St. Landry Parish

SBLC Guide

September 8, 2022

Contents

Getting Started

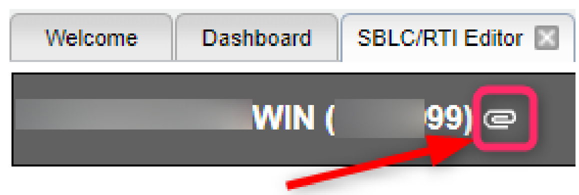
1. On the left navigation screen, select **SBLC**, then under **Entry**, select **SBLC/RTI Editor**.
    - Or using “Search” magnifying icon, search for SBLC/RTI, then click on the favorite icon.
2. A setup box will be displayed. Select the **Year**, **District**, and **School**.
    - **Note** for District Level Staff: Selecting **School** "700" will mean the user is able to select any student from any school site.
3. Click the **OK** button to bring up the **SBLC/RTI Editor** screen.

Overview

1. **Find**: Located at the bottom right of the screen, this will bring up a pick list of students. Click on the student’s name.

2. **Demographics**: Review data on the student. The **Gear** icon is available to review details of student.

3. If a student has a file in the **Doc Archive** for any referral, there will be a paperclip icon next to the student’s name.



4. **Referrals Section**: On the bottom half of the screen will be the referrals associated with the student.
    a. Clicking on the row will route you to the referral.
    b. Clicking on the count of Intervention(s) associated with the referral will give you interventions.
    c. Clicking on the paper clip icon will give you the documents stored with the referral.

5. **Set the SBLC Default Letter (for later when we have SBLC Letters in place)**
    a. On the **SBLC/RTI Editor** screen, click the **Action** button at the top right of the window.
    b. Select Letters.
    c. Click in the letter selection field. Select the desired letter to be the default when clicking “Print Letters” button at bottom of the SBLC screen.

6. **SBLC Button**
    a. The SBLC button will turn a color:
        i. Red if there is a SBLC referral
        ii. Yellow if a Tier 2 Intervention
        iii. Purple if a Tier 3 Intervention
    b. The appearance of the SBLC button details is split to show SBLC referrals on top, RTI referrals on bottom, like the SBLC screen.
    c. Both screens show referral information and a count of Interventions associated with the referral.
    d. Click the Intervention count to see the Intervention(s) associated with the count.
    e. Click the paperclip icon to see any file in the Document Archive associated with the referral.

How to Create a SBLC Referral

1. To start a SBLC Referral, find the student, then click on the **Referral** tab.
    a. Click the **New Referral** button.
    b. Click Ok for **SBLC Referral**.
    c. A question, "Do you want to use the last saved team members for this new referral?" will be presented.
        i. *"No" may be a good choice as the composition of each team is probably different from student to student.*
2. **Red Fields**: Must be filled in with information. We are going to put in just the information needed.
    a. **Referral Date**: Date of referral
    b. **Referred by Position**: Select best fit
    c. **Referred by Name**: Pick list starts with Student, Mother, Father, Guardian. Buttons described below:
        i. **STU**: Student, Mother, Father, Guardian
        ii. **TCH**: Teachers at school
        iii. **ADM**: Administrators at school
        iv. **BUS**: Bus Drivers
        v. **Sch**: All staff at school
        vi. **DIST**: District level staff
        vii. **SUB**: No subs to pick from. Do not use.
    d. **Referral Reason 1**: Select the best fit
        viii. You can use Referral Reason 2, 3, if needed.
    e. **Parent Contact Date / Method**: Enter date of contact of parent and manner of contact.
    f. **Next Meeting Date / Next Meeting Time**: Enter next meeting date and time.
    g. **SBLC / RTI Decision** – **Decision Date**: When the referral is complete, enter final decision information here.
    h. **DEWS / Staff Referral Reasons and Interventions Assigned**: Write a short description of the referral details.
    i. **Team Assigned**: Click to pick team members assigned to this referral. Same as above for buttons.
        i. You may find the "SCH" button best.
    d. **Completion Date**: When the referral is complete, enter date here.
    j. **Final Result**: When the SBLC referral is complete, enter final result information here.
3. **Save**: Click to store the referral.
    a. On the first save of the referral, you will be asked "Do you want to email participants?". This will send meeting information to the team members.
4. **Print**: Click to print the referral. Any meetings added to the referral will print also.
5. **Printing Letters***: (for later when sblc letters are setup)*
    a. To print the default letter (set earlier), click the **Print Letters** button.
    b. To print a different letter, click the **ACTION** button in the upper right, then select **Letters**.

c. Click in the **Letter** field. A pick list of letters will appear. Select the desired letter.
d. Click the **OK** button to get a print preview of the letter.

Add a Meeting to an SBLC Referral

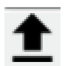
1. **From the Demographics tab**:
   a. In the middle of the screen, in **SBLC Referral** section, click on the row of the desired referral. You will be brought to the Referral screen.
   b. At the bottom, click on the **Meeting** tab.
2. **From the Referral tab**:
   a. At top left, set **Referral Type** to **SBLC Referral**.
   b. In the **Referral #** field, click on the desired referral.
   c. At the bottom, click on the **Meeting** tab.
3. Enter **Meeting Date**, **Time**, **Meeting Location**.
4. Enter **Participant Position** and **Participant Position**.
   a. You can add folks by clicking Position, then Participant Name.
   b. If name is not on listing, close staff pick list and start typing in the participant field.
5. **Meeting Minutes**: Using prompts, enter what was discussed.
6. **Decisions**: Enter what was decided to do next.
7. **SAVE**: Be sure to click the **Save** button.
8. **PRINT**: Click to print the referral and the meeting associated with it.

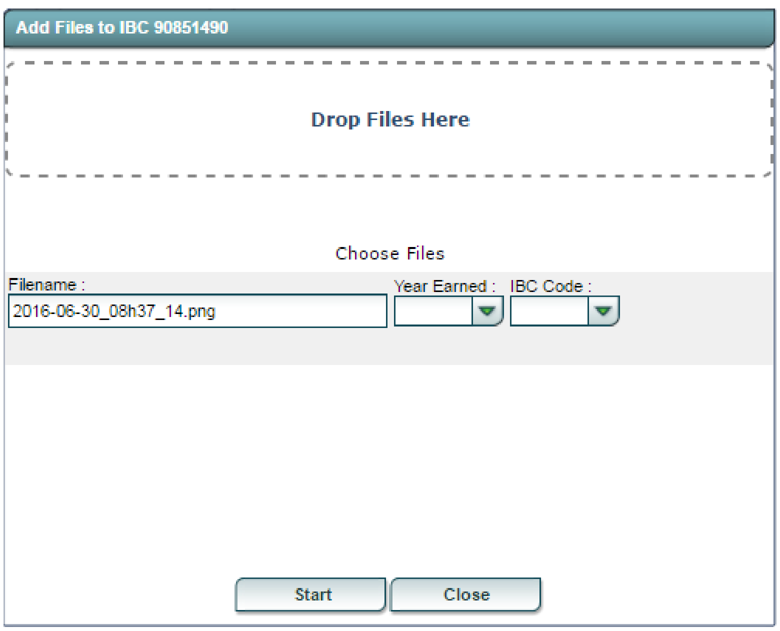
Add an Intervention

1. From the **Referral** of the student, at the bottom, click on **Intervention** tab.
2. In the center of the screen, tap the "**New**" button. The intervention detail fields at the bottom will go from gray to black, ready for entry.
   a. **Tier:** Select Tier level.
   b. **Category:** Select Category
   c. **Intervention:** Select Intervention
   d. **Instructor:** Select the primary staff member carrying out the Intervention
   e. **Comment:** If entering a Tier 2b intervention, note "2b" here.
   f. **Start Date:** Enter the planned begin date
   g. **End Date**: *When the Intervention is changed or ended,* enter the end date of the intervention. Do not post a future date here. *Leave blank until the Intervention is changed or ended*.
   h. **Days:** Enter planned days of Intervention. Don't stress over exact day of the week. If three times a week, just select 3 days.
   i. **Mins:** Enter number of planned minutes to work on intervention of student.
3. **Save:** Click to **Save** the Intervention. A row will be created on screen.

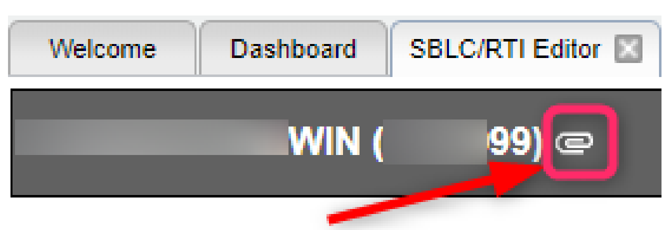
4. **Editing an Intervention:** Highlight the row, then edit fields at bottom. Click **SAVE** to update.
    a. **Results:** At end of Intervention, select the best fit result.
    b. **Result Action:** As a result of this intervention, select best fit for what happens next.
    c. **Decision Date:** Enter the date of the Result Action decision.

Uploading Documents to the Document Archive System

1. Scan the document
    - Scan as a pdf to a desired location on the computer or network.
2. In the **SBLC / RTI Editor**, find the student, then go to the SBLC referral of the student.
3. In the upper right, click **Action,** then **Doc Archive**, then **SBLC**.
4. Click on either the "**Referral – Meeting Documents**" or "**Intervention documents**" folder.
5. Click the **Upload** button. 
6. Click lick the "**Choose Files**" button. Browse to the file to be uploaded, then select it.



7. Click the **Start** button to upload the file(s) to Document Archive. A green check button will appear when complete.
8. In the future, when a student has a Document Archive item stored, you can quickly access it by clicking on the **paperclip icon** next to the student's name at the top.



Adding to the Student's Log

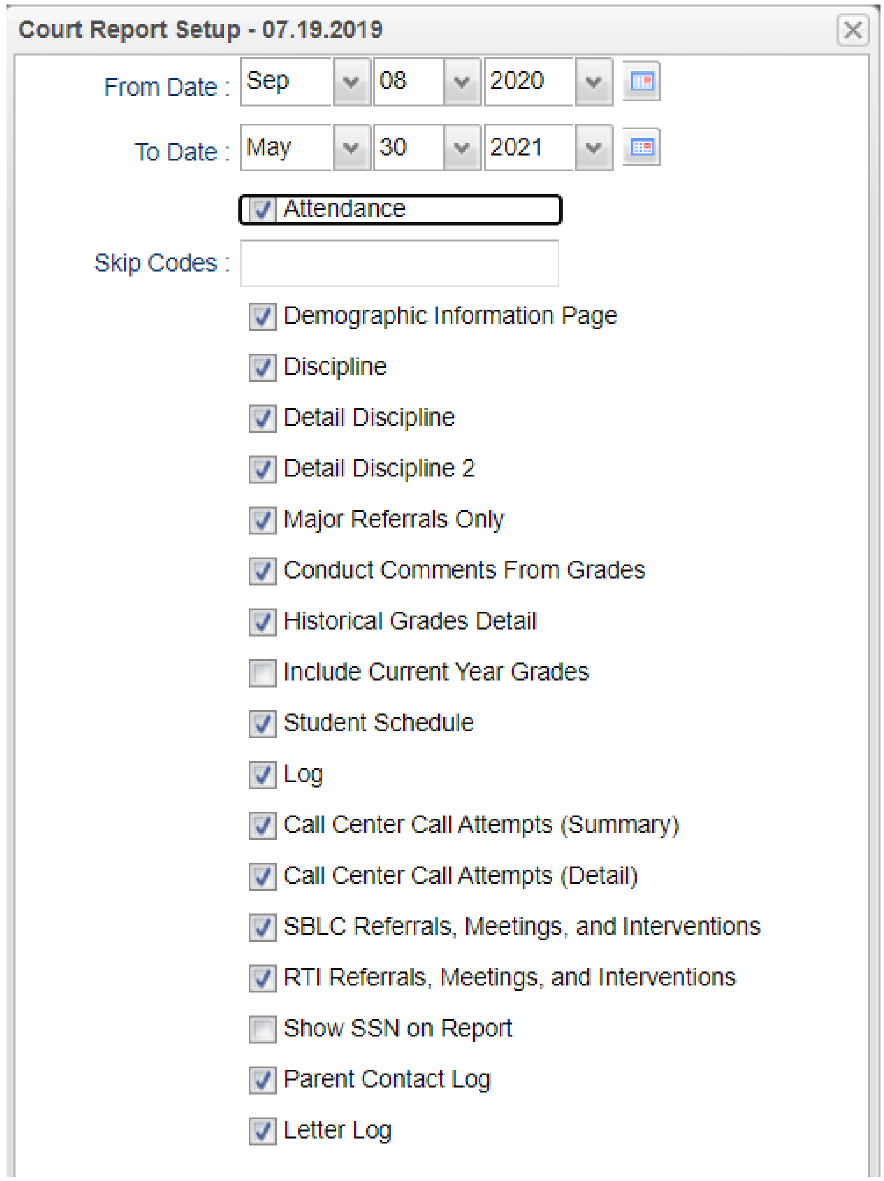
1. Find the student in either the SBLC system or Student Master.
2. Click on the "**Log**" tab.
3. Enter the password, "**major**".
4. Click the "**New**" button at the lower center.
5. Enter the note about the student.
6. Click the "**Save**" button. A row will be created showing time/date stamp, user, and information.
7. Need to edit? Click on the row. A box will appear to make the edit.
8. Need to delete? Click the red delete cell (red "D" cell at far right)
9. Need to print? Click the "**Print**" button at the bottom center.

Reports

Court Report

The "**Court Report**" is a handy report to have when needing a summary report of the student, including grades, attendance, discipline, RTI referrals, SBLC referrals, Contact Logs, etc…

1. Find the student in **SBLC**.
2. Click **Action** / **Court Report**.
3. Select desired items to report, including SBLC and RTI Referrals.
4. Click **Print**.



SBLC Referral List

This program creates a list of students with SBLC (School Level Building Committee) referrals.

1. On the left navigation panel, select **SBLC > List > SBLC Referral List**.
2. Setup Box 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.
   - **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

   - **Dist**: Student's district of enrollment
   - **Sch**: Student's school of enrollment
   - **Student Name**: Student's full name
   - **SIDNO**: Student's identification number
   - **GD**: Student's grade of enrollment
   - **Gen**: Student's gender
   - **Eth**: Student's race/ethnicity
   - **Ref #**: Student's SBLC referral number
   - **Ref Date**: Student's SBLC referral date
   - **Referred by (Position)**: Position of the person referred by
   - **Referred by (Name)**: Name of the person referred by
   - **Referral Reason 1**: SBLC referral reason 1
   - **Referral Reason 2**: SBLC referral reason 2
   - **Referral Reason 3**: SBLC referral reason 3
   - **Parent Contact Date**: Parent contact method

- **Next Meeting Date**: Date of the next meeting
- **Decision**: Student's RTI referral decision
- **Decision Date**: Student's RTI referral decision date
- **DEWS/Staff Intervention**: Intervention codes

Student Intervention List

This report creates a simple listing of students enrolled with Intervention details.

1. Go to **SBCL / Lists / Student Intervention List**
2. Set the usual Year, School, Grade, As of Date.
3. Resulting list is enrolled students with Interventions associated with the student.
4. Click on the "**Student Count**" tab to obtain summary counts by grade, ethnic.

Note: **Teachers see the students with interventions in the Classroom (Gradebook)**

1. Teacher pulls up a class in the Classroom product.
2. Click "**Reports**" icon on menu bar.
3. Select "**RTI**", then "**RTI Student List**".
4. Students in the class with Interventions and intervention details will be displayed.

RTI Tier Count Report

This report displays number of students per Tier, per category. Click on the count to see students.

1. Go to **SBLC / Count / RTI Tier Count Report**.
2. Set for Year, School, As of Date.
3. If needed, filter with the Tier, Category fields.
4. Results will show counts for the various Tiers / Categories.