



MIDATA Directions: Enter Secondary Content Area Reading Model Installation Checklist

This document describes how to enter status updates on the installation of Secondary Content Area Reading Model components in the MIBLSI Database (MIDATA). **This task can be performed by anyone with a school user role or higher access role (district, ISD, state) in MIDATA.** Once data are entered, overall scores for each school's checklist will feed up to the District Dashboard, Installation Checklists tab.

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Log into MIDATA

[MIDATA login page](#)

(<https://webapps.miblsimtss.org/midata>)

Go to School-Level Data Entry

1. Go to **Data Entry** in the top menu.
2. Enter **School Name** in the text field and select the school from the dropdown menu that appears.
3. Select **School Year**.
4. Click **Select**.

The screenshot shows the MIBLSI MIDATA web application interface. At the top, there is a navigation bar with the MIBLSI logo and the text "Michigan's Integrated Behavior and Learning Support Initiative - MIDATA". To the right of the navigation bar is an "Account" button. Below the navigation bar are several menu items: "Home", "Districts/ISDs", "Facilities", "Personnel", "Training", "Data Entry", "Reporting", and "Administration". The "Data Entry" menu item is highlighted with a circled "1". Below the navigation bar is a "Data Entry" section. In this section, there is a form with two input fields. The first field is labeled "School/District/ISD Name:" and contains the text "MIDATA TEST Elementary - Testville". The second field is labeled "School Year:" and contains the text "2017-2018". There is a "Select" button next to the "School Year:" field. The "Data Entry" section is highlighted with a circled "2". The "Select" button is highlighted with a circled "3". The "School Year:" field is highlighted with a circled "4".

5. Select **Secondary Content Area Reading Model Installation Checklist** from the main data entry menu.



MIBLSI Michigan's Integrated Behavior and Learning Support Initiative - MIDATA System Updates **Account**

Home Districts/ISDs Facilities Personnel Training Data Entry Reporting Administration

Data Entry

School/District/ISD Name: MIDATA TEST Middle School - Testville School Year: 2017-2018

Student Outcome	Fidelity
no data Average Discipline Referrals per Day per Month	no data SWPBIS Tiered Fidelity Inventory
no data Student School Climate Survey	no data PBIS Installation Checklist
no data Early Warning Indicators	no data Strengthening PBIS Checklist
FALL	no data Secondary Content Area Reading Installation Checklist
no data DIBELS	no data Reading Tiered Fidelity Inventory (Secondary-Level Edition)
no data Content Area Reading Indicators	entered PPSC PBIS Installation Checklist
no data aimsweb	
no data Student Risk Screening Scale (SRSS)	Data Coordination
no data Discipline Referrals by Problem Location, Motivation, Ethnicity	entered Data Coordinators Assigned to the School
	no data Coaching Service Delivery Plan Concepts

Enter Checklist Progress for the First Time

1. Enter the **date** of the checklist update. This field will default to the current date.
2. Select '**Complete, In Progress, or Not Started**' for each item on the checklist.

MIBLSI Michigan's Integrated Behavior and Learning Support Initiative - MIDATA System Updates **Account**

Home Districts/ISDs Facilities Personnel Training Data Entry Reporting Administration

Secondary Content Area Reading Installation Checklist

Summary: Not Started: 100% In Progress: 0% Completed: 0%

Checklist 1: Not Started: 100% In Progress: 0% Completed: 0%

Task/Activity	Current Status	New Status
Create an MTSS Update for staff that includes: <ul style="list-style-type: none"> Update on SWPBIS Implementation efforts Description of a School-wide Content Area Reading Model Description of the Reading Tiered Fidelity Inventory (R-TFI) Secondary Level Edition Compelling why message for School-wide Content Area Reading Model Key information about before, during, and after reading strategies Summary of the SQ3R strategy Who will be attending the upcoming Secondary Tier 1 Content Area Reading Strategy training and implementing SQ3R 	1/14/2018	1
Complete the Reading Tiered Fidelity Inventory (R-TFI) Secondary Level Edition after Day 2 and before the Winter Data Review Coaching Support Session	Not Started	2
Enter your Tier 1 R-TFI scores into MIDATA (with support)	Not Started	

3. Scroll to the bottom and click **Save**. You do not have to select a response to each checklist item prior to saving. Any unanswered item will be counted as 'Not Started.'


Define a long-term plan for coaching supports (e.g., instructional coaching or peer coaching)	Not Started
Create MTSS Update #2 that includes <ul style="list-style-type: none"> All of the proposed objectives and activities in this plan Your initial R-TFI score 	Not Started
Plan for when and how the MTSS Update will be shared with the full staff and consider sharing with other groups (e.g., DIT, School Board)	Not Started

3

MIDATA Directions: Enter Secondary Content Area Reading Model Installation Checklist (July 2017)
 Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI), funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.

Update Checklist Progress

1. Once you have entered data, the summary at the top of the checklist will populate with a calculation of the percent of checklist items marked as 'Not Started, In Progress, or Completed.' In addition, saving a status update on one checklist will trigger the next checklist to appear the next time you select PBIS Installation Checklist from the main data entry menu.
2. Enter the **date** of your status update. This field will default to the current date.
3. For all items not previously marked as 'Complete,' you will be prompted with a dropdown menu to select whether the item is now '**Complete, In Progress, or Not Started.**'



MIBLSI Michigan's Integrated Behavior and Learning Support Initiative - MIDATA

Home Districts/ISDs Facilities Personnel Training Data Entry Reporting Administration

System Updates Account

Secondary Content Area Reading Installation Checklist

Summary: Not Started: 47 % In Progress: 21 % Completed: 32 % 1

Checklist 1: Not Started: 9 % In Progress: 36 % Completed: 55 % [View Previously Entered](#)

Task/Activity	Current Status	New Status
Create an MTSS Update for staff that includes: <ul style="list-style-type: none"> Update on SWPBIS Implementation efforts Description of a School-wide Content Area Reading Model Description of the Reading Tiered Fidelity Inventory (R-TFI) Secondary Level Edition Compelling why message for School-wide Content Area Reading Model Key information about before, during, and after reading strategies Summary of the SQ3R strategy Who will be attending the upcoming Secondary Tier 1 Content Area Reading Strategy training and implementing SQ3R 	In Progress <input type="text"/>	1/14/2018 2
Complete the Reading Tiered Fidelity Inventory (R-TFI) Secondary Level Edition after Day 2 and before the Winter Data Review Coaching Support Session Enter your Tier 1 R-TFI scores into MIDATA (with support)	In Progress <input type="text"/>	Complete <input type="text"/> 3

4. Scroll to the bottom and click Save.

Define a long-term plan for coaching supports (e.g., instructional coaching or peer coaching)	Not Started <input type="text"/>
Create MTSS Update #2 that includes <ul style="list-style-type: none"> All of the proposed objectives and activities in this plan Your initial R-TFI score 	Not Started <input type="text"/>
Plan for when and how the MTSS Update will be shared with the full staff and consider sharing with other groups (e.g., DIT, School Board)	Not Started <input type="text"/>
4 <input type="button" value="Save"/>	

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