

# Early Warning Module

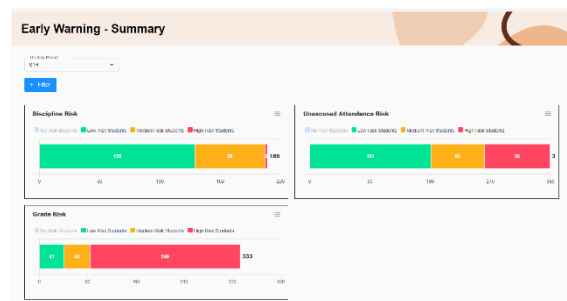
## Onboarding Planning Guide

### 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.

Risk Level	Attendance	Tardies	Discipline	Grades	Assessments
None	Less than 5% of days in the semester	Less than 5% of days in the semester	0 incidents	Student has A's and B's.	Varies by Assessment
Low	5-8% of days in the semester	5-8% of days in the semester	1 incident	Student has C's	Varies by Assessment
Medium	8-10% of days in the semester	8-10% of days in the semester	2-4 incidents	Student has C's and D's	Varies by Assessment
High	>10% of days in the semester	>10% of days in the semester	5+ incidents	Student has E's or F's	Varies by Assessment

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.

Assessment	None	Low	Medium	High
M-STEP	Advanced	Proficient	Partially Proficient	Not Proficient
PSAT	College Ready		Approaching College Ready	Not Yet College Ready
SAT	College Ready		Approaching College Ready	Not Yet College Ready
NWEA				
i-Ready				
STAR				
DIBELS/Acadience				

## 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 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.

