



*ASSIST™ Technical Guide for Michigan Schools and Districts*

# School Improvement Planning and Reporting

Revised 8/5/13



## About This Guide

This guide has been developed specifically for Michigan schools. It provides an overview of ASSIST and step-by-step instructions for building and submitting School Improvement Plans (SIPs) 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](http://www.advanc-ed.org/mde)

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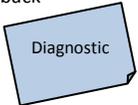
# ASSIST™ Overview

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 now facilitates a more streamlined improvement planning and reporting process. This document provides guidance and step-by-step instructions for how to build and submit school 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.

Overview	Profile	Diagnostics & Surveys	Assurances	Goals & Plans	Actions & Reviews
<p>Due dates for required tasks - upcoming, past due and completed</p> <p>Contains task/document submission and review and approval workflow.</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> <li>• Ed YES! Report</li> <li>• School Improvement Plan</li> <li>• District Improvement Plan</li> <li>• Reform Redesign Report</li> </ul> 	<p>Basic institution, demographic, affiliation, accreditation and accountability status information (e.g., Priority, Focus, Title I)</p> <p>Performance section is currently blank</p>	<p>Tools to facilitate the collection and analysis of data and information to inform the improvement planning process.</p> <p><b>School Diagnostics:</b></p> <ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• Self Assessment</li> <li>• Interim Self Assessment</li> <li>• SPR 40</li> <li>• SPR 90</li> <li>• Title I Schoolwide</li> <li>• Title I Targeted Assistance</li> <li>• Health &amp; Safety</li> <li>• Additional Requirements</li> <li>• Student Performance</li> <li>• Stakeholder Feedback</li> <li>• School Data Analysis</li> </ul> <p><b>District Diagnostics:</b></p> <ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• Interim Self Assessment</li> <li>• Self Assessment</li> <li>• DPR</li> <li>• <i>SchoolCheck</i> District Resource Allocation Self-Assessment Diagnostic</li> <li>• Additional Requirements</li> <li>• Student Performance</li> <li>• Stakeholder Feedback</li> </ul> <p><b>Surveys:</b></p> <ul style="list-style-type: none"> <li>• Parent</li> <li>• Staff</li> <li>• Middle/High Student (6-12)</li> <li>• Elementary Student (3-5)</li> <li>• Early Elementary Student (K-2)</li> </ul> 	<p>Yes/No Certification Questions –</p> <p>AdvancED and MDE state and federal assurances</p> 	<p>Build and manage goals and improvement plans</p> 	<p>NCA CASI Accreditation - Scheduled External Reviews and Required Actions</p> <p>Tools to facilitate a process of checks and balances to ensure appropriate goals and strategies are in place.</p>

## New Terminology

During the transition from the Michigan School Improvement Management System to ASSIST some new terminology will be used. Below are a few terms you will see in this guide and hear in the 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.

### Diagnosics

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:** *Diagnosics always are available for self-activation in ASSIST. You no longer have to wait for them to be activated. (The following diagnosics 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.

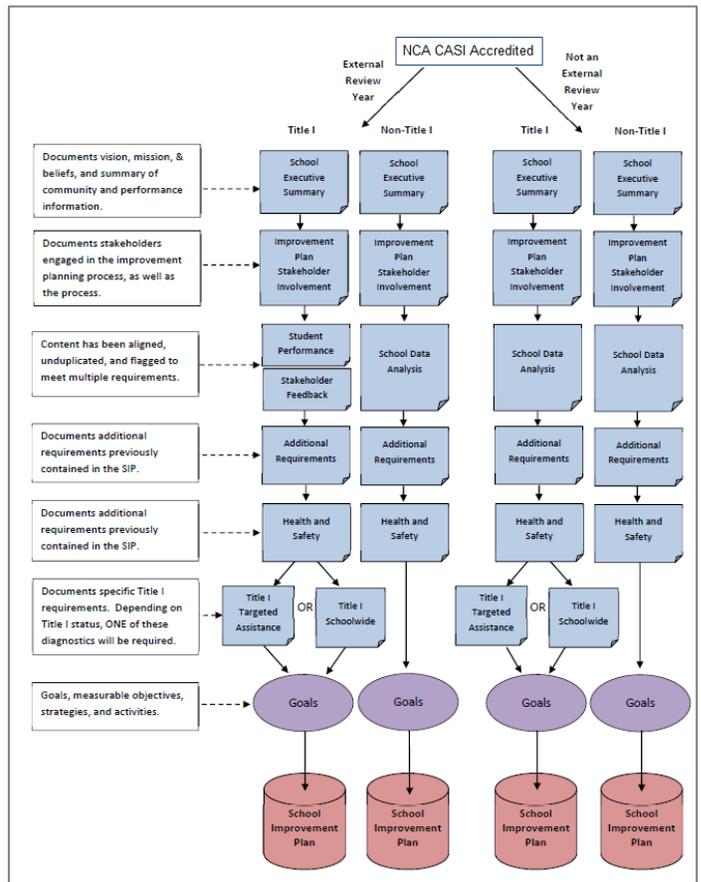
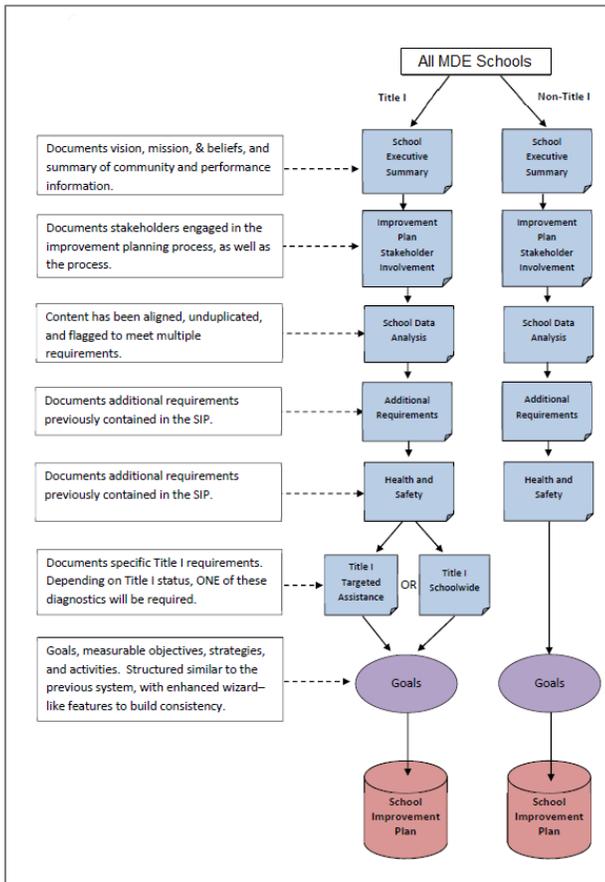
### ASSIST Components

Requirements assigned to an institution that identify which reports need to be completed by a specified date. The components are requirements that can be 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 report has been assigned for their institution.

# School Improvement Plan

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

The diagram depicts the non-duplicated components that make up the SIP submission requirements. A full size document of these images are located at: [http://www.advanc-ed.org/webfm\\_send/393](http://www.advanc-ed.org/webfm_send/393)



**NOTE: School Improvement Plans require Superintendent review and approval. The reporting workflow in ASSIST facilitates this process.**

# Accessing ASSIST™

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

**Enter your email address and password.**

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

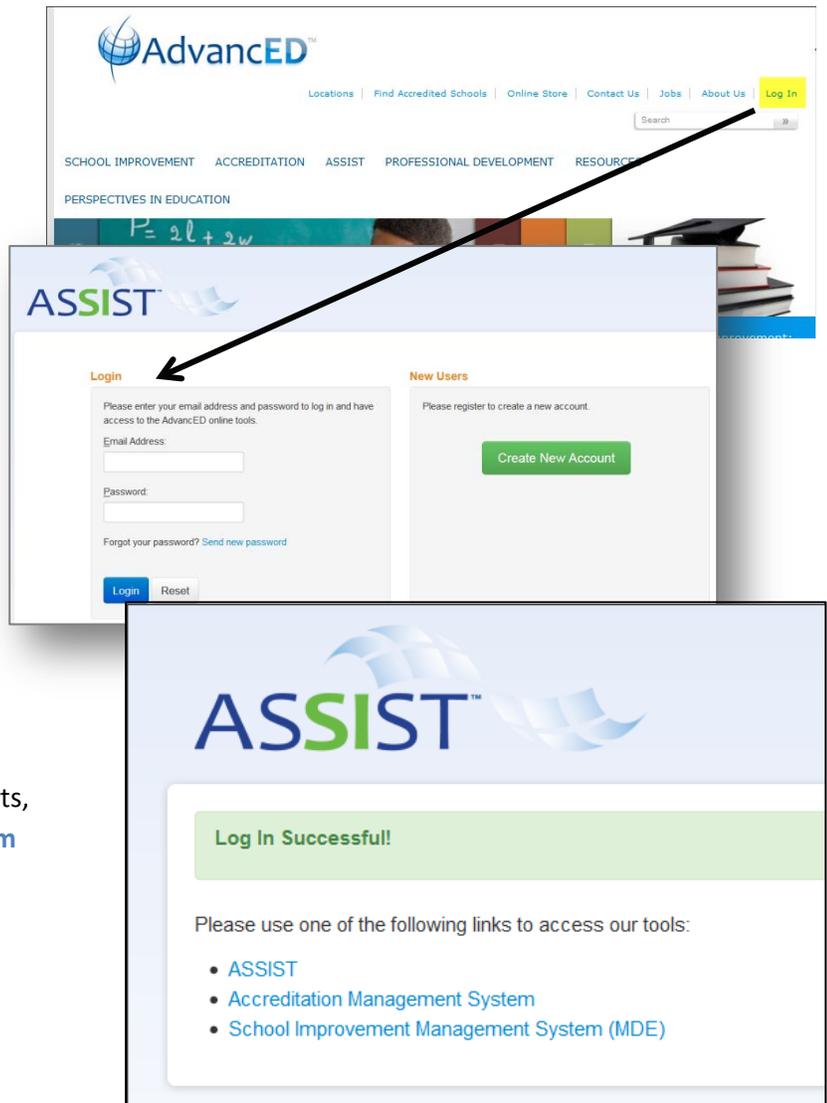
Select **Create New Account** if you are a new user.

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 School Improvement Plan will be assigned to every Michigan school by November 1, 2013.** The SIP is displayed on the **Portfolio Overview** page along with the due date of **September 1, 2014** (NOTE: Districts may request their schools to submit the SIP prior to this date). Selecting the document name will display the specific components required for your school's 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	School Improvement Plan
2012-2013 School Year			

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

## Viewing ASSIST Document Details

The **Document Details** page identifies the components that must be included for the SIP submission. AdvancED and MDE have worked together to assign the appropriate SIP components for each school. If a component is in the **Additional** section, please refer to your training as to whether those components are required for your individual school.

**Portfolio**

**School 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic	Improvement Plan Stakeholder Involvement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic	School Data Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic	School Additional Requirements Diagnostic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Goals and Plans		<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Additional**

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

Section	Template	Components	Complete
Diagnostic	Health and Safety (HSAT) Diagnostic	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

The Health & Safety (HSAT) Diagnostic is in the **Additional** section because it only needs to be completed if your school took the HSAT.

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

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

**School 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic	Improvement Plan S	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic	School Data Analys	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic	School Additional R	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S and Plans		<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Additional**

In some cases you must select at least one c

Section	Template	Components	Complete
Diagnostic	Health and Safety (HSAT) Diagnostic	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Manage Document Components**

**Diagnostic | Executive Summary**

Check those components to be included in this document.

Add a New Executive Summary

Executive Summary for Schools

**Save Selection** **Cancel**

**Submit** **View PDF** **Attachments**

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 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.

**Description of the School**

0 of 1 items are answered *(optional items are not required to complete the section)*

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.

**Edit Information**

Description

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

## Completing a Diagnostic

All diagnostics in ASSIST have a similar format for ease of use. Regardless of which diagnostic your school 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 completedness.

Select the section heading to view and/or respond to the items within each section.

**School Data Analysis**

**Spring SDA**

The School Data Analysis (SDA) is a diagnostic tool intended to facilitate rich and deep collaborative discussion of school data. The SDA can serve as a guide to determine a school's strengths, challenges, and directions for of data and responses to a series of data related questions. This data collection and analysis process includes achievement gaps and reflections on causation. Please note that questions related to gaps and causes for a (\*). This diagnostic represents the various types of student data that should be continuously collected, reviewed with other local school data. Completion of the SDA is required.

**Student Enrollment Data**

4 of 11 items are completed

**Student Achievement Data for All Students**

13 of 13 items are completed

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.

**Student Enrollment Data**

[← Back to School Data Analysis](#)

✓ Denotes an answered response

**Summary of all responses**

<a href="#">Respond</a>	✓	How do student enrollment trends affect staffing?
<a href="#">Respond</a>	✓	How do student enrollment trends affect staff recruitment?
<a href="#">Respond</a>	✓	How do student enrollment trends affect budget?
<a href="#">Respond</a>		How do student enrollment trends affect resource allocations?
<a href="#">Respond</a>		How do student enrollment trends affect facility planning and maintenance?
<a href="#">Respond</a>		How do student enrollment trends affect parent/guardian involvement?
<a href="#">Respond</a>		How do student enrollment trends affect professional learning and/or public relations?

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**.

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

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

At any time you can return to the **Section Summary** to view a different item or overall diagnostic progress.

Sample Signal Select Response with Attachment and Optional Comment

[← Back to School Additional Requirements Diagnostic](#)

The institution has a School-Parent Compact. If yes, please attach

Yes  
 No

Comments

6000 characters left

**Upload Document**

Attachment Name

[← Back to Student Achievement Data](#)

What trends do you notice among the top 30% percent of students in each content area?

Enter your response

Significant positive trends

What action(s) will be taken to address achievement challenges?

Enter your response

Several actions will be taken to

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

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

**Complete Diagnostic**

Are you sure you wish to complete this Diagnostic?

Yes Complete Cancel

**Additional Requirements**

This diagnostic contains certification requirements for Michigan schools. This

**School Additional Requirements Diagnostic**

9 of 9 items are completed

View PDF View attachments **Complete** Delete

**School Additional Requirements Diagnostic Attachments**

Below are the answers that included an attachment in the response. Click on the attachment to view the document.

Question	Answer	Attachment
...ally in grades 1-5.	Yes	
...ant annual report. (The Annual Educat...	No	
...nt approved Educational Development Pla...	Yes	<a href="#">Education De...</a>
...updates the EDPs to ensure academic cour...	Yes	
...eral laws and regulations prohibiti...	Yes	
...mployee to coordinate efforts to comp...	Yes	
...t Involvement Plan (that addresses Sec...	Yes	
...t Compact. If yes, please attach the S...	No	<a href="#">School Parent Compact</a>
...on necessary to support your improvem...	Yes	

Documentation uploaded as part of a diagnostic response can be viewed using the **View Attachments** button.

**School Additional Requirements Diagnostic**

Success! The Diagnostic has been completed.

**Additional Requirements**

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

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

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

**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 School Improvement Plan.

## Building Goals

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

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

**Goals and Plans**

Goals Plans Reports

Streamline the process of developing and managing goals. Expand the list below.

Create a Goal

Goal Name	Objectives	Strategies	Activities
All students at School X will be proficient in reading.	2	3	2
Increased Learning - Every student progresses in his or her learning and meets or exceeds proficiency in all subjects.	1	10	46

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

## Submitting the SIP

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

**Portfolio**

**School Improvement Plan (In Progress)**

Add each component to this report. When all necessary components are complete, 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 Schools	<input checked="" type="checkbox"/>
Diagnostic	Improvement Plan	Stakeholder Involvement	<input type="checkbox"/>
Diagnostic	School Data Analysis		<input type="checkbox"/>
Diagnostic	School Additional Information		<input type="checkbox"/>
Goals and Plans			<input type="checkbox"/>

**Manage Document Components**

Diagnostic | Executive Summary

Check those components to be included in this document.

Add a New Executive Summary

Executive Summary for Schools

Save Selection Cancel

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.

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

**Portfolio**

**School 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**

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

Section	Template	Components	Complete
Diagnostic	Executive Summary	<a href="#">Executive Summary for Schools</a>	<input checked="" type="checkbox"/>
Diagnostic	Improvement Plan Stakeholder Involvement	<a href="#">Improvement Plan Stakeholder Involvement</a>	<input checked="" type="checkbox"/>
Diagnostic	School Data Analysis	<a href="#">School Data Analysis</a>	<input checked="" type="checkbox"/>
Diagnostic	School Additional Requirements Diagnostic	<a href="#">School Additional Requirements Diagnostic</a>	<input checked="" type="checkbox"/>
Goals and Plans		<a href="#">Plan for School Improvement Plan</a>	<input checked="" type="checkbox"/>

**Additional**

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

Section	Template	Components	Complete
Diagnostic	Health and Safety (HSAT) Diagnostic		<input checked="" type="checkbox"/>

**Attachments**

All complete Components have checkmark in the complete column.

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

**Portfolio**

**School 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.

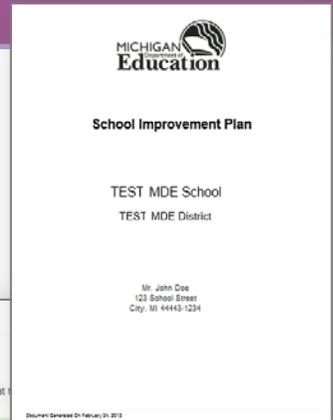
Section	Template	Components	Complete
Diagnostic	Executive Summary	<a href="#">Executive Summary for Schools</a>	<input checked="" type="checkbox"/>
Diagnostic	Improvement Plan Stakeholder Inv	<a href="#">Improvement Plan Stakeholder Involvement</a>	<input checked="" type="checkbox"/>
Diagnostic	School Data Analysis	<a href="#">School Data Analysis</a>	<input checked="" type="checkbox"/>
Diagnostic	School Additional Requirements D	<a href="#">School Additional Requirements Diagnostic</a>	<input checked="" type="checkbox"/>
Goals and Plans		<a href="#">Plan for School Improvement Plan</a>	<input checked="" type="checkbox"/>

**Additional**

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

Section	Template	Components	Complete
Diagnostic	Health and Safety (HSAT) Diagnostic		<input checked="" type="checkbox"/>

**Submit** **View PDF** **Attachments**



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

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

**Enter Comment**

Please enter a comment:

**Add** **Cancel**

**Portfolio**

**School 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**

**Success!** The School Improvement Plan has been successfully updated.

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

Section	Template	Components	Complete
Diagnostic	Executive Summary	<a href="#">Executive Summary for Schools</a>	<input checked="" type="checkbox"/>
Diagnostic	Improvement Plan Stakeholder Involvement	<a href="#">Improvement Plan Stakeholder Involvement</a>	<input checked="" type="checkbox"/>
Diagnostic	School Data Analysis	<a href="#">School Data Analysis</a>	<input checked="" type="checkbox"/>
Diagnostic	School Additional Requirements Diagnostic	<a href="#">School Additional Requirements Diagnostic</a>	<input checked="" type="checkbox"/>
Goals and Plans		<a href="#">Plan for School Improvement Plan</a>	<input checked="" type="checkbox"/>

**Additional**

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

Section	Template	Components	Complete
Diagnostic	Health and Safety (HSAT) Diagnostic		<input checked="" type="checkbox"/>

**Submit** **View PDF** **Attachments** **View Document History**

**Archives**

- Archived On July 10, 2013 11:56 AM

**Comments**

Date	User	Action	Comment	Attachment
July 10, 2013	Jaime Adams	Reopen	Reopening to update the Executive Summary	<a href="#">SIP checklist</a>

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

# District Review and Approval of School Improvement Plans

For any districts that need to approve an SIP, utilize the search engine to find a list of your schools for all of its schools.

Select the "school" for which you want to review a report.

Upon selecting the school account, you should see a report listed for that school.

**Search Institutions**

Search Criteria

Institution  
  
 Enter all or part of the institution name.

Parent Institution  
  
 Enter all or part of the parent institution name.

State Identifier  
  
 Unique identifier provided by the state. Not applicable to all institutions.

City

Select the document name to view the submitted plan.

**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	Submitted	School Improvement Plan

2012-2013 School Year

If the school submitted the plan, there will be a link to the archived report at the bottom of the page. This link, or the **View PDF** will give you access to the full report.

If the plan needs additional work, select **Reopen**, and provide comments when prompted.

If you are satisfied with the plan, select **Accept**.

The school's principal, as well as the primary contact listed in the school's ASSIST Profile, will receive an email when the report is approved or reopened.

**Portfolio**

**School 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.  
 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 Schools	✓
Diagnostic	Improvement Plan Stakeholder Involvement	Improvement Plan Stakeholder Involvement	✓
Diagnostic	School Data Analysis	School Data Analysis	✓
Diagnostic	School Additional Requirements Diagnostic	School Additional Requirements Diagnostic	✓
Goals and Plans		Plan for School Improvement Plan	✓

**Additional**

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

Section	Template	Components	Complete
Diagnostic	Health and Safety (HSAT) Diagnostic		

**Reopen** **Accept** [View PDF](#) [Attachments](#) [View Document History](#)

**Archives**

- Archived On July 10, 2013 12:02 PM

**Note:** If a plan has been reopened and submitted multiple times, each submission is archived along with the comment history provided by the reviewer.