

# Iberia Parish

## SBLC / RTI Guide

### Contents

Getting Started.....	2
Overview Topics / Tips: .....	2
Creating SBLC Referrals.....	2
Add Meetings to SBLC Referrals (Needed for Formal Meeting Situations) .....	3
Adding Interventions to SBLC Referrals .....	3
SBLC Referral List .....	4
Student Intervention List .....	5
Teacher: RTI Intervention List .....	5
Working with Iberia SBLC Forms.....	5
Entering Log Information for a Single Student .....	6
Entering Log Information for Multiple Students at Once .....	6
Court Report .....	6

## 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.

## Creating SBLC Referrals

1. To start a SBLC Referral, click on the **Referral** tab.
  - a. Click the **New Referral** button.
2. **Red Fields:** Must be filled in with information. We are going to put in just the information needed.
  - b. **Referral Date:** Date of referral
  - c. **Referred by Position:** Select best fit

- d. **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.
  - e. **Referral Reason 1:** Select the best fit
    - i. You can use Referral Reason 2, 3, if needed.
  - f. **Parent Contact Date / Method:** Enter date of contact of parent and manner of contact.
  - g. **Next Meeting Date / Next Meeting Time:** If known, enter this information.
  - h. **SBLC / RTI Decision – Decision Date:** **When the referral is complete**, enter final decision information here.
  - i. **DEWS/Staff Referral Reasons...:** Don't use for now.
  - j. **Team Assigned:** Click to pick team members assigned to this referral. Same as above for buttons.
    - i. You may find the "SCH" button best.
  - k. **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 Meetings to SBLC Referrals (Needed for Formal Meeting Situations)

*\*Add meetings when they are formal, often with parental involvement, and are necessary to what is going on for the student.*

*\*In some cases, if there is no formal meeting being held, the user may want to skip meeting entry and go straight to the "Intervention" tab.*

1. Select the referral, then go to Meeting Tab, then click the "New Meeting" button.
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.

## Adding Interventions to SBLC Referrals

1. Select the referral in the referral tab. This will cause the "Intervention" tab to go from grayed out to active and ready for entry. (If you are familiar with 504 entry, this will work in the same manner.)
2. **Add Intervention:** Click on "Intervention" tab, then tap the "New" button. The bottom fields will become available to complete.
  - a. **Tier:** Select Tier level.

- b. **Category:** Select Category
  - c. **Intervention:** Select Intervention
  - d. **Instructor:** Primary staff member carrying out Intervention
  - e. **Comment:** Enter specific task being worked on if using an Intervention with “Specify Comment”
  - f. **Start Date:** Enter 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 on exact days here. Example: If 3 days a week, then just select any 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 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.

## 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

## 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.

## 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 for a Single Student

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

1. Find the student in either SBLC system or Student Master.
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.

## Entering Log Information for Multiple Students at Once

Use this tool if needing to update short meetings or decisions on student progress. *Do not use this tool for formal meetings where parents and other stakeholders are involved.*

1. Search for "Student Log Loader" or go to Student Master / Loaders / Student Log Loader.
2. Set the Current year, and any filters needed to make the student listing appear as desired.
3. On the left will be students. On the right will be "Comments" to select from.
4. Initially, there will likely be no "Comments" to pick from, so we'll add some.
5. Click the "Add Comment" button at the bottom and type in wording to post to the Log of each student selected.
  - a. Example: "RTI Progress Monitoring held"
  - b. Click Ok after entering, and you will see the comment on the right.
6. On the left, click in the "Comment" field of each student that is be loaded up with a log note.
  - a. This will place an asterisk \* in the cell of each student selected.
  - b. You can click on the asterisk again to remove it if placed in error.
7. After selecting the students on the left, click the "Comment" on the right to be loaded to each student's Log.
8. The system will update and enter the comment for each student at once.
9. The system will reset for the user to enter the next round of "Comments" to the log if needed.
10. If no further entry is needed, simply close the program.

## 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 "Log", " SBLC Referrals, Meetings, and Interventions", etc.

4. Click **Print**.

Court Report Setup - 12.08.2021

From Date : Aug 11 2021

To Date : Mar 10 2022

Attendance

Skip Codes :

Demographic Information Page

Discipline

Detail Discipline

Detail Discipline 2

Major Referrals Only

Conduct Comments From Grades

Historical Grades Detail

Include Current Year Grades

Student Schedule

Log

Call Center Call Attempts (Summary)

Call Center Call Attempts (Detail)

SBLC Referrals, Meetings, and Interventions

RTI Referrals, Meetings, and Interventions

Show SSN on Report

Parent Contact Log

Letter Log

Print