



MIDATA Directions: Generate DCA Score and Item-Level Notes

This document provides information about how to generate the District Capacity Assessment (DCA) score and item-level notes in MIBLSI's database, MIDATA. **This task can be performed by anyone with a school user role or higher access role (district, ISD, state) in MIDATA. Once DCA scores have been entered, they will populate the DCA Item Report and following dashboards:**

- District Dashboard: Capacity tab
- ISD Dashboard: District Capacity tab

At this time, dashboards do not populate with DCA data for ISDs completing the DCA.

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

Version: 1.0

Date: July 2017

Log into MIDATA

[MIDATA login page](#)

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

Go to District-Level Data Entry

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

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

Home Facilities Personnel Data Entry Reporting

Data Entry

School/District/ISD Name: MIData TEST District - Anna Harms School Year: 2017-2018 Select Clear

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Select District Capacity Assessment (DCA)

1. Select **District Capacity Assessment (DCA)** from the top of the list.

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Home Facilities Personnel Data Entry Reporting

Data Entry

School/District/SD Name: MIData TEST District - Anna Harms School Year: 2017-2018 Select Clear

- no data **District Capacity Assessment (DCA)** 1
- no data Coaching Service Delivery Plan Concepts
- no data 2016-2017 District Installation Checklist
- no data EWS Installation Checklist
- no data Version 2: Promoting Positive School Climate Checklist
- no data Promoting Positive School Climate Checklist
- no data 2014-2015 District Installation Checklist
- no data 2015-2016 District Installation Checklist

Select Scores and Item-Level Notes

1. Select **Scores and Item-Level Notes**.
2. Click on **Print**.

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Home Facilities Personnel Data Entry Reporting

District Capacity Assessment (DCA)

District MIData TEST District
School Year 2017-2018
Add

There are no records for these criteria.

Scores Only Item-Level Notes Only Scores And Item-Level Notes 1

Print 2

[Return to Main Data Entry Menu](#)

Export Your Report

1. Export your report by clicking on the **disk/save icon**.
2. Select **Word** and the report will automatically download in Word format.

1

DCA Item Report

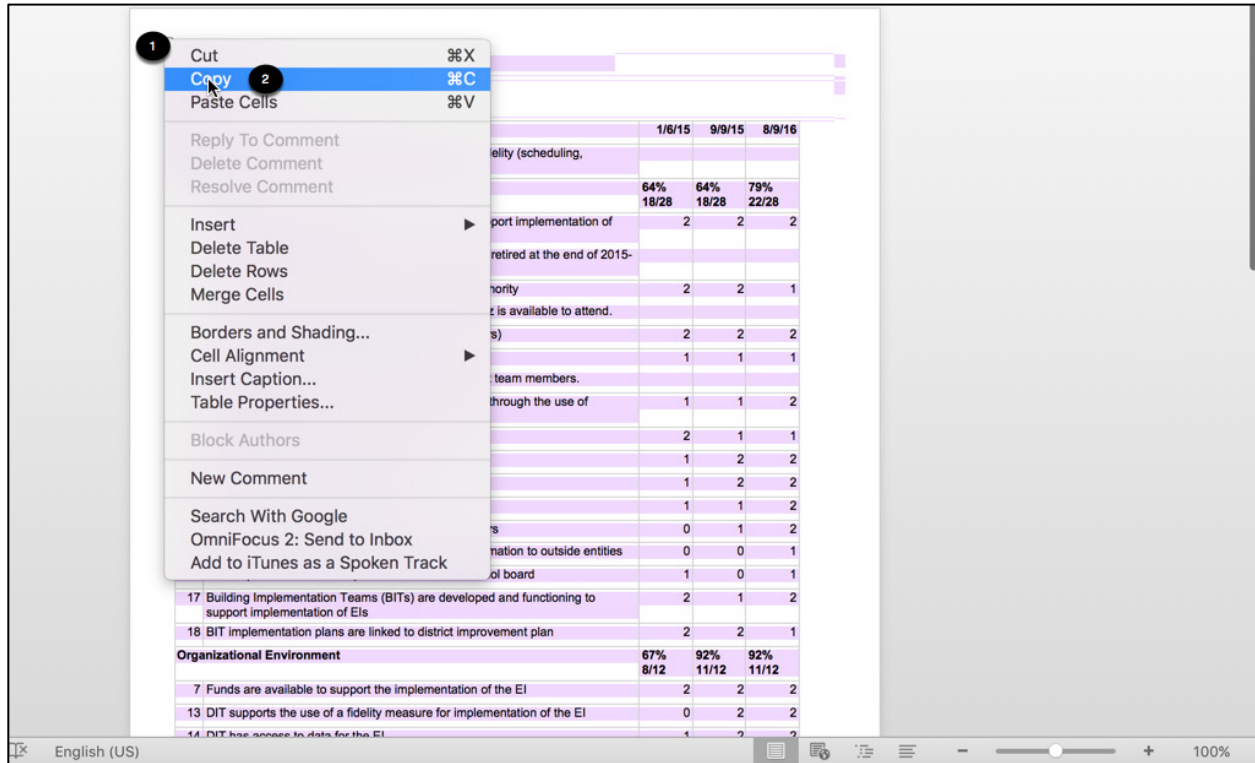
District
MIData TEST District

Item		9/9/15	8/9/16
The DCA pre-administration tasks were completed with fidelity (sch members invited, materials prepared, Roles defined).			
Leadership	64% 18/28	64% 18/28	79% 22/28
1 There is a District Implementation Team (DIT) to support implementation of Effective Innovations (EI) Notes: The DIT was just reformed after 2 members retired at the end of 2015-16.	2	2	2
2 DIT includes someone with executive leadership authority Notes: Need to work to schedule meetings when Liz is available to attend.	2	2	1
3 DIT includes an identified coordinator (or coordinators)	2	2	2
4 DIT uses an effective team meeting process Notes: Need to improve system for updating absent team members.	1	1	1
5 District outlines a formal procedure for selecting EIs through the use of guidance documents	1	1	2
6 District documents how current EIs link together	2	1	1
8 District has an implementation plan for the EI	1	2	2
9 DIT actively monitors the implementation of the plan	1	2	2
10 District utilizes a communication plan	1	1	2
11 District uses a process for addressing internal barriers	0	1	2
12 District uses a process to report policy relevant information to outside entities	0	0	1

2

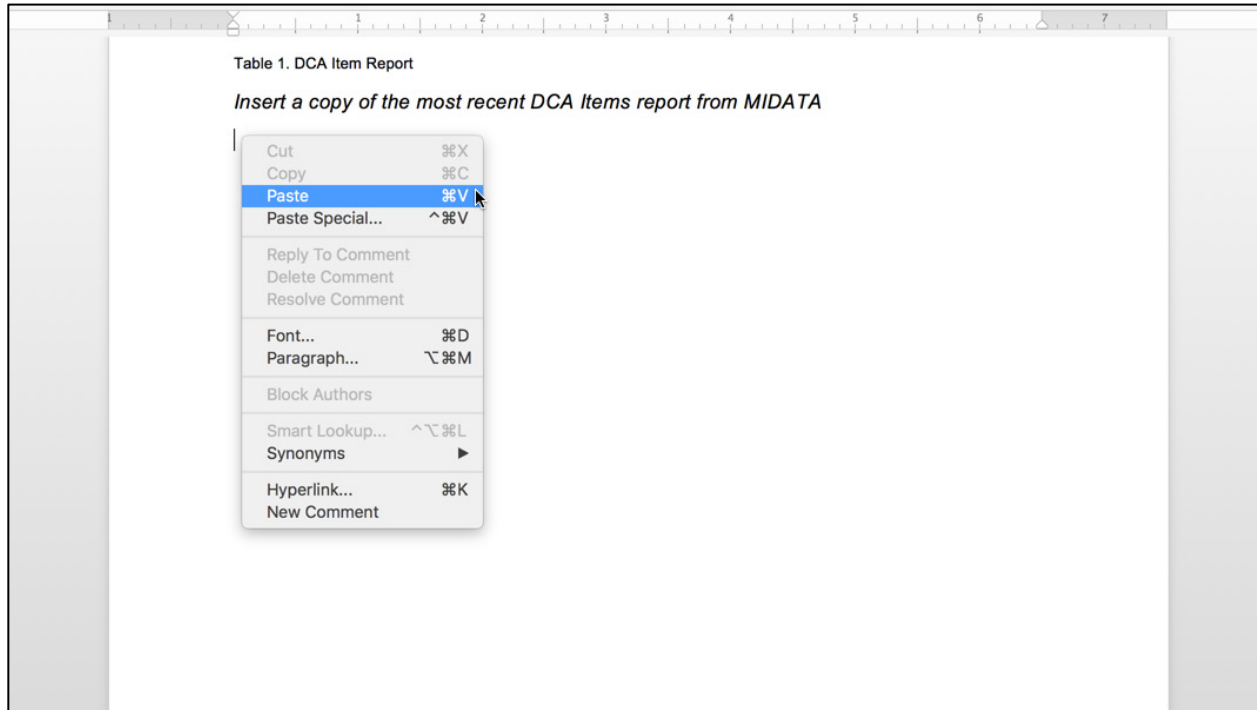
Copy DCA Score & Item-Level Notes

1. Click on the **target symbol** in the top left corner of the screen or otherwise select all of the text.
2. **Right click** and select **Copy**.



Paste DCA Score & Items-Level Notes

1. Move to the District Data Review Guided Notes document where the document prompts “*Insert a copy of the most recent DCA Items report from MIDATA*”.
2. **Right click** and select **Paste** to paste the DCA Score & Items-Level Notes into the guided notes.



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