



SRSS-IE Roles, Collection, and Analysis Decisions

This document provides space for school districts to document decisions related to how the SRSS-IE data will be collected and used.

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

Version: 1.0

Date: January 2020

Roles, Collection, and Analysis Decisions

The District Coordinator, SRSS-IE Coordinator, IT director (if tech involved in pre-loading spreadsheets), and any secondary school principals should be involved in all SRSS-IE decisions.

Table 1. SRSS-IE Decisions

Role/Task	Enter School Name
1. Describe how staff will learn about the SRSS-IE, including why the district has selected the SRSS-IE for universal screening, get questions answered, and contribute to additional decisions	Type description
2. Describe how families will learn about the SRSS-IE, including why the district has selected the SRSS-IE for universal screening, get questions answered, and contribute to additional decisions	Type description
3. Determine method for data collection	Select one or type another option: Excel Spreadsheet Google Spreadsheet SIS Data Warehouse



Role/Task	Enter School Name
4. Identify (technology) staff who will be involved in SRSS-IE data collection (pre-loading of student names in spreadsheets, system set up, sharing with staff, etc.)	Enter name of individual(s)
5. Collect SRSS-IE Data (including training of staff during first screening of the year)	Enter specific dates: Fall: Winter: Spring:
6. Secondary schools: Identify which teachers will conduct SRSS-IE ratings (1st hour, homeroom, ELA, etc.)	Enter name of individual(s)
7. Who will train all school staff responsible for completing SRSS-IE ratings?	Enter name of individual(s)
8. Who will be responsible for pulling together all teacher ratings into one file for efficiently summarizing the results for each grade?	Enter name of individual(s)
9. Who will be responsible for entering grade-level SRSS-IE results into the MiMTSS Data System each fall, winter, and spring?	Enter name of individual(s)
10. Who will be responsible for integrating the SRSS-IE into relevant intervention grids (use of data for entrance criteria and exit criteria)?	Enter name of individual(s)
11. School Leadership Team analyzes SRSS-IE results	Date, time and location
12. Grade-Level/Cross-Department Teams analyze SRSS-IE results	Date, time and location



Role/Task	Enter School Name
13. Intervention Systems Team analyzes SRSS-IE results	Date, time and location
14. Describe how SRSS-IE results will be shared with families.	Type description

Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI) funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.