RTI Editor Directions

Getting Started

1. Login to WebPams.
2. On the left navigation panel, click **SBLC**.
3. Under the **Entry** section, select **SBLC/RTI Editor**.

Setup Options

1. **Year**: Default to current year. Change to previous year if desired.
2. **School**: Default will be based on user security.
    - District level personnel can select "700" for all students in the district, or select an individual school.
3. Click **Ok** to move to the SBLC/RTI screen.

SBLC/RTI Editor Screen Organization

1. There are four sections to the screen.
    - **Student Information**: Upper left of the screen. Contains student master information about the student such as ssn, DOB, Grade. The section also has the "Gear" icon to access items such as schedule, grades, test scores.
    - **School Information**: Upper right of the screen. Contains enrollment information, school, and Homeroom. Above this section are the buttons to indicate if the student is **SPED**, **504**, LEP, or has a Health condition.
    - **Other Student Information**: Middle right of the screen. Check boxes identify the student if he/she display "at risk" indicators.
    - **Enrollment History**: Bottom of the screen.

2. Tabs at the bottom of the screen:
    - **Demographics**: Active tab after finding a student.
    - **Addresses**: Information found in the Student Master record.
    - **Referral**: Provides history along with the ability to create new referrals as well as editing existing referrals.
    - **Meeting**: SBLC related information only; location for recording decisions made by SBLC
    - **Intervention**: Ability to enter specific interventions for a student.
    - **Log**: It is the same password as used in **Student Master Log**. If unknown, check with your district coordinator.

3. **Action** button: (Located in the upper right corner)
    - **Court Report**: A Court Report provides a summary of data about the student, including call history.

Creating a New RTI Referral on a Student

Before an Intervention can be assigned to a student, an RTI Referral needs to be created. This serves as the main reason why the student is being referred to the RTI process.

1. In the **SBLC/RTI Editor**, click the **Find** button to locate the student for which a new referral needs to be entered.
2. Click the **Referral** tab.
3. Click the **New Referral** button in the lower left portion of the blue green panel. (just above the Demographics tab).
4. For Referral Type, select **RTI Referral**, then click the **OK** button.
5. Enter information into the critical data (red) fields on the left blue green panel.
    - Referral Date
    - Referred by (position)
    - Referred by (name)
    - RTI Referral Reason: Select the reason by clicking in the field and selecting your choice.
    - RTI Strength: Optional
    - Parent Contact Date and Contact Method (optional)
    - Next Meeting Date (optional)
    - SBLC / RTI Decision and Decision Date: Usually completed at the end of a round of interventions when the group decides "what is next for this student".
6. If needed, complete the two sections on the right side of the screen.
    - **RTI Description of Concern and Recommendations**: Enter any concerns or recommendations in this area.
    - **Programs/Interventions/Services already provided**: Enter any programs, interventions, or services already provided.
7. Click **Save**.
8. **Print**: Click to print a document containing details of the referral.

Entering RTI Interventions

1. After creating a new RTI referral, click the **Intervention** tab.
2. Click the **New** button at the bottom of the screen.
3. The **Ref Date** will be the date entered on the Referral tab. It can only be edited from the Referral tab.
4. Select the **Tier**.
    - Selection of the **Tier** will determine the value(s) available for **Category** and **Intervention**.
5. Select **Category.**
6. Select **Intervention.**
7. Select **Instructor**.
8. **Comments**: If needed, notes can be entered in the Comments field.
9. Select the **Start Date** and **End Date**.
10. Click in the **Days** field and select the day(s) of the week the Intervention is to be delivered.
11. Click in the **Mins** field and enter the number of minutes per day the intervention is to be delivered.
12. The following pieces of information would normally be entered at the end of the Intervention date range:
    - **Results**: Click to select a result of the intervention attempted.
    - **Decision Date**: Enter the date of the results of the intervention.
13. Click **Save**.
14. The user will see that the information is now contained in a row across the top.
15. If an edit needs to be made, click on the row, then edit the fields at the bottom. Click **Save** to store the changes.

Obtain a Report of Students with Interventions

1. Go to **SBLC**, then **Lists**, then **Student Intervention List.**
2. At the setup box, set the **Year**, **School(s)**, and **Grade(s).**
3. For **As of Date**, set to either the current date, or to the date of enrollment desired.
4. Click **OK**.
5. On screen will be a report showing students, Referrals, Tiers, Categories, and Interventions.
6. A **Legend** button is provided at the bottom to help with the code meanings.
7. Click **Print** to either create a pdf of the report, or send to Excel.