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RtI Functionality on Infinite Campus

Creating an Intervention Plan on Infinite Campus

Steps to follow for creating any intervention plan on Infinite Campus

1) Search for Student (must be in Campus Tools)
    a. Upper-left corner, click Search
    b. Ensure says Student
    c. Type in last name or first name or ID#
    d. Click on student name in search results below
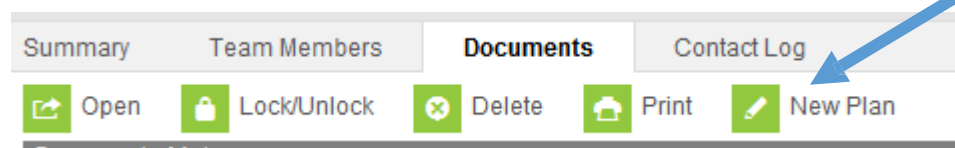
2) Go to RtI Section
    a. With student selected (their information and picture will appear to the right)
    b. Select Index
    c. Under Student information, select Response to Intervention
    d. Under Response to Intervention, select General

Select Index

Select Response to Intervention

Select General

3) Start a Plan
    a. On right side of screen, select Documents

Select Documents

    b. Select New Plan

Select New Plan

4) Creating a Plan
   a. Select the Plan Type (Attendance Tier 2, Behavior Tier 2, Behavior Tier 3, Comprehensive Behavior Unit [CBU], Advanced Learners)
   b. Click Create Document Below
   c. Complete Screen (see table on following page)
      i. Items in *ITALICS AND UNDERLINE*, the user will SELECT that choice—click the little box ⬚ and select this option
   ii. Items in **BOLD**, the user will TYPE—just type what is in the box below
   d. See appropriate template on following pages:
      - Behavior Tier 2   (Page 5)
      - Behavior Tier 3   (Page 6)
      - Attendance Tier 2   (Page 7)
      - Comprehensive Behavior Unit (CBU)   (Page 8)
      - Bilingual/Immersion Tier 2   (Page 9)
      - Bilingual/Immersion Tier 3   (Page 10)
      - Advanced Learners   (Page 11)
      - SLD Referral–Basic Reading Skills   (Page 12)
   e. Click Save & Continue on top of screen when completed

Summary	Team Members	**Documents**	Contact Log
💾 Save	➡ Save & Continue	🖨 Print	

   Select Save & Continue
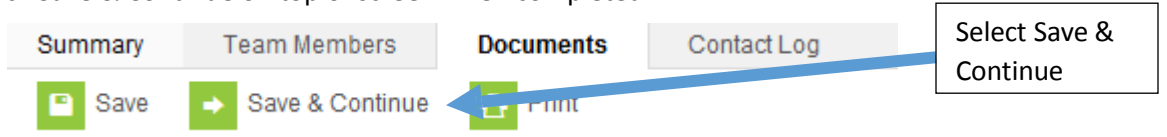
   f. You are now done creating the Intervention Plan for the student. Click on Documents to see the plan is now created with the name, start date, and end date.

   Select Documents

Summary	Team Members	**Documents**	Contact Log
↗ Open	🔒 Lock/Unlock	❌ Delete	🖨 Print	✏ New Plan

   Documents List
   - 📁 **2014-2015 (1)**
     - 📁 **Plans (1)**
       - 📄 Behavior Tier 2 (04/01/2015-06/15/2015)

   Plan is now listed

5) Adding Team Members
   a. You must now add team members to the student's plan. **Only staff members who have been added to a student's plan will have access to enter or view data.** Be sure to add all potential staff members who will need access to the student's plan, including classroom teachers, special education teachers, school psychologist, school social worker, etc.
   b. Click on Team Members in RtI section of IC with student selected.

Click on Team Members

| Summary | **Team Members** | Documents | Contact Log |

➕ Find & Link New Team Member   ➕ Enter New Team Member   🖨 Print Active Only   🖨 Print All

Click Find & Link New Team Member
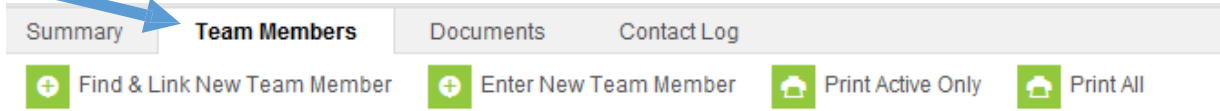
   c. You will now click Find & Link Team Member

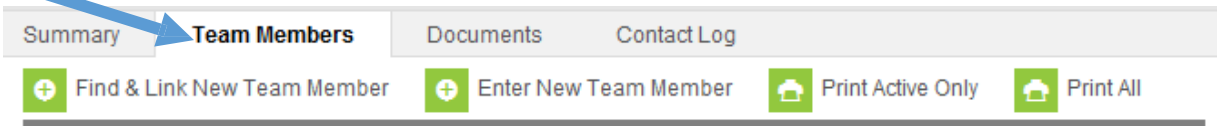| Summary | **Team Members** | Documents | Contact Log |

➕ Find & Link New Team Member   ➕ Enter New Team Member   🖨 Print Active Only   🖨 Print All

   d. Find the staff member according to their role:

Contains Regular Ed Classroom Teachers

Contains School Counselors

Contains Special Ed Teachers, School Psychologists, School Social Workers

Find New Team Member

Census
Role

Classroom Teachers

Counselor Staff

Special Ed Staff

Response to Intervention Staff

Advisor Staff

Add Team Member

Change to Intervention Provider**

Contains Administrators

   e. Click Add Team Member when done (can add only one staff member at a time)
   f. Repeat for each individual staff member you will want attached to this student's plan
   g. Once team members added, you must change Team Member end date to June 30 of current school year (this will ensure that student leaves your caseload at end of year)
   h. Click on team member name, then change end date and click Save

Team Member Detail
PersonID
372284
Start Date   End Date   Title   Role
06/29/2017   GUIDANCE COUNSELOR   Intervention Provider ▼
Last Name   First Name

Agency

Next step: Step 6—Locking a Plan

Behavior Tier 2 Plan

Items in **BOLD** the user selects. Items in _italics and underline_ are typed by the user.

Plan Type	**Behavior Tier 2**
Start Date	Date student began intervention
End Date	9–12 weeks into the future
Universal Screener Name	Can leave blank or **Office Discipline Referrals** or **Suspensions** Use **Other** for all other reasons student is receiving the intervention (teacher, parent recommendation, etc.)
Universal Screener Score	Blank
Plan Description	Select one of the following: **CICO** **Individualized CICO** **SAIG** **BAIP** **SBIRT**
Base Score	_40_
Base Score Comments	Leave blank
Goal Name	Leave blank _or Following School Rules and Expectations_
Goal Type	Leave blank
Goal Score	_80_
Goal Score Comments	Leave blank
Evaluation Method/Tool	**Daily Progress Report**
Intervention	Select one of the following: **CICO** **Individualized CICO** **SAIG** **BAIP** **SBIRT**
Intervention Provider	Leave blank
Intervention Position	Leave blank or select role of staff member providing intervention
Location	Leave blank
Direct	400
# Sessions per	_1_
Service Frequency	Day

Behavior Tier 3 Plan

Items in **BOLD** the user selects. Items in *<u>italics and underline</u>* are typed by the user.

Plan Type	**Behavior Tier 3**
Start Date	Date student began intervention
End Date	Either end of semester or end of year
Universal Screener Name	Leave blank
Universal Screener Score	Leave blank
Plan Description	Select one of the following: **FBA BIP** **Educational Wraparound** **RENEW**
Base Score	*<u>40</u>*
Base Score Comments	Leave blank
Goal Name	Specific PRIMARY goal student is working on (e.g., Completing High School or Using Positive Language with Adults)
Goal Type	Leave blank
Goal Score	*<u>80</u>*
Goal Score Comments	Leave blank
Evaluation Method/Tool	**Tier 3 Rubric**
Intervention	Select one of the following: **FBA BIP** **Educational Wraparound** **RENEW**
Intervention Provider	Leave blank
Intervention Position	**Select role of PRIMARY staff member providing intervention**
Location	Leave blank
Direct	400
# Sessions per	*<u>1</u>*
Service Frequency	**Day**

Attendance Tier 2 Plan

Items in **BOLD** the user selects. Items in *italics and underline* are typed by the user.

Plan Type	**Attendance Tier 2**
Start Date	Date student began intervention
End Date	9–12 weeks into the future
Universal Screener Name	Leave blank
Universal Screener Score	Current Attendance Rate
Plan Description	Select one of the following: **Attendance CICO** **Attendance Individualized CICO** **Attendance SAIG**
Base Score	If monitoring Days Absent or Tardy: *10* If monitoring Class Periods Absent or Tardy: *70*
Base Score Comments	Leave blank
Goal Name	Select one of the following: **Days Absent** **Periods Absent**
Goal Type	Leave blank
Goal Score	*0*
Goal Score Comments	Leave blank
Evaluation Method/Tool	Select one of the following: **Weekly Attendance Rate** **Minutes Attended** **Periods Attended**
Intervention	**Attendance CICO** **Attendance Individualized CICO** **Attendance SAIG**
Intervention Provider	Leave blank
Intervention Position	Leave blank or select role of staff member providing intervention
Location	Leave blank
Direct	400
# Sessions per	*1*
Service Frequency	Day

Comprehensive Behavior Unit (CBU) Plan

Items in **BOLD** the user selects. Items in _italics and underline_ are typed by the user.

Plan Type	**Comprehensive Behavior Unit (CBU)**
Start Date	First Day of Semester
End Date	End of Semester
Universal Screener Name	Leave blank
Universal Screener Score	Leave blank
Plan Description	**CBU**
Base Score	_40_
Base Score Comments	Leave blank
Goal Name	_Following School Rules and Expectations_
Goal Type	Leave blank
Goal Score	_80_
Goal Score Comments	Leave blank
Evaluation Method/Tool	**Daily Progress Report**
Intervention	**CBU**
Intervention Provider	Leave blank
Intervention Position	CBU Teacher
Location	Leave blank
Direct	_400_ (this is the length of the school day)
# Sessions per	_1_
Service Frequency	**Day**

Bilingual/Immersion Tier 2 Plan

Items in **BOLD** the user selects. Items in _italics and underline_ are typed by the user. For German and Spanish Immersion only.

Plan Type	**Bilingual/Immersion Tier 2 (not to be used for SLD)**
Start Date	Date student began intervention
End Date	End of Semester or more frequent if your school has a schedule
Universal Screener Name	**Renaissance Star**
Universal Screener Score	Enter score from Renaissance Star screener of student
Plan Description	**Reading Intervention**
Base Score	Enter score from most recent Renaissance Star probe
Base Score Comments	Leave blank
Goal Name	Type one of the following: _Phonemic Awareness_ _Phonics_ _Fluency_ _Comprehension_
Goal Type	_Academics—Reading_
Goal Score	Use Goal Setting sheet to determine student goal (will be different for each student)
Goal Score Comments	Leave blank
Evaluation Method/Tool	**Renaissance Star**
Intervention	**Teacher Instruction with Support**
Intervention Provider	Leave blank
Intervention Position	Select role of staff member providing intervention
Location	Leave blank
Direct	Enter length of intervention time (e.g., 20 or 30)
# Sessions per	_1_
Service Frequency	**Day**

Bilingual/Immersion Tier 3 Plan

Items in **BOLD** the user selects. Items in *<u>italics and underline</u>* are typed by the user. For German and Spanish Immersion only.

Plan Type	**Bilingual/Immersion Tier 3 (not to be used for SLD)**
Start Date	Date student began intervention
End Date	End of Semester or more frequent if your school has a schedule
Universal Screener Name	**Renaissance Star**
Universal Screener Score	Enter score from Renaissance Star screener of student
Plan Description	**Reading Intervention**
Base Score	Enter score from most recent Renaissance Star probe
Base Score Comments	Leave blank
Goal Name	Type one of the following: *<u>Phonemic Awareness</u>* *<u>Phonics</u>* *<u>Fluency</u>* *<u>Comprehension</u>*
Goal Type	*<u>Academics—Reading</u>*
Goal Score	Use Goal Setting sheet to determine student goal (will be different for each student)
Goal Score Comments	Leave blank
Evaluation Method/Tool	**Renaissance Star**
Intervention	**Teacher Instruction with Support**
Intervention Provider	Leave blank
Intervention Position	Select role of staff member providing intervention
Location	Leave blank
Direct	Enter length of intervention time (e.g., 20 or 30)
# Sessions per	*<u>1</u>*
Service Frequency	**Day**

Advanced Learners Plan

Items in **BOLD** the user selects. Items in _italics and underline_ are typed by the user.

Plan Type	**Advanced Learners (not to be used for SLD)**
Start Date	Date student began intervention
End Date	End of Semester or more frequent if your school has a schedule
Universal Screener Name	**Other**
Universal Screener Score	Enter score from Renaissance Star screener of student
Plan Description	**Challenges**
Base Score	Enter score from most recent Renaissance Star probe
Base Score Comments	Leave blank
Goal Name	Should be student-specific Examples: Student will develop creativity behaviors of fluency, flexibility, and originality as indicated on a project specific rubric. Student will increase knowledge and in-depth learning of a self-selected topic within (an area of study). Student will master 75% (or increase according to pre-assessment) of the above-grade-level content.
Goal Type	_Academics_
Goal Score	Use Goal Setting sheet to determine student goal (will be different for each student)
Goal Score Comments	Leave blank
Evaluation Method/Tool	**Renaissance Star**
Intervention	**Teacher Instruction with Support**
Intervention Provider	Leave blank
Intervention Position	Select role of staff member providing intervention
Location	Leave blank
Direct	Enter length of intervention time (e.g., 20 or 30)
# Sessions per	_1_
Service Frequency	**Day**

# Reading Tier 3 (Content Area: Reading, Intervention Tier 3)

Items in **BOLD** the user selects. Items in _italics and underline_ are typed by the user.

|	
Plan Type	**Reading Tier 3** (IC has to say Reading even if it is not a Reading SLD Referral—that is just an IC default setting)
Start Date	Date student began intervention
End Date	End of Semester or more frequent if your school has a schedule
Universal Screener Name	Leave blank
Universal Screener Score	Leave blank
Plan Description	**SLD Referral—Reading** Complete the following: Which of the 8 SLD areas: Specific Skill Identified for Intervention: SRBI used: DIBELs Next Tool Used and Level (if applicable)
Base Score	Enter their Median Baseline Score from DIBELS or Alternative CBM
Base Score Comments	Enter all three baseline scores from DIBELS or Alternative CBM
Goal Name	Type one of the following: _Basic Reading Skills_ _Reading Fluency_ _Oral Expression_ _Listening Comprehension_ _Written Expression_
Goal Type	_SLD Referral_
Goal Score	_100_ (goal is irrelevant for SLD referral, so we are just putting in 100 for all students)
Goal Score Comments	If using an Alternative CBM to progress monitor or using a Technically Adequate intervention (and not an SRBI), leave additional information here about the Alternative CBM or Technically Adequate intervention
Evaluation Method/Tool	**Select the DIBELS you are using or Alternative CBM if not using DIBELS**
Intervention	**SRBI 1, SRBI 2, Technically Adequate 1, or Technically Adequate 2**
Intervention Provider	Leave blank
Intervention Position	Select role of staff member providing intervention
Location	Leave blank
Direct	Enter length of intervention time (e.g., 20 or 30)
# Sessions per	_1_
Service Frequency	**Day**

Teacher will create a plan during the first SRBI, then that plan will be "ended" or "closed" and a second intervention plan will be created. Be sure to select SRBI 1 or SRBI 2 correctly when creating the plan. See page 22–23 for more details.
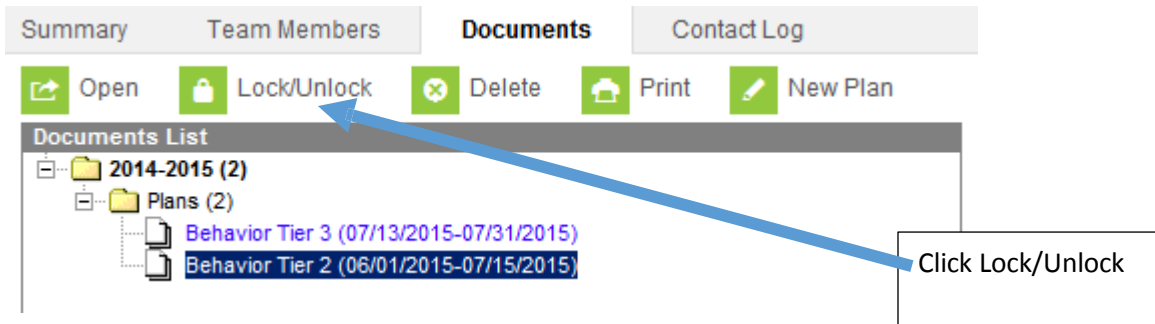
6) Locking a Plan
   a. A plan MUST be locked before you are able to enter data
   b. You can unlock a plan at any point if you would like to adjust any details within
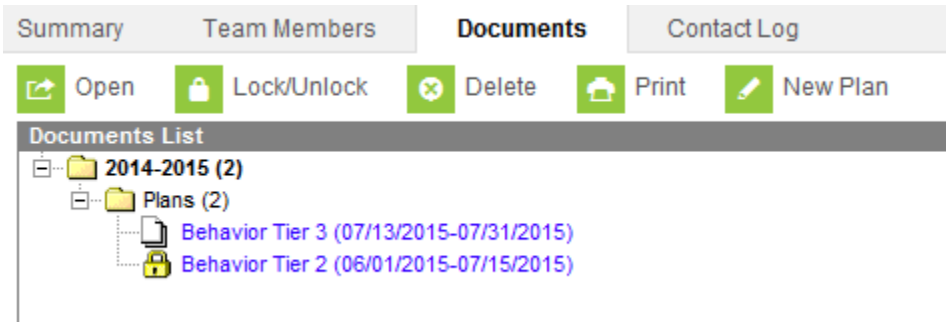   c. Go into Documents of the RtI section on the student

Go to Documents

   d. Click on the name of the plan you want to lock
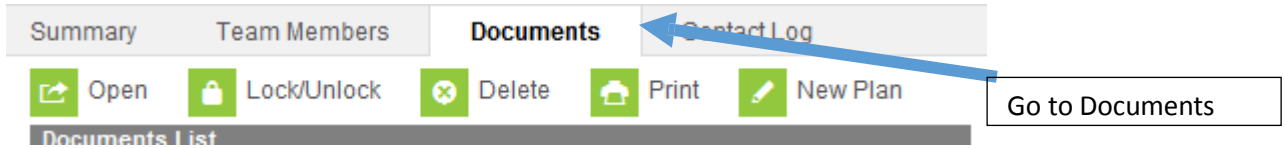
Select Plan you want to lock
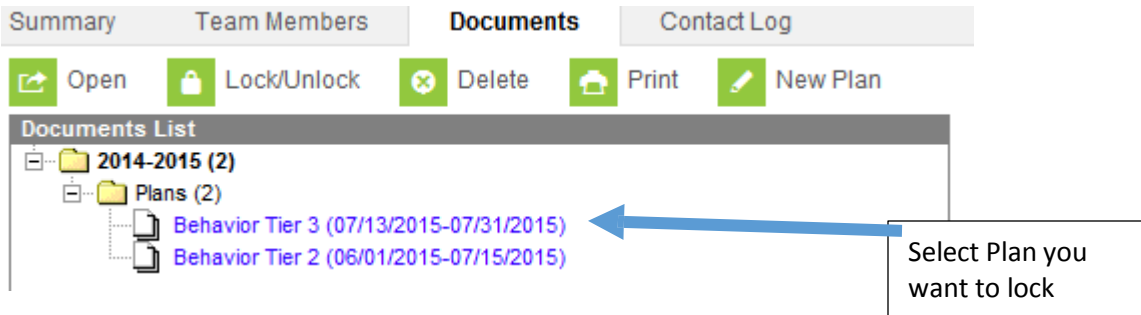
   e. Click on Lock/ Unlock at the top

Click Lock/Unlock

   f. Plan is now locked (you can enter data) and will look like the following:

   g. To unlock plan, select plan and click Lock/Unlock. Plan should remain locked; unlock only if you need to update details (e.g., dates, goals) of the plan

7) Entering Scores—FOR CLASSROOM TEACHERS

Individual Students:
   a. Switch over to Campus Instruction
   b. Select your Roster on left side of screen
   c. Find student on your roster, in far right column (called RtI); there will be an RtI button for any student with an RtI Plan

Name ▲	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	RTI
	M	09	10/01/2000			A⁺ 🚩🚩				RTI
	M	11	03/26/1997			A⁺ 🚩				

   d. Click the orange RtI button **RTI**
   e. All intervention plans for student that are currently active (students can have more than one plan). Be sure you are entering data for the correct plan and on the correct date.
   f. Complete the pop-up on the following page:
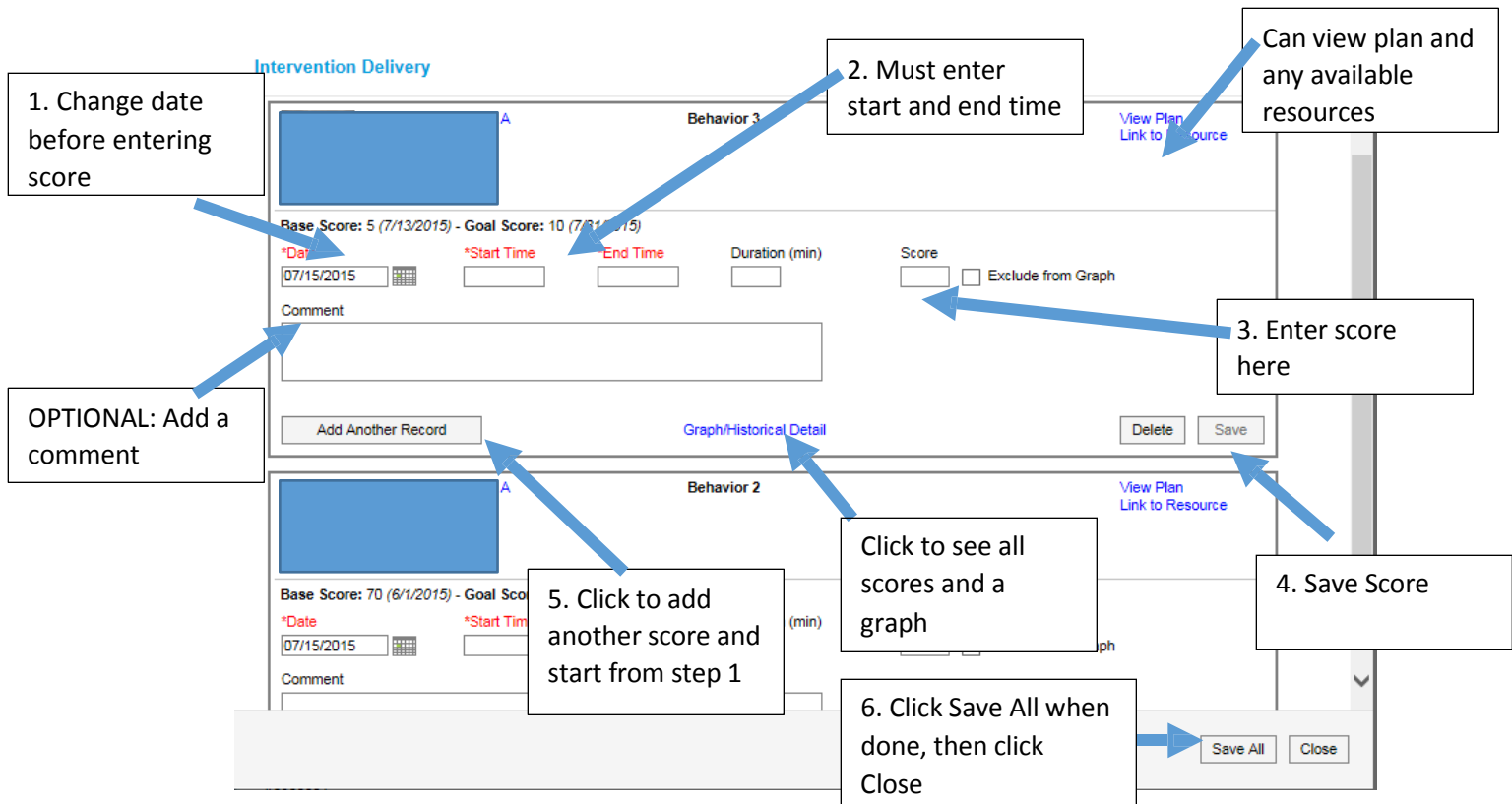
All students:

   a. Switch over to Campus Instruction
   b. Select your Planner on left side of screen
   c. Under today's date, if you have any students assigned to you in a class with an RtI plan, an orange RtI button will appear. Click button to go to score entry sub-screen.

Click to enter RtI data for ALL students

Curriculum Planner: Week 4

Today		< >	July 13 - 17, 2015			Month Week Day
Mon 7/13 12/19	Tue 7/14 13/19	Wed 7/15 14/19	Thu 7/16 15/19	Fri 7/17

ES211SUM-20 ESL AURAL LINGUAL BGNR 2 (S1)   + Add
Period 01, Students: 42 | Period 01, Students: 42 | Period 01, Students: 42 | Period 01, Students: 42 | Does not meet

ES211SUM-10 ESL AURAL LINGUAL BGNR 2 **RTI**   + Add
Period 02, Students: 40 | Period 02, Students: 40 | Period 02, Students: 40 | Period 02, Students: 40 | Does not meet

   d. This pop-up allows you to enter RtI progress monitoring day for ALL students on one screen. Be sure you are working with the correct student and the correct date.

You cannot add data points after the ending date of a plan. If you have reached the ending date of a plan, you must either go back into a plan and change the end date or begin a new plan.

1. Change to the date the score represents (can backdate scores)

2. Enter the start time and end time (required)

> For academics, mark the time that the intervention time occurs for the student

> For behavior, mark the start and end time of the school day as the student should be receiving the support all day

3. Enter the score for the student

Optional: Enter a comment for the student. For example: student was sick, student had a substitute teacher, student refused to take assessment, etc.

4. Click Save (double-check date and score accuracy first)

5. Click "Add Another Record" if you are entering more than one score

6. Click Save All when all done. Click Close to leave this screen.

Deleting a Score

Scores entered in error can be deleted by the individual staff member who entered that data point only. If there is a score entered in error, the staff member who entered the data point can go back to Intervention Delivery and scroll up to see all old data points. Once the incorrect data point is found, there will be an option to edit or delete.

8. Entering Data—Non Classroom Teachers (school psychologist, counselor, SSW, etc.)

This staff member MUST be added to a plan and marked as Intervention Provider

a) Search for student

b) Go to Index—Response to Intervention— Caseload

c) Find student's name

d) Click Show Actions

e) Click Intervention Delivery

f) Enter data (See page 15)

9. Viewing Scores/Graphs—Classroom Teachers Assigned to a Plan

    a. Return to a student's RtI screen where you enter the data points

Name ▲	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	RTI
	M	09	10/01/2000			A⁺ 🚩🚩				RTI
	M	11	03/26/1997			A⁺ 🚩				

    b. At the bottom of their behavior plan, toward the middle, you will see a button that says Graph/Historical Detail—click this to view all scores and see a graph
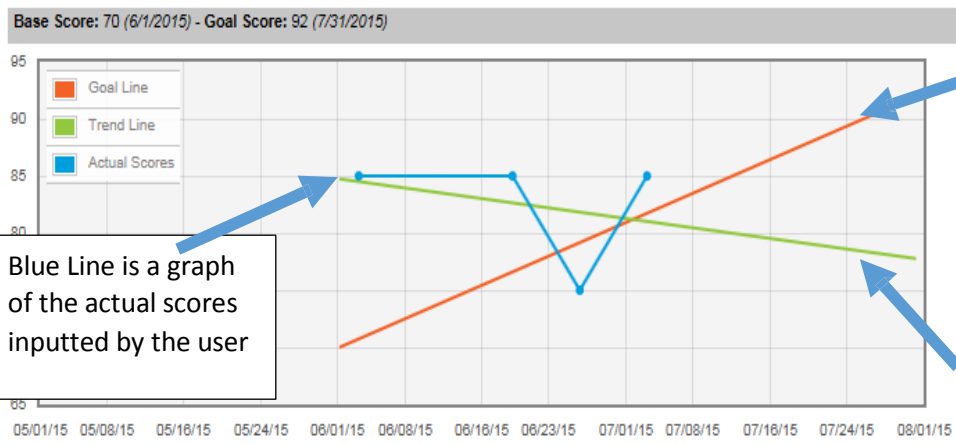
Add Another Record	Graph/Historical Detail	Delete	Edit

    c. From this graph you can see the following:

A listing of all scores by date, start time, end time, duration, score, and any comments

Date	Start Time	End Time	Duration	Score	Comments
7/3/2015	7:50 am	2:50 pm	420 min	85	
6/26/2015	9:50 am	10:00 am	10 min	75	
6/19/2015	9:50 am	10:40 am	50 min	85	
6/3/2015	8:40 am	8:50 am	10 min	85	

Base Score: 70 (6/1/2015) - Goal Score: 92 (7/31/2015)

Legend: Goal Line, Trend Line, Actual Scores

Orange Line is a straight line from the base score to the goal score

Green Line is a line created by IC that shows an upward or downward trend of the scores. This line can be ignored.

Blue Line is a graph of the actual scores inputted by the user

Prints just the scores
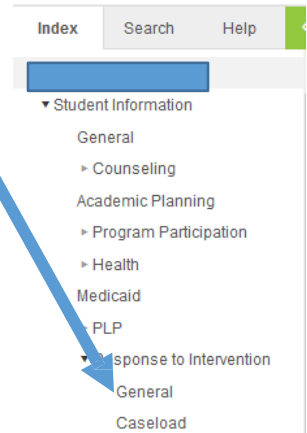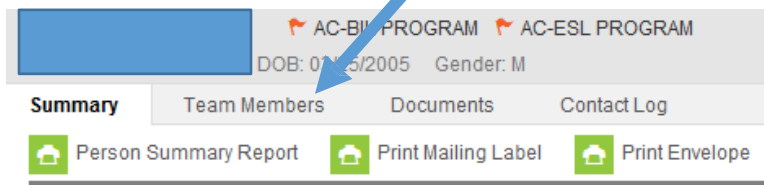
Print | Print with Graph | Close

Prints the scores and the graph

10. Viewing Scores—Non-Classroom Teachers and Staff Members NOT assigned to a Plan
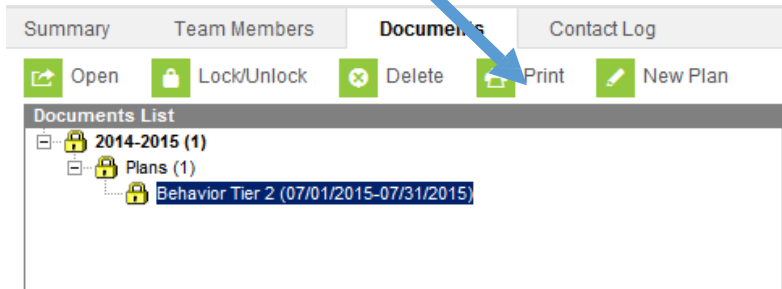
   a. Search for Student in Campus Tools

   b. Under Index: Student Information: Response to Intervention: General

   c. Select Documents on top bar

   e. Select Plan and Click Print

   f. You will get a PDF of student information, plan details, and a list of all data points (no graph)

RTI Plan, Page 1 of 1

Response to Intervention Plan

Milwaukee Public Schools
5225 W Vliet St
Milwaukee, WI 53208
(414)475-8393

Plan Information

Content Area: Behavior	Tier: 2		Start Date: 07/01/2015	End Date: 07/31/2015

Plan Description: CICO is the initial intervention at Tier 2. In CICO, the student checks in briefly with a designated adult each morning and afternoon. The check-in process lasts no more than two minutes. Throughout the day the student must also meet with his/her classroom teacher to discuss positives around their behavior and to continue to work on their goals.

Base Score: 40	Goal Score: 80	Evaluation Method/Tool: Daily Progress Report

Base Score Comments:

Goal Score Comments:

Goal Name: Following School Rules and Expectations	Goal Type:

Plan Success: Plan in Progress

Student Information

Student Name:	DOB:	Student Number:

Address: 2335 W Burnham ST Milwaukee, WI 53204-3033

School of Attendance: GREENFIELD SCHOOL	Grade: 03	Gender: M	Race (Ethnicity Code): Hispanic/Latino

Parent/Guardian Information

Parent/G...

Last Name		First Name: YESENIA	
Address: 2...	City: Milwaukee	State: WI	Zip: 53204-3033
Home Phone	Work Phone:	Cell Phone:	
Email:	Relationship to Student: Mother	Primary Language:	

Intervention

Intervention Planned	Providers	Minutes	Frequency	Duration	Location
Check-In/ Check-Out (CICO) (Description: Students check in briefly with a designated adult each morning and afternoon. This process lasts less than two minutes. Throughout the day the student meets with his/her classroom teacher to continue to work on their behavior goals.)		1.0	1.0 per day	07/01/2015 – 07/31/2015	

Intervention Deliveries

| Date	Start Time	End Time	Duration	Score	Comments
07/20/2015	9:10 am	9:20 am	10 min	85	
07/17/2015	9:20 am	9:40 am	20 min	90	
07/15/2015	9:30 am	9:40 am	10 min	85	
07/13/2015	9:10 am	9:30 am	20 min	55	
07/09/2015	10:10 am	10:40 am	30 min	72	
07/07/2015	9:20 am	9:30 am	10 min	85	
07/03/2015	9:10 am	9:20 am	10 min	80	
07/01/2015	7:30 am	7:40 am	10 min	75	

11. Ending a Plan

To end an intervention plan that a student is no longer participating in and the school is no longer collecting data on, you will just go back and unlock the plan.

- a. Search for student in Campus Tools
- b. Go to RtI Section
  - a. With student selected (their information and picture will appear to the right)
  - b. Select Index
  - c. Under Student information, select Response to Intervention—General
- c. Go to Documents section
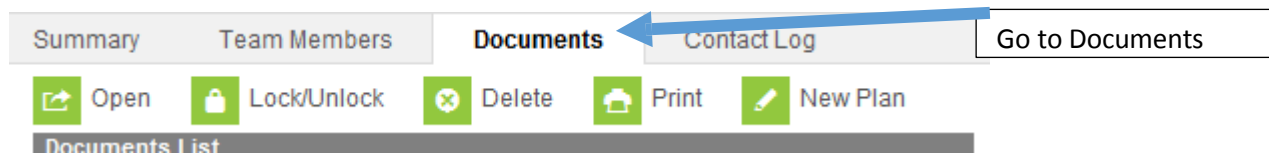
- d. Click on the name of the plan you want to unlock
- e. Click on Lock/Unlock at the top
- f. Plan is now unlocked and data can no longer be entered
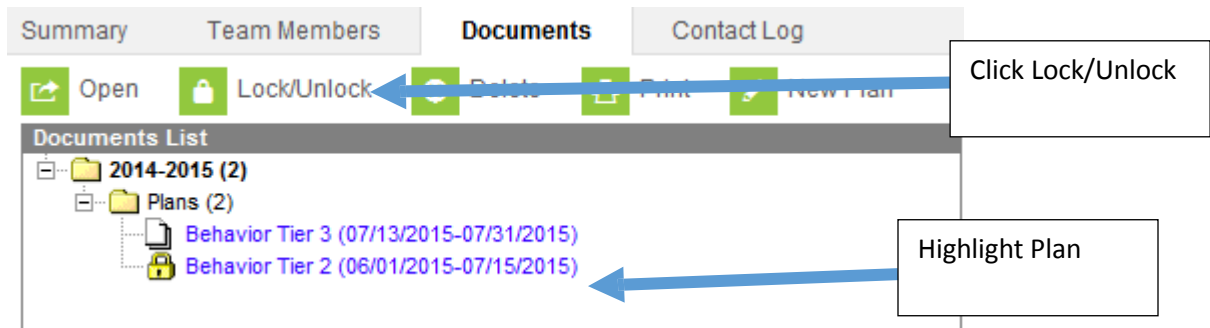
- g. If end date of plan was NOT reached, go back into plan and adjust the end date to be today's date (this prohibits any new data from being entered)
- h. If a school determines a student needs another intervention in the future, a new plan would be created, locked, and data would be entered on the NEW plan

RtI in Infinite Campus Cheat Sheet—Classroom Teachers

1) Search for Student
   a. Go to Campus Tools
   b. Search tab (upper left)
2) Go to RtI Section
   a. Campus Tools
   b. Index tab (upper left)
   c. Under *Student Information, Response to Intervention,* click on **General**
3) Start a Plan
   a. Select **Documents** (tab on right side of screen)
4) Create a Plan
   a. Click **New Plan**
   b. Select Plan Type from list—click Create Document
   c. Use template guide (available on mConnect)
   d. Click Save
5) Add Team Members
   a. Click **Team Members**
   b. Click **Find & Link New Team Members**
   c. Ensure Team Member End Date is June 30 of current school year
   d. Add all teachers, support staff, etc., who will need access to enter data or view graphs of student RtI data
6) Locking a Plan
   a. All plans MUST BE LOCKED before you are allowed to enter data
   b. Click on **Documents**
   c. Click on Plan you want to lock
   d. Click on **Lock/Unlock**
   e. Plan will now have a yellow lock on it
7) Entering Scores
   a. Go to Campus Instruction
   b. Go to **Roster or Planner**
   c. Find student and click on orange RtI button on far right column (called RtI)
   d. Pop-up window appears. Complete the following:
      i. Date of score
      ii. Start time of intervention
      iii. End time of intervention
      iv. Score for date
      v. Double Check information and click **Save**
      vi. Repeat for all scores by clicking Add Another Record
8) Viewing Scores/Graphs
   a. Go to roster
   b. Click on orange RtI button in far right column
   c. Click blue **Graph/Historical Detail** to see data points and graph
   d. Can print just data points or can print graphs

RtI in Infinite Campus Cheat Sheet—Non-Classroom Teachers (Counselors, SSW, etc.)

1) Search for Student
   a. Go to Campus Tools
   b. Search tab (upper left)
2) Go to RtI Section
   a. Campus Tools
   b. Index tab (upper left): *Student Information, Response to Intervention,* click **General**
3) Start a Plan
   a. Select **Documents** (tab on right side of screen)
4) Create a Plan
   a. Click **New Plan**
   b. Select Plan Type from list—click Create Document
   c. Use template guide (available on mConnect)
   d. Click Save
5) Add Team Members
   a. Click **Team Members**
   b. Click **Find & Link New Team Members** (role is *Intervention Provider*)
   c. Ensure Team Member End Date is June 30 of current school year
   d. Add all teachers, support staff, etc., who will need access to enter data
6) Locking a Plan
   a. All plans MUST BE LOCKED before you are allowed to enter data
   b. Click on **Documents**
   c. Click on Plan you want to lock
   d. Click on **Lock/Unlock**
   e. Plan will now have a yellow lock on it
7) Entering Scores
   a. Go to Campus Tools
   b. Go Index Tab—Student Information—Response to Intervention—**Caseload**
   c. Find student and click on **Show Actions** on far right
   d. Pop-up appears—select **Intervention Delivery**
   e. Pop-up window appears. Complete the following:
      i. Date of score
      ii. Start time of intervention
      iii. End time of intervention
      iv. Score for date
      v. Double-check information and click **Save**
      vi. Repeat for all scores by clicking Add Another Record
8) Viewing Scores/Graphs
   a. Select **Graph/Historical Detail** from this screen
   b. Search for Student and go to Index
   c. *Student Information: Response to Intervention: General*
   d. Highlight Plan and click **Print** (you will get a PDF with plan and data details)

Starting an intervention plan for students during their **FIRST SRBI**

1) Search for Student
   a. Go to Campus Tools
   b. Search tab (upper left)
2) Go to RtI Section
   a. Campus Tools
   b. Index tab (upper left): *Student Information, Response to Intervention,* click **General**
3) Start a Plan
   a. Select **Documents** (tab on right side of screen)
4) Create a Plan
   a. Click **New Plan**
   b. Select Plan Type from list—click Create Document
   c. Use template guide (available on mConnect "RtI in Infinite Campus Guide")
   d. Click Save
5) Add Team Members
   a. Click **Team Members**
   b. Click **Find & Link New Team Members** (role is *Intervention Provider*)
   c. Ensure Team Member End Date is June 30 of current school year
   d. Add all teachers, support staff, etc., who will need access to enter data
6) Locking a Plan
   a. All plans MUST BE LOCKED before you are allowed to enter data
   b. Click on **Documents**
   c. Click on Plan you want to lock
   d. Click on **Lock/Unlock**
   e. Plan will now have a yellow lock on it
7) Entering Scores
   a. Go to Campus Tools
   b. Go Index Tab—Student Information—Response to Intervention—**Caseload**
   c. Find student and click on **Show Actions** on far right
   d. Pop-up appears—select **Intervention Delivery**
   e. Pop-up window appears. Complete the following:
      i. Date of score
      ii. Start time of intervention
      iii. End time of intervention
      iv. Score for date
      v. Double-check information and click **Save**
      vi. Repeat for all scores by clicking Add Another Record
8) Viewing Scores/Graphs
   a. Select **Graph/Historical Detail** from this screen
   b. Search for Student and go to Index
   c. *Student Information: Response to Intervention: General*
   d. Highlight Plan and click **Print** (you will get a PDF with plan and data details)

Starting an intervention plan for students during their **SECOND SRBI**

1) Search for Student
   a. Go to Campus Tools
   b. Search tab (upper left)
2) Go to RtI Section
   a. Campus Tools
   b. Index tab (upper left): *Student Information, Response to Intervention,* click **General**
3) "End" or "Close" first SRBI Intervention Plan
   a. Go back into plan by clicking Documents (tab on far right of screen)
   b. Click Open (goes back into plan)
   c. Change end date to be the date the last data point was entered
   d. Click Save
4) Start a NEW Plan
   a. Select **Documents** (tab on right side of screen)
5) Create a Plan
   a. Click **New Plan**
   b. Select Plan Type from list—click Create Document
   c. Use template guide (available on mConnect "RtI in Infinite Campus Guide")
   d. Will Select SRBI 2 or Technically Adequate 2 as the Intervention
   e. Click Save
6) Locking a Plan
   a. All plans MUST BE LOCKED before you are allowed to enter data
   b. Click on **Documents**
   c. Click on Plan you want to lock
   d. Click on **Lock/Unlock**
   e. Plan will now have a yellow lock on it
7) Entering Scores
   a. Go to Campus Tools
   b. Go Index Tab—Student Information—Response to Intervention—**Caseload**
   c. Find student and click on **Show Actions** on far right
   d. Pop-up appears—select **Intervention Delivery**
   e. Pop-up window appears. Complete the following:
      i. Date of score
      ii. Start time of intervention
      iii. End time of intervention
      iv. Score for date
      v. Double-check information and click **Save**
      vi. Repeat for all scores by clicking Add Another Record
8) Viewing Scores/Graphs
   a. Select **Graph/Historical Detail** from this screen
   b. Search for Student and go to Index
   c. Student Information: Response to Intervention: General
   d. Highlight Plan and click **Print** (you will get a PDF with plan and data details)

Frequently Asked Questions

1. How often do you progress monitor a student involved in an intervention?
   a. Students participating in a Tier 2 academic intervention should be progress monitored on STAR once every other week (every 10 school days). Students who are participating in a Tier 2 academic intervention should NOT be on IC. Students receiving a Tier 3 academic intervention must be progress monitored every week. Students receiving a behavior intervention should be progress monitored as often as possible (daily if possible).
2. What if a student has more than one behavior intervention?
   a. You can create more than one intervention plan on IC, but each plan can have only one intervention. If a student is receiving multiple behavior interventions but is being progress monitored with only one DPR, you should have only one intervention plan on IC, and that should be the highest intensity intervention (CICO < Individualized CICO < SAIG < BAIP < SBIRT < FBA/BIP < Educational Wraparound/RENEW). If you are progress monitoring each intervention separately, you can create separate plans (for example, a BAIP and CICO), and you would then enter separate data for each plan on IC on a regular basis.
3. What if a student has more than one academic intervention?
   a. You can create more than one intervention plan on IC, but each plan can have only one intervention. If a student is receiving multiple academic interventions but is being progress monitored only once on STAR, you should have only one intervention plan on IC. If you are progress monitoring each intervention separately, you can create separate plans, and you would then enter separate data for each plan on IC on a regular basis.
   b. If you are referring a student for SLD and need to document two interventions, you would create two separate SLD Referral Plans. Once you are starting the second intervention (or if it is a more intense version of the first intervention), you need to end the first intervention plan and start a new SLD plan and enter the new SRBI information under plan details.
4. What if a student has an academic and a behavior intervention?
   a. You can create both an academic and behavior plan on IC and enter data separately for both plans.
5. How often should data on Infinite Campus be updated?
   a. Progress monitoring data is used live and on an ongoing basis, so the data needs to be accurate and current. The suggestion is to create time in your schedule to enter progress monitoring data on a weekly basis.
6. How can I delete a score?
   a. The day of entering a score, you can go back to the screen where you entered the score (see page 20 of this guide).
7. How can I delete a full plan?
   a. If you created the wrong plan or a plan on the wrong student, you have to call tech support at 83400 to have plan deleted.
8. I created a plan, but it doesn't appear on my roster or planner.
   a. Be sure you have locked the plan. All plans must be locked before you are able to enter data.

b. Ensure that you have not passed the end date of the plan. You cannot add data past the end date of a plan. If you have passed the end date of the plan, you can either create a new plan or go back into the plan (under Campus Tools—Index—Response to Intervention—General—Documents—Open) and change the end date.

c. Ensure that you are added as a Team Member and are the Intervention Provider.

9. Should I create a new plan or continue to enter data in an old plan?

a. If you are altering an aspect of an intervention (changing the actual intervention, changing the adult administering the intervention, intensifying the intervention, etc.), you should create a new intervention plan, as the data you are collected are going to be as a result of something new. If you are not altering anything but just continuing with the intervention, you can stay with the same intervention plan on IC (you may need to adjust the end date).

10. When I go to add a team member, the dropdown boxes are blank.

a. You must ensure that the school is selected on the top of the IC window. If you have district-wide access, oftentimes the school selected resets to all schools. You must select the specific school where this student is enrolled.

11. I created a plan, but I do not see the student under my caseload.

a. Ensure that the plan is LOCKED (see page 13) and that you are added as a Team Member and marked as Intervention Provider (see page 4).

12. I see the students under my caseload and can see the plan, but I cannot enter data.

a. Ensure that the start date has already occurred and you have not reached the end date yet. You cannot enter data before the start date and cannot enter data after the end date. You can go back into the plan and adjust the start and end date if needed. Be sure to lock the plan again.

13. If a student is being evaluated for possible SLD, how do I document both SRBIs?

a. One plan should be created when the first SRBI is being implemented with the student. Once the student is transitioning to the second SRBI, the initial plan should be ended (go back into the plan and change the end date to be today and unlock plan). Then a new, second plan should be created to document the second SRBI.