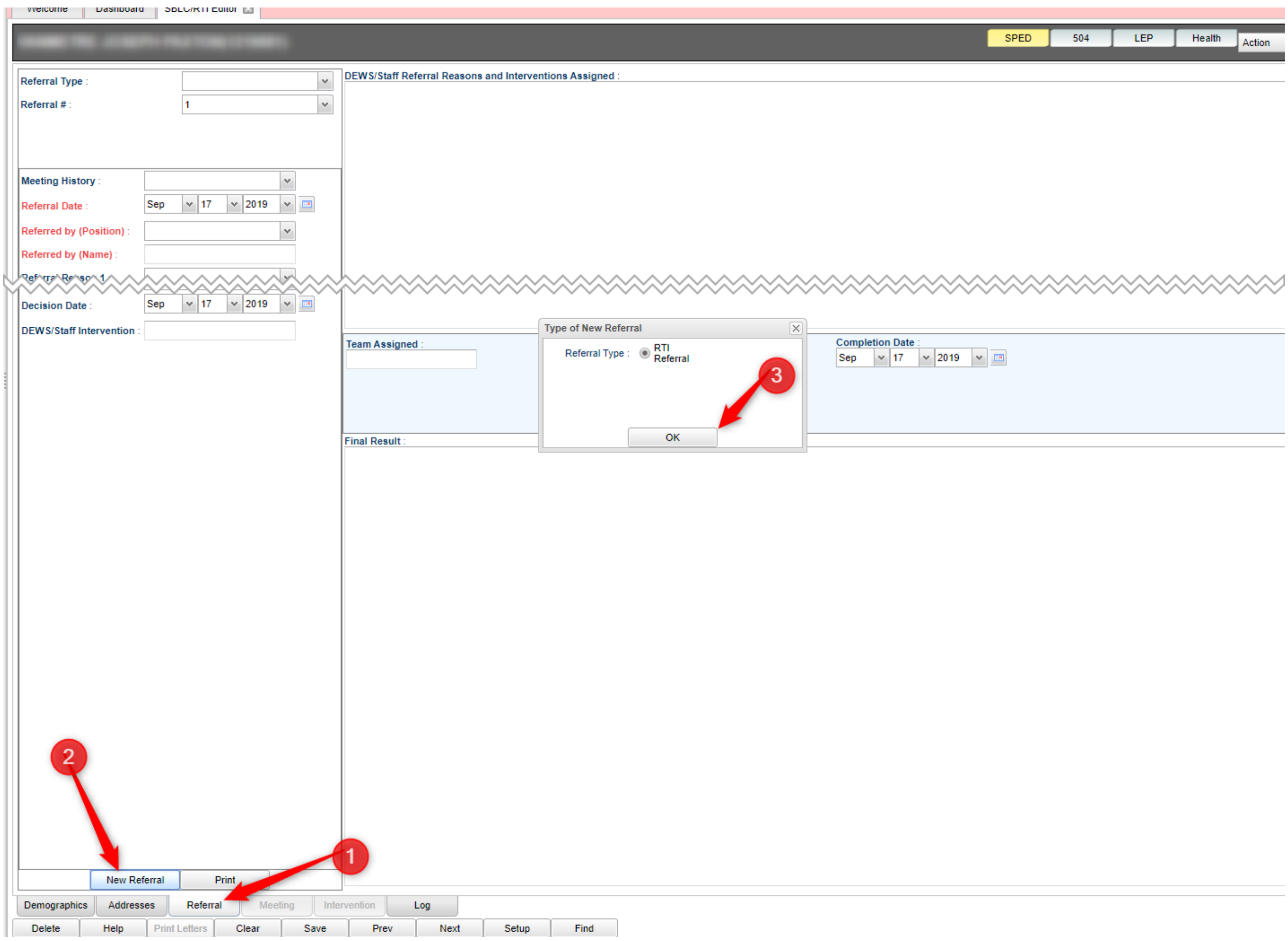
SBLC RTI Directions

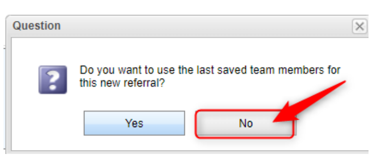
SBLC/RTI Editor   On the left navigation panel: SBLC > Entry > SBLC/RTI Editor

Create New Referral

1. **Find**: Located at the bottom right of the screen, this will bring up a pick list of students. Click on the student needing a referral created.
   Demographics: Review data on students. Top of the screen is Student Information with the Gear icon available to review details of student. Bottom of the screen is Enrollment history.

2. **New Referral**: If creating a New Referral
   1st - Click on **Referral** tab at the bottom part of the screen.
   2nd - Click on **New Referral** tab at the bottom part of the screen
   3rd - Make your selection for RTI referral. Click OK.



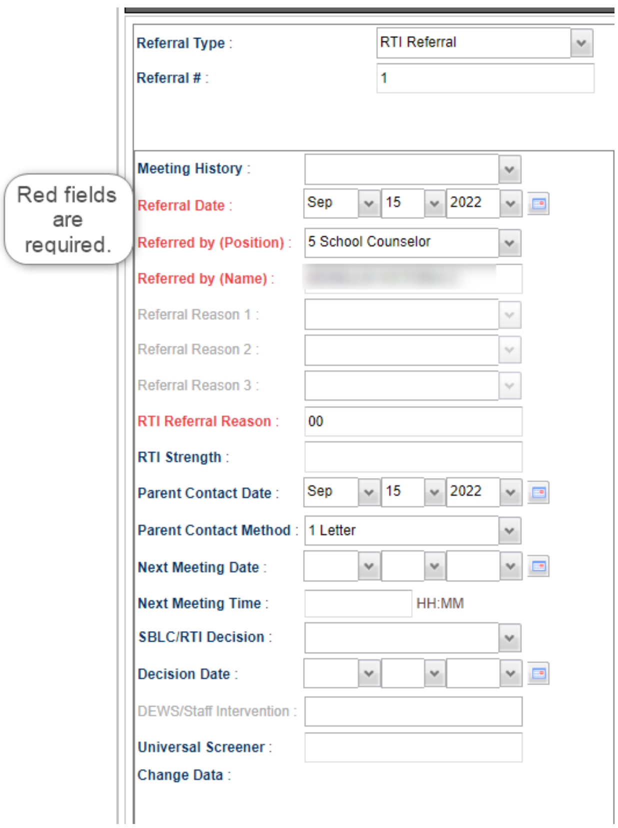


This question box will appear, select NO.

**The Meeting or Intervention tabs are not available until you have saved the information from the Referral tab.

The number of the referral type will be shown for Referral # (if a student has a 2 or greater populate in this box, this means the student has a previous referral. Click on the drop-down arrow to move to the previous referral.

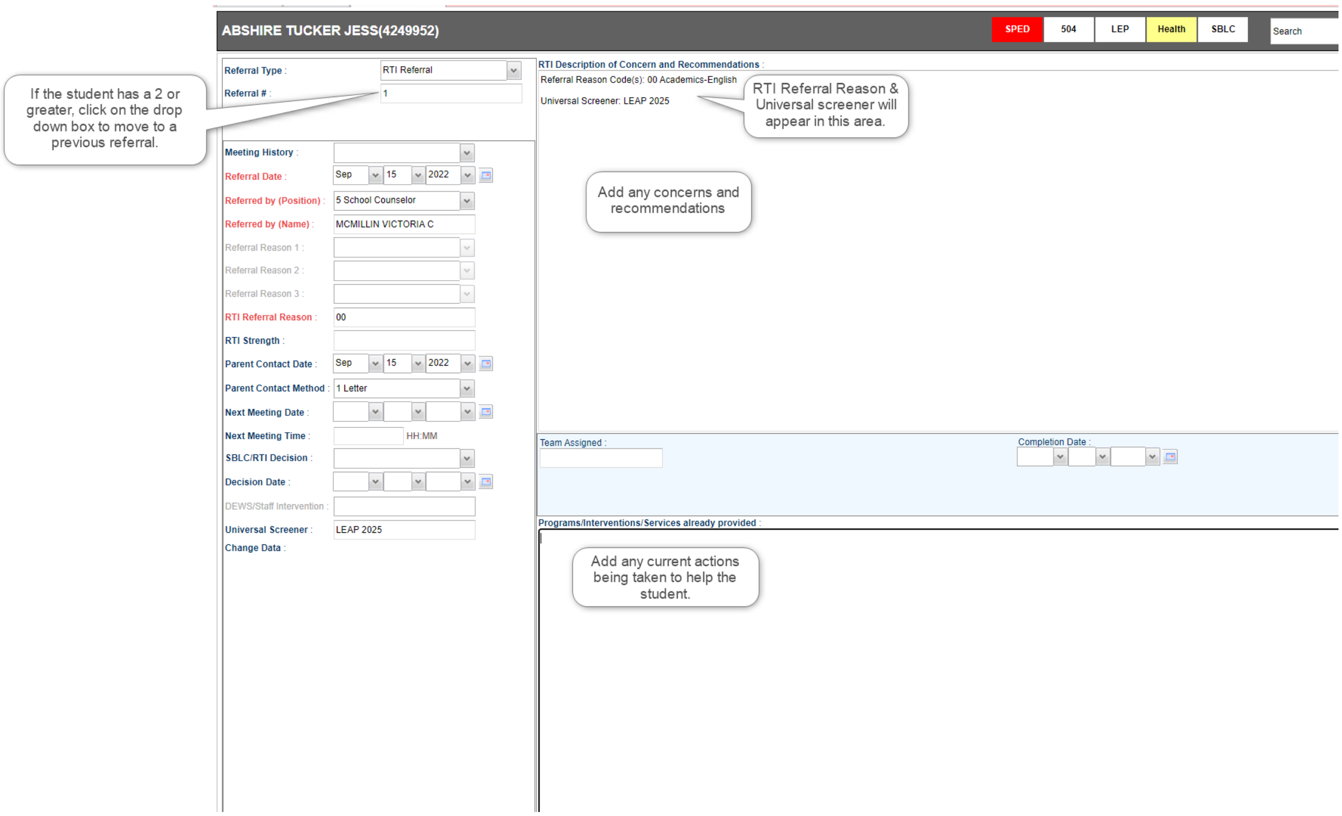
3. **Meeting History**: Click on the drop-down arrow to see previous Meeting Histories.
4. **Red Named Cells**: Must be filled in with information. **REQUIRED**



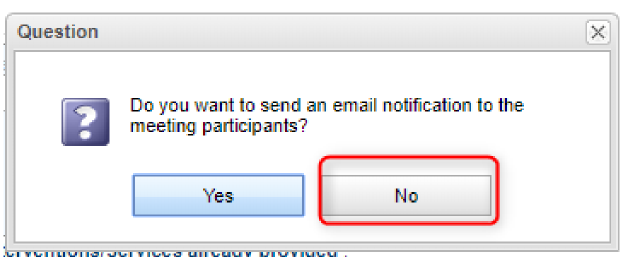
-**Referral Date**: The date will default to the current date. If the date needs to be changed, click on the calendar and make the correct date selection.
-**Referred by (position)**: Click on the drop-down arrow to make the selection of the position of the referring person.
-**Referred by (Name)**: A Referred By Find One box will appear that will include the student's name, mother's name, father's name, and staff.
-RTI Referral Reason : Click on the reason in the drop-down box and it will appear in the cell. Referred reasons are listed in alphabetical order by using the drop-down arrow and clicking on the description header.

This reason will appear on the right side under RTI Description of Concern and Recommendations.

5. **Parent contact Date**: This date is to be entered by the person that contacted the parent/guardian.
6. **Parent Contact Method**: Click on the drop-down arrow to make a selection of the method of contact.
7. **Next Meeting Date**: Change the date by clicking on the calendar and selection the next Meeting Date.
8. **SBLC (School Building Level Committee) / RTI (Response to Intervention) Decision**: Usually done after a series of meetings and interventions. Click on drop down arrow to make the selection of the decision.
9. **Decision Date**: This may be changed by clicking on the calendar and choosing a correct date. Usually done after a series of meetings and interventions.
10. Universal Screener: Enter the data used to determine the referral. *This information will appear in the RTI Description of Concern and Recommendations area.*



11. **RTI Description of Concern and Recommendations:** Enter a summary of information regarding concerns and recommendations. **Suggestion:** Fill this section in during the meeting with the concerns/thoughts of parents, teachers, etc.
12. **Programs/Interventions/Services already provided**: Enter any relevant information on the current actions being taken to help the student.
13. **SAVE**: Click Save button at bottom to save the referral.
14. You will get this message about email notifications to the meeting participants. You can select "NO".



It will tell you the Referral has been saved.

15. If needed**, PRINT**: Click the Print button to print the referral and any related meetings.

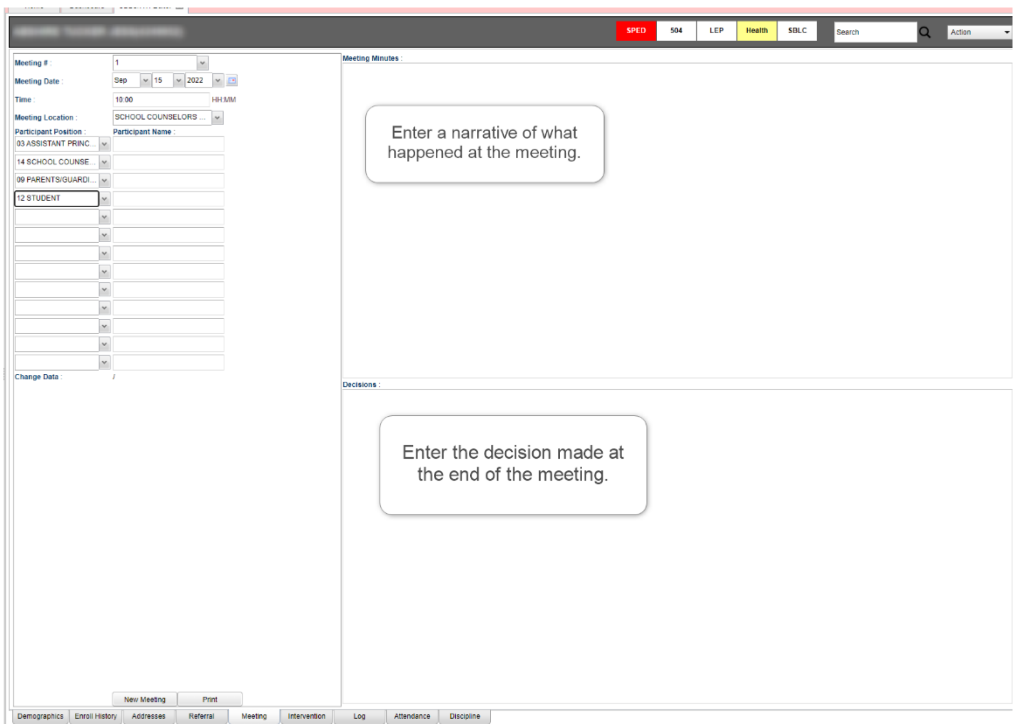
Enter Meeting Information

Once you have saved a Referral, the Meeting tab will be available.

Click the **Meeting tab** at the bottom of the page.

If the user wishes to document subsequent meetings on the student, record them on this tab.

1. **Meeting Date/Time**: Enter the date and time of the meeting.
2. **Meeting location**: Enter the location of the meeting.
3. **Participant position /Participant Name**: Enter members at meeting. You may choose "Other" and free type the name in the Participant Name field.
4. **Meeting Minutes**: Enter narrative of what is discussed at meeting.
5. **Decisions**: Enter decisions made at end of meeting.



6. **Save**: Click to save the meeting information.

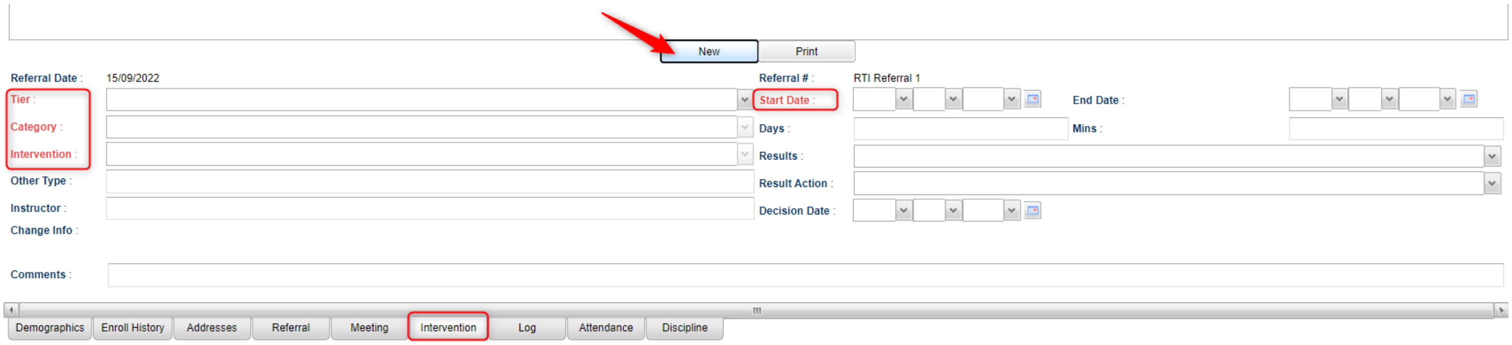
7. **Print**: Click to print the original referral and subsequent meetings.

8. For **additional meetings** on this same referral, click the New Meeting tab at the bottom.

The meeting # at the top will change #2, etc. You can view different meetings by clicking the drop down box for Meeting # and selecting a prior meeting.

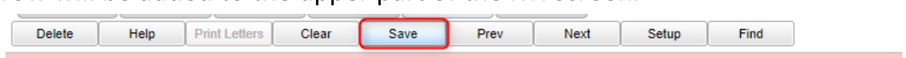
Entering Interventions for RTI Referrals

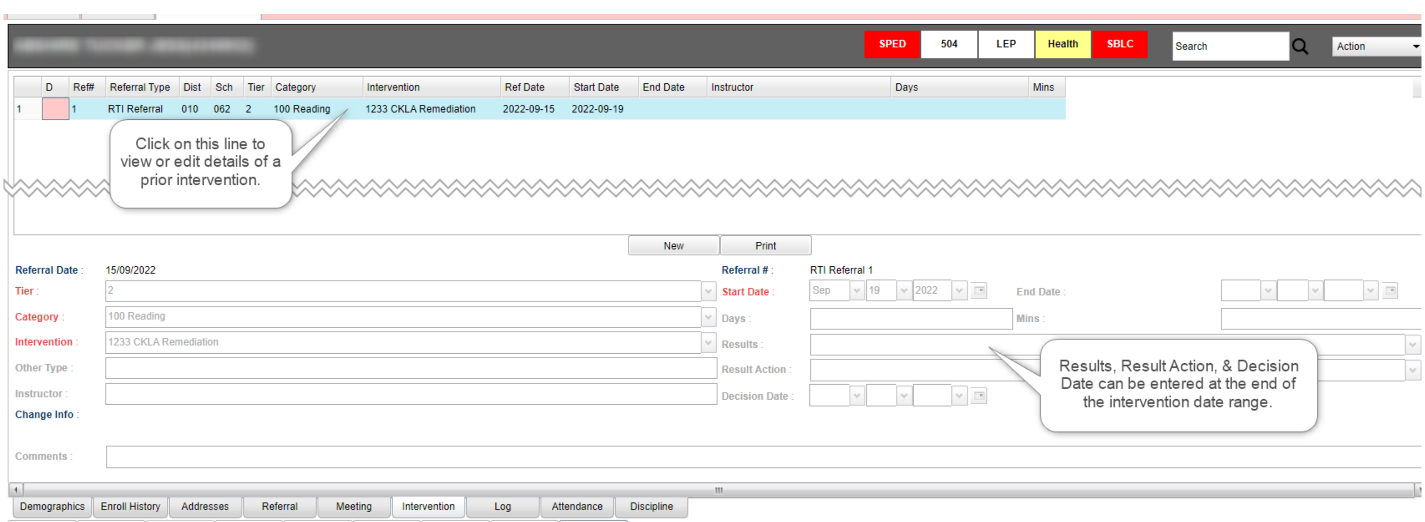
1. After creating a new referral and/or enter meeting information, click the **Intervention** tab.
2. Click the **New** button in the middle of the screen.



*The **Ref Date** will be the date entered on the Referral tab. It can only be edited from the Referral tab.*

3. Select the **Tier**.
4. Select the **Category**.
5. Select the **Intervention**.
6. Select **Other Type** if applicable. (*Free type but not suggested*)
7. Select **Instructor**.
8. Select the **Start Date** and **End Date**. *End date can be changed later if needed or left blank until the intervention has ended.*
9. Click in the **Days** field and select the day(s) of the week.
10. Click in the **Mins** field and enter the number of minutes per day selected in the Days field.
11. Click **Save**. A row will be added to the upper part of the RTI screen.



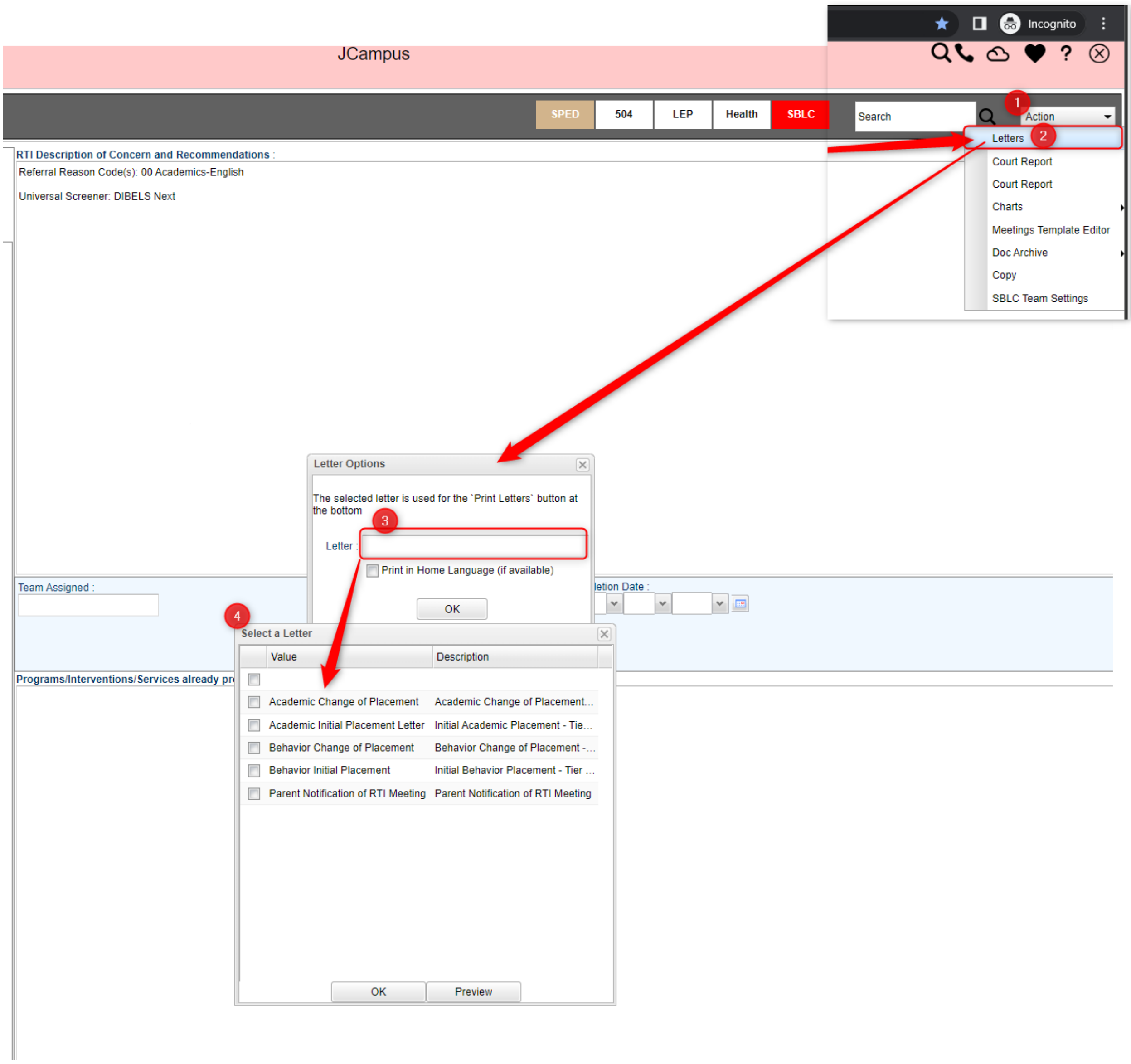


12. The following pieces of information should be entered at the end of the Intervention date range:
    - Select the **Results** from the results list and Enter the **Decision Date** for the results.

To Print a Letter:

In the SBLC Editor program, you must first be on a specific student's referral, meeting, or intervention page.

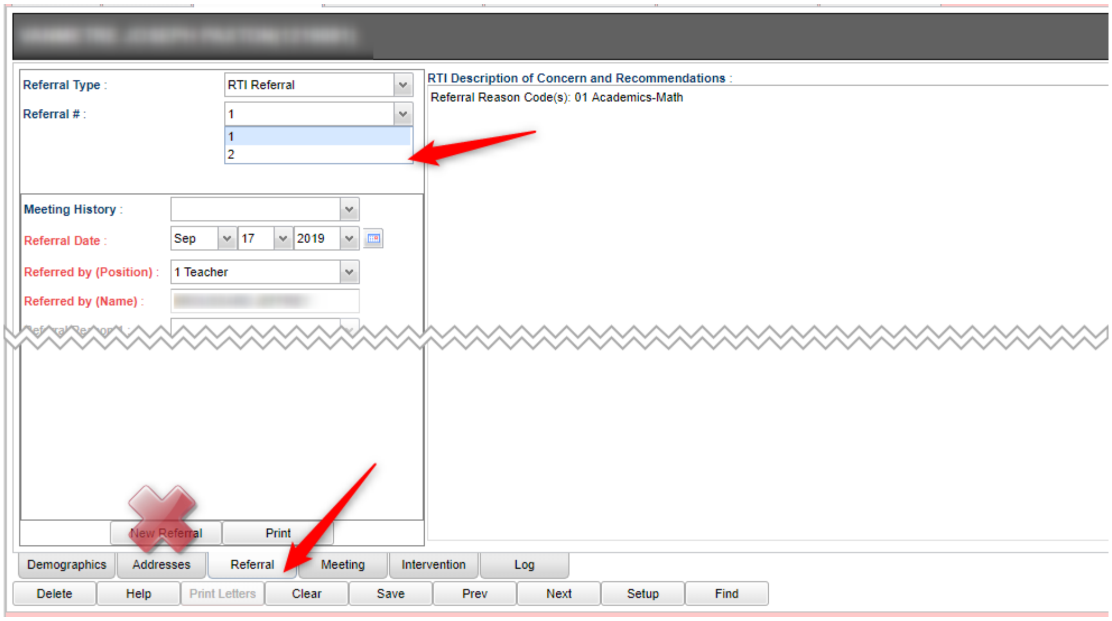
1. Select the Action tab in the top right corner.
2. Select Letters
3. Click in the blank Letter field in the Letter Options box.
4. Select the type of letter you would like to print.



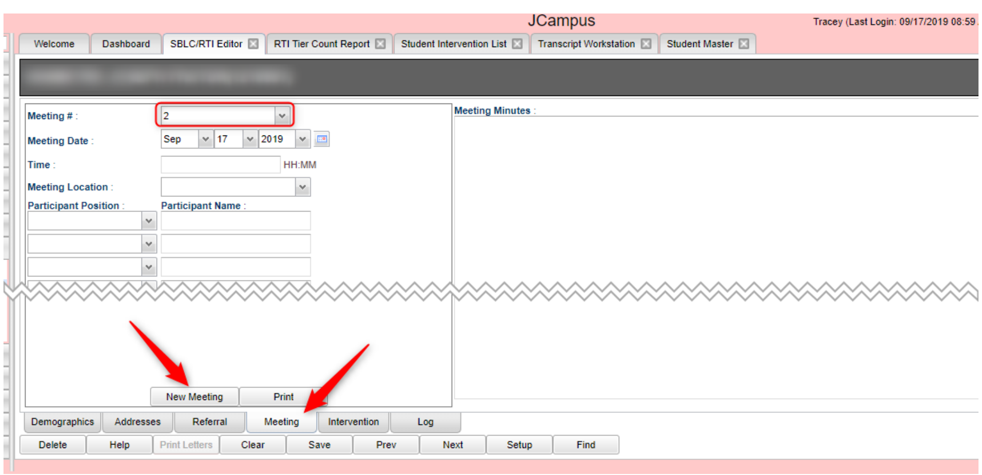
<u>To edit a previous referral or intervention:</u>

Go to SBLC > Entry > SBLC/RTI Editor

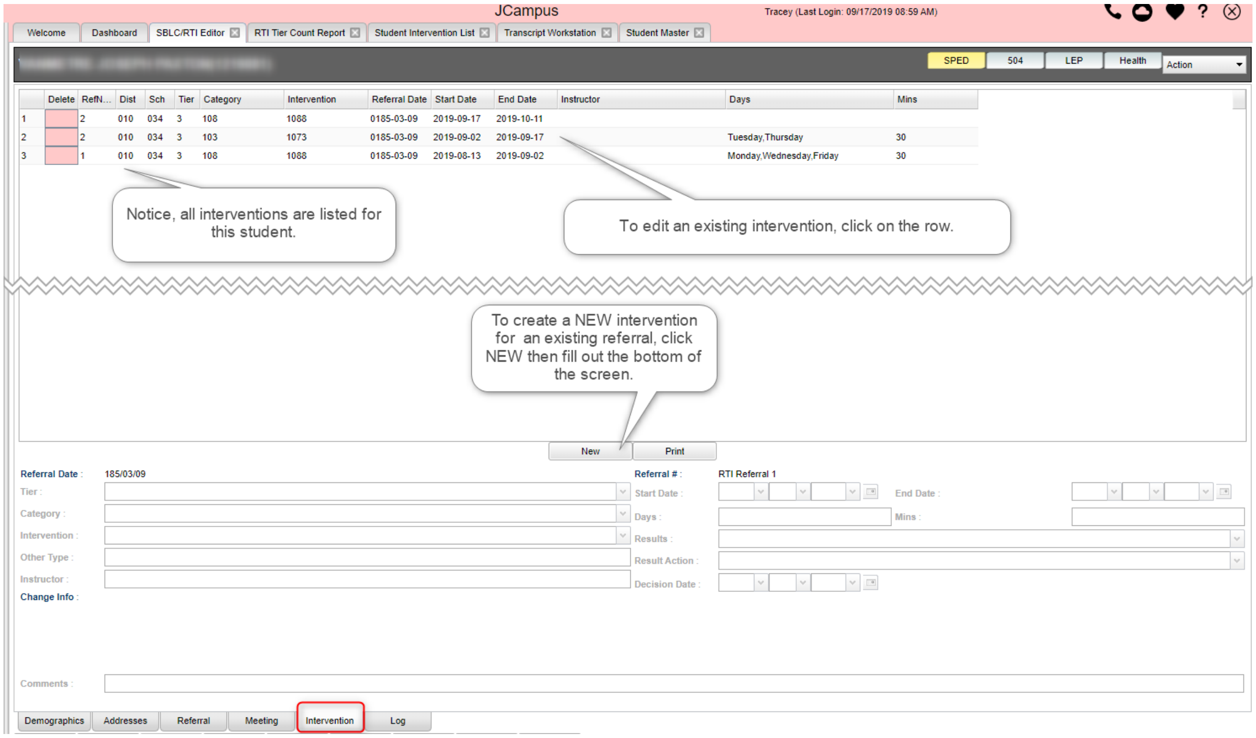
1. <u>Find the student:</u> **Find**: Located at the bottom right of the screen, this will bring up a pick list of students. Click on the student needing a referral edited.
2. Click the **Referral** tab at the bottom part of the screen. NOT "New Referral".



3. Click on the drop-down arrow next to Referral # to move to the previous referral. (if a student has a 2 or greater populate in this box, this means the student has a previous referral.)
You can edit anything on the Referral screen such as Next Meeting Date, RTI Decision, and Decision Date.



4 . You can add a New meeting for that specific referral by selecting the **Meeting tab** at the bottom and then the **New Meeting** tab.



5. Click on the **Intervention** tab at the bottom to add new intervention for that referral or edit an existing intervention. You can get to any Referral interventions from this tab.

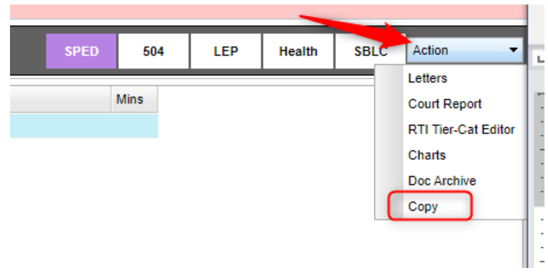
Add a new intervention for the referral by clicking the **New** tab in the middle of the screen. You may want to do this to show a move from one tier to another.

Edit an existing intervention by selecting the row at the top of the intervention screen for the intervention you need to edit. You can edit any component of an intervention such as the End dates, add Results, Result Action, or Decision Date.

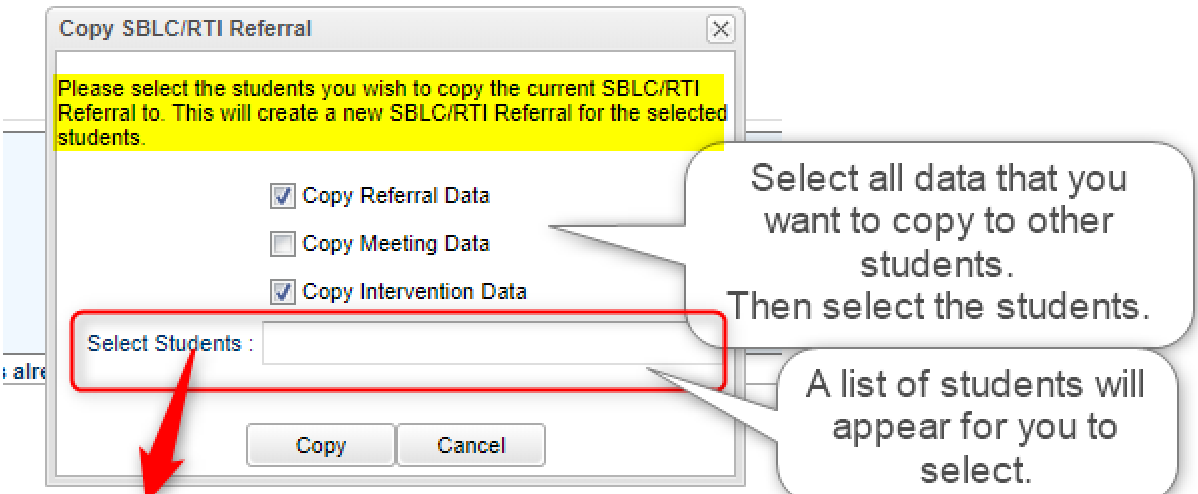
COPY BUTTON

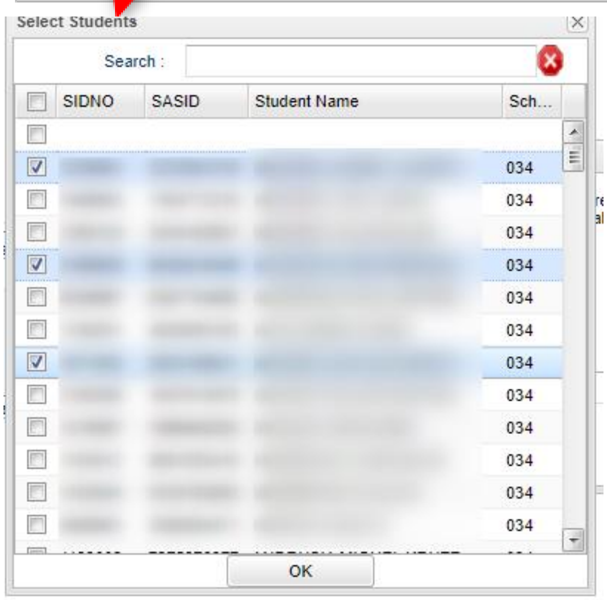
New Feature in the RTI Editor program.

1. Find a student
2. Enter a Referral, Meeting(if needed), and Intervention.
3. In the **Action tab**, select COPY.



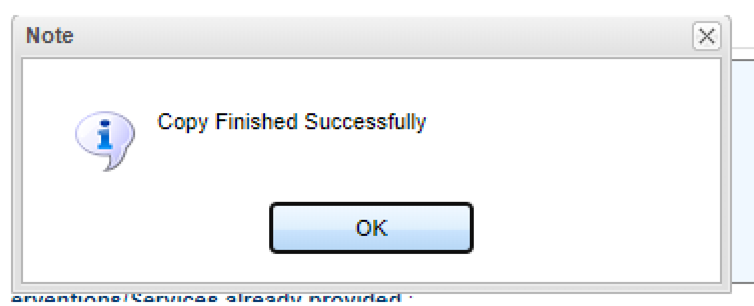
4. Check all Data that you wish to copy to other students. (Referral Data, Meeting Data, Intervention Data)
5. Click in the **Select Students** field to select the students you wish to copy the current RTI Referral, Meeting data, and/or Intervention Data to.





Click **OK**, then **Copy**.

You will get this message when finished.

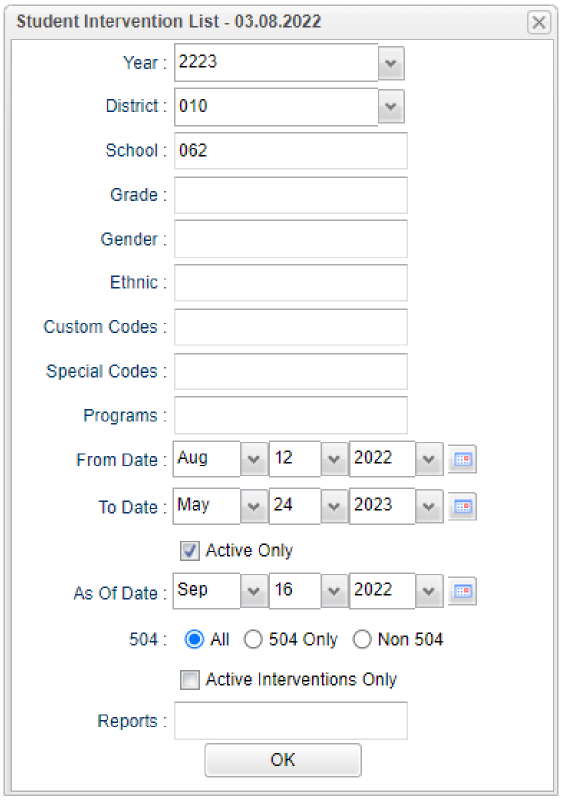


A new RTI Referral will be created for these students. *You can edit these students referral tabs if needed.*

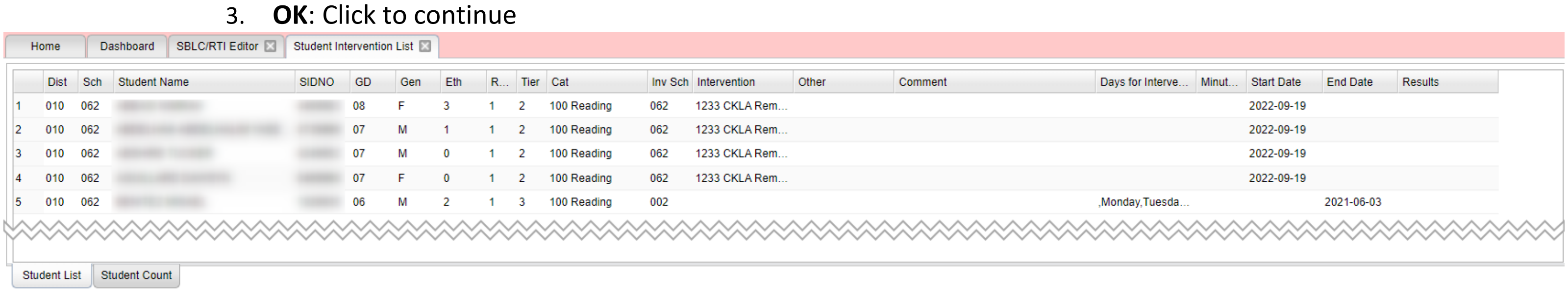
Student Intervention List

This program creates a list of interventions for students.

1. On the left navigation panel, select **SBLC > List > Student Intervention List**.



2. **Setup Options**
   - **Year**: Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
   - **District**: Default value is based on the user's security settings. It will be limited to their district only.
   - **School**: Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
   - **Grade**: Leave blank or select all to include all grade levels. Otherwise, choose the desired grade.
   - **Gender**: Leave blank or select all to include both genders. Otherwise, choose the desired gender.
   - **Ethnic**: Leave blank or select all to include all ethnicities. Otherwise, choose the desired ethnicity.
   - **Custom, Special, or Program Code**: Leave blank or select to filter the student list.
   - **From Date and To Date**: A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.
   - **Active only**: This choice will list only those students who are actively enrolled as of the date selected in the date field.
   - **As of Date**: This choice will list only those students who are actively enrolled as of the date selected in the date field.
   - **Active Interventions Only**: This option removes students with closed interventions.
3. **OK**: Click to continue



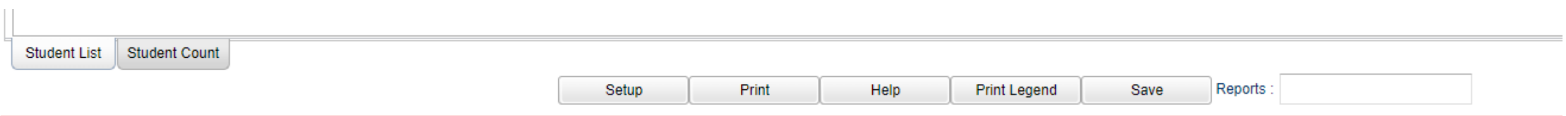
	Dist	Sch	Student Name	SIDNO	GD	Gen	Eth	R...	Tier	Cat	Inv Sch	Intervention	Other	Comment	Days for Interve...	Minut...	Start Date	End Date	Results
1	010	062	[illegible]	[illegible]	08	F	3	1	2	100 Reading	062	1233 CKLA Rem...					2022-09-19		
2	010	062	[illegible]	[illegible]	07	M	1	1	2	100 Reading	062	1233 CKLA Rem...					2022-09-19		
3	010	062	[illegible]	[illegible]	07	M	0	1	2	100 Reading	062	1233 CKLA Rem...					2022-09-19		
4	010	062	[illegible]	[illegible]	07	F	0	1	2	100 Reading	062	1233 CKLA Rem...					2022-09-19		
5	010	062	[illegible]	[illegible]	06	M	2	1	3	100 Reading	002				,Monday,Tuesda...			2021-06-03	

Column Headers

1. **Dist**: Student's district of enrollment
2. **Sch**: Student's school of enrollment
3. **Student Name**: Student's name
4. **Sidno**: Student's identification number
5. **GD**: Student's grade of enrollment
6. **Gen**: Student's gender
7. **Eth**: Student's race/ethnicity

8. **RefNum**: Student's RTI referral number
9. **Tier**: RTI tier level
10. **Cat**: RTI category number
11. **Int Sch**: School the intervention was created.
12. **Intervention**: RTI intervention number
13. **Other**: RTI other reason
14. **Comments**
15. **Days for Intervention**: Days of the week for intervention
16. **Minutes**: Minutes per day for intervention
17. **Start Date**: Intervention start date
18. **End Date**: Intervention end date
19. **Results**: Intervention results

Bottom

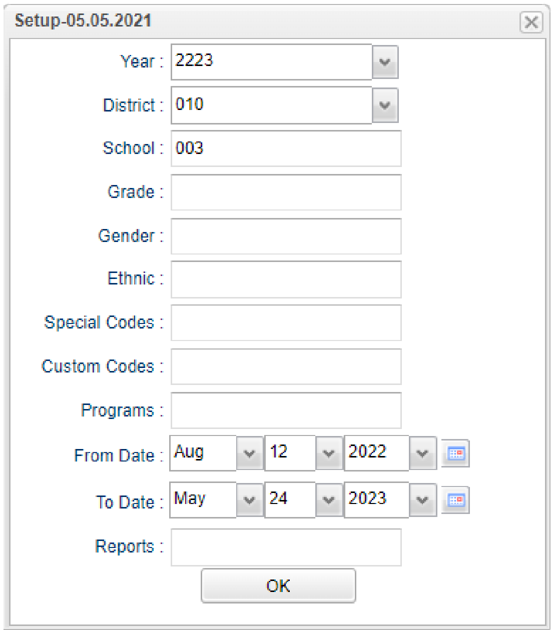


1. **Setup**: Click to go back to the Setup box.
2. **Print**: This will allow the user to print the report.
3. **Help**: Click to view written instructions and/or videos.
4. **Print Legend** is a listing of all possible Interventions. Your district/school may have chosen to select some, but not all the items.
5. Students will be displayed in rows with the associated Tiers, Categories, and Interventions. Details such as Days for Intervention, Minutes, Start Date, and End Date are also provided. If unsure about the codes displayed in the report, click the **Print Legend** button to see a complete listing of Tiers, Categories, and Interventions.
6. **Student List:** This tab will display the list of students and all of their interventions.
7. **Student Count:** This tab will display only the list of students with interventions regardless of the amounts of their interventions. If there are end dates that have expired, then the students will not be listed at all.

RTI Referral List

This report creates a list of students with RTI (Response to Intervention) referrals

1. On the left navigation panel, select **SBLC > Lists > RTI Referral List**.
2. Setup Options



- **Year**: Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
- **District**: Default value is based on the user's security settings. It will be limited to their district only.
- **School**: Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
- **Grade**: Leave blank or select all to include all grades. Otherwise, choose the desired grade.
- **Gender**: Leave blank or select all to include both genders. Otherwise, choose the desired gender.
- **Ethnic**: Leave blank or select all to include all ethnicities. Otherwise, choose the desired ethnicity.
- **Custom, Special, or Program Code**: Leave blank or select to filter the student list.
- **From Date and To Date**: A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.

3. **OK**: Click to continue

	Dist	...	Student Name	SIDNO	SASID	GD	Gen	Eth	Ref#	Ref Date	Ref Reason	Decision
1	027	010	[illegible]	[illegible]	[illegible]	12	F	0	1	2017-11-08	06	6
2	027	010	[illegible]	[illegible]		04	M	1	1	2017-08-25	04,06,08,11,13	
3	027	010	[illegible]	[illegible]		04	M	1	2	2017-11-08	00,02,04,06,07	
4	027	010	[illegible]	[illegible]		05	M	1	1	2017-08-25	04,06,08,11,13	
5	027	010	[illegible]	[illegible]		05	M	1	2	2017-11-08	00,02,04,06,07	
6	027	010	[illegible]	[illegible]	[illegible]	00	F	0	1	2017-12-12	03	

Column Headers

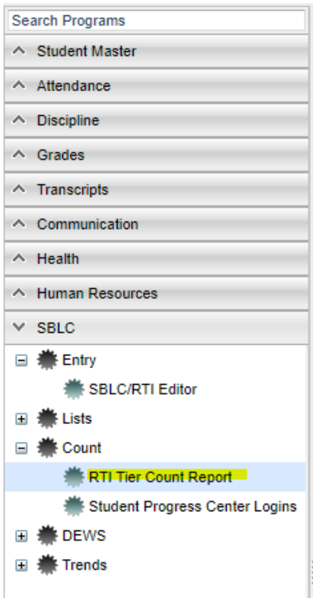
1. **Dist**: Student's district of enrollment
2. **Sch**: Student's school of enrollment
3. **Student Name**: Student's full name
4. **SIDNO**: Student's identification number
5. **SASID**: Student's state assigned identification number.
6. **Grd**: Student's grade of enrollment
7. **Gen**: Student's gender
8. **Eth**: Student's race/ethnicity
9. **Ref#**: Student's RTI Referral Number
10. **Ref Date**: Student's RTI Referral Date
11. **Ref Reason**: Student RTI Referral Reason
12. **Decision**: Student's RTI Referral Decision

Updated 9/15/2022

RTI Tier Count Report

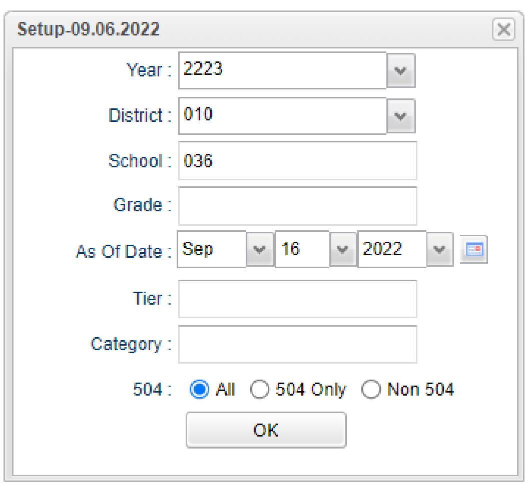
This program displays the number of students per school, per tier, and per category.

Menu



On the left navigation panel, select **SBLC > Count > RTI Tier Count Report.**

Setup



Year - Current school year.
District - District of enrollment.
School - School number of enrollment
As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.
Tier - RTI tier level. Choose the desired level or leave blank to include all.
Category - Category code and description. Choose the desired category or leave blank to include all.
OK - Click to continue.

Main

Sch	School Name	Tier	Category	Total
004	DEMO SCHOOL 004	1	100 Reading	3
004	DEMO SCHOOL 004	2	100 Reading	3
004	Total - DEMO SCHOOL 004			6

Sch - School number of enrollment.
School Name - School name of enrollment.
Tier - RTI tier level.
Category - Category code and description.
Total - Total number of students with interventions for the tier and category. You can click on this count # to see individual students.

Bottom

Setup - Click to go back to the Setup box.

Print - This will allow the user to print the report.