What is the MiDataHub?

Thanks for signing up to join the Michigan Data Hub. The MiDataHub strives to make accessing data more affordable and easily accessible for educators statewide. MiDataHub is a collaborative, statewide effort that addresses the challenges schools face daily with managing the integrations between technology systems and providing tools classroom and district staff can use to drive classroom instruction. The work of MiDataHub has centered around creating an ecosystem where information is exchanged between the large number of disconnected data systems used by schools in the state based on pre-defined national standards (Ed-Fi). In addition to creating an ecosystem to exchange data between systems, dashboards rich with informative instructional data, an Early Warning System which is currently embedded in the Michigan Department of Education EWIMS process which is a process to identify students at risk of dropping out, UIC functionality, State Reporting processes, and an IRIP tool that will identify and provide users access to a strategy bank.

As you begin the process of integrating with the MiDataHub please review the sections included in this welcome packet and please don’t hesitate contacting our helpdesk for more information.

MiDataHub Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
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<td>Data Hub Support Specialist</td>
<td><a href="mailto:windee.wagner@kresa.org">windee.wagner@kresa.org</a></td>
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<td>(269)250-9330</td>
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<td>(269)250-9250</td>
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<tr>
<td>Tom Johnson</td>
<td>Actionable Data Manager</td>
<td><a href="mailto:tom.johnson@kresa.org">tom.johnson@kresa.org</a></td>
<td>(231)383-2668</td>
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<tr>
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<td>Project Director</td>
<td><a href="mailto:don.dailey@kresa.org">don.dailey@kresa.org</a></td>
<td>(269)250-9264</td>
</tr>
<tr>
<td>Tim Davis</td>
<td>Relations Manager</td>
<td><a href="mailto:tim.davis@kresa.org">tim.davis@kresa.org</a></td>
<td>(231) 342-5407</td>
</tr>
</tbody>
</table>

Email for support: support@midatahub.org
There are three way to submit a ticket to the MiDataHub.

1. Email your MiDataHub request to: support@midatahub.org
2. Email your MiLearn request to: mdesupport@midatahub.org
3. If you have a Web Help Desk (WHD) account you may log in here: https://support.midatahub.org/ and submit a ticket.

When you email directly to WHD you will receive a copy of the request you submitted. All communication can be done by replying to the email and it will go directly into your WHD ticket. You do not need an account for WHD to submit or respond to tickets.
Data Hub Cockpit

Data Hub Cockpit – Headings

**Agreements** – Location where Data Hosting and Sharing agreements can be found and electronically signed. This section is where a superintendent (or their proxy) will review and sign the Data Hosting, MiLearn, and other agreements as they are added.

**Inventory** – Location where your local districts Technology Systems Integrations and Systems Inventory are entered. Information entered here is used to ensure the Data Hub team is working with vendors on common integrations required throughout the state of Michigan.

**Reports** – Reports can be generated on data currently available in your districts Data Hubs. Available reports in categories such as Usage, Data Hub Performance, Data Quality, and numerous reports in the MSDS area including GSRP, TSDL, General Collection, Early Childhood, and Adult Education

**Utilities** – View audit and activity logs, run maintenance scripts, and generate accounts for the dashboards.

**MSDS** – Generate data for collection comparison, collection extractor, error check, and SRM.

**MiLearn** – If the MiLearn Data Service Agreement has been signed this option is available and allows users to manage the MiLearn functionality.

**State System** – Educational Entity Master (EEM) creates a path for your local state building information to flow from CEPI to MiDataHub for your district.
Data Hub Cockpit – Authorizations

Authorizations – Creating a user in the Data Hub Cockpit

Upon Clicking New Authorization, a window will open where you will enter the Name, Email Address, and Role of the user to add.

Role descriptions:

Technical Contact – Access to all sections within the Data Hub Cockpit including the Reports, Integrations, Maintenance Scripts, and dashboards

Data Steward – View Reports only

District Superintendent – Access to agreements. ONLY authorization that can sign agreements (other than a designated proxy)

Dashboard Administrator – role is used for giving a person full access to the data hub dashboards, but no access to the cockpit application. (Under Development)
What is a Data Hosting Agreement?

A data hosting agreement specifies the terms and conditions upon which the data hubs are hosting your districts data. This agreement outlines the precautions and protections the data hub host or agency (MiLearn, etc.) follow in handling district data. Districts are encouraged to review the document prior to signing and seek legal review should they have any concerns. Districts have the option to revoke the agreement at any time, which effectively will cease any data integrations their districts have configured.

Who may sign a Data Hosting Agreement?

A data hosting agreement may only be signed by a district superintendent or his/her assigned proxy. The district superintendent is identified as the District Superintendent in the Data Hub Cockpit. The proxy assignment can only be granted by the district superintendent (Please see additional documentation).

What are the steps involved in electronically signing the agreement?

1) The first step toward electronically signing the agreement is to have a valid login as a district superintendent or as a proxy for the district superintendent. If your district superintendent does not have a login or has misplaced the email with his/her credentials, please email support@midatahub.org for a replacement email.

Once logged into the system, a district superintendent will see an Agreements dropdown with the choices of Data Hosting Agreement or Proxy Designation. Please note that a district superintendent proxy will not see the Proxy Designation choice. Also, note that the agreement status is in parentheses next to the Data Hosting Agreement item. The statuses used in the system include:

a. Accepted – The agreement has been electronically signed
b. Pending – The agreement has not been electronically signed
c. Revoked – The agreement was revoked
2) Click on the item for Data Hosting Agreement. A screen similar to the following will display.

3) At the bottom of the screen, click on “I have read and accepted terms of agreement”. The screen will expand and look like the following screenshot.
4) Simply click on the Save button and the agreement will be updated with the name, title, date of approval and time of approval. Once signed the agreement should look like the sample below. Notice the highlighted electronic acceptance.

![Data Hosting Agreement - SWMI](image)

5) If you would like a copy of the agreement for your records, you may click the Download button to download a PDF file.

6) If you would prefer that your district not use the data hubs for data integration purposes, you also have the ability to choose the “I do not accept the terms of the agreement button”. Choosing that options leaves all data integration features in a Disabled state, while still allowing users to log in and complete systems inventory and integration status information.
Designating a Superintendent Proxy

What is a Superintendent Proxy?
A superintendent proxy is a person who is designated to manage data hosting agreements on behalf of the District Superintendent. The only District Superintendent level capability that a proxy does not have is that he/she is not allowed to designate anyone else as a proxy. That must be done by the District Superintendent.

Who may designate a Superintendent Proxy?
Only a District Superintendent role may designate a proxy on his/her behalf.

What are the steps involved in designating a proxy?

1) The first step toward designating a proxy is to have a valid login as a district superintendent. If you (or your district superintendent) do not have a login or have misplaced the email with the login credentials, please email support@midatahub.org for a replacement email.

Once logged into the system, a district superintendent will see an Agreements dropdown with the choices of Data Hosting Agreement or Proxy Designation.

2) Click on the item for Proxy Designation. Note that if any proxies currently exist they are listed at the top as “Current Proxies”.

I hereby designate the following person to represent me and act on my behalf in the Data Cockpit application.

Name: [ ]
Email Address: [ ]
Title: [ ]
Phone Number: [ ]
ISD/Intermediate District Code: TRIG Training ISD
District: Grand Bend ISD
Roles: [ ] District Superintendent Proxy

Save Cancel
3) Fill in all fields with the name, email address, title, and phone number for the proxy and click on Save. The designation will then show in the list of authorized users on the district home page in the cockpit application as shown below. The proxy will receive an email notifying him/her of the change. If that user had a previous account under that email address, the same login will access the new functionality upon the next time the person accesses the system. If the user did not previously have a login with that email address, new user credentials will be emailed when they are generated on the next hourly cycle.

<table>
<thead>
<tr>
<th>Julie Smith</th>
<th><a href="mailto:support@midatahub.org">support@midatahub.org</a></th>
<th>District Superintendent Proxy</th>
</tr>
</thead>
</table>

4) If needed, the superintendent may remove someone as proxy by simply clicking the delete button next to the assignment. The edit functionality may not be used to add or delete proxy capability.
What is the New Data Hosting Agreement?
Data Hosting Agreement

Accepted on 2/27/2018 by Don Dailey

Data Hosting Agreement

This Data Hosting Agreement (the "Agreement") is entered into as of Tuesday, February 27, 2018, by and between the Kalameez Regional Educational Service Agency, a Michigan intermediate school district, whose address is 1819 east Kalamazoo, East Lansing, Michigan 48824 ("Hosting Agency") and Michigan Data Hub NWEA Demo, a Michigan general powers school district, whose address is 11111 ("Local District") for purpose of the Hosting Agency hosting Local District data for the Michigan Data Hub, formerly the Technology Readiness Infrastructure Grant ("TRI") Data Integration Project, in a secure environment and consistent with applicable privacy laws, which includes, without limitation, the Family Educational Rights and Privacy Act of 1974 and its accompanying regulations ("FERPA"). For purposes of this Agreement, "FERPA" includes any amendments or other relevant provisions of the Family Rights and Educational Privacy Act, as well as all requirements of 34 CFR 689.1 et seq.

PURPOSE

This Agreement shall be for the benefit of the Local District and is for the purpose of implementing the Michigan Data Hub (the "Project", i.e., to conduct studies to evaluate and analyze its educational programs, some of which are funded with federal and state funds. The Hosting Agency will contract with various third-party contractors who will assign staff to work on behalf of the Project to implement and test a datashub database that will integrate student information and other related school data systems ("Contractors" or "Michigan Data Hub Personnel"). Michigan Data Hub Personnel may also include the Hosting Agency's employees. This work is funded under the Section 214 of the State School Act.

UNDERSTANDING OF NEED/PROJECT SCOPE

This document was drafted by legal counsel for particular parties, under particular circumstances, with the respective parties providing conflict waivers for its drafting. This document has not been reviewed on your district's behalf, and you are encouraged to seek separate legal review.