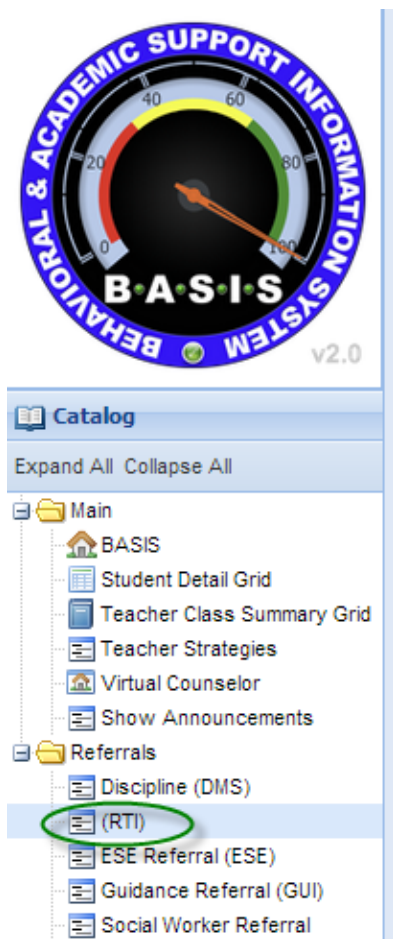
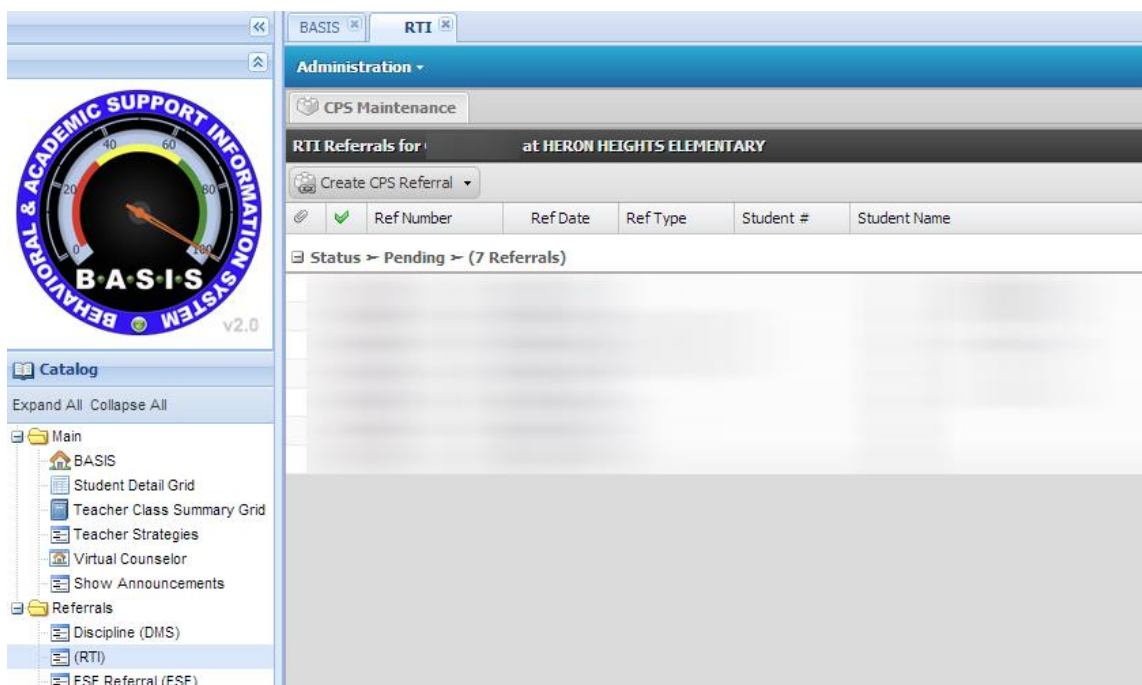


# Steps to Create Tier 2 and Tier 3 Academic Records

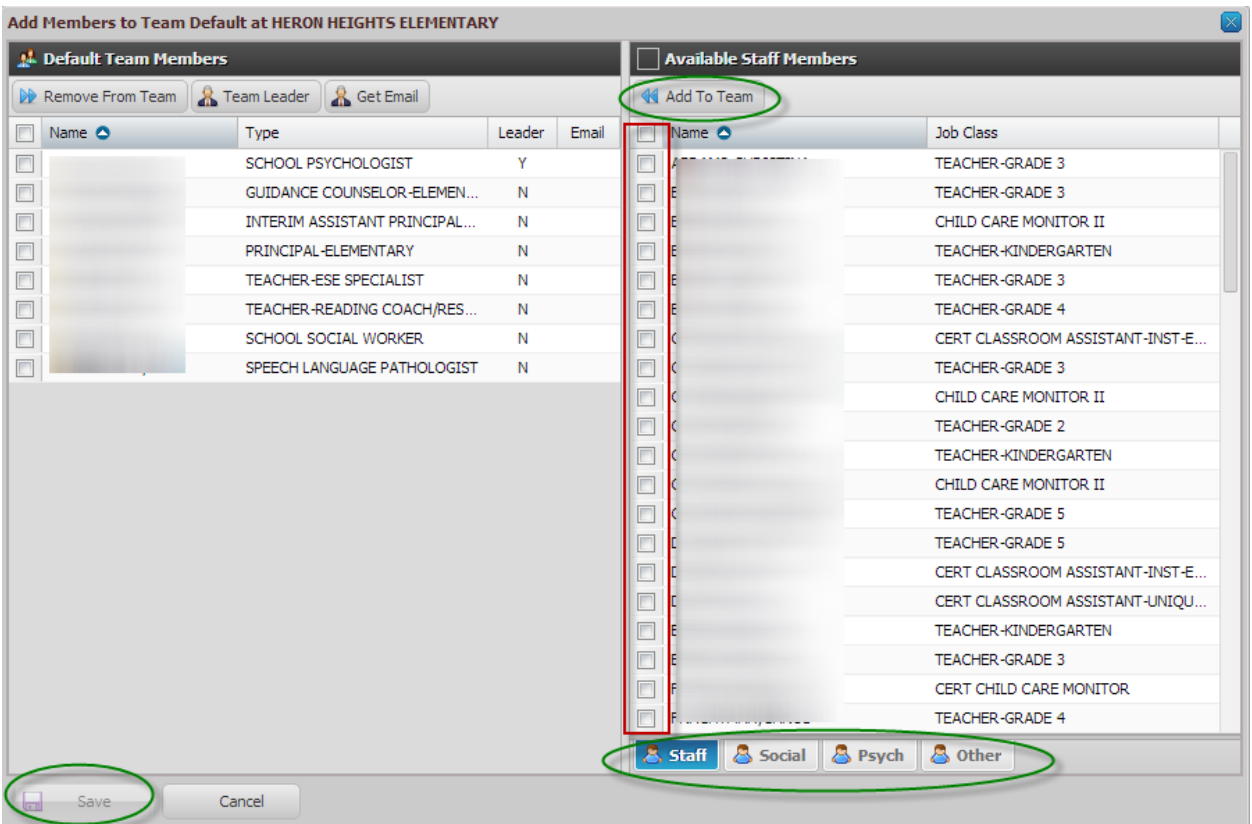
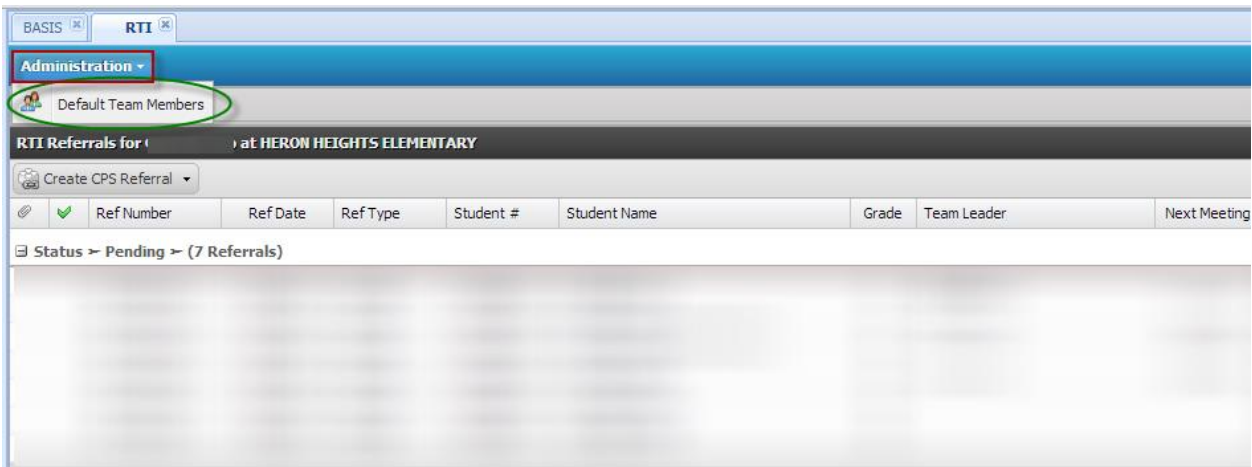
1.) From the BASIS homepage, click on the **Rtl** link found under the Referrals folder in the navigation bar on the left.



This will bring you to the main Rtl grid where you will see all student referrals currently being processed by the Collaborative Problem Solving Team (CPST).



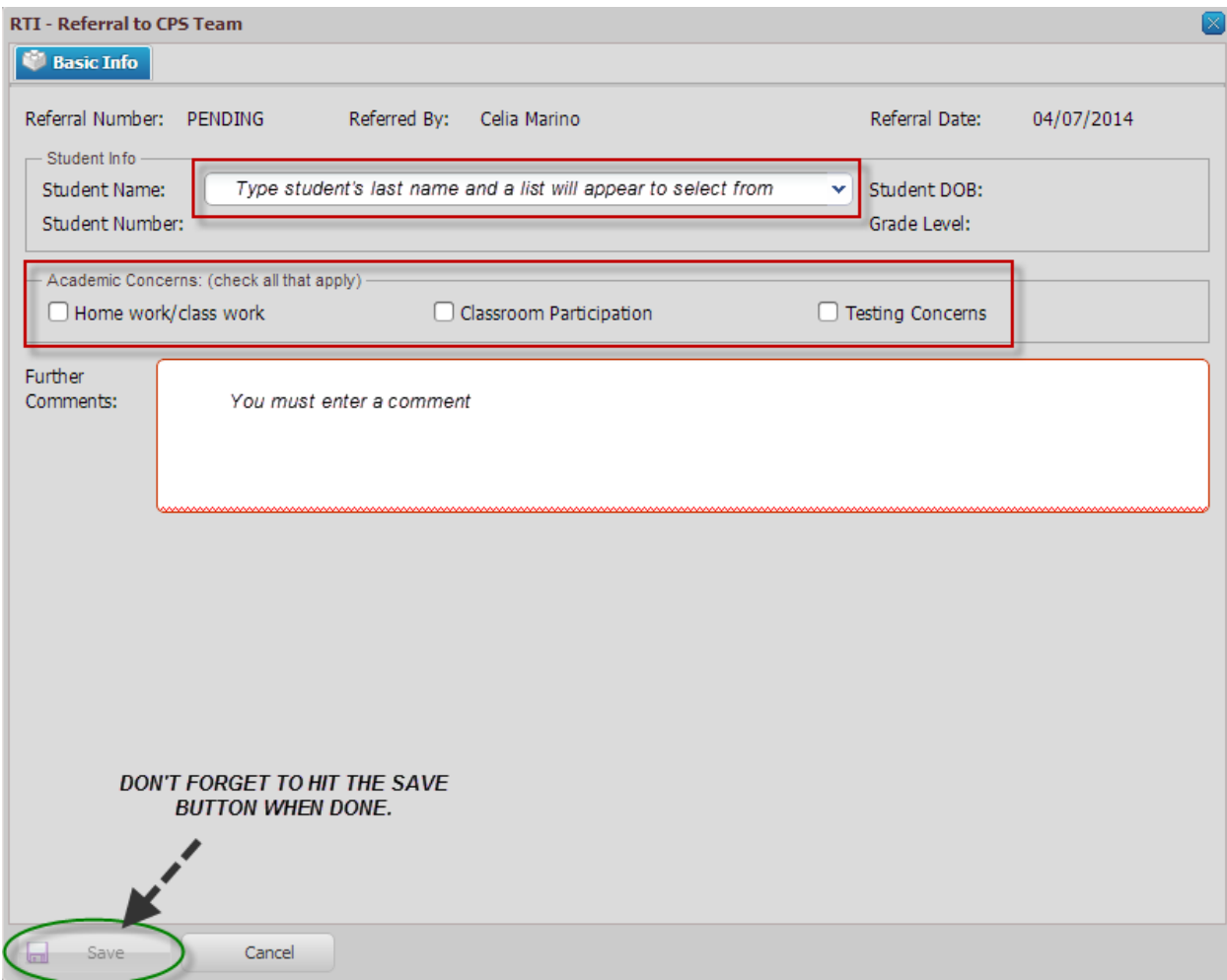
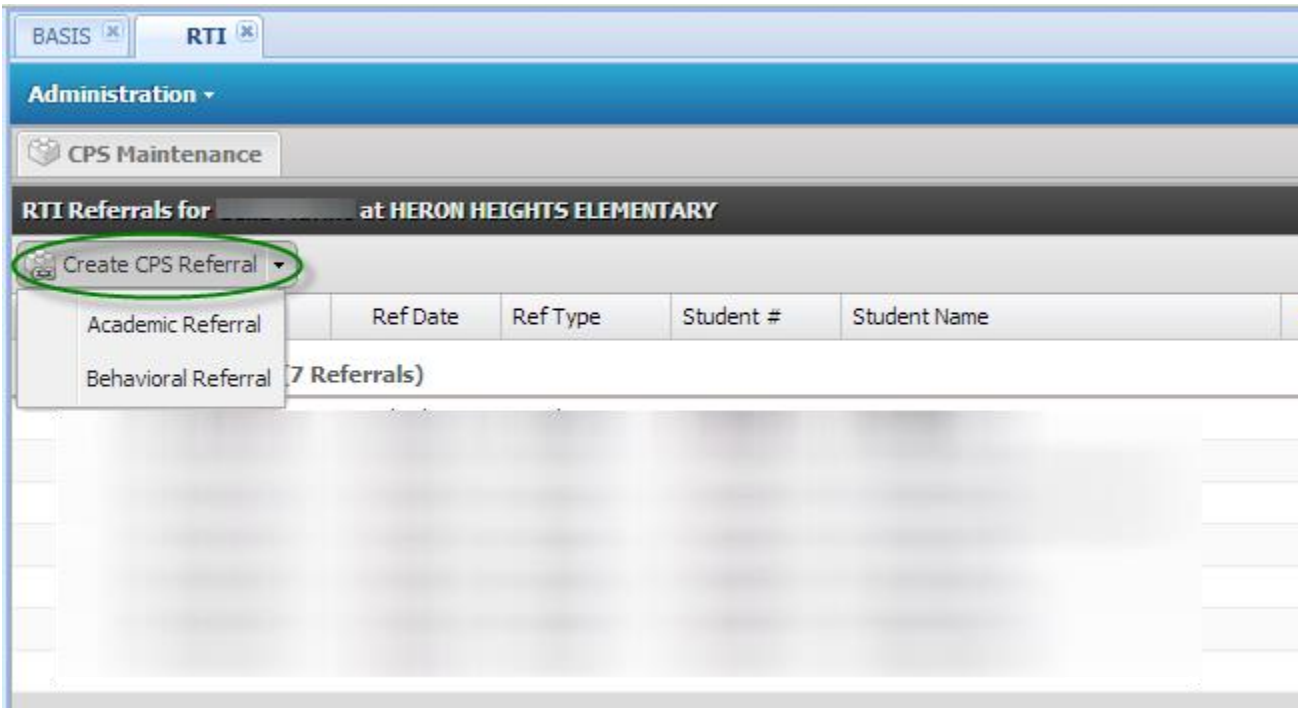
2). Define at least one member of your school's CPST team. Click on the "Administration" tab, select "Default Team Members".



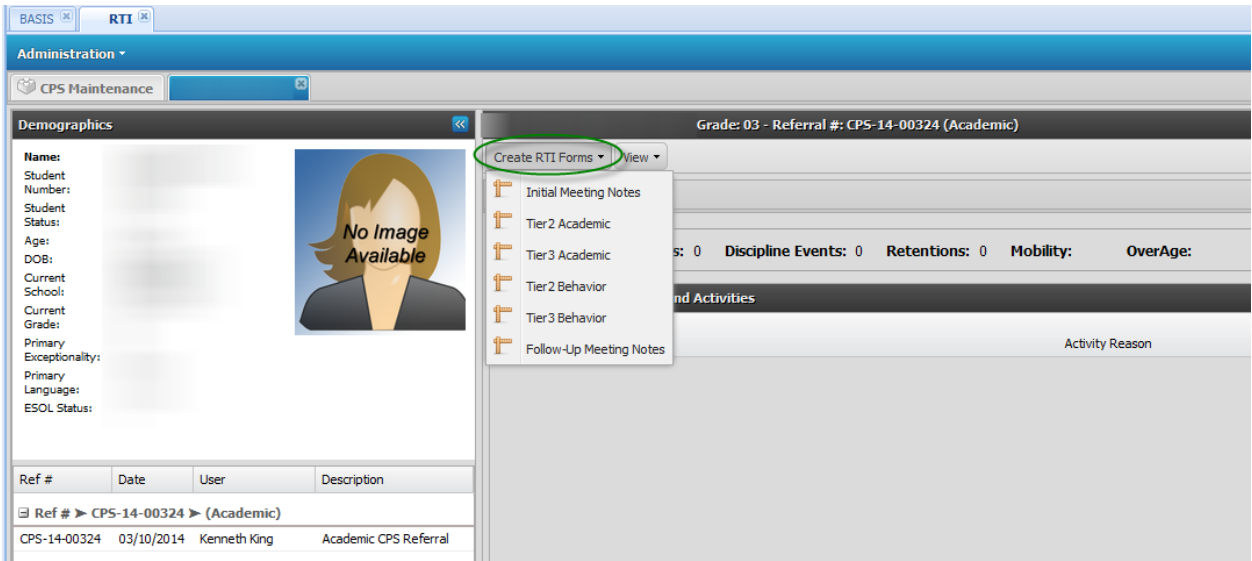
Your CPST team is listed on the left. There are two ways to add team members: a) click on the name on the right and drag to the left or b) click the boxes next to the names of the staff you want to add and then click the "Add to Team" button at the top. You can use the tabs underneath the list of available staff to find social workers, psychologist, or define non-SBBC staff.

DON'T FORGET TO "SAVE" YOUR TEAM.

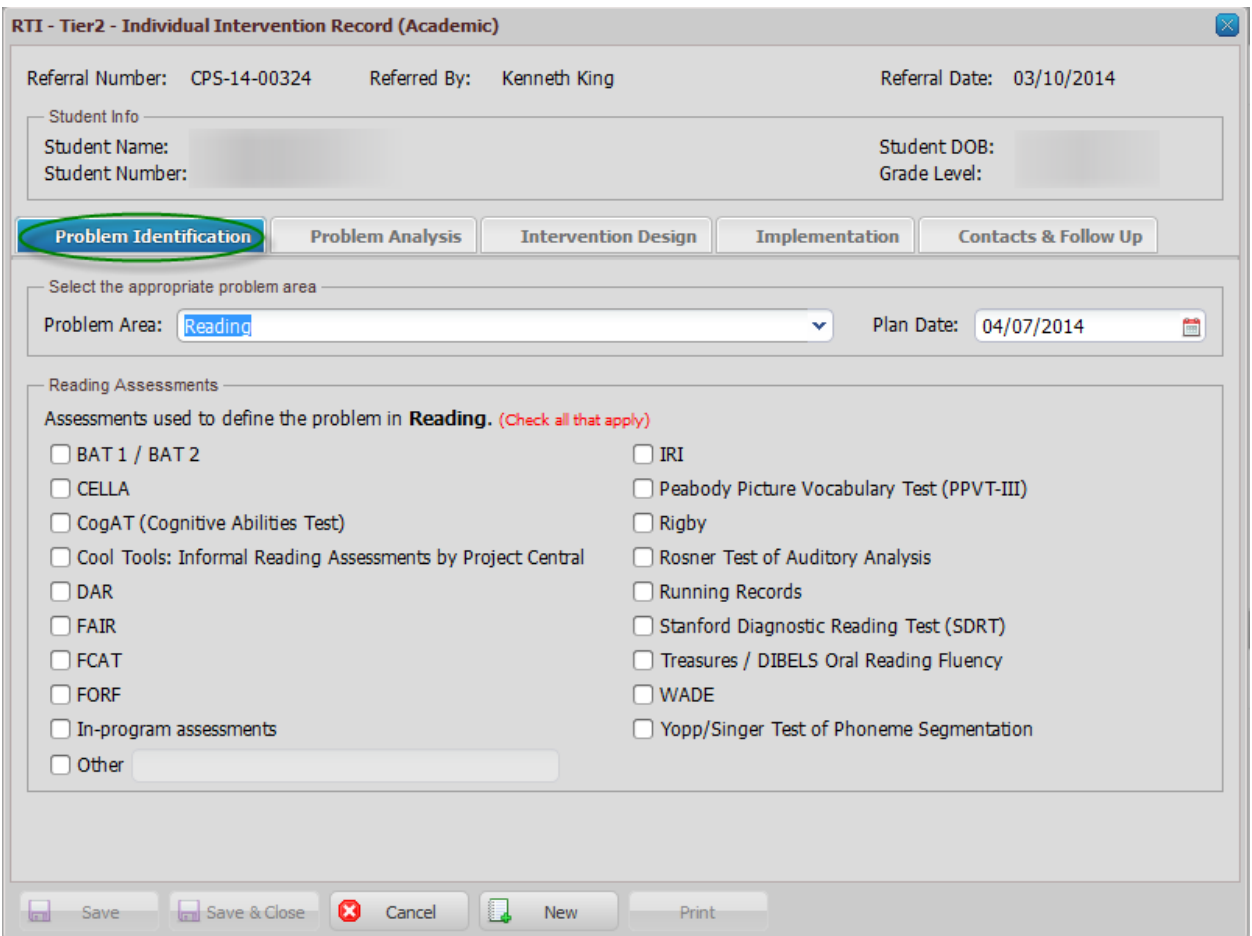
3). Once you have defined a team you are now ready to create a referral. To create a new referral, click on the down arrow next to “Create CPS Referral” and then select the “Academic Referral” link.



4). Once a referral is created, you will see the student's name added to the Rtl grid. Double-click on the student's name to open up the Rtl Student Profile screen. From there, click on the "Create RTI Forms" tab to see a list of forms available. Double-click on the form name to create a Tier 2 or Tier 3 Academic Record as needed.

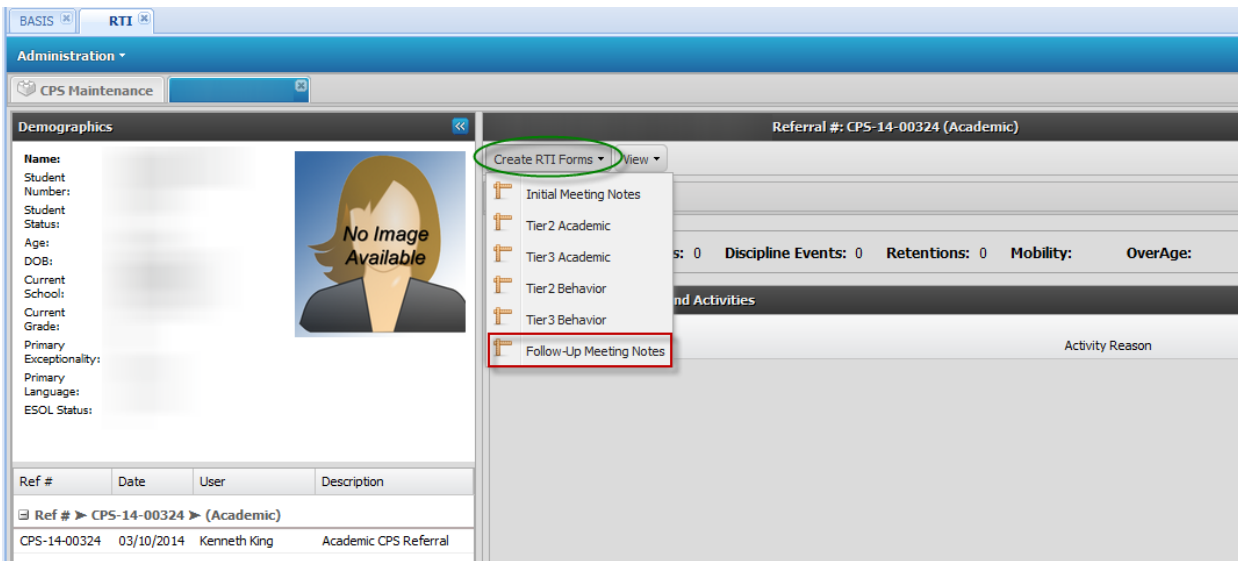


5). Each record is broken down into multiple tabs. Start on the "Problem Identification" tab and select the problem area from the pull down.

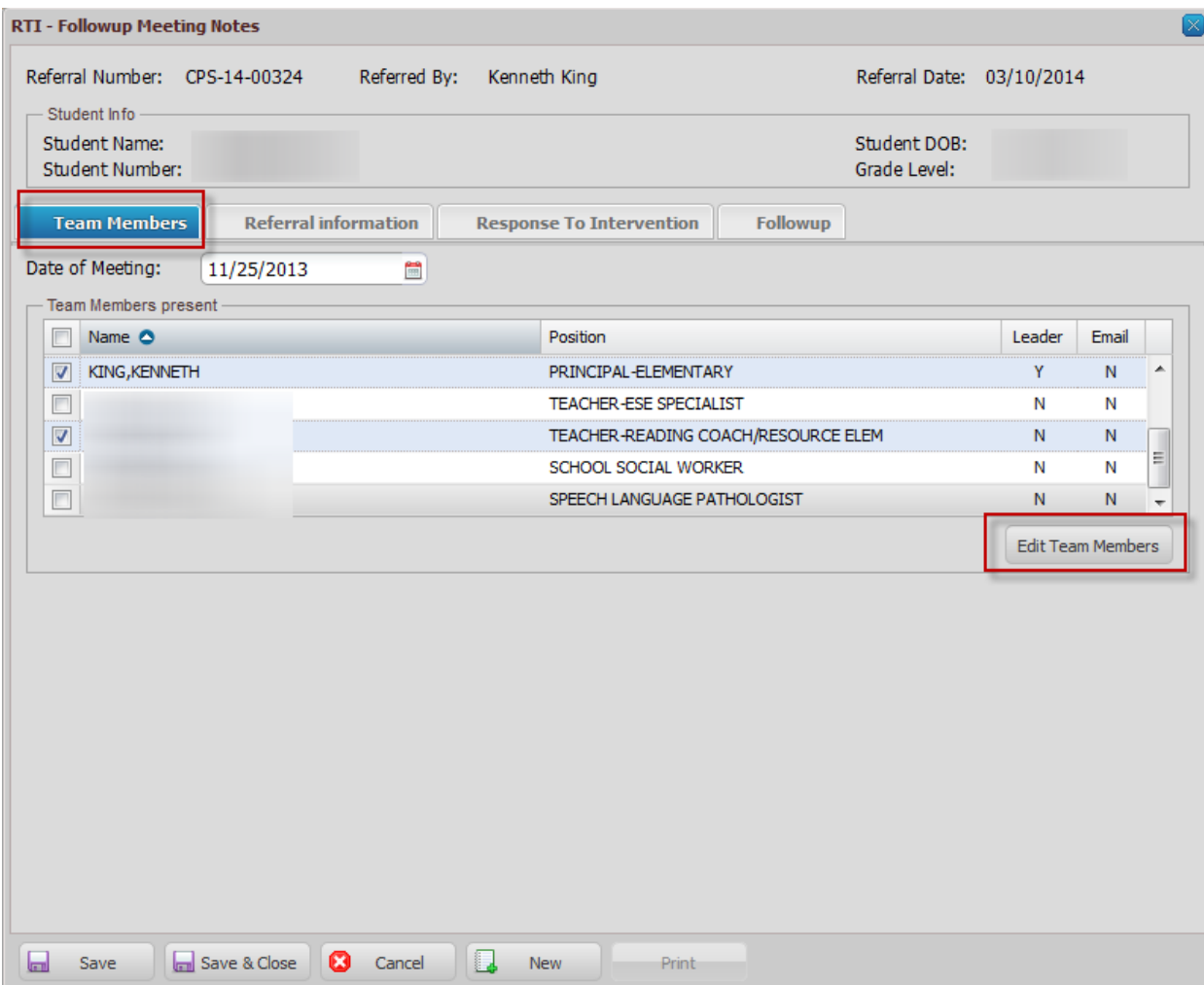


Then move thru the other tabs: "Problem Analysis", "Intervention Design", "Implementation", "Contacts & Follow Up" to complete the record. Don't forget to hit the "SAVE & CLOSE" button when done.

6). After you create the first Academic Record, create a “Follow-Up Meeting Notes” form to document the student’s progress.



On the “Team Member” tab you can set meeting date and indicate who was present. The “Edit Team Members” button in the lower right will allow you to add additional staff, who are not defined as members of the default CPST, to the team for just this case.



Next, step through the different tabs to complete the form.

On the "Referral Information" tab indicate the reason for the referral and the current intervention step for the student.

**RTI - Followup Meeting Notes**

Referral Number: CPS-14-00324      Referred By: Kenneth King      Referral Date: 03/10/2014

Student Info  
Student Name: \_\_\_\_\_ Student DOB: \_\_\_\_\_  
Student Number: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Team Members    **Referral information**    Response To Intervention    Followup

Referral Info  
Reason for Referral:  
test reason

Specify:  
test

Student Data - Attach or write in relevant student data  
test data entered

Attach student data

Attach graphic data

Student is currently receiving: (choose one)

- Select a plan
- Tier 1 Strategies**
- Tier 2 Interventions
- Tier 3 Interventions

On the "Response to Intervention" tab, indicate the status of how the student has responded to the intervention. Based on the student's response, please indicate the next step for the student. Also, record who will be contacting the parent.

**RTI - Followup Meeting Notes**

Referral Number: CPS-14-00324      Referred By: Kenneth King      Referral Date: 03/10/2014

Student Info  
Student Name: \_\_\_\_\_ Student DOB: \_\_\_\_\_  
Student Number: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Team Members    Referral information    **Response To Intervention**    Followup

Response

**Response to Intervention:** (If either "Poor" or "Questionable" choose next action below)

Poor

Questionable

- Modify Tier 2 interventions  
(Set next meeting date below then proceed back to the Tier 2 plan for modification)
- Initiate/Modify Tier 3 interventions  
(Set next meeting date below then proceed to modify or create Tier 3 plan)
- Refer Teacher to other professional support  
Referred to: \_\_\_\_\_ Date: \_\_\_\_\_  
(Set next meeting date below - create referral to SSW if applicable)
- Refer Student to outside behavior support  
Referred to: \_\_\_\_\_ Date: \_\_\_\_\_  
(Set next meeting date then proceed to 3rd party partner referral process)

Positive (choose one)

- Continue to implement interventions as designed
- Fade intervention to Tier 1 and continue progress monitoring
- Fade intervention to Tier 2 and continue progress monitoring

Parent contact to share graphic representation of student progress to be completed by:  
Name: \_\_\_\_\_ Meeting date with parent: \_\_\_\_\_

On the "Followup" tab there is a place to indicate the next meeting date, if necessary, and record comments of the meeting.


RTI - Followup Meeting Notes #2 of 2

Referral Number: CPS-14-00372      Referred By: Kenneth King      Referral Date: 04/09/2014

Student Info

Student Name: [Redacted]      Student DOB: [Redacted]  
Student Number: [Redacted]      Grade Level: [Redacted]

Team Members      Referral information      Response To Intervention      **Followup**

**Next CPS Team meeting on this student:** Date:    or  N/A

Additional Comments:

[Large empty text area for comments]

Again, don't forget to hit "Save & Close" to save the document.

7). Based on the student's response to the intervention, you will then need to create a new Tier 2 or Tier 3 Academic Record as described in step 5. The Tier 3 Academic Record is the same format as the Tier 2 Record, the only difference is that you will be indicating an increase in intensity and/or frequency of the intervention.