up with you.

Activity 5: Feature Request or Error Report?

- a. Sam previously had a data system account in another district and now is the MTSS coordinator for your district. You try to find him through a personnel search (including inactive users), but his record does not appear.
- b. You would like to be able to enter data and access reports for a new MTSS fidelity tool your district is using.

- c. You entered Schoolwide PBIS Tiered Fidelity Inventory data into PBISApps. You know it should automatically integrate into the MiMTSS Data System overnight, but it is still missing the next morning.
- d. Your district reconfigured over the summer, and you now have four K–8 buildings instead of three elementary schools and one middle school. You need the Data System to reflect this new configuration.

Optional Activity: Throughout the Data System Orientation series, consider ideas for system improvements and submit a Feature Request.

Wrap Up

Training Evaluation

- [MiMTSS Data System Orientation Session 1 Evaluation](#)



Session 2 Preview (Wednesday, January 28 11:00am-1:00pm)

- Session 1 Cumulative Review
- Practice Implementation Data Entry Navigation
- Implementation Data Dashboard Interpretation
- Single Measure Reports
- MiMTSS Recognition Implications
- MICIP Integration
- Revisit Page Help, Feature Request, Error Report

Session 3 Preview (Wednesday, February 11 11:00am-1:00pm)

- Session 1 and 2 Cumulative Review
- Practice Student Outcome Data Entry Navigation
- Dashboard Interpretation
- Access Data in a Single Measure Report
- MiMTSS Recognition Implications
- MICIP Integration
- Revisit Page Help, Feature Request, Error Report

URLs Used in Document

[MiMTSS Data System](https://mimtsstac.org/evaluation-research/data-systems/mimtss-data-system)

(<https://mimtsstac.org/evaluation-research/data-systems/mimtss-data-system>)

[MiMTSS Data System Login Page](https://mimtsdata.org/MIData/Account/Login)

(<https://mimtsdata.org/MIData/Account/Login>)

[MiMTSS Data System Orientation Session 1 Evaluation](https://mimtsdata.org/MIData/Training/Evaluation/118652)

(<https://mimtsdata.org/MIData/Training/Evaluation/118652>)

[MiMTSS Data System YouTube Playlist](https://www.youtube.com/playlist?list=PLagiviFhnZbC8046ZWZ8dJfpZ9xTP7_i0)

(https://www.youtube.com/playlist?list=PLagiviFhnZbC8046ZWZ8dJfpZ9xTP7_i0)

[MiMTSS TA Center Website](https://mimtsstac.org/)

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Michigan's MTSS Technical Assistance Center is funded by the
Michigan Department of Education and the U.S. Department of Education,
Office of Special Education Programs.