# Lafayette Parish

## SBLC / RTI / 504 Update Session

**Sept 2, 2020**

## Contents

## 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

7. 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.*
8. **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.

9. **Save**: Click to store the referral.
10. **Print**: Click to print the referral, and any meetings if added on, and any interventions if added on.
11. **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.
12. **Save:** Click to Save the Intervention. A row will be created on screen.
13. **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!

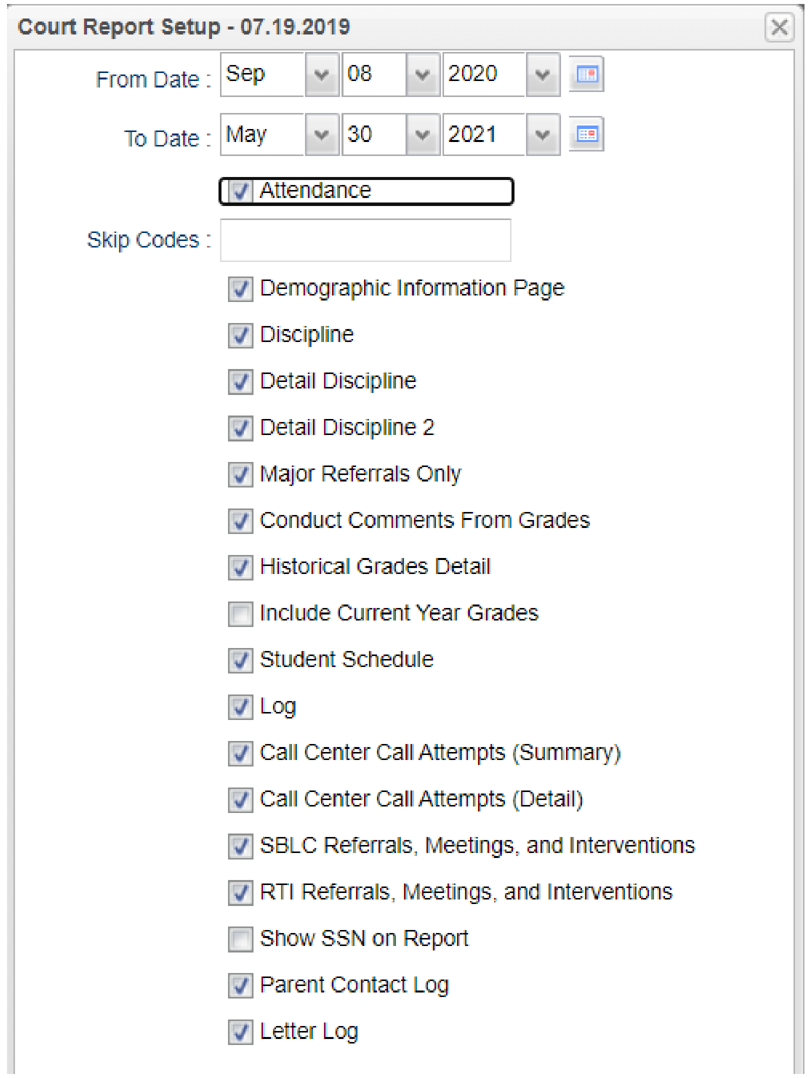
1. Find the student.
2. Click the “**Log**” tab.
3. Enter the password (_________).
4. Review previous log postings at top screen.
5. To add, click tap “**New**” button. Enter information, then click “**Save**”.

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**.



## 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.