ASSIST™ Technical Guide for Michigan Districts

District Improvement Planning and Reporting

About This Guide

This guide has been developed specifically for Michigan districts. It provides an overview of ASSIST and step-by-step instructions for building and submitting District Improvement Plans (DIPs) in ASSIST.

ASSIST is designed to guide and streamline the improvement planning process and help eliminate duplication of effort!

Learn more at:
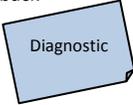*www.advanc-ed.org/mde*

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ASSIST Overview

Through partnership, AdvancED and the Michigan Department of Education (MDE), have customized The Adaptive System of School Improvement Support Tools (ASSIST) to guide and support a common, statewide improvement planning process for all Michigan schools and districts.

ASSIST facilitates a more streamlined improvement planning and reporting process. This document provides guidance and step-by-step instructions for how to build and submit district improvement plans in ASSIST. Tasks will be set in ASSIST to guide schools and districts to the appropriate path toward improvement, accountability and compliance.

Navigating ASSIST

The primary navigation of ASSIST takes place using a series of tabs across the top of the screen. Specific tools are provided within each tab. The following diagram provides a basic overview of the ASSIST tabs and what is located within each.

Portfolio	Profile	Diagnostics & Surveys	Assurances	Goals & Plans	Actions & Reviews
Due dates for required tasks - upcoming, past due and completed. Contains task/document submission and review and approval workflow. EXAMPLES: • Ed YES! Report • School Improvement Plan • District Improvement Plan • Reform Redesign Report Document Components	Basic institution, demographic, affiliation, accreditation and accountability status information (e.g., Priority, Focus, Title I) Performance section is currently blank	Tools to facilitate the collection and analysis of data and information to inform the improvement planning process. **School Diagnostics:** • Executive Summary • Self Assessment • Interim Self Assessment • SPR 40 • SPR 90 • Title I Schoolwide • Title I Targeted Assistance • Health & Safety • Additional Requirements • Student Performance • Stakeholder Feedback • School Data Analysis **District Diagnostics:** • Executive Summary • Interim Self Assessment • Self Assessment • DPR • *SchoolCheck* District Resource Allocation Self-Assessment Diagnostic • Additional Requirements • Student Performance • Stakeholder Feedback **Surveys:** • Parent • Staff • Middle/High Student (6-12) • Elementary Student (3-5) • Early Elementary Student (K-2) Diagnostic	Yes/No Certification Questions – AdvancED and MDE state and federal assurances Assurances	Build and manage goals and improvement plans Goal	NCA CASI Accreditation - Scheduled External Reviews and Required Actions Tools to facilitate a process of checks and balances to ensure appropriate goals and strategies are in place.

New Terminology

During the transition from the Michigan School Improvement Management System to ASSIST new terminology will be used. Below are a few terms you will see and hear in the coming months. Some of the terms have an associated image that is used throughout this guide and other training materials to help with the learning process.

ASSIST (Adaptive System of School Improvement Support Tools)

A web-based school improvement platform used by schools, districts and Independent School Districts (ISD) and Educational Service Agencies (ESAs) around the world to facilitate improvement planning and streamline compliance, accountability and accreditation reporting requirements.

Diagnostics

Tools designed to help schools and districts self-assess strengths and areas in need of improvement related to organizational effectiveness, performance and stakeholder perceptions in order to support ongoing improvement processes and practice.

NOTE: *Diagnostics always are available for self-activation in ASSIST. You no longer have to wait for them to be activated. (The following diagnostics are referenced in this guide for the purpose of improvement planning: Executive Summary, Improvement Plan Stakeholder Involvement, School Data Analysis, Title I Schoolwide, Title I Targeted Assistance, Additional Requirements, Program Evaluation and Health & Safety)*

Assurances

Compliance and/or accountability statements or questions that require a Yes or No certification response. Completion of assurances in ASSIST also will support the upload of documentation as well as narrative comments.

ASSIST Components

Requirements assigned to an institution that identify which reports need to be completed by a specified date. The components are requirements that are defined and assigned by MDE or AdvancED/NCA CASI. NOTE: The head of institution and primary contact listed in the system will receive an email notification when a new ASSIST task has been assigned for their institution.
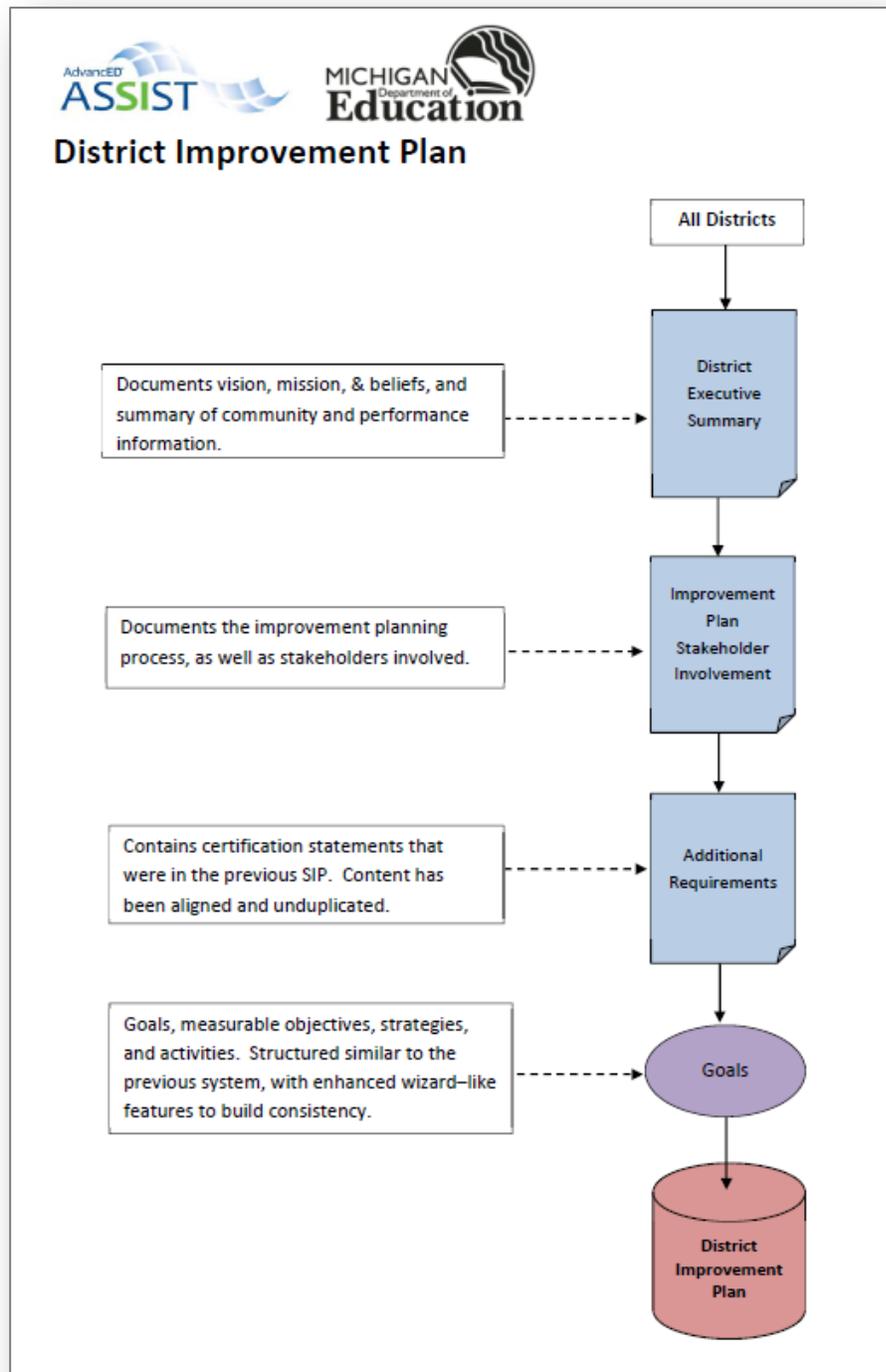
District Improvement Plan

All Michigan districts are required to build and submit a District Improvement Plan (DIP) in ASSIST. The DIP requirements have not changed, but the process will now be accessible as more streamlined diagnostic tools in ASSIST to help facilitate an ongoing improvement process.

The diagram depicts the components that make up the DIP submission requirements. A full size document of this diagram is available at: http://www.advanc-ed.org/webfm_send/392

ASSIST District Improvement Plan Tasks will be set on November 11, 2013. If your district does not have a DIP task on the **Portfolio** page in ASSIST, contact AdvancED Customer Service at customerservice@advanc-ed.org or 888.413.3669.

District Improvement Plan

All Districts

Documents vision, mission, & beliefs, and summary of community and performance information. → District Executive Summary

Documents the improvement planning process, as well as stakeholders involved. → Improvement Plan Stakeholder Involvement

Contains certification statements that were in the previous SIP. Content has been aligned and unduplicated. → Additional Requirements

Goals, measurable objectives, strategies, and activities. Structured similar to the previous system, with enhanced wizard–like features to build consistency. → Goals

District Improvement Plan

NOTE: District Improvement Plans are submitted electronically to MDE. Submitted DIPs can be reopened by the district and resubmitted at any time.

Accessing ASSIST™

To directly access ASSIST, visit www.advanc-ed.org/MDE and select *Log In* or also navigate directly to the login page at www.advanc-ed.org/assist.

Enter your email address and password.
NOTE: This is the same email address and password you have always used to access the School Improvement Management System.

Select **Create New Account** if you are a new user.

If you don't remember your password, select **Send New Password** link and enter your email address.

From the login screen, select ASSIST.

To access accreditation status information and historical accreditation data and reports, select **Accreditation Management System**.

To access historical improvement plan and reports, select **School Improvement Management System (MDE)**.
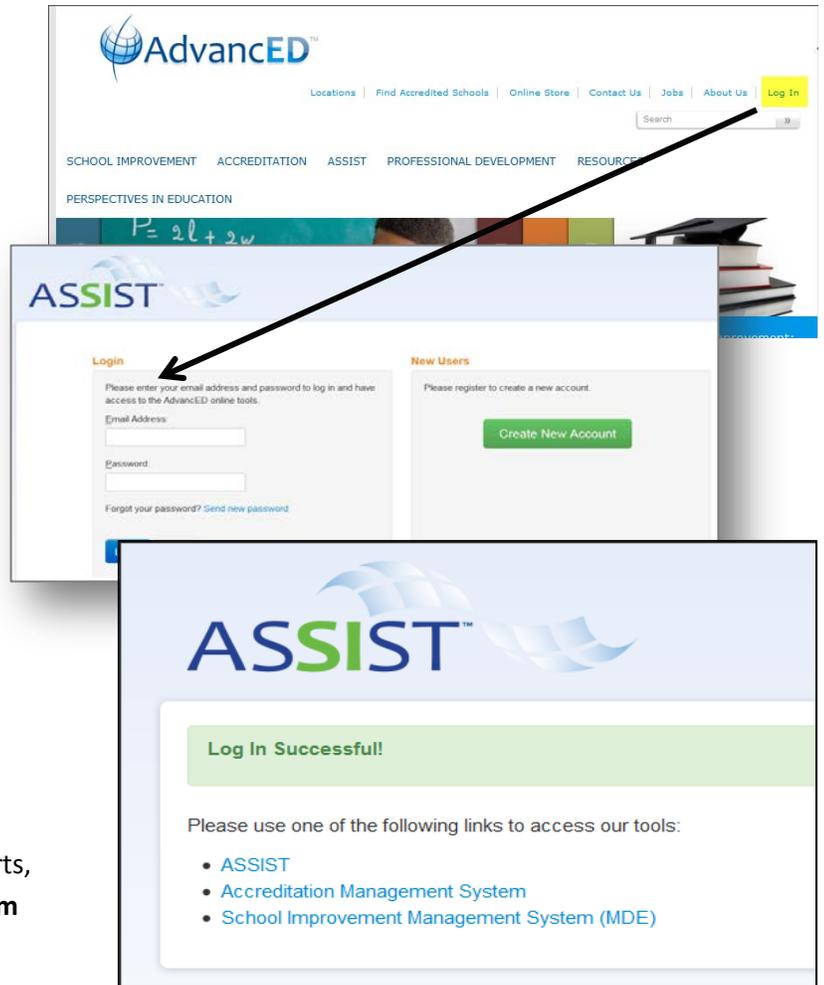
Getting Started

A District Improvement Plan will be assigned to every Michigan district by November 11, 2013. The DIP is displayed on the **Portfolio Overview** page along with the due date of **June 30, 2014**. Selecting the document name will display the specific components required for your district's submission.

Select the document name to view the document details required for submission.

Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.
Select a document for additional details and to begin or continue your work.

2013-2014 School Year

Days Past Due	Due Date	Status	Document
	September 1, 2013	In Progress	District Improvement Plan

2012-2013 School Year

Viewing ASSIST Document Details

The **Document Details** page identifies the components that must be included for the DIP submission.

Review the list of diagnostics that need to be completed by your district, and select the icon within the **Components** section to create or select a diagnostic.

Portfolio

District Improvement Plan (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen. This document is due on **Sep 1, 2013**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary	☑	
Diagnostic	Improvement Plan Stakeholder Involvement	☑	
Diagnostic	District Additional Requirements Diagnostic	☑	
Diagnostic	District Data Analysis	☑	
Goals and Plans		☑	

Additional

In some cases you must select at least one component from this list before the document should be submitted.

The **Components** column identifies what needs to be submitted. This column is blank when nothing has been attached.

Portfolio	Profile	Diagnostics & Surveys	Assurances	Goals & Pl...

Portfolio

District Improvement Plan (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

...on Feb 28, 2014

If no components have been started, select **Add New**. Any component with the check box marked will be added to your report.

...tion must be compl...

	Template
	Executive Sum...
	Improvement...
	District Additio...

Goals and Plans

Additional

In some cases you must select at least one c...

None

Submit

Manage Document Components

Diagnostic | Executive Summary

Check those components to be included in this document.

⊕ Add a New Executive Summary

☑ Executive Summary

Save Selection   Cancel

Selecting the name of the diagnostic will take you to the **diagnostic** page to begin work on the specific component.

Executive Summary

« Back to Diagnostics

Executive Summary (Edit)

The Executive Summary (ES) provides the school system an opportunity to describe in narrative form its vision as well as strengths and challenges within the context of continuous improvement. Use the links below to navigate the Executive Summary and respond to the various questions. The responses should be brief, descriptive, and appropriate for the specific section. It is recommended that the responses are written offline and then transferred into the sections below.

Descriptio...

0 of 1 items

Edit Information

Description

Executive Summary

Use this field to distinguish the diagnostics you create from one another

Cancel   Update

When on the page of the diagnostic, select **(Edit)** to give the component a unique name with a date to differentiate reports from year-to-year. Select **Update** when complete.

Completing a Diagnostic

All diagnostics in ASSIST have a similar format for ease of use. Regardless of which diagnostic your district is completing, the navigation and page layouts are almost identical.

Blue section headings are provided for each section within the diagnostic. Red progress bars provide a visual of section completeness.
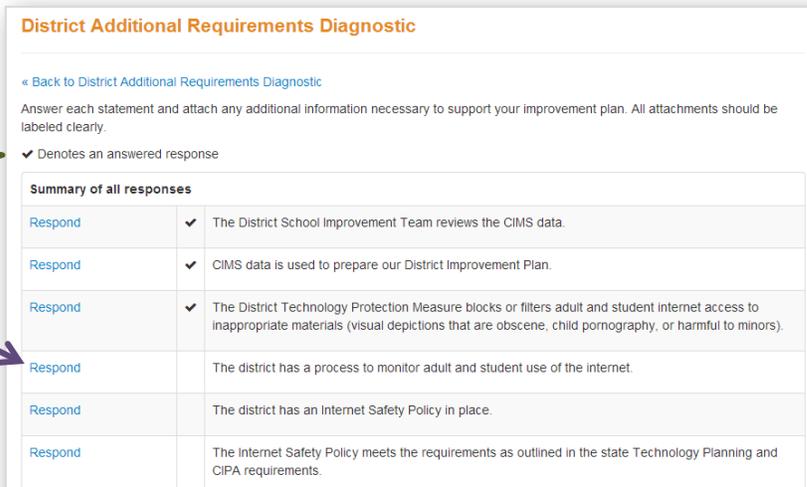
Select the section heading to view and/or respond to the items within each section.

District Additional Requirements Diagnostic

Additional Requirements

This diagnostic contains certification requirements for Michigan districts. This diagnostic

District Additional Requirements Diagnostic

2 of 15 items are completed

[View PDF] [View attachments] [Delete]

A table provides the required items within each section. Items without a checkmark have not received a response, whereas those with a checkmark have been completed. ASSIST does not check for accuracy of information, so it is important to review all responses prior to completion.

You can return to the **Diagnostic Summary** to view a different section or overall progress.

Select an item with the *Respond* link.

District Additional Requirements Diagnostic

« Back to District Additional Requirements Diagnostic

Answer each statement and attach any additional information necessary to support your improvement plan. All attachments should be labeled clearly.

✔ Denotes an answered response

Summary of all responses		
Respond	✔	The District School Improvement Team reviews the CIMS data.
Respond	✔	CIMS data is used to prepare our District Improvement Plan.
Respond	✔	The District Technology Protection Measure blocks or filters adult and student internet access to inappropriate materials (visual depictions that are obscene, child pornography, or harmful to minors).
Respond		The district has a process to monitor adult and student use of the internet.
Respond		The district has an Internet Safety Policy in place.
Respond		The Internet Safety Policy meets the requirements as outlined in the state Technology Planning and CIPA requirements.

Each item in the diagnostic requires a response.

You may be required to select a rubric or Likert Scale response, enter a narrative text response or upload supporting documentation.

Once the item has a response, select **Save and Continue**.

Respond

« Back to District Additional Requirements Diagnostic

The District Technology Protection Measure blocks or filters adult and student internet depictions that are obscene, child pornography, or harmful to minors).

○ Yes
◉ No

Comments

600 characters left

Upload Document

Attachment Name

[Browse...]

[< Previous] [Save and Continue]

At any time you can return to the **Standard Summary** to view a different item or overall diagnostic progress.
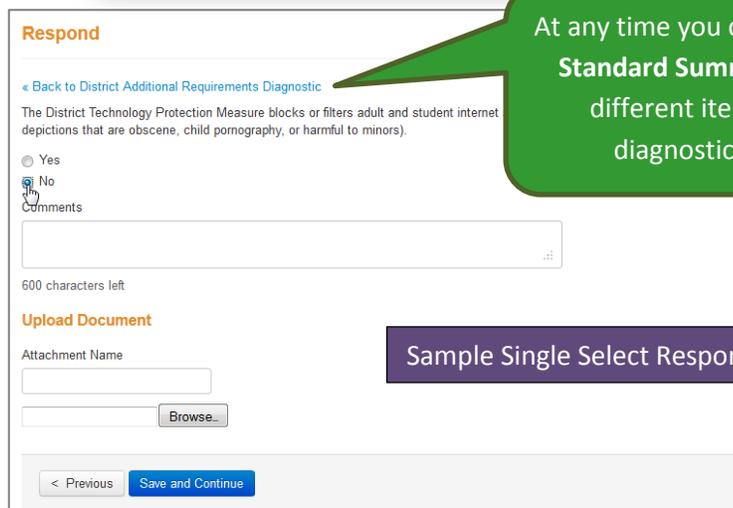
Sample Single Select Response Item

ASSIST automatically takes you to the next item in the diagnostic.

Spellcheck is not available in ASSIST, but some browsers (e.g., Firefox and Safari) highlight spelling and punctuation errors.

Complete all questions in the diagnostic and confirm completion by selecting the **Yes Complete** in the pop-up window.

NOTE: The diagnostic will be locked from editing and unavailable to add to the DIP for submission once it is marked **Complete**.

View, save or print a PDF of the diagnostic at any time during the process.

Select **Reopen** to make additional changes to the diagnostic prior to submission, if necessary.

« Back to Description of the School System

Describe the school system's size, community/communities, location, and changes it has experienced in the last three years. Include demographic information about the students, staff, and community at large. What unique features and challenges are associated with the community/communities the school system serves?

Enter your response

Plain text only. This form does not support the copy-and-paste of files, images, or tables.

What action(s) will be taken to address achievement challenges?
Enter your response
Sevceral actions will be taken to

Save and Continue

Complete Diagnostic

Are you sure you wish to complete this Diagnostic?

Yes Complete   Cancel

District Additional Requirements Diagnostic

Additional Requirements

This diagnostic contains certification requirements for Michigan districts.

District Additional Requirements Diagnostic
15 of 15 items are completed

View PDF   View attachments   Complete   Delete

Uploaded documentation can be viewed using **View Attachments**.

District Additional Requirements Diagnostic Attachments

Below are the answers that included an attachment in the response. Click on the attach

Question	Answer	Attachment
The District School Improvement Team reviews the CIMS data.	Yes	
CIMS data is used to prepare our District Improvement Plan.	Yes	
The District Technology Protection Measure blocks or filters adult and s...	No	
The district has a process to monitor adult and student use of the inter...	Yes	
The district has an Internet Safety Policy in place.	Yes	Internet Safety Poli
The Internet Safety Policy meets the requirements as outlined in the sta...	Yes	

District Additional Requirements Diagnostic

Success! The Diagnostic has been completed.

Additional Requirements

This diagnostic contains certification requirements for Michigan districts. This diagnostic must be completed by all districts.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

View PDF   View attachments   Reopen   Delete

Important!

The navigation and steps are exactly the same regardless of which diagnostic you are completing. Repeat the process outlined above until you have started and completed each of the diagnostics listed in your District Improvement Plan.

Building Goals

In addition to diagnostics, all DIPs must contain goals, objectives, strategies and activities. ASSIST provides a structured process for building goals and plans.

Select the **Goals & Plans** tab at the top of the screen to build and manage goals and plans.

Refer to the ASSIST Technical Guide: Building and Managing Goals & Plans (http://www.advanc-ed.org/webfm_send/373) for step-by-step instructions on how to build and manage goals and plans in ASSIST.

Submitting the DIP

Select the **Portfolio** tab at the top of the page, and open the District Improvement Plan.
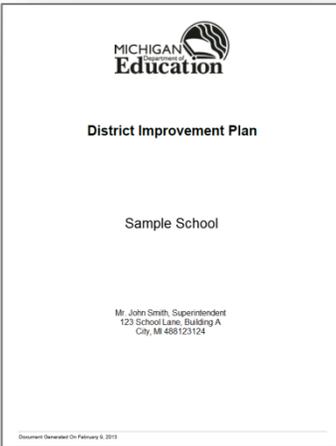

Select the pencil icon in the components column. This opens a window that allows you to select the component to attach by checking the box and selecting **Save Selection.**

The component name now appears in the **Components** Column. Select the name to view/edit the diagnostic results.

rovement Plan (In Progress)

his report. When all necessary components are complete, select the Submit button at the bottom of the screen.

2013

Required

All components in this section must be complete fore the document can be submitted.

Section	Template	Components		Complete
Diagnostic	Executive Summary	Executive Summary for Schools	✎	✔
Diagnostic	Improvement Plan Stakeholder Involvement	Improvement Plan Stakeholder Involvement	✎	
Diagnostic	District Additional Requirements Diagnostic		✎	
Diagnostic	District Data Analysis		✎	
Goals and Plans				

Additional

In some cases you must select at least one component f

None

Submit | ☐ View PDF | ✎ Attachments

Once all of the completed components have been added to the DIP, select **Submit** and confirm submission in the pop-up window.

All completed Components have checkmark in the completed column.

MICHIGAN Department of **Education**

District Improvement Plan

Sample School

Mr. John Smith, Superintendent
123 School Lane, Building A
City, MI 488123124

Document Generated On February 8, 2013

Note: You can view a PDF of the complete document at any time during the process by selecting View PDF. The PDF will be shown as a DRAFT until it is submitted.

Once the DIP is submitted, it can be reopened at any time to make changes and resubmit. Select **Reopen** at the bottom of the DIP **Components** page.

Comments are required any time the DIP is reopened. A comment log and history of document submission dates and users can be viewed by selecting **View Log**.

Portfolio

District Improvement Plan (Submitted)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

Success! The District Improvement Plan has been successfully updated.

This document is due on **Sep 1, 2013**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary	Executive Summary for External Review.	✔
Diagnostic	Improvement Plan Stakeholder Involvement	Improvement Plan Stakeholder Involvement	✔
Diagnostic	District Additional Requirements Diagnostic	District Additional Requirements Diagnostic	✔
Goals and Plans		Plan for District Improvement Plan	✔

Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

Reopen | ☐ View PDF | ✎ Attachments | ☐ View Log

Enter Comment ✕

Please enter a comment:

Add | Cancel

History

- July 11, 2013 10:21 AM
- July 11, 2013 10:20 AM

Log

Date	User	Action	Comment	Attachment
July 11, 2013	Jaime Adams	Reopen	Reopened for corrections to align with district budget.	

Each time the DIP is submitted, a copy of the document is archived. You always can open an achieved document to view a previously submitted version.