

RTIm Direct

User Manual

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- ❖ Listings
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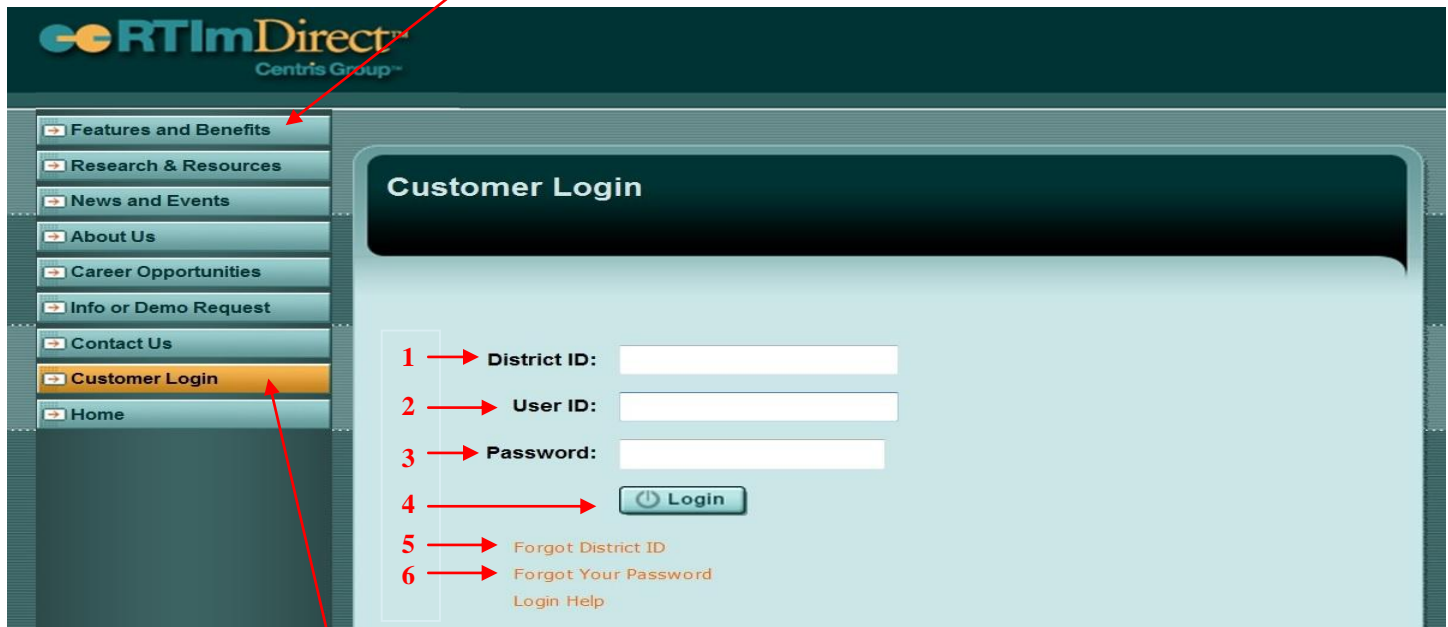
Customer Log In

Connect to the internet using:

- Internet Explorer – PC
- Safari – MAC

Go to <http://www.RTIindirect.com>

At the home page, browse through tabs for information about RTI and Centris Group



To log in click on **Customer Login**

1. Enter your **District ID**
2. Enter assigned **User ID**
3. Enter **Password**
4. Click **Login**

*Only one User ID and Password are needed
to enter IEP Direct and/or RTIm Direct

User ID and **Temporary** Passwords are assigned by district RTIm Direct Administrator

Once Temporary password is used to enter the program, the user will be prompted to create a new password

- Passwords must be reset every 180 days
- Passwords may be reset sooner

If you forget your District ID or Password click on

5. **Forgot District Id**
6. **Forgot Your Password**

*If you forget your **User ID** contact your
District RTIm Direct Administrator

Either can be sent to your email address that is on file in your RTIm Direct **My Information** section

*Email address must be entered in your **My Information** section inside RTIm Direct

Reset Password:

Passwords are reset:

- The first time you enter RTIm Direct using your temporary password (provided by your district RTIm Administrator)
- Before passwords expire. Districts will decide how often (up to 180 days).
- If your password has expired you must obtain another temporary password from your district RTIm Direct Administrator (passwords must be changed **before** they expire)

The first time you enter the system using your temporary password the **Reset Password** screen will appear and you will be prompted to create a new password

Follow the instructions and enter your personalized password

- Passwords must contain:
 - At least 9 characters
 - At least 1 upper case character
 - At least 1 lower case character
 - At least 1 number (symbols do not count as a number)
 - Symbols **may not** be used in passwords

Passwords are case sensitive – make sure **Caps Lock** is **off**

Future passwords may be similar to previous passwords

Remember to **Save** your information

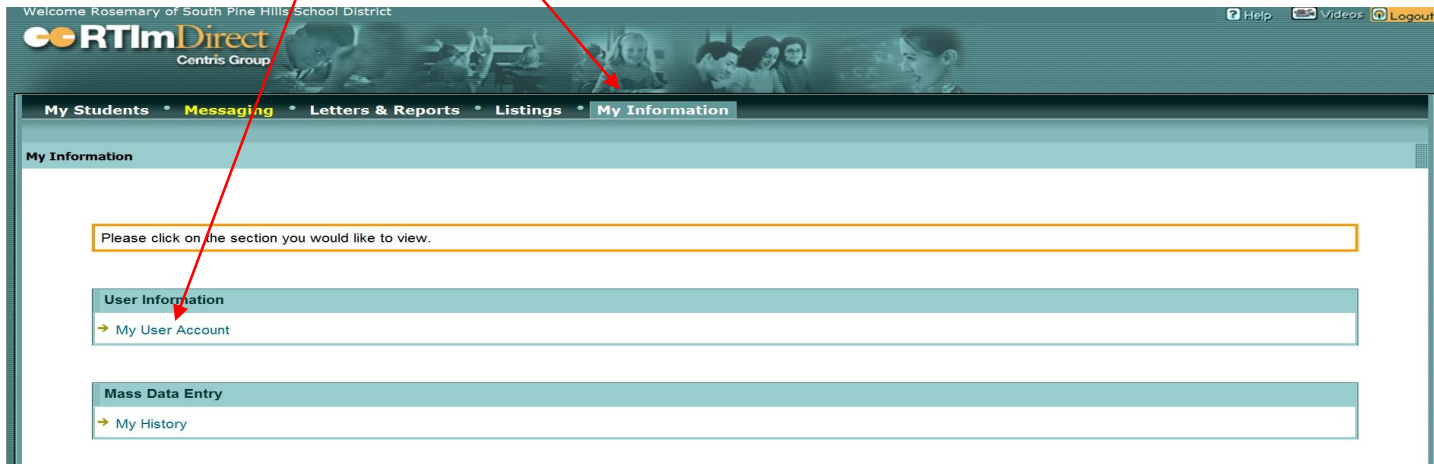
Do not share your password with anyone

Passwords may be reset by you sooner than deadline dates

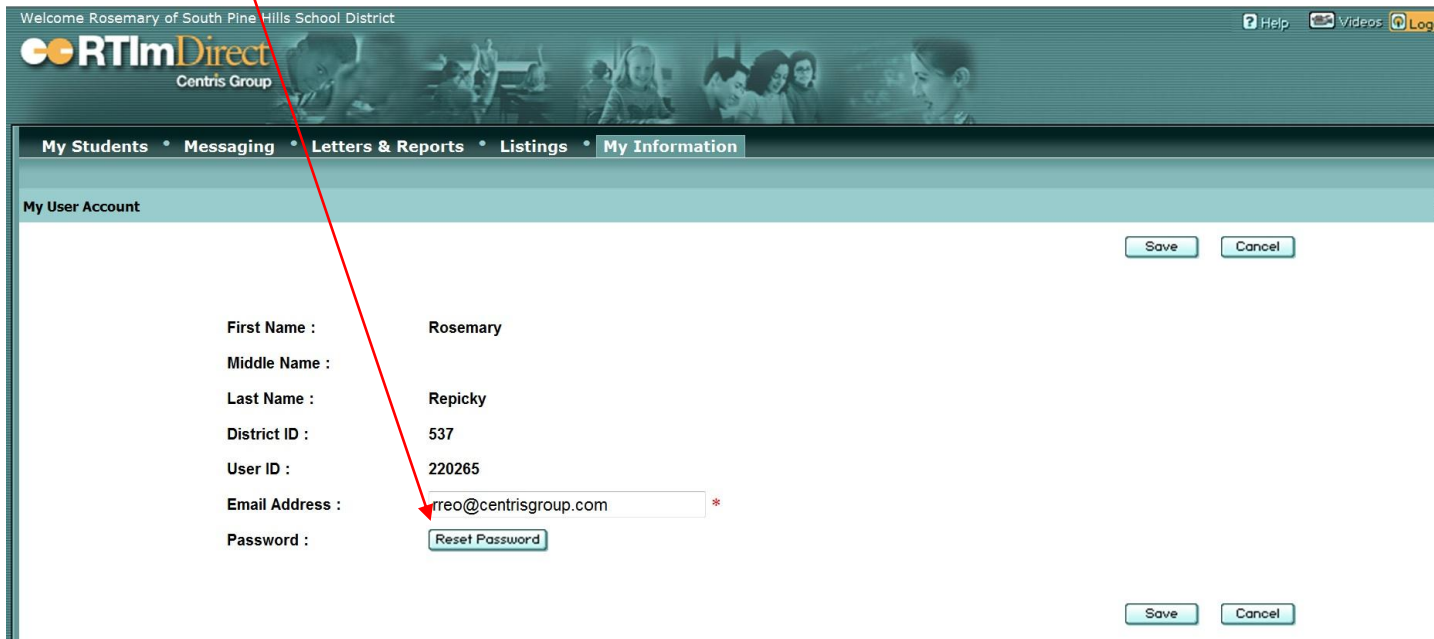
Starting 7 days before expiration of your password the system will give you warning notices to update your password when you log on. Reset your password as soon as you receive a notice.

To reset your password **before** it expires

1. Go to the **My Information** Page
2. Click on **My User Account**



3. Click on **Reset Password**



4. Follow the instructions and enter your new password

- Passwords must contain:
 - At least 9 characters in length
 - At least 1 upper case character
 - At least 1 lower case character
 - At least 1 number (symbols do not count as a number)
 - Passwords are case sensitive – make sure **Caps Lock** is **off**
 - New passwords may be similar to the previous passwords

5. **Save** your information

- Do not share your password with anyone**
- Starting 7 days before expiration of your password the system will give you warning notices to update your password when you log on. Reset your password as soon as you receive a notice.
- Passwords may be reset by you sooner than deadline dates

Messaging within RTIm Direct

RTIm Direct program opens directly to **Unread Messages**

- Messages can only be sent within the program
- Messages received and access to other RTIm providers is dependent upon permissions assigned by district
- Messages pertaining to other Centris Group programs (such as IEP Direct) will appear here also only if the user has permissions/access to those programs
- Only messages with a select box can be selected for deletion

To open and view messages simply click on the **Subject** of the message

Welcome Rosemary of South Pine Hills School District

RTImDirect
Centris Group

My Students • **Messaging** • Letters & Reports • Listings • Maintenance • My Information

Unread Messages • Post Message • Old Messages • Sent Messages

Unread Messages 1 - 15 of 177 [First](#) [Previous](#) [Next](#)

Sender	Subject	Date
Centris Group Staff	RTIm Direct - February Release Statement	2/16/2011 8:16:3
Centris Group Staff	IEP Direct Release Statements: Section 504 Changes/Prior Written Notice Letters	2/16/2011 8:10:2
Centris Group Staff	Recorded Webinar for IEP Direct: Version 8 Curriculum Guide-Beta and Other Updates to Support the Mandated 2011-2012 IEP	2/16/2011 1:33:3
<input type="checkbox"/> Rosemary Repicky	Fwd:Important- Upcoming Changes to Demographics	2/11/2011 10:18:
<input type="checkbox"/> Rosemary Repicky	Test for demo	2/10/2011 12:57:
<input type="checkbox"/> IEP Direct Staff	File transfer accepted for John Adams	2/8/2011 2:06:55

Once the message is open you may **Delete**, **Reply**, or **Forward** the message

Welcome Rosemary of South Pine Hills School District

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View Message [Next](#)

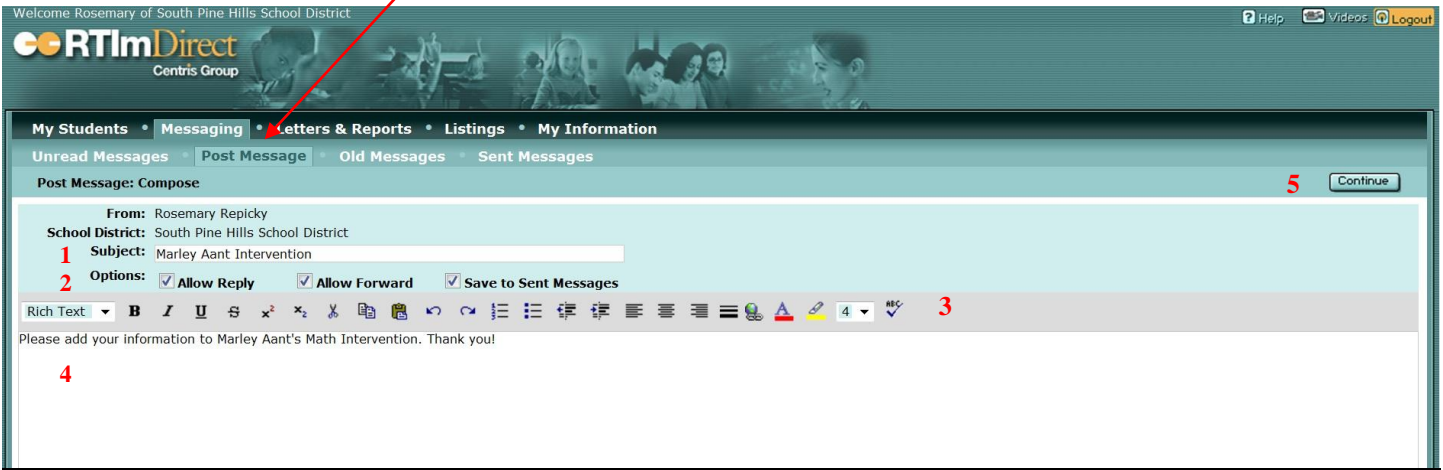
[Printer Friendly Version](#)

From: Rosemary Repicky
School District: South Pine Hills School District
Subject: Fwd:Important- Upcoming Changes to Demographics
Date: 2/11/2011 10:18:39 AM

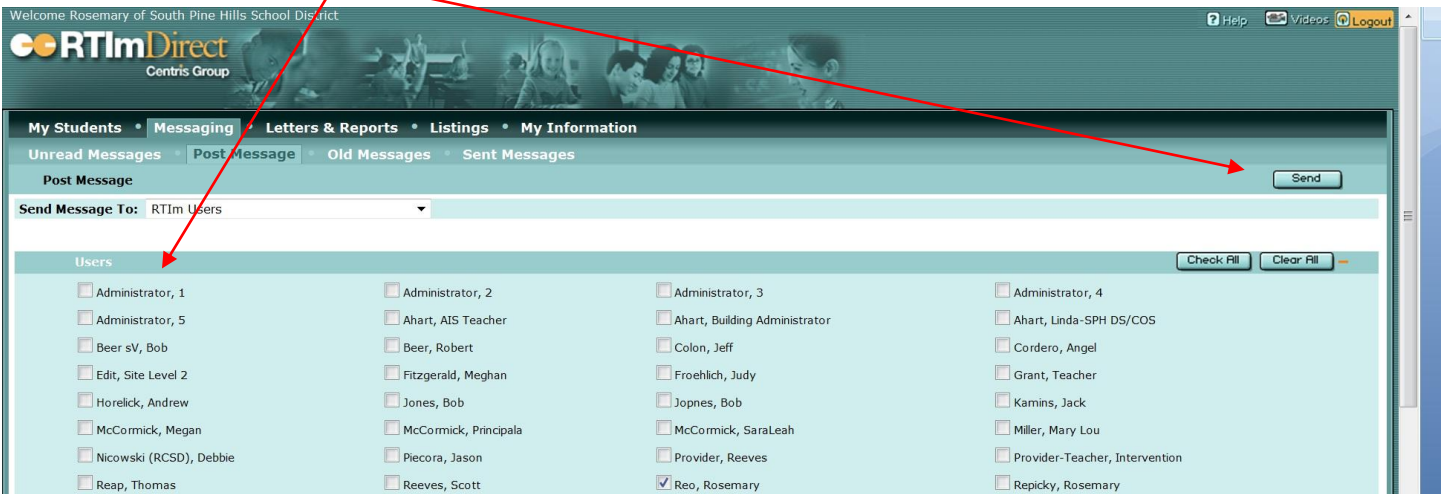
Check this out
***** Centris Group Staff (3/2/2010 2:42:14 PM) Wrote:

Please click [here](#) for important information about upcoming changes to Demographics in IEP Direct

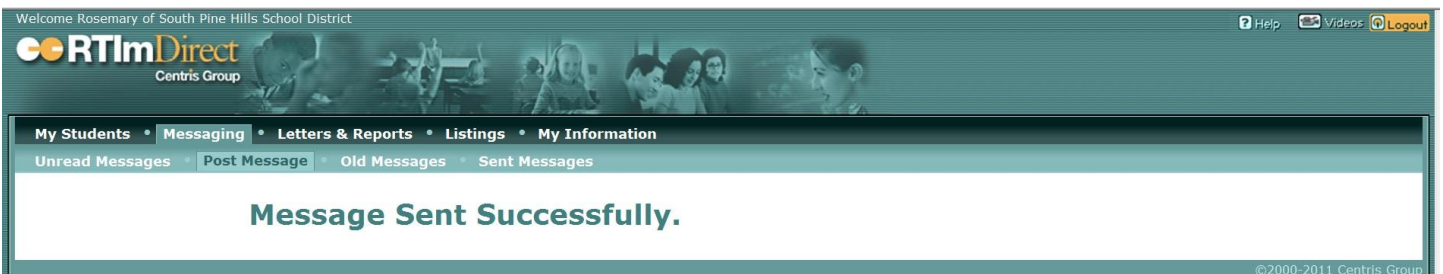
To send a new message, go to **Post Message**



1. Enter Subject
2. Choose option(s) (Allow reply, Allow Forward, Save to Sent Messages)
3. Adjust font (if desired)
4. Enter message
5. Click **Continue**
6. Choose recipient(s) and click **Send**

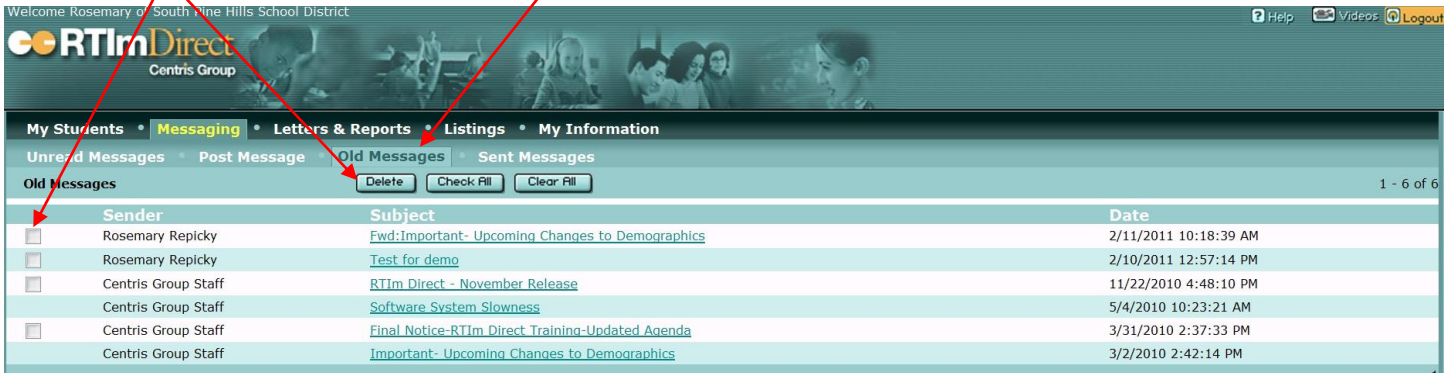


7. A notification will appear:



Once a message is viewed it will be stored in **Old Messages**

Only messages with a select box in the **Old Messages** section may be selected and deleted



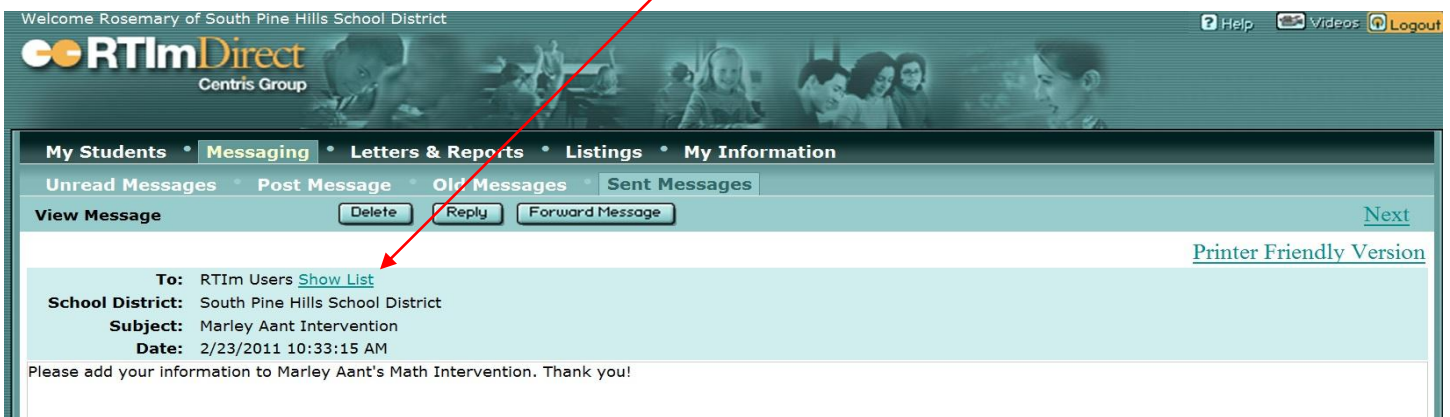
Once a message is sent it can be saved in **Sent Messages**

Messages may be selected and deleted

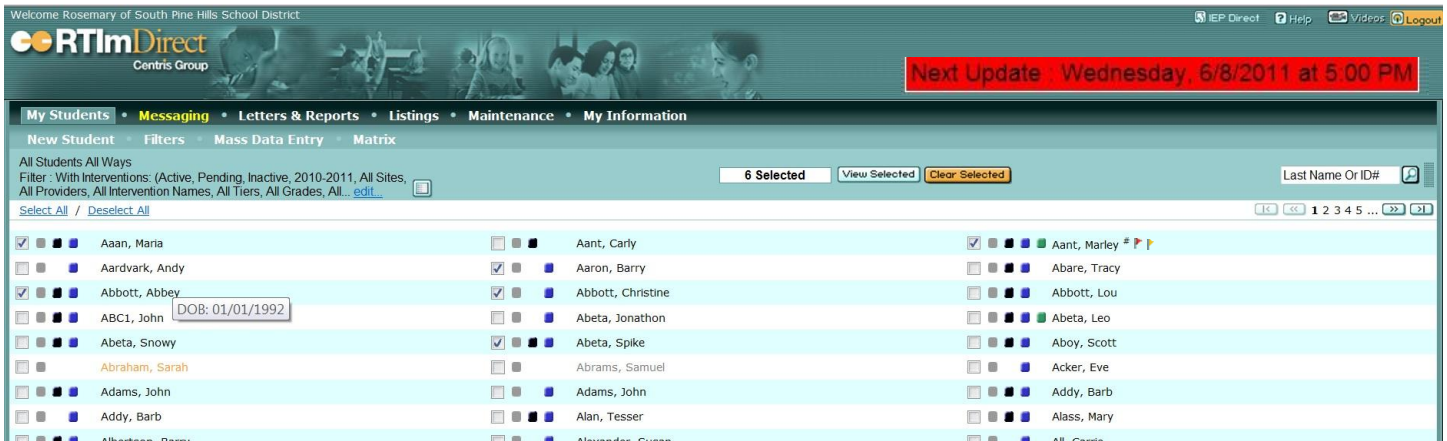


Messages may be viewed again by clicking on the subject of the message. You may then forward, delete, or reply.

To view your list of recipients for a message, click **Show List**



My Students Page

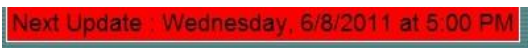


- Hover cursor over student name shows student's DOB
- Different font colors:
 - **Black** = Current intervention for student (Active or Pending)
 - **Orange** = No intervention for student recorded
 - **Gray** = Inactive intervention recorded
- Different colored boxes (chiclets). You may click on the chiclet to enter that section of student record
 - **Gray** = Create an intervention
 - **Black** = Active intervention
 - **Blue** = Pending intervention
 - **Green** = "To Do" task
- Symbols
 - # = IEP or 504 (only seen by provider(s), Building Supervisor and District Supervisor)
 - = **Red Flag** = student is non-responsive to intervention(s)
 - = **Yellow Flag** = student was non-responsive to intervention(s) at end of previous school year (Can only be viewed when in previous school year)

Search for students

- Search box - search by student's last name or ID#
- Choose student - - check in blank box - left of student name
- View Selected
- Clear Selected
- Scroll from page to page ...

Update messages



Built in Online Help



Logout



IEP Direct/RTIm Direct Link



Filters

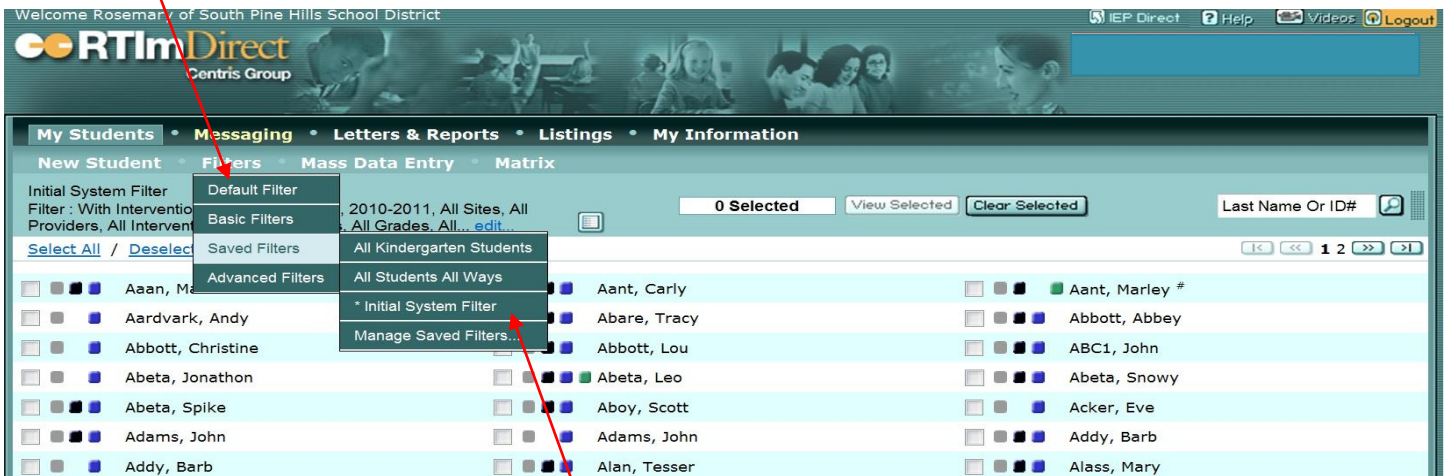
Filters allow each provider to choose which students will appear on their **My Students** page based on selected student criteria such as grade, teacher, provider, etc.

In **Filters** you can:

- Create a Filter
- Manage Saved Filters
- Search for students using Advanced Filters

From the **My Students Page** hover your cursor over **Filters tab** to view drop down menu:

- Default filter (Originally set by the program. May be reset by provider)
- Basic Filters (used to create a filter)
- Saved Filters
 - Each provider can save up to 15 filters. Filters are not shared with other providers
 - Filter with the asterisk * is the default filter which can be reset by provider
- Advanced Filters



System default for new users is the **Initial System Filter** – shows only students with interventions (active or pending) for the current school year

If your district has not yet begun to add the interventions for the current year your **My Students** page will not show any students

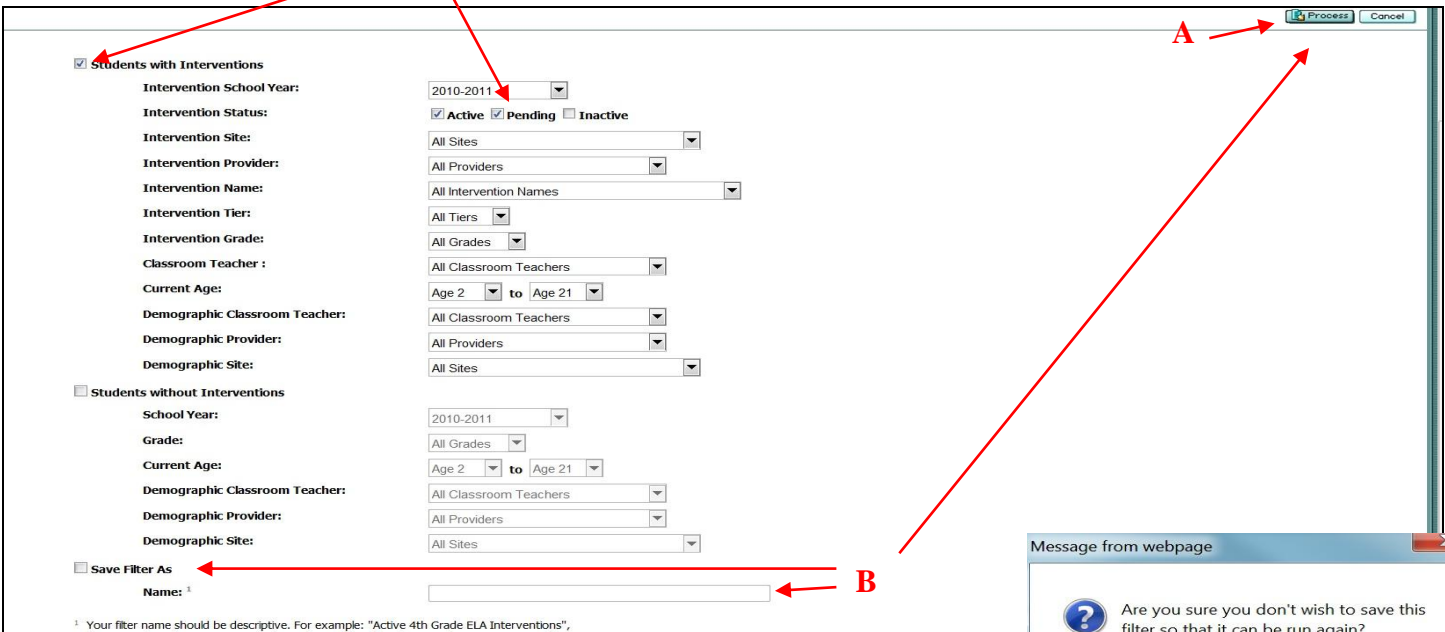
- You must use a filter to view students **without** interventions. (Students will appear in **orange** font)

Create a Filter:

- From the My Students page hover your cursor over **Filters** and click on **Basic Filters**



- Choose filter criteria from drop down menus to broaden or narrow students you would like to view on your My Students page. (Filter criteria is divided into two groups of data. One set is for students with interventions and the other is for students without interventions. They may be used separately or together.)



Once you have chosen filter criteria you may:

- Process** without naming or saving the filter. This will allow you to view students with the filter criteria but will not save filter for future use. (If you do not save and name your filter a warning message will pop up)

[OR]

- Name the filter, check **Save Filter As**, and click **Process**. This will allow you to use the named filter again.

You will return to your **My Students** page with view of filtered students.

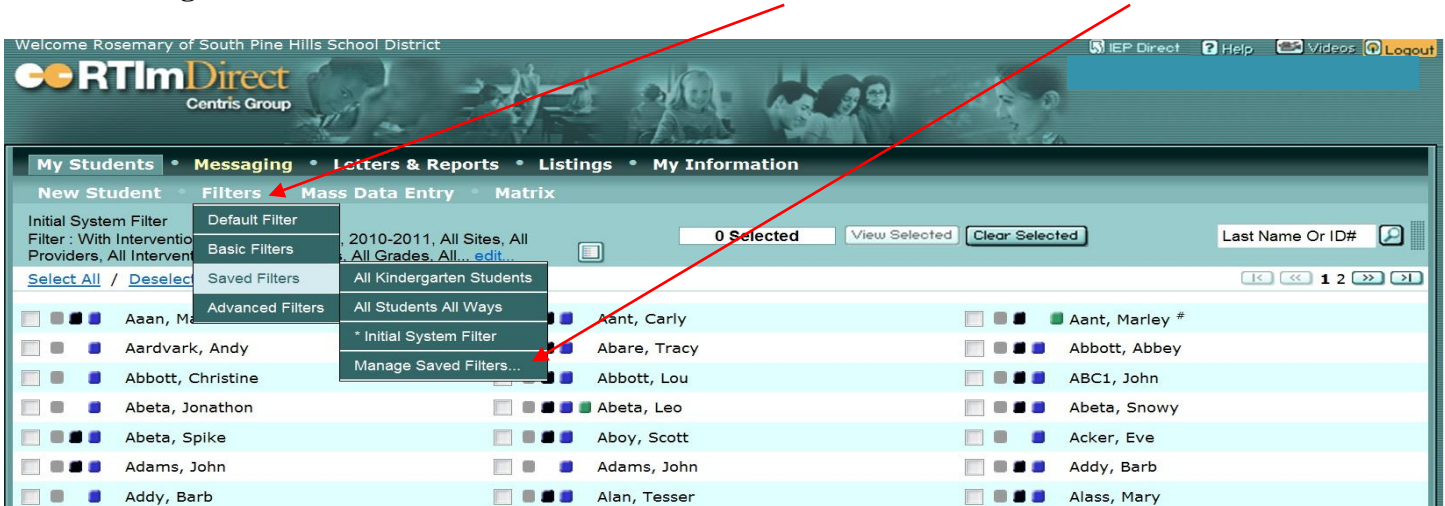
Manage Saved Filters:

From the **Manage Saved Filters** tab you may:

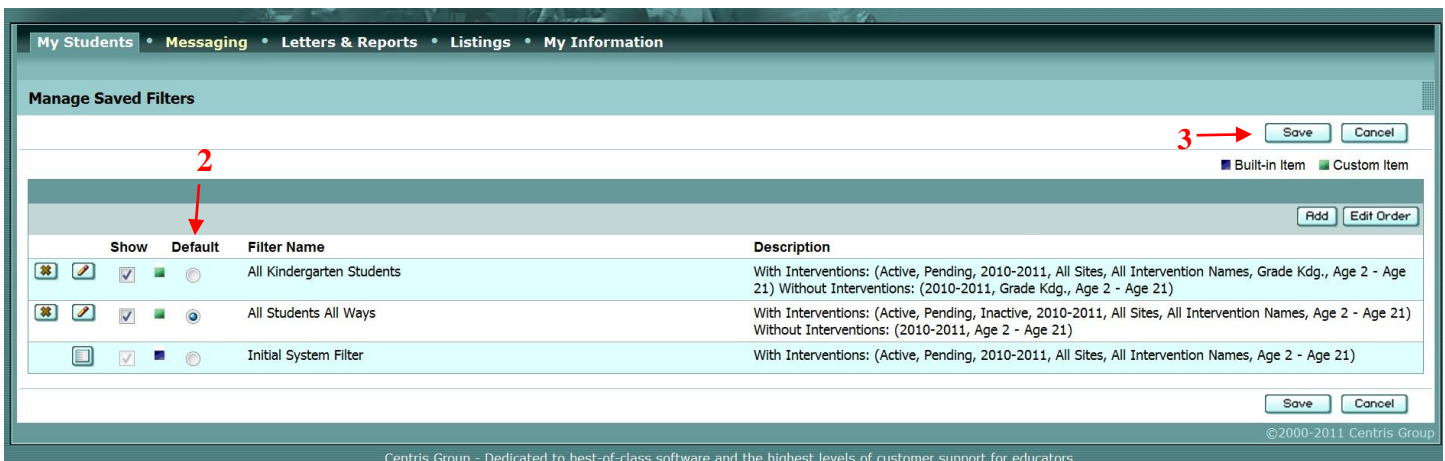
- I. Change your default filter
- II. View Current filters and:
 - A. Edit current filter and save changes
 - B. Edit current filter and save as new filter
- III. Delete filters

I. Change your Default Filter

1. From the My Students page hover your cursor over **Filters**, then over **Saved Filters**, and click on **Manage Saved Filters**



2. Click on the radio button next to filter that is to become new default filter
3. Click **Save**

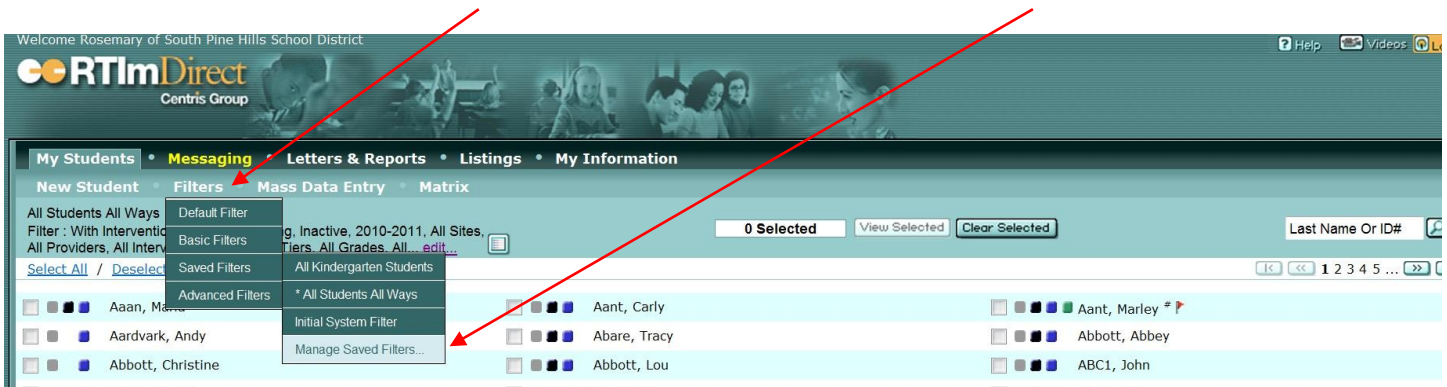


II. View Current filters

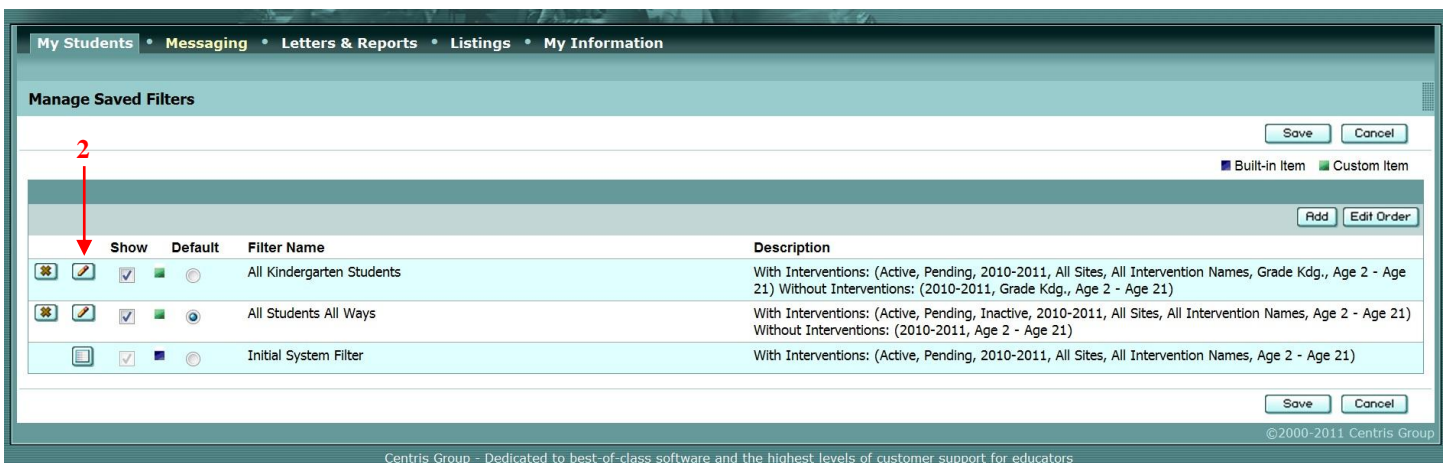
- A. Edit current filter and save as a new filter with a new name
- [OR]**
- B. Edit current filter and save changes but keep original name

Edit Filters:

1. From the My Students page hover your cursor over **Filters**, then over **Saved Filters**, and click on **Manage Saved Filters**



2. Click on the edit pencil to open the filter you would like to change




3. Make change(s) to your filter criteria

The screenshot shows the 'Manage My Filters' interface for editing the 'All Kindergarten Students' filter. The interface is divided into two main sections: 'Students with Interventions' and 'Students without Interventions'. Each section has a list of criteria with corresponding dropdown menus and checkboxes. A red arrow labeled 'A' points to the 'Save Filter As' checkbox, which is checked. Below this, there is a text input field for the filter name, currently containing 'All Kindergarten Students'. A red arrow points from the 'Save Filter As' checkbox to the 'Save & Return' button at the bottom right of the form. A small footnote at the bottom left reads: 'Your filter name should be descriptive. For example: "Active 4th Grade ELA Interventions", "Active and Pending Interventions for Bob Smith", or "Students Without Interventions"'. The top right of the form has 'Save & Return' and 'Cancel' buttons.




4. Save:

- A. To save the changes as a new filter check **Save Filter As**, rename the filter, and select **Save & Return** (This will create a new filter and leave original filter unchanged)
- [OR]**
- B. To keep the original filter name with the new changes simply select **Save & Return**

III. Delete Filters:

1. From the **My Students** page hover your cursor over **Filters**, then over **Saved Filters**, and click on **Manage Saved Filters**.
2. To delete a filter simply click on the delete button  of the filter you wish to delete. (Initial System Filter may not be deleted)

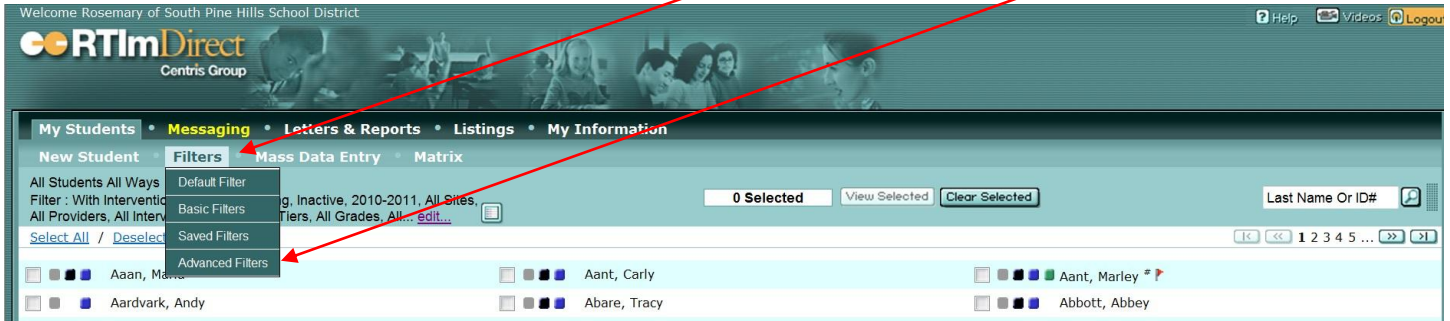
The screenshot shows the 'Manage Saved Filters' table. It has columns for 'Show', 'Default', 'Filter Name', and 'Description'. There are three rows of filters. The first row is 'All Kindergarten Students' with a delete button (a square with a plus sign) highlighted by a red arrow. The second row is 'All Students All Ways' and the third is 'Initial System Filter'. At the bottom right of the table, there are 'Save' and 'Cancel' buttons. A red arrow points from the 'Save' button in this screenshot to the 'Save' button in the previous screenshot. The footer of the page reads 'Centris Group - Dedicated to best of class software and the highest levels of customer support for educators' and '©2000-2011 Centris Group'.

Show	Default	Filter Name	Description
	<input checked="" type="checkbox"/>	All Kindergarten Students	With Interventions: (Active, Pending, 2010-2011, All Sites, All Intervention Names, Grade Kdg., Age 2 - Age 21) Without Interventions: (2010-2011, Grade Kdg., Age 2 - Age 21)
	<input checked="" type="checkbox"/>	All Students All Ways	With Interventions: (Active, Pending, Inactive, 2010-2011, All Sites, All Intervention Names, Age 2 - Age 21) Without Interventions: (2010-2011, Age 2 - Age 21)
	<input checked="" type="checkbox"/>	Initial System Filter	With Interventions: (Active, Pending, 2010-2011, All Sites, All Intervention Names, Age 2 - Age 21)

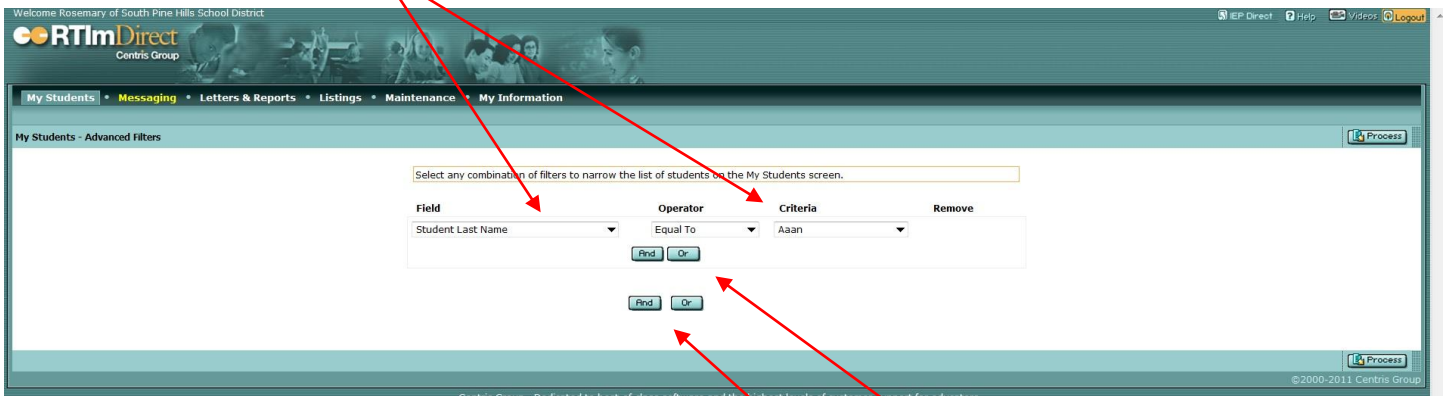
3. Click Save

Advanced Filters

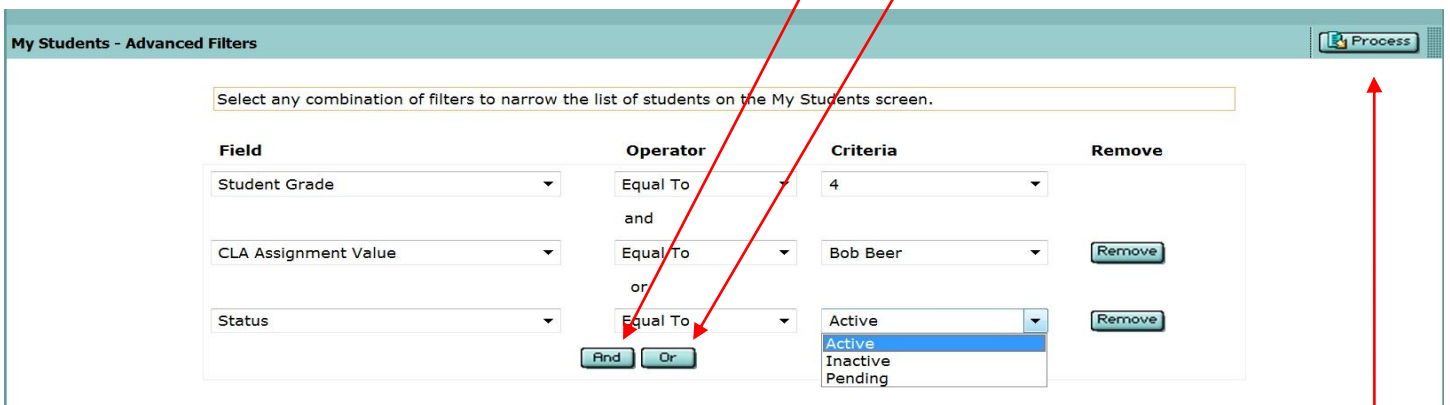
1. From your My Students page hover your cursor over the **Filters** tab and select **Advanced Filters**.



2. Choose filter criteria from drop down menus to broaden or narrow students you would like to view on your My Students page



You may broaden or narrow your search by using the **And** **Or** buttons

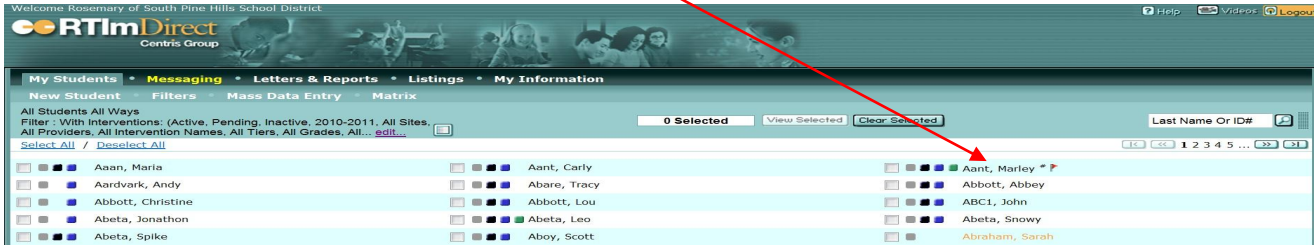


3. When you have selected your criteria click **Process**

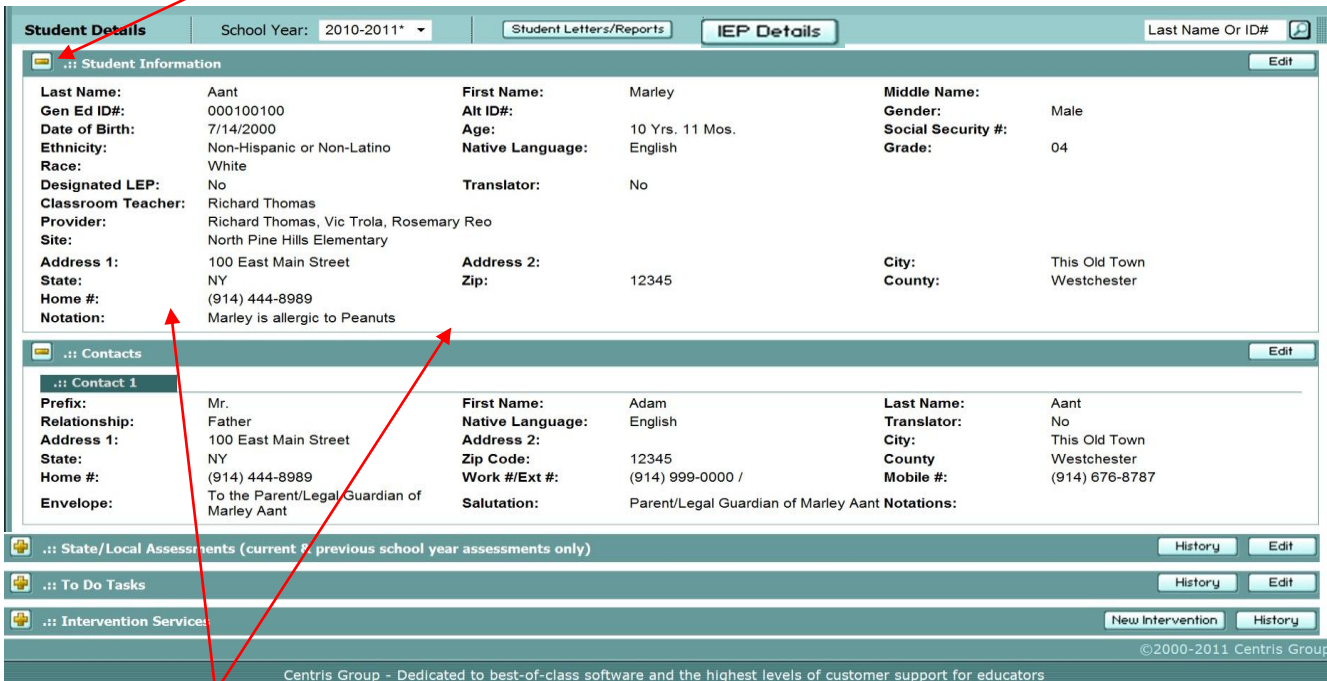
You will return to your **My Students** page with the students that fit the criteria

Student Details

From your My Students page click on student name to open student record



- Choose a school year to view School Year: 2010-2011*
- Click on the student Letters/Reports link Student Letters/Reports to go to Letters/Reports and generate a Letter/Report for this student only (See Reference: *Letters and Reports* section of manual)
- View student IEP/504 Plan IEP Details if the student has an IEP or 504 Plan
 - Only student's provider will have link and access to student's IEP or 504 Plan
- Expand or minimize each section



- View student information
 - Only current demographic information will display (even when viewing previous year(s) information)
 - Edit/update student information Edit
 - Update student demographics
 - Add/remove classroom teacher, provider, site
 - Add important student notations

- View student's contact information
 - Edit/update/add student contact information

Student Details | School Year: 2010-2011* | Student Letters/Reports | IEP Details | Last Name Or ID#

::: Student Information

Last Name:	Aant	First Name:	Marley	Middle Name:	
Gen Ed ID#:	000100100	Alt ID#:		Gender:	Male
Date of Birth:	7/14/2000	Age:	10 Yrs. 11 Mos.	Social Security #:	
Ethnicity:	Non-Hispanic or Non-Latino	Native Language:	English	Grade:	04
Race:	White	Translator:	No		
Designated LEP:	No				
Classroom Teacher:	Richard Thomas				
Provider:	Richard Thomas, Vic Trola, Rosemary Reo				
Site:	North Pine Hills Elementary				
Address 1:	100 East Main Street	Address 2:		City:	This Old Town
State:	NY	Zip:	12345	County:	Westchester
Home #:	(914) 444-8989				
Notation:	Marley is allergic to Peanuts				

::: Contacts

::: Contact 1

Prefix:	Mr.	First Name:	Adam	Last Name:	Aant
Relationship:	Father	Native Language:	English	Translator:	No
Address 1:	100 East Main Street	Address 2:		City:	This Old Town
State:	NY	Zip Code:	12345	County:	Westchester
Home #:	(914) 444-8989	Work #/Ext #:	(914) 999-0000 /	Mobile #:	(914) 676-8787
Envelope:	To the Parent/Legal Guardian of Marley Aant	Salutation:	Parent/Legal Guardian of Marley Aant	Notations:	

::: State/Local Assessments (current & previous school year assessments only)

::: To Do Tasks

::: Intervention Services

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Also included on the Student Details page:

- State and Local Assessments (See Reference: *State and Local Assessments* section of manual)
- To Do Tasks (See reference: *To Do Tasks* section of manual)
- Intervention Services (See Reference: *Add a New Intervention* section of manual)

State and Local Assessments

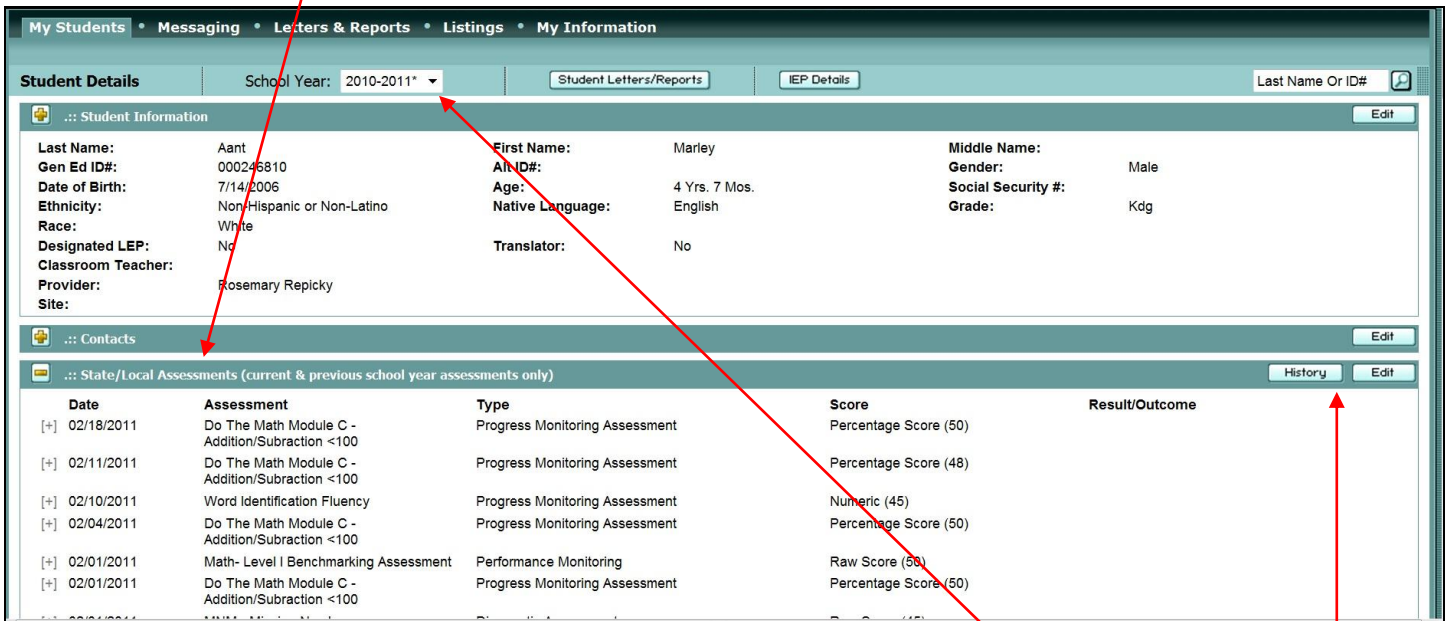
Student **State and Local Assessments** are imported into RTIm Direct by the district or entered by provider(s)

View a Student's State and Local Assessments:

1. Enter the student file by clicking on the student name from the My Students screen



2. Scroll down to the State/Local Assessments section
Current school year and previous school year assessments are listed



3. You can view assessments from previous years by choosing the year from the drop down menu
4. To view all recorded State/Local assessments for student click the History button

All imported assessments will be listed in order of student test date.

State/Local Assessments History for Aant, Marley (2010-2011) Back to Details

Date	Assessment	Score	Result/Outcome
4/6/2011	Math Basics	Raw Score (76)	
3/22/2011	Math Basics	Raw Score (65)	
3/7/2011	Math Basics	Raw Score (60)	
3/1/2011	Math Minds	Test Score (55)	
3/1/2011	ELA Everyone	Test Score (53)	
1/25/2011	Math Basics	Raw Score (55)	
1/18/2011	Math Basics	Raw Score (58)	
1/11/2011	Math Basics	Raw Score (56)	
1/4/2011	Math Basics	Raw Score (55)	
5/5/2010	New York State Alternate Assessment (NYSAA): Grade 3 Mathematics	Numeric Standard (650)	Level 2
5/4/2010	New York State Alternate Assessment (NYSAA): Grade 3 English Language Arts	Numeric Standard (633)	Level 2
5/4/2009	NYSESLAT Grades 2-4 Listening Test	Numeric Scale ()	
5/1/2008	NYSESLAT Grades K-1 Listening Test	Numeric Scale ()	

Add a State/Local Assessment from inside student document:

1. From the **My Students** page click on the student's name to enter student file
2. Scroll down to **State/Local Assessments**

My Students • Messaging • Letters & Reports • Listings • My Information

Student Details School Year: 2010-2011* Student Letters/Reports IEP Details Last Name Or ID#

Student Information Edit

Last Name: Aant First Name: Marley Middle Name:
 Gen Ed ID#: 000246810 Alt ID#:
 Date of Birth: 7/14/2006 Age: 4 Yrs. 7 Mos. Gender: Male
 Ethnicity: Non-Hispanic or Non-Latino Native Language: English Social Security #:
 Race: White Translator: No Grade: Kdg
 Designated LEP: No
 Classroom Teacher:
 Provider: Rosemary Replicky
 Site:

Contacts Edit

State/Local Assessments (current & previous school year assessments only) History Edit

Date	Assessment	Type	Score	Result/Outcome
[+] 02/18/2011	Do The Math Module C - Addition/Subtraction <100	Progress Monitoring Assessment	Percentage Score (50)	
[+] 02/11/2011	Do The Math Module C - Addition/Subtraction <100	Progress Monitoring Assessment	Percentage Score (48)	
[+] 02/10/2011	Word Identification Fluency	Progress Monitoring Assessment	Numeric (45)	
[+] 02/04/2011	Do The Math Module C - Addition/Subtraction <100	Progress Monitoring Assessment	Percentage Score (50)	
[+] 02/01/2011	Math- Level I Benchmarking Assessment	Performance Monitoring	Raw Score (50)	
[+] 02/01/2011	Do The Math Module C - Addition/Subtraction <100	Progress Monitoring Assessment	Percentage Score (50)	

3. Click on **Edit**

4. Select an Assessment from drop down menu

Date	Assessment	Score	Result/Outcome
2/18/2011	Do The Math Module C - Addition/Subtraction <100	50 (Percentage Score)	
2/11/2011	Do The Math Module C - Addition/Subtraction <100	48 (Percentage Score)	
2/10/2011	Word Identification Fluency	45 (Numeric)	
2/4/2011	Do The Math Module C - Addition/Subtraction <100	50 (Percentage Score)	
2/1/2011	Math- Level I Benchmarking Assessment	50 (Raw Score)	
2/1/2011	Do The Math Module C - Addition/Subtraction <100	50 (Percentage Score)	
2/1/2011	MNM - Missing Number	45 (Raw Score)	
11/22/2010	LNF - Letter Naming Fluency	36 (Raw Score)	
11/15/2010	LNF - Letter Naming Fluency	45 (Raw Score)	

5. Click Add

6. Enter date of assessment (WARNING: system defaults to current date)

7. Enter Score

8. Enter comments in the text box. You may copy and paste from a Word document.

9. Click **Save & Return** to save information and return to student's **State/Local Assessments**

[OR]

10. Click on **Save** to save information and add another assessment

*To add State or Local Assessments for multiple students see Reference: **Mass Data Entry – RTImD_All_(I)MassDataEntry_061611_Final**

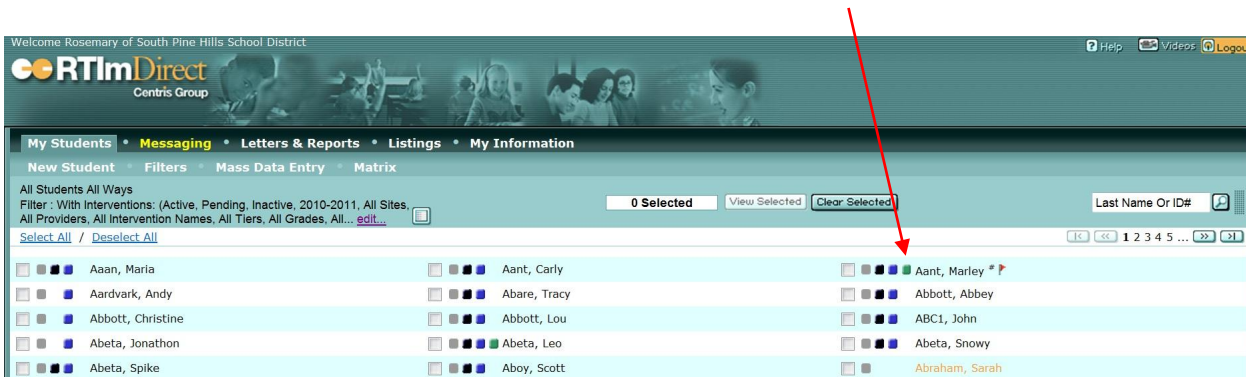
To Do Tasks

The To Do Task allows users to:

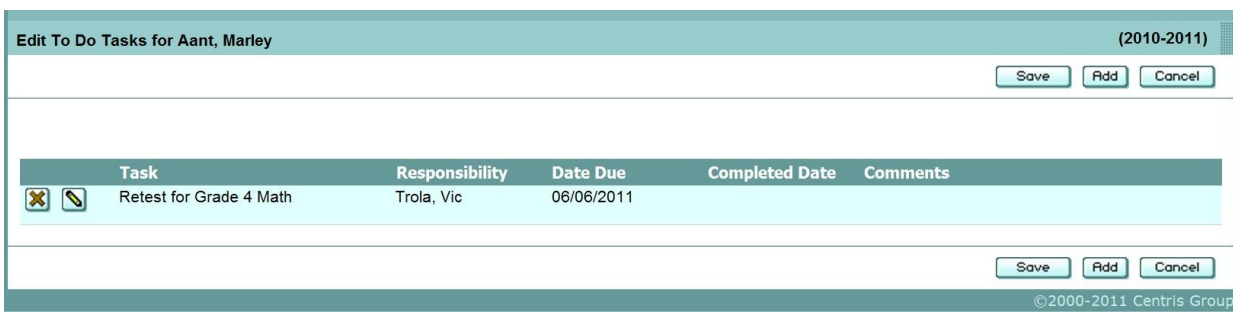
- I. View a task that is due
- II. Review the history of tasks that are due or have been completed
- III. Enter a task to be done

I. View a task:

1. If a student has a To Do Task that has not been completed, the student will have a **green** button (■) to the left of their name. Click on the **green** button (■) to view the task.

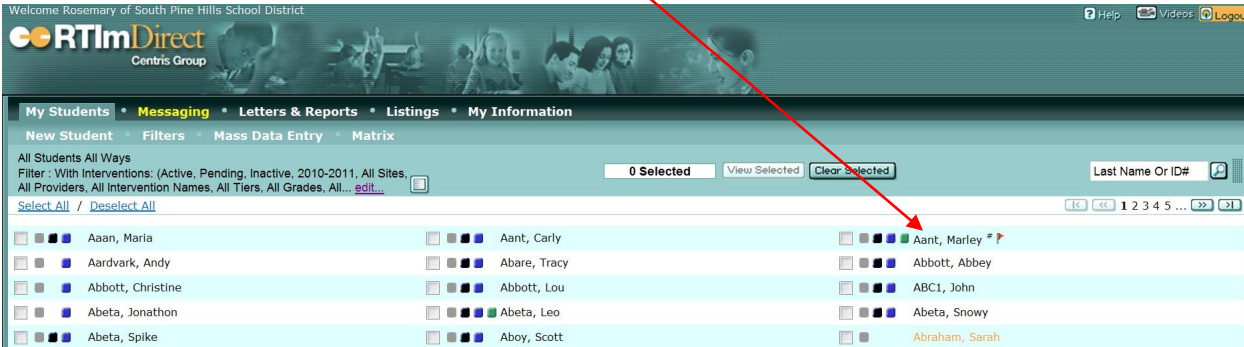


2. You may review the task, add a task, or cancel to return to the My Students page

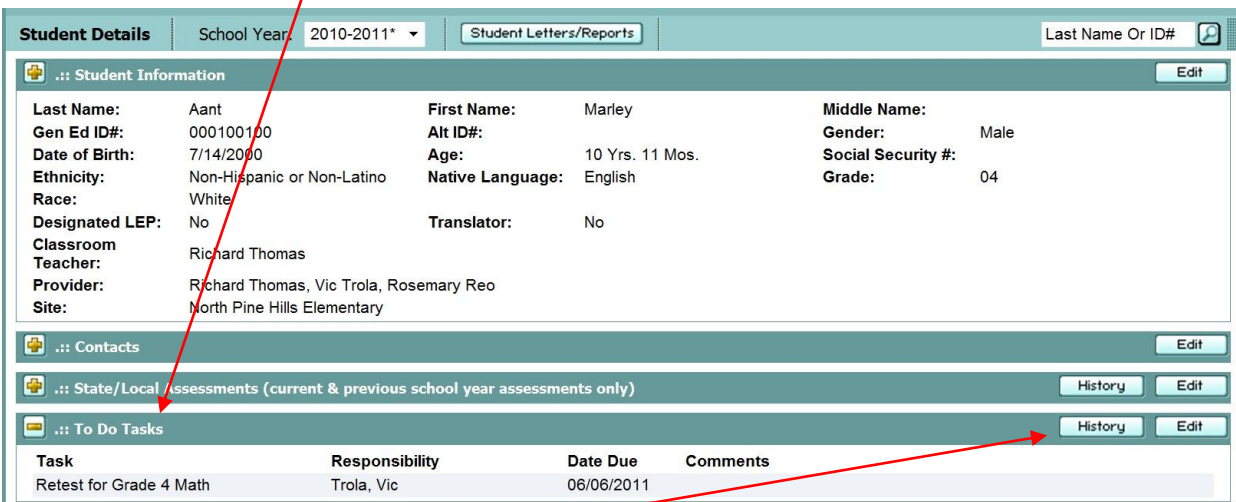


II. Review History of To Do Tasks

1. From the My Students page click on student name

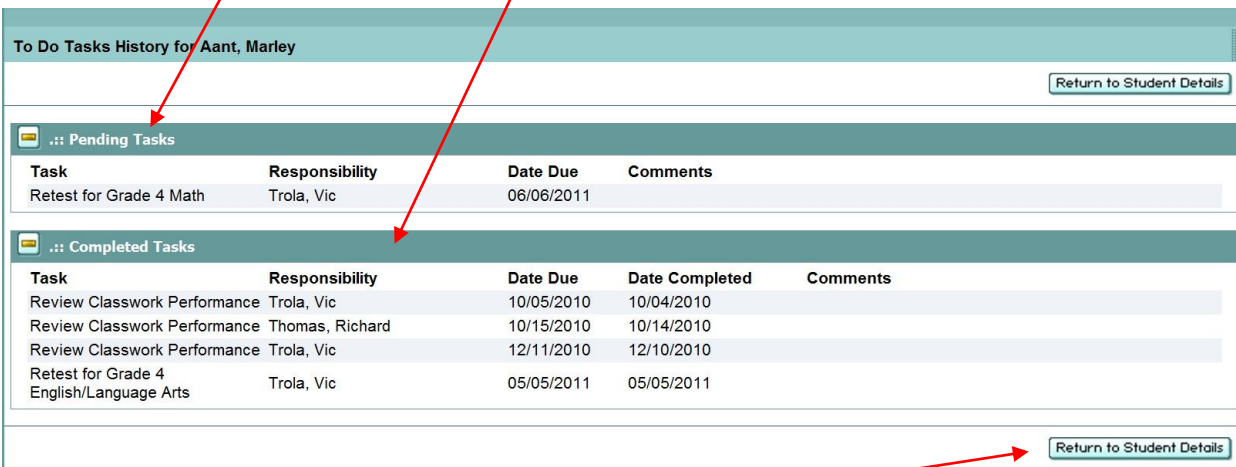


2. Scroll down to To Do Tasks



3. Click History button

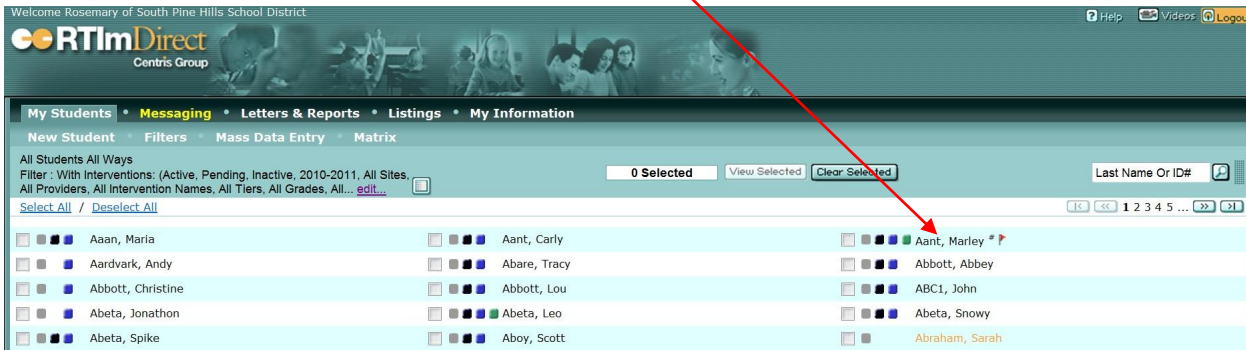
4. View Pending Tasks or Completed Tasks



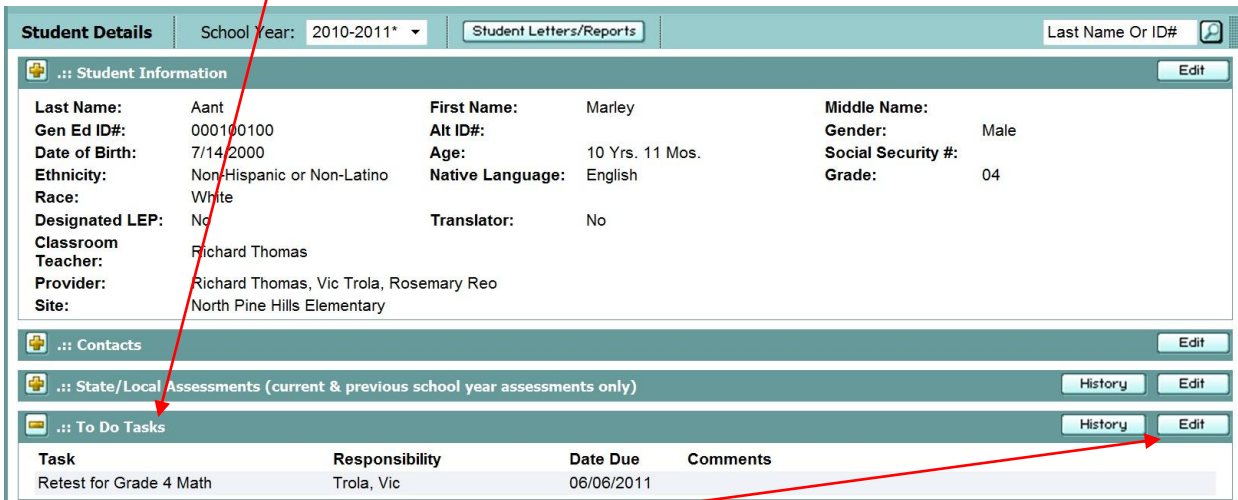
5. When finished click Return to Student Details

III. Enter a New Task

1. From the My Students page click on the student name





2. Scroll down to To Do Tasks





3. Click on Edit

4. Click Add


5. Enter


- A. Task
- B. Responsibility
- C. Due date
- D. Completed – Once a task is completed the green button () will no longer appear next to the students name
- E. Comments - Remember to Spell Check your comments 


Task	Responsibility	Date Due	Completed Date	Comments
  Retest for Grade 4 Math	Trola, Vic	06/06/2011		

Task : **A** → *

Responsibility : **B** → *

Due Date : **C** →  *

Completed : **D** → 

Comments : **E** → 

All fields with a red asterisk * are required

Save Add Cancel

5. Click **Save** to save your information and return to the student record

[OR]

6. Click **Add** to add an additional task and then **Save**

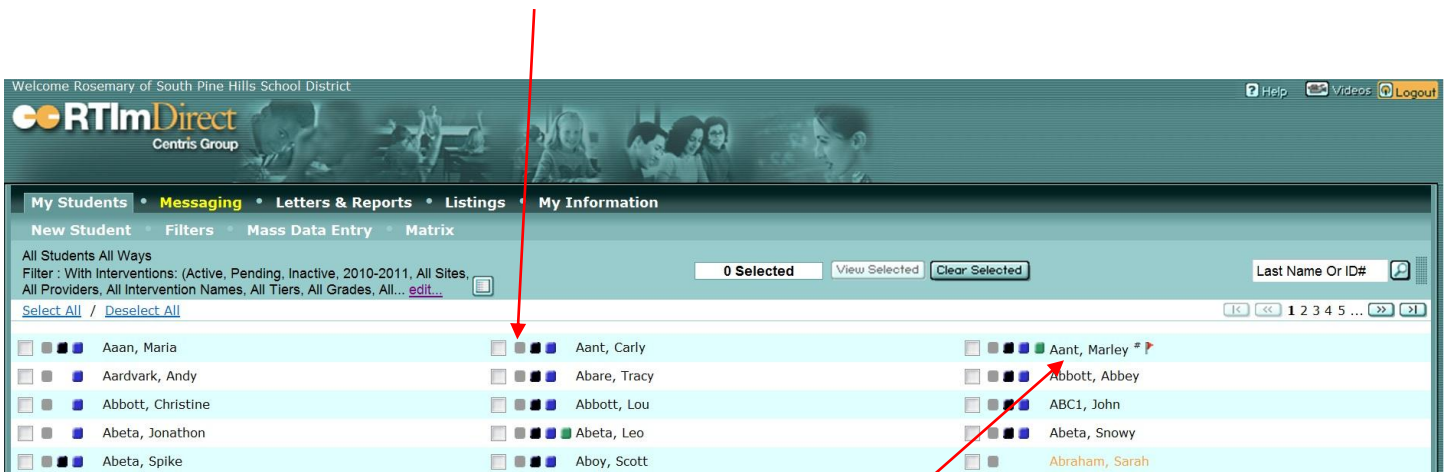
Add a New Intervention

From the student's Intervention section you may:

- I. Create an **Intervention**
- II. Add **Progress Reports**
- III. Keep a log of **Parent Notifications**
- IV. Keep a **Service Log** for the intervention

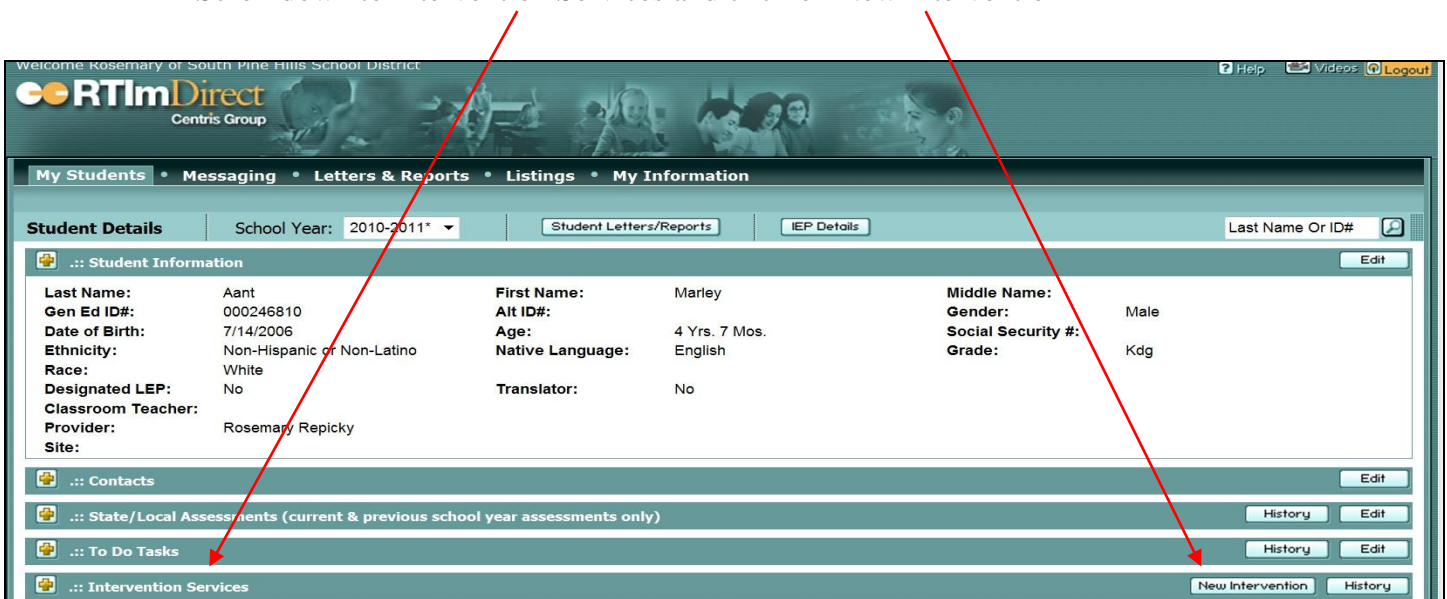
I. Create an Intervention:

1. (A) From the My Students page click on the **Gray Box** (chiclet) in front of student name to enter directly into the student's New Intervention screen



[OR]

1. (B) From the My Students page click on student name
Scroll down to Intervention Services and click on New Intervention



2. Enter information from Drop Down selections

All fields with a red asterisk * are required in order to save the intervention

New Intervention for Aant, Marley

Created By: Rosemary Repicky

School Year: 2010-2011 *

Intervention: [Dropdown]

PIR Category: [Dropdown]

RTI Level: [Dropdown]

Start Date: [Text] [Calendar]

End Date: [Text] [Calendar]

Mode: [Dropdown]

Freq: [Dropdown]

Period: [Dropdown]

Duration: [Dropdown]

Scheduled: [Dropdown]

Decision: [Dropdown]

Status: Pending *

Grade: [Dropdown]

Site: [Dropdown] *

Provider: [Dropdown] *

Case Liaison: [Dropdown]

Referral Type: [Dropdown]

Classroom Teacher: [Dropdown]

Administrator: [Dropdown]

Confidential:

Related Areas and Assessments | RTI Status | Progress Reports | Parent Notifications

Save Cancel

If intervention has not begun leave **Status** as **Pending**.
Once intervention has begun, change **Status** to **Active** and enter information for additional required (*) fields.

::: Funding

[+] Show Details Add

Funding	Percentage
Funding : A → [Dropdown]	Percentage : B → 0

3. Check with your RTIm Direct Administrator for required Funding information

Enter:

- A. Funding source (choose from drop down menu)
- B. Percentage of intervention the funding supports

*Note: Funding percentage does not have to total 100%
Funding percentage cannot exceed 100%

4. Enter information :

Prepared by district as inserted paragraph(s) (“pick list”)

[AND] [OR]

Copy and paste from a Word document

[AND] [OR]

Type in the space

→ **Reasons/Criteria for Services :**

→ **Consequences of Not Achieving :**

→ **Intervention Curriculum :**

→ **Planned Assessment to Monitor Progress Method :**

→ **Reasons/Criteria for Discontinuance :**

→ **Internal Comments :**

→ **Report Comments :**

IMPORTANT: Spell check is available for each entry

5. In the **Related Areas and Assessments** section, click **Edit**

→ **Related Areas and Assessments** Edit

→ **RTI Status** Edit

→ **Progress Reports** Edit

→ **Parent Notifications** Edit

6. Select the assessment(s) that “belong” to this intervention – assessment(s) used when determining need for this intervention.

Edit Intervention: Related Areas and Assessments for Aant, Marley (2010-2011) Done Cancel

Select	Date	Subject	Assessment / Method	Score	Result	Type
<input type="checkbox"/>	3/28/2011	English/Language Arts	CBM- WRC	Percentage Score (55)		Performance Monitoring
<input type="checkbox"/>	3/9/2011	ELA	AAOS: Grade 3 English Language Arts	Numeric Standard (67)		AAOS
<input type="checkbox"/>	3/9/2011	English/Language Arts	CBM- WRC	Percentage Score (60)		Performance Monitoring
<input type="checkbox"/>	3/3/2011	English/Language Arts	Word Identification Fluency	Numeric (55)		Progress Monitoring Assessment
<input type="checkbox"/>	2/28/2011	Mathematics	Do The Math Module C - Addition/Subtraction <100	Percentage Score (50)		Progress Monitoring Assessment
<input type="checkbox"/>	2/21/2011	Mathematics	Do The Math Module C - Addition/Subtraction	Percentage Score (52)		Progress Monitoring Assessment

7. Click **Done**

8. In the **RTI Status** section, click **Edit**

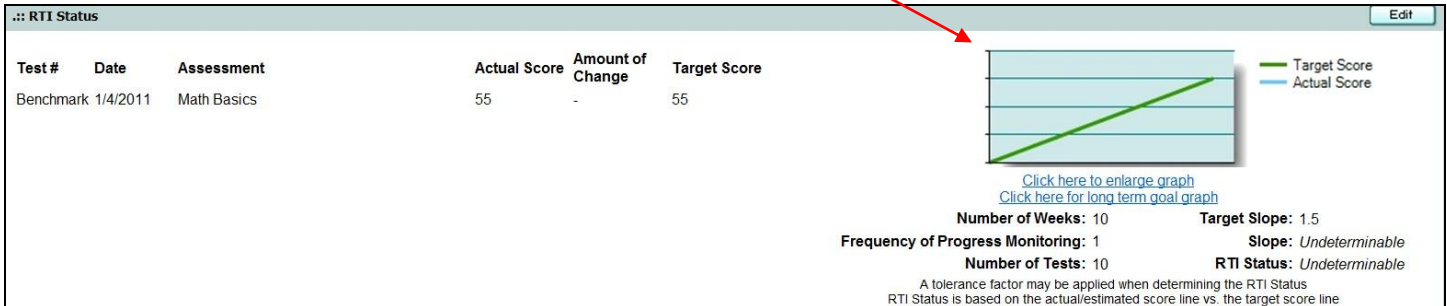
9. Enter the following:

- A. Assessment to be used as Benchmark (Baseline) (previously entered into **State/Local Assessments**)
- B. Graph notations
- C. Number of weeks this intervention will run
- D. Frequency of Progress Monitoring (how often assessment will be given)
- E. Number of tests will automatically be calculated : (weeks x frequency = # of tests)
- F. Target Score for this intervention (system will calculate slope)
- [OR]**
- G. Target Slope – rate of progress for this intervention (system will calculate target score)

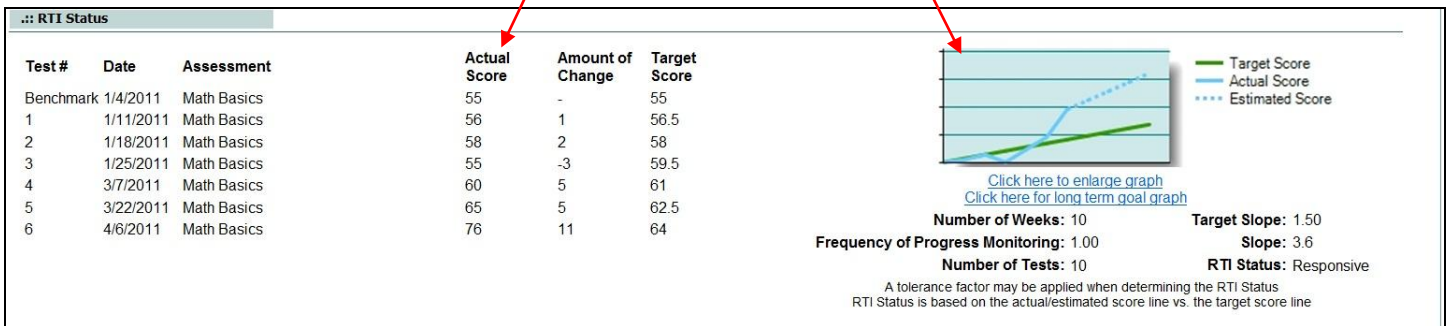
You *may* also add: (not required)

- H. Long term Goal Score
- I. Long term Date (system will calculate number of weeks)
- [OR]**
- J. Number of Weeks from Benchmark (system will enter long term date)
- K. Click **Save**

The system will generate a graph for this intervention beginning with the Benchmark (Baseline) assessment - based on the number of assessments, target score, and target slope



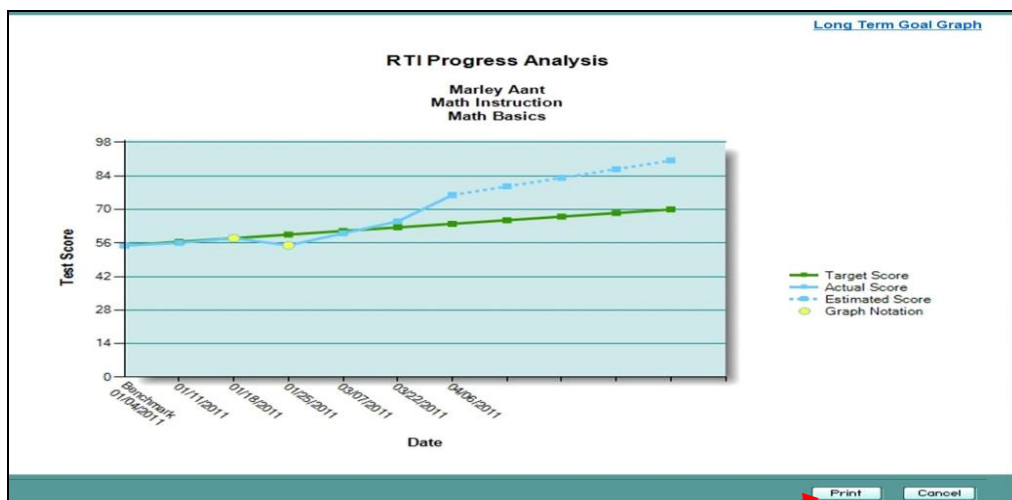
As progress monitoring scores are entered for this intervention into the **State and Local Assessments** section the system will record them in the **RTI Status** section and generate a graph to chart the student's progress



The **green** line indicates the projected progress, calculated by the system, beginning with the Benchmark (Baseline) assessment score, based on the number of assessments, target score and target slope

The **blue** line indicates actual student progress on assessment scores entered in **State and Local Assessments**

The **yellow** circles on the graph indicate graph notations were added for that assessment

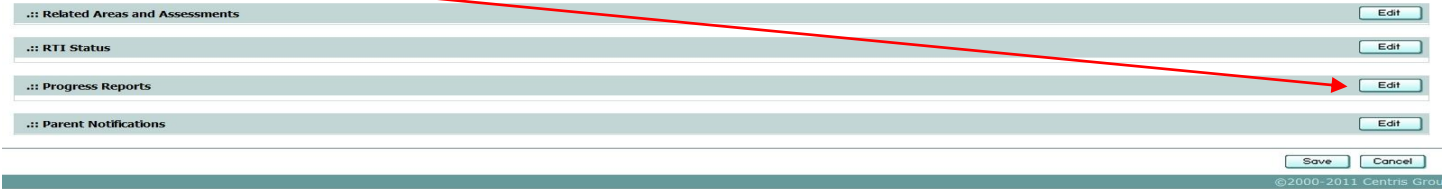


RTI Progress Analysis graphs may be printed

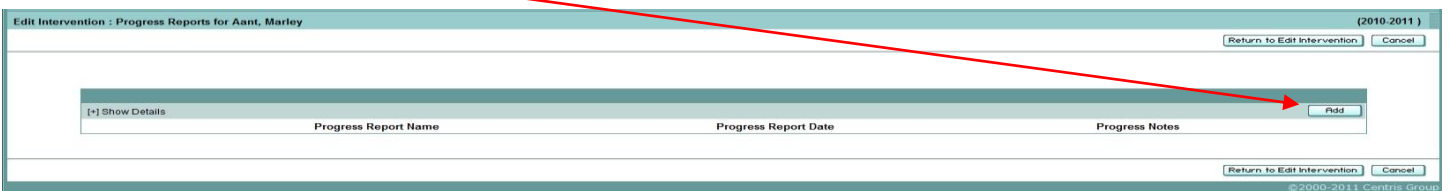
II. Add Progress Reports

To enter **Progress Reports**



1. Click on **Edit**

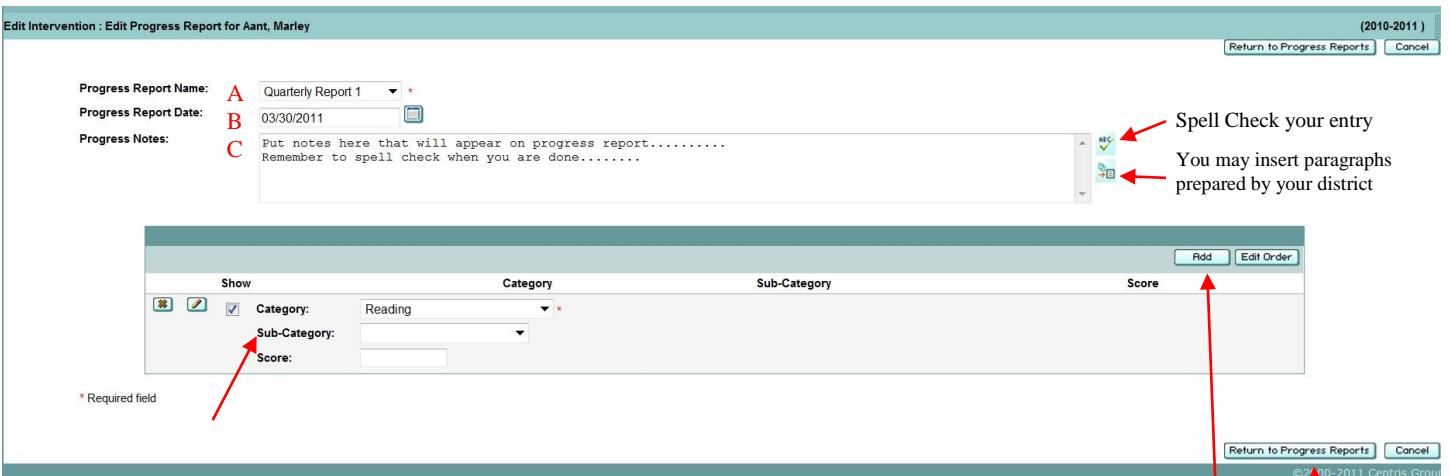


2. Click **Add**



Enter:

- A. Progress report name (from drop down)
 - B. Progress report date (**CAUTION:** system will default to today's date. You may manually enter different date)
 - C. Enter Progress notes:
 - Prepared by district as an inserted paragraph ("pick list") 
 - [OR]**
 - Copy and paste from a Word document
 - [OR]**
 - Type notes in the space
- *REMINDER:** Always use Spell Check 



You *may* enter **Category**, **Sub-Category** and **Score** – if required by your district – by clicking **Add**

3. When finished click **Return to Progress Reports**

III. Parent Notifications

To enter **Parent Notifications**

1. Click on **Edit**

Navigation menu items:

- Related Areas and Assessments [Edit]
- RTI Status [Edit]
- Progress Reports [Edit]
- Parent Notifications [Edit]**

Buttons: Save, Cancel

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2. Enter:

- A. Notice Date
- B. Type of notice sent (choose from drop down menu)
- C. Parental response (choose from drop down menu)
- D. Response date (if applicable)
- E. Comments (if applicable)

All fields with a red asterisk * are required

Form Fields:

- Notice Date: [] *
- Notice Sent: [A] *
- Parental Response: [C] *
- Response Date: [] *
- Comments: []

Buttons: Done, Add, Cancel

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3. When finished:

Click **Done** to save and return to intervention

[OR]

Click **Add** to enter another notification

Once you have entered all required information in the intervention click **Save**. The new intervention will be saved in the student's **Intervention Services** section.

Form Fields:

- Created By: []
- Batch #163
- School Year: 2010-2011 *
- Intervention: ELA Instruction *
- PIR Category: ELA Instruction

Buttons: Save, Cancel

Related Areas and Assessments | RTI Status | Progress Reports | Parent Notifications

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IV. Service Logs

1. From the Student Detail page click on **Service Log** for the intervention

2. Enter

- A. Date
- B. Provider
- C. Minutes – how much spent with the student
- D. Comments

All fields with a red asterisk *
are required

3. You may click **Save** to save this entry and return to the student's record

[OR]

4. Click **Add** to enter additional service log entries and then **Save**

Inactivate an Intervention

1. On the **My Students** page locate the student's name and click on it to open the **Student Details** screen.
2. Scroll down to **Intervention Services**. Click on the (+) symbol to expand the section and view the student's interventions for the current school year. Locate the specific **Active Intervention** to be inactivated. Click the **Edit** button to open the **Edit Intervention** screen.

4

5

6

Created By: Batch #92
 School Year: 2011-2012 *
 Intervention: Math Instruction *
 PIR Category: Math Instruction
 RTI Level: Tier 1
 Start Date: 07/06/2011 *
 End Date: 08/12/2011 *
 Mode: Small Group (5-9) *
 Freq: 3 *
 Period: Weekly *
 Duration: 30 minutes *
 Scheduled: After School *
 Decision: Discontinue Services *
 Status: Active *
 Grade: Active *
 Site: Inactive Elementary *
 Provider: Trola, Vic *

3

Funding	Percentage
Local	0

Reasons/Criteria for Services : A Level 1 score was achieved on the New York State Mathematics Assessment. The student's teacher has indicated that the student is at risk for not achieving proficiency levels based upon student records including current report card grades.

Consequences of Not Achieving : If an elementary school student does not achieve the expected performance level in Math Studies the student will be in danger of failing and may not possess the basic skills necessary to succeed in school.

Intervention Curriculum :

Planned Assessment to Monitor Progress Method : Math Minds

Reasons/Criteria for Discontinuance : Enter reason for discontinuing intervention. Remember to Spell Check.

3. Scroll down to **Reason/Criteria for Discontinuance** text box. Enter the appropriate explanation. You may insert paragraph, copy and paste from a Word document, and/or type in the space.
4. Enter the **End Date** - date that intervention services were ended for the student
5. Change the **Decision** to **Discontinue Services**
6. Change **Status** to **Inactive**
7. Click on **Save**

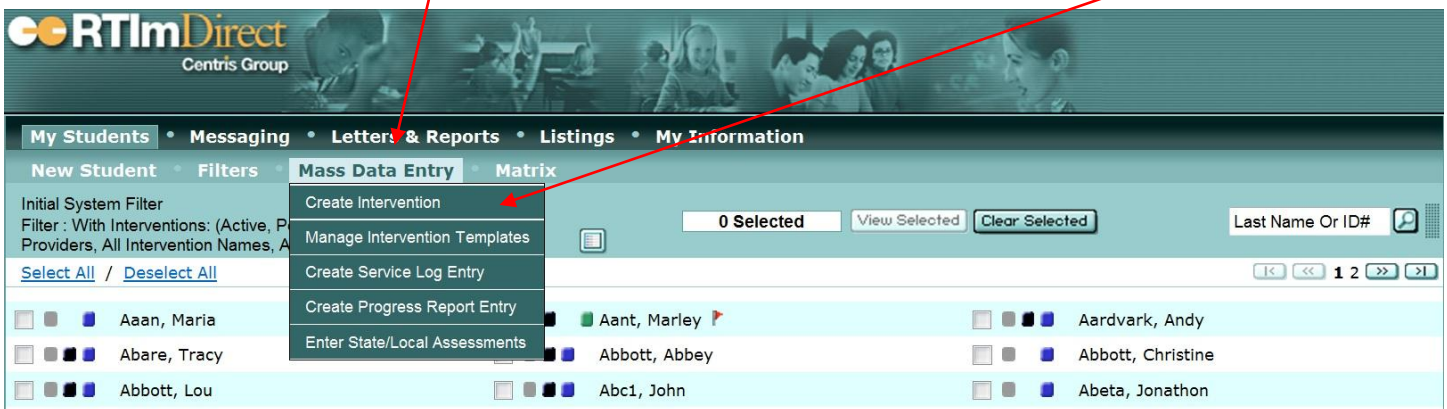
Mass Data Entry

In the Mass Data Entry section you may:

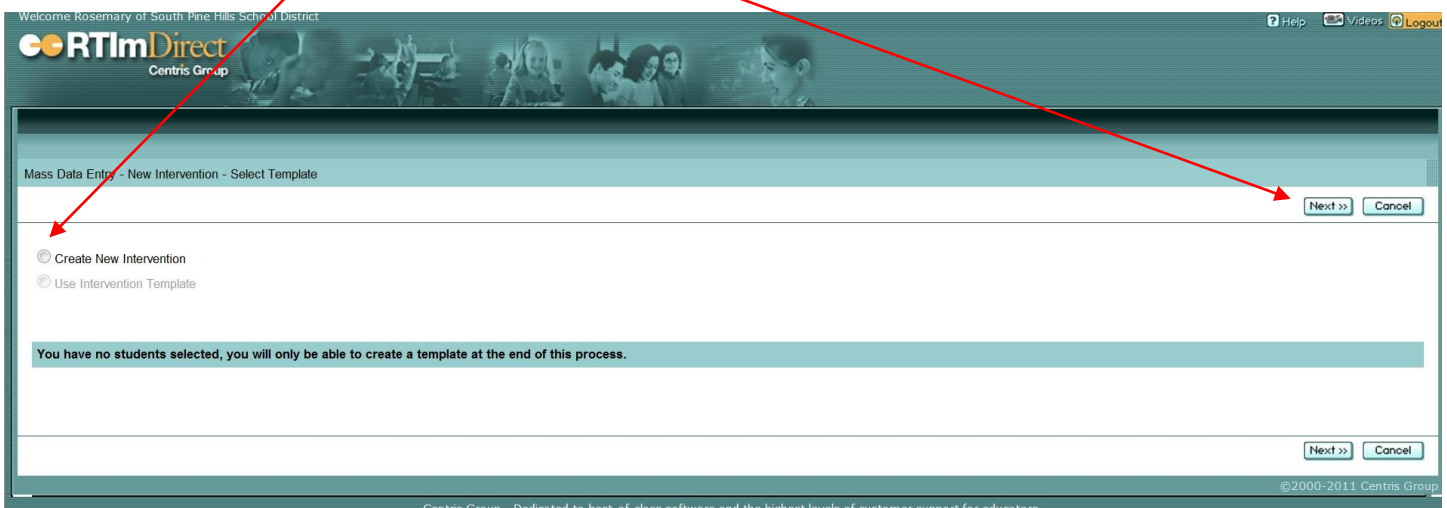
- I. Create and save intervention templates
- II. Apply intervention templates to Multiple Students
- III. Manage intervention templates
- IV. Enter Service Logs for Multiple Students
- V. Enter Progress Reports for Multiple Students
- VI. Enter State/Local Assessments Multiple Students

I. Create and Save Intervention Templates:

1. Hover cursor over **Mass Data Entry** tab on your **My Students** page and select **Create Intervention**



2. Select **Create New Intervention** and click **Next**



- Enter information you would like to have in your intervention template.
All areas with the red * are required in order to save the template.
You may also enter information in areas without the red * to create specific interventions

Mass Data Entry - New Intervention

Next >> Cancel

[Related Areas and Assessments](#) | [RTI Status](#) | [Progress Reports](#) | [Parent Notifications](#)

Created By: Vic Trola

School Year: *

Intervention:

PIR Category:

RTI Level:

Start Date:

End Date:

Mode:

Freq:

Period:

Duration:

Scheduled:

Decision:

Status: Pending *

Grade:

Site: *

Provider: *

Case Liaison:

Referral Type:

Classroom Teacher:

Administrator:

Confidential:

Funding

[+] Show Details Add Funding

Funding	Percentage

Reasons/Criteria for Services :

Consequences of Not Achieving :

Intervention Curriculum :

Reasons/Criteria for Discontinuance :

Internal Comments :

Report Comments :

***NOTE:** Related Areas and Assessments, RTI Status, and Progress Reports cannot be entered and saved on the template as these are specific for each student.

[Related Areas and Assessments](#) Edit
[RTI Status](#) Edit
[Progress Reports](#) Edit
[Parent Notifications](#) Edit

Next >> Cancel

4. Click **Next**

5. A screen will appear for you to review your intervention template information
You may either:

- Click **Back** to return to the template and make changes

[OR]

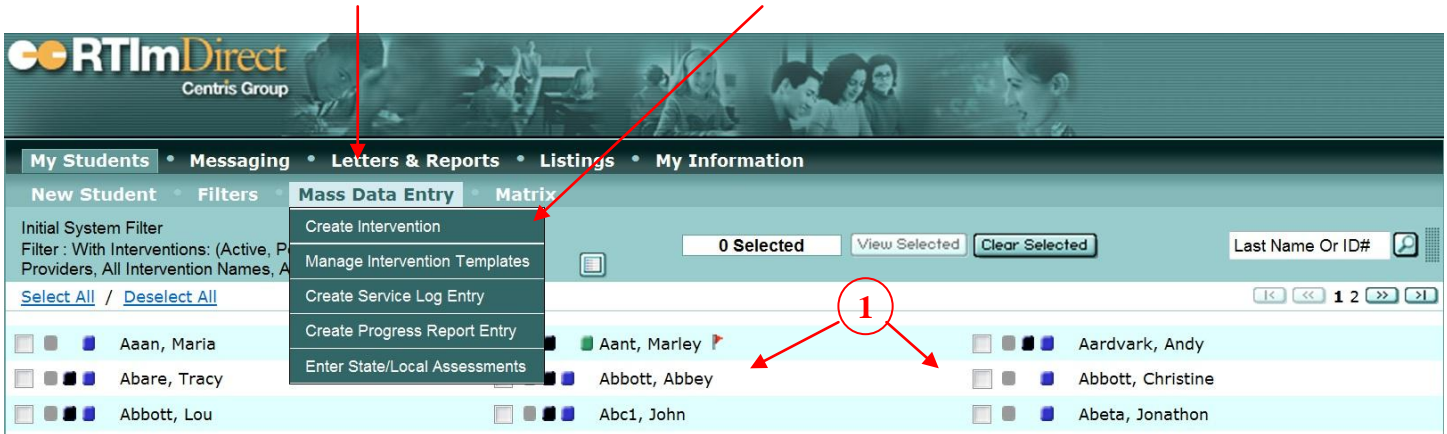
- Click **Save Template**

6. Name your intervention template. Each provider may save up to 15 intervention templates. These are specific to each provider.

7. Click **Save**

II. Apply Intervention Template to Multiple Students:

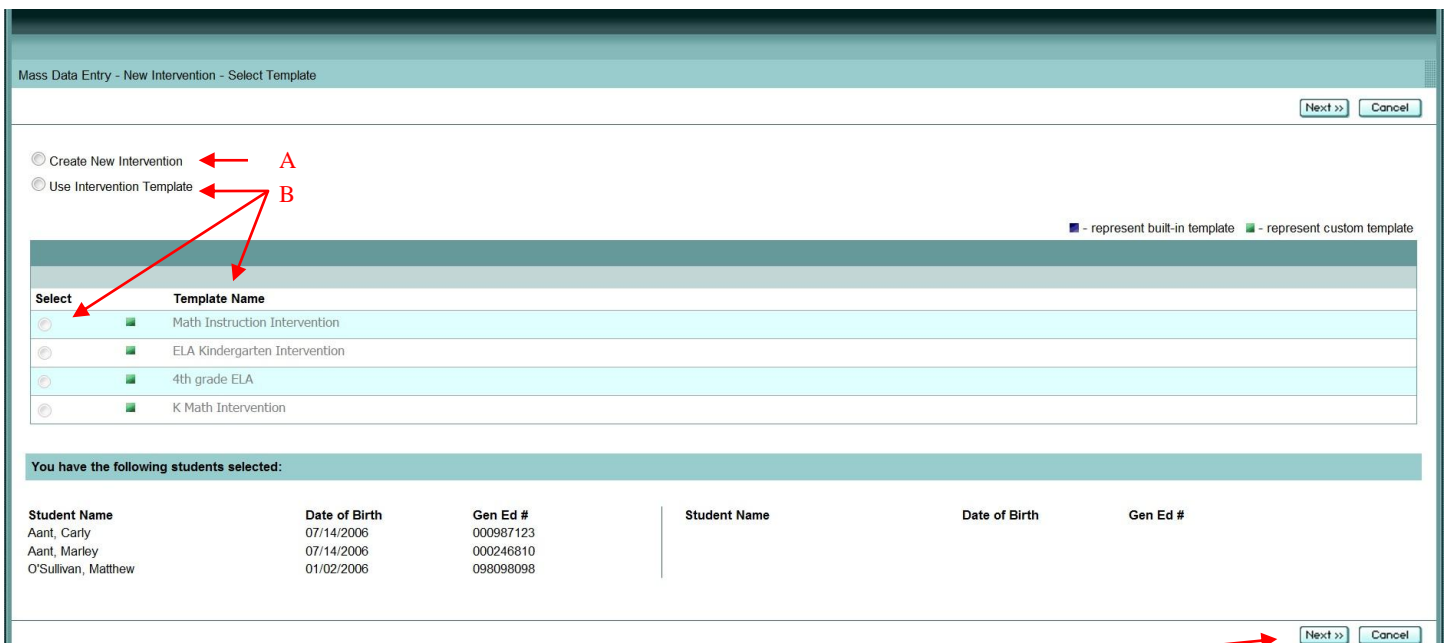
1. Select students from **My Students** page
2. Hover over **Mass Data Entry** tab and select **Create Intervention**



3. Choose
 - A. **Create New Intervention** to be applied to selected students

[OR]

 - B. **Use Intervention Template** and select a previously created template



4. Click **Next**

5. Enter information for intervention and click **Next**

Mass Data Entry - New Intervention

Created By: Your name

School Year: 2010-2011

Intervention: ELA Instruction

PIR Category: ELA Instruction

RTI Level: Tier 2

Start Date: []

End Date: []

Mode: Small Group (5-9)

Next >> Cancel

[Related Areas and Assessments](#) | [RTI Status](#) | [Progress Reports](#) | [Parent Notifications](#)

6. A screen with your intervention information will appear.
Review intervention information and:

- A. Click **Back** to go back to template and make changes
[OR]
- B. Choose not to change the intervention name and click **Next**.
(Only used when applying an intervention template. The original template name is saved with new changes applied.)
[OR]
- C. Click **Save Template** to save template with new name.
(The original template remains without changes and a new template is created with a new name.)

Mass Data Entry - Review & Confirm

<< Back Next >> Save Template Cancel

Please review your new intervention and student selections. If satisfied, click the Next button to create the interventions or Save Template to save this as a template.

You will be creating the following intervention:

Created On:		Intervention:	ELA Instruction	PIR Category:	ELA Instruction
RTI Level:	Tier 2	Start Date:		End Date:	
Mode:	Small Group (5-9)	Freq:	3	Period:	Weekly
Duration:	30 minutes	Scheduled:	Within Class Staffing		
Decision:		Status:	Pending	Grade:	
Site:	South Pine Hills Elementary School	Provider:		Case Liaison:	
Referral Type:		Classroom Teacher:		Administrator:	Jackson J Brown

Funding	Percentage	Program Type
Local	100	

Reasons/Criteria for Services: The student's teacher has indicated that the student is at risk for not achieving proficiency levels based upon classroom performance and current levels of academic achievement. A Level 2 score was achieved on the New York State ELA.

Consequences of Not Achieving: If a student in Grades K - 3 is not achieving the performance benchmarks in English Language Arts and/or Mathematics, he/she will require additional instructional support to be successful in school.

Intervention Curriculum: ELA Intervention Level 1 for Kindergarteners
Review letter sounds

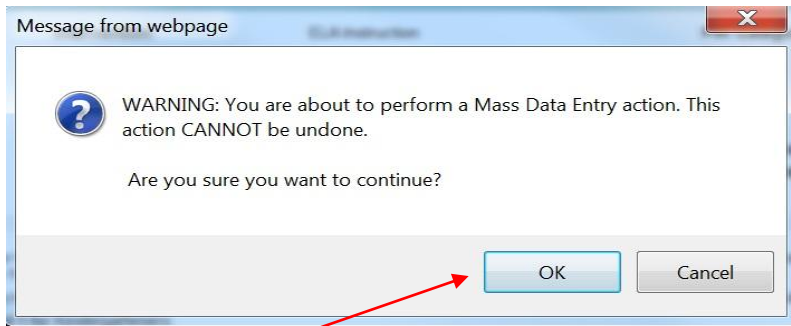
Reasons/Criteria for Discontinuance:

Internal Comments:

Report Comments:

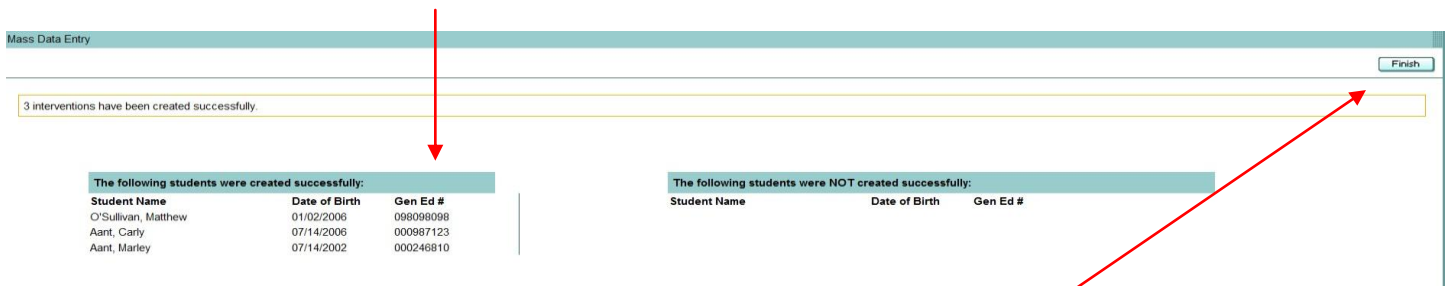
7. Click **Next**

8. A message will appear



9. Click **OK** to continue

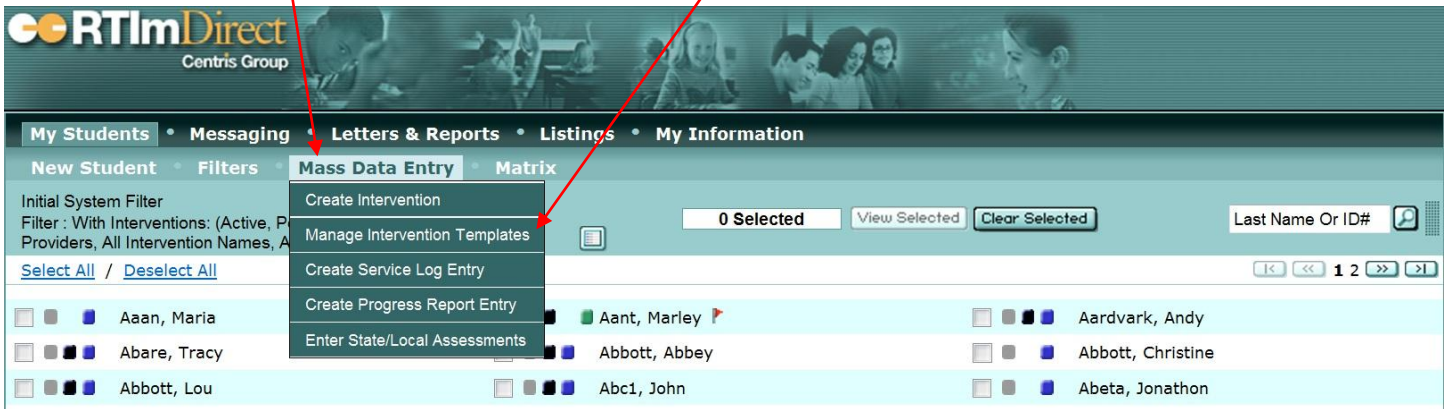
10. A list of students successfully assigned interventions will appear





11. Click **Finish** - Your intervention has been assigned to selected students

III. Manage Intervention Templates:

Hover over **Mass Data Entry** tab and select **Manage Intervention Templates**



You may:

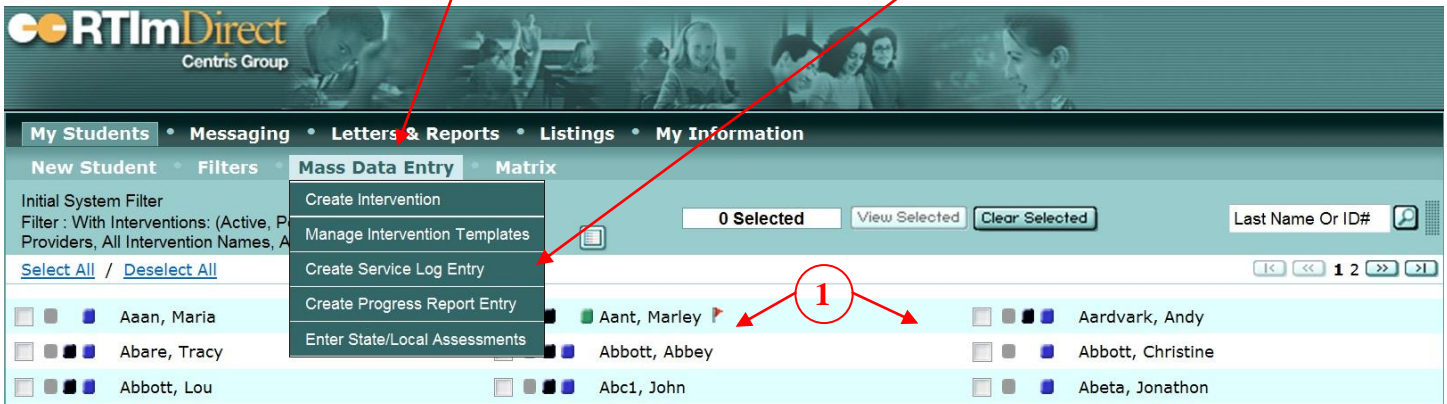
- Delete intervention template 
- Edit intervention template 
- Check/uncheck to show in your intervention list
- Add a new intervention
- Edit the order interventions appear in your intervention list



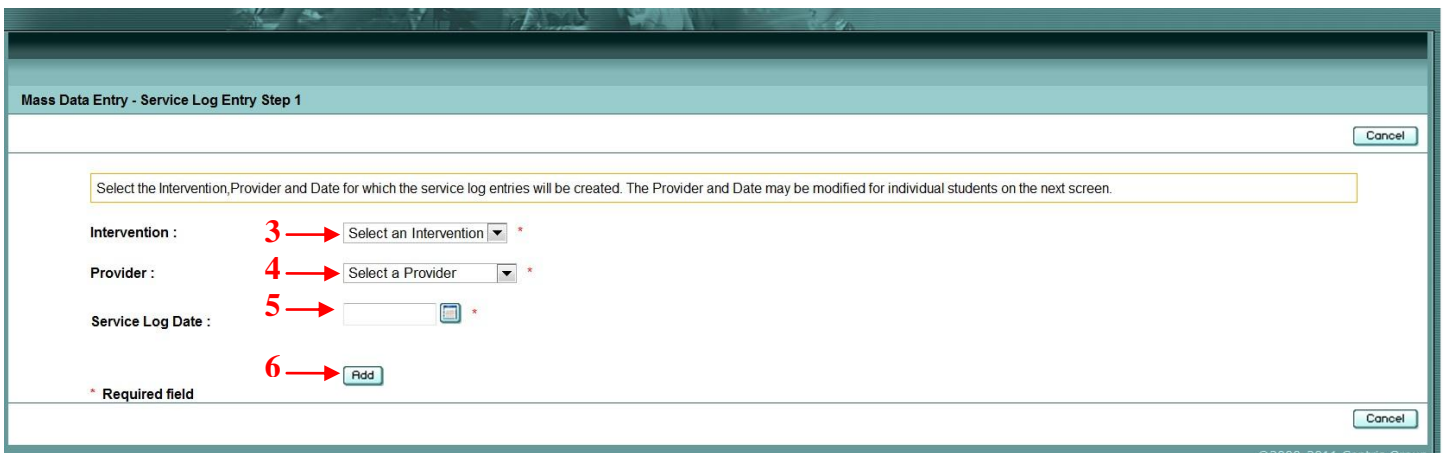
When finished remember to **Save** changes

IV. Enter Service Logs for Multiple Students:

1. Select students from **My Students** page
2. Hover your cursor over **Mass Data Entry** tab and select **Create Service Log Entry**



3. Select an intervention
4. Select a provider



5. Enter the date of the service log
6. Click **Add**

7. Enter **Service Log Minutes** (length of intervention) for each student

8. Enter **Comments** for each student

9. Click **Next**

10. Review summary screen

Student	Service Log Date	Intervention	Intervention Start Date	Minutes	Provider
Aant, Marley	03/11/2011	Math Instruction	1/4/2011	30	Trola, Vic

A. Click **Back** to return to the previous page and make changes

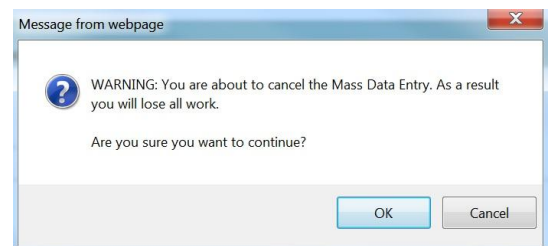
[OR]

B. Click **Next** to continue

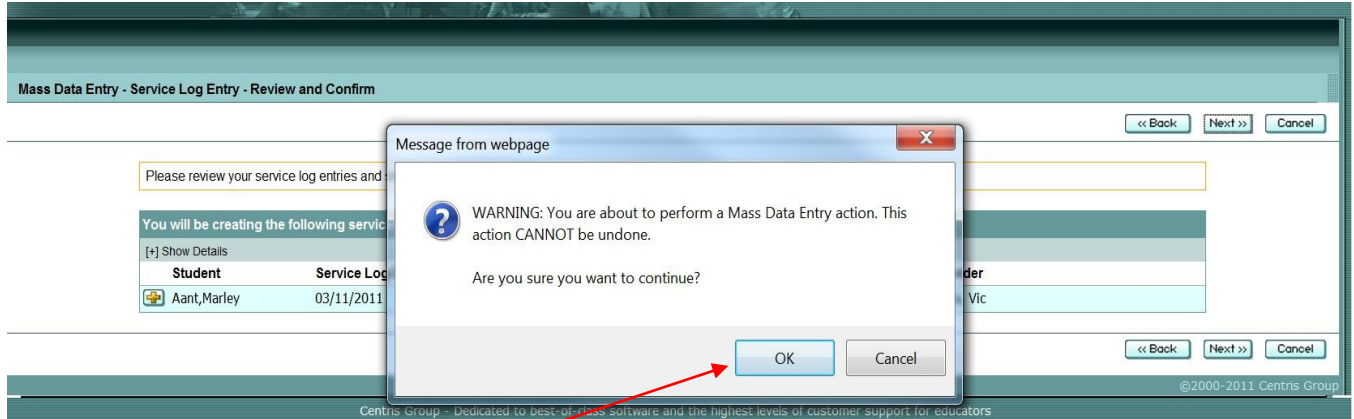
[OR]

C. Click **Cancel** to exit Mass Data Entry page without recording the service log. (A warning message will appear.)

11. Click **Next** to continue



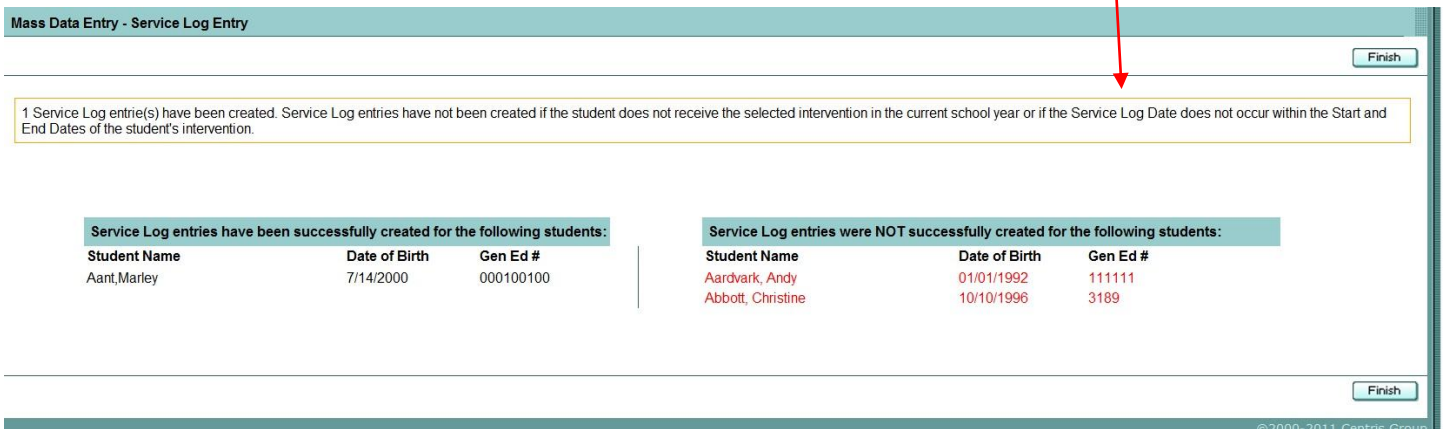
12. Another warning message will appear



13. Click **OK** to continue

14. The Mass Data Entry – Service Log Entry screen will appear

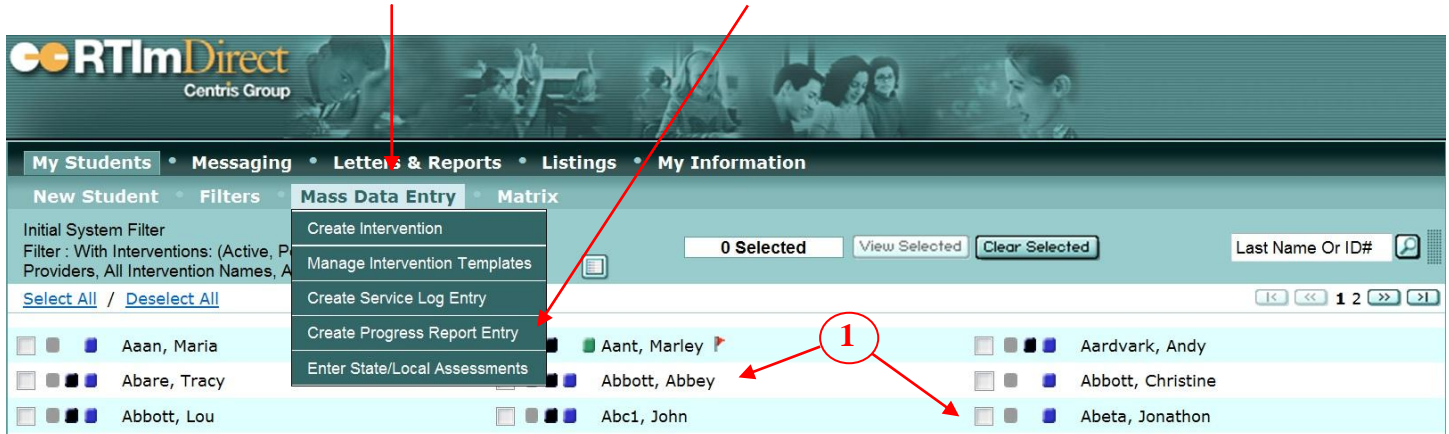
- a. Service logs for students in **black print**, on the left, have been successfully created
- b. Service logs for students in **red print**, on the right, have **NOT** been created
(An explanation will appear if a service log for a student has not been created successfully)



15. Click **Finish**. The service logs were entered into student records.
You will return to your My Students page

V. Enter Progress Reports for Multiple Students:

1. Select students from **My Students** page
2. Hover over **Mass Data Entry** tab and select **Create Progress Report Entry**



3. Select an Intervention
4. Select a Progress Report Name
5. Enter Date of Progress Report

Mass Data Entry - Progress Report Step 1

Select the Intervention, Progress Report Name and Date for which the progress report entries will be created. The Progress Report Name and Date may be modified for individual students on the next screen.

Intervention : * ← **3**

Progress Report Name : ← **4**

Progress Report Date : ← **5**

* Required field

6. Click **Add**

7. Enter progress notes

Intervention: ELA Instruction Page 1 of 3

Aant, Marley (7/14/2000 -- 000100100)
Intervention Start Date: 5/1/2011 Intervention End Date:

Progress Report Name: Report 2 *
Progress Report Date: 06/10/2011

Progress Notes: Marley is progressing well with his Reading intervention.

Show	Category	Sub-Category	Score
<input checked="" type="checkbox"/>	Category: *	Sub-Category:	Score:

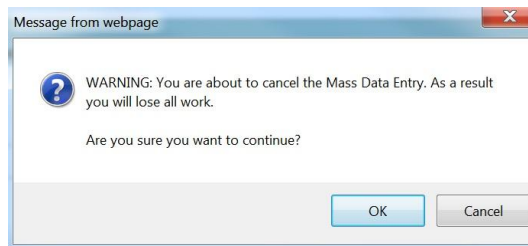
* Required field

Page 1 of 3

↑ **A** ↑ **B** ↑ **C**

8. If required by your district, add Category, Sub-Category, and Score

9. A. Click **Back** to return to the previous page and make changes
[OR]
 B. Click **Next** to continue
[OR]
 C. Click **Cancel** to exit Mass Data Entry page without recording the progress reports
 (A warning message will appear)



To continue click **Next**

10. A screen with your progress report information will appear

Mass Data Entry - Progress Report Entry - Review and Confirm

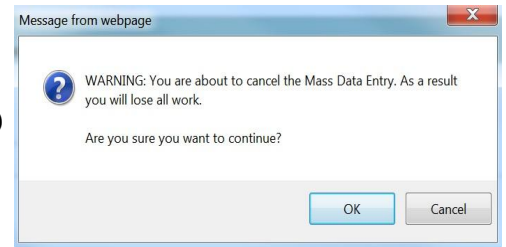
Please review your progress report entries and student selections. If satisfied, click the Next button to create the progress report entries.

↑ A
↑ B
↑ C

You will be creating the following progress report entries				
[+] Show Details				
Student	Progress Report Name	Progress Report Date	Intervention	Intervention Start Date
Aant, Marley	Report 2	06/10/2011	ELA Instruction	5/1/2011
Progress Notes Marley is progressing well with his Reading intervention.				
Category Reading Comprehension - Identifies Main Idea		Score 80		
O'Sullivan, Gilbert	Report 2	06/10/2011	ELA Instruction	5/1/2011
St. James, Clare	Report 2	06/10/2011	ELA Instruction	5/1/2011

Review your information and:

- A. Click **Back** to return to the previous page and make changes
- [OR]
- B. Click **Next** to continue
- [OR]
- C. Click **Cancel** to exit Mass Data Entry page without recording the progress reports. (A warning message will appear)



11. To continue Click **Next**
Another warning message will appear

Please review your progress report entries and student selections. If satisfied, click the Next button to create the progress report entries.

You will be creating the following				
[+] Show Details				
Student	Progress	Progress Report Date	Intervention	Intervention Start Date
Aant, Marley	Report 2			5/1/2011
Progress Notes Marley is progressing well with				
Category Reading Comprehension - Ide				
O'Sullivan, Gilbert	Report 2			5/1/2011
St. James, Clare	Report 2	06/10/2011	ELA Instruction	5/1/2011

Message from webpage

WARNING: You are about to perform a Mass Data Entry action. This action CANNOT be undone.

Are you sure you want to continue?

12. Click **OK** to continue

13. The Mass Data Entry – Progress Report Finish screen will appear
- Progress Reports for students in **black print**, on the left, have been successfully created
 - If there are student names in **red print**, on the right, progress reports have **NOT** been created.
(An explanation will appear if a progress report for a student has not been created successfully)

Mass Data Entry - Progress Report Finish Finish

3 Progress Report entry(s) have been created. Progress Report entries have not been created if the student does not receive the selected intervention in the current school year. If an intervention has been inactive for more than 15 days, a Progress Report entry will not be created.

Progress Report entries have been successfully created for the following students:			Progress Report entries were NOT successfully created for the following students:		
Student Name	Date of Birth	Gen Ed #	Student Name	Date of Birth	Gen Ed #
Aant, Marley	7/14/2000	000100100			
O'Sullivan, Gilbert	2/20/2000	000000001			
St. James, Clare	1/1/2000	000000002			

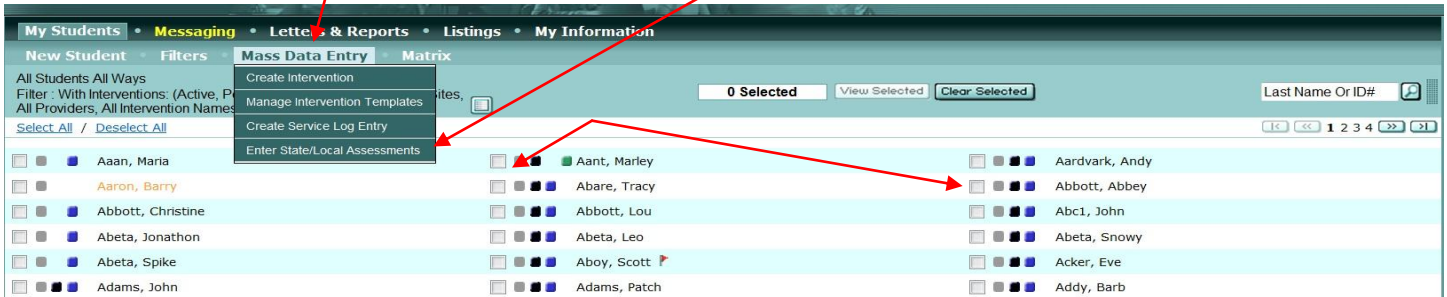
Student names will appear here if their progress reports have not been created.

Finish

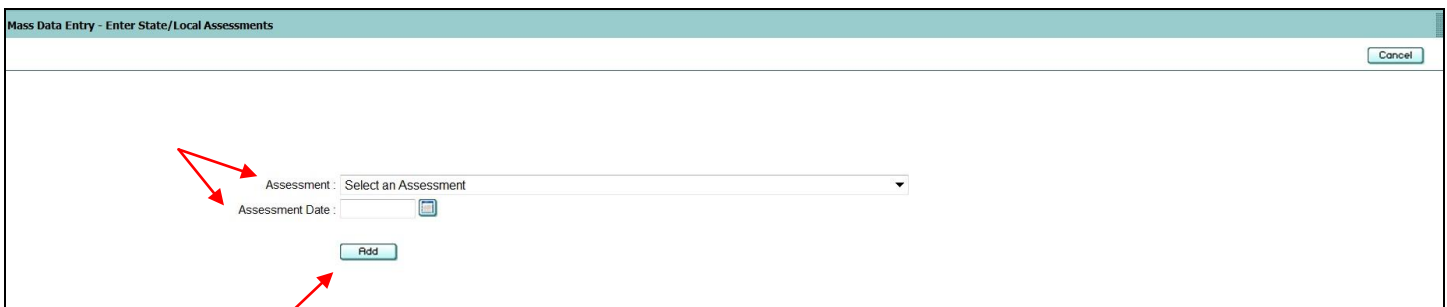
14. Click **Finish**. The progress reports were entered into student records. You will return to your My Students page

VI. Enter State/Local Assessments for Multiple Students:

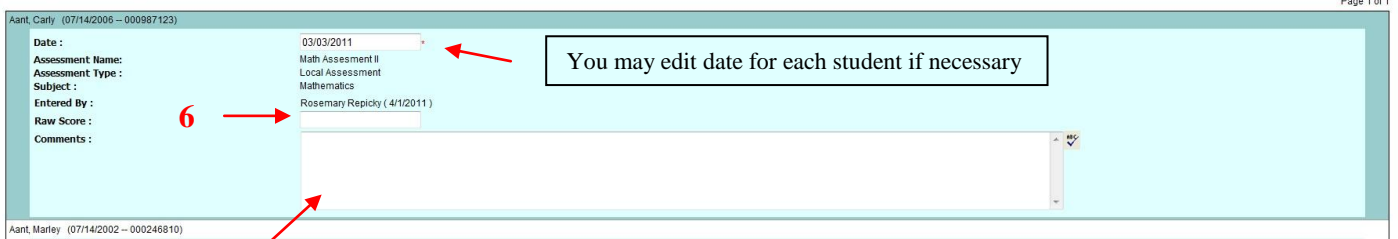
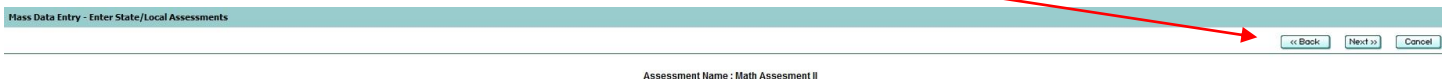
1. Select students from **My Students** page
2. Hover over **Mass Data Entry** tab and select **Enter State/Local Assessments**



3. Select an assessment from the drop down
4. Enter assessment date



5. Click **Add**
6. Enter scores for each student
- [OR]
7. Click **Back** to go back a step and change assessment



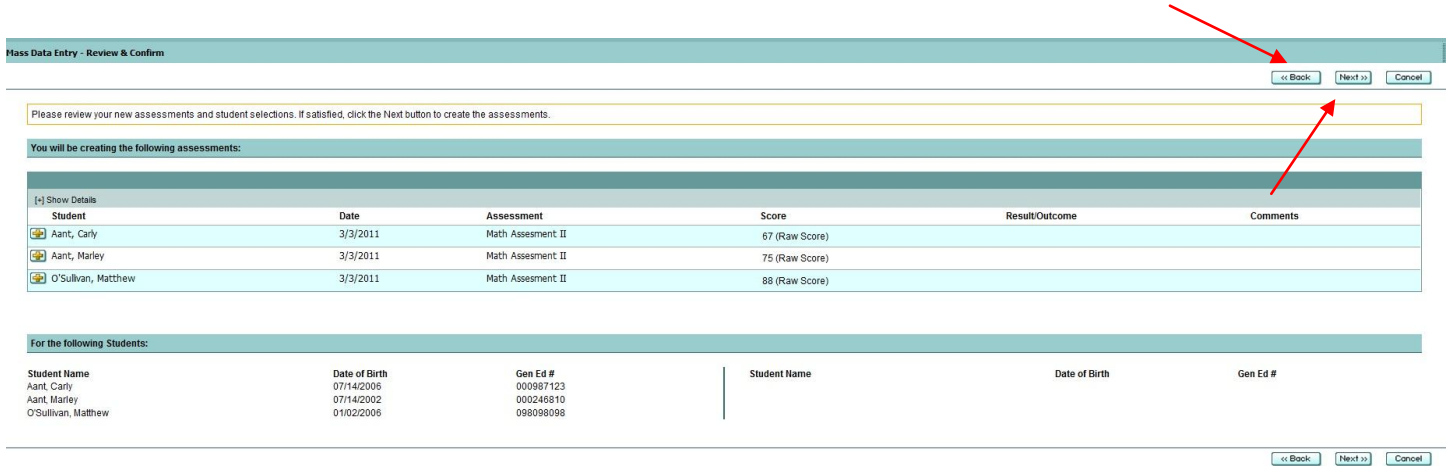
8. Enter comments (if applicable)
9. Click **Next**

10. Review information and:

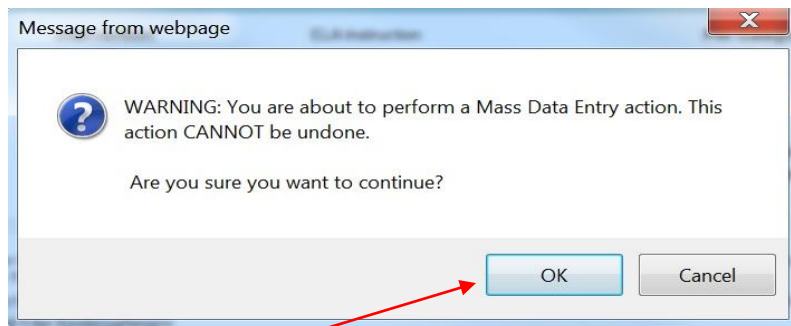
Click **Back** to go back to the previous page and make changes

[OR]

Click **Next** to continue

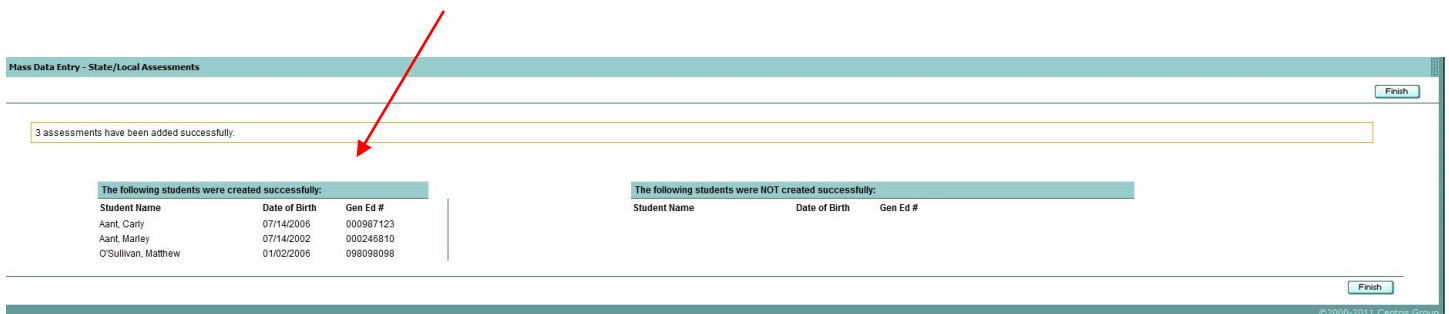


11. A message will appear



12. Click **OK** to continue

13. A list of students successfully assigned assessments will appear



14. Click **Finish** – the assignments have been entered in student files

Letters and Reports

Letters and Reports are created and revised by your district or are “Built-in” by Centris Group

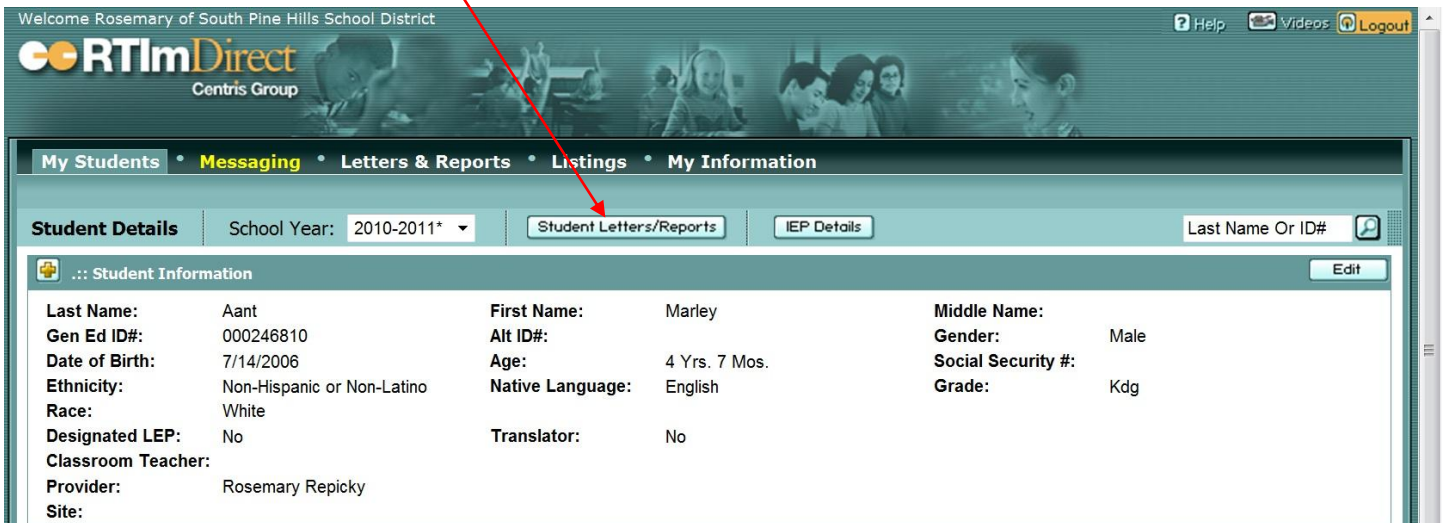
To generate a Letter or Report:

1. (A) Choose student(s) from **My Students** page and click **Letters & Reports** tab

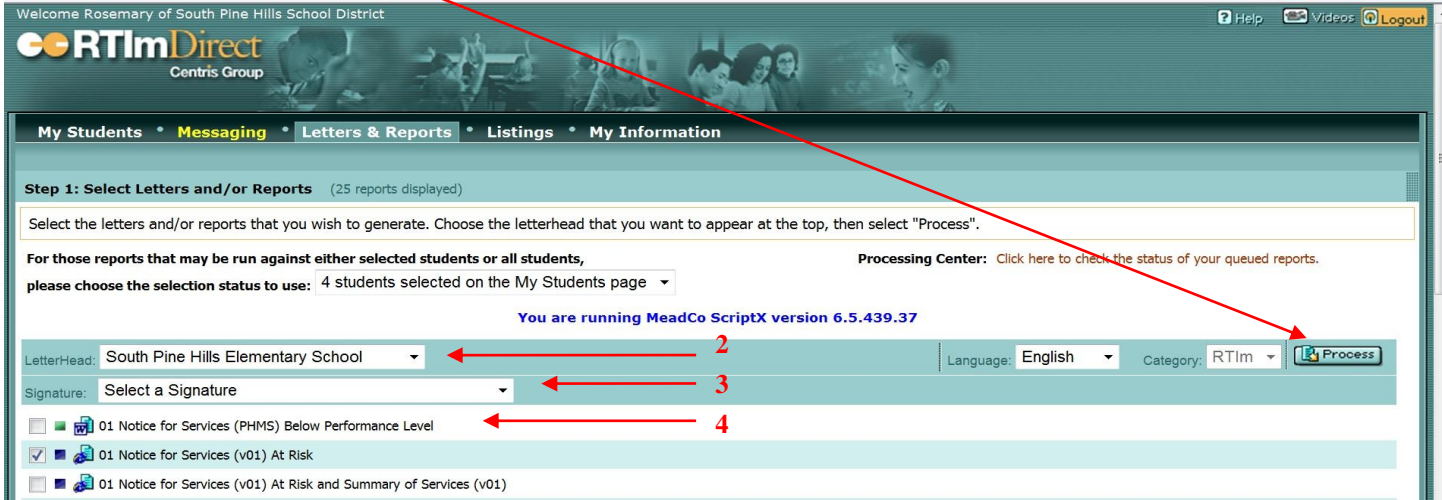


[OR]

1. (B) Click on a student name to enter a student’s record and click **Student Letters/Reports** from inside Student Details section



2. Choose Letterhead from drop down choices
3. Select a specific signature or choose “No Signature” from drop down choices
4. Select letter(s) and report(s) you wish to process for selected students
5. Press **Process**



Letters and reports may be:

1. Saved as a PDF
2. Viewed
3. Printed



Listings (Provider)

Listings allow users to query data on a number of students and present it in an easy-to-read columnar format. RTIm Direct provides the following types of listings:

1. **Built In Listings** - listings that are provided with RTIm Direct. They cannot be overwritten or deleted; however, they can be edited and custom listings can be created from them. On the Listings screen, built-in listings are identified by a blue box (■) to the left of its name.
2. **Custom Listings** - listings that are created by a district user in RTIm Direct. These listings are only available to users within the district. Custom Listings may be overwritten and deleted. On the Listings screen, custom listings are identified by a green box (■) to the left of its name. Only RTIm Direct Supervisors permissions may save custom listings, but providers may create and generate custom listings.

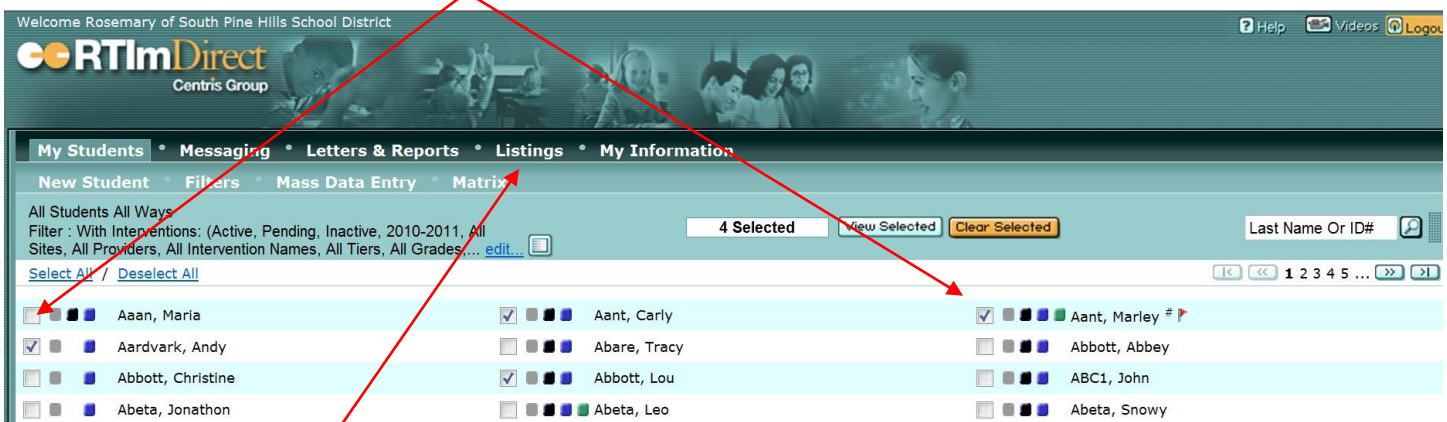
1. Built In Listings

Built In Listings are generated from:

- A. Information drawn from a select group of students
[OR]
- B. Information drawn from the entire student database

A. To generate a built in listing for a select group of students:

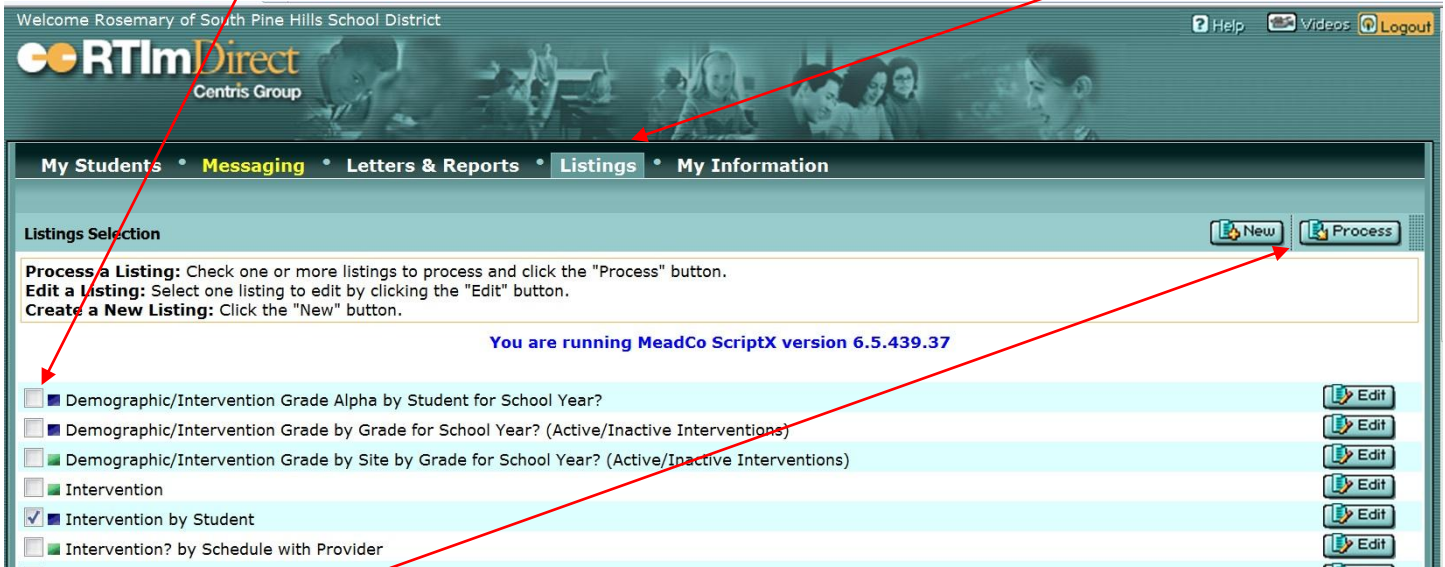
1. Choose students from My Students page



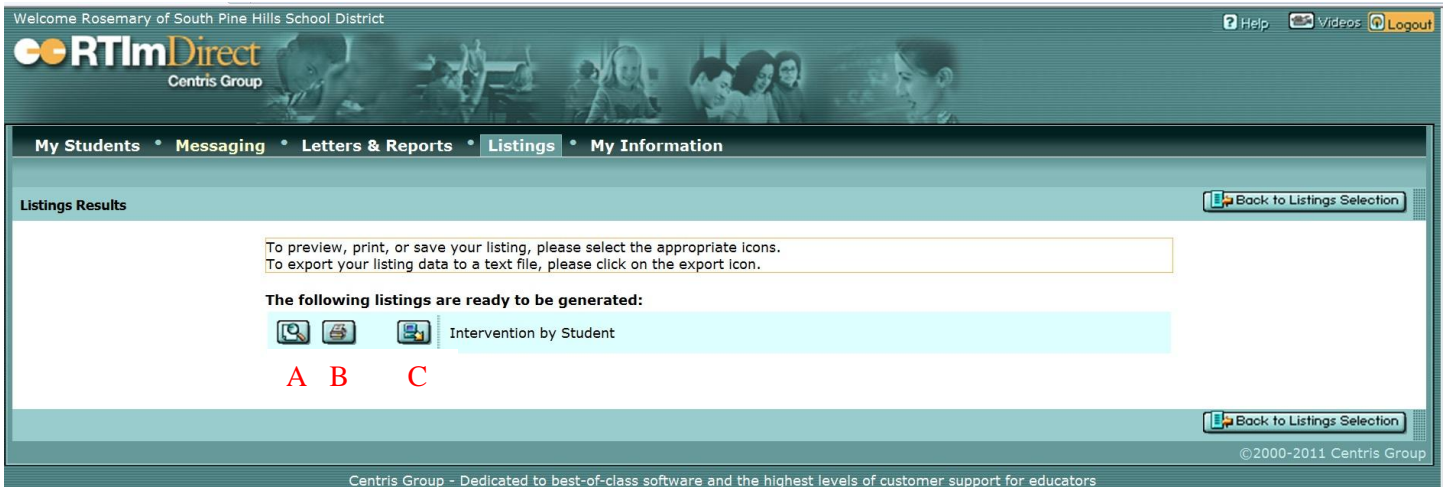
2. Go to the **Listings** tab and follow the steps below.

B. To generate a built in listing that draws information from all student records:

1. Go directly to the **Listings** tab without selecting students on the My Students page
2. Choose the listing(s) you would like to generate




3. Click Process



Listings may be:

A. Viewed 

B. Printed 

C. Exported as text data file (can be imported to Excel or Word) 

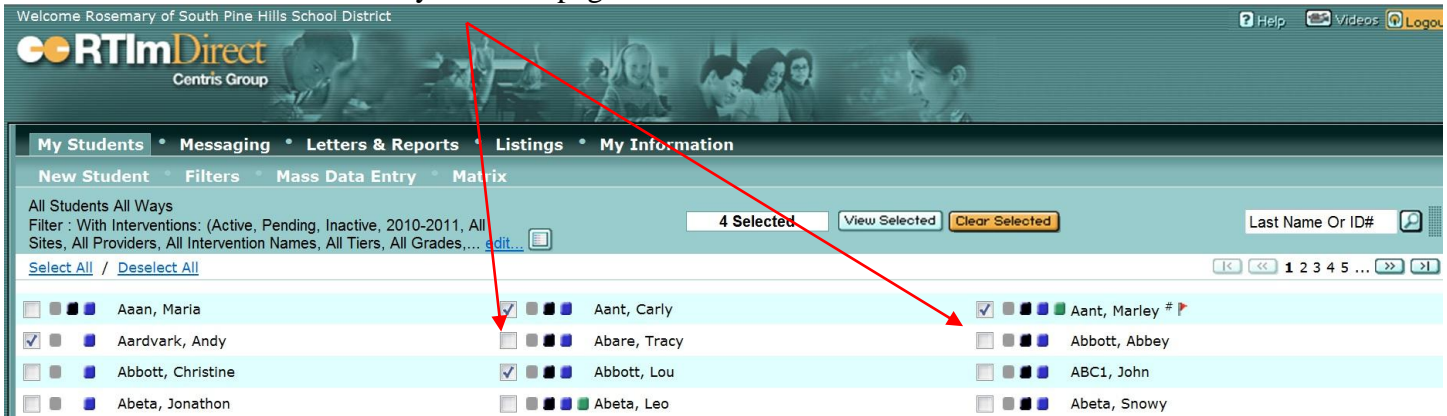
2. Custom Listings

Custom listings are generated from:

- A. Information drawn from a select group of students
- [OR]
- B. Information drawn from the entire student database

A. To create a custom listing for a select group of students:

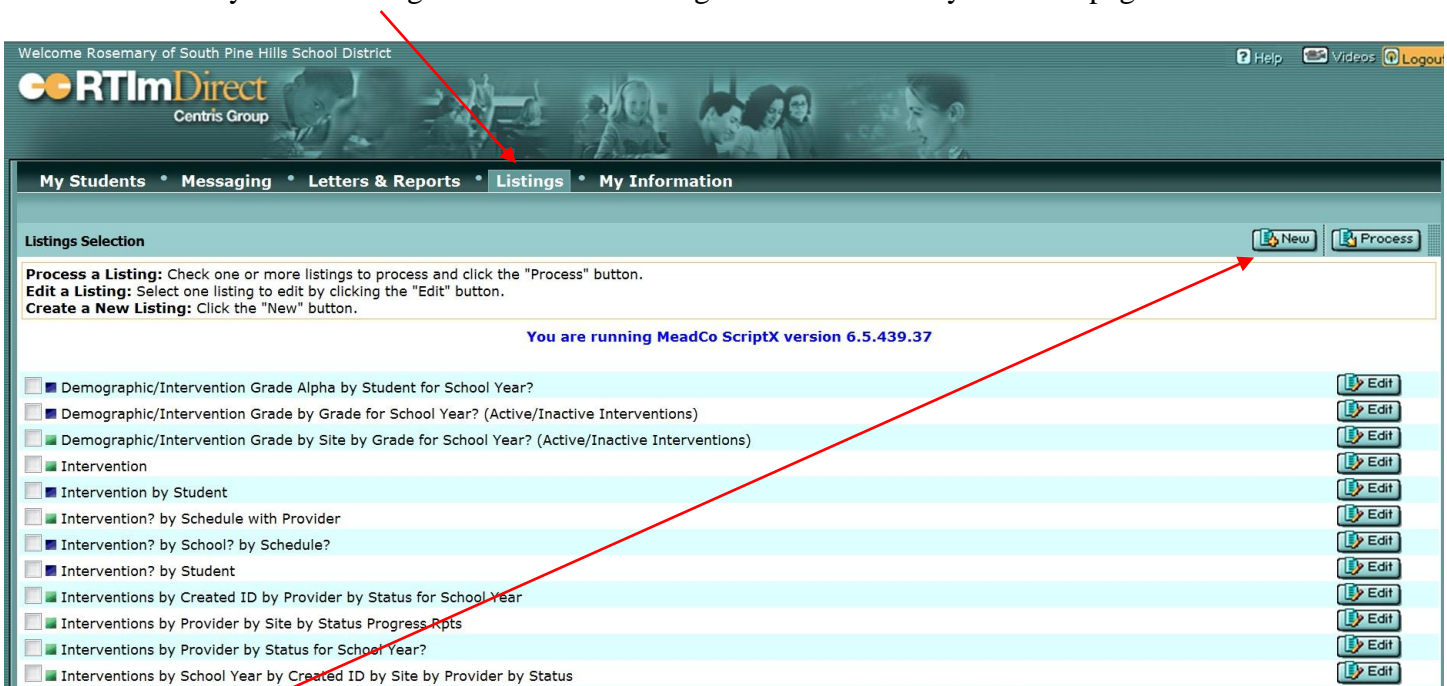
1. Choose students from My Students page



2. Go to the Listings tab and follow the steps below.

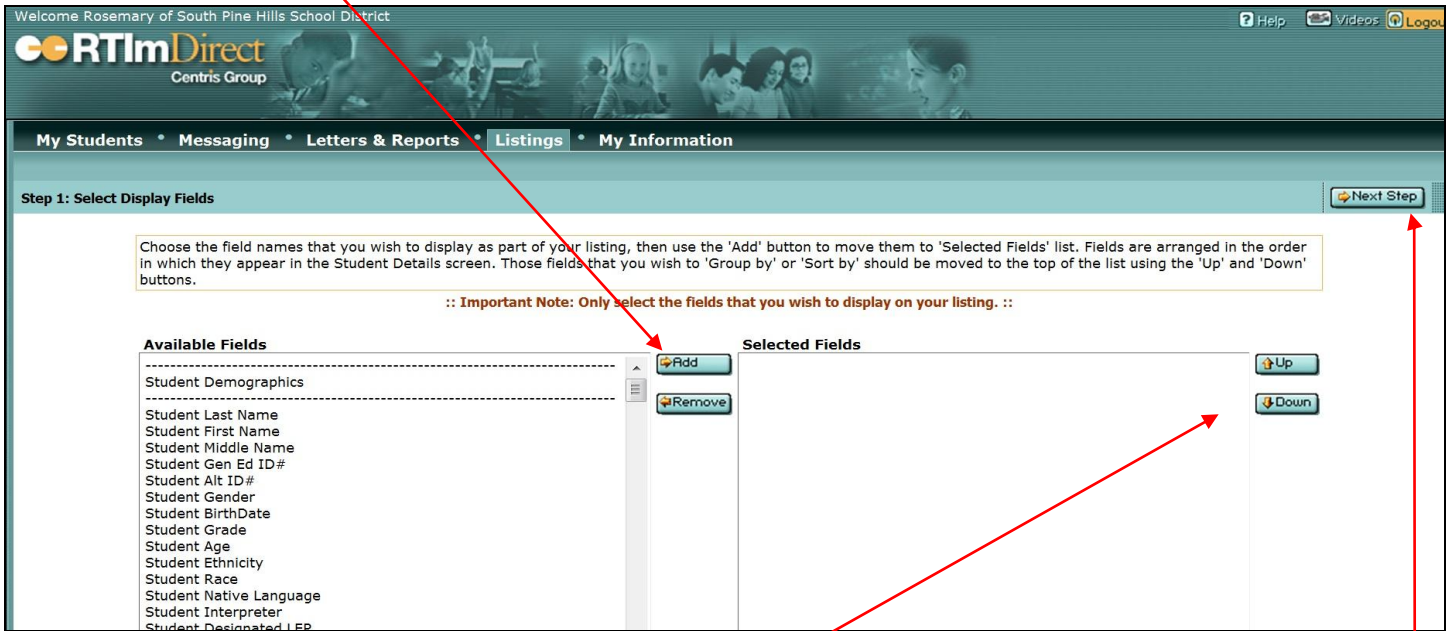
B. To generate a custom listing that draws information from all student records:

1. Go directly to the Listings tab without selecting students on the My Students page



2. Click New

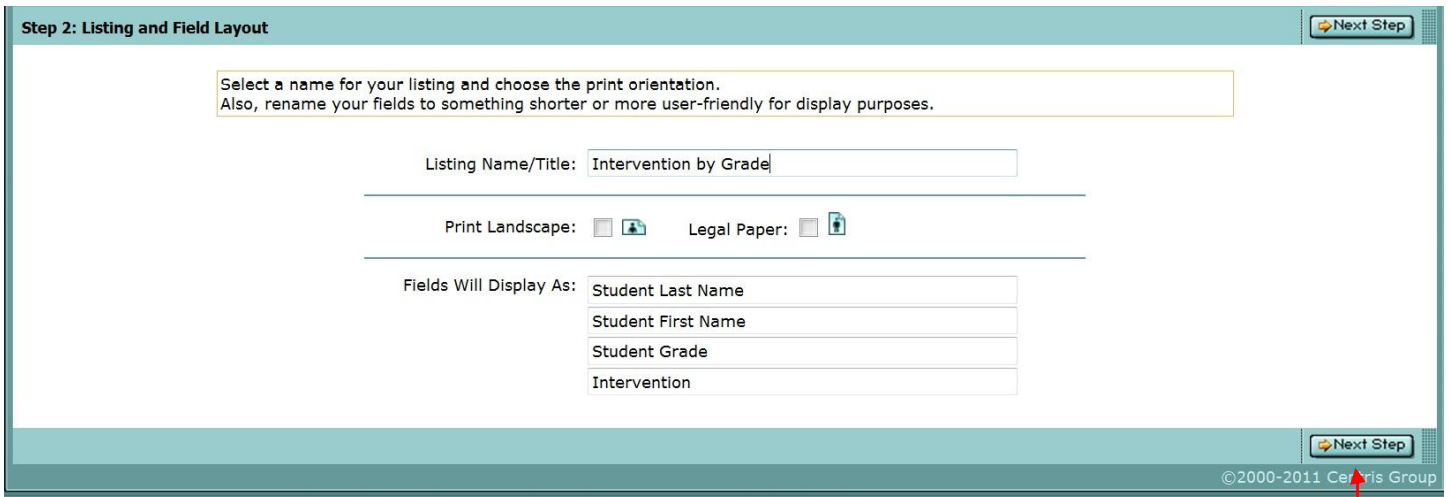
3. Use the **Add** and **Remove** buttons to select the fields you wish to use in creating the listing



4. Use the Up and Down buttons to arrange the fields in the order you would like them to appear on the listing

5. Click Next Step

6. Name your listing



7. You may choose Print Landscape or Legal Paper

8. Click Next Step

9. Choose if/how fields should be grouped and sorted. You can set page breaks, subtotals and sums for each field, and/or to hide duplicates

Step 3: Grouping and Sorting Layout Next Step


Design your Listing:

Group By provides the option to group your listing in different sections.
Break Page provides the option to start printing on a new page after each group.
Sort Asc, Sort Desc provides the option to sort your listing on certain fields alphabetically or numerically.
Subtotal provides a count of total records after each grouping.
Sum provides a total at the bottom of each group for numeric fields.
Hide Duplicates disallows multiple records with the same value from displaying twice.

Field	Group By	Break Page	Sort Asc	Sort Desc	Subtotal	Sum	Hide Duplicates
Student Last Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student First Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intervention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next Step

10. Click Next Step

11. Select combination of conditions and filters from the drop downs to narrow or broaden your listing
(For assistance in choosing criteria click the  icon)

Welcome Rosemary of South Pine Hills School District Help Videos Logout

RTImDirect
Centris Group

My Students • Messaging • Letters & Reports • **Listings** • My Information

Step 4: Select Listing Criteria ? Process

Select any combination of conditions and filters to narrow or broaden your listing. For assistance, click the help icon above.

Field	Operator	Criteria	Prompt	Remove
Status	Equal To	Active	<input type="checkbox"/>	

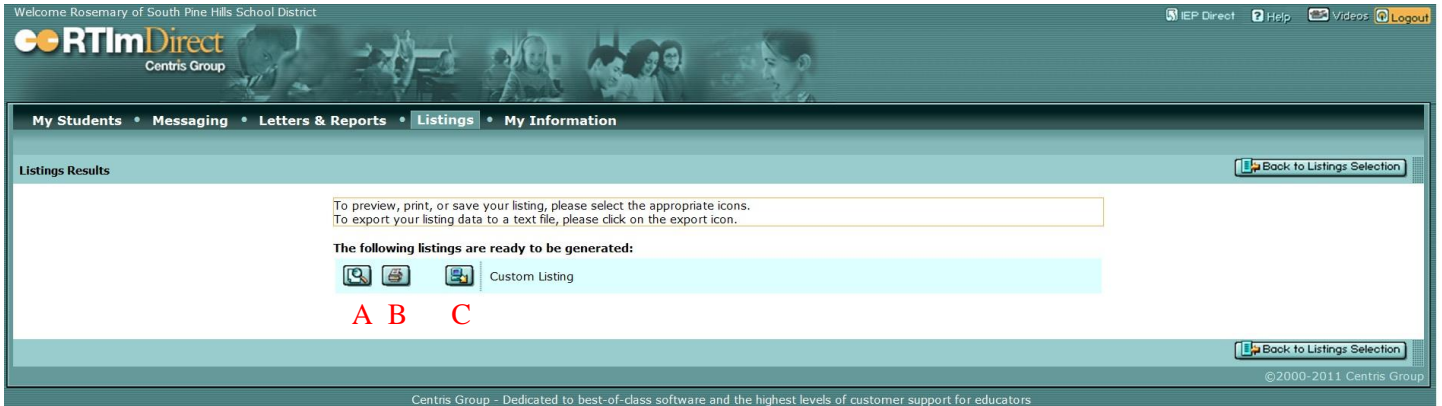
And Or

And Or

Process

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12. Click Process



Your new listing may be:

A. Viewed 

B. Printed 

C. Exported as a text file (can be imported to Excel or Word) 

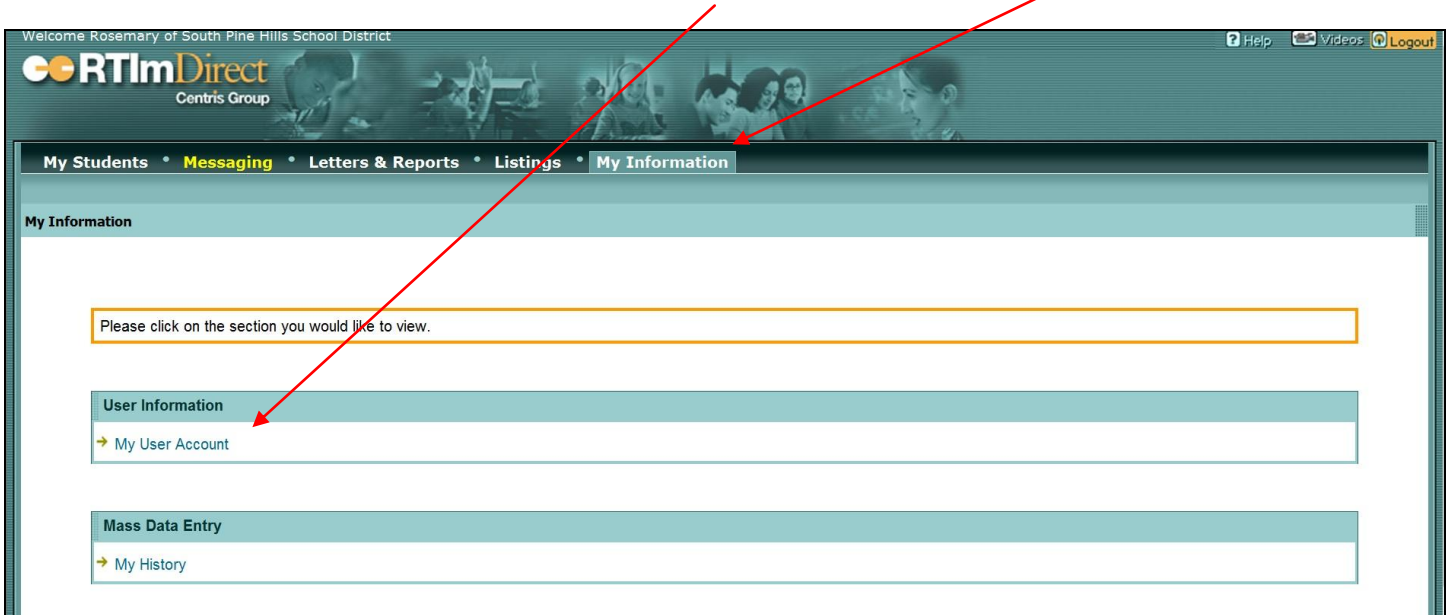
*NOTE: Providers may not save a custom listing. Custom listings may only be saved by RTIm Direct Supervisors

My Information

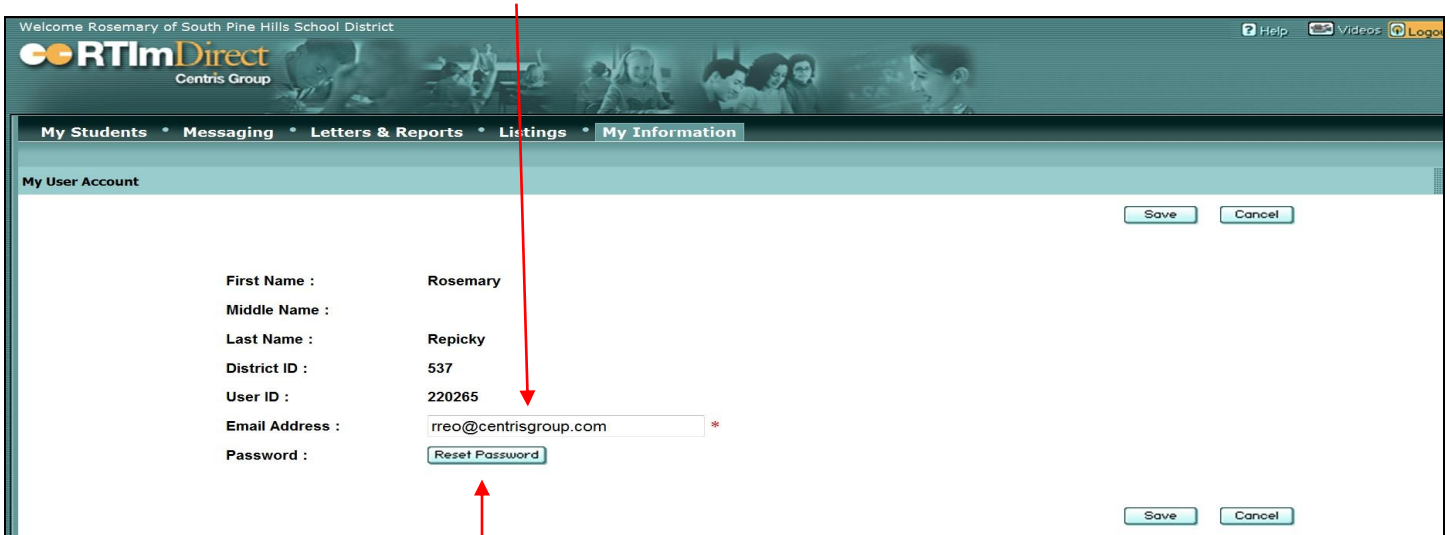
At the **My Information** tab you can

1. Add/change your email address
2. Change/reset your password
3. View your **Mass Data Entry** history

1. To Add/update your email address click on **My User Account** in the **My Information** tab



Add/Update your email address. (Should you forget your password you can prompt the system from the home page to send it to you. Make sure you enter an email that you can access from work.)



2. To change/reset your password click on **Reset Password**

- Follow the instructions and enter your personalized password
 - Passwords must contain:
 - At least 9 characters
 - At least 1 upper case character
 - At least 1 lower case character
 - At least 1 number (symbols do not count as a number)
 - Symbols **may not** be used in passwords

Reset Password

Save Cancel

Please enter your new password below.

The new password must be at least 9 characters and contain the following:

- One upper case character
- One lower case character
- One number

New Password : *

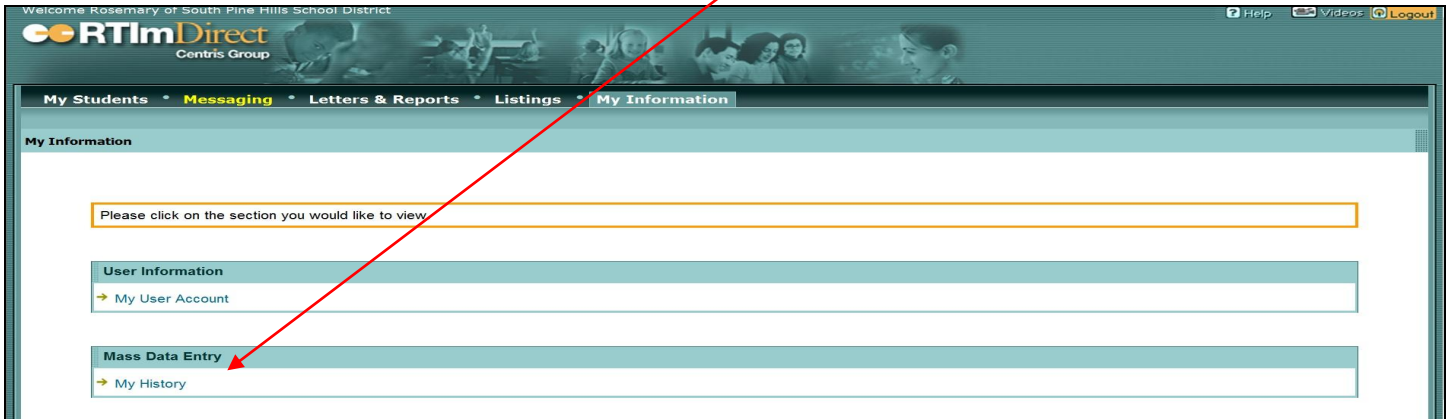
Reenter New Password : *

* Required Field

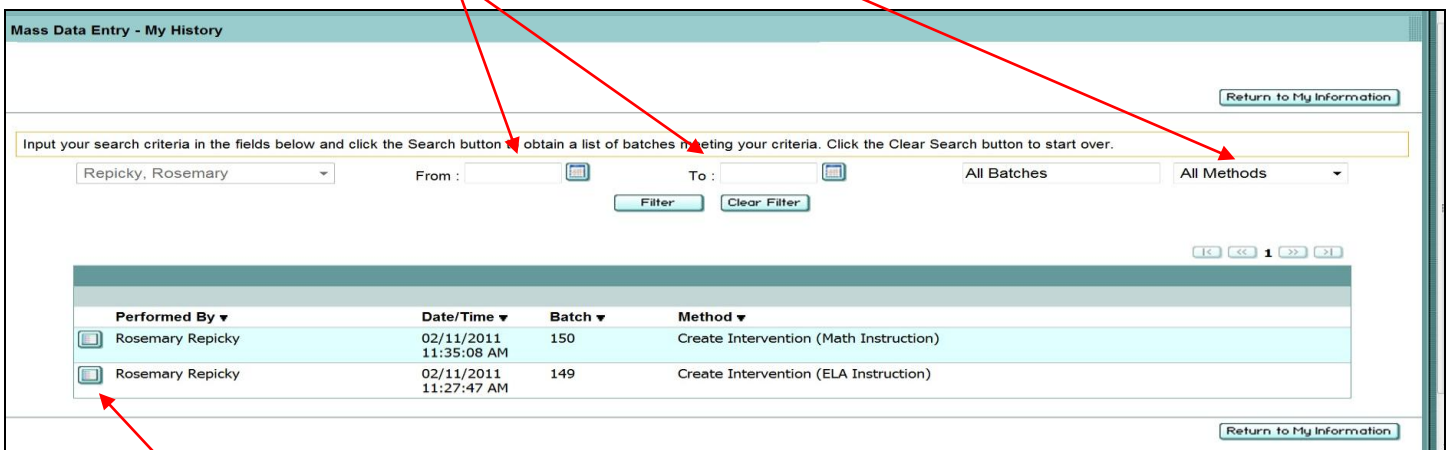
Save Cancel

- Passwords are case sensitive – make sure **Caps Lock** is **off**
- Future passwords may be similar to previous passwords
- Remember to **Save** your information
- Passwords may be reset by you sooner than deadline dates
- Starting 7 days before expiration of your password the system will give you warning notices to update your password when you log on. Reset your password as soon as you receive a notice.
- **Do not share your password with anyone**

3. To view your Mass Data Entry history click on **My History**



You can filter by entering a date range and selecting a method from the drop down



Click on icon to view Mass Data Entry details

