RTIm Direct

User Manual

Centris Group
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RTIm Direct User Training
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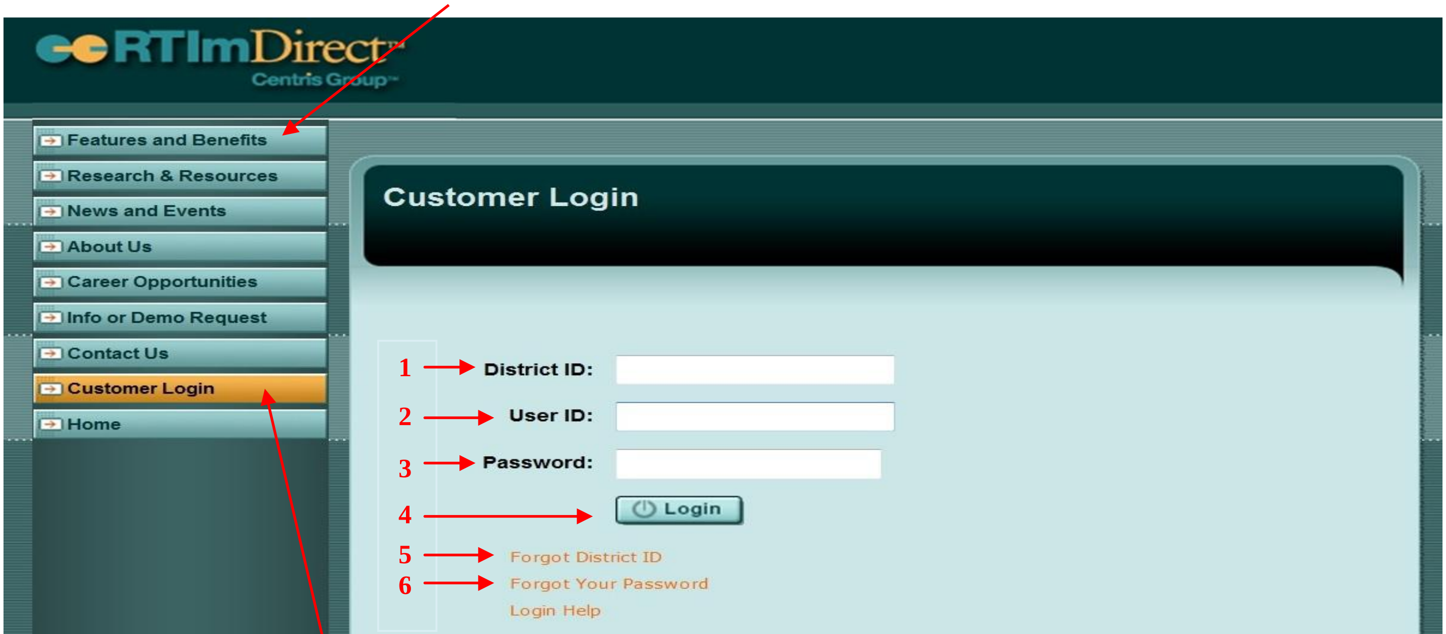
Customer Log In

Connect to the internet using:

- Internet Explorer – PC
- Safari – MAC

Go to http://www.RTImdirect.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

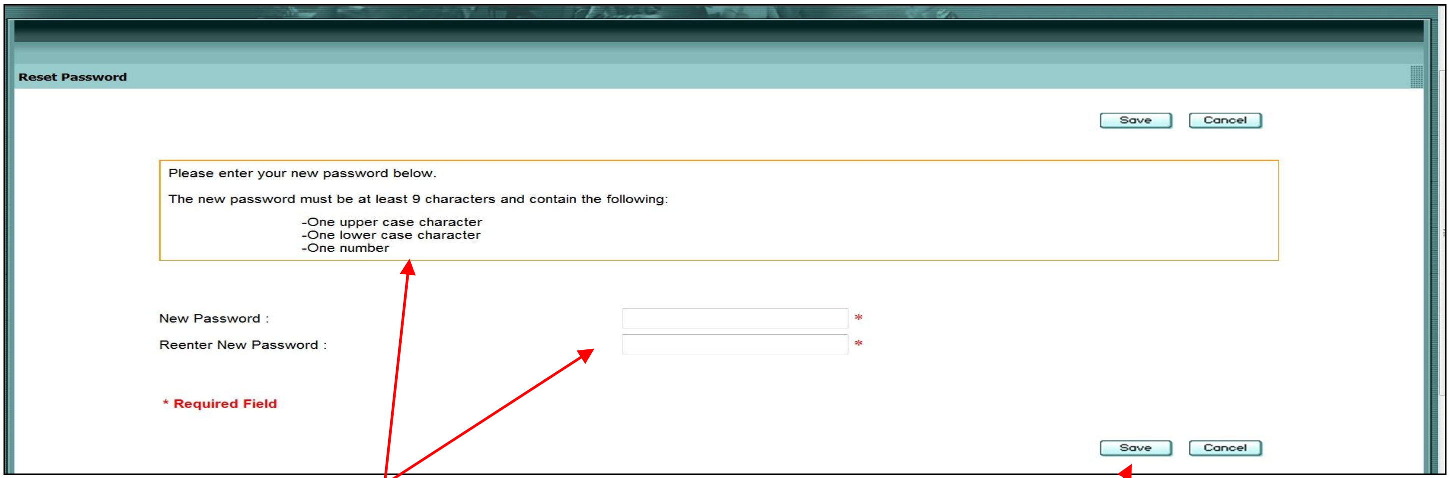
*Email address must be entered in your **My Information** section inside RTIm Direct

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 to180 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

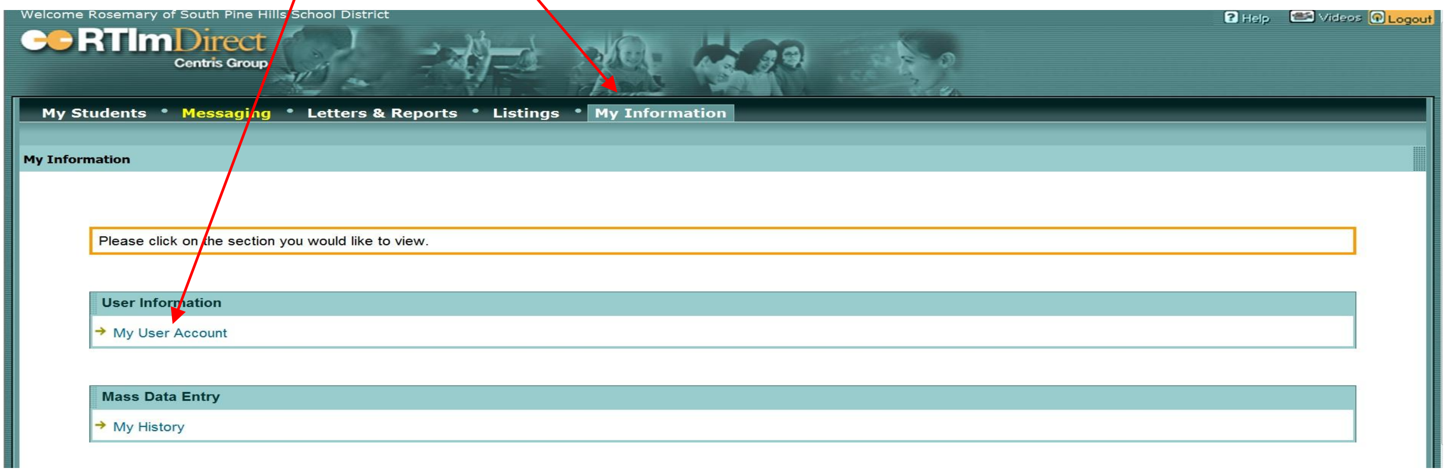
Do not share your password with anyone

Passwords may be reset by you sooner than deadline dates

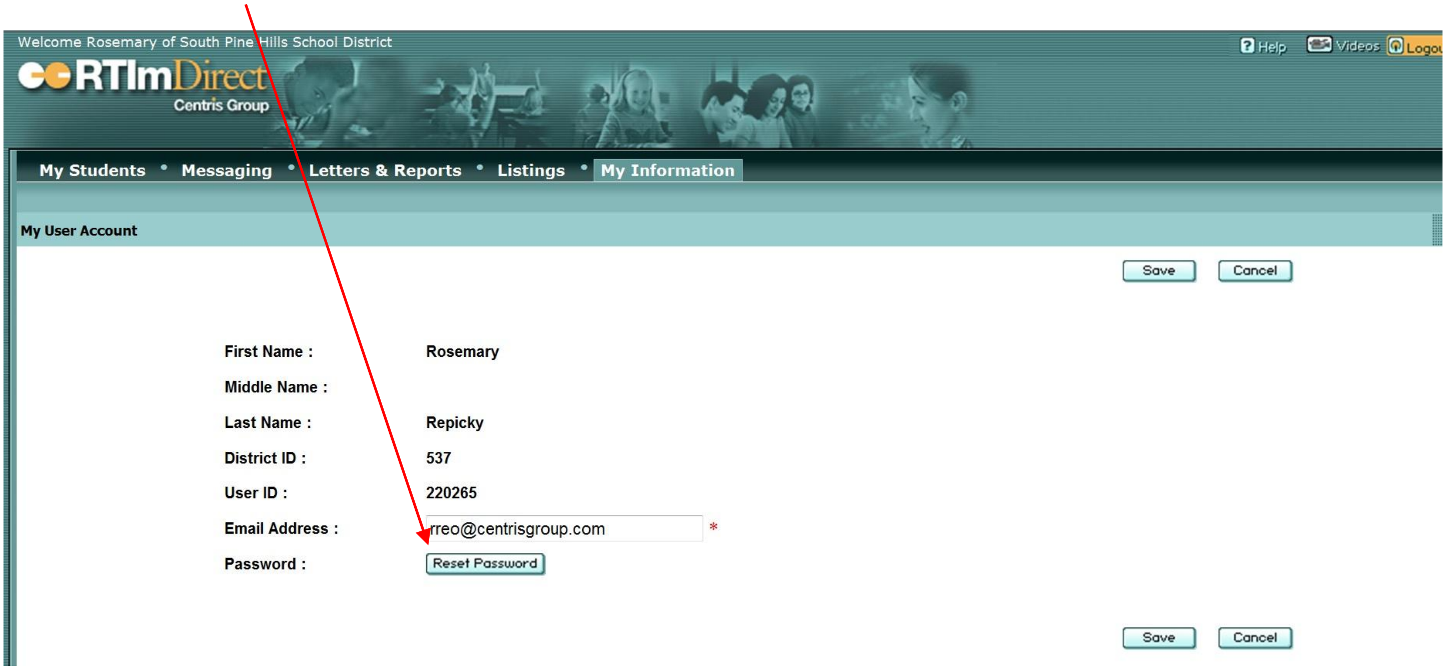
Starting 7 days before expiration of your password the system will give you warning notices to update your password when you log on. Reset your password as soon as you receive a notice.

To reset your password **before** it expires

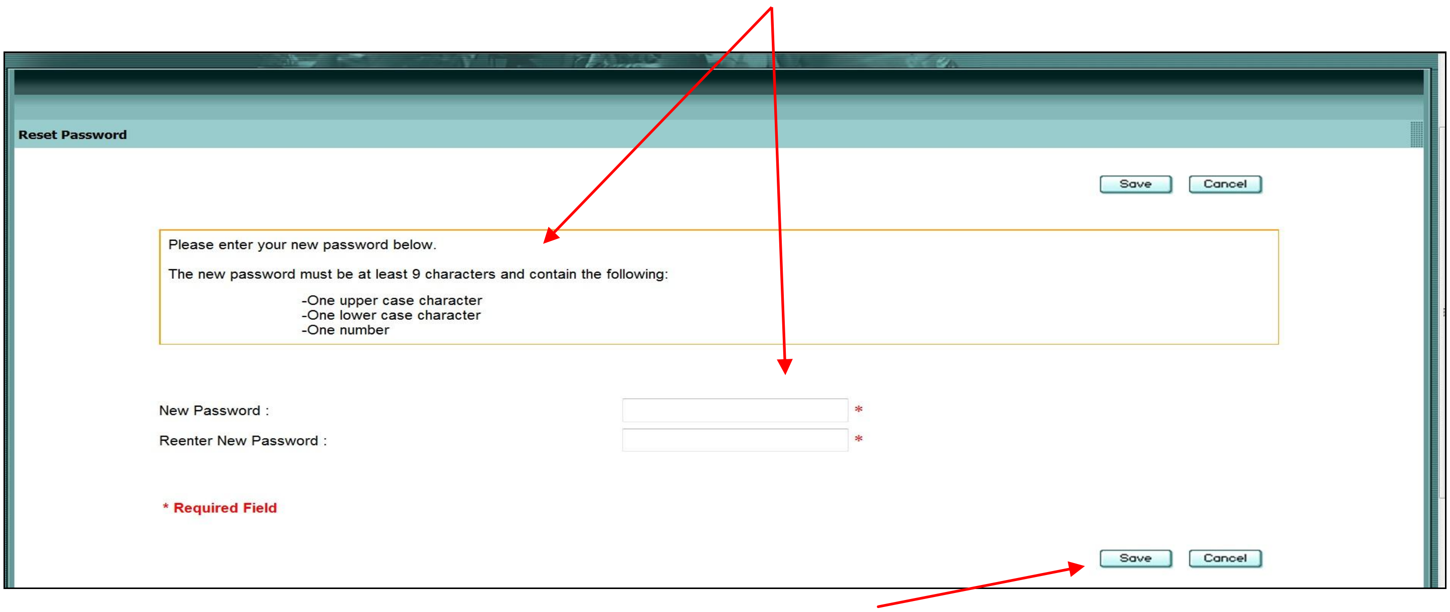
1. Go to the **My Information** Page
2. Click on **My User Account**



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

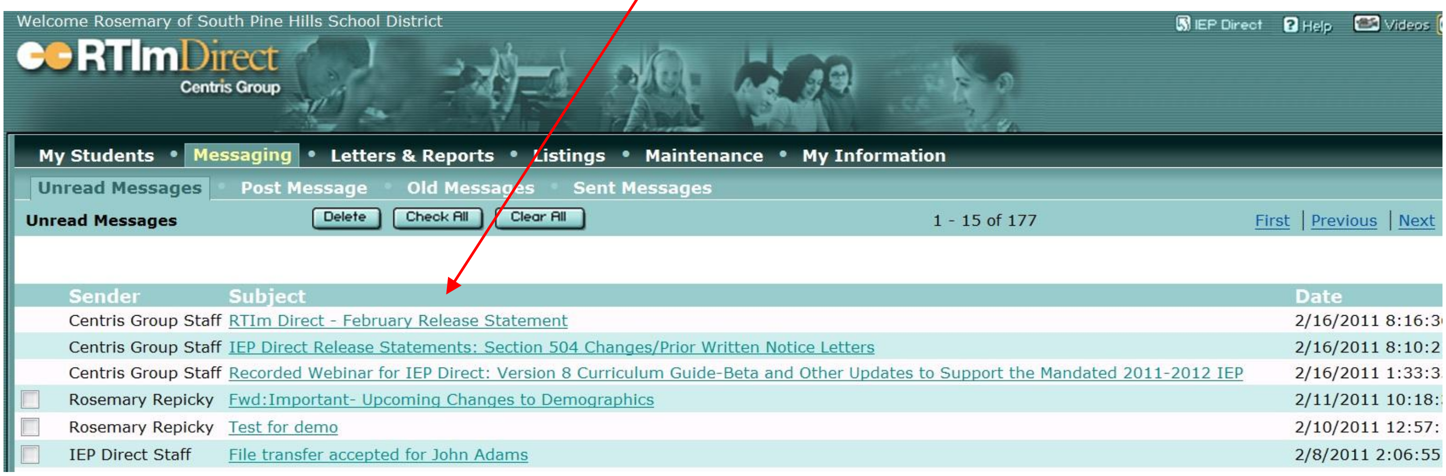
- ☐ **Do not share your password with anyone**
- ☐ Starting 7 days before expiration of your password the system will give you warning notices to update your password when you log on. Reset your password as soon as you receive a notice.
- ☐ Passwords may be reset by you sooner than deadline dates

Messaging within RTIm Direct

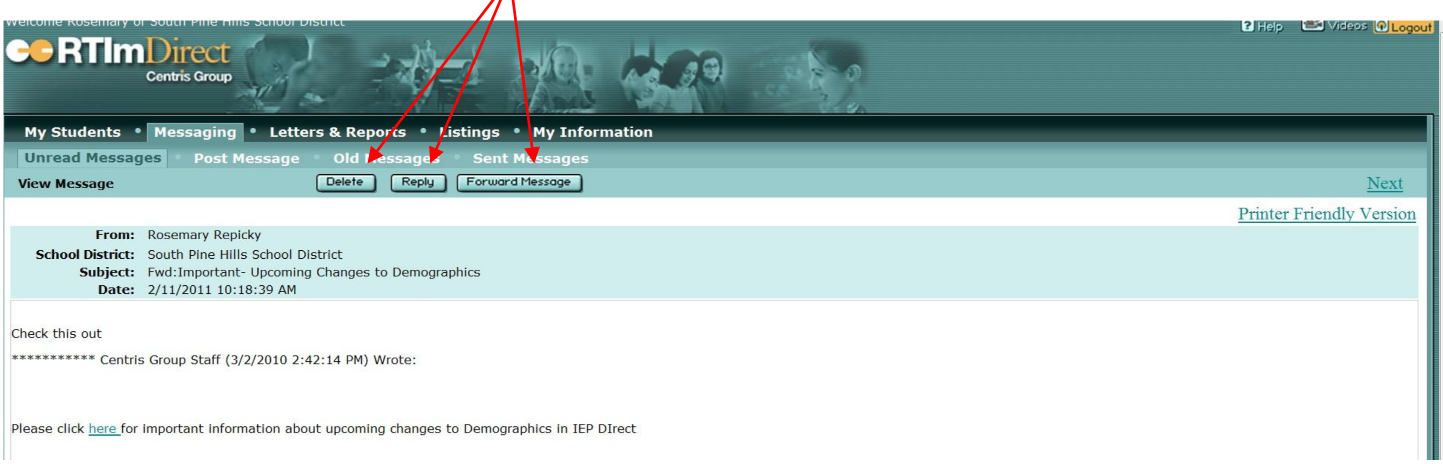
RTIm Direct program opens directly to **Unread Messages**

- 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

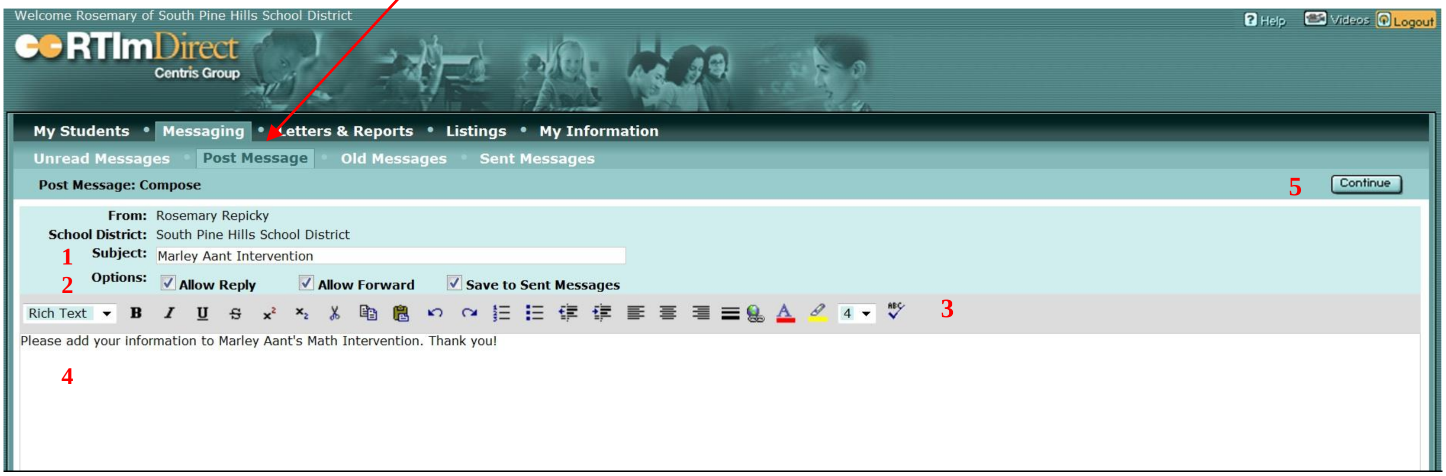
To open and view messages simply click on the **Subject** of the message



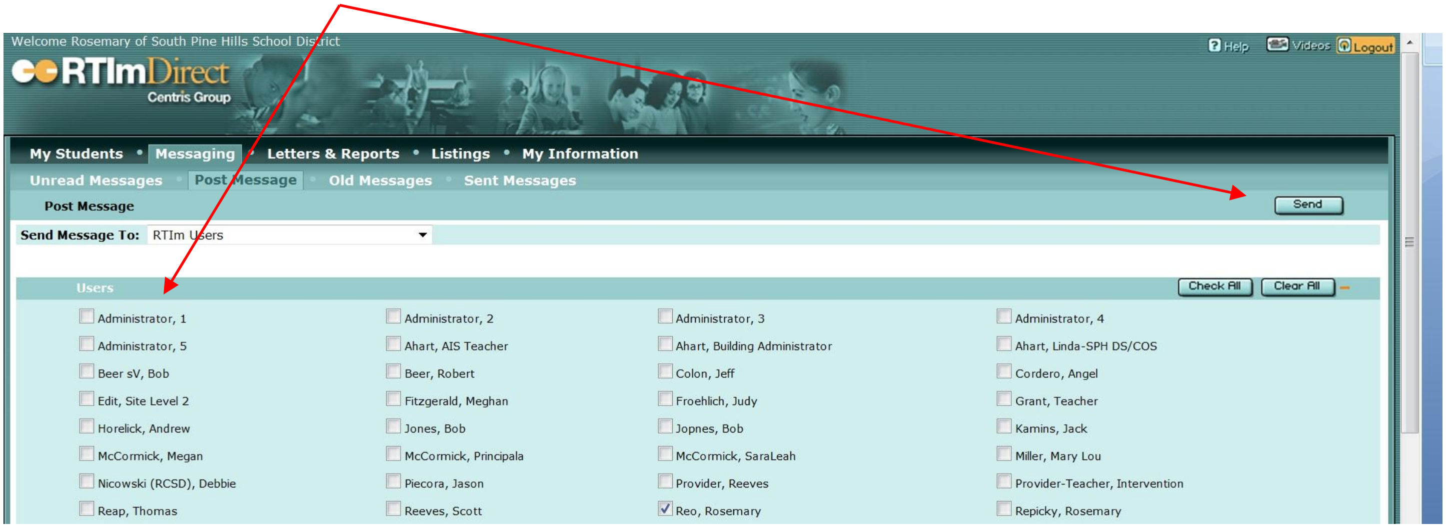
Once the message is open you may **Delete**, **Reply**, or **Forward** the message



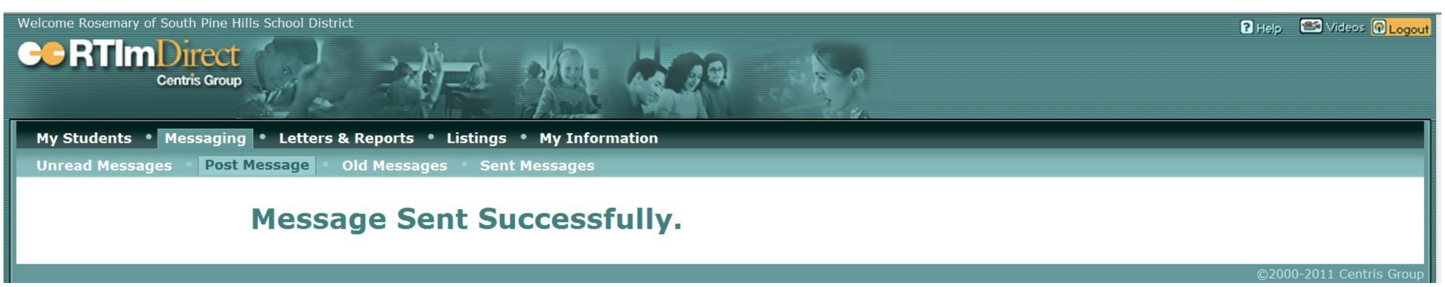
To send a new message, go to **Post Message**



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**

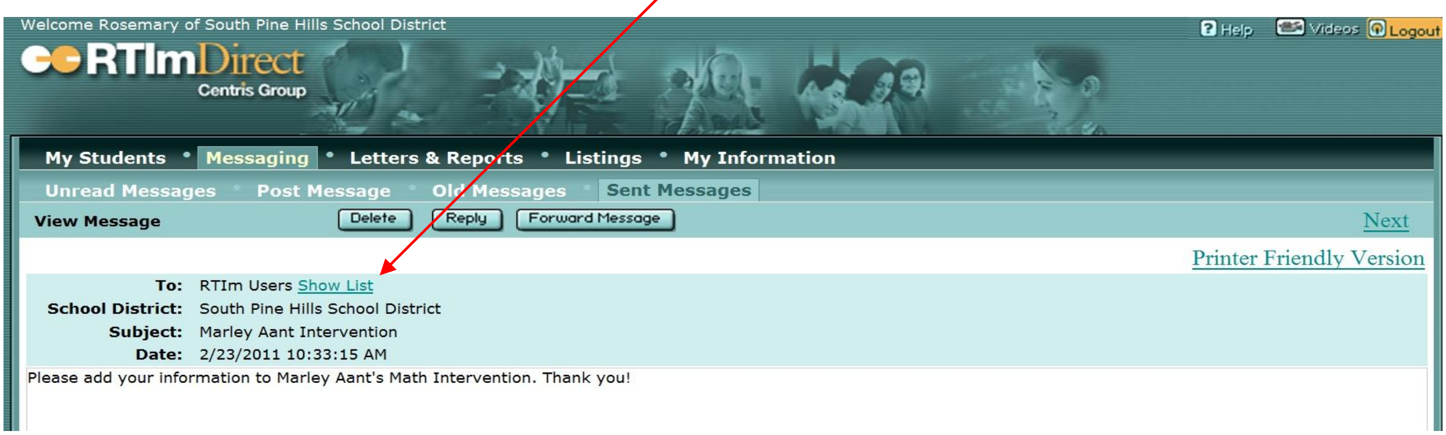
Only messages with a select box ☑ in the **Old Messages** section may be selected and deleted

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 - Last Name or ID # search by student's last name or ID#
  - Choose student – ☑ - check in blank box - left of student name
  - View Selected [View Selected]
  - Clear Selected [Clear Selected]
  - Scroll from page to page |< << 1 2 3... >> >|
- ☐ Update messages [Next Update : Wednesday, 6/8/2011 at 5:00 PM]
- ☐ Built in Online Help [Help]
- ☐ Logout [Logout]
- ☐ IEP Direct/RTIm Direct Link [IEP Direct]

Filters

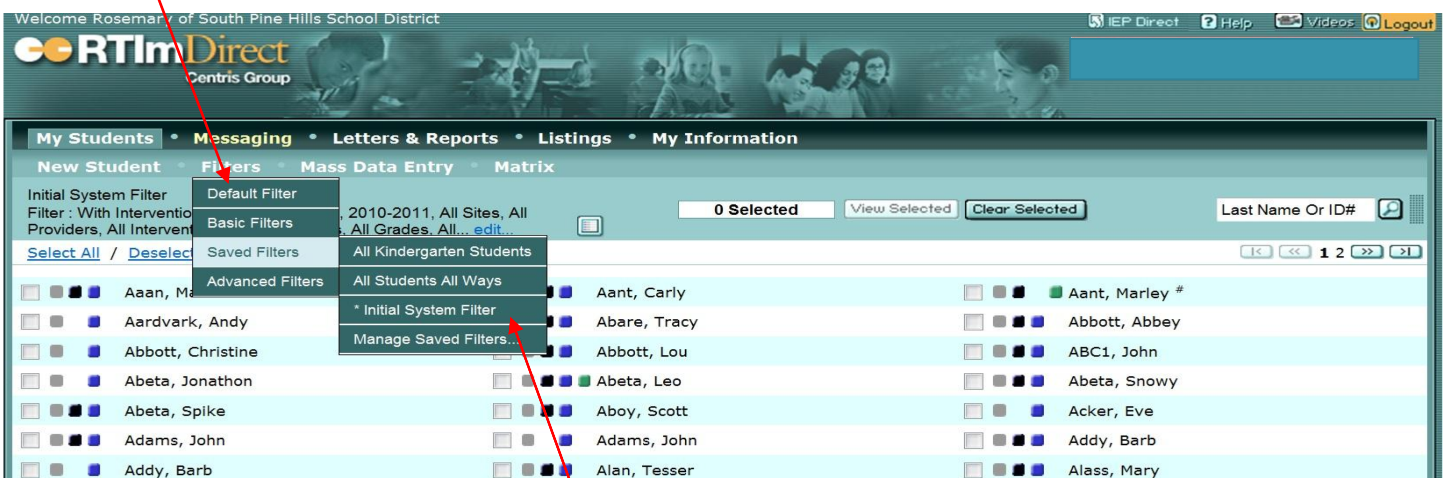
Filters allow each provider to choose which students will appear on their **My Students** page based on selected student criteria such as grade, teacher, provider, etc.

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

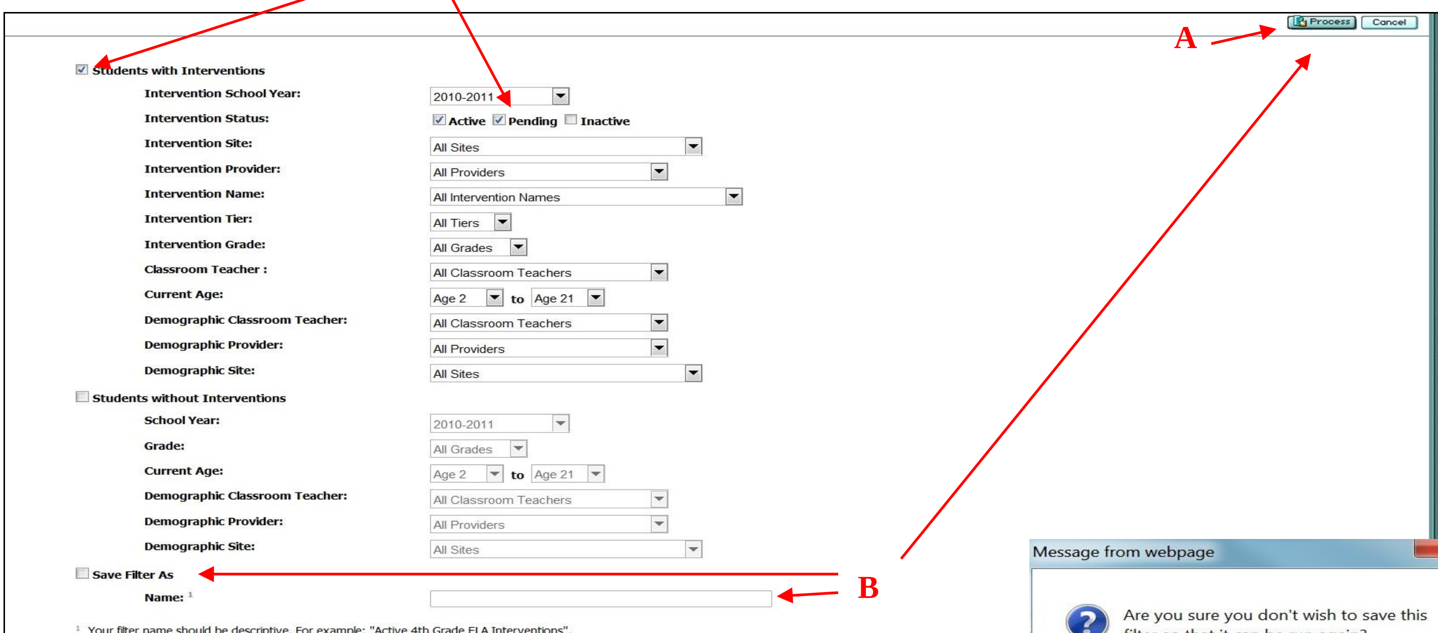
If your district has not yet begun to add the interventions for the current year your **My Students** page will not show any students

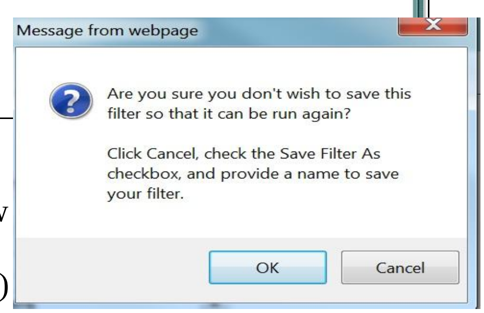
- You must use a filter to view students **without** interventions. (Students will appear in ***orange*** font*)*

Create a Filter:

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

2. 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:

A. **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]

B. 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.

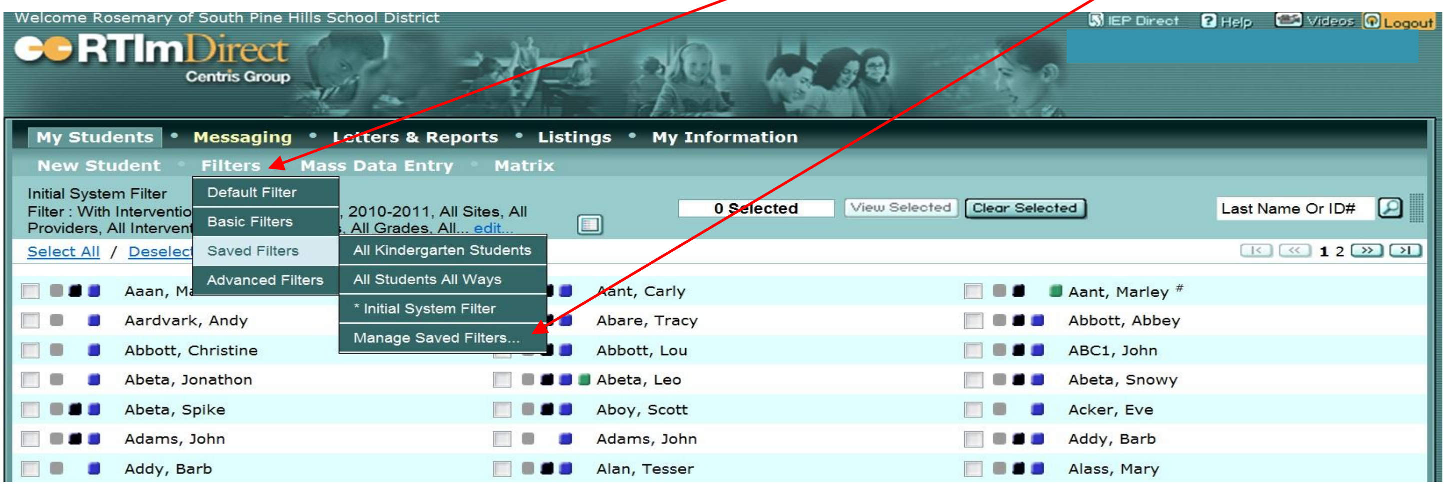
Manage Saved Filters:

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

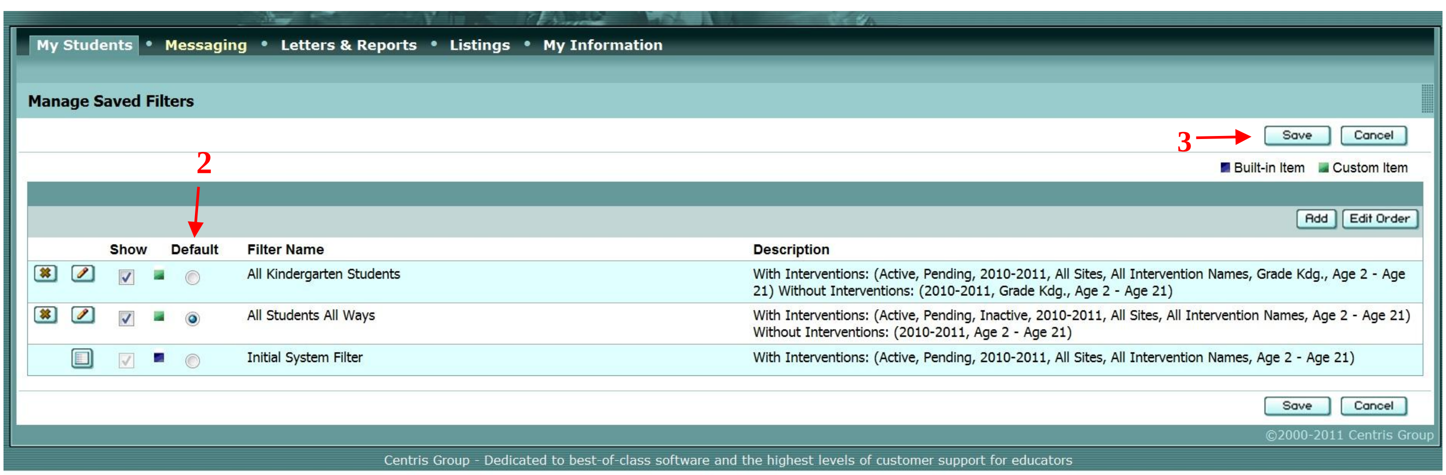
I. Change your default filter
II. View Current filters and:
   A. Edit current filter and save changes
   B. Edit current filter and save as new filter
III. Delete filters

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

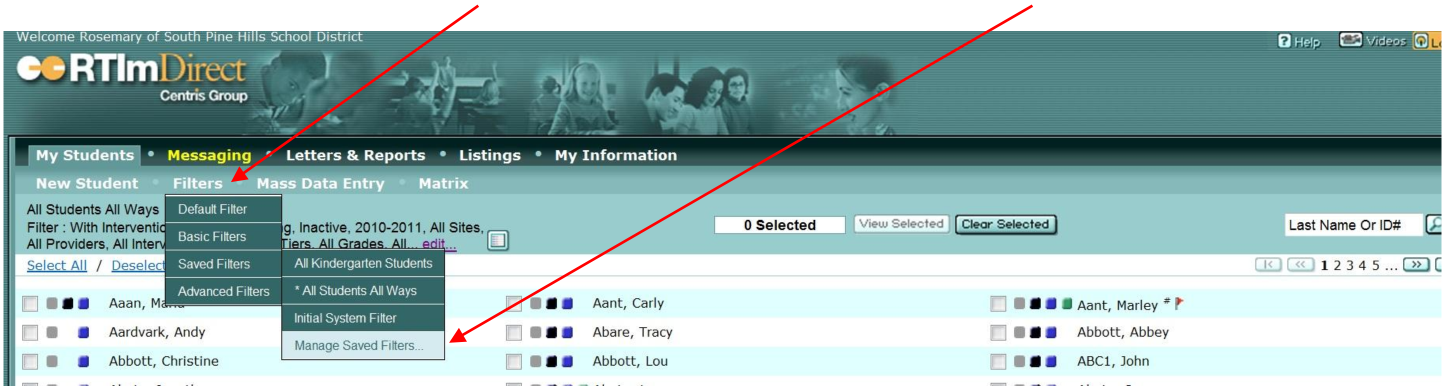
A. Edit current filter and save as a new filter with a new name

[OR]

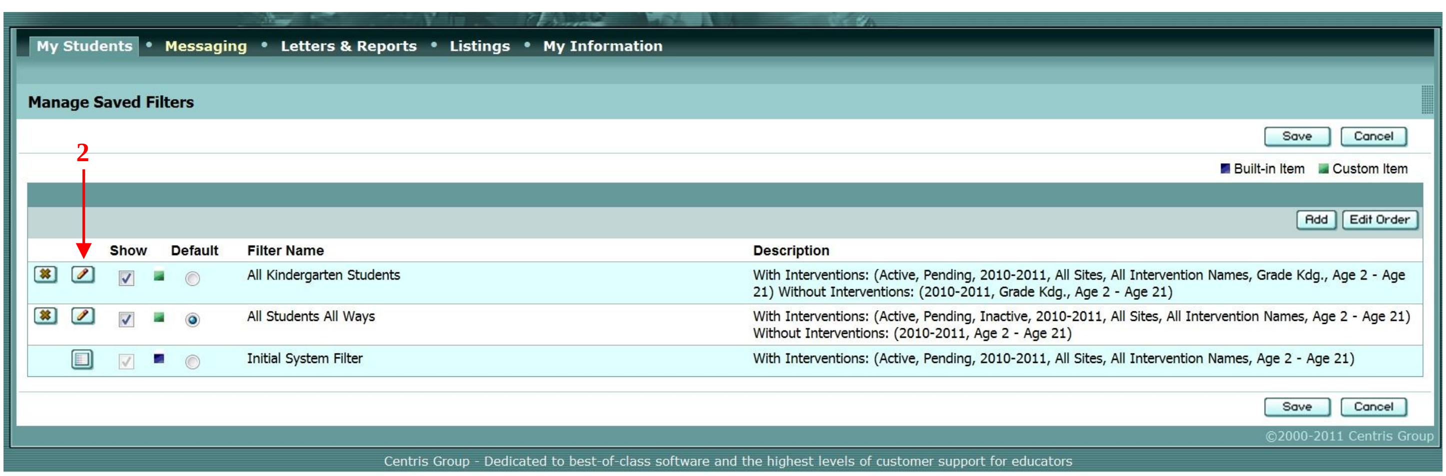
B. Edit current filter and save changes but keep original name

Edit Filters:

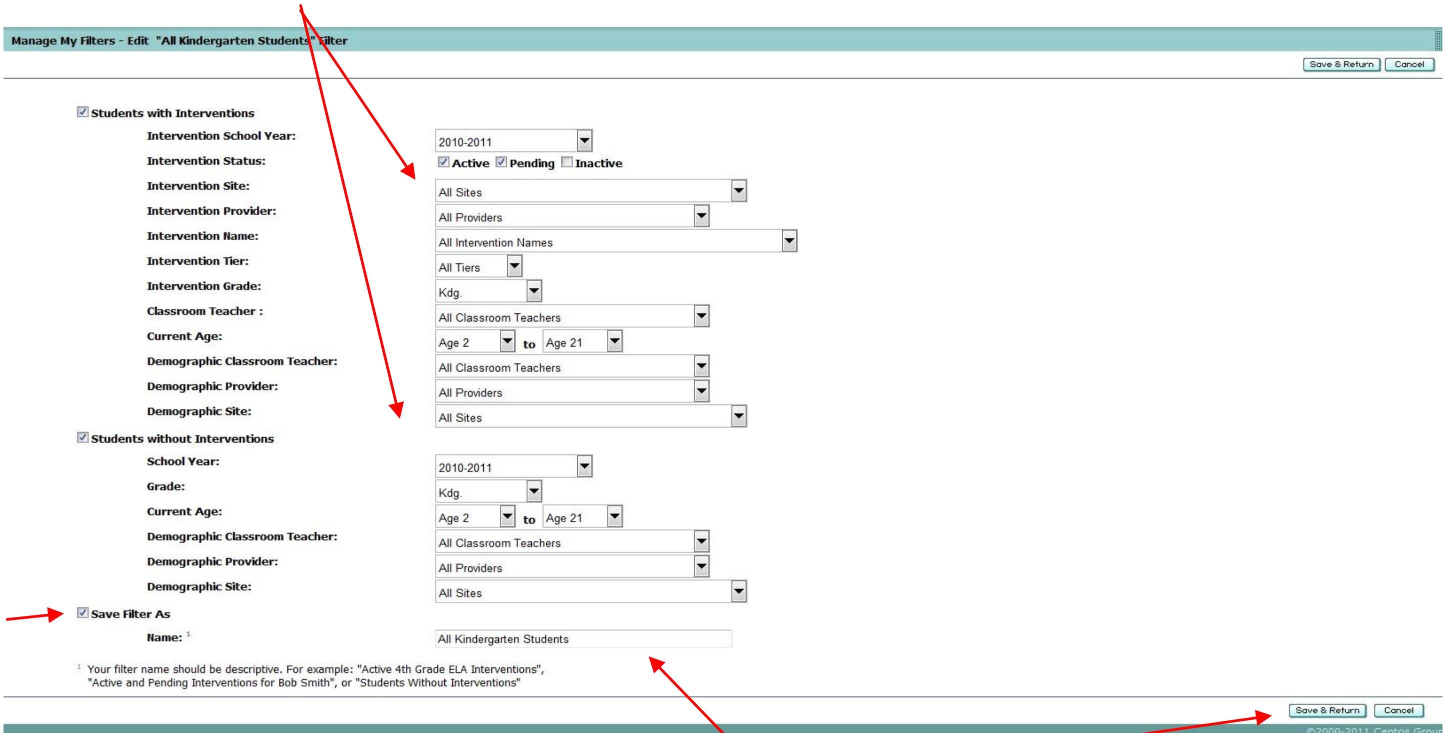
1. From the My Students page hover your cursor over **Filters**, then over **Saved Filters**, and click on **Manage Saved Filters**



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



3. Make change(s) to your filter criteria



A

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)

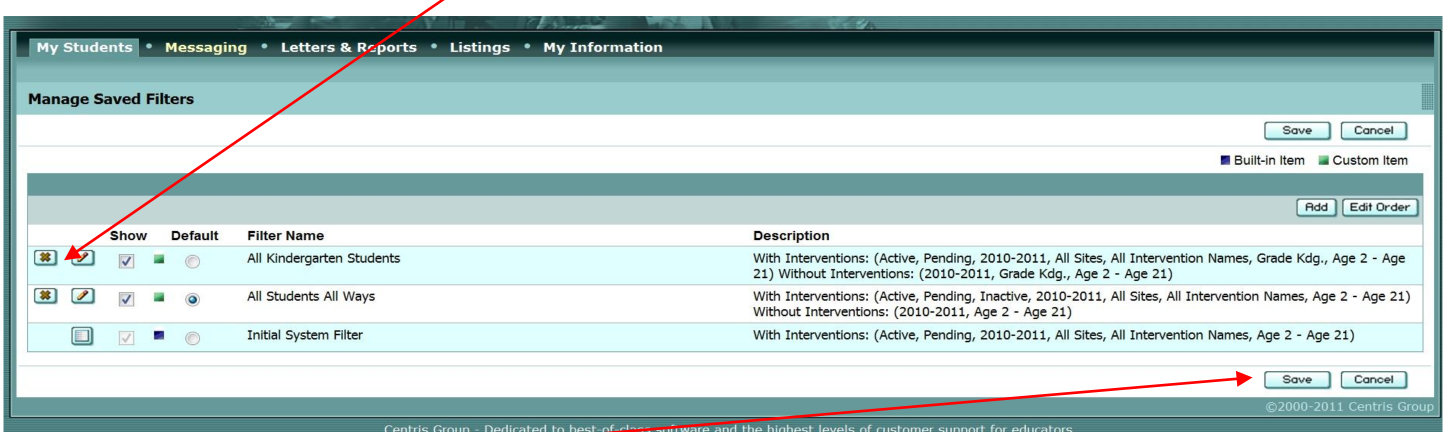
[OR]

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**.

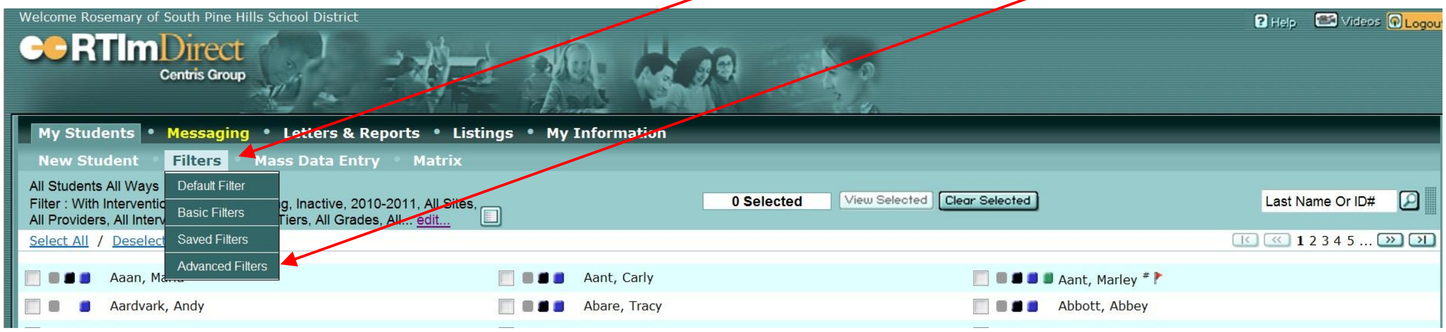
2.To delete a filter simply click on the delete button of the filter you wish to delete. (Initial System Filter **may not** be deleted)



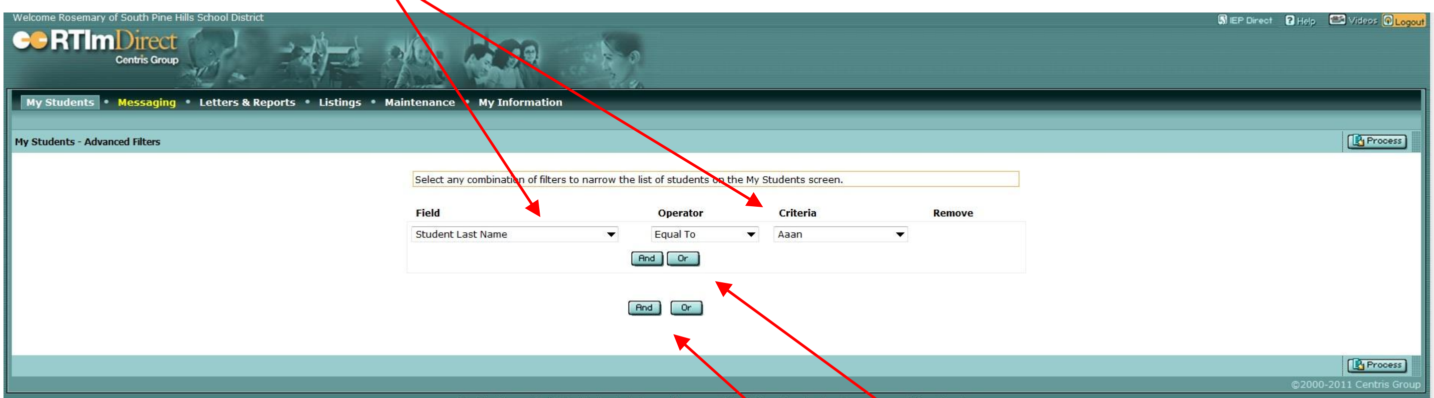
3. Click **Save**

Advanced Filters

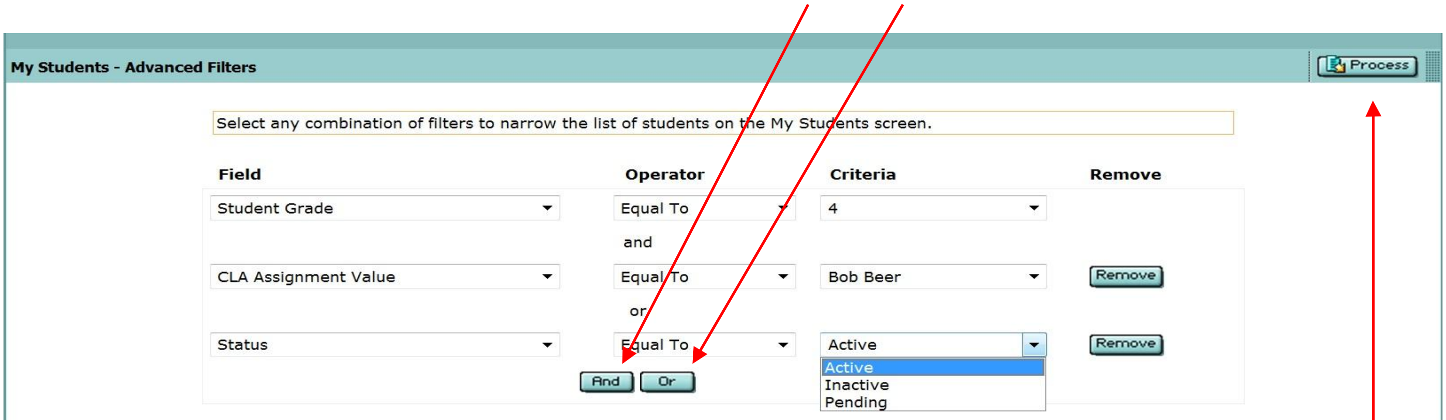
1. From your My Students page hover your cursor over the **Filters** tab and select **Advanced Filters**.



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

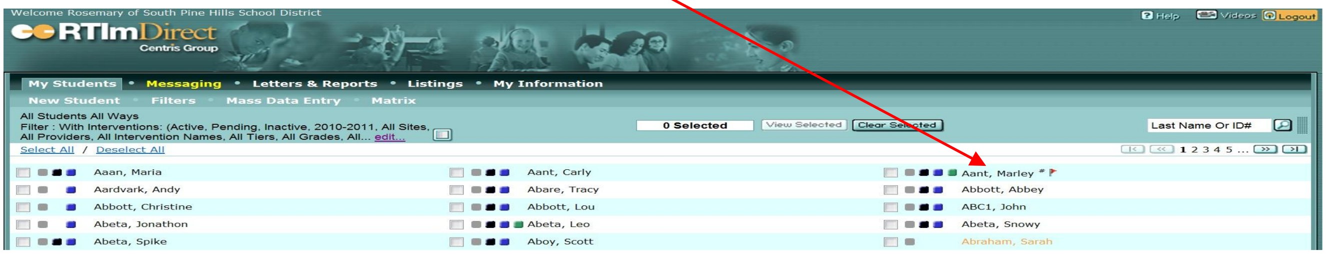


3. When you have selected your criteria click **Process**

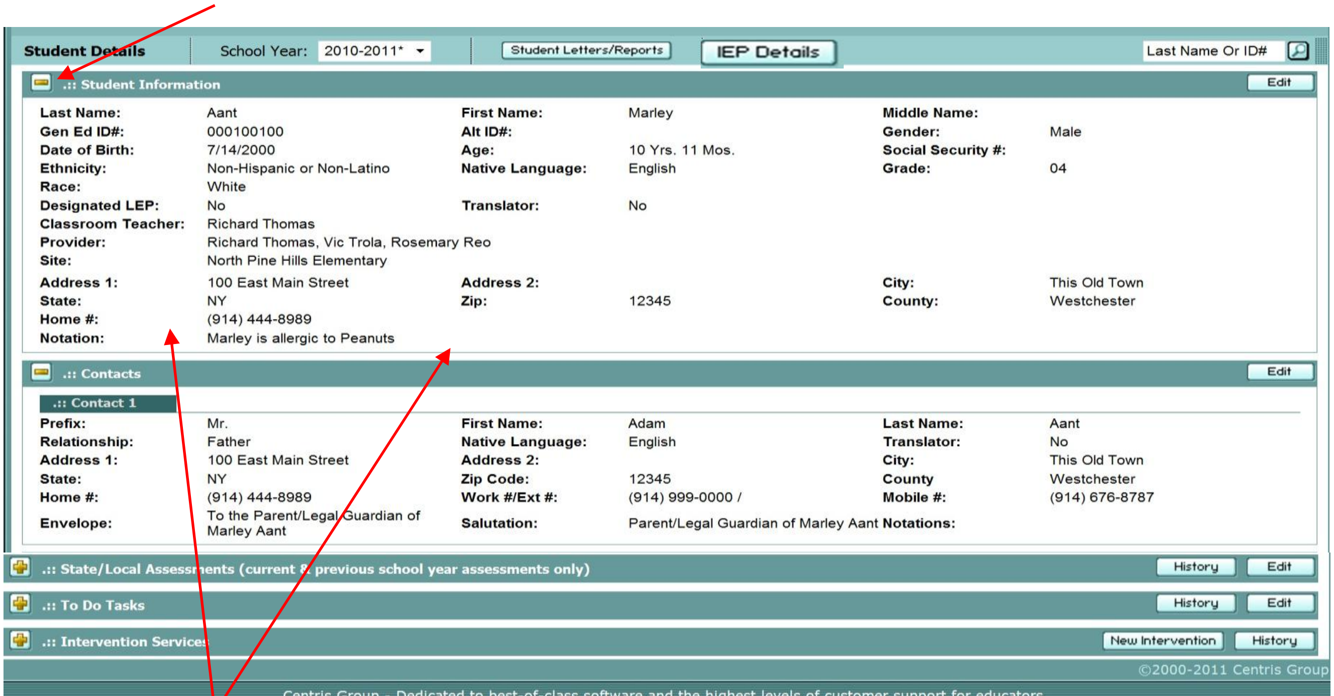
You will return to your **My Students** page with the students that fit the criteria

Student Details

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

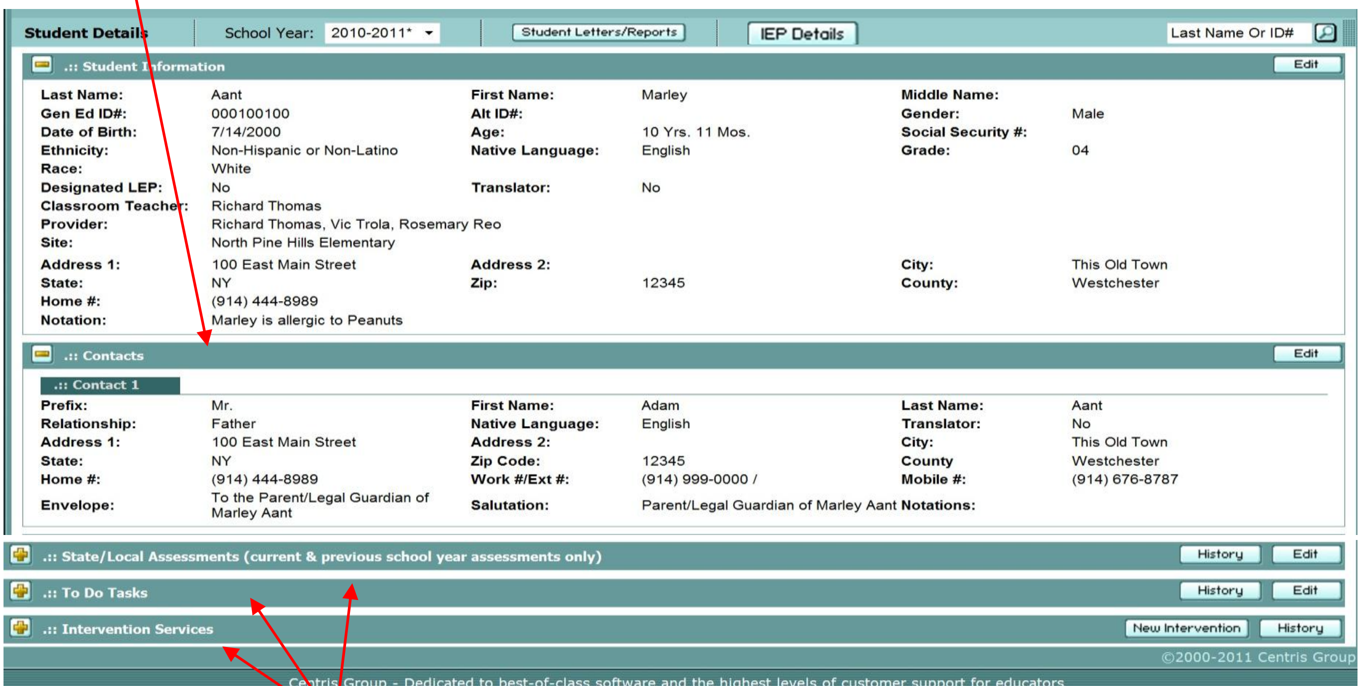


- ☐ Choose a school year to view School Year: 2010-2011*
- ☐ Click on the student Letters/Reports link Student Letters/Reports to go to Letters/Reports and generate a Letter/Report for this student only (See Reference: *Letters and Reports section of manual)*
- ☐ View student IEP/504 Plan IEP Details 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
  - o Edit/update/add student contact information Edit



Also included on the Student Details page:

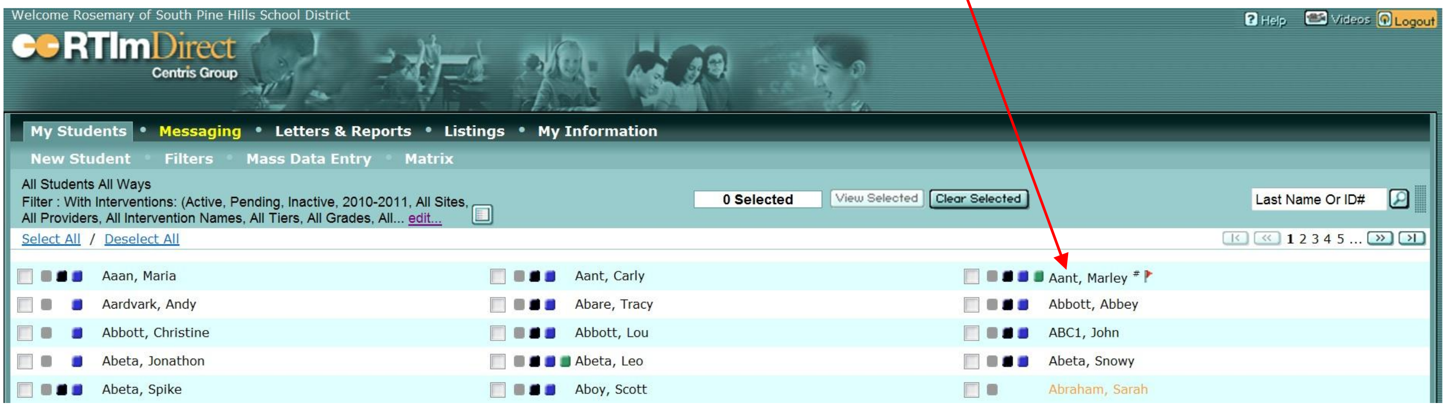
- ☐ State and Local Assessments (See Reference: *State and Local Assessments section of manual)*
- ☐ To Do Tasks (See reference: *To Do Tasks section of manual)*
- ☐ Intervention Services (See Reference: *Add a New Intervention section of manual*)

State and Local Assessments

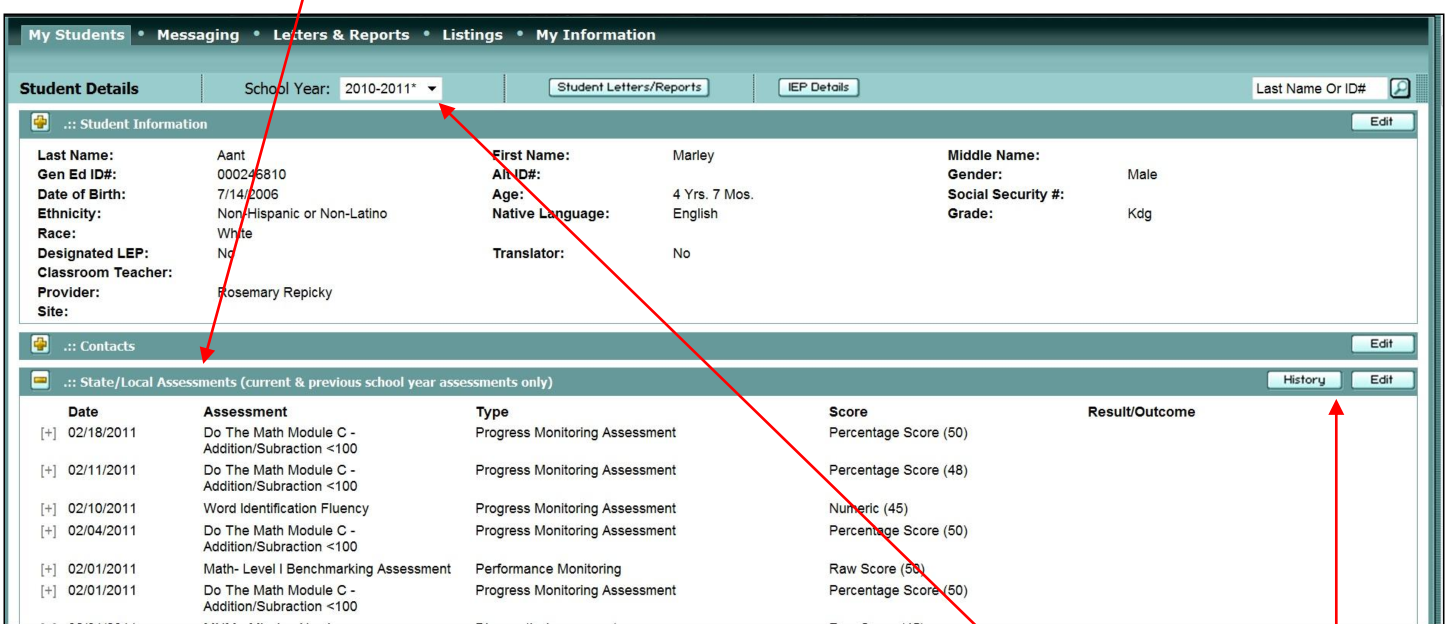
Student **State and Local Assessments** are imported into RTIm Direct by the district or entered by provider(s)

View a Student's State and Local Assessments:

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



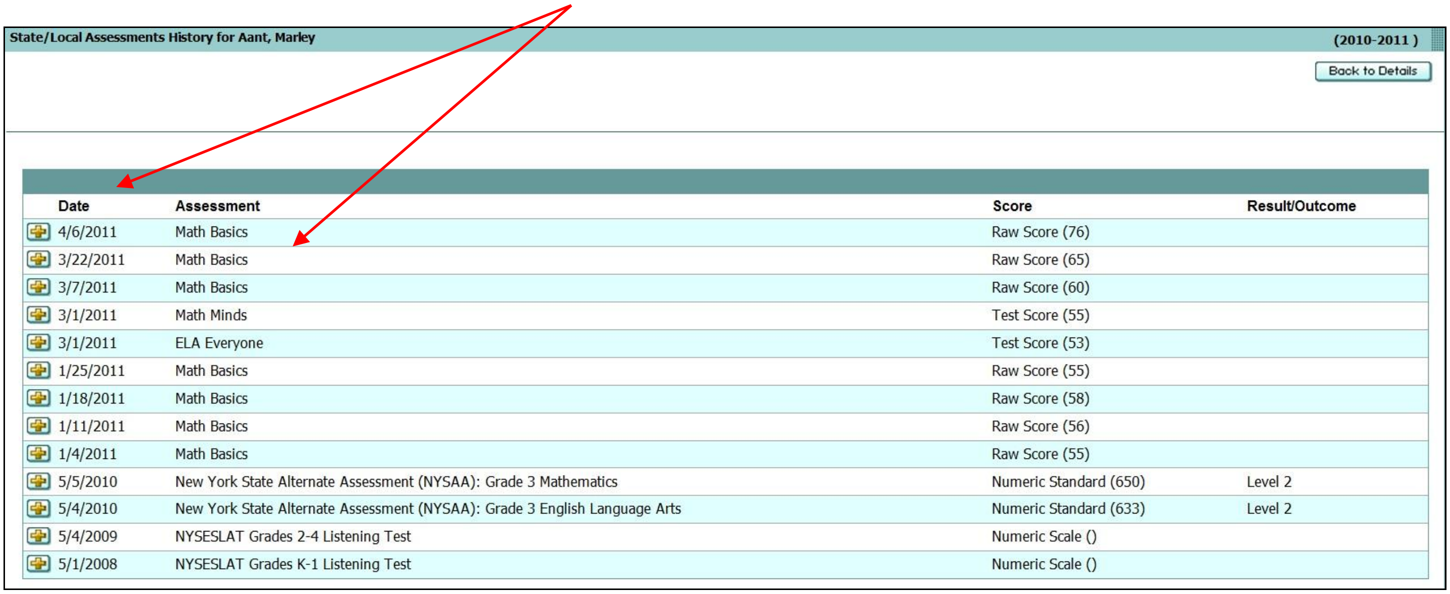
2. Scroll down to the State/Local Assessments section
   Current school year and previous school year assessments are listed



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.



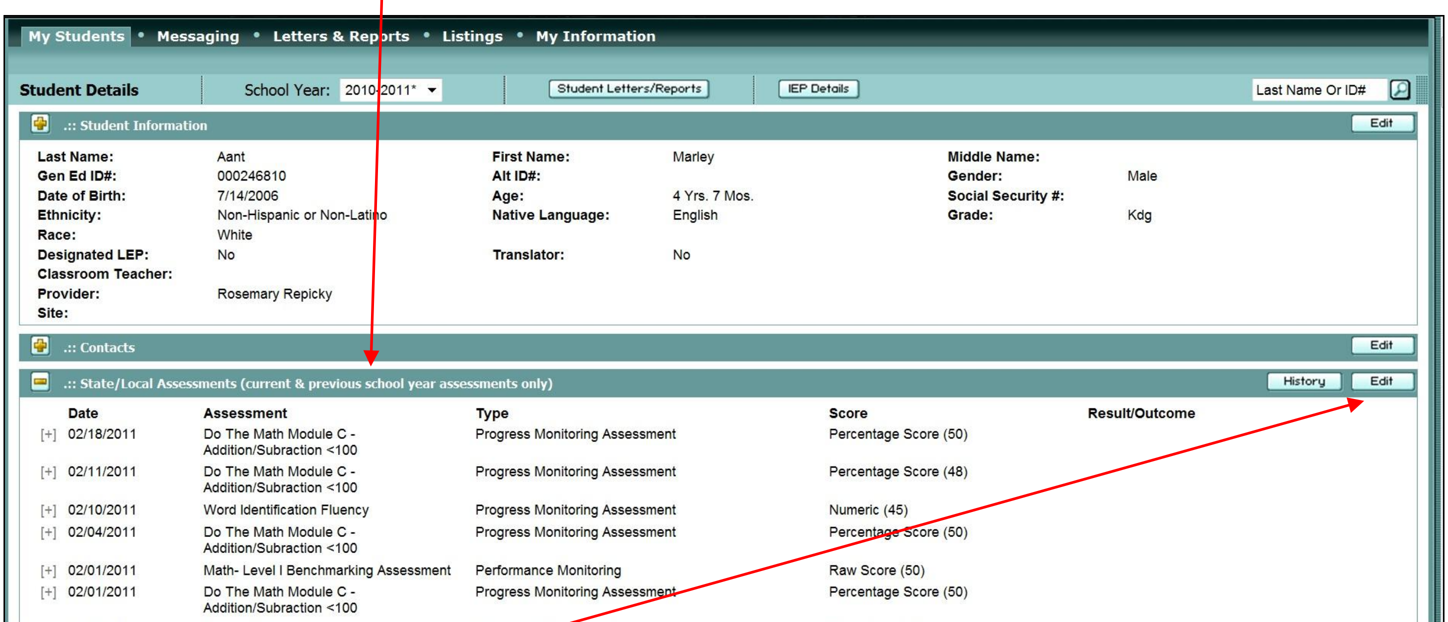
State/Local Assessments History for Aant, Marley (2010-2011)

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#:**		**Gender:**	Male
Date of Birth:	7/14/2006	**Age:**	4 Yrs. 7 Mos.	**Social Security #:**	
Ethnicity:	Non-Hispanic or Non-Latino	**Native Language:**	English	**Grade:**	Kdg
Race:	White				
Designated LEP:	No	**Translator:**	No		
Classroom Teacher:					
Provider:	Rosemary Repicky				
Site:					

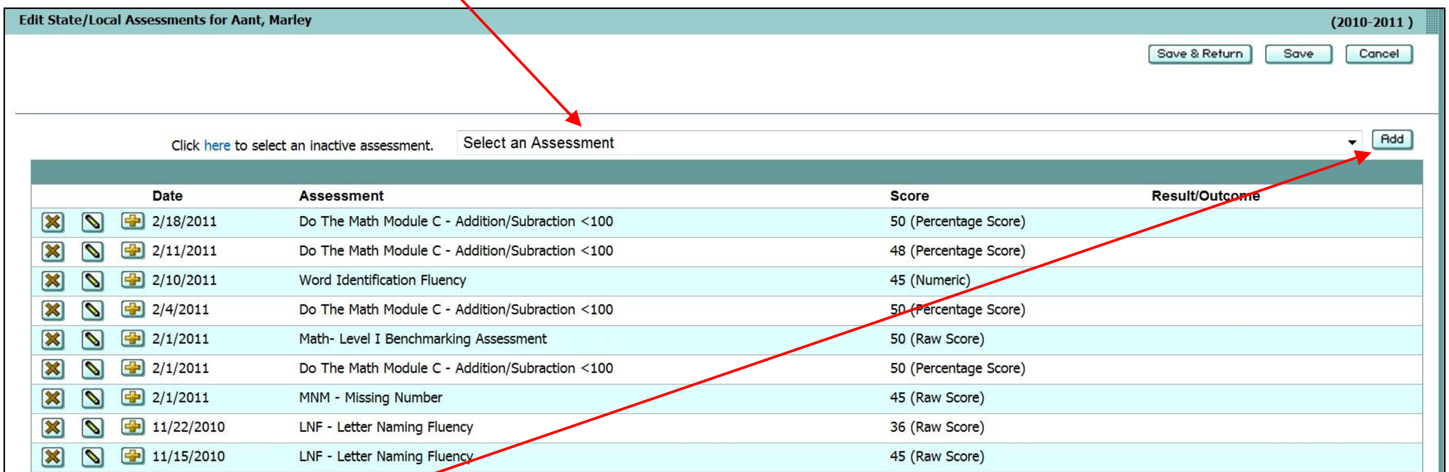
.:: Contacts Edit

.:: 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/Subraction <100	Progress Monitoring Assessment	Percentage Score (50)	
[+] 02/11/2011	Do The Math Module C - Addition/Subraction <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/Subraction <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/Subraction <100	Progress Monitoring Assessment	Percentage Score (50)	

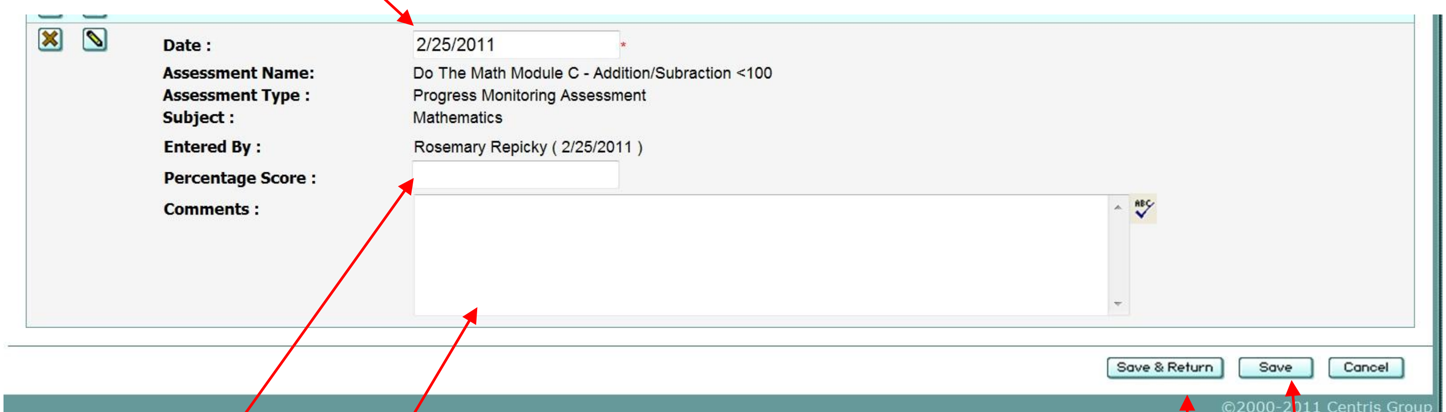
3. Click on **Edit**

4. Select an Assessment from drop down menu



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

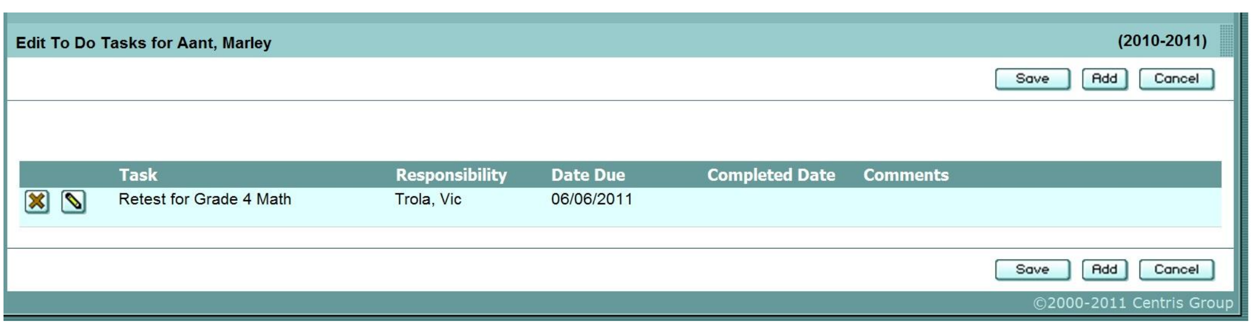
The To Do Task allows users to:

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:

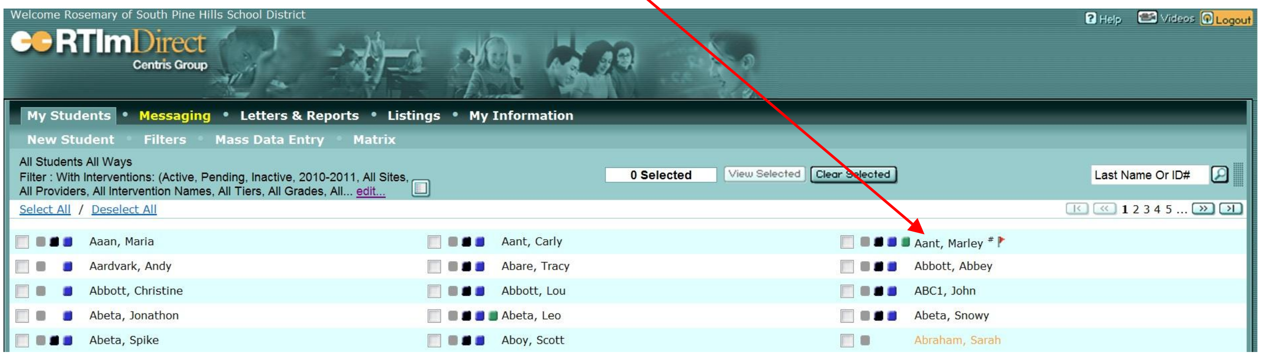
1. If a student has a To Do Task that has not been completed, the student will have a **green** button (■) to the left of their name. Click on the **green** button (■) to view the task.

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

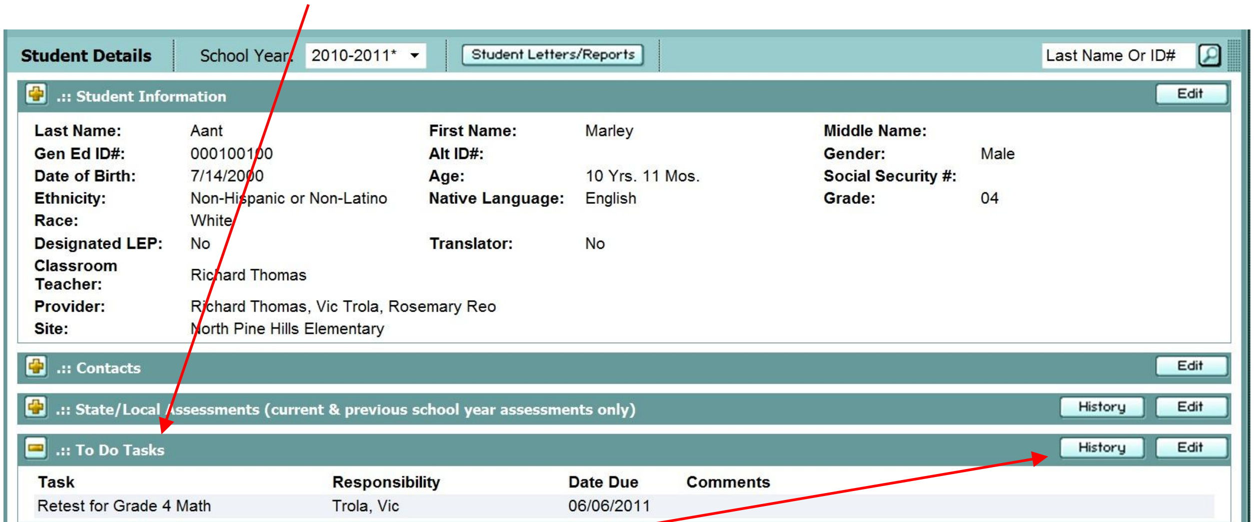


II. Review History of To Do Tasks

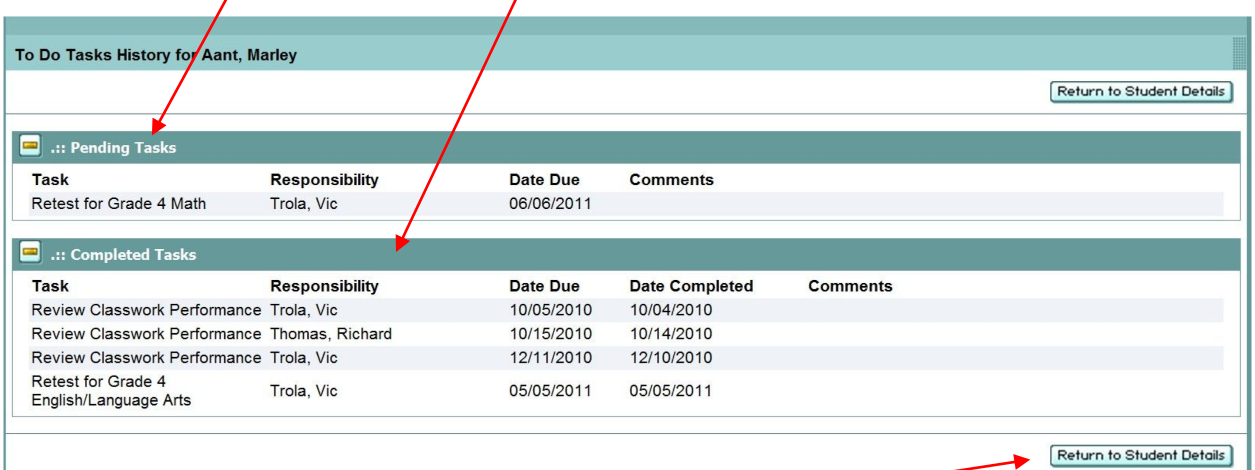
1. From the My Students page click on student name



2. Scroll down to To Do Tasks



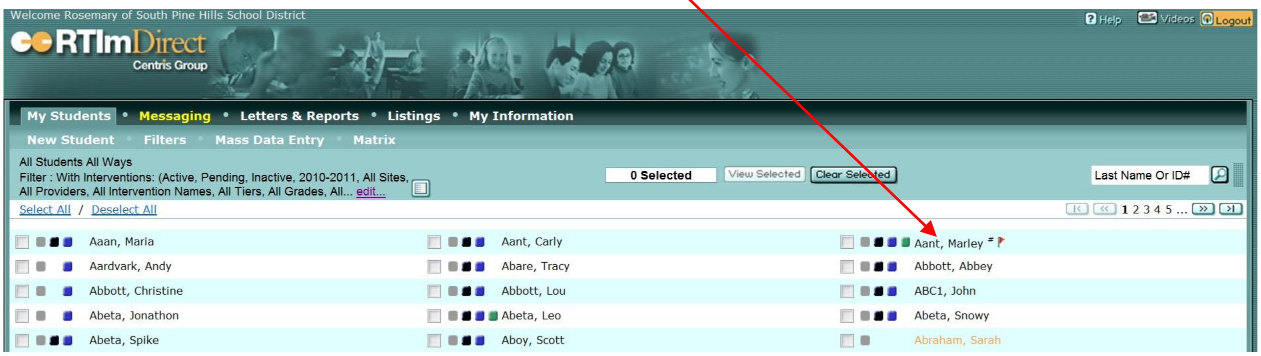
3. Click History button History
4. View Pending Tasks or Completed Tasks



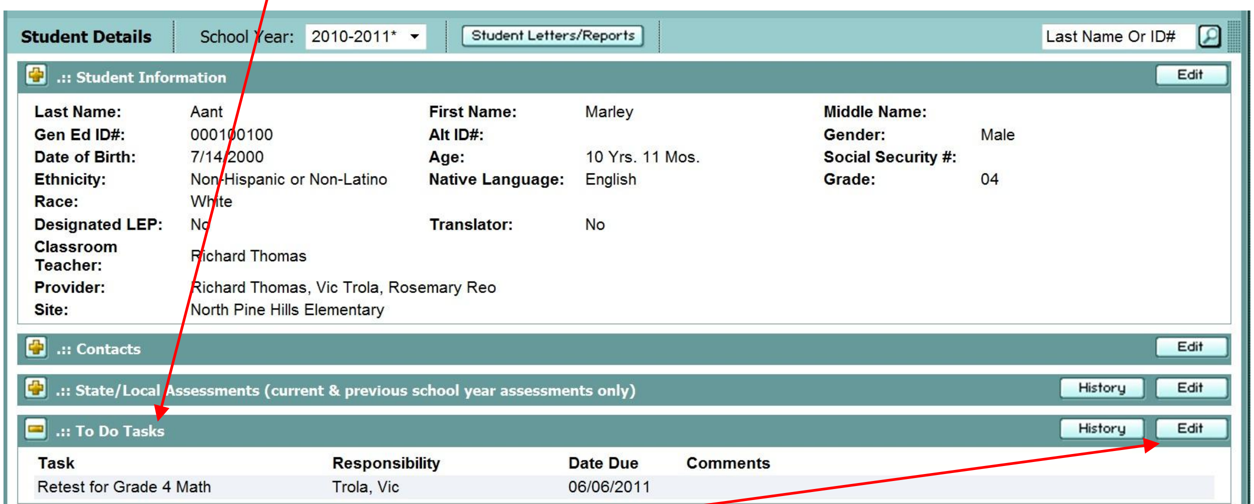
5. When finished click Return to Student Details

III. Enter a New Task

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

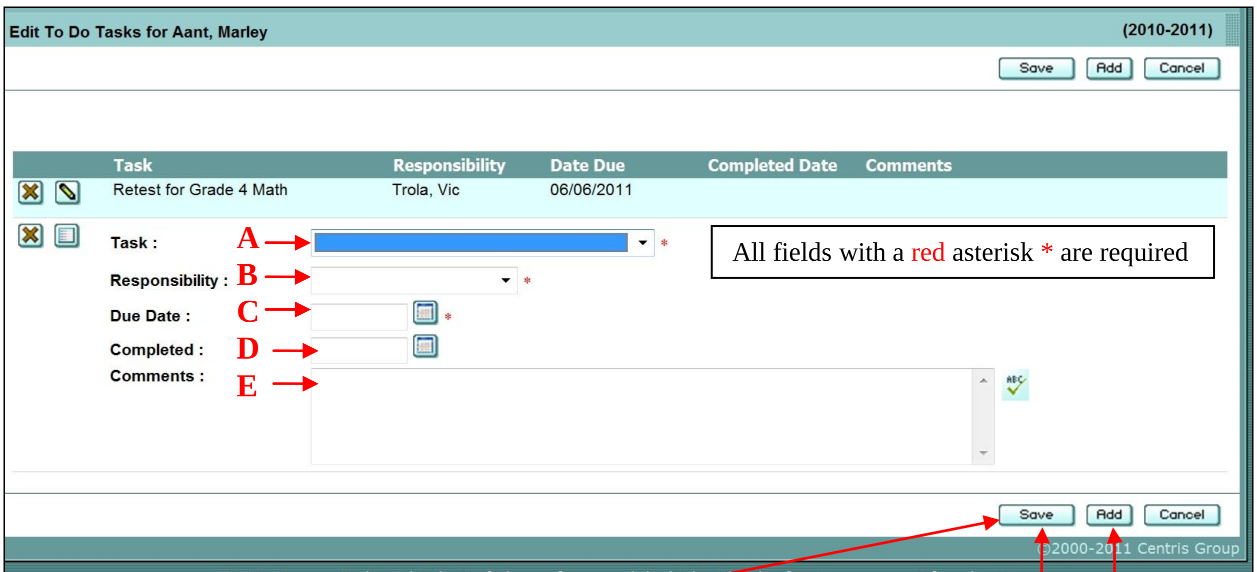


2. Scroll down to To Do Tasks



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



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**

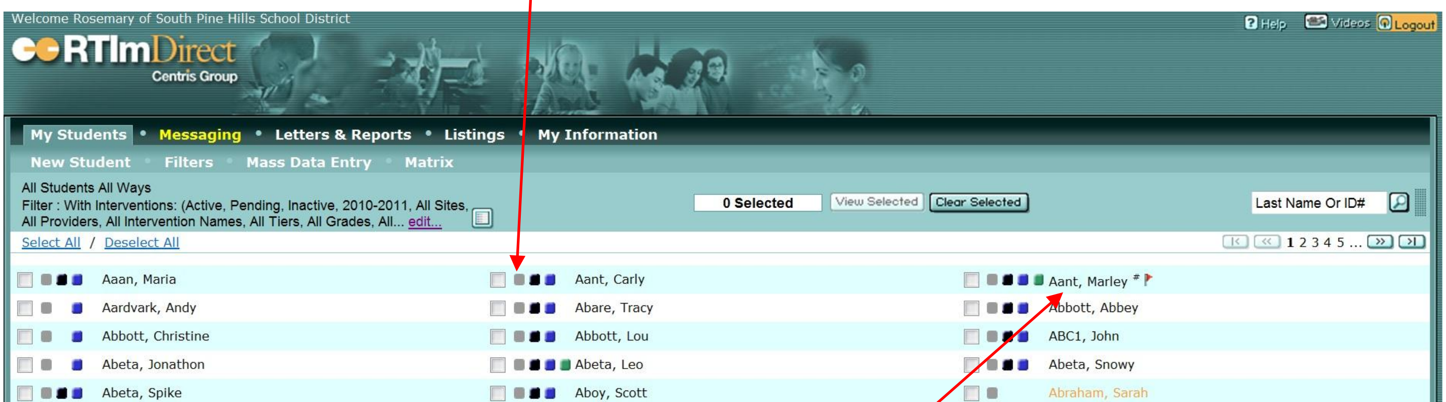
Add a New Intervention

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

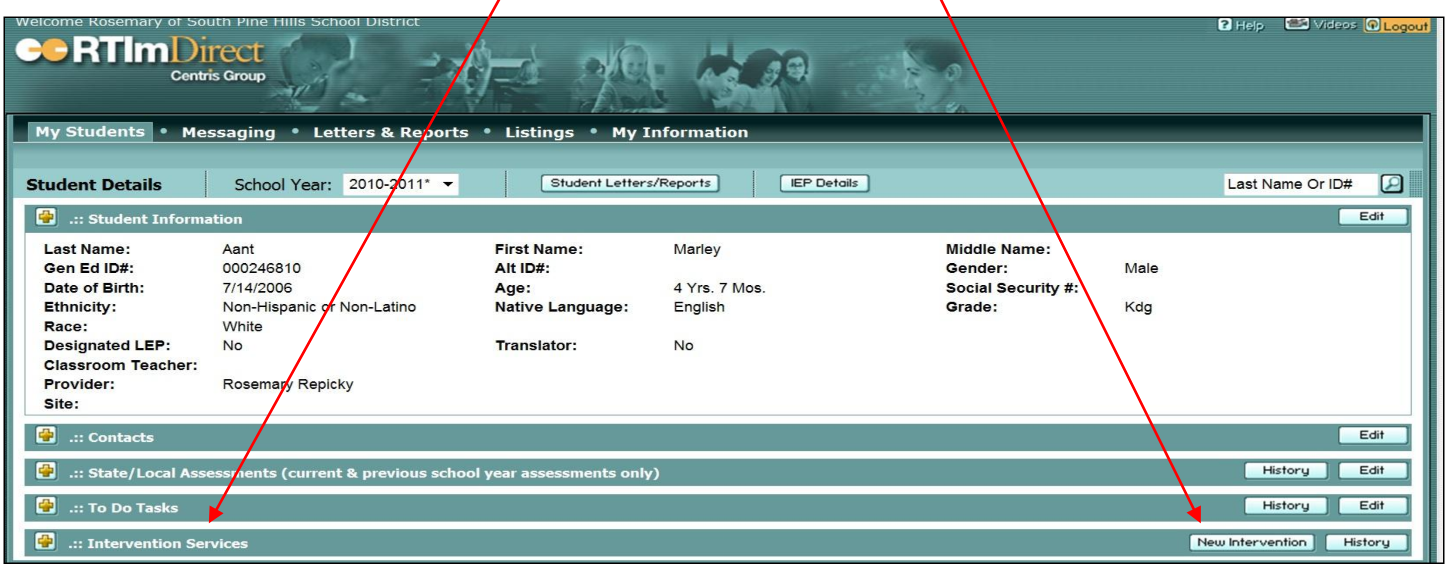
I. Create an Intervention:

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



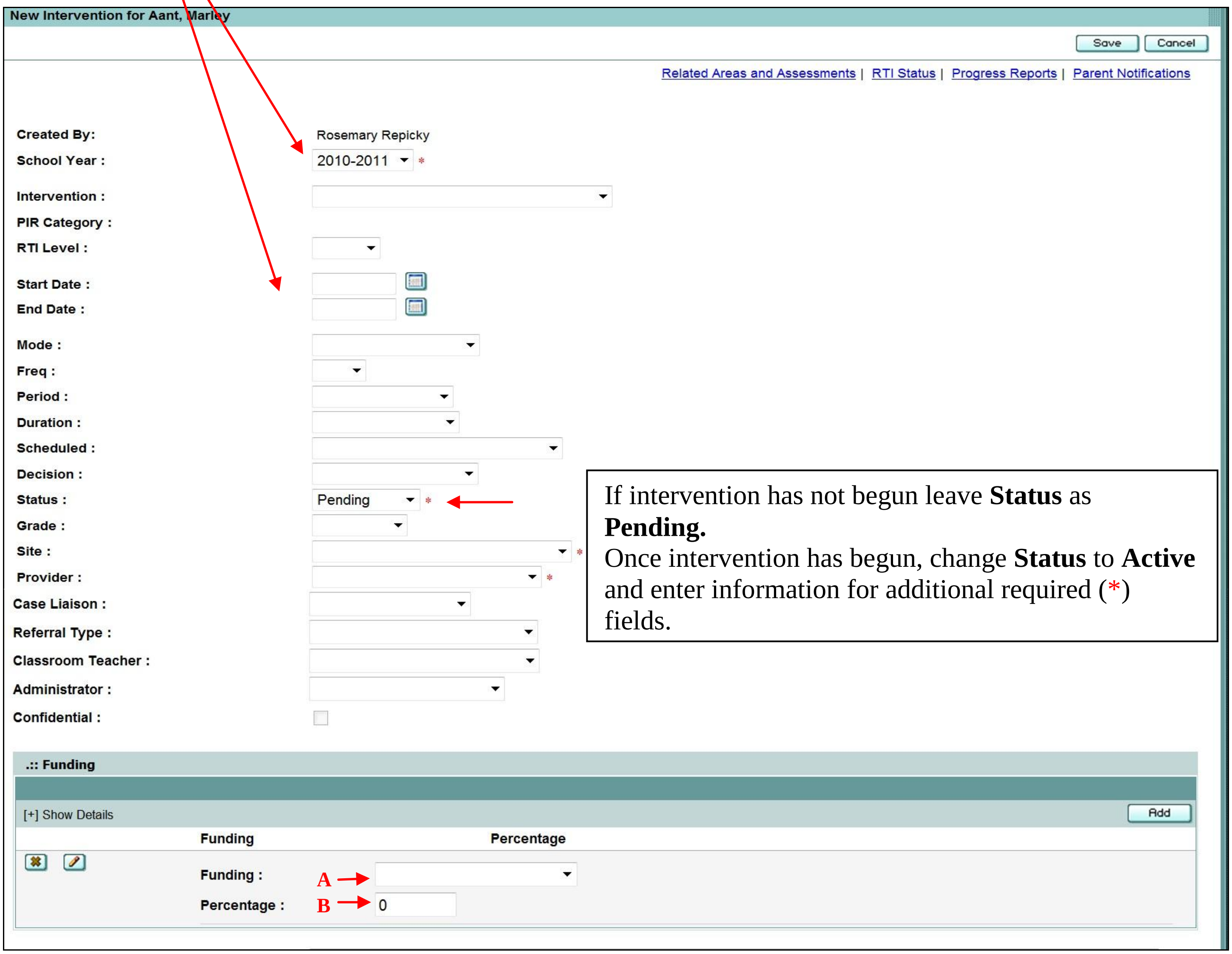
[OR]

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



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

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 :

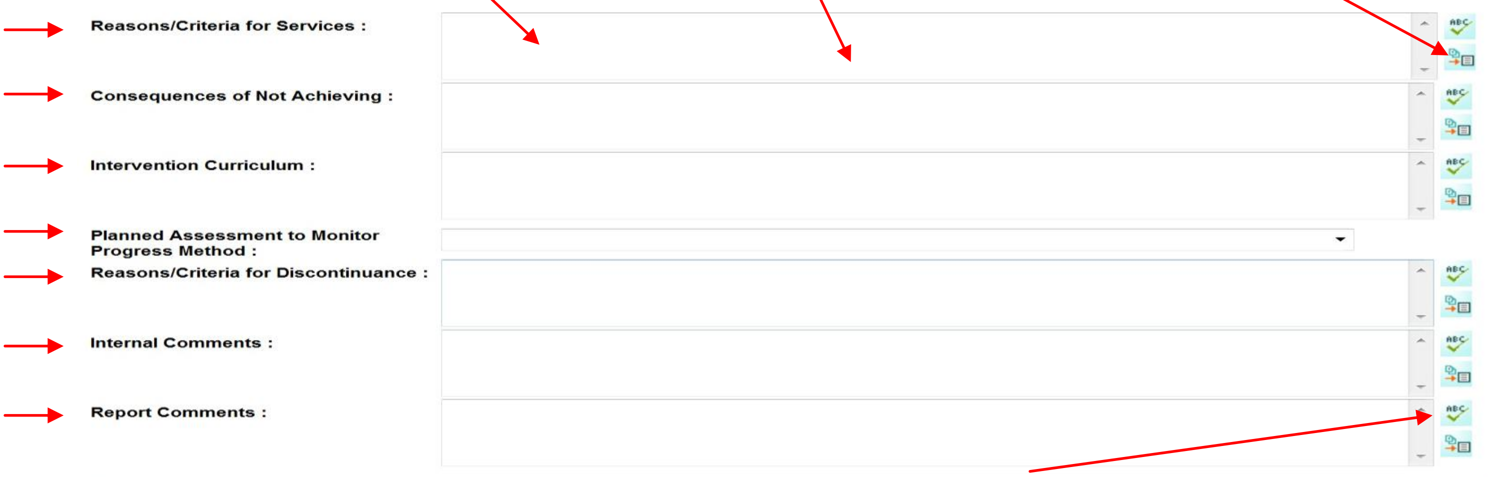
Prepared by district as inserted paragraph(s) ("pick list")

[AND] [OR]

Copy and paste from a Word document

[AND] [OR]

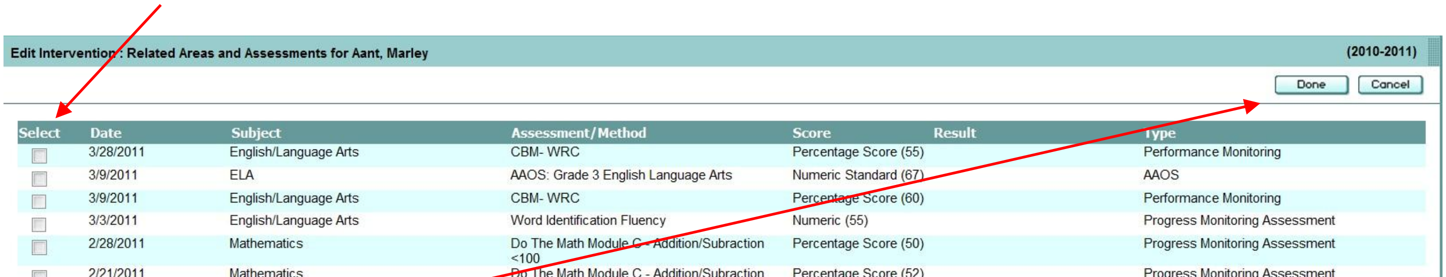
Type in the space



IMPORTANT: Spell check is available for each entry

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

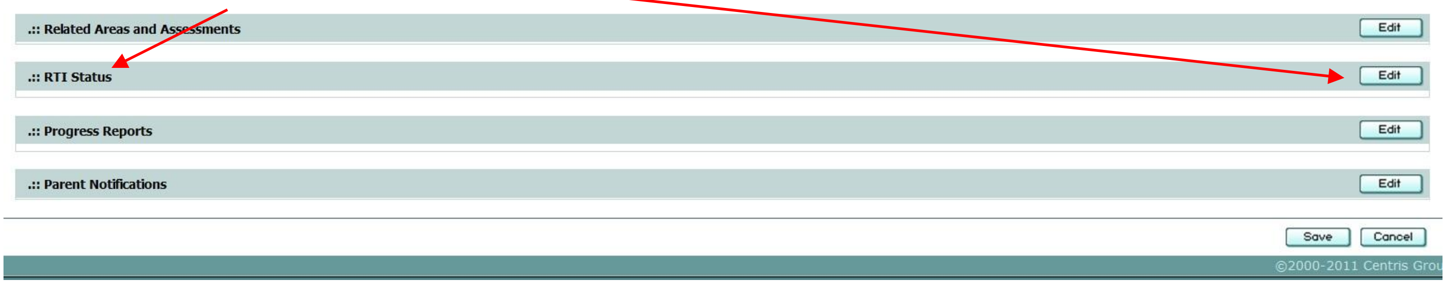
6. Select the assessment(s) ☑ that "belong" to this intervention – assessment(s) used when determining need for this intervention.



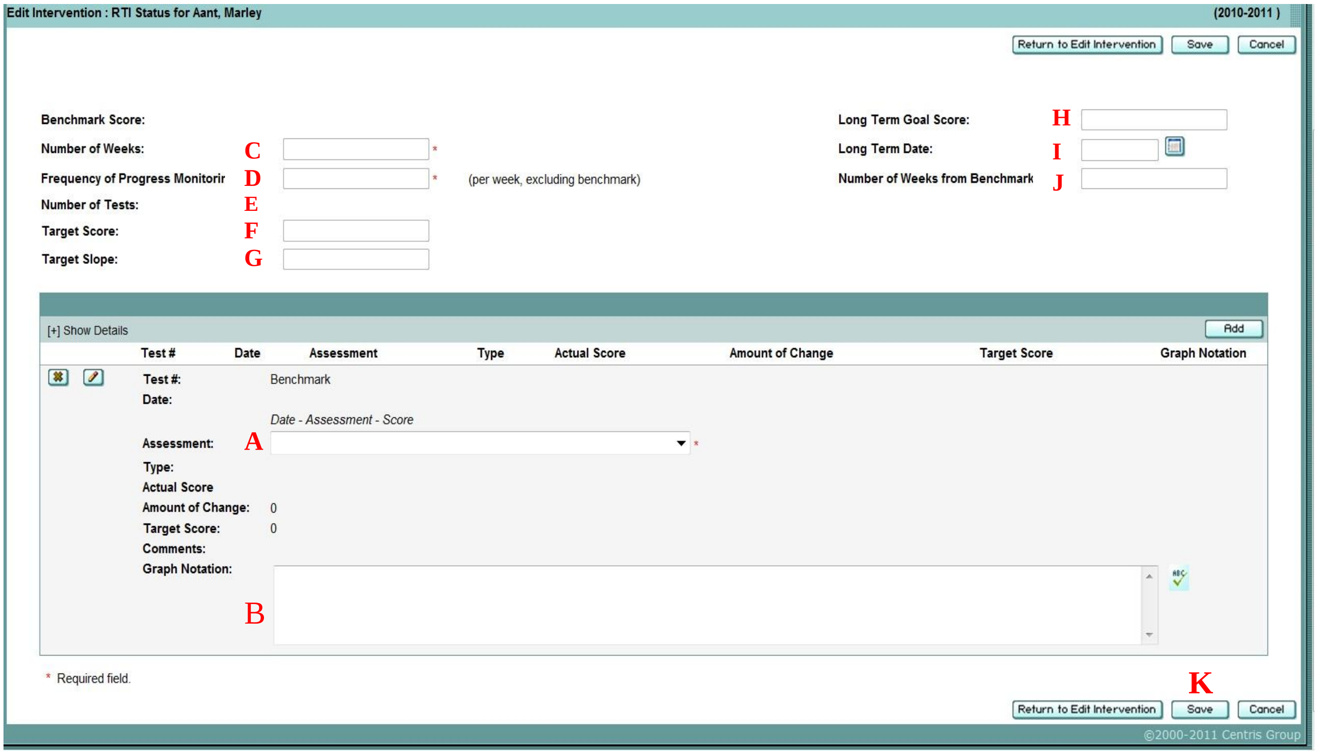
Select	Date	Subject	Assessment/Method	Score	Result	Type
☐	3/28/2011	English/Language Arts	CBM- WRC	Percentage Score (55)		Performance Monitoring
☐	3/9/2011	ELA	AAOS: Grade 3 English Language Arts	Numeric Standard (67)		AAOS
☐	3/9/2011	English/Language Arts	CBM- WRC	Percentage Score (60)		Performance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

7. Click **Done**

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

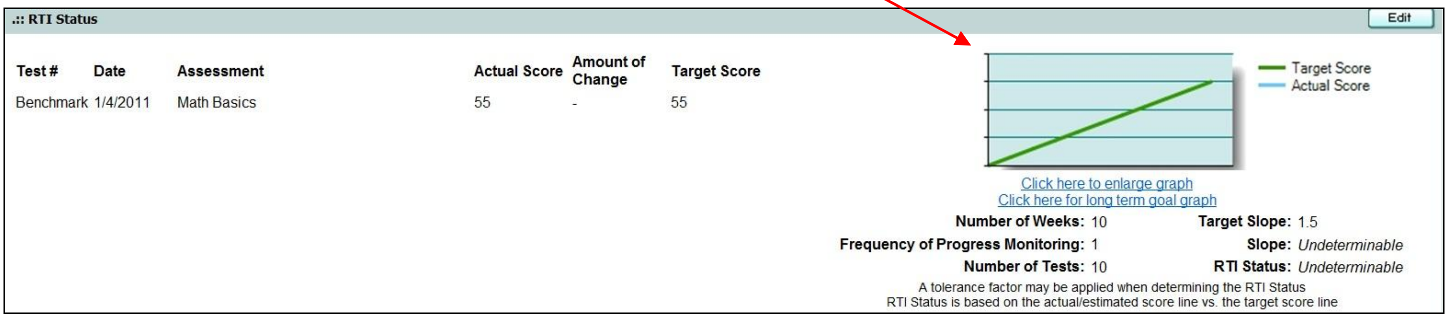


9. Enter the following:
   A. Assessment to be used as Benchmark (Baseline) (previously entered into **State/Local Assessments**)
   B. Graph notations
   C. Number of weeks this intervention will run
   D. Frequency of Progress Monitoring (how often assessment will be given)
   E. Number of tests will 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**

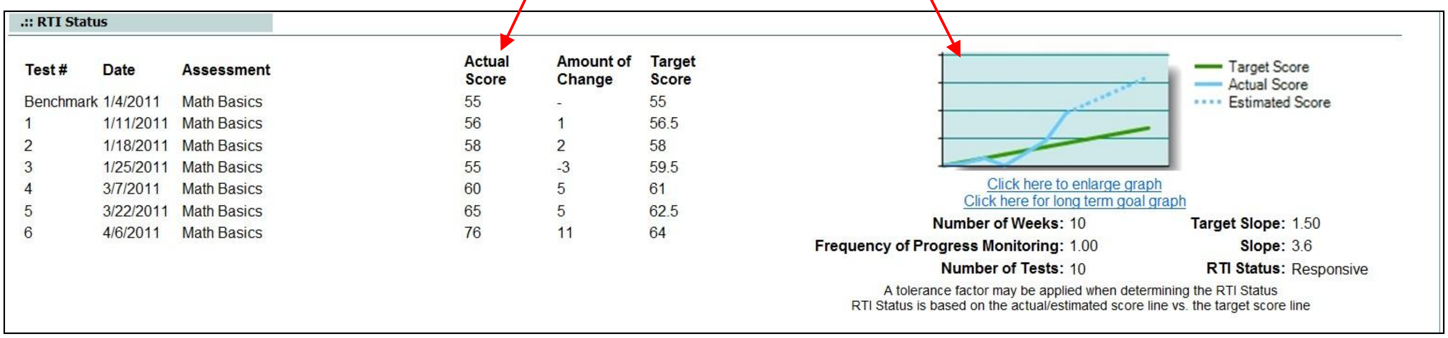
The system will generate a graph for this intervention beginning with the Benchmark (Baseline) assessment - based on the number of assessments, target score, and target slope



.:: RTI Status

Test #	Date	Assessment	Actual Score	Amount of Change	Target Score
Benchmark	1/4/2011	Math Basics	55	-	55

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



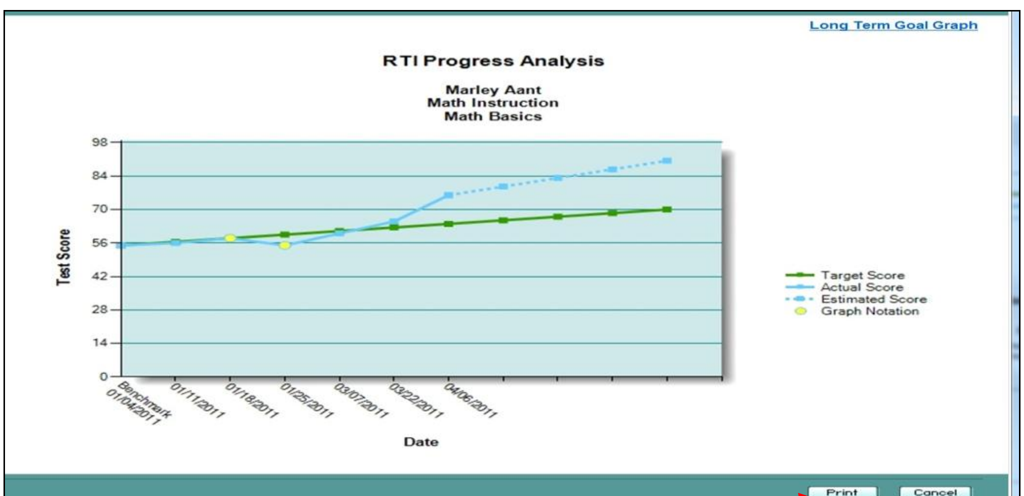
.:: RTI Status

Test #	Date	Assessment	Actual Score	Amount of Change	Target Score
Benchmark	1/4/2011	Math Basics	55	-	55
1	1/11/2011	Math Basics	56	1	56.5
2	1/18/2011	Math Basics	58	2	58
3	1/25/2011	Math Basics	55	-3	59.5
4	3/7/2011	Math Basics	60	5	61
5	3/22/2011	Math Basics	65	5	62.5
6	4/6/2011	Math Basics	76	11	64

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



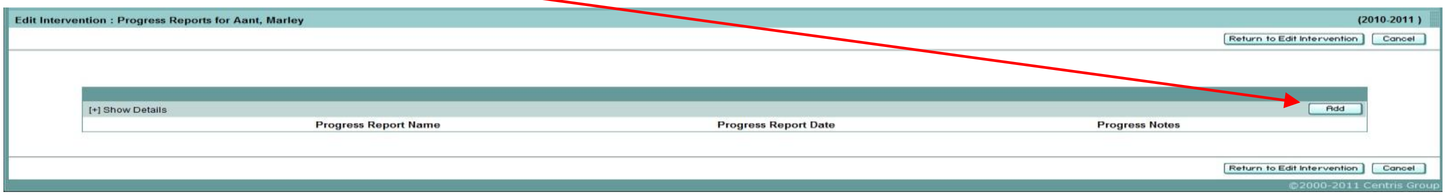
RTI Progress Analysis graphs may be printed

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**

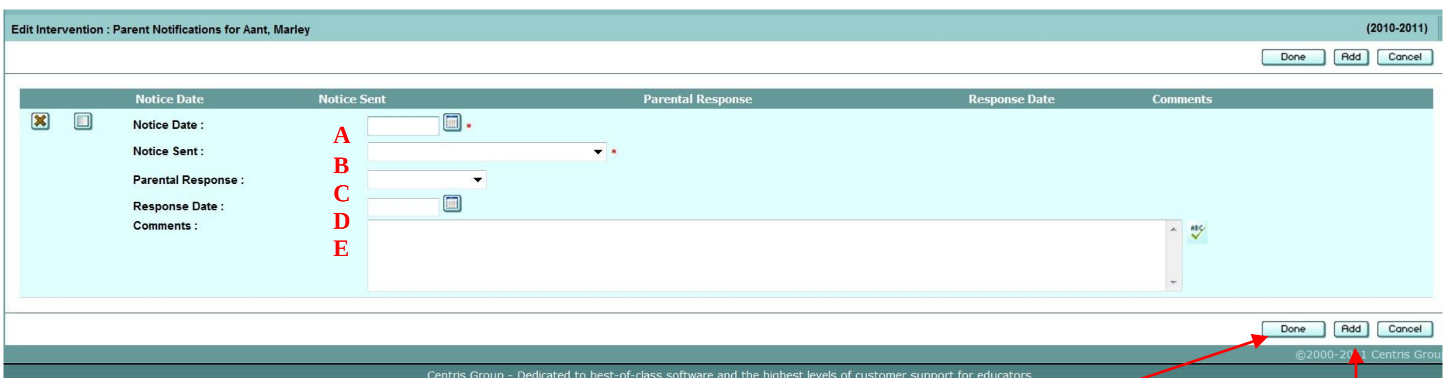
III. Parent Notifications

To enter **Parent Notifications**

1. Click on **Edit**

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



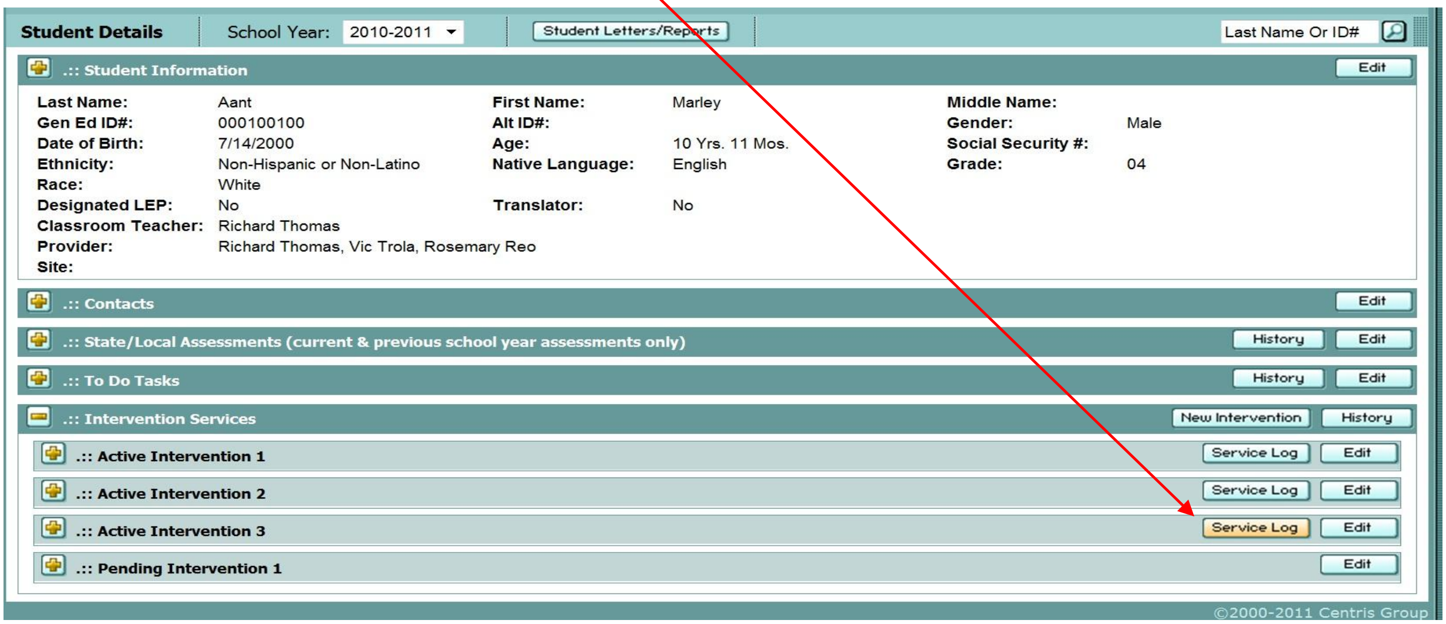
3. When finished:

   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.

IV. Service Logs

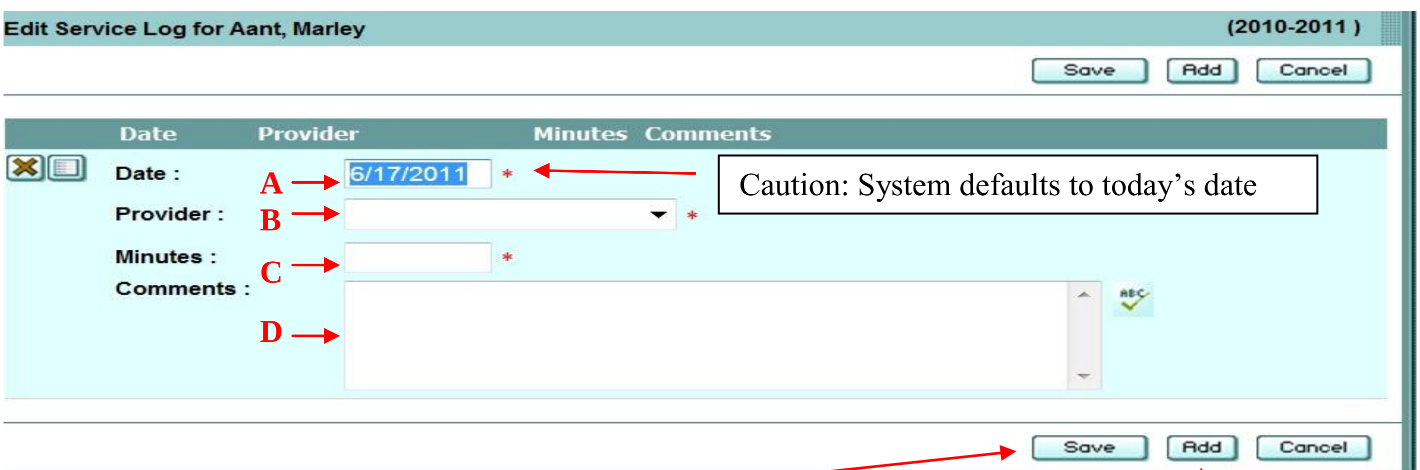
1. From the Student Detail page click on **Service Log** for the intervention



2. Enter

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

All fields with a red asterisk * are required



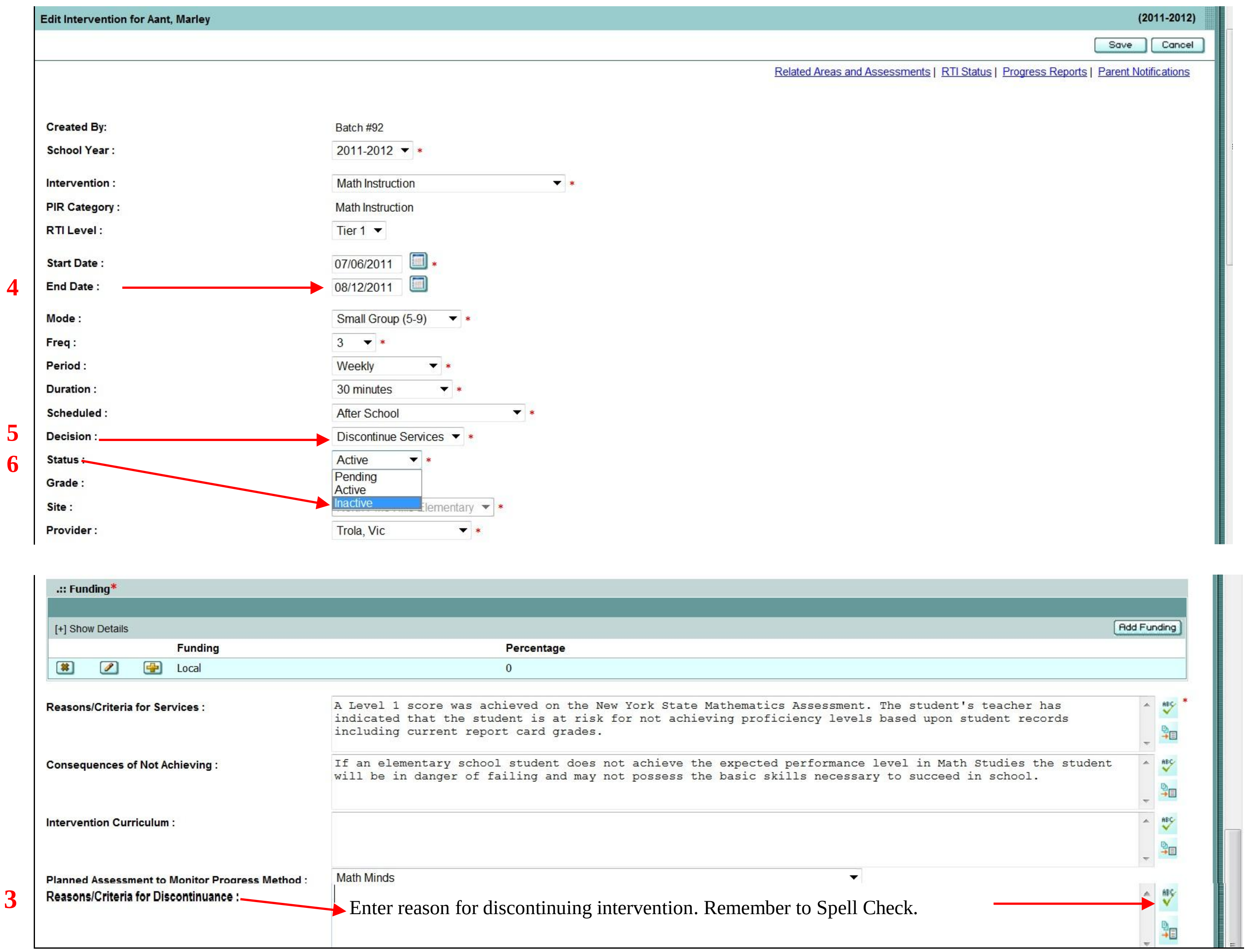
3. You may click **Save** to save this entry and return to the student's record

[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.



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**

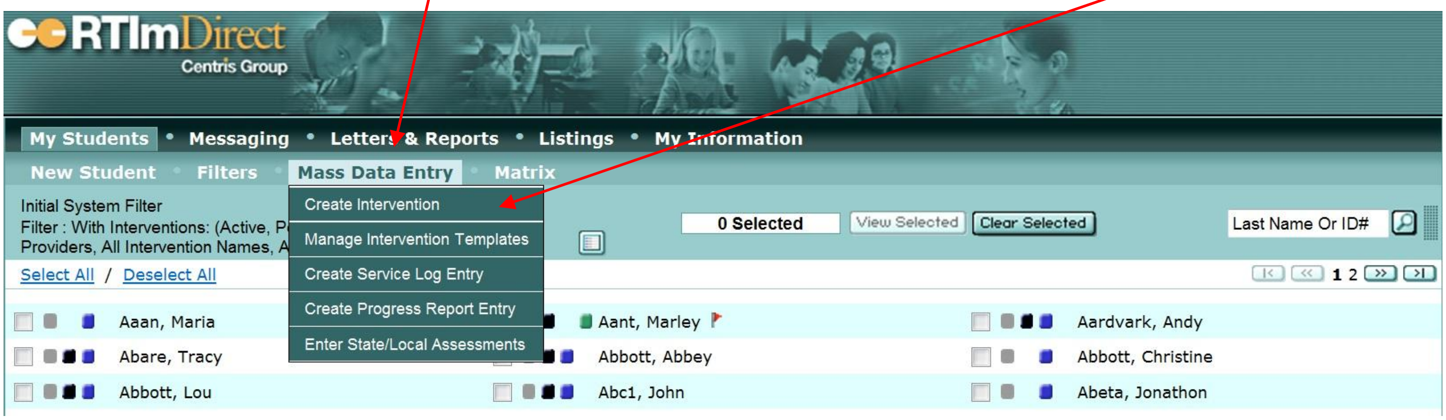
Mass Data Entry

In the Mass Data Entry section you may:

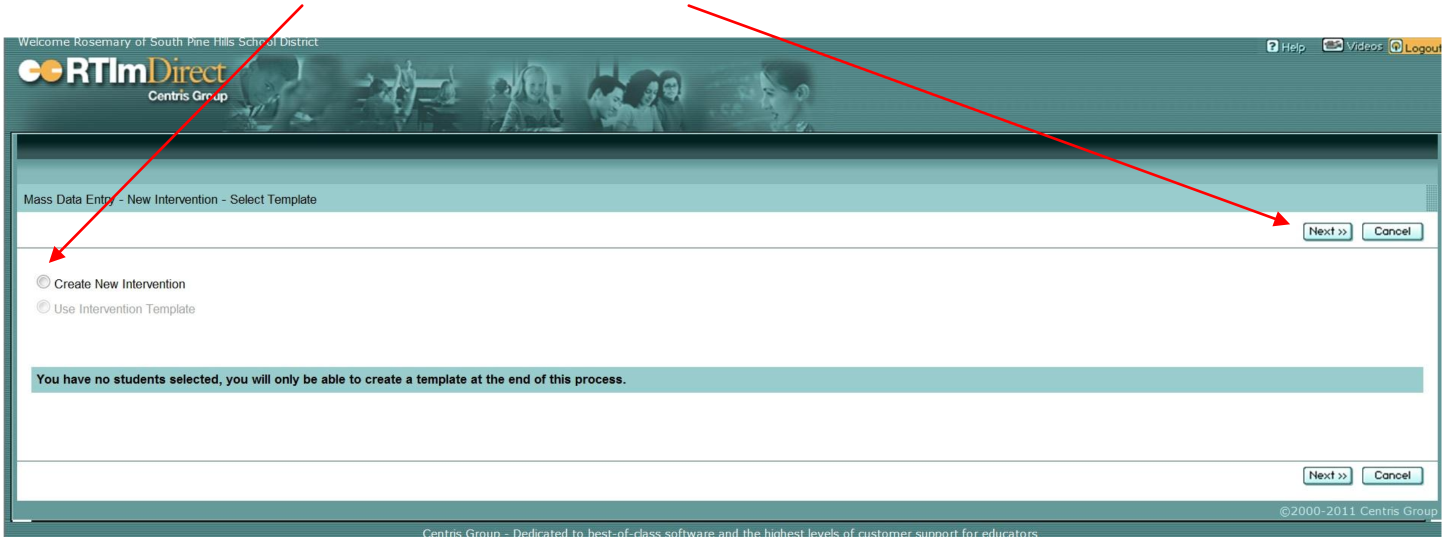
I. Create and save intervention templates
II. Apply intervention templates to Multiple Students
III. Manage intervention templates
IV. Enter Service Logs for Multiple Students
V. Enter Progress Reports for Multiple Students
VI. Enter State/Local Assessments Multiple Students

I. Create and Save Intervention Templates:

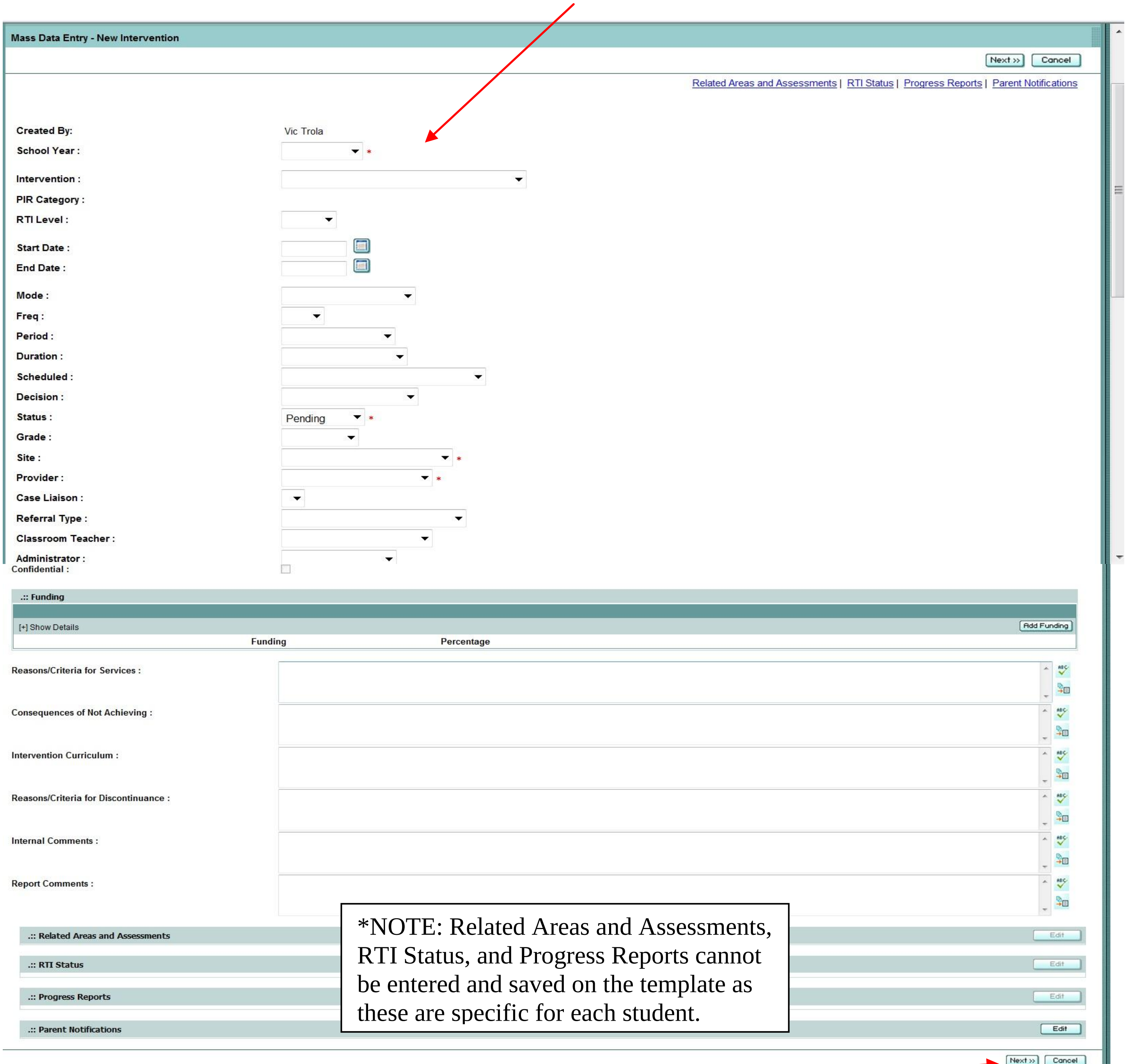
1. Hover cursor over **Mass Data Entry** tab on your **My Students** page and select **Create Intervention**



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



3. 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



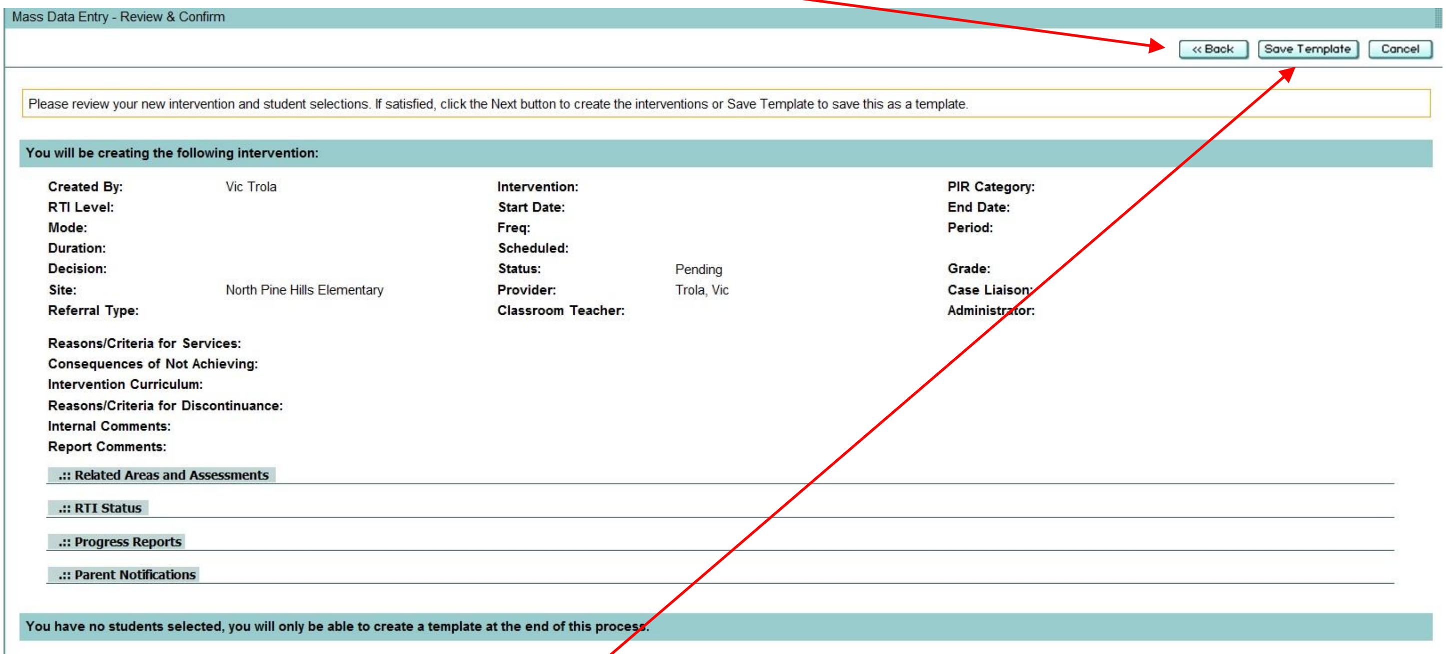
*NOTE: Related Areas and Assessments, RTI Status, and Progress Reports cannot be entered and saved on the template as these are specific for each student.

4. Click **Next**

5. A screen will appear for you to review your intervention template information

You may either:

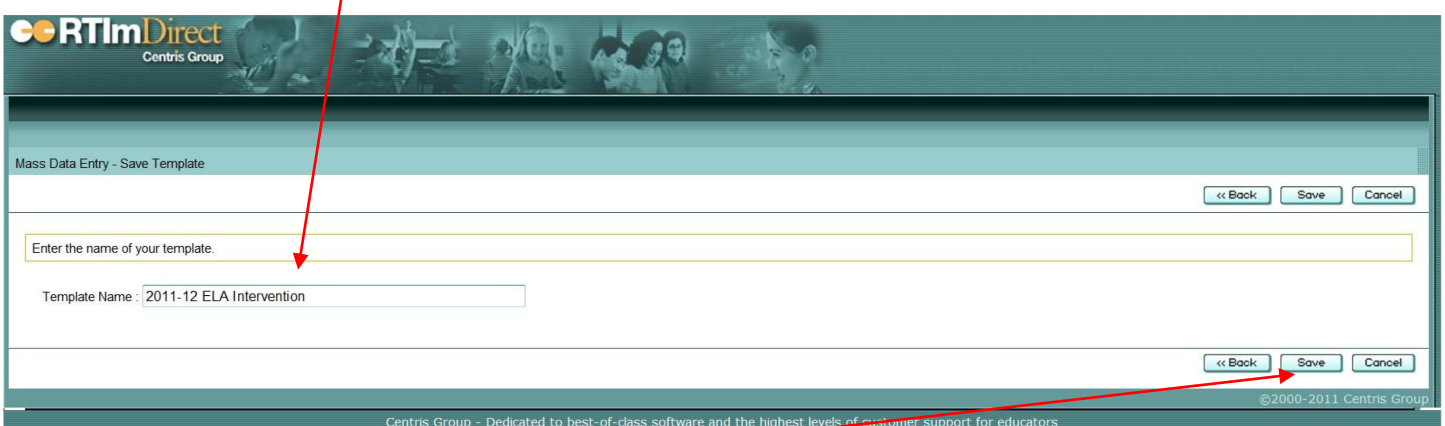
- Click **Back** to return to the template and make changes



[OR]

- Click **Save Template**

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

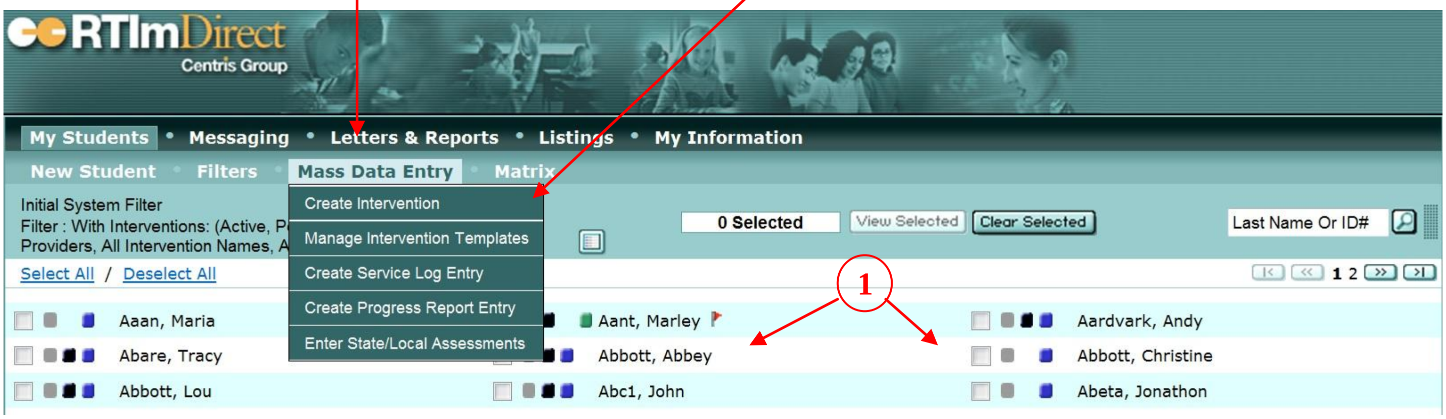


7. Click **Save**

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**

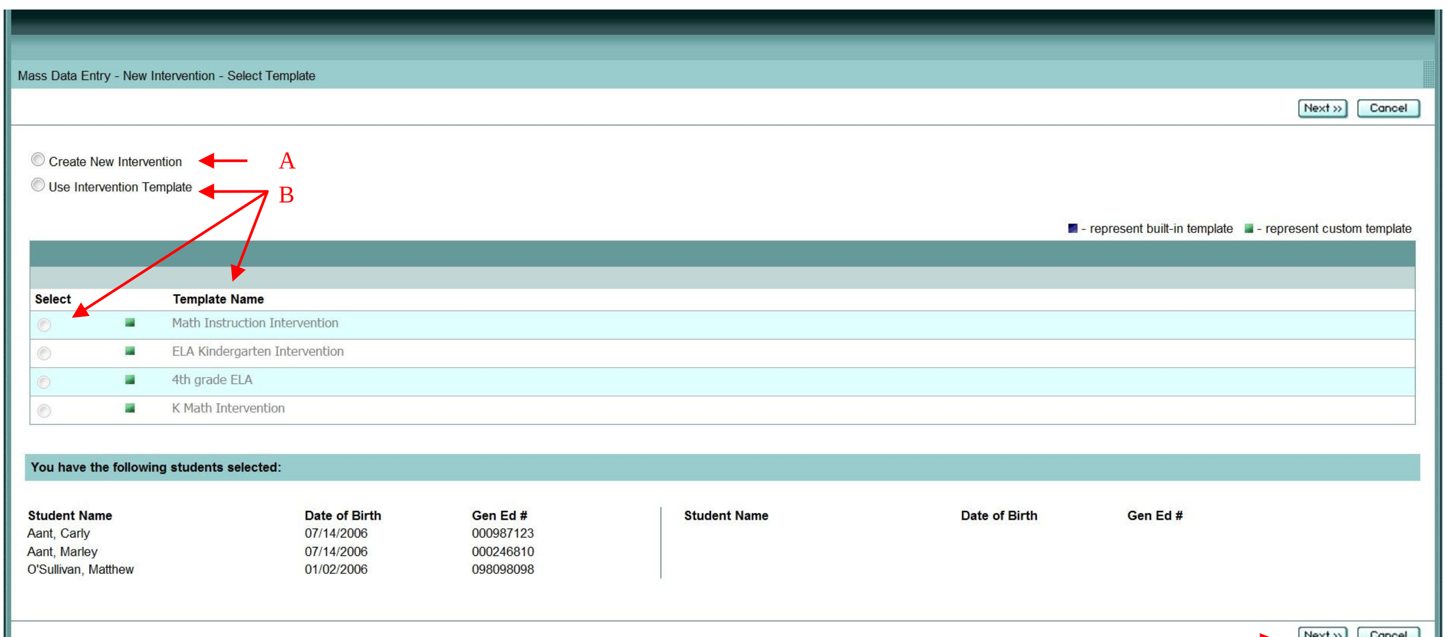


3. Choose

   A. **Create New Intervention** to be applied to selected students

   [OR[

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



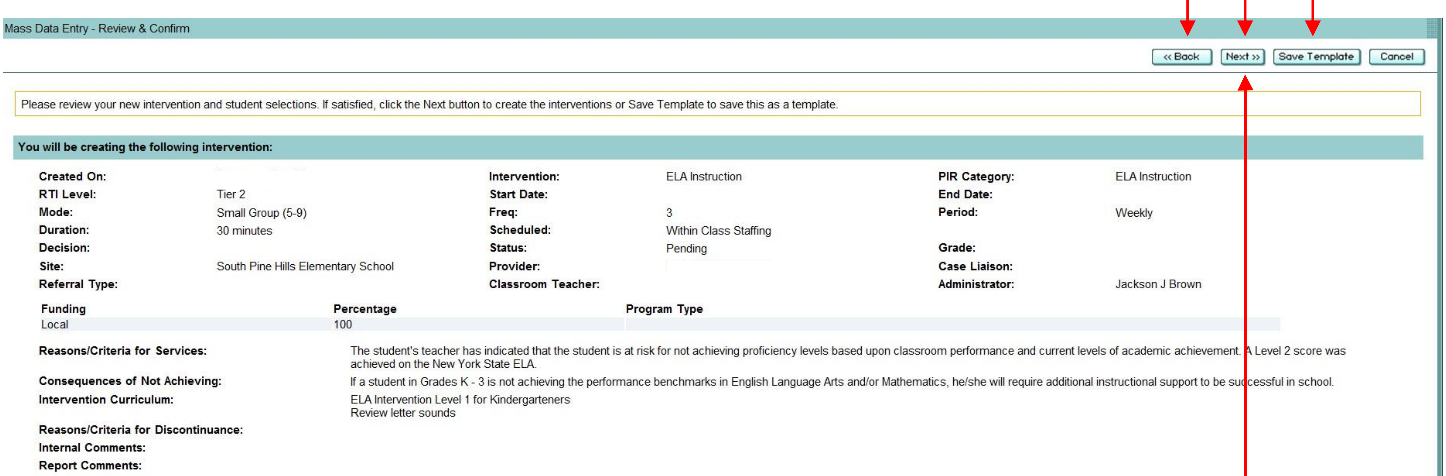
4. Click **Next**

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

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

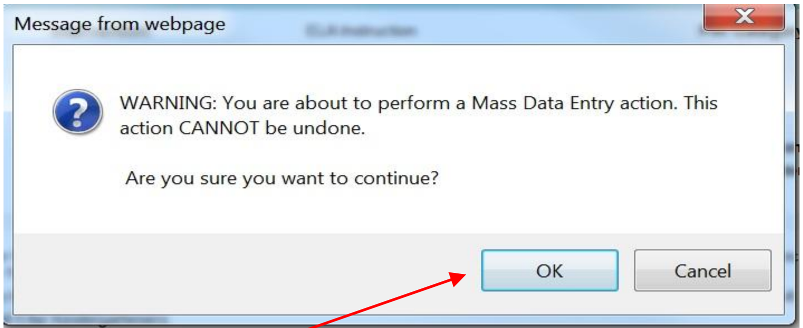
   A. Click **Back** to go back to template and make changes
      [OR]
   B. Choose not to change the intervention name and click **Next**.
      (Only used when applying an intervention template. The original template name is saved with new changes applied.)
      [OR]
   C. Click **Save Template** to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

A B C



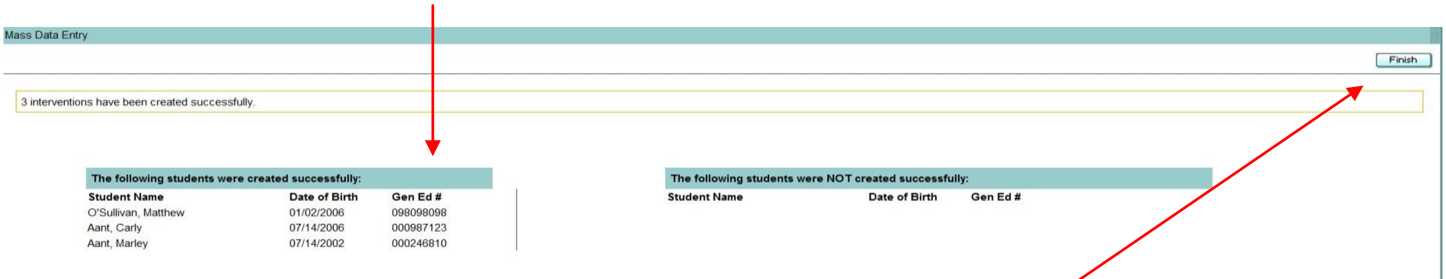
7. Click **Next**

8. A message will appear



9. Click **OK** to continue

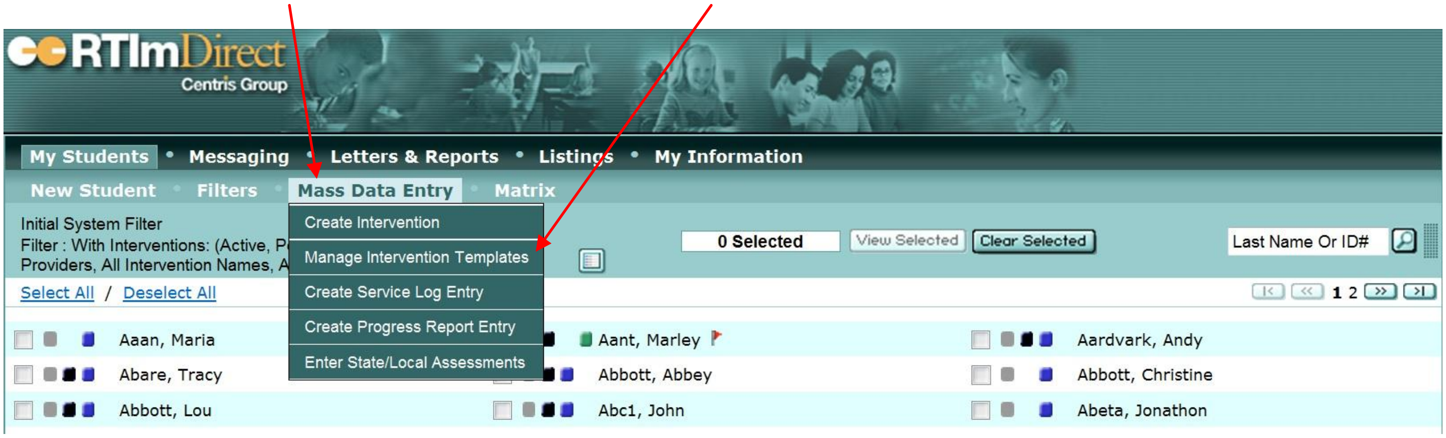
10. A list of students successfully assigned interventions will appear



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**



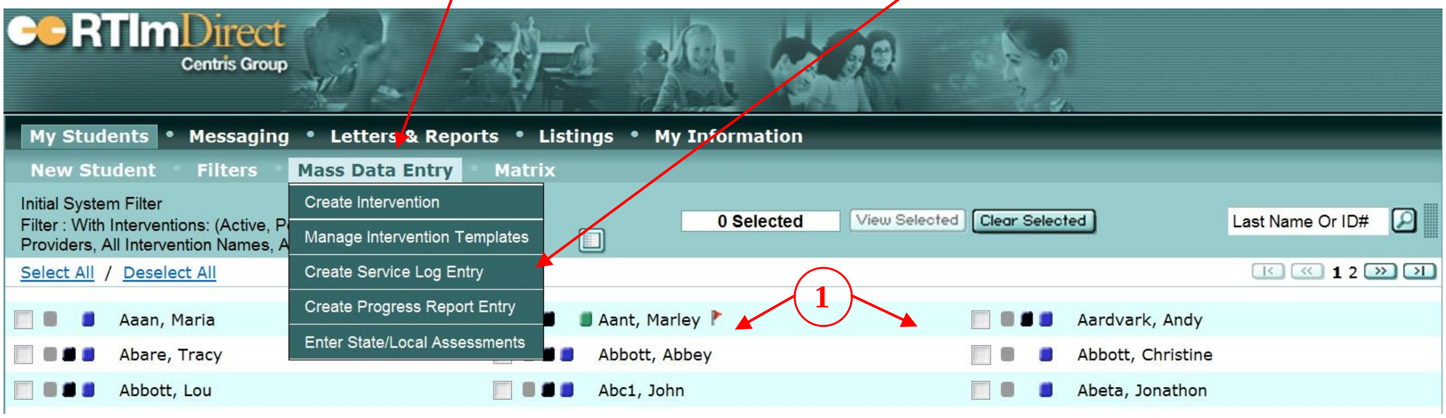
You may:

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

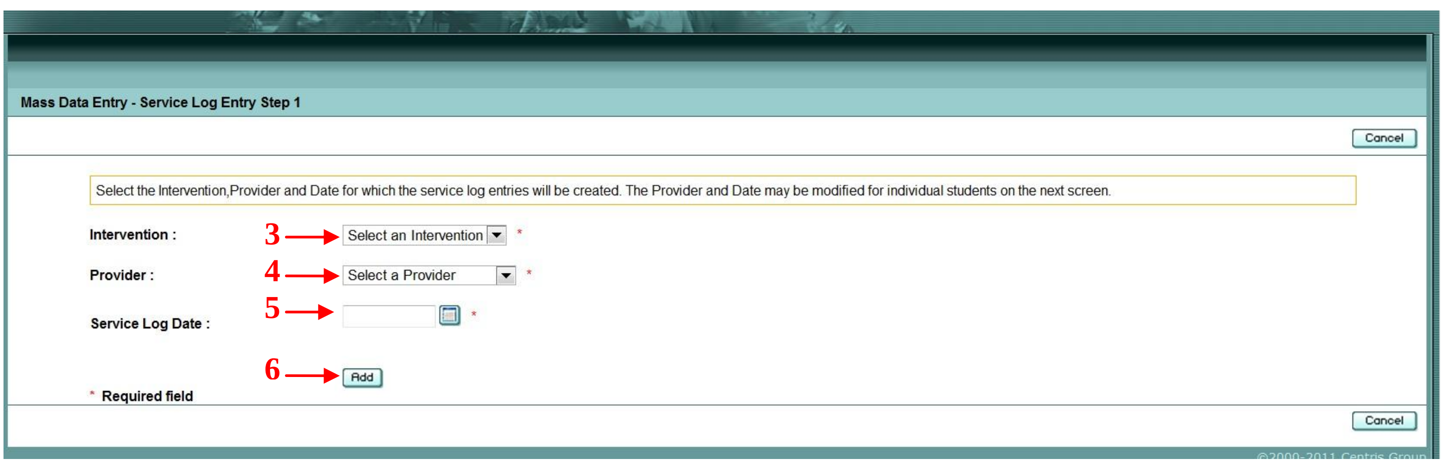
When finished remember to **Save** changes

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**

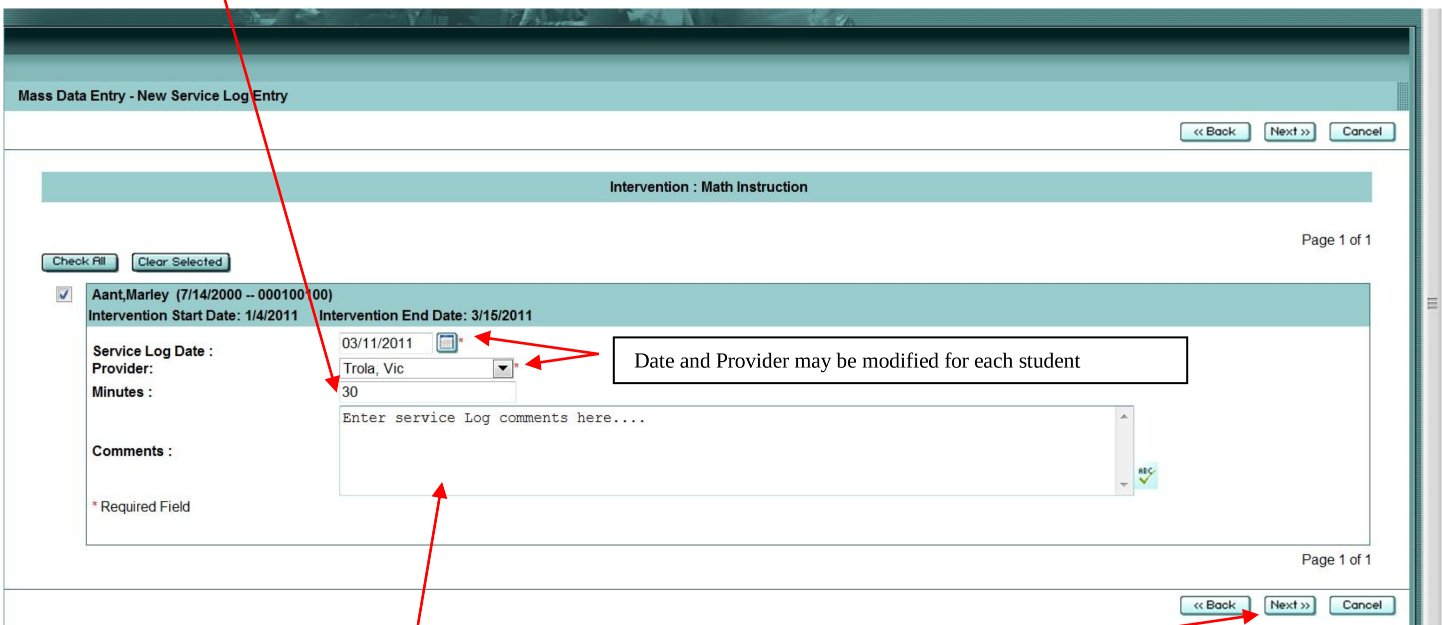


3. Select an intervention
4. Select a provider



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

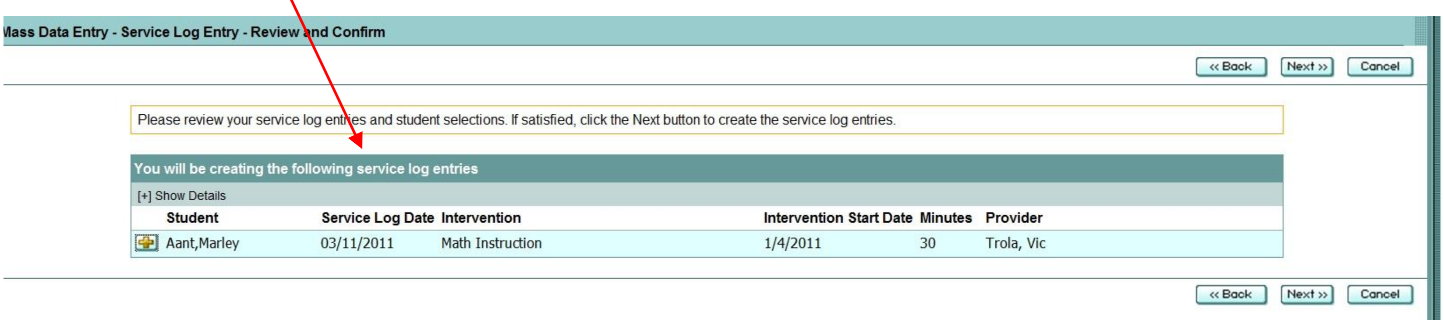
7. Enter **Service Log Minutes** (length of intervention) for each student



8. Enter **Comments** for each student

9. Click **Next**

10. Review summary screen



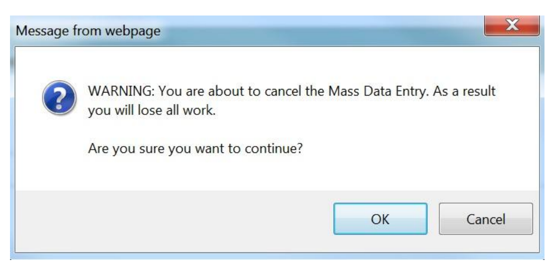
A. Click **Back** to return to the previous page and make changes

[OR]

B. Click **Next** to continue

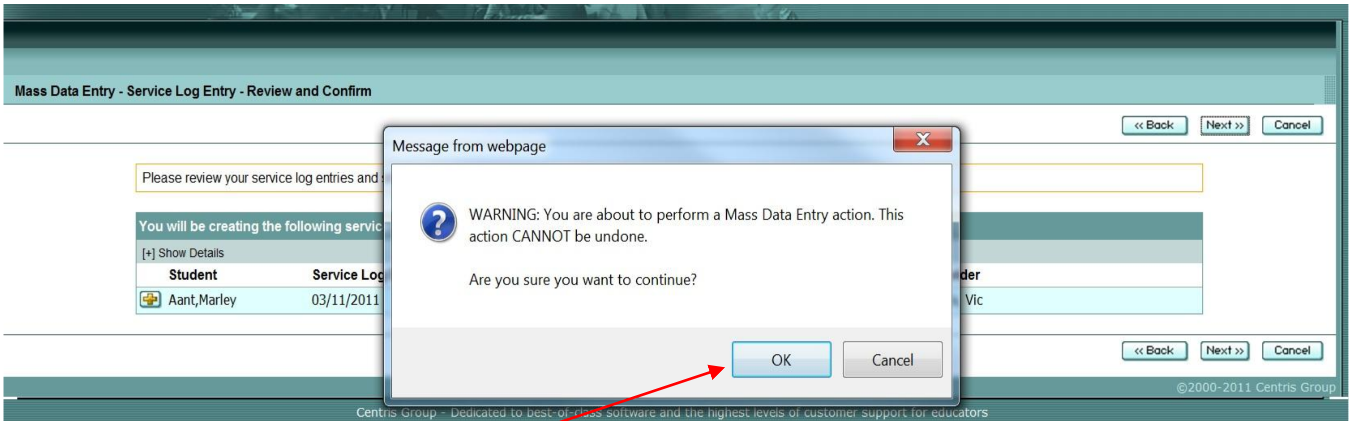
[OR]

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

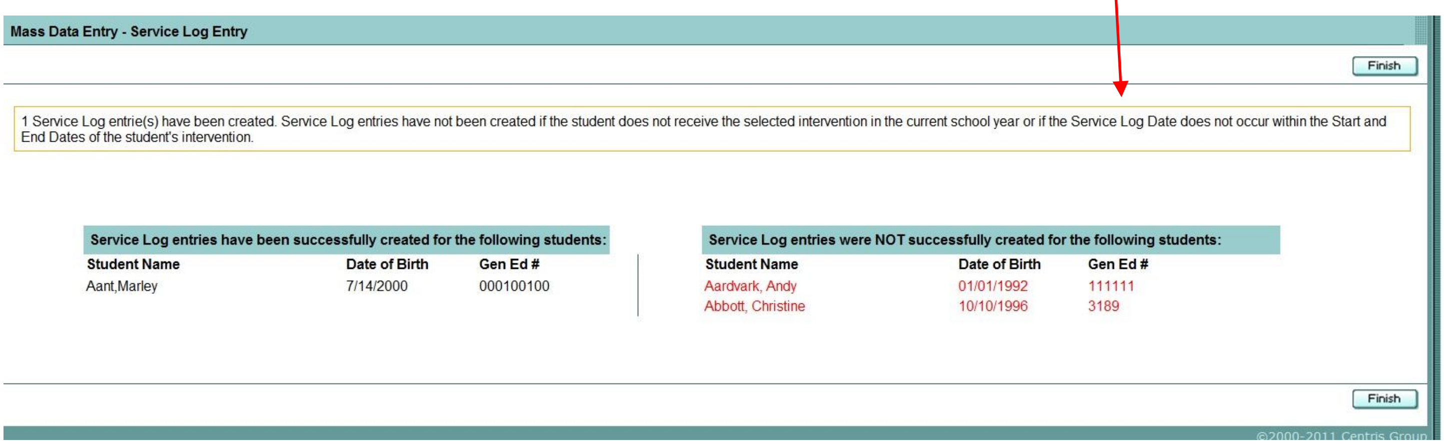


13. Click **OK** to continue

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)

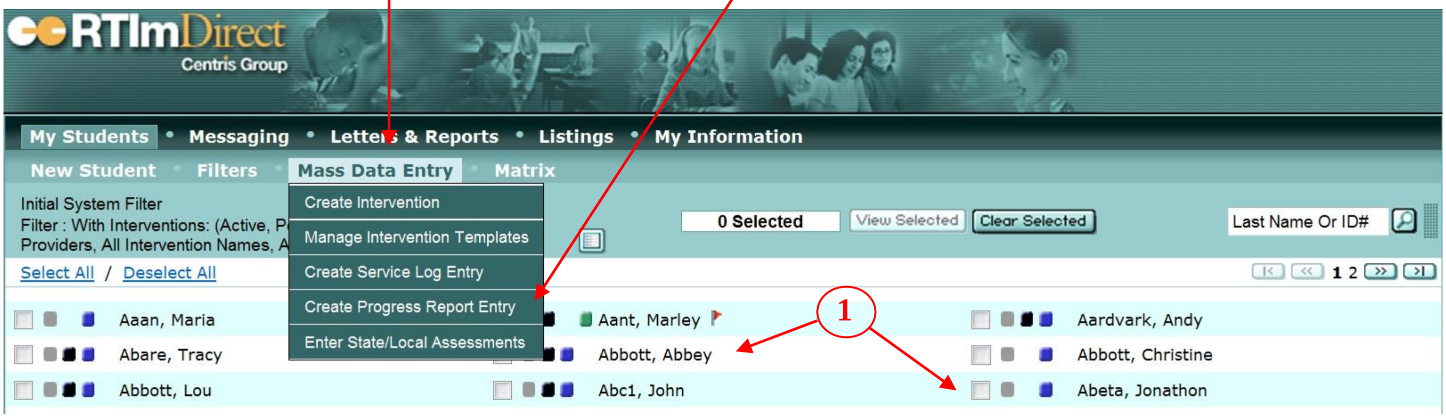


15. Click **Finish.** The service logs were entered into student records.
    You will return to your My Students page

V. Enter Progress Reports for Multiple Students:

1. Select students from **My Students** page

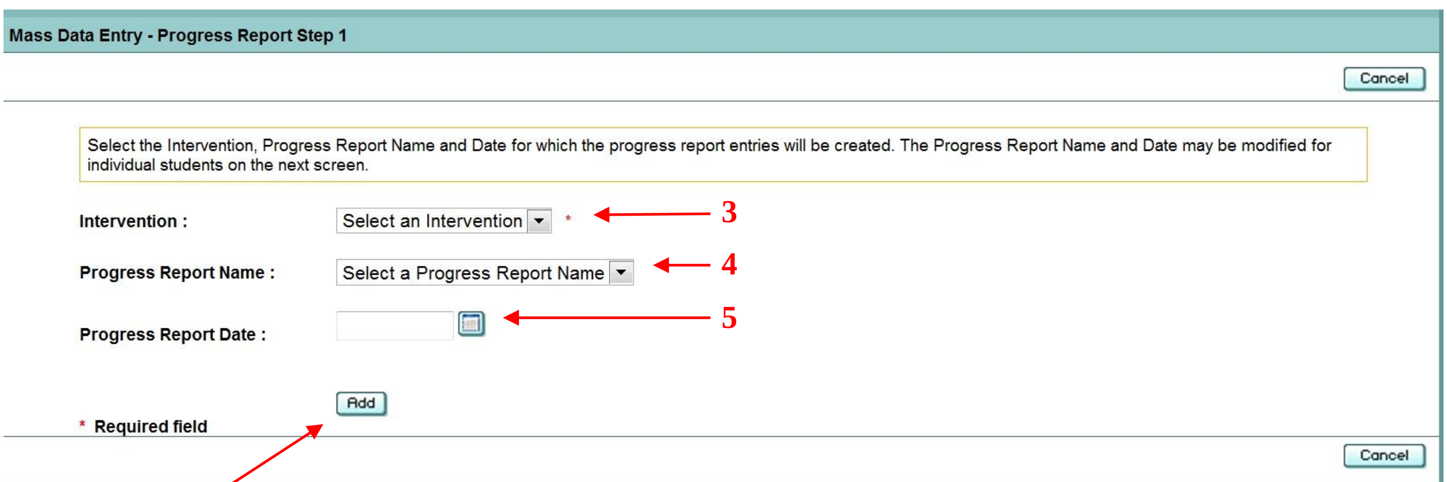
2. Hover over **Mass Data Entry** tab and select **Create Progress Report Entry**



3. Select an Intervention

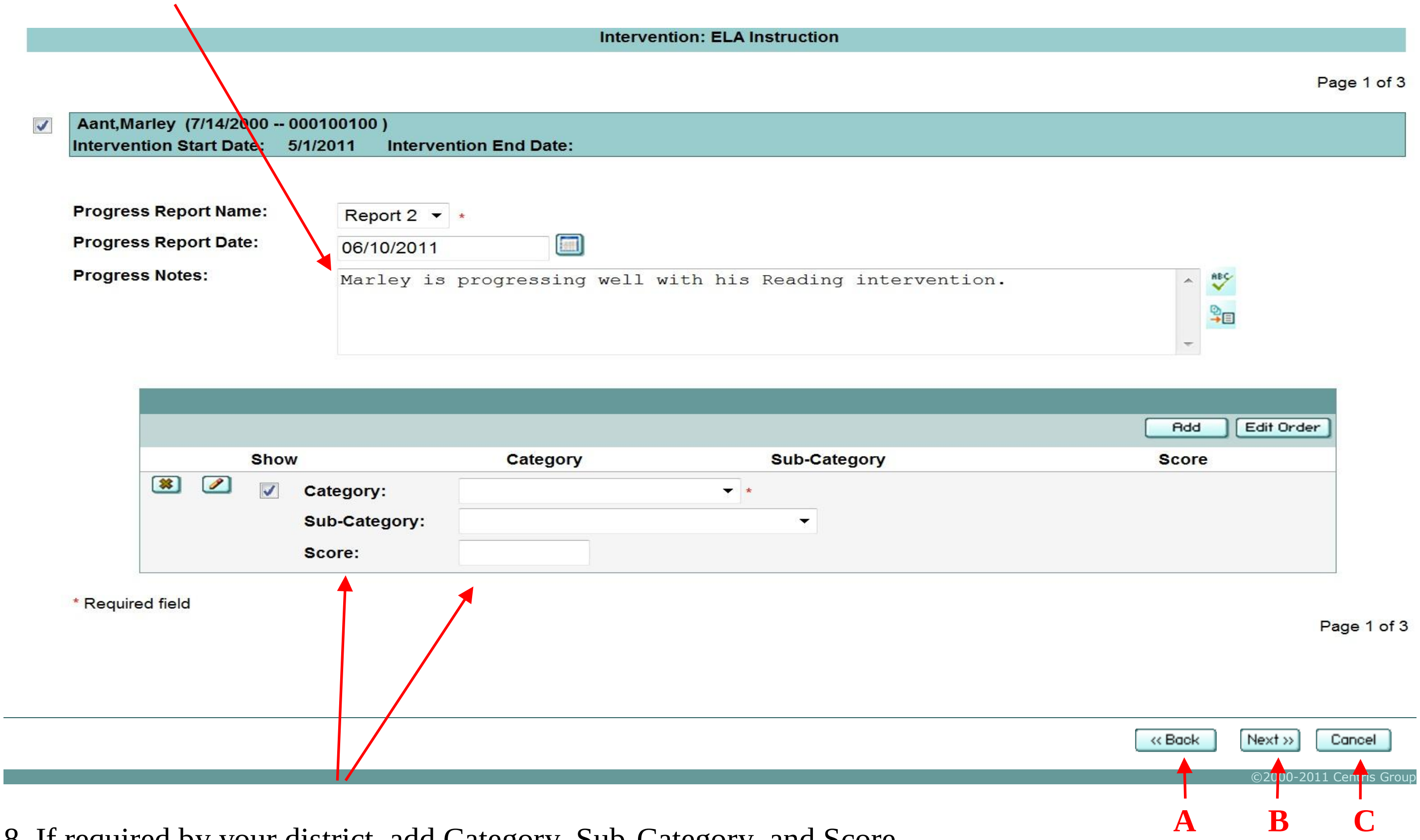
4. Select a Progress Report Name

5. Enter Date of Progress Report



6. Click **Add**

7. Enter progress notes



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

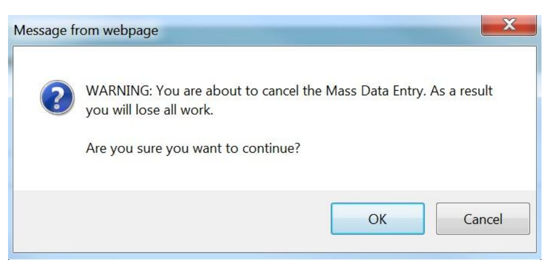
9. A. Click **Back** to return to the previous page and make changes

[OR]

B. Click **Next** to continue

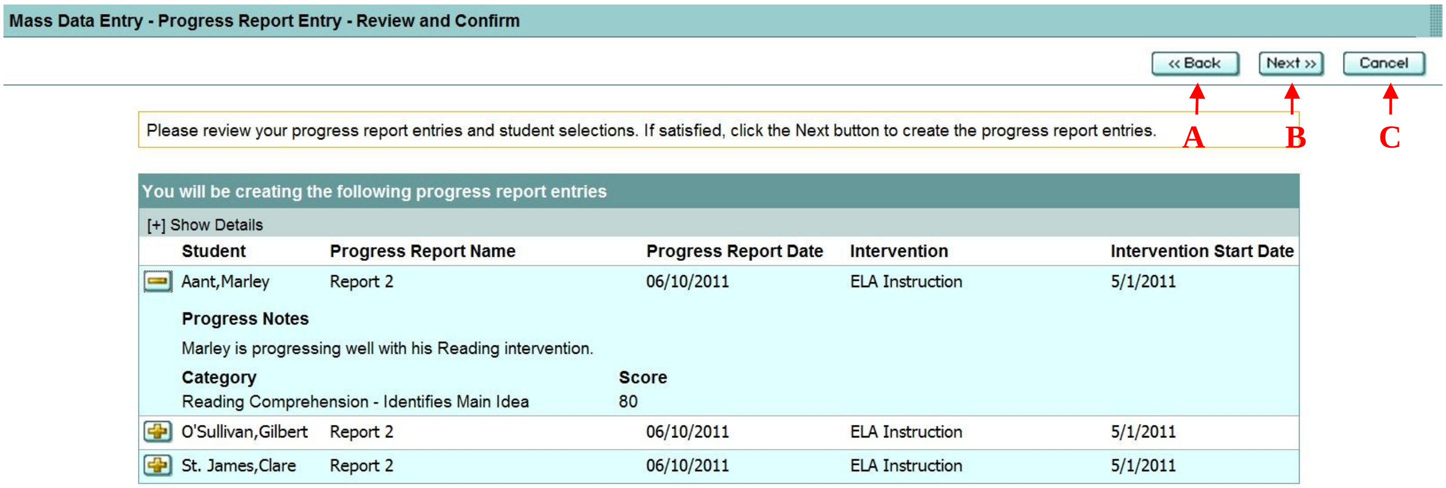
[OR]

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



Review your information and:

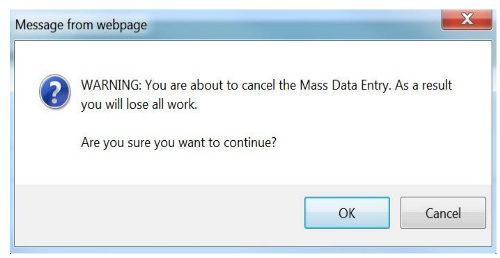
A. Click **Back** to return to the previous page and make changes

[OR]

B. Click **Next** to continue

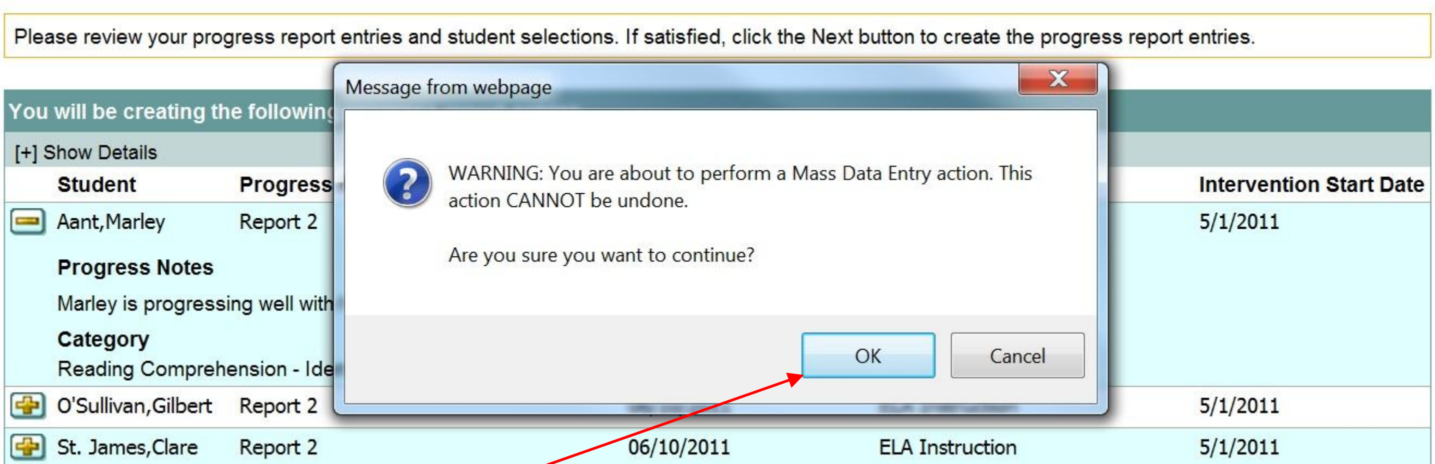
[OR]

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



11. To continue Click **Next**

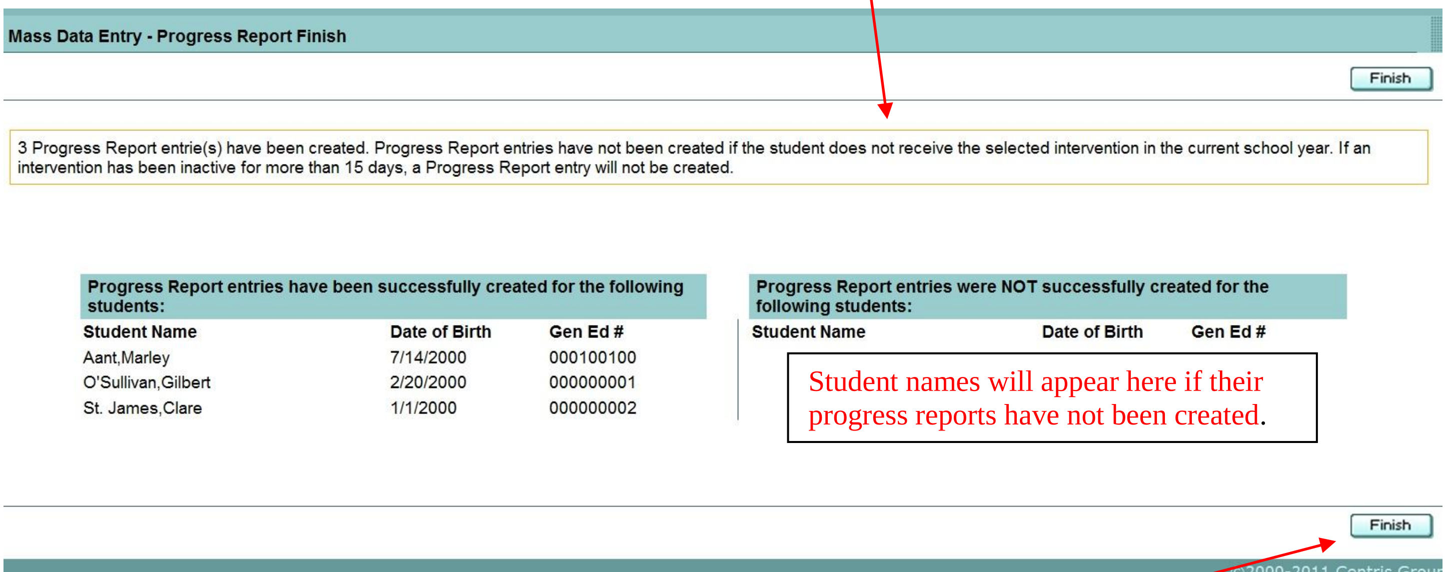
Another warning message will appear



12. Click **OK** to continue

13. The Mass Data Entry – Progress Report Finish screen will appear
   a. Progress Reports for students in **black print,** on the left, have been successfully created

   b. 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)

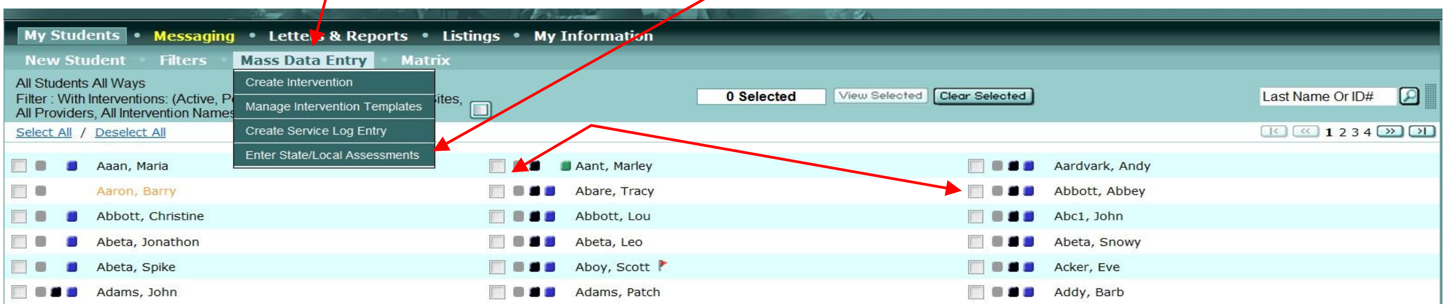


14. Click **Finish.** The progress reports were entered into student records.
You will return to your My Students page

VI. Enter State/Local Assessments for Multiple Students:

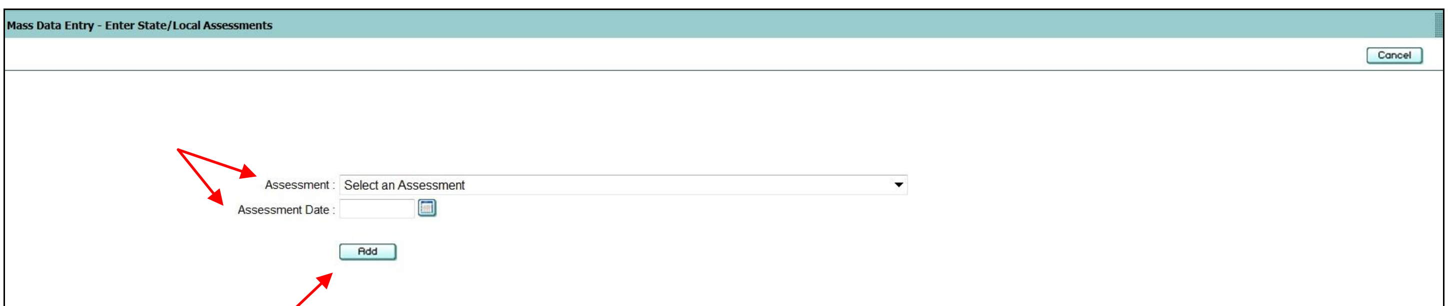
1. Select students from **My Students** page

2. Hover over **Mass Data Entry** tab and select **Enter State/Local Assessments**



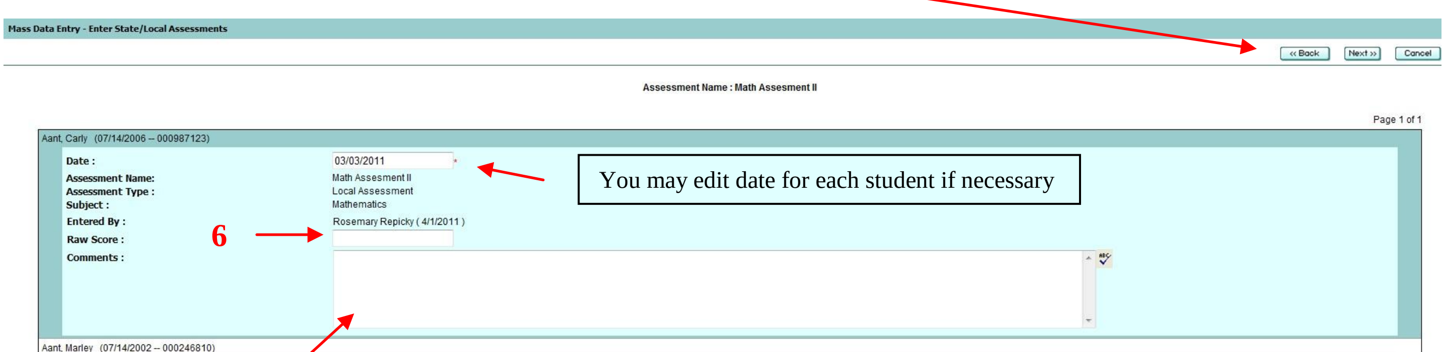
3. Select an assessment from the drop down

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

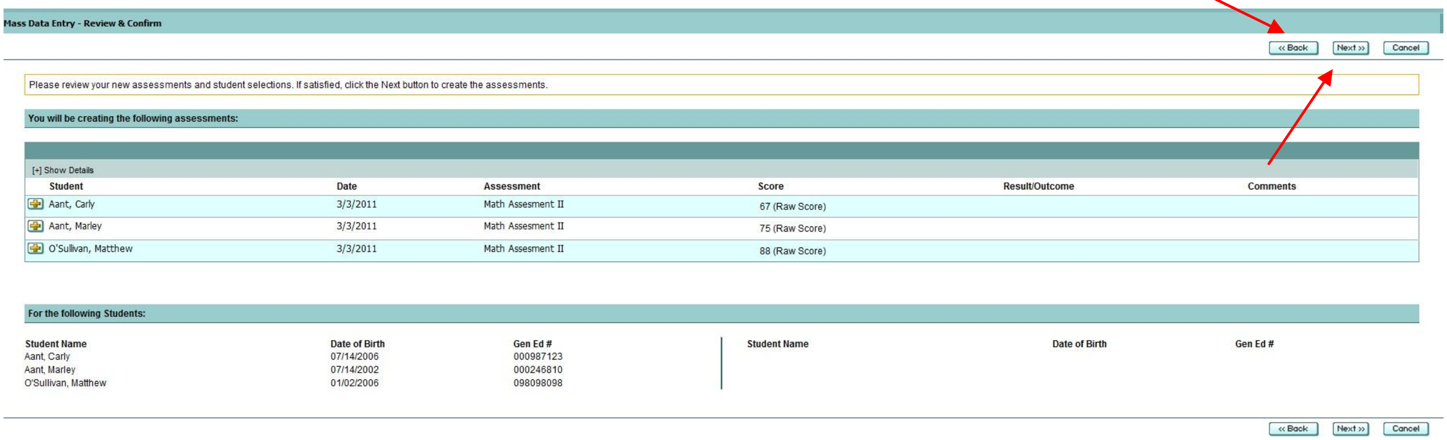


8. Enter comments (if applicable)

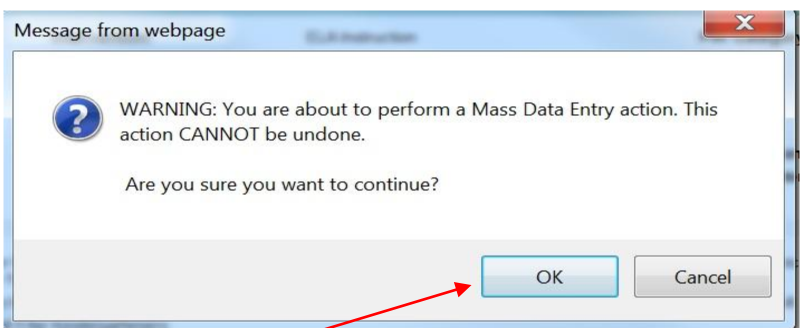
9. Click **Next**

10. Review information and:

    Click **Back** to go back to the previous page and make changes
    [OR]
    Click **Next** to continue

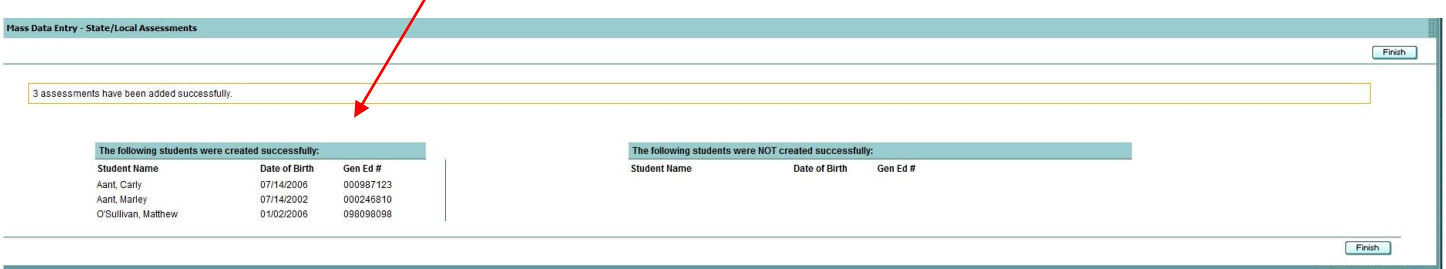


11. A message will appear



12. Click **OK** to continue

13. A list of students successfully assigned assessments will appear



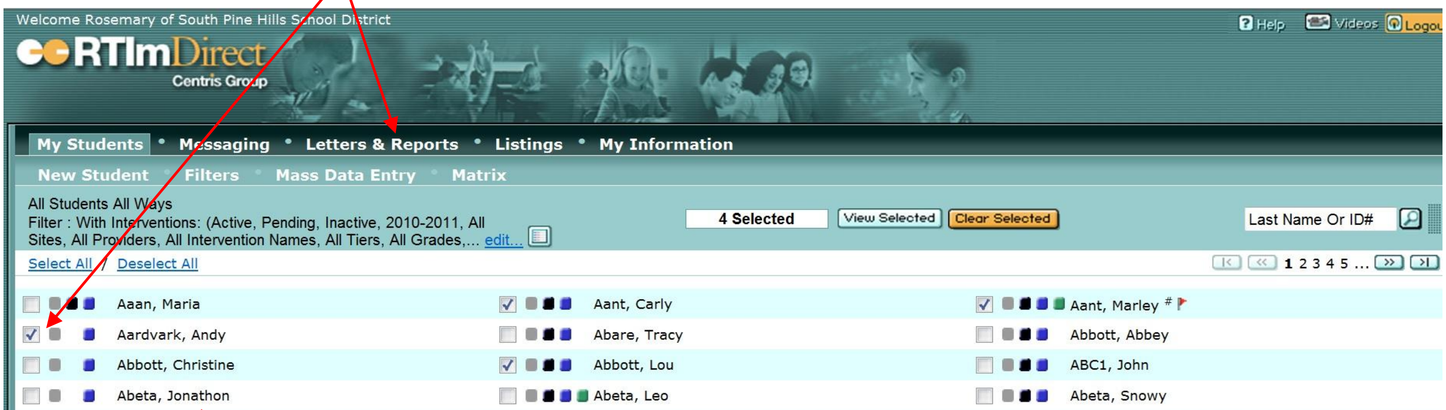
14. Click **Finish** – the assignments have been entered in student files

Letters and Reports

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

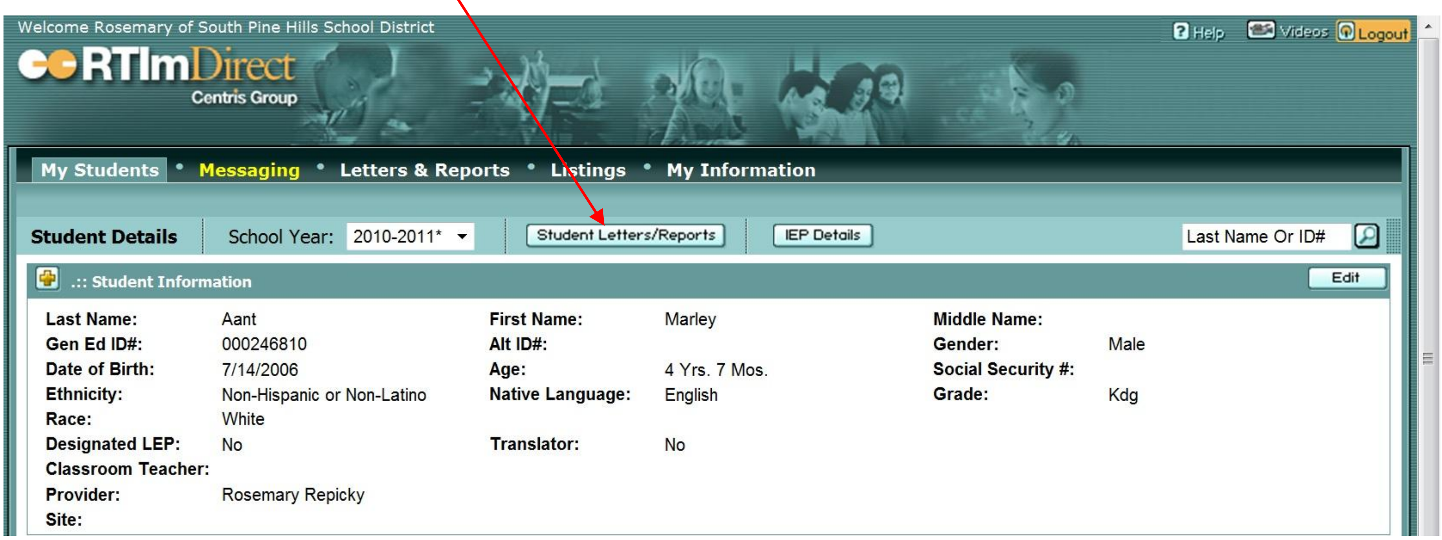
To generate a Letter or Report:

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

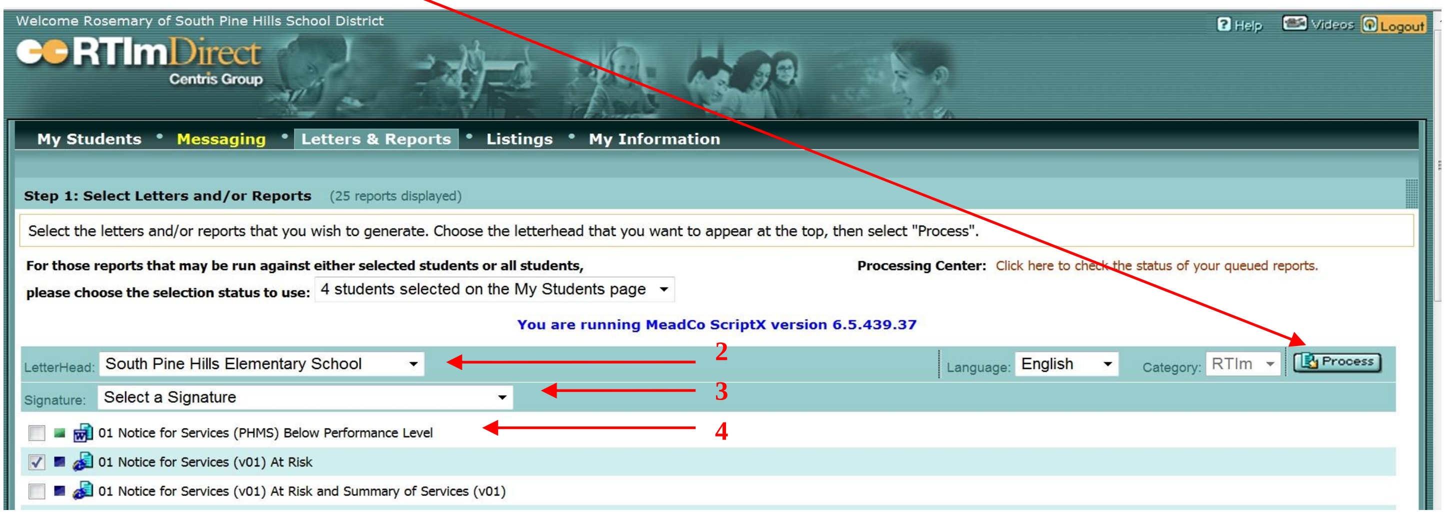


[OR]

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

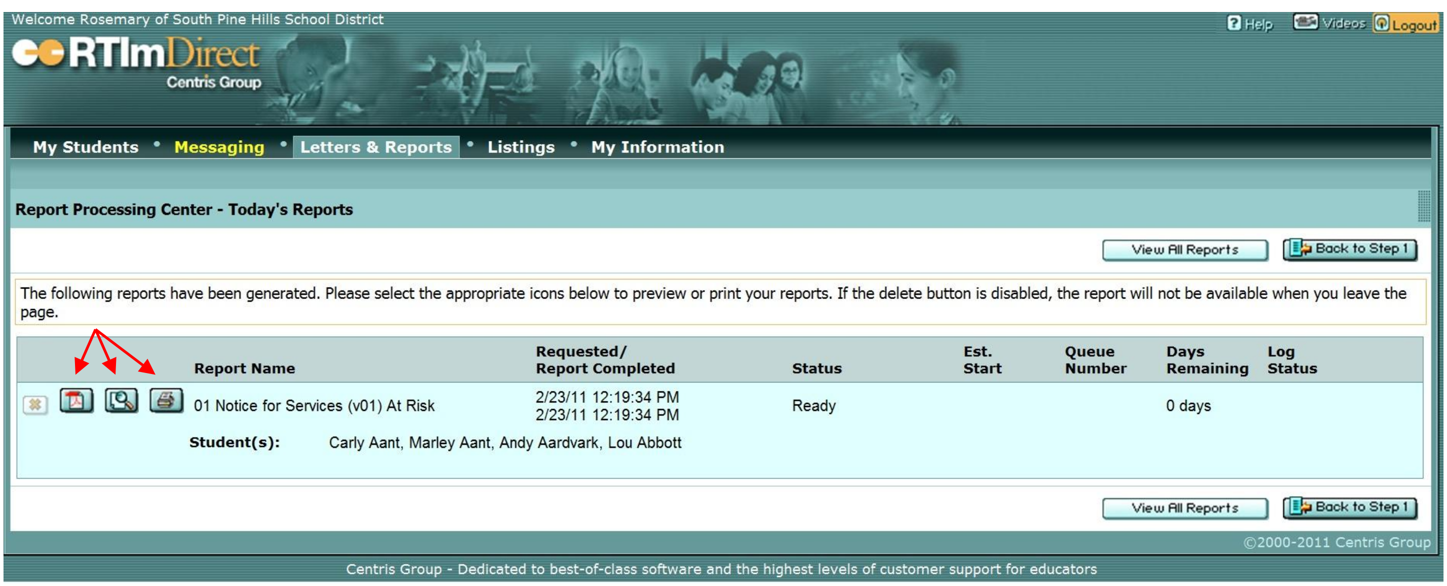


2. Choose Letterhead from drop down choices
3. Select a specific signature or choose "No Signature" from drop down choices
4. Select ☑ letter(s) and report(s) you wish to process for selected students
5. Press **Process**



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.

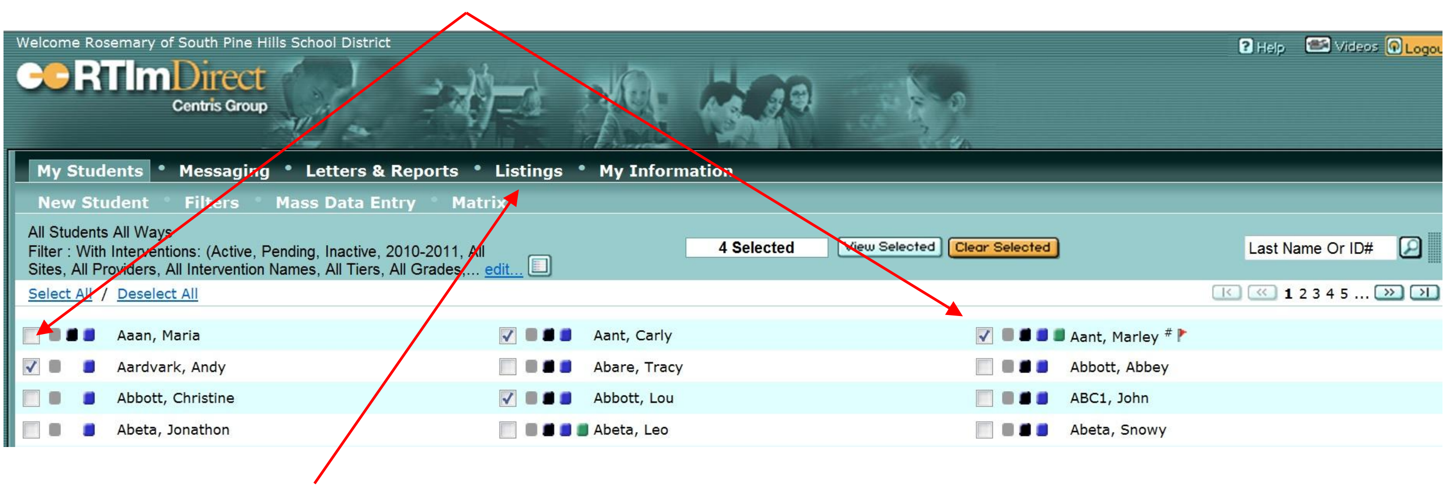
2. Custom Listings - listings that are created by a district user in RTIm Direct. These listings are only available to users within the district. Custom Listings may be overwritten and deleted. On the Listings screen, custom listings are identified by a green box ( ) to the left of its name. Only RTIm 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:

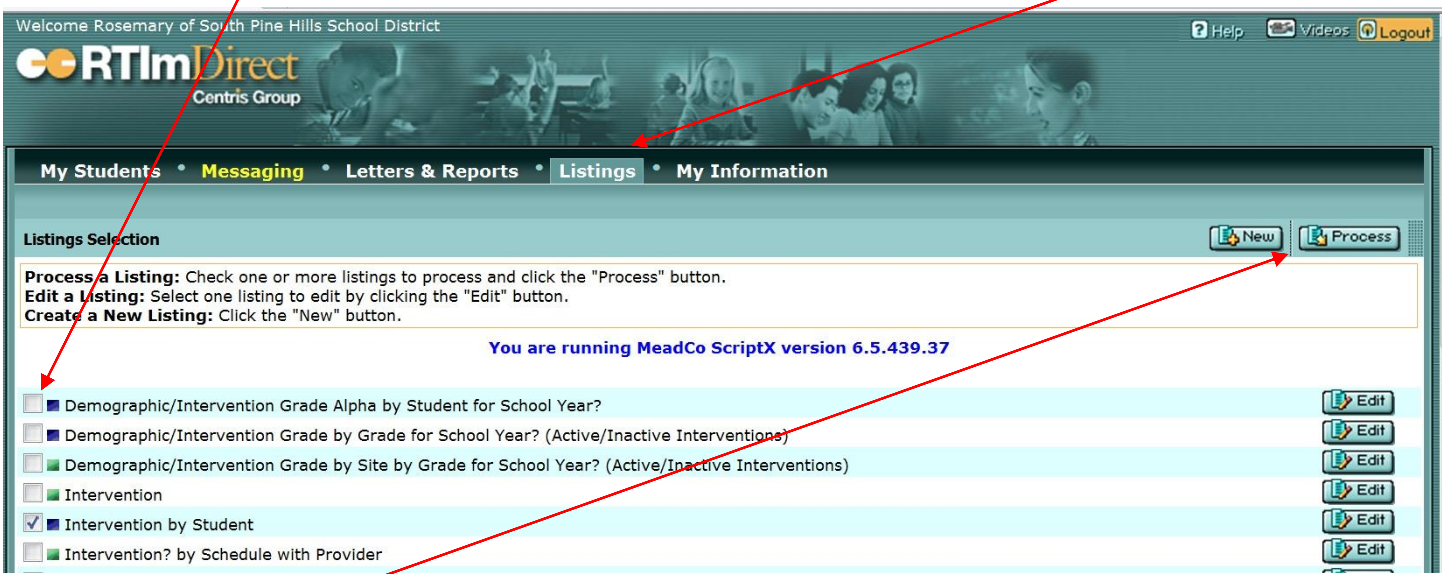
1. Choose students from My Students page



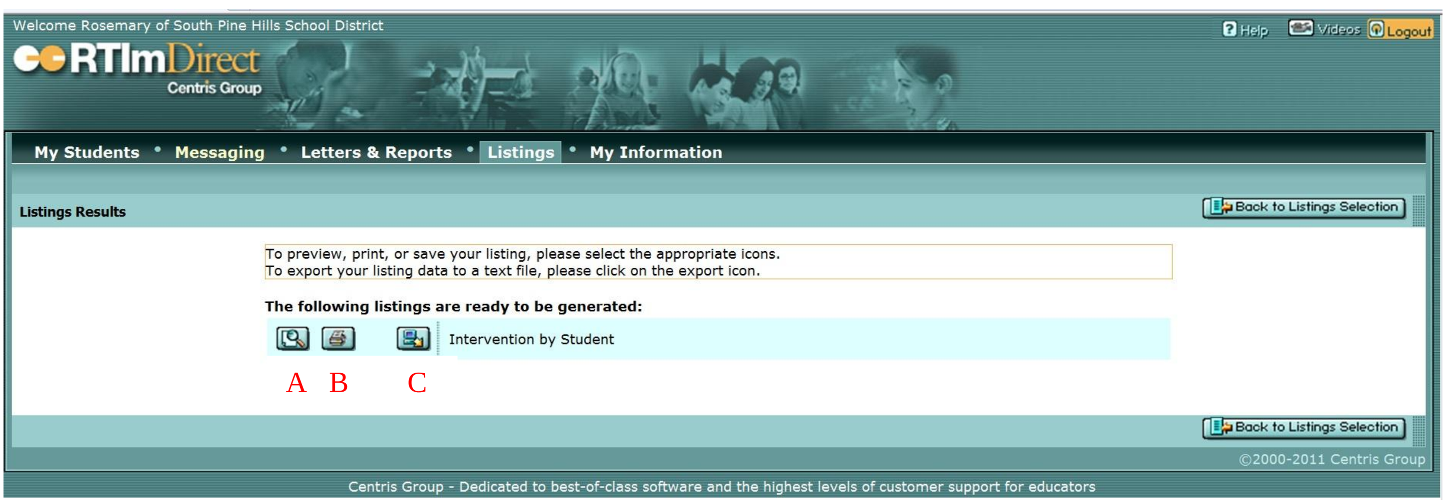
2. Go to the **Listings** tab and follow the steps below.

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 

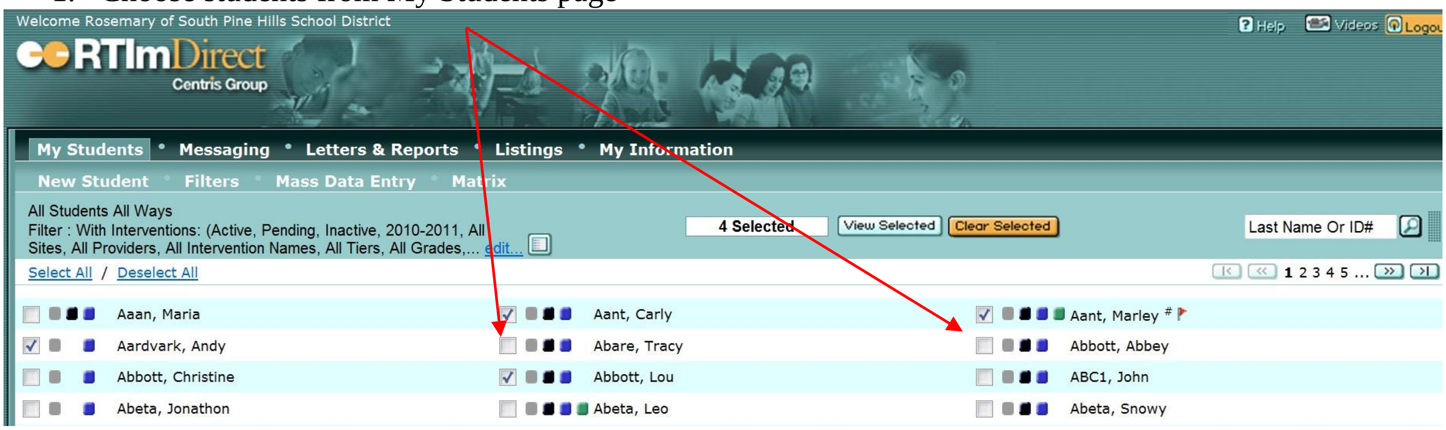
C. Exported as text data file (can be imported to Excel or Word) 

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



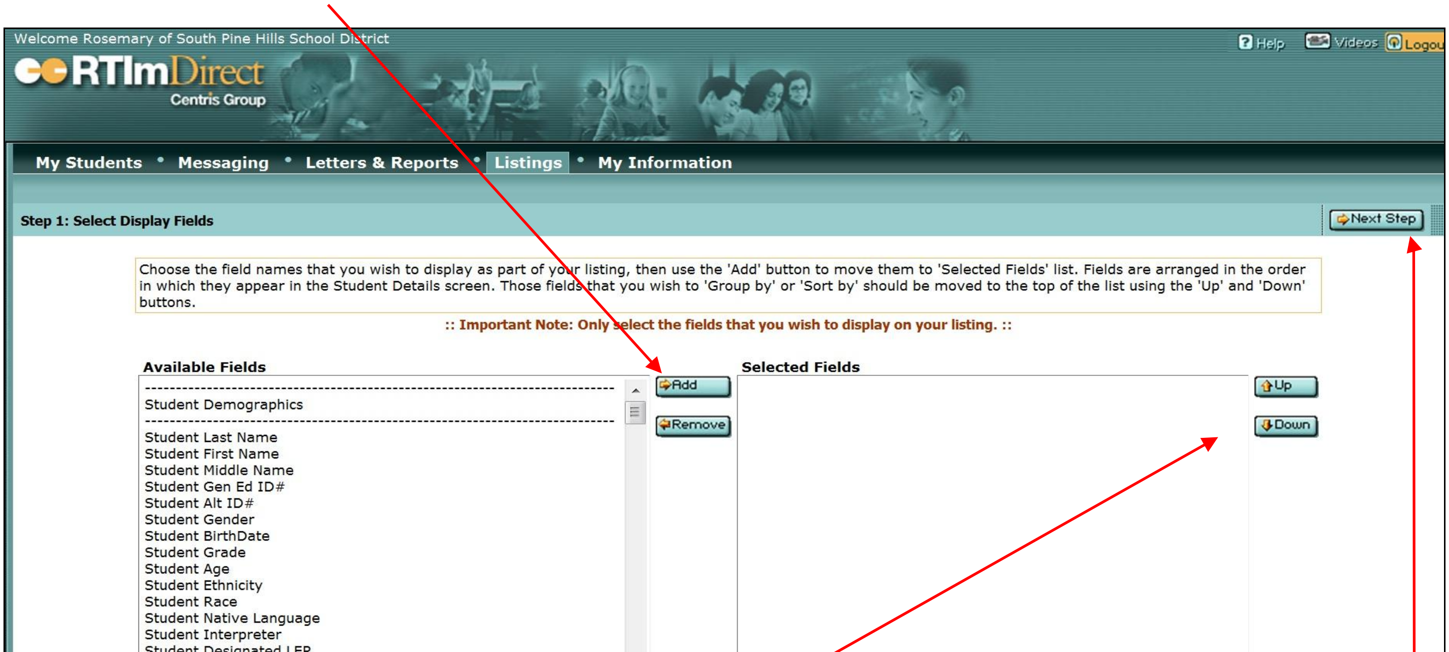
2. Go to the Listings tab and follow the steps below.

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**

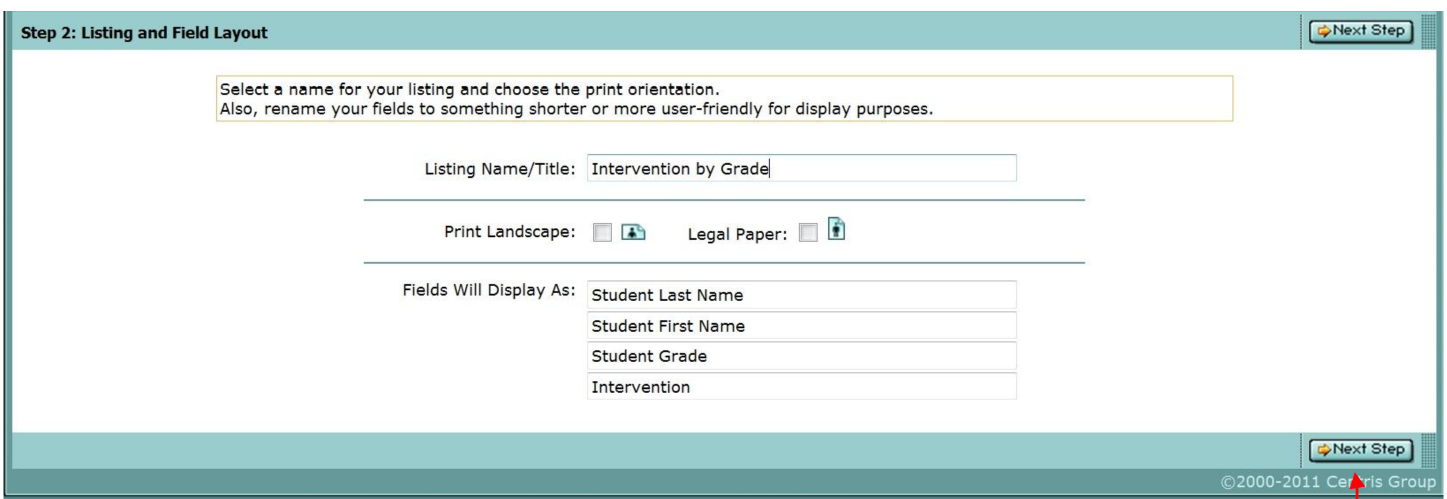
3. Use the **Add** and **Remove** buttons to select the fields you wish to use in creating the listing



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

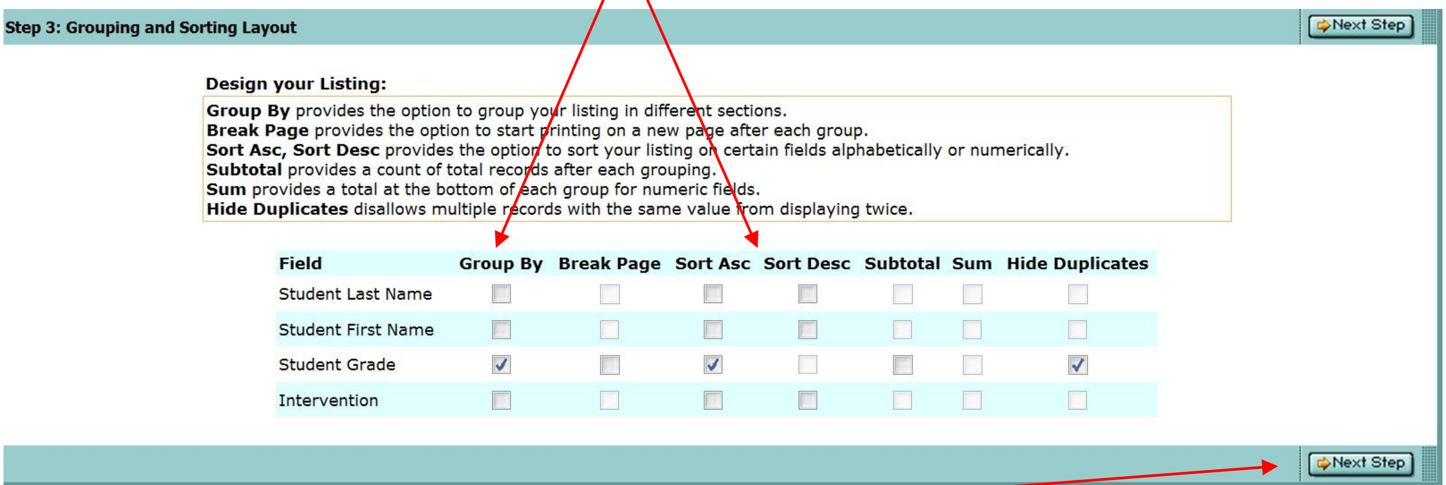
6. Name your listing



7. You may choose Print Landscape or Legal Paper

8. Click Next Step

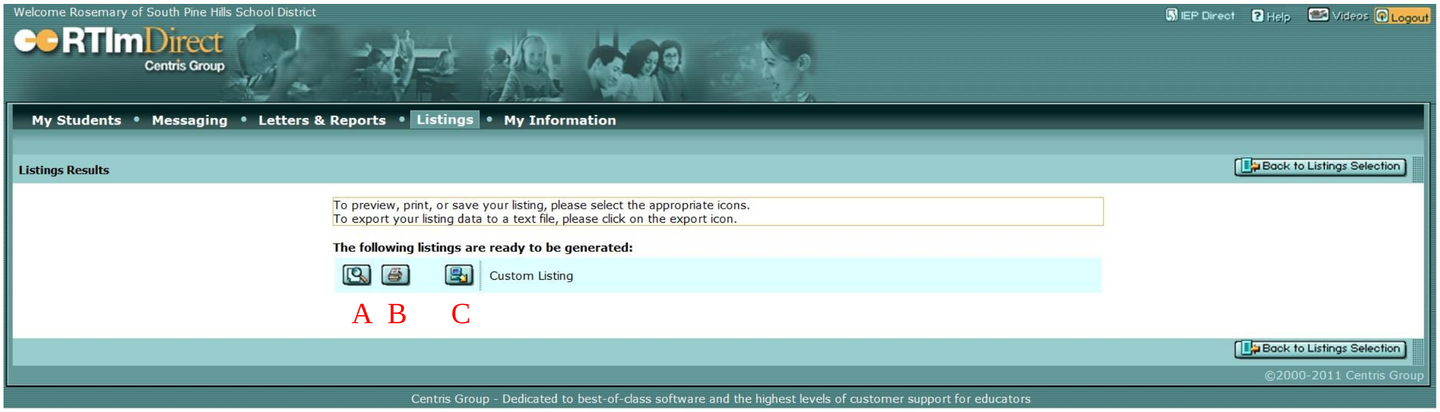
9. Choose if/how fields should be grouped and sorted. You can set page breaks, subtotals and sums for each field, and/or to hide duplicates



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)

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) 

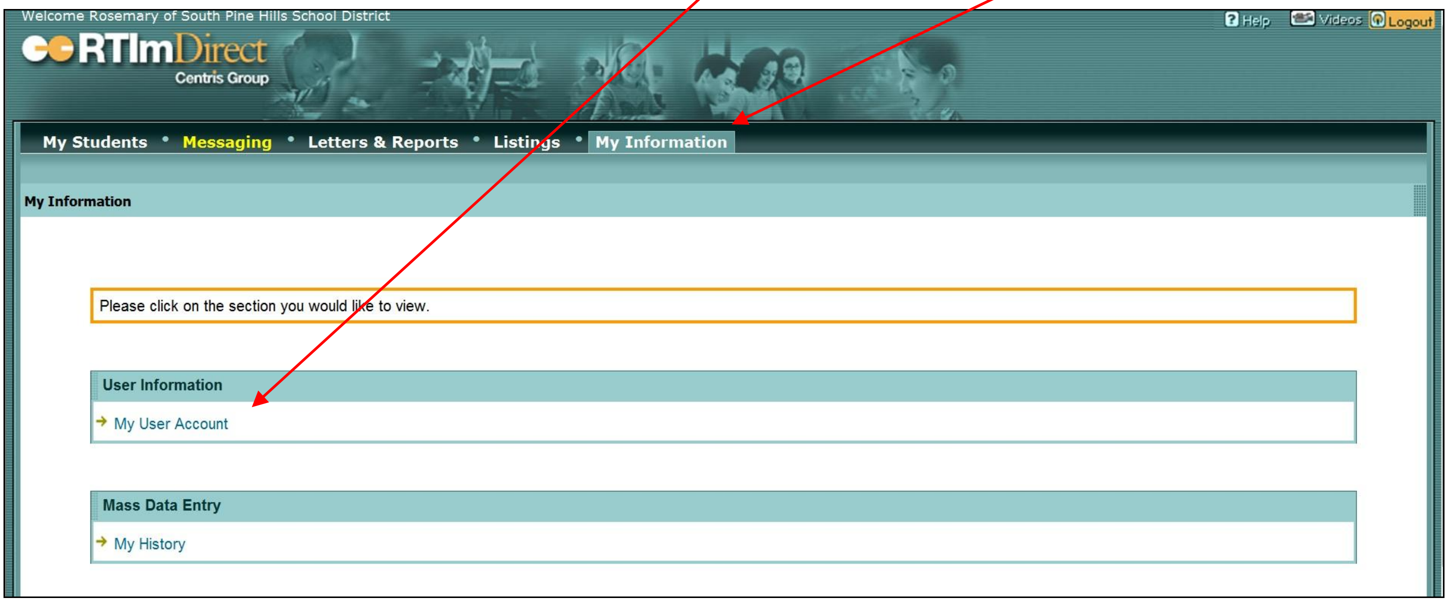
*NOTE: Providers may not save a custom listing. Custom listings may only be saved by RTIm Direct Supervisors

My Information

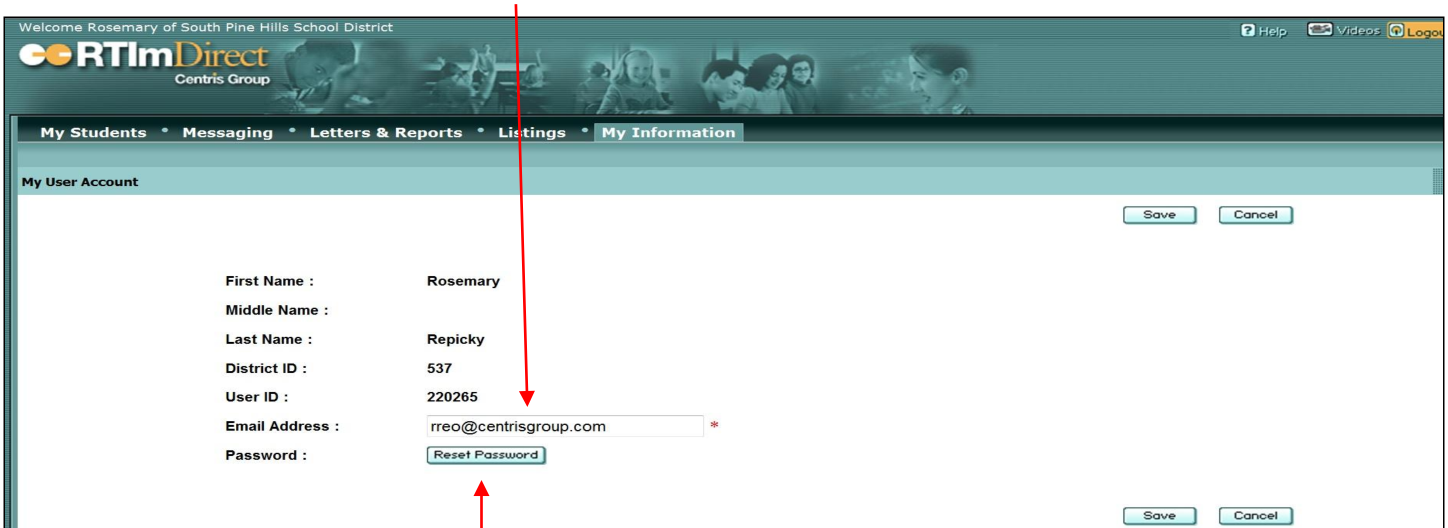
At the **My Information** tab you can

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

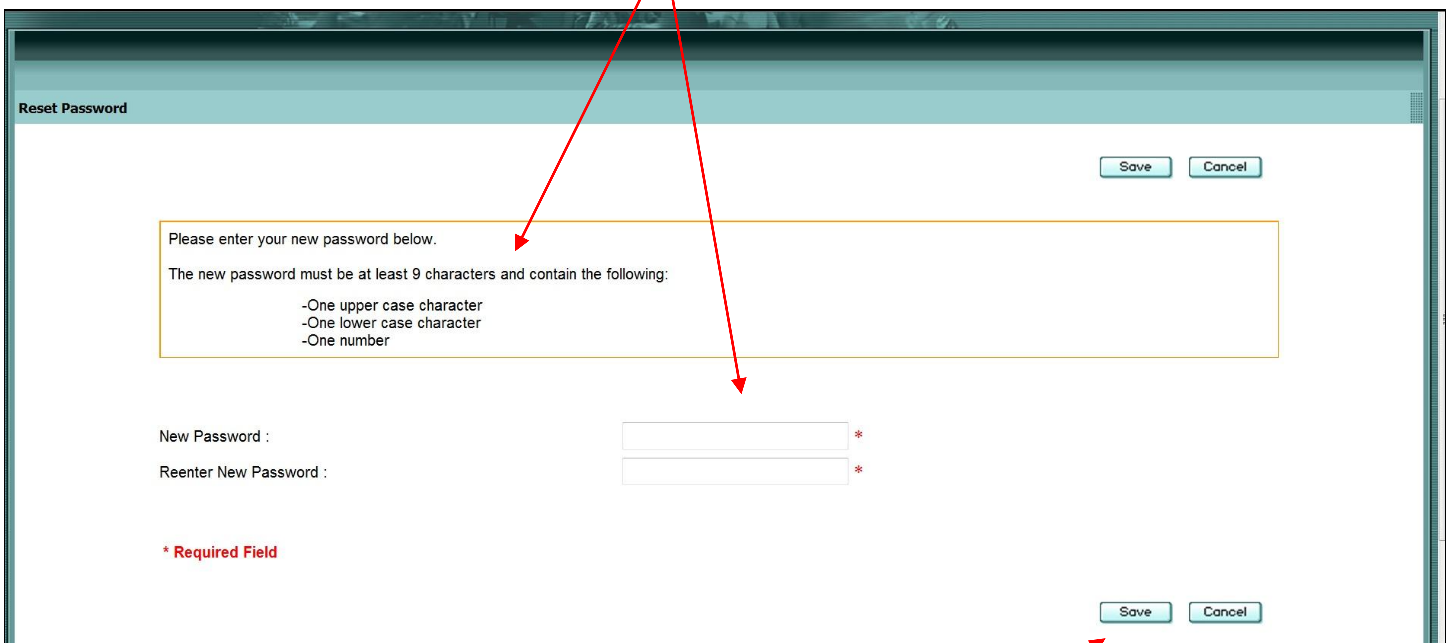


Add/Update your email address. (Should you forget your password you can prompt the system from the home page to send it to you. Make sure you enter an email that you can access from work.)



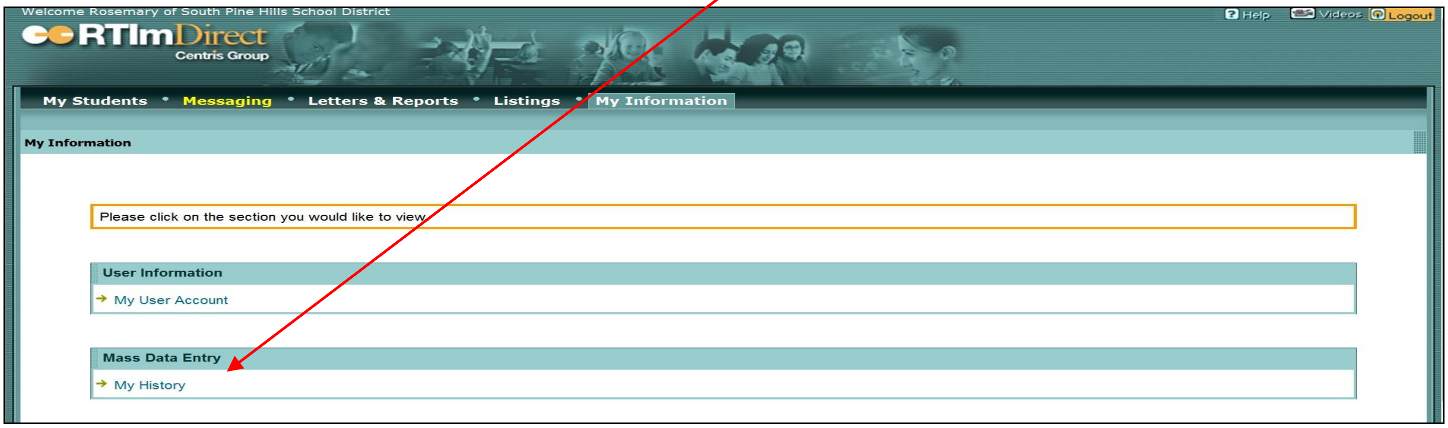
2. To change/reset your password click on **Reset Password**

- 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

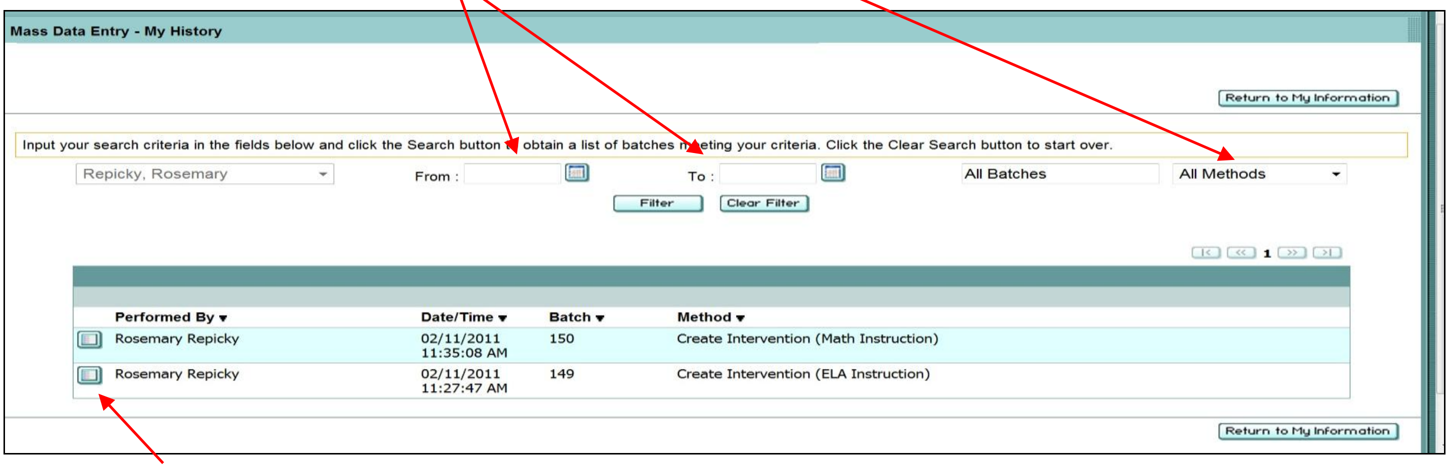


- Passwords are case sensitive – make sure **Caps Lock** is **off**
- Future passwords may be similar to previous passwords
- Remember to **Save** your information
- Passwords may be reset by you sooner than deadline dates
- Starting 7 days before expiration of your password the system will give you 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