

Reading Tiered Fidelity Inventory Reporting System Acceptable Use and Data Sharing Agreement

This document provides information about the Reading Tiered Fidelity Inventory (R-TFI) and the corresponding national reporting system. Districts outside of Michigan interested in using this online reporting system should thoroughly review the agreements outlined below and have someone with executive leadership authority sign.

Purpose

Michigan's Multi-Tiered System of Supports Technical Assistance Center (MiMTSS TA Center) designed the Reading Tiered Fidelity Inventory (R-TFI) Reporting System for leadership teams outside of Michigan who are using the R-TFI to support data-based decision making. The R-TFI authors have designed the R-TFI Reporting System to support all R-TFI users to easily store and analyze their R-TFI scores in a way that aligns with the author's intended use.

The R-TFI is the only fidelity measure currently available for elementary and secondary schools to measure the implementation of school-wide reading systems using a Multi-Tiered System of Supports as the framework. Initial research has been conducted to validate the R-TFI and will be continued over the next several years. One purpose of the R-TFI Reporting System is to support multi-state data collection for the ongoing research on the measures' technical adequacy. At this time, districts in Michigan should use the MiMTSS Data System rather than the R-TFI Reporting System.

*This R-TFI Reporting System Acceptable Use and Data Sharing Agreement provides information about who can access the system, how access is managed, appropriate use guidelines, and how to obtain computer/website support. **This agreement must be signed by a central office administrator who has executive leadership authority.** A state-level or regional-level employee cannot sign this form on behalf of all districts in the state or region. A school-level employee (e.g., principal) cannot sign this form to use the R-TFI Reporting System in a single school within a larger district.*

Access

The R-TFI is designed for use across the educational cascade (school, district, regional agency, state). The R-TFI Reporting System is therefore designed for use across the cascade and is available at no cost to districts. Upon signing this form, any data entered into the R-TFI Reporting System will be accessible to all individuals who have been granted the same level of user access or above within your state. In addition, select staff from MiMTSS TA Center will be able to access data for the purpose of conducting ongoing research on the R-TFI. Any district data used for this purpose will be stripped of all information that could identify your district and

schools. Use of the R-TFI Reporting System is a privilege, not a right. Access is granted and managed at multiple levels.

Table 1. Capabilities of user roles in the R-TFI reporting system

Capabilities in the R-TFI Reporting System	School-Level User	District-Level User	State-Level User	System Administrator
Enter School-Level R-TFI Scores	Yes	Yes	Yes	Yes
Access School-Level R-TFI Report	Yes	Yes	Yes	Yes
Access District-Level R-TFI Dashboard		Yes	Yes	Yes
Add School-Level Users		Yes	Yes	Yes
Add District-Level Users				Yes
Add State-Level Users				Yes

Each user accessing the R-TFI Reporting System must adhere to the following guidelines:

1. User will act in a responsible, legal and ethical manner.
2. User will not attempt to harm or destroy data.
3. User will not attempt to access data, or any other account owned by another user.
4. User will not use the information in the R-TFI Reporting System for any illegal activity, including violation of Federal and/or State Data Privacy laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.
5. Users who identify a security problem with the R-TFI Reporting System must notify the Ottawa Area ISD immediately.
6. Users will not share their login information with anyone.
7. Users will not set their own computer to automatically login to R-TFI Reporting System to protect privacy.

Technical Requirements

The R-TFI Reporting System is accessible through any internet connection with a modem connection of 56K or higher or any broadband (i.e., cable, DSL, corporate) connection. The system can be viewed using any internet browser on either a Windows-based or Macintosh-based machine. Computer/website assistance can be acquired by contacting the Ottawa Area Intermediate School District Help Desk at either help@oaisd.org or 1-877-702-8600 extension 3000.

Additional Requirements

- **Before implementation:** Administer the assessment for a tier right before its implementation. Use the data to help develop an action plan.
 - For schools participating in the MiMTSS Technical Assistance Center training:
 - Elementary Tier 1 – After the Elementary Reading Systems training.
 - Secondary Tier 1 – After the Secondary Content Area Reading Day 2 training.
 - Elementary and Secondary Tiers 2 and 3 – After the Managing Tier 2 and 3 Reading Interventions Day 2 training.
- **During implementation:** After the initial assessment, administer at least annually in the spring. Additional progress monitoring throughout the year may also be appropriate. Continue with progress monitoring until the tier is implemented with fidelity. Until further validation research is conducted, a total and tier score of 80 percent is suggested for indicating implementation with fidelity. After each assessment, revise the action plan as needed.
- **After implementation:** Continue to administer the assessment annually each spring and check for sustained implementation.

List individuals who will complete the online courses:

Name	Email
------	-------

Name	Email
------	-------

If you would like any **regional education agency** employees to have access to your data in the R-TFI Reporting System, please name those individuals below.

Name	Email
------	-------

Name	Email
------	-------

Acceptance

I have read and understand the information in this document and agree to allow Michigan's MTSS Technical Assistance Center to set up access to the R-TFI Reporting System for select individuals within my state/district.

By using the R-TFI Reporting System to enter data and generate reports, I am providing approval to share all entered data with my district and state R-TFI Reporting System users, and with MiMTSS TA Center for evaluation and research purposes. All evaluation research projects are in compliance with the Family Education Rights and Privacy Act, (343 CFR 99.31 (6)) and human subjects regulations (Protection of Human Subjects 45 CFR 46). It is further understood that I may withdraw consent at any time for any reason.

District

District NCES ID

State

Printed Name and Role/Position (must be someone who can sign on behalf of the entire district, not just a single school principal).

Email

Phone

Signature

Date

Please email this signed form to Michigan's MTSS Technical Assistance Center at rtfi@mimtss.org.

Upon receiving this signed agreement, Anna Harms will contact the individuals named above with directions on how to access and begin using the R-TFI Reporting System.

Michigan's MTSS Technical Assistance Center is funded by the Michigan Department of Education and the U.S. Department of Education, Office of Special Education Programs.