

# Lafayette Parish

## SBLC / RTI / 504 Update Session

Sept 2, 2020

### Contents

Getting Started.....	2
Overview Topics / Tips: .....	2
Create an RTI Referral and Intervention .....	2
RTI Referral List .....	3
RTI Tier Count Report.....	3
Student Intervention List .....	3
Teacher: RTI Intervention List .....	3
Create a SBLC Referral .....	4
Add a Meeting to a SBLC Referral .....	4
SBLC Referral List .....	5
Column Headers.....	5
Entering Log Information .....	5
Court Report .....	6
Entering 504 Information.....	7
504 Student List .....	7

## 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**.
  - **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 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 an 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 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. **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, End Date:** Enter planned begin and end date of Intervention
  - f. **Days:** Enter planned days of Intervention
  - g. **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 as a result of working 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 time frame, 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 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.
  - 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

- a. Select the referral, then go to Meeting Tab.
- b. Enter Meeting Date, Time, Meeting Location.
- c. Participants carry over from Team members assigned.
  - i. You can add folks by clicking Position, then Participant Name.
  - ii. If name is not on listing, close staff pick list and start typing in the participant field.
- d. **Meeting Minutes:** Enter what was discussed here.
- e. **Decisions:** Enter what was decided or next steps.
- f. **SAVE:** Be sure to click the Save button.
- g. **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
  - **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

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. **GD:** Student's grade of enrollment
6. **Gen:** Student's gender
7. **Eth:** Student's race/ethnicity
8. **Ref #:** Student's SBLC referral number
9. **Ref Date:** Student's SBLC referral date
10. **Referred by (Position):** Position of the person referred by
11. **Referred by (Name):** Name of the person referred by
12. **Referral Reason 1:** SBLC referral reason 1
13. **Referral Reason 2:** SBLC referral reason 2
14. **Referral Reason 3:** SBLC referral reason 3
15. **Parent Contact Date:** Parent contact method
16. **Next Meeting Date:** Date of the next meeting
17. **Decision:** Student's RTI referral decision
18. **Decision Date:** Student's RTI referral decision date
19. **DEWS/Staff Intervention:** Intervention codes

## 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**".
1. **Print:** This will allow the user to print the report.
2. **Help:** Click to view written instructions and/or videos.

## 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**.

**Court Report Setup - 07.19.2019** ✕

From Date : Sep 08 2020 📅

To Date : May 30 2021 📅

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

## Entering 504 Information

In LPSS, if changing an existing IAP, be sure to start a new one.

1. In Student Master, find the student.
2. Click on the **504** tab.
3. Click the “**New**” button.
  - a. Copy Previous 504 data? Usually this is a “yes” to save time.
  - b. User updates the information to comply with the IAP being composed for the student.
4. **Initial Eval Date:** Date of first 504 evaluation created for student
5. **Last Eval Date:** Evaluations done every three years. Enter last evaluation date.
6. **Disabilities:** Enter disability information of student.
7. **Comments:** Enter if needed any additional information.
8. **IAP Review Date:** To be done yearly. Enter IAP review date
9. **Exit Code:** Enter if student is Exiting from 504 status. (Will make the 504-button blue)
10. **Exit Date:** Enter date student is Exiting from 504 status.
11. **Accommodations:** Enter accommodations for student
12. **Save:** Be sure to tap the SAVE button to store a new row of 504 information.
13. **Editing:** If a mistake was made, highlight the 504 row to be edited. The fields will be displayed at the bottom of the screen. Make the needed fixes, then click SAVE again.
14. **Print Form:** Click to print the 504 form.

## 504 Student List

This report will list the 504 students at school.

1. Go to Student Master / Lists / 504 Student List
2. At the setup, set for year, school, grade level if needed.
3. **Disabilities:** Use if needing to limit to certain disabilities.
4. **Accommodations:** Use if needing to limit to certain accommodations.
5. **Column:** Use if needing to show only desired fields in the report.
6. **Show:** Set to State ID. Avoid using SSN.
7. **Active Only:** Put a check here.
8. **As of Date:** Set for first day of school or current date.
9. **Show Detail:**
  - a. If selected, the accommodations are listed as text descriptions each on a separate row.
  - b. If not selected, the accommodations are listed as codes on one row.
10. Click Ok to obtain listing. The listing can be sorted, arranged to manner needed.
11. **Next Eval:** Looks at Last Eval date, then shows date 3 years forward that next evaluation is needed.
12. **Next IAP:** Looks at IAP Review date, then shows date 1 year forward that next IAP review is needed.
13. **Save:** After configuring the report the way you like, click the Save button to store this setup and screen configuration. The system will ask you to give the configuration a name for future use.
14. **Report:** On the setup screen, or on the report screen, click to access saved versions of this report.