Iberia Parish

SBLC / RTI Session

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Getting Started

1. On the left navigation screen, select **SBLC**, then under **Entry**, select **SBLC/RTI Editor**, or Click on the SBLC Tile, or search for "SBLC" on the magnifying glass 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 Topics / Tips:

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. Gear icon is available to review details of student.
   a. Update: If you have rights to the Call system, you can now send a message from iGear: Go to Communication / Send JCall.
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.
   a. Tip: For general viewing, you may find the **List view** best. To upload, jump over to the **Grid View**.
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**
   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.
   d. Update: You now can print any letter from Action / Letters. Used to be this was only to select the default letter.
6. **SBLC Button**
   a. The SBLC button will be red if a student has a referral.
   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 to see any document associated with the referral.

Create a RTI Referral and Intervention

1. To start an RTI Referral, click on the **Referral** tab.
   a. Click the **New Referral** button.
   b. Make your selection for **RTI 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 desirable 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. **RTI Referral Reason**: Select the best fit. Can select more than one.
   e. **RTI Description of Concern and Recommendations**: Enter detail here describing problem if needed.
   f. **Team Assigned**: Click to pick team members assigned to this referral. Same as above for buttons.
      i. You may find "SCH" button best.
3. **Save**: Click to store the referral.
4. **Print**: Click to print the referral, and any meetings if added on, and any interventions if added on.
5. **Add Intervention**: Click on Intervention tab, then tap the "New" button.
   a. **Tier:** Select Tier level.
   b. **Category:** Select Category
   c. **Intervention:** Select Intervention
   d. **Instructor:** Primary staff member carrying out Intervention
   e. **Start Date:** Enter planned begin date
   f. **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*.
   g. **Days:** Enter planned days of Intervention
   h. **Mins:** Enter number of planned minutes to work on intervention of student.
6. **Save:** Click to Save the Intervention. A row will be created on screen.
7. **Editing 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:** At end of Intervention, select best fit for what happens next.
   c. **Decision Date:** Enter date of decision on what is next for the student because of working the Intervention.

RTI Referral List

This report gives a simple listing of students with RTI type referrals

1. Go to SBLC / RTI Referral List. Set for current year.
2. **Grade**: If for all students, leave blank. Otherwise, pick a grade level.
3. **From Date / To Date:** Defaults to school year. If needed for a specific period, edit these dates.
4. Click the Ok button to obtain results.
5. Report will show students with RTI referrals for given date range.

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.

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.

Teacher: RTI Intervention List

For a teacher to see which students in the class have interventions, the following would be done in Classroom:

1. Open a section in Classroom (Gradebook).
2. Click "Reports" icon. Select "RTI," then "RTI Student List."
3. A listing of students with interventions and details will be displayed.

Create a SBLC Referral

1. To start a SBLC Referral, click on the **Referral** tab.
    a. Click the **New Referral** button.
    b. Make your selection 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 desirable choice as the composition of each team may be different from student to student.*
2. **Red Fields**: Must be filled in with information. We are going to put in just the information needed.
    d. **Referral Date**: Date of referral
    e. **Referred by Position**: Select best fit
    f. **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.
    g. **Referral Reason 1**: Select the best fit
        i. You can use Referral Reason 2, 3, if needed.
    h. **Parent Contact Date / Method**: Enter date of contact of parent and manner of contact.
    i. **Next Meeting Date / Next Meeting Time**: If known, enter this information.

j. **SBLC / RTI Decision** – **Decision Date**: When the referral is complete, enter final decision information here.
k. **DEWS/Staff Referral Reasons…**: Enter detail here describing problem if needed.
l. **Team Assigned**: Click to pick team members assigned to this referral. Same as above for buttons.
    i. You may find the "SCH" button best.
m. **Final Result**: When the SBLC referral is complete, enter final result information here.

3. **Save**: Click to store the referral.
4. **Print**: Click to print the referral. Any meetings added to the referral will print also.

Add a Meeting to a SBLC Referral

1. Select the referral, then go to Meeting Tab.
2. Enter Meeting Date, Time, Meeting Location.
3. Participants carry over from Team members assigned.
    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.
4. **Meeting Minutes**: Enter what was discussed here.
5. **Decisions**: Enter what was decided or next steps.
6. **SAVE**: Be sure to click the Save button.
7. **PRINT**: Click to print the referral and the meeting associated with it.

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
    a. **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.
    b. **District**: Default value is based on the user's security settings. It will be limited to their district only.
    c. **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.
    d. **Grade**: Leave blank or select all to include all grade levels. Otherwise, choose the desired grade.
    e. **Gender**: Leave blank or select all to include both genders. Otherwise, choose the desired gender.
    f. **Ethnic**: Leave blank or select all to include all ethnicities. Otherwise, choose the desired ethnicity.
    g. **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
4. Column Headers
    a. **Dist**: Student's district of enrollment
    b. **Sch**: Student's school of enrollment
    c. **Student Name**: Student's full name
    d. **SIDNO**: Student's identification number
    e. **GD**: Student's grade of enrollment
    f. **Gen**: Student's gender
    g. **Eth**: Student's race/ethnicity
    h. **Ref #**: Student's SBLC referral number

i. **Ref Date**: Student's SBLC referral date
j. **Referred by (Position)**: Position of the person referred by
k. **Referred by (Name)**: Name of the person referred by
l. **Referral Reason 1**: SBLC referral reason 1
m. **Referral Reason 2**: SBLC referral reason 2
n. **Referral Reason 3**: SBLC referral reason 3
o. **Parent Contact Date**: Parent contact method
p. **Next Meeting Date**: Date of the next meeting
q. **Decision**: Student's RTI referral decision
r. **Decision Date**: Student's RTI referral decision date
s. **DEWS/Staff Intervention**: Intervention codes

Working with Iberia SBLC Forms

For now, custom forms for Iberia have been placed in the Student Master / Doc Archive / Historical folder to access. Once completed, the form would be saved to the Doc archive of the SBLC referral.

1. Access the form to be completed
    a. Open Student Master. You don't have to find any student.
    b. Click "Action", then "Doc Archive", then "Historical".
    c. Click "Forms SBLC-RTI"
    d. Click on the desired form to be completed.
    e. Complete the form and save it to a location on your computer.
2. Upload the form to the SBLC referral of the student.
    a. In SBLC, find the student, then open the referral of the student.
    b. Click "Action", then "Doc Archive", then "SBLC"
    c. Click the "Forms" button.
    d. Click the up arrow in top left (upload).
    e. Click "Choose Files" and browse, then select the form completed earlier.
    f. Click "Start". When a green check appears, the file is uploaded, and you can close the window.
    g. You will see the student's file sitting in the folder.
3. Access stored Doc Archive forms stored for the student
    a. In SBLC, find the student.
    b. You will see a paperclip icon next to the student's name. Click on it to see forms associated with the student.
    c. Click on any form to view, print, download….
    d. These can also be seen by clicking the paper clip icon in the SBLC and RTI summary sections on bottom half of the student's screen.

Entering Log Information

Note: Entering "Log" information in the SBLC system is the same data set as "Log" in Student Master!

1. Find the student.
2. Click the "**Log**" tab.
3. Enter the password (_________).
4. Review previous log postings at top screen.

5. To add, click tap "**New**" button. Enter information, then click "**Save**."
6. **Print**: This will allow the user to print the report.

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**.