

Set Permissions to SBLC in User Management (District Coordinator)

Give SBLC rights to the users who will set Tiers and Categories and Interventions.

1. In User Management, give category of **SBLC** as **RW**.
2. In the SBLC group, give **Program** level **RW** to SBLC System.
3. In the SBLC Program, give **Action** level **Read Write** to **Intervention Category Editor**.

Category	C P...	Program	P P...	Action	A Perm
SBLC	RW				
SBLC		SBLC System	RW	Intervention Categ...	Read Write

SBLC rights for other users who will assign Interventions and create referrals.

1. Set same as above, but on **Action** level, give **Read Only** to **Intervention Category Editor**

SBLC	RW				
SBLC		SBLC System	RW	Intervention Category Editor	Read Only

RTI Create Tiers, Categories, and Interventions (District Coordinator)

The first step in the RTI Editor is to configure the selection of Tiers, Categories, and Interventions for the district or school site.

Review the Available Code Set of Interventions

1. Go to **System / Lists / Code List**.
2. At the setup box, for **"Codes"**, browse down to and select **"rti_intervention"** and **"rti_intervention_category"**

3. Sort the listing by the **"Type"** column.
4. At the top will be the Categories to pick from. Below will be the interventions to select from.
5. Review the listing identifying the intervention to be used, what category its best fits in, and what Tier level will it be applied.
6. If there are extra interventions needed, send the request to support@edgegear.com.
7. Alternative Method: https://wiki.edgegear.net/wiki/w/images/1/13/Intervention_selection_document.pdf

Getting Started

1. On the left navigation screen, select **SBLC**, then under **Entry**, select **SBLC/RTI Editor**.
2. A setup box will be displayed. Select the **Year**, **District**, and **School**.
3. **Note:** Selecting **School "700"** will mean the user is able to select any student from any school site.
4. Click the **OK** button to bring up the **SBLC/RTI Editor** screen.
5. On the **SBLC/RTI Editor** screen, click on the **Action** button at the top right of the window.
6. Select **RTI Tier-Cat Editor**

Tier/Category/Intervention Configuration

An entry screen will appear. At the bottom, verify, or edit the **School**.

- If creating for a district wide selection, set the **School** to "700".

Use the top blank line to insert a **Tier, Category, and Intervention**.

1. Click in the **Tier** cell and select the appropriate tier number (1, 2, or 3).
2. Click in the **Category** cell and make your selection from the drop-down list.
3. Click in the **Intervention** cell and make your selection from the drop-down list.
4. An intervention can be associated with multiple Tiers and Categories. Ex: "1038 FINS APPEARED" can be in both Tier 2 and 3 for the Categories of "Behavior" and "Child Welfare & Attendance". A row will be added for each Tier and Category combination.
5. Click the **Save** cell at the end of the top line to save the new tier/category/intervention set. A new line will be displayed.
6. Repeat for each additional tier/category/intervention set.
7. To print the listing, click the **Print** button.

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.
2. **Demographics:** Review data on students. Gear icon is available to review details of student.
3. **New Referral:** If creating a New Referral click on the words at the bottom part of the green screen. Make your selection for RTI referral. 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.
4. **Red Named Cells:** Must be filled in with information
5. **Meeting History:** Click on the drop-down arrow to see previous Meeting Histories.
6. **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.
7. **Referred by (position):** Click on the drop-down arrow to make the selection of the position of the referring person. Referred reasons are listed in alphabetical order by using the drop-down arrow and clicking on the description header.
8. **Referred Reason 1:** Click on the reason in the drop-down box and it will appear in the cell.
9. **Parent contact Date:** This date is to be entered by the person that contacted the parent/guardian.
10. **Parent Contact Method:** Click on the drop-down arrow to make a selection of the method of contact.
11. **Next Meeting Date:** This will default to today's date. Change the date by clicking on the calendar and selection the next Meeting Date.
12. **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.
13. **Decision Date:** Will default to today's date: This may be changed by clicking on the calendar and choosing a correct date.
14. **RTI Description of Concern and Recommendations:** Enter a summary of information regarding concerns and recommendations.
15. **Programs/Interventions/Services already provided:** Enter any relevant information on the current actions being taken to help the student.
16. **SAVE:** Click Save button at bottom to save the referral.
17. **PRINT:** Click the Print button to print the referral and any related meetings.

(Optional) Enter Meeting Information

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.
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.

Entering Interventions for RTI Referrals

1. After creating a new 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**.
5. Select the **Category**.
6. Select the **Intervention**.
7. Select **Other Type** if applicable.
8. Select **Instructor**.
9. Select the **Start Date** and **End Date**.
10. Click in the **Days** field and select the day(s) of the week.
11. Click in the **Mins** field and enter the number of minutes per day selected in the Days field.
12. Click **Save**. A row will be added to the upper part of the RTI screen.
13. The following pieces of information should be entered at the end of the Intervention date range:
 - Select the **Results** from the results list.
 - Enter the **Decision Date** for the results.

Student Intervention List

This program creates a list of interventions for students.

1. On the left navigation panel, select **SBLC > SBLC > 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.
 - **As of Date:** This choice will list only those students who are actively enrolled as of the date selected in the date field.
3. **OK:** Click to continue

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. **Intervention:** RTI intervention number
12. **Other:** RTI other reason
13. **Days for Intervention:** Days of the week for intervention
14. **Minutes:** Minutes per day for intervention
15. **Start Date:** Intervention start date
16. **End Date:** Intervention end date
17. **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.

RTI Referral List

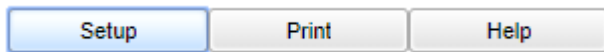
This report creates a list of students with RTI (Response to Intervention) referrals

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.
 - **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

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

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.