



SRSS-IE Data Accuracy Checklist

This document provides a series of steps for SRSS-IE Coordinators to use before, during, and after screening to ensure that SRSS-IE data are clean and accuracy.

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Part 1: Before the First Screening Each Year

1. Ensure you are using the most current version of the SRSS-IE spreadsheets.
 - Check that your spreadsheets match what is available on the [MiMTSS Technical Assistance Center \(MIBLSI\) website](https://miblsi.org/evaluation/student-assessments/student-risk-screening-scale) (<https://miblsi.org/evaluation/student-assessments/student-risk-screening-scale>). See month and year in the file name and also at the top of each spreadsheet.
2. Test your spreadsheet templates by entering complete sample data for 40 rows. Here's some sample data that can be pasted into the spreadsheet template.
 - When student name, grade, and scores are entered, ensure that E7 and SRSS-IE I5/6 Total scores columns are populating, and populating with accurate information
 - SRSS-E7 Total
 - SRSS-I5/6 Total
 - Ensure that the Risk Category columns are populating, and populating with accurate information
 - SRSS-E7 Risk Category
 - SRSS-I5/6 Risk Category
 - Ensure that the color coding of the 4 automatic columns is working correctly
3. Review the data tables at the bottom of each sheet to ensure that the tables are correctly summarizing data:
 - Detailed Classroom Summary: Numbers
 - Detailed Classroom Summary: Percentages
 - MiMTSS Data System Summary: Numbers (will be removed prior to August 2020)
4. Once your spreadsheet template is working properly, you are ready to make copies of the template for each teacher, including school, date, teacher, and

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grade(s). Save each file in a way that identifies the school, teacher, and grade. For example: MichiganSchool_Harms_3rd.xlsx

5. Roster the spreadsheets with student names, IDs, and grades. You may want to wait to roster the winter and spring tabs for each teacher until closer to those screening windows to account for changes in student enrollment that occur throughout the year, especially in middle and high schools.
6. Check to make sure that rostered spreadsheets have been shared with the correct staff and only the necessary staff (teacher-only their students, principal all, SRSS-IE coordinator all)
- 7.

Part 1b: Before Screening in Winter or Spring

1. Roster the spreadsheet tabs with student names, IDs, and grades, making sure that the rosters include students who are currently enrolled (newly enrolled students are added, and students no longer enrolled have been deleted from the current tab.
2. Check to make sure that rostered spreadsheets have only been shared with the necessary people.

Part 2: During Screening

1. Monitor to ensure teachers are rating each student on all items before moving to the next student. If a teacher rates all students on one item and then moves onto the next item, provide a prompt to rate students on all items at the same time and a rationale.
2. Monitor to ensure that teachers cells or rows of students are not accidentally getting skipped.
3. Assist teachers with using the spreadsheets effectively and not accidentally deleting formulas or conditional formatting from cells.
4. Provide teachers with a common strategy for noting any students who are rostered in their spreadsheet/data entry screen who are a) no longer enrolled, b) have not been enrolled for at least 4 weeks

Part 3: After Screening

1. Review all teacher spreadsheets to make sure all teachers have completed ratings. Prompt any teachers who still need to complete ratings to do so within a timeline and ensure they have access to support.
2. Prompt teachers to correct any errors that you find (i.e., missing or duplicated data)

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3. Copy and paste all data from individual classroom sheets into a master summary spreadsheet for the entire school
4. After entering data from the master school-wide spreadsheet, enter the scores into the MiMTSS Data System and check that the school and district dashboards are accurately displaying the SRSS-IE results.
5. Check to make sure that rostered spreadsheets continue to only be shared with the necessary people.

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