Early Warning Module
Onboarding Planning Guide
Michigan

The Munetrix Early Warning Module brings multiple data sets together in one, easy-to-use platform to help educators quickly identify students who are at-risk, view risk levels, evaluate trends and gain actionable insights to inform interventions. All data for the Early Warning Module is pulled directly from the Michigan DataHub through a nightly API integration, including the following types of data:

- Student Data
- Demographic Information
- Roster Data
- Assessment Data
- Academic/Course Grades
- Attendance Data
- Discipline/Behavior Data

To ensure a smooth implementation for users, district stakeholders must complete the following planning steps during the onboarding process.

Onboarding Kickoff Call
Your Munetrix Customer Success Manager will schedule an Onboarding Kickoff Call with the key implementation stakeholder to discuss the steps of the onboarding process, pre-planning and potential pre-data clean-up that may be needed. During this call, the Customer Success Manager will:

- Discuss Authorizing Munetrix in the MI DataHub Cockpit to pull data.
- Provide a secure method to communicate the MI DataHub key/secret after authorization.
- Obtain a list of assessments the district wishes Munetrix to pull data for in the Early Warning Module. (Note: Please see supported assessments.)
- Discuss potential clean-up required for attendance and discipline in the student information to ensure a smooth technical installation.
- Discuss the standard criteria and thresholds used to determine risk levels for each data set and options for customizing them.

Supported Assessments
- M-STEP
- PSAT
- SAT
- NWEA MAP
- I-Ready
- STAR
- Acadience
SIS Data Planning/Clean-up

Sometimes districts do not have consistent data practices for reporting information such as behavior or grades. For example, discipline incident types, locations and times. The following checklists provide a list of items that may require some clean-up.

**Discipline**
Pull the incident report for each building and compare the options in the dropdown menus for consistency – especially with time, location, and incident description or category in the SIS.

- **Time** – is time being reported as hours/minutes, a time of day, class periods, lunchtime, recess etc.
- **Location** – is the locations room numbers, room titles, hallway, lunchroom, gym, etc.
- **Incident Description in the SIS** – are there consistent incident descriptions or are there endless possibilities

**Grades**
- What types of grades are given at each level? (i.e. letter grades, standards based, early elementary, etc.)
- What are the grading periods for each building? (i.e. quarters, trimesters, semesters, etc.)
- How often does the district post/update grades in the SIS?
- How frequently are you sending academic/course grades from the SIS to MI DataHub? What is the cutoff day/time for updates regarding course grades to be sent from the SIS to MI DataHub?

**Criteria & Risk Threshold Planning**
Currently the Munetrix Early Warning Module uses the default criteria.

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Attendance</th>
<th>Tardies</th>
<th>Discipline</th>
<th>Grades</th>
<th>Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Less than 5% of days in the semester</td>
<td>Less than 5% of days in the semester</td>
<td>0 incidents</td>
<td>Student has A’s and B’s</td>
<td>Varies by Assessment</td>
</tr>
<tr>
<td>Low</td>
<td>5-8% of days in the semester</td>
<td>5-8% of days in the semester</td>
<td>1 incident</td>
<td>Student has C’s</td>
<td>Varies by Assessment</td>
</tr>
<tr>
<td>Medium</td>
<td>8-10% of days in the semester</td>
<td>8-10% of days in the semester</td>
<td>2-4 incidents</td>
<td>Student has C’s and D’s</td>
<td>Varies by Assessment</td>
</tr>
<tr>
<td>High</td>
<td>&gt;10% of days in the semester</td>
<td>&gt;10% of days in the semester</td>
<td>5+ incidents</td>
<td>Student has E’s or F’s</td>
<td>Varies by Assessment</td>
</tr>
</tbody>
</table>
Review the default criteria listed above for each category with the district stakeholders and each building leadership team.

1. **Attendance**
   - Attendance risk level thresholds must be set as a percentage of total days possible.
   - What timeframe does the district use to track attendance – semester, trimester, quarter, etc.?
   - Is the timeframe the same for all buildings in the district or does it differ by building? Please explain.
   - Excused and unexcused absences are currently reported as “days absent”. Attendance cannot be reported currently by class period or course.
   - How has the district configured excused and unexcused absences being sent to the MI DataHub?
   - How often does the district push attendance data to the MI DataHub?

2. **Tardies**
   - Tardies are reported for the school day. Tardies cannot be reported at the class period or course level, currently.
   - Risk level thresholds for tardies must be set as a percentage of total days possible.
   - How has the district currently configured the tardies they are sending to the MI Data Hub?
   - How often does the district push tardy data from the SIS to the MI DataHub?

3. **Discipline**
   - Are students being tagged for different roles in the SIS when incident reports are documented? i.e. Victim, Perpetrator, Accomplice, Witness, etc.
   - Are these roles consistently used across all buildings/levels in the district?
   - Are all of these roles being pushed to the MI Data Hub with incident reporting?
   - Are there standard or consistent reporting criteria in place for incident reporting, such as time, location, incident description, and role, across all buildings/grade levels? This is something that may need to be adjusted in the SIS and then aligned to the proper EdFi descriptors for the MI DataHub.
   - Discipline risk thresholds are limited to the number of incidents.

4. **Grades**
   - What types of grading system is used for course grades for:
     - Early Elementary
     - Elementary
     - Middle School
     - High School
   - What grades are being updated/refreshed between the SIS and the MI DataHub? (i.e. semester, trimester, marking period average, grade as of today, etc.)
   - How often is grade data being sent or “posted” from the SIS to the MI DataHub?
   - Does your district use standards-based grading?
   - What data is being sent to the MI DataHub for standards-based grading, if applicable? How often?
   - Risk level thresholds will need to be stated in one of the following formats for course grades:
• Student X courses with a grade of Y or higher.
• Student has X courses with a grade of Y or Z.
• Other options will need to be reviewed by the Munetrix engineering team for approval.

5. Assessments
   • What Munetrix supported assessments do you use?
   • Will there be any differences with the assessment thresholds by building or grade level?
   • For each assessment below please indicate the thresholds for each level.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>None</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-STEP</td>
<td>Advanced</td>
<td>Proficient</td>
<td>Partially Proficient</td>
<td>Not Proficient</td>
</tr>
<tr>
<td>PSAT</td>
<td>College Ready</td>
<td>Approaching College Ready</td>
<td>Not Yet College Ready</td>
<td></td>
</tr>
<tr>
<td>SAT</td>
<td>College Ready</td>
<td>Approaching College Ready</td>
<td>Not Yet College Ready</td>
<td></td>
</tr>
<tr>
<td>NWEA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i-Ready</td>
<td></td>
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<tr>
<td>STAR</td>
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</tr>
<tr>
<td>DIBELS/Acadience</td>
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</table>

Technical Installation
• Your Munetrix Customer Success Manager will schedule a technical installation call with the key implementation stakeholder and main technical contact. During this call the Customer Success Manager will:
  • Discuss any custom criteria and risk level thresholds that the district would like to implement, based on internal feedback gathered from other stakeholders in the district.
  • Share the technical set-up guidance required to ensure that the data flows from the SIS to the MI DataHub.
  • Upon completion/verification of the technical requirements being met by the district, the Munetrix engineering team will complete the technical installation process.
  • Additional calls may be scheduled “as needed” during the technical installation process by the Customer Success Manager, to resolve any issues unforeseen issues that may arise during the technical installation process.

Pre-Launch Review
Upon completion of the technical installation process, your Munetrix Customer Success Manager will schedule a pre-launch review and quality check with the key district implementation stakeholders. Once the pre-launch review is complete the district will be ready to launch the Munetrix Early Warning Module.