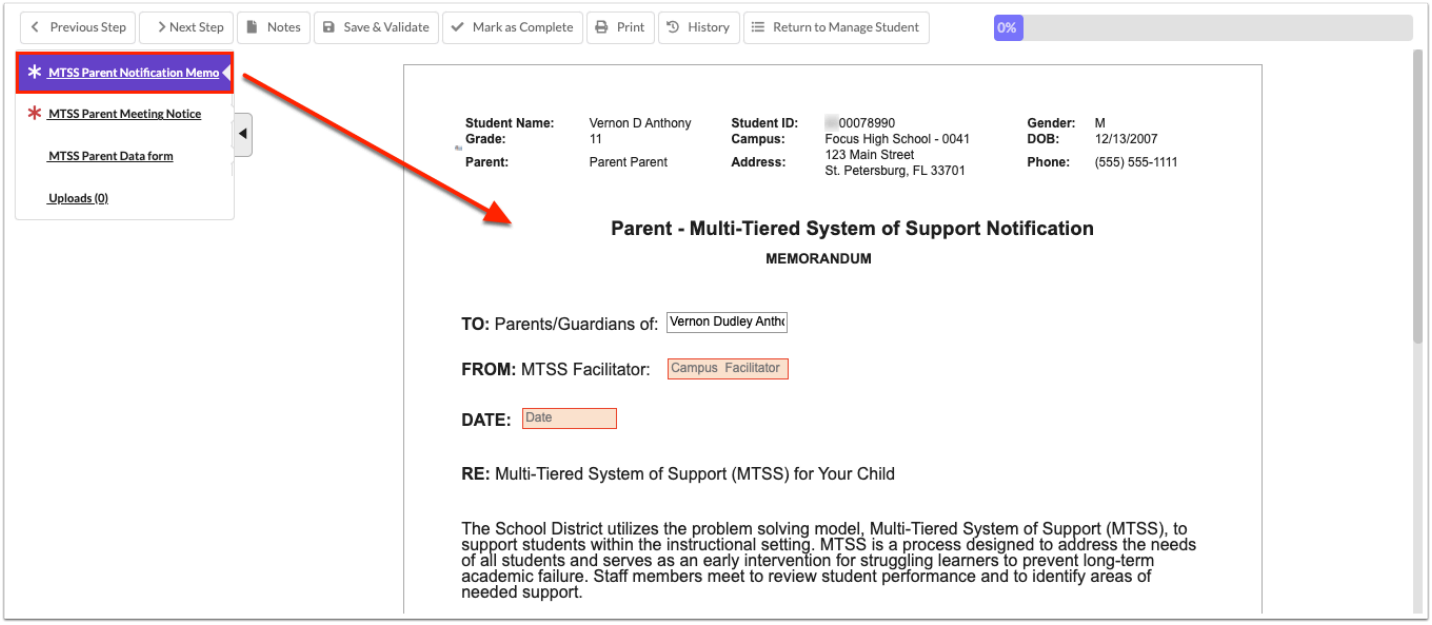
Manage Student: MTSS Events

Navigating an MTSS Event

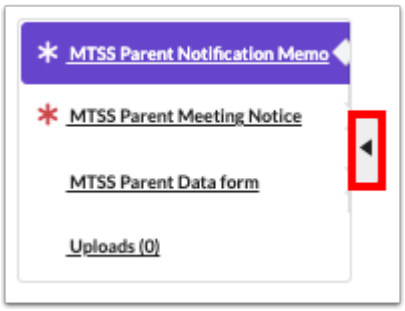
Once the MTSS event has been initiated, the selected event will open.

Navigation Menu - Down the left of the screen are all the steps (forms) for the event. Required steps are indicated by a red asterisk.

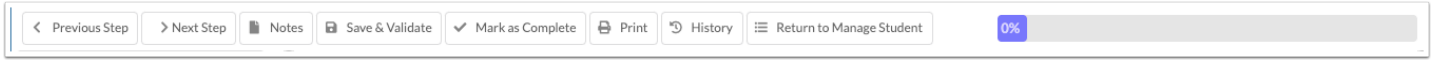
1. Click on the desired step to open the associated form.



2. Click on the arrow to collapse or expand the steps list.

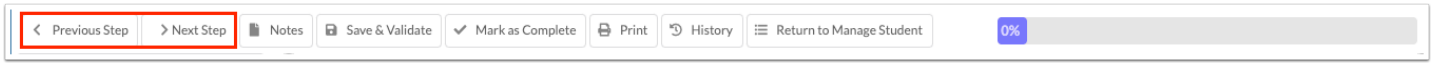


Navigation tools display at the top to facilitate movement from one step (form) to another, to save and validate the current form, to print the form, and to return to the student's event screen.

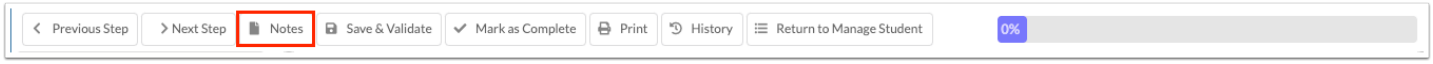


3. Click **Previous Step** to go back to the previous form.

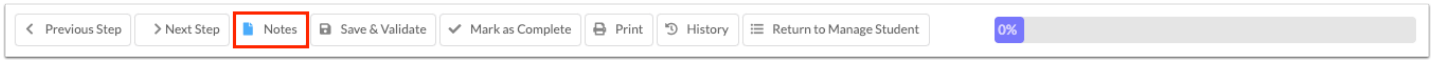
4. Click **Next Step** to move forward to the next step displayed in the navigation menu.



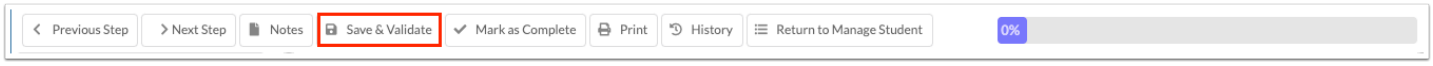
5. Click **Notes** to type notes that are important to the event that is open.



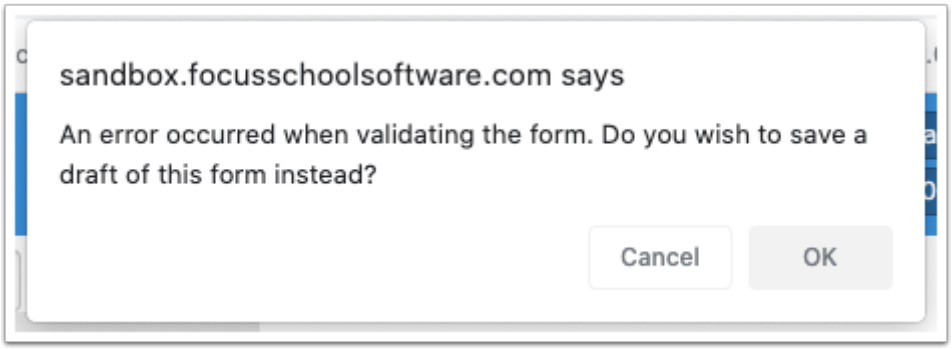
The Notes icon turns blue when there are notes present on the selected event instance. Notes cannot be printed.



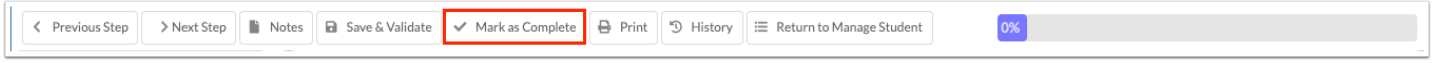
6. Click **Save & Validate** to save the entered data and to validate that all required fields on the step (form) have been completed.



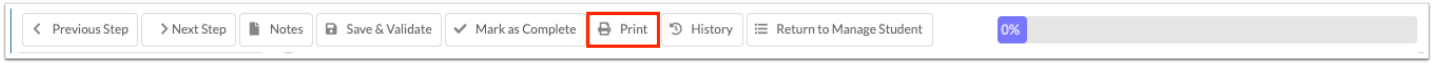
Clicking Save & Validate before completing all required fields saves the entered data as a draft. A pop-up message will display. Click OK to save a draft.



7. When the "Override Mark as Complete" system permission is enabled for the profile in User Profile Permissions, the **Mark as Complete** button is available. When clicked, it marks the step as complete and saves the step, even when all the step requirements have not been completed.



8. Click **Print** to print the current step (form) or any step in the process. Forms print with a DRAFT watermark until ready to be finalized, unless the watermark is deselected on the print screen. See Printing an Event for more information.

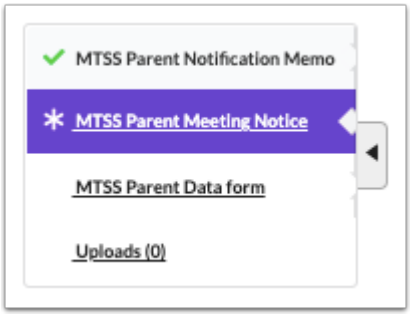


9. Click **History** to see the history of changes made to a form. See Viewing Form History for more information.

10. Click **Return to Manage Student** to return to the Manage Student event screen.

As required steps are saved and validated, the progress bar will update to show the percentage completed.

Completed required steps will display a green check mark as they are saved and validated.

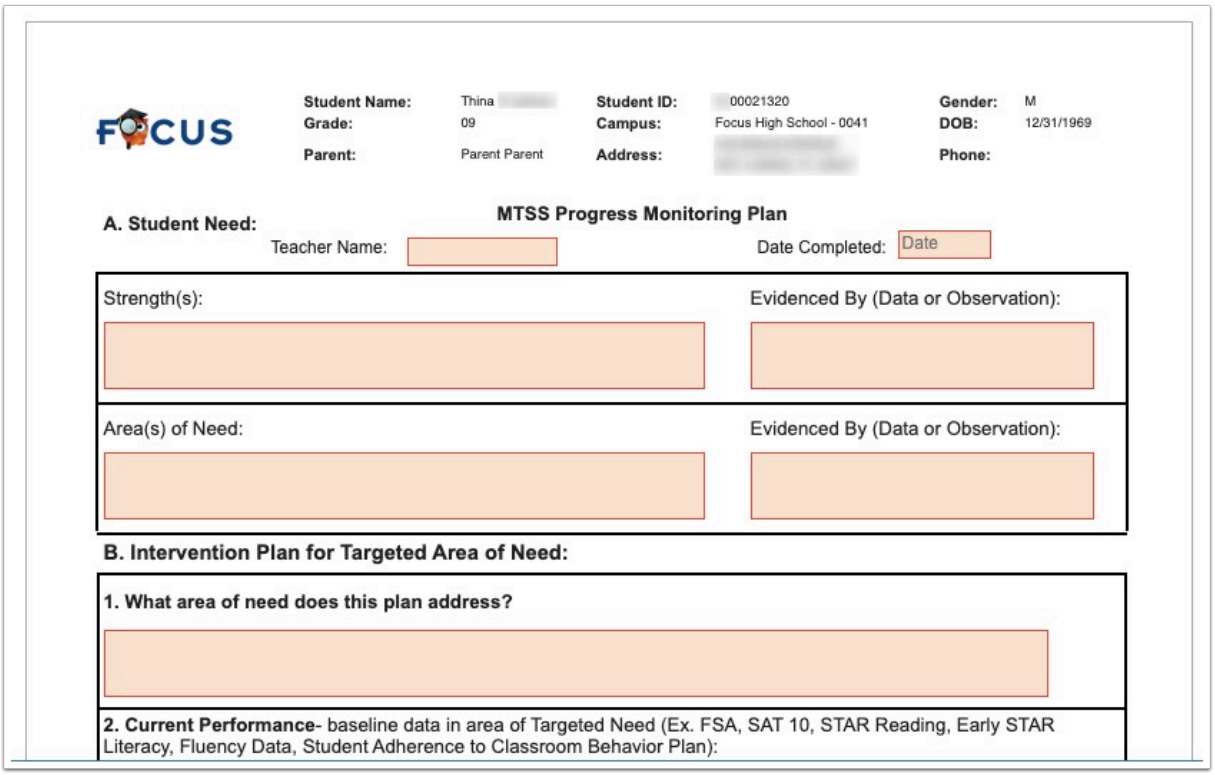


MTSS Progress Monitoring Plan

The MTSS Progress Monitoring Plan is the first event in the Focus MTSS process and is intended to be completed by the student's classroom teacher in conference with the parent. Some fields will auto-fill from the SIS record.

MTSS Progress Plan

1. Complete the the required fields that are highlighted in red on page 1 of the form. (Required Form)



FOCUS

Student Name:	Thina	**Student ID:**	00021320	**Gender:**	M
Grade:	09	**Campus:**	Focus High School - 0041	**DOB:**	12/31/1969
Parent:	Parent Parent	**Address:**		**Phone:**	

A. Student Need:

MTSS Progress Monitoring Plan

Teacher Name:

Date Completed: Date

Strength(s):	Evidenced By (Data or Observation):
Area(s) of Need:	**Evidenced By (Data or Observation):**

B. Intervention Plan for Targeted Area of Need:

1. What area of need does this plan address?

2. Current Performance- baseline data in area of Targeted Need (Ex. FSA, SAT 10, STAR Reading, Early STAR Literacy, Fluency Data, Student Adherence to Classroom Behavior Plan):

2. Click **Save & Validate.**

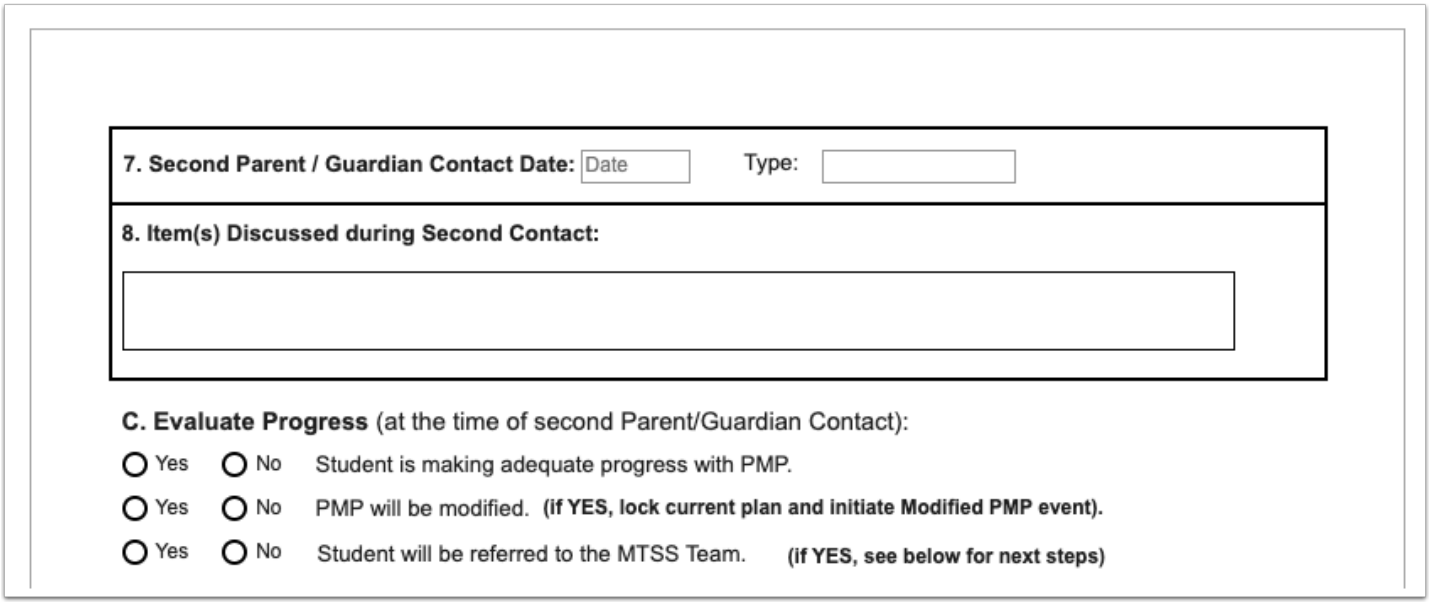
3. After the follow-up meeting with the parents, complete page 2 of the form.

4. In section B field 5, enter the **Data at Check Point**.

Baseline Data:	Goal by Check Up:	Data at Check Point:
98 wcpm	102 wcpm	

5. In section B fields 7 and 8, enter the **Date** the follow-up meeting/conference took place, the format, and items that were discussed.

6. In section C, select the applicable option for **Evaluate Progress**.



7. Second Parent / Guardian Contact Date: Date Type:

8. Item(s) Discussed during Second Contact:

C. Evaluate Progress (at the time of second Parent/Guardian Contact):

Yes No Student is making adequate progress with PMP.

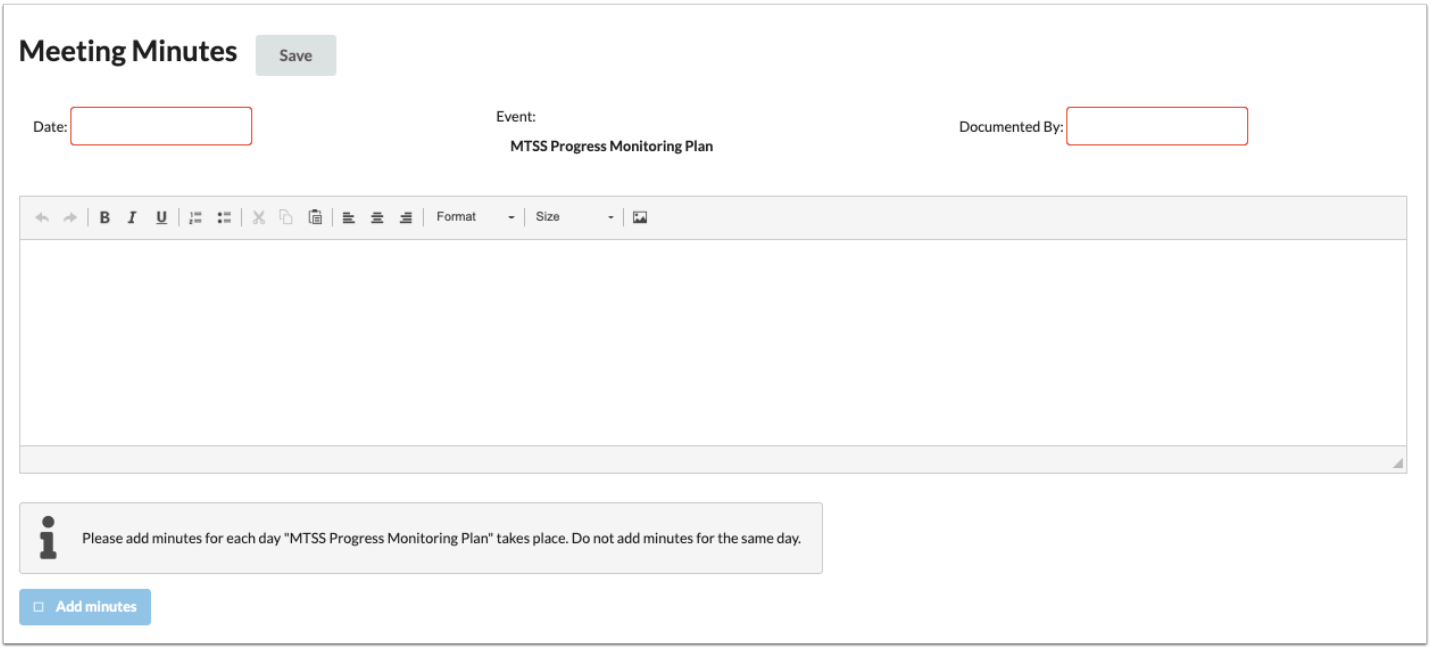
Yes No PMP will be modified. **(if YES, lock current plan and initiate Modified PMP event).**

Yes No Student will be referred to the MTSS Team. **(if YES, see below for next steps)**

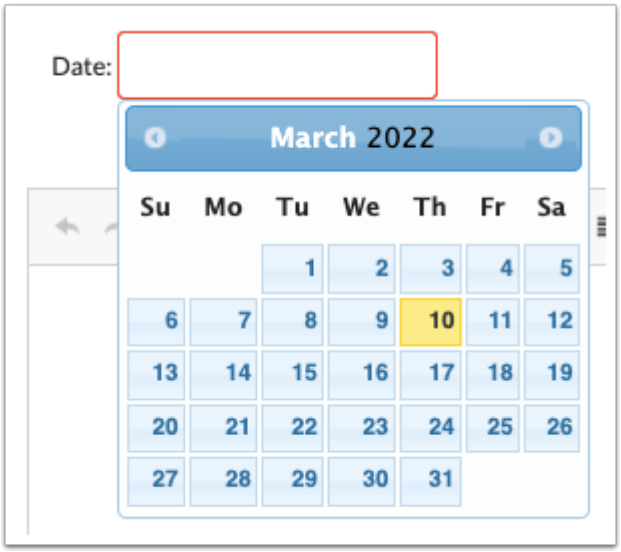
7. After completing the form, click **Save & Validate**.

Meeting Minutes

If a conference or meeting was held for the progress monitoring plan, document the meeting minutes in the Meeting Minutes form. Notes can be taken in a different program, such as Word, and copied and pasted into the Meeting Minutes form, if desired.



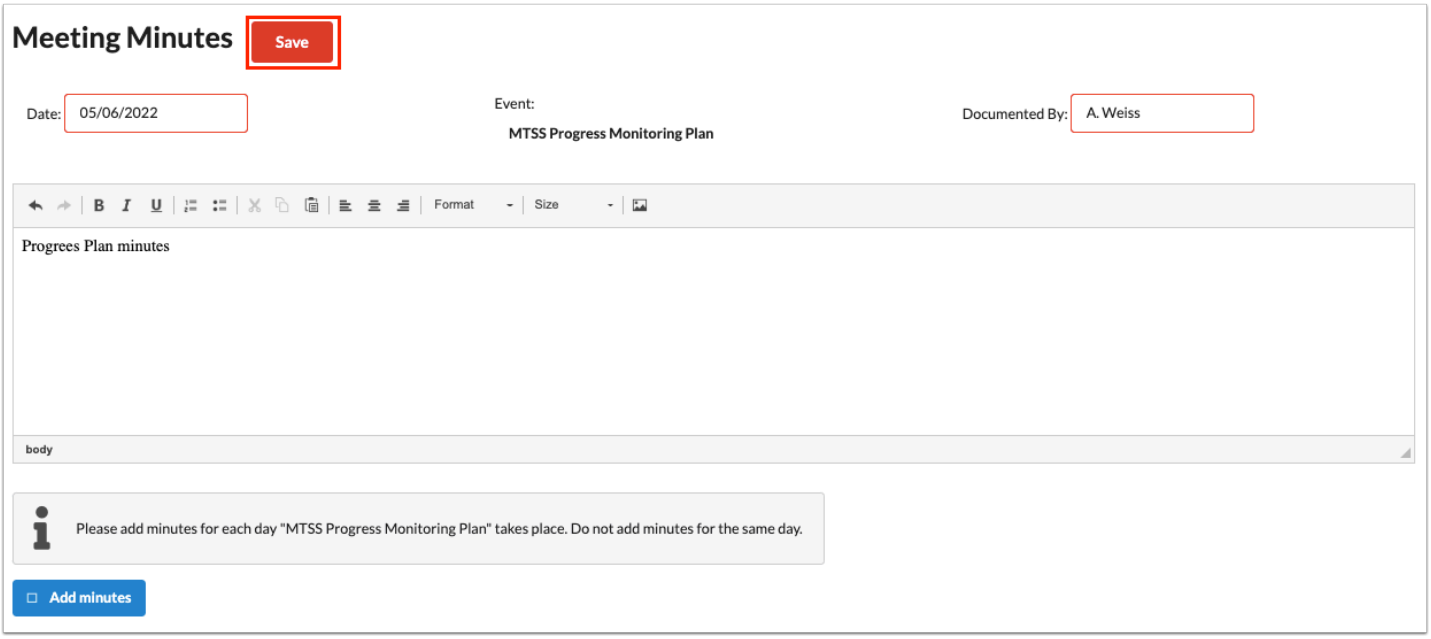
1. Enter the **Date** of the meeting.



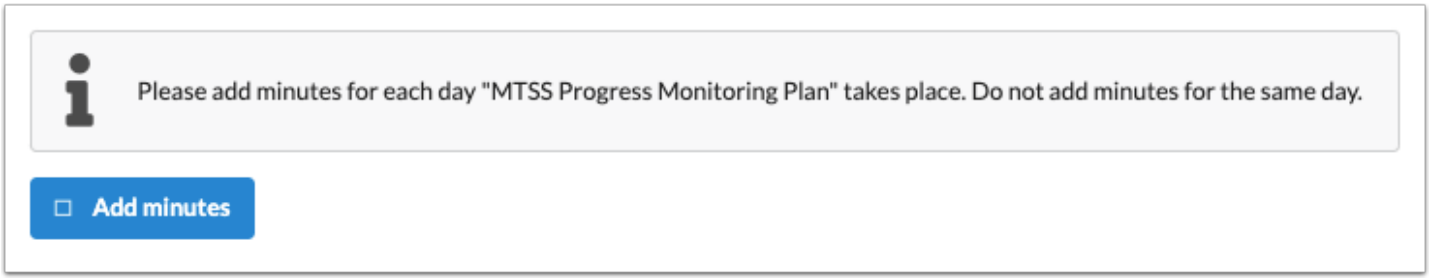
2. Enter who the minutes are being **Documented By**.

3. Enter the Meeting Minutes. There must be a minimum of 3 words in the text box in order to save.

4. Click **Save**. Users can add to the text field after clicking Save if it is during the same day.



5. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. Clicking the button adds an additional meeting minutes form to the screen. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress or for a meeting on the same date.



Uploads

Uploads can be used to add supporting documentation to the event. Documents must be in the PDF format in order to be available for selection when printing.

1. Drag a file into the box, click **Select** and select a file from your computer, or click the scan icon and follow prompts to scan the document.

2. Once documentation is scanned or uploaded it will populate in the upload field with edit/ delete options.

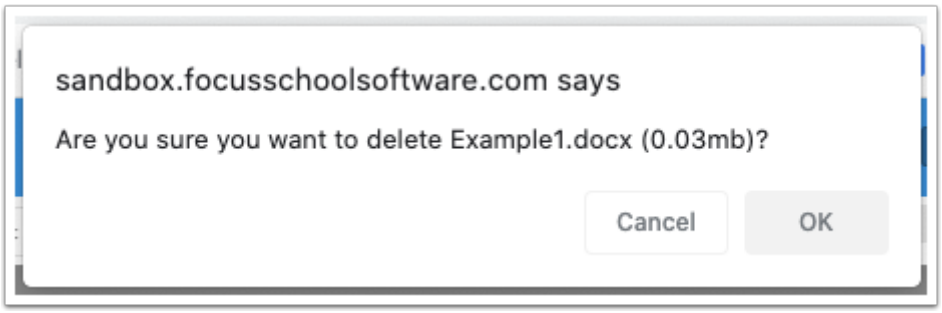
3. The number of uploads will display in parenthesis on the side menu.

4. Click the pencil icon to edit the title of the file.

After making a title change, click the green check mark to save the change, or the red X to discard the change and keep the original file name.

5. Click the red minus sign to delete the upload.

6. Click **OK** to confirm deletion.



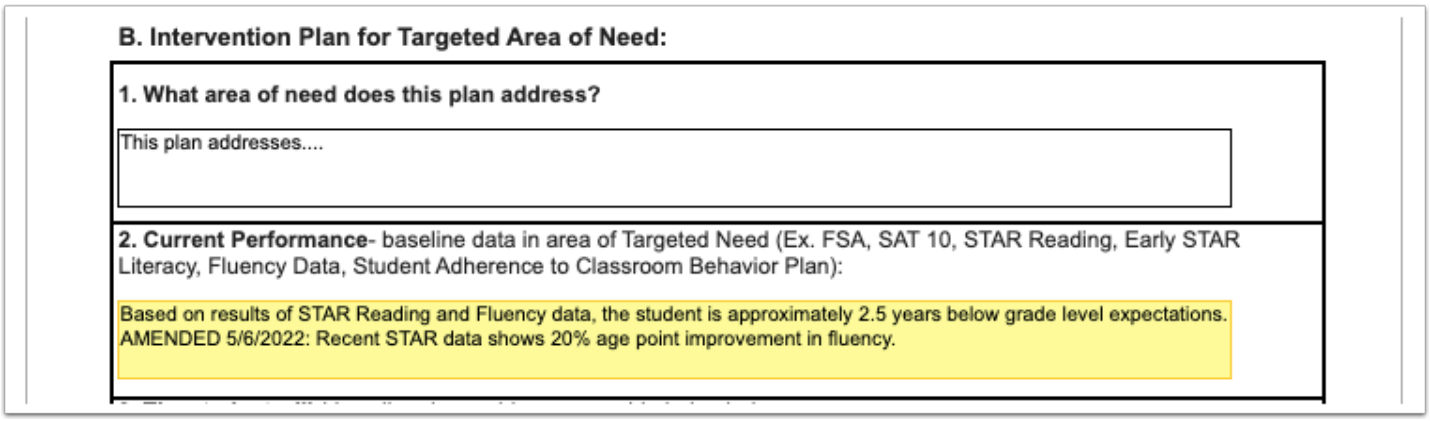
MTSS Modified PMP

Progress monitoring data can be used to modify the existing Progress Monitoring Plan. When the Progress Monitoring Plan is locked and the MTSS Modified Progress Monitoring Plan is initiated, data from the original progress plan will populate. The teacher can then make changes where applicable. Each locked modified plan will be copied to the next modified plan that is initiated.

The student can have as many PMPs or Modified PMPs as necessary. Data only copies from a LOCKED PMP to a Modified PMP and from one LOCKED Modified PMP to another Modified PMP.

MTSS Modified Progress Plan

1. Locate and amend the applicable fields. It is best practice to date the amended entries.



B. Intervention Plan for Targeted Area of Need:

1. What area of need does this plan address?

This plan addresses....

2. Current Performance- baseline data in area of Targeted Need (Ex. FSA, SAT 10, STAR Reading, Early STAR Literacy, Fluency Data, Student Adherence to Classroom Behavior Plan):

Based on results of STAR Reading and Fluency data, the student is approximately 2.5 years below grade level expectations. AMENDED 5/6/2022: Recent STAR data shows 20% age point improvement in fluency.

2. In section B field 5, enter the **Data at Check Point**.

3. Click **Save & Validate** after making the changes.

4. Complete page 2 after the follow-up meeting with the parents.

Meeting Minutes

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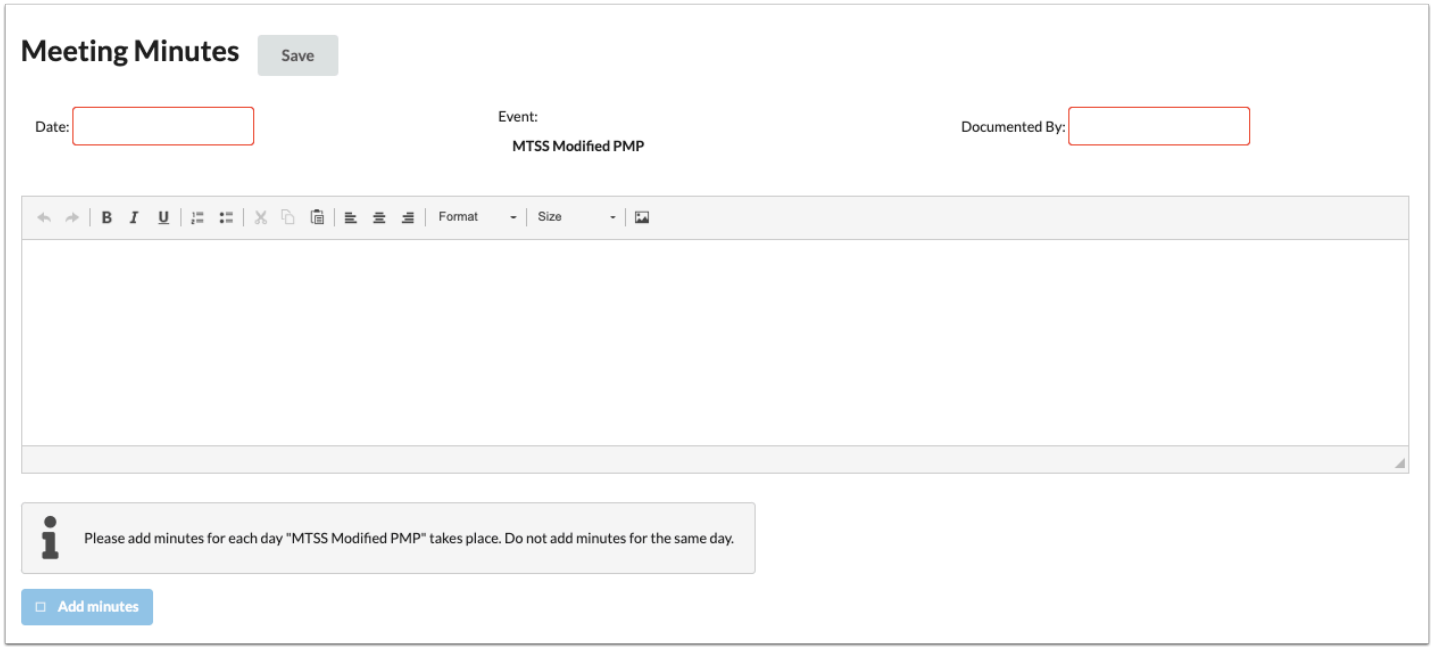
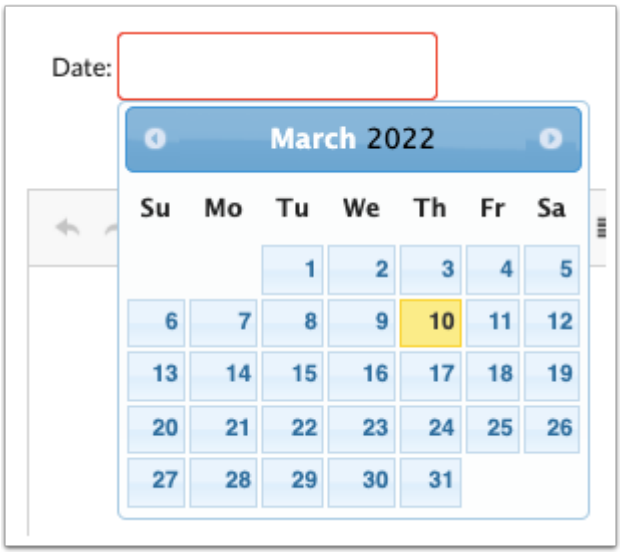


1. Enter the **Date** of the meeting.



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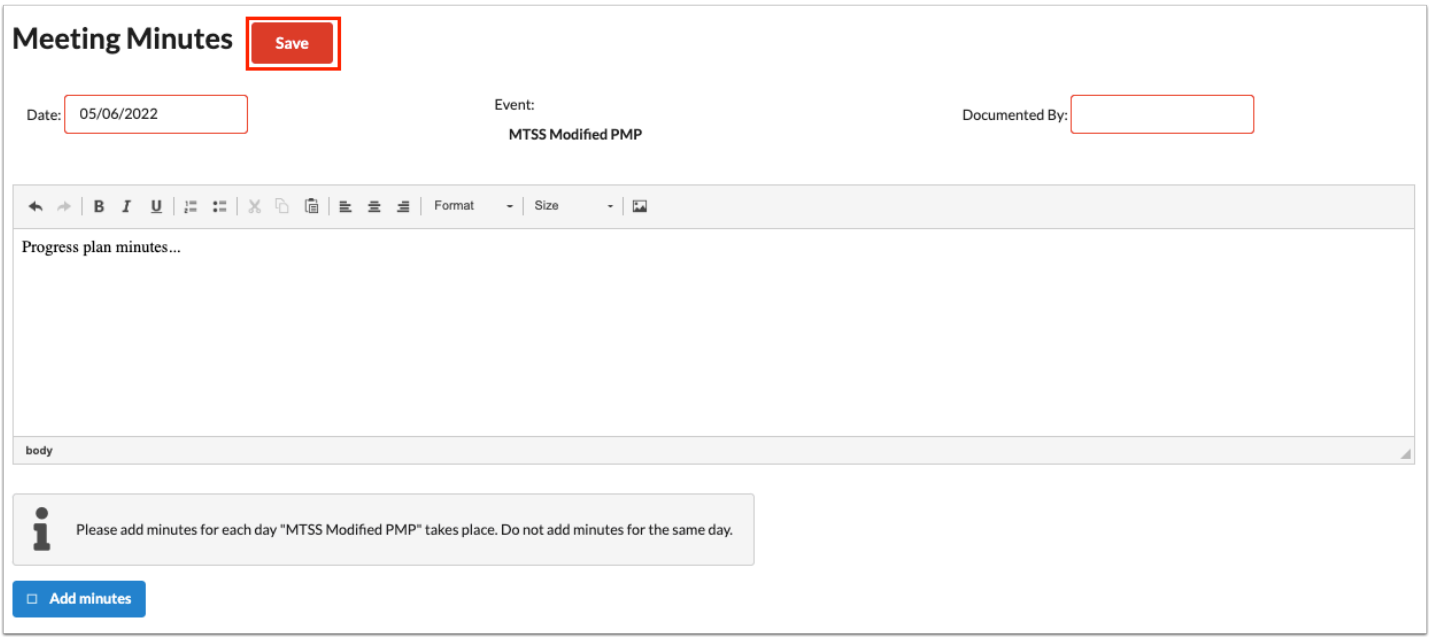

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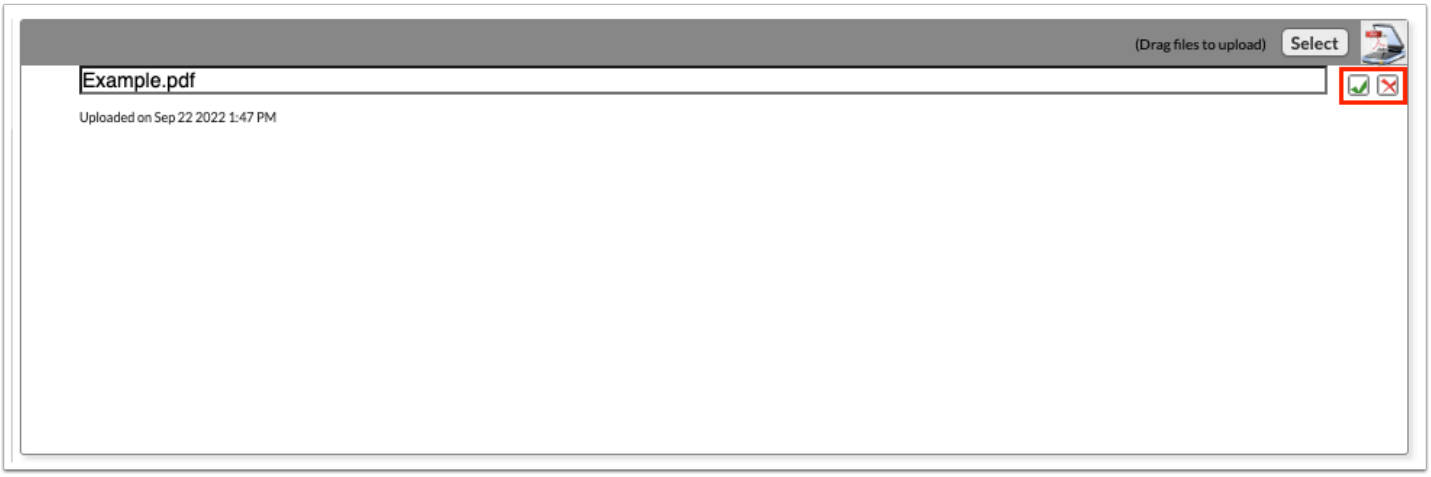
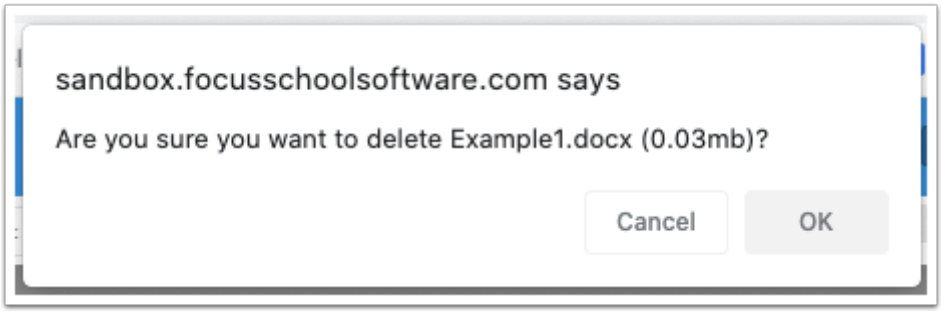


5. Click the red minus sign to delete the upload.

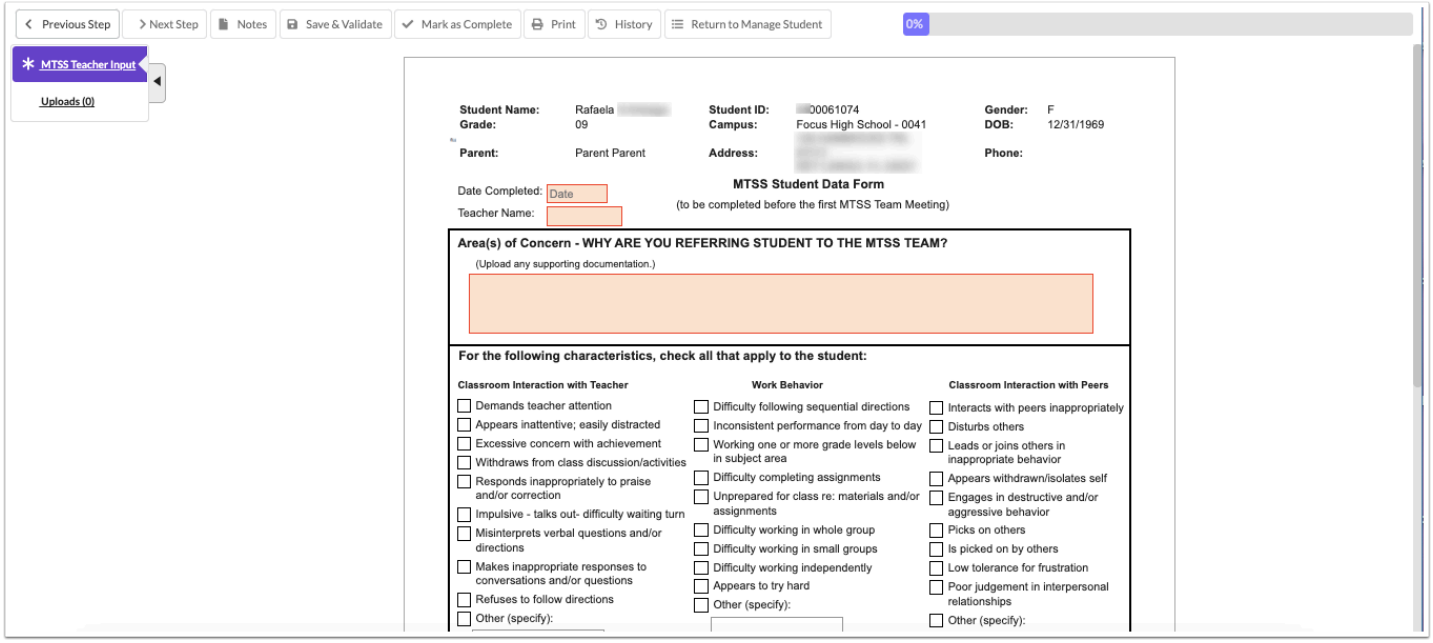
6. Click **OK** to confirm deletion.



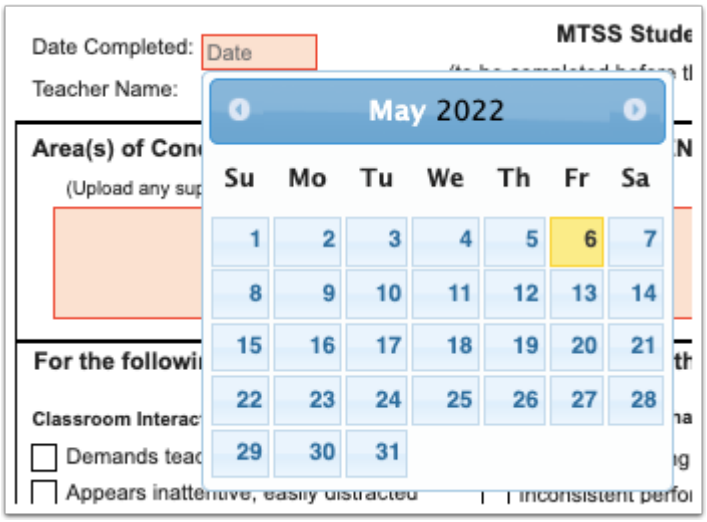
MTSS Referral

The MTSS Referral can be initiated by any of the student's teachers if the student shows no progress with the informal interventions on the classroom PMP or Modified PMP.

MTSS Teacher Input



1. Select the **Date Completed**.



2. Enter the **Teacher Name**.

3. Complete all the required fields of the form, including whether PMPs have been completed and locked.

Progress Monitoring Plan(s) documenting parent/guardian conferences have been completed and locked . ☐ Yes ☐ No

Services Received:

- ☐ Speech/ Language Therapy
- ☐ Tutoring
- ☐ Physical Therapy
- ☐ Small Group/Ind. Guidance
- ☐ 504 Accommodations
- ☐ BIP in place
- ☐ Summer Reading Camp
- ☐ ESL/ LEP/ ELL
- ☐ After School Remediation
- ☐ Occupational Therapy
- ☐ Community Services
- ☐ Credit Recovery
- ☐ Previously Reviewed by MTSS Team - Year:
- ☐ Previously Screened/ Evaluated - Year:

Additional Comments/ Teacher Observations:

4. Click **Save & Validate.**

Uploads

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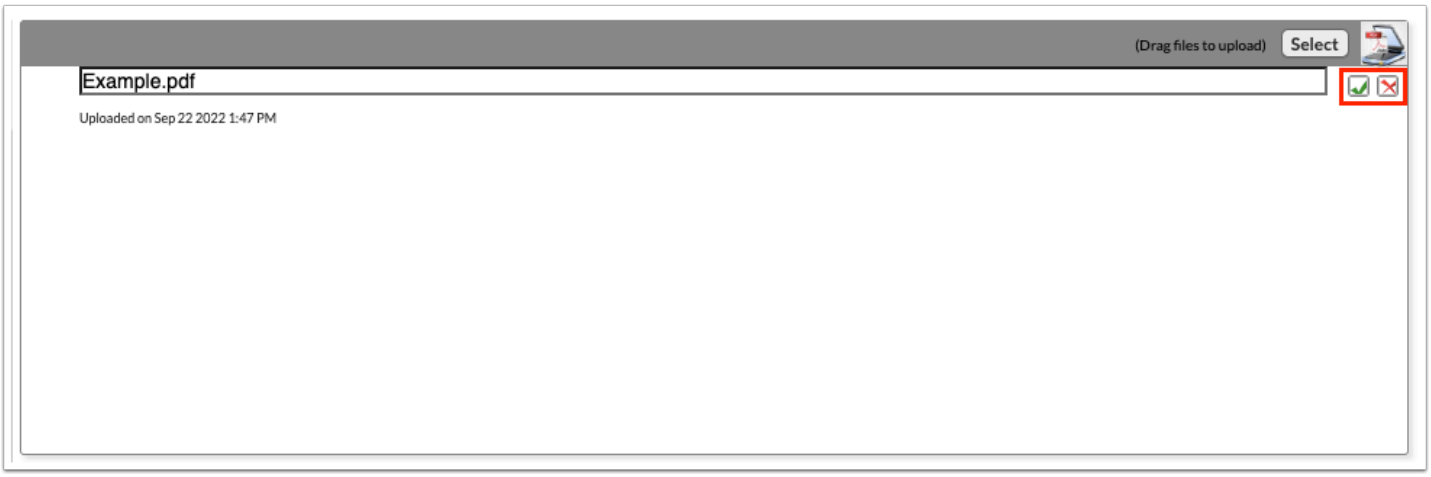
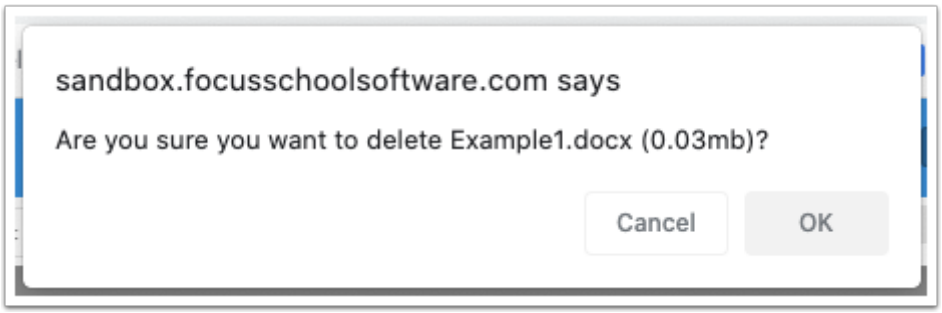


5. Click the red minus sign to delete the upload.

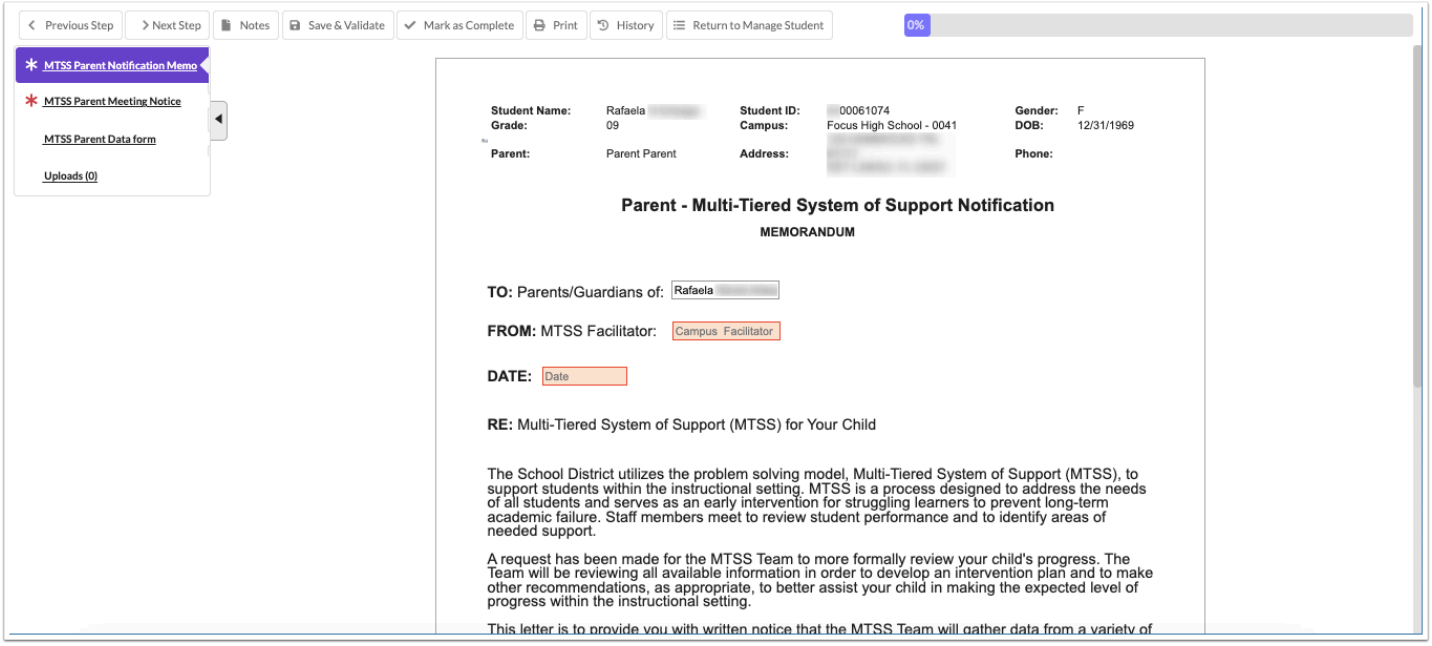
6. Click **OK** to confirm deletion.



MTSS Parent Meeting Notification

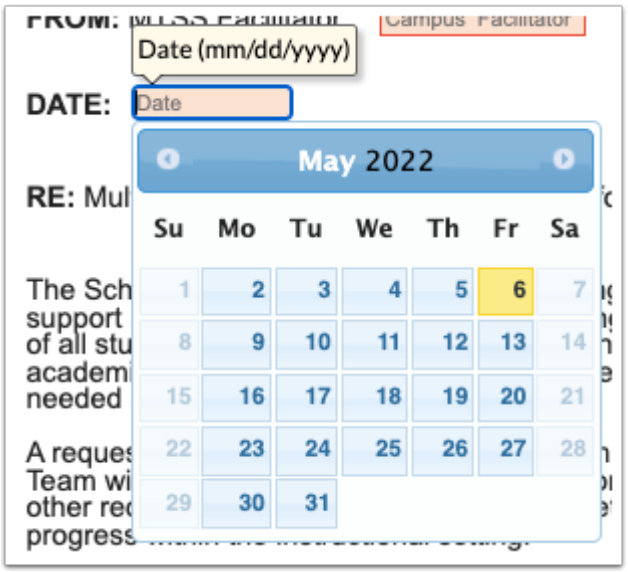
This event includes a two-part form, the MTSS Parent Notification Memo and the MTSS Parent Meeting Notice; both forms are required to send to the parent/guardian. The MTSS Parent Data form is optional but can also be included.

MTSS Parent Notification Memo



1. Enter the name of the **Campus Facilitator**.

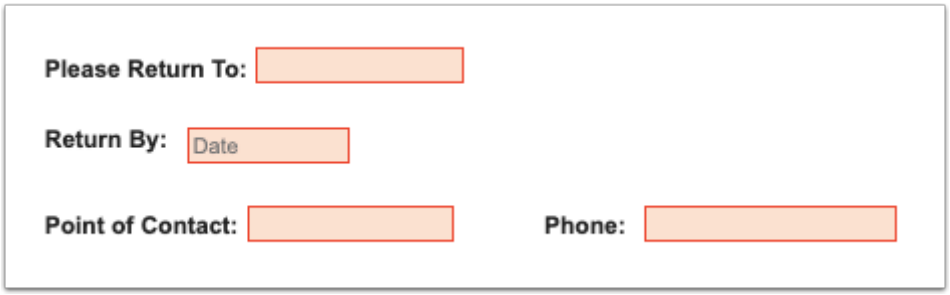
2. Select the **Date**.



3. Enter the name of the person that the form should be returned to.

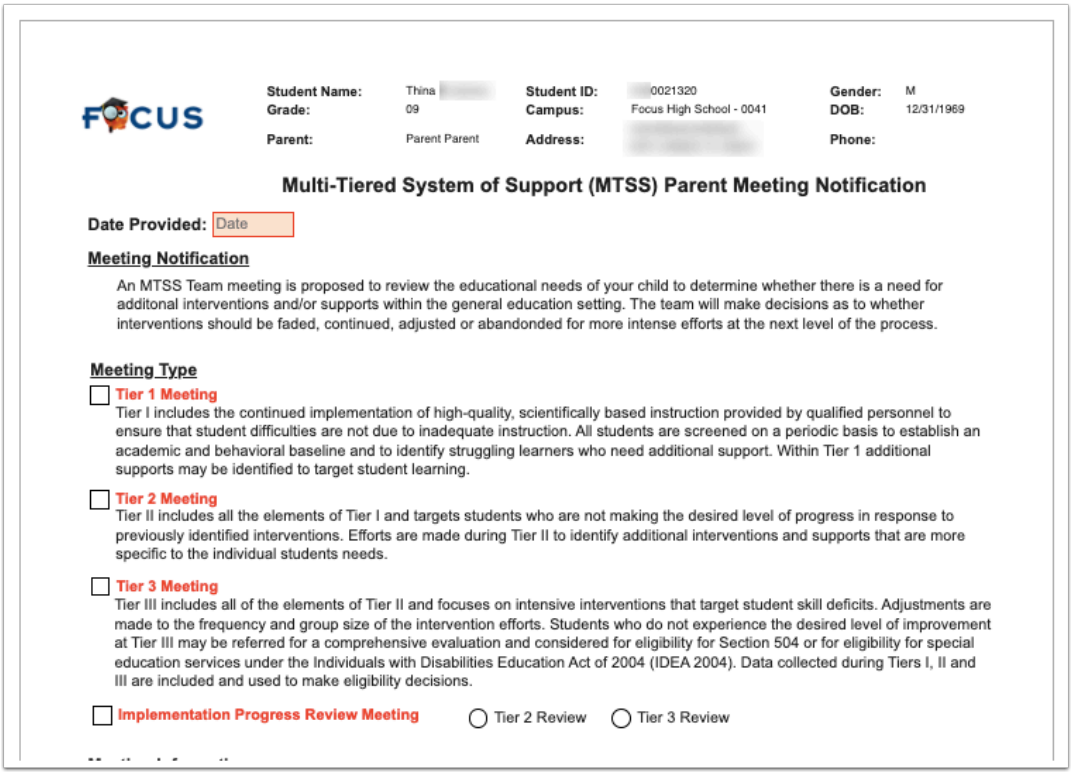
4. Select the **Return By** date.

5. Enter the **Point of Contact** and the **Phone** number.



6. Click **Save & Validate**.

MTSS Parent Meeting Notice



FOCUS

Student Name:	Thina	**Student ID:**	0021320	**Gender:**	M
Grade:	09	**Campus:**	Focus High School - 0041	**DOB:**	12/31/1969
Parent:	Parent Parent	**Address:**		**Phone:**	

Multi-Tiered System of Support (MTSS) Parent Meeting Notification

Date Provided: Date

Meeting Notification

An MTSS Team meeting is proposed to review the educational needs of your child to determine whether there is a need for additonal interventions and/or supports within the general education setting. The team will make decisions as to whether interventions should be faded, continued, adjusted or abandonded for more intense efforts at the next level of the process.

Meeting Type

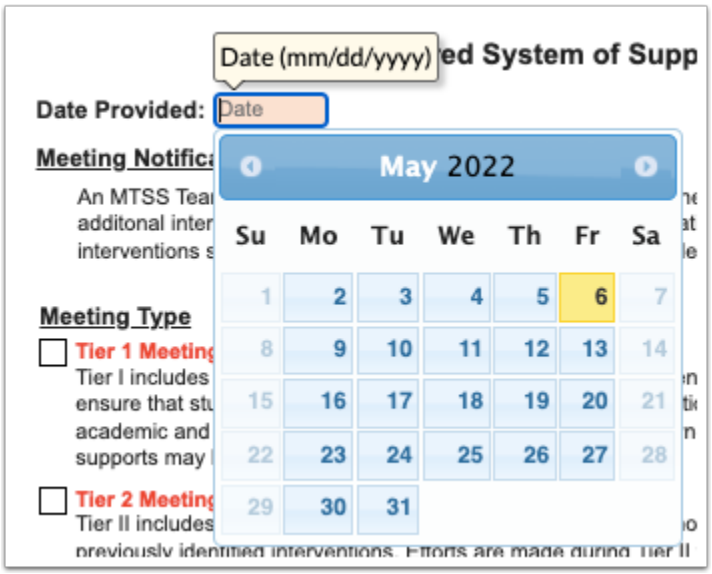
☐ **Tier 1 Meeting**
Tier I includes the continued implementation of high-quality, scientifically based instruction provided by qualified personnel to ensure that student difficulties are not due to inadequate instruction. All students are screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support. Within Tier 1 additional supports may be identified to target student learning.

☐ **Tier 2 Meeting**
Tier II includes all the elements of Tier I and targets students who are not making the desired level of progress in response to previously identified interventions. Efforts are made during Tier II to identify additional interventions and supports that are more specific to the individual students needs.

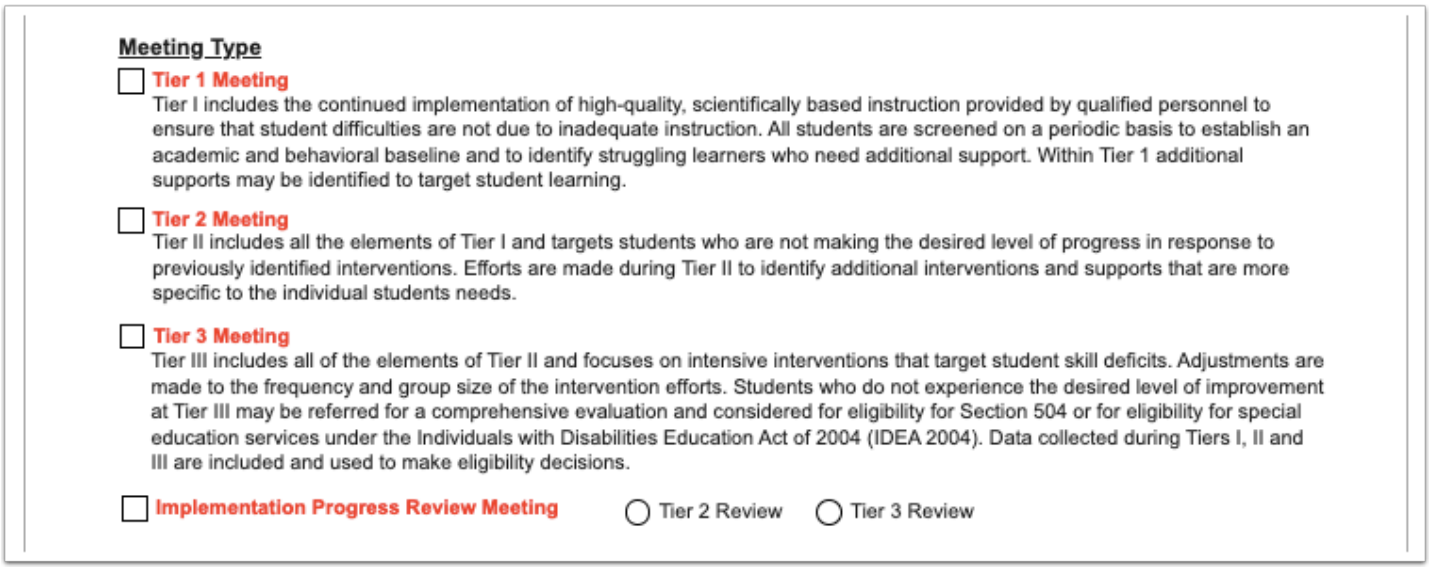
☐ **Tier 3 Meeting**
Tier III includes all of the elements of Tier II and focuses on intensive interventions that target student skill deficits. Adjustments are made to the frequency and group size of the intervention efforts. Students who do not experience the desired level of improvement at Tier III may be referred for a comprehensive evaluation and considered for eligibility for Section 504 or for eligibility for special education services under the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Data collected during Tiers I, II and III are included and used to make eligibility decisions.

☐ **Implementation Progress Review Meeting** ◯ Tier 2 Review ◯ Tier 3 Review

1. Select the **Date Provided**.



2. Select the **Meeting Type**.



3. Enter the meeting information.

4. Enter the person of contact for the meeting by entering the phone number of the person, name of the person to return the form to, and the date to return the form by.

Meeting Information

While parents are not required to attend or participate in the MTSS process, your attendance and participation would be greatly appreciated.

The meeting is scheduled for:

Date: Date Time:

Campus: Location:

If you have any questions, please call:

RETURN THIS FORM TO: **By:** Date

Please check the appropriate box(es):

- ☐ **Yes**, I will attend the meeting.
- ☐ **No**, I will not be available to attend the meeting, please proceed in my absence.
- ☐ **No**, I will not be available to meet. Contact me to reschedule. Phone:
- ☐ I am including information about my child for the committee to consider.

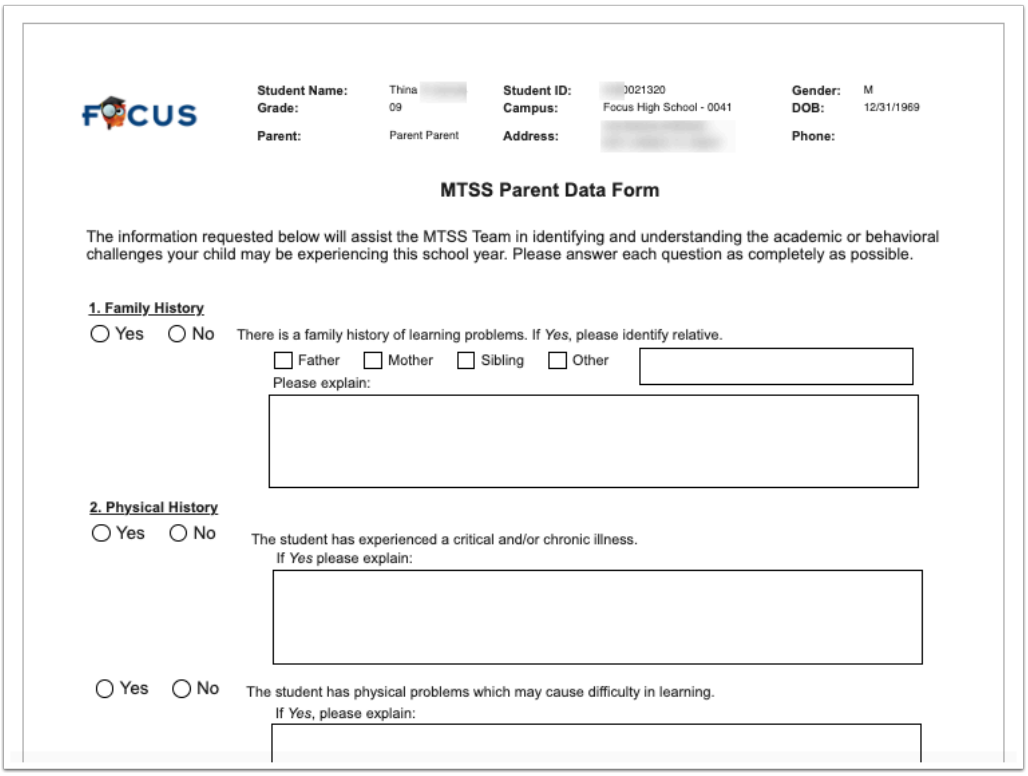
Click to Sign

Parent Signature Date

5. Click **Save & Validate**.

MTSS Parent Data Form

The MTSS Parent Data Form is optional and can be printed for the parent if needed.



FOCUS

Student Name:	Thina	**Student ID:**	0021320	**Gender:**	M
Grade:	09	**Campus:**	Focus High School - 0041	**DOB:**	12/31/1969
Parent:	Parent Parent	**Address:**		**Phone:**	

MTSS Parent Data Form

The information requested below will assist the MTSS Team in identifying and understanding the academic or behavioral challenges your child may be experiencing this school year. Please answer each question as completely as possible.

1. Family History

○ Yes ○ No There is a family history of learning problems. If *Yes*, please identify relative.

☐ Father ☐ Mother ☐ Sibling ☐ Other

Please explain:

2. Physical History

○ Yes ○ No The student has experienced a critical and/or chronic illness.

If *Yes* please explain:

○ Yes ○ No The student has physical problems which may cause difficulty in learning.

If *Yes*, please explain:

Uploads

Use the Uploads tab to upload any documentation, including documents returned from the parent/guardian such as the Parent Meeting Notice and the Parent Data Form. Documents must be in the PDF format in order to be available for selection when printing.

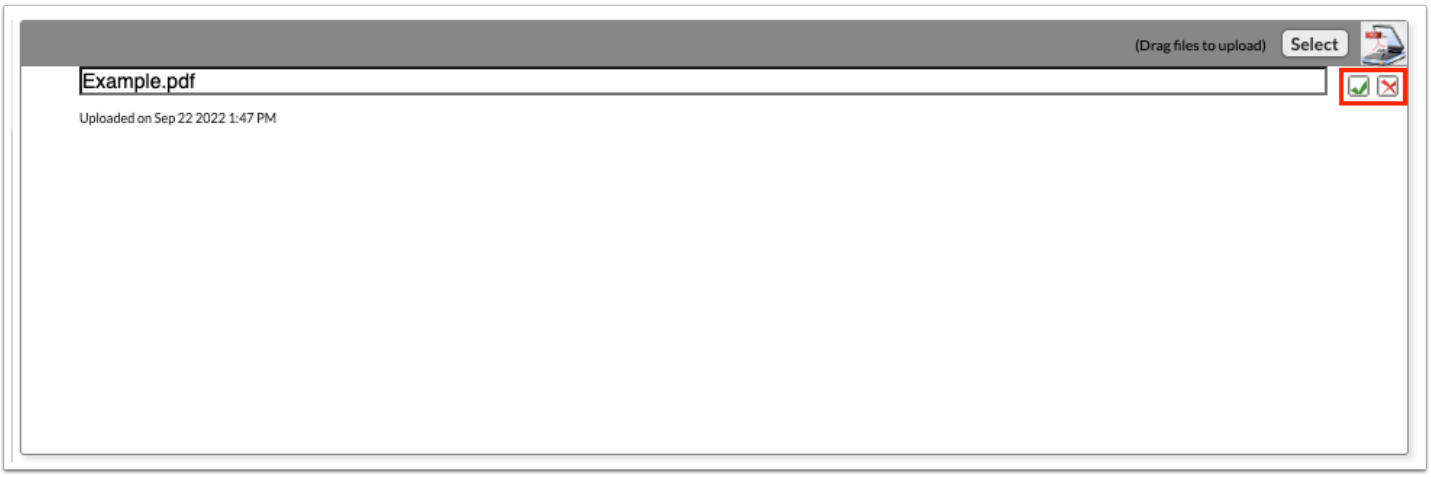
1. Drag a file into the box, click **Select** and select a file from your computer, or click the scan icon and follow prompts to scan the document.

2. Once documentation is scanned or uploaded it will populate in the upload field with edit/ delete options.

3. The number of uploads will display in parenthesis on the side menu.

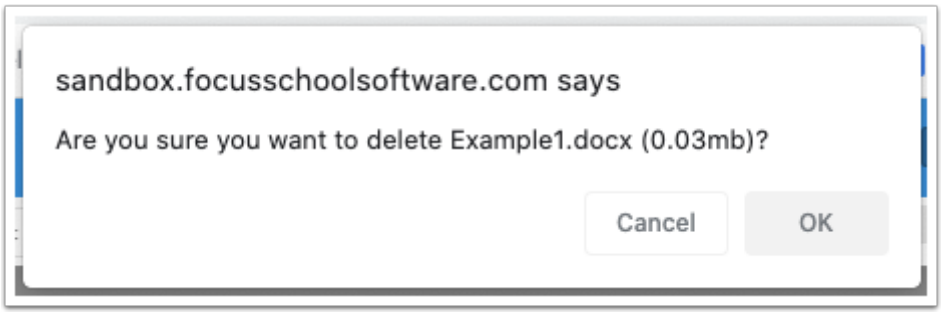
4. Click the pencil icon to edit the title of the file.

After making a title change, click the green check mark to save the change, or the red X to discard the change and keep the original file name.



5. Click the red minus sign to delete the upload.

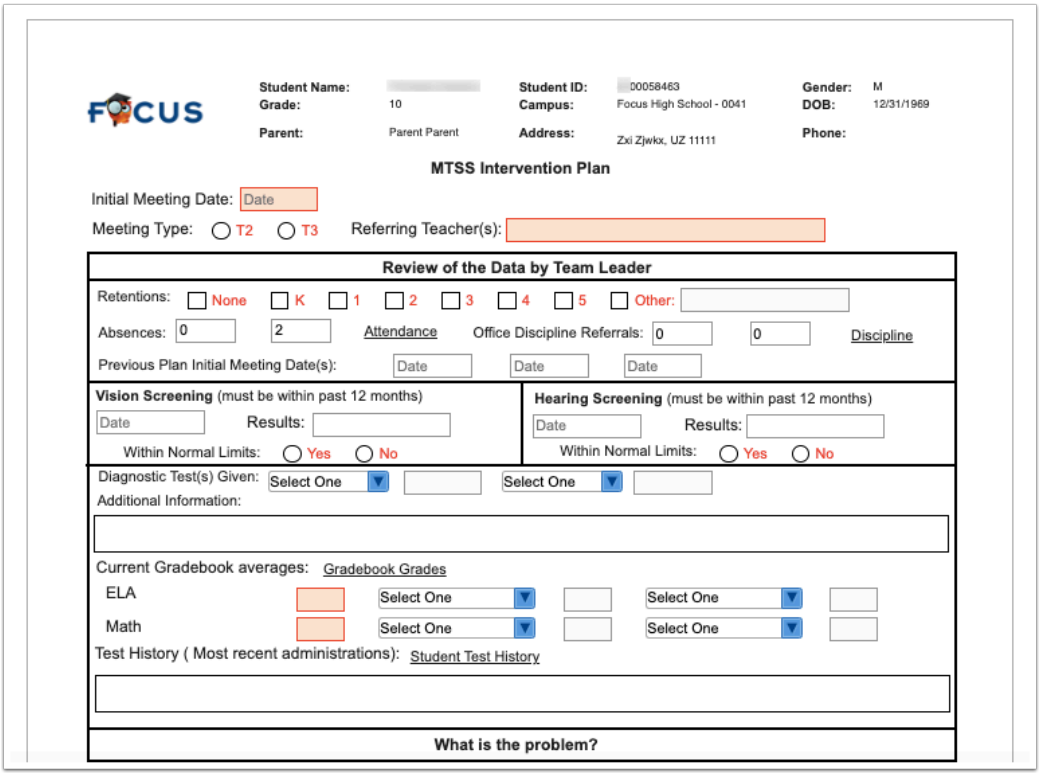
6. Click **OK** to confirm deletion.



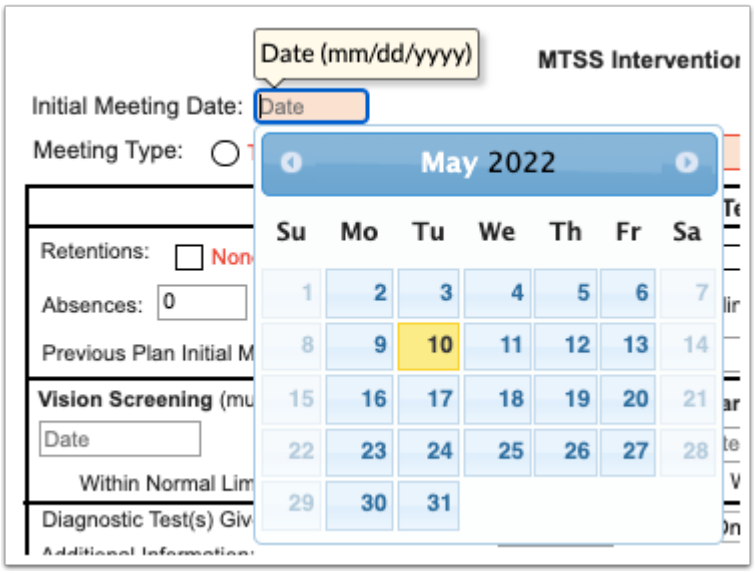
MTSS Tier 2/Tier 3 Initial Meeting

The forms for the MTSS Tier 2 Initial Meeting event and the MTSS Tier 3 Initial Meeting event are the same. Follow the below procedures for both Tier 2 and Tier 3 events.

Tier 2/Tier 3 Intervention Plan

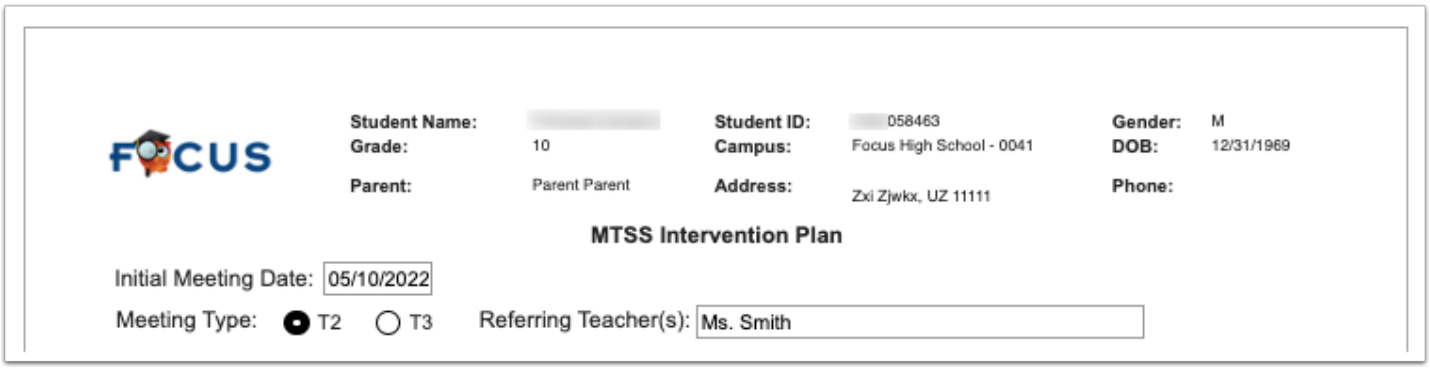


1. Select the **Initial Meeting Date**.



2. Select the appropriate **Meeting Type** to designate if the form is being used for a Tier 2 (T2) or Tier 3 (T3) meeting.

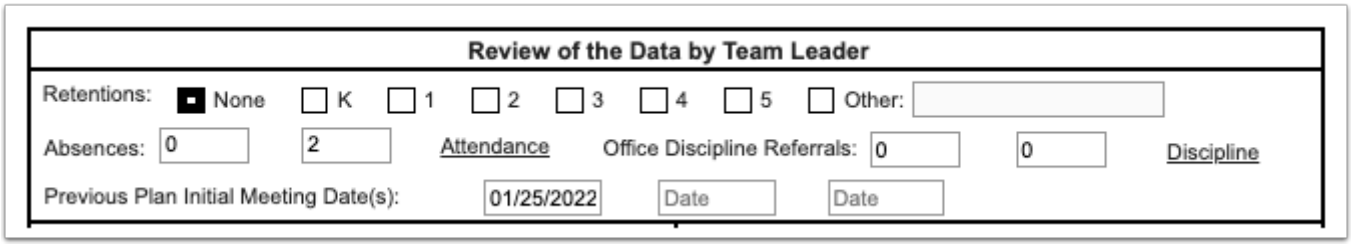
3. Enter the name(s) of the **Referring Teacher(s).**



4. Select the grades of retention.

The attendance and discipline data auto-populates in the Absences and Office Discipline Referrals fields. There are links to the student's Attendance and Discipline data for review.

5. Enter the **Previous Plan Initial Meeting Date(s)**.

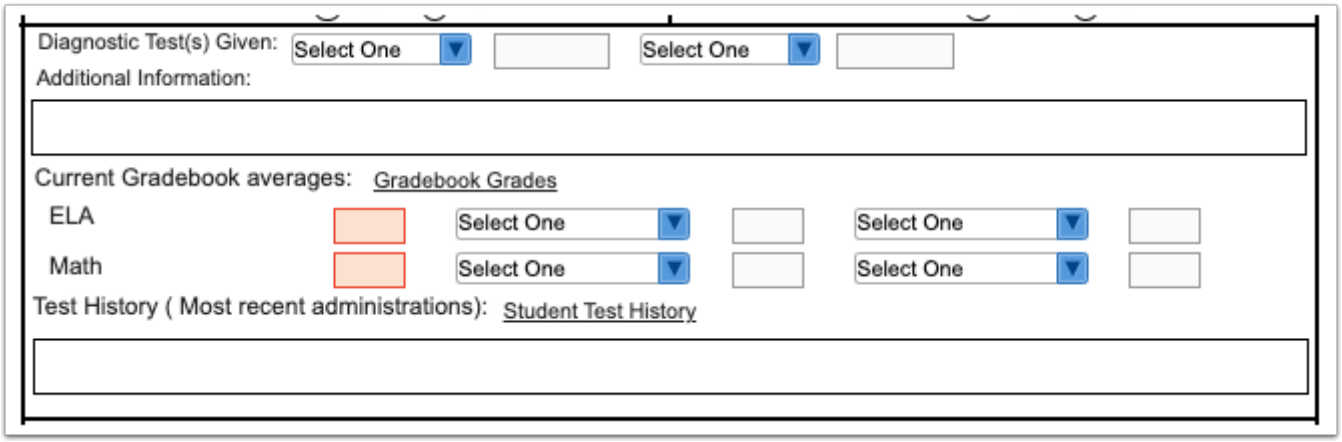


6. In the Vision Screening and Hearing Screening sections, the results auto-populate. Select whether results are within normal limits.

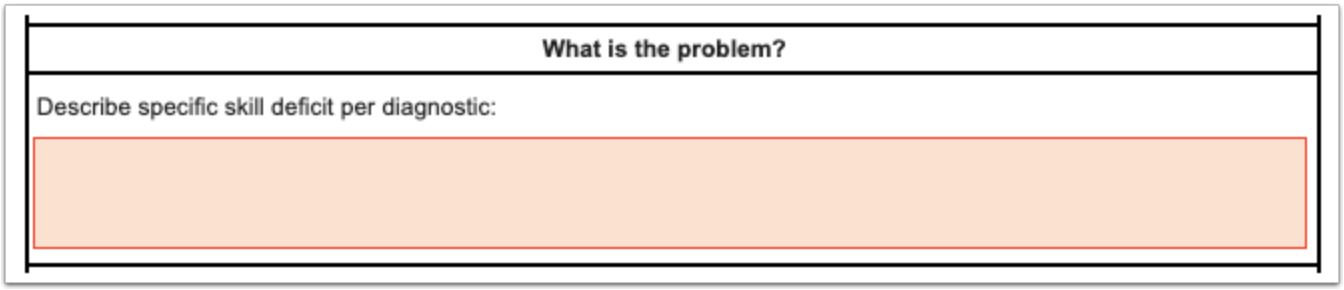
7. Select the **Diagnostic Test(s) Given,** their respective scores, and any **Additional Information**.

8. Enter **Current Gradebook averages** for ELA, Math, and other areas as needed. Click the **Gradebook Grades** link to view the student's gradebook grades in a new tab.

9. Enter **Test History** information. Click the **Student Test History** link to view the student's Test History in a new tab.



10. Describe the specific skill deficit.



11. In the Gap Analysis section, select whether this is an **Academic Analysis** or **Behavior Analysis**.

12. Select the **Assessment Used** and **Assessment Date**.

13. Enter the **Student level, Peer level,** and **Expected level.**

14. For the question **Are 80% students proficient?,** select **Yes** or **No**.

The system will calculate the Gap fields.

15. For the question **Is there greater than 2Xs gap?,** select **Yes** or **No.**

Gap Analysis

☐ Academic Analysis ☐ Behavior Analysis

Assessment Used: Select One Assessment Date: Date

Student level: Peer level: Expected level:

Core Effectiveness for Subgroup: (Are 80% students proficient? ◉ Yes ○ No

Peer level	Student level
Gap =	

Expected level	Student level
Gap =	

Expected level	Peer level
Gap =	

Is there greater than 2Xs gap? ○ Yes ○ No

16. In the Reason for the Problem section, select **Skill** or **Performance.**

17. Select at least 2 **Hypotheses**. Describe the hypotheses and provide **Supporting Data**.

Reason for the Problem

☐ Skill (can't do) ☐ Performance (won't do due to possible behavior, attendance, attention, refusal, etc.)

Hypotheses (select at least 2)

Instruction ☐	Curriculum ☐	Environment ☐	Learner ☐
Supporting Data	Supporting Data	Supporting Data	Supporting Data

18. Enter the **Goal**, matched to the skill and/or deficit.

Goal (matched to skill & deficit)
Specific, **M**easurable, **A**ttainable or reasonable, **R**esults Oriented and **T**ime Bound.

19. For Intervention 1, select the **Evidenced based instruction and Skill(s) Target**.

When Other is selected in the pull-down, the Other text field becomes enabled and required.

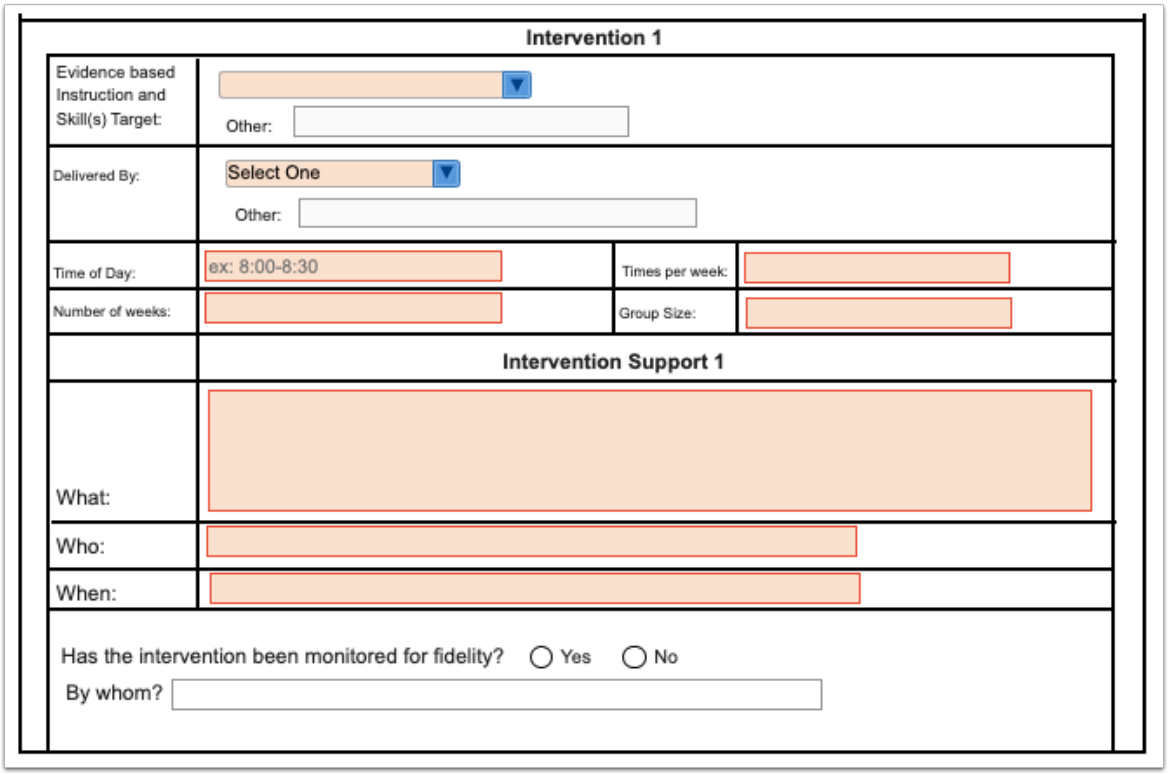
20. Select who the intervention will be **Delivered By**.

When Other is selected in the pull-down, the Other text field becomes enabled and required.

21. Enter the **Time of Day, Times per week, Number of weeks,** and **Group Size**.

22. For Intervention Support 1, enter **What, Who,** and **When.**

23. For the question **Has the intervention been monitored for fidelity?,** select **Yes** or **No.** If Yes, enter **By Whom?**



24. Complete Intervention 2 and 3 if applicable.

25. In the Progress Monitoring of Goal section, select the **Assessment** tool for monitoring.

When Other is selected in the pull-down, the Other text field becomes enabled and required.

26. Enter how progress will be monitored, select **How often**, and select **Who** will measure progress.

When Other is selected in the pull-down, the Other text field becomes enabled and required.

Progress Monitoring of Goal			
Assessment:	Select One	Other:	
Measuring:	How?		
How often:	Select One		
Who:	Select One	Other:	

27. Enter the **Response Criteria**.

Response Criteria (rate of growth)		
Positive	Questionable	Poor

28. Select the **Date** the plan will be reviewed on.

This plan will be reviewed on: Date

The last section of the form is for team signatures.

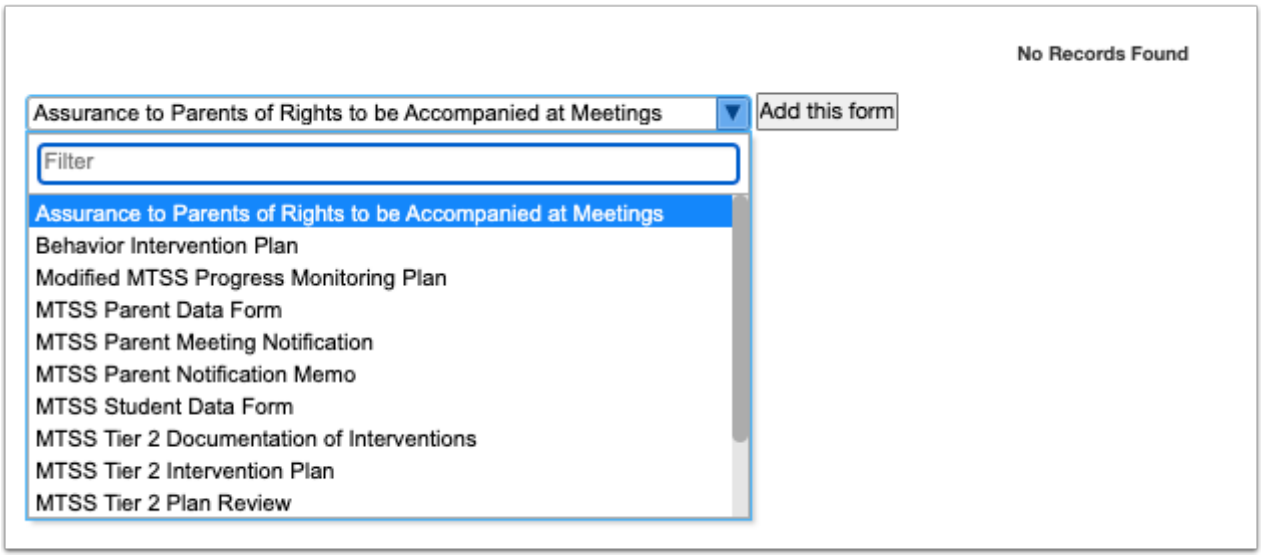
MTSS Team Members			
Print Name	Signature	Role	Date
			Date
			Date
			Date
			Date
			Date
			Date
			Date
			Date
			Date
			Date
			Date
			Date
			Date

29. Click **Save & Validate**.

MTSS Tier 2/Tier 3 Supplements

If needed, users can add additional forms to the event.

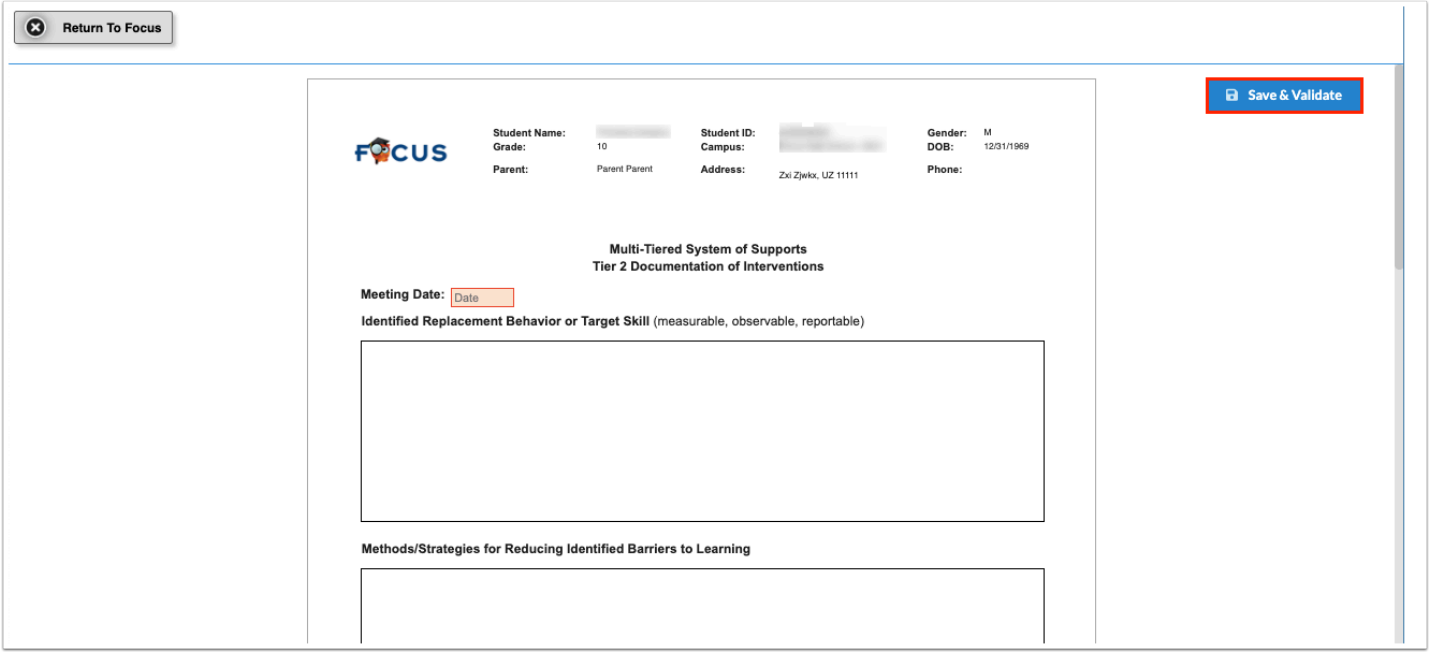
1. Select the form to add as a supplement and click **Add this form**.



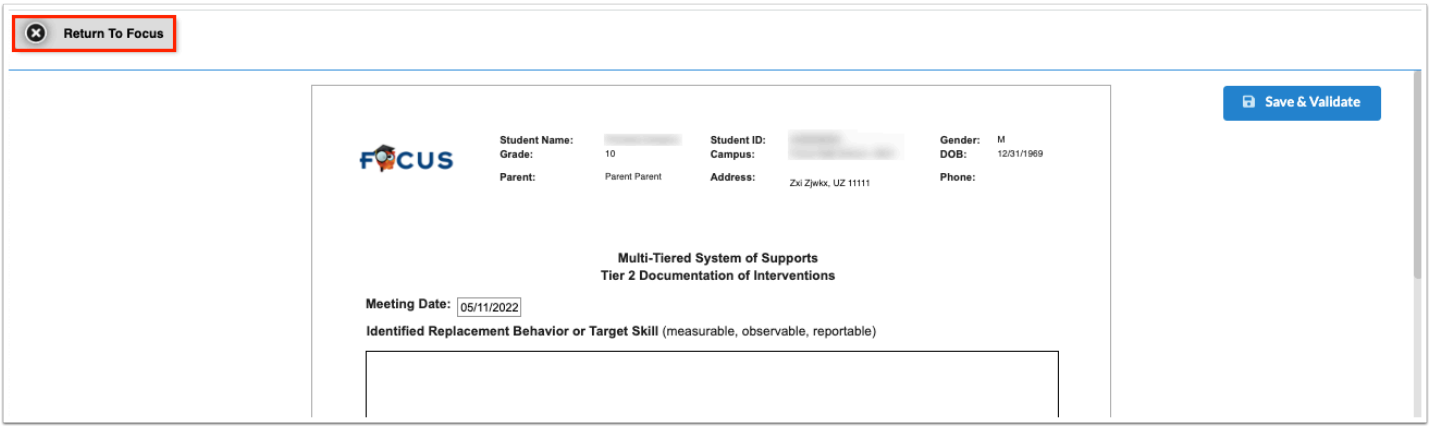
The selected form is added to the table.

2. Click the **Edit** link.

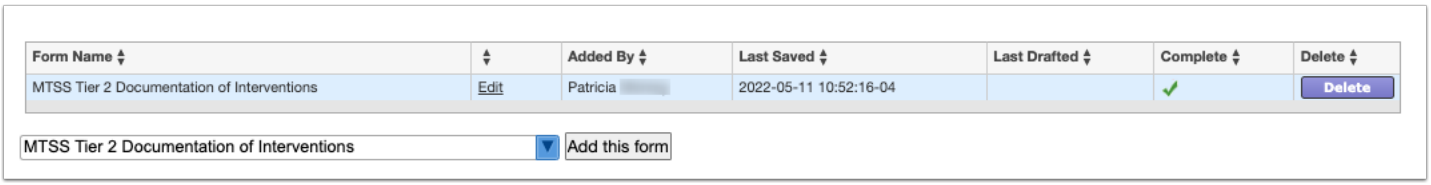
3. Complete the form and click **Save & Validate** when finished.



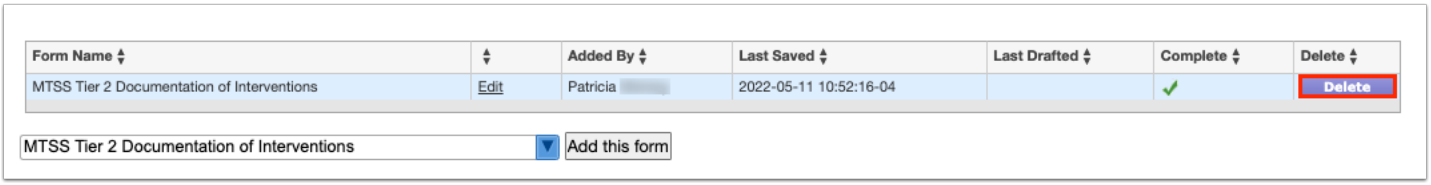
4. Click **Return to Focus**.



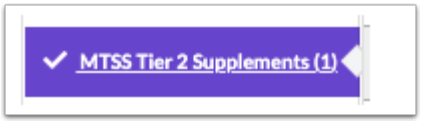
A green check mark will display in the Complete column of the table once all required fields of the form are completed. The Last Saved column will populate with the date and time the form was last saved.



5. To delete a supplement, click **Delete**.

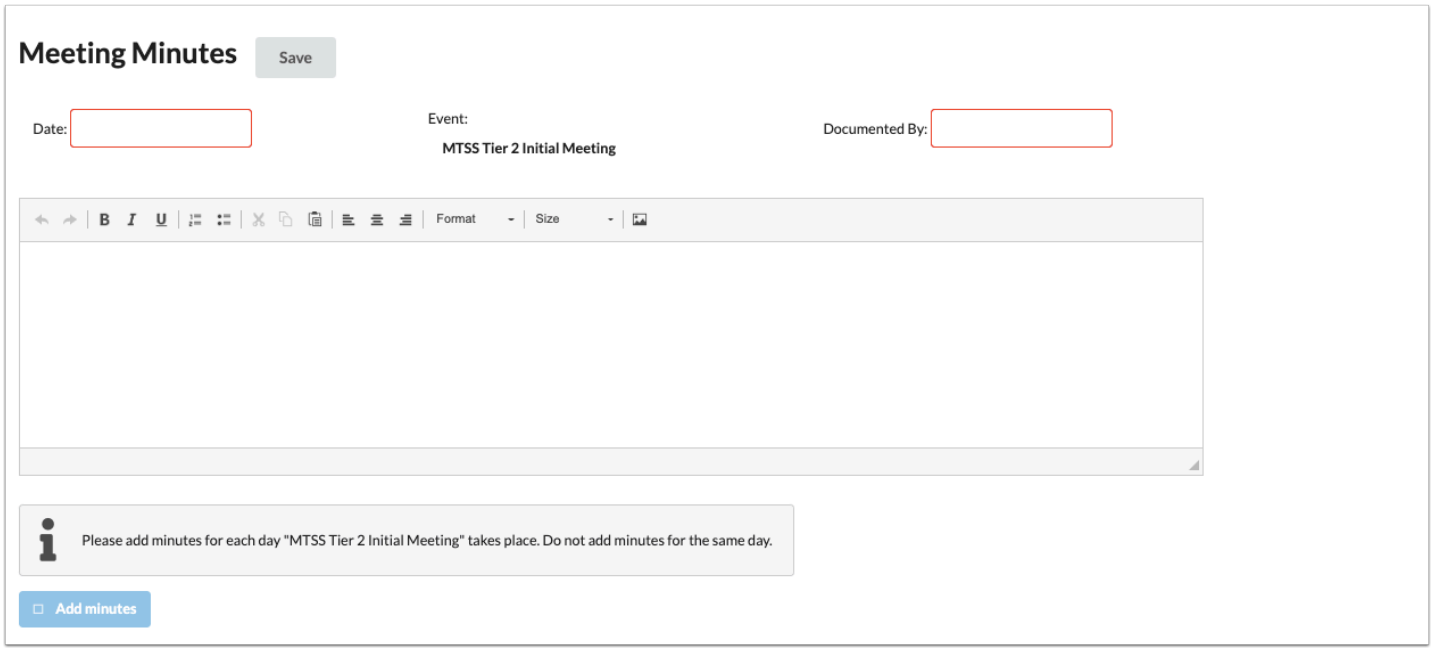


The number of supplemental forms added to the student's event will display in parenthesis next to the Supplement step on the steps menu.

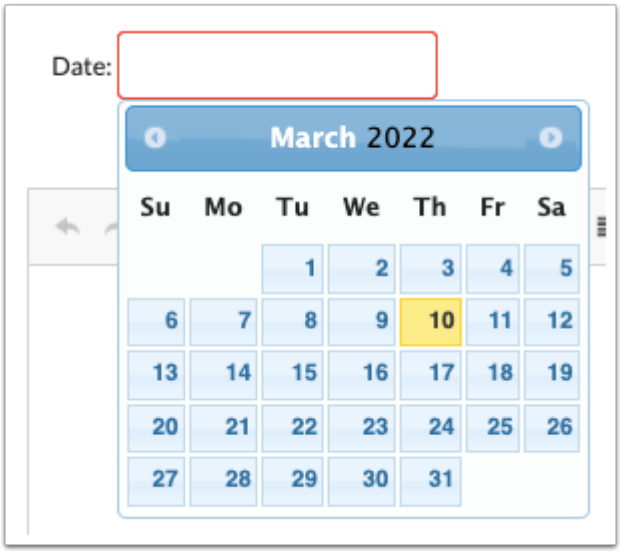


Meeting Minutes

Complete all required fields to document Meeting Minutes from the Tier 2/Tier 3 Initial Meeting.

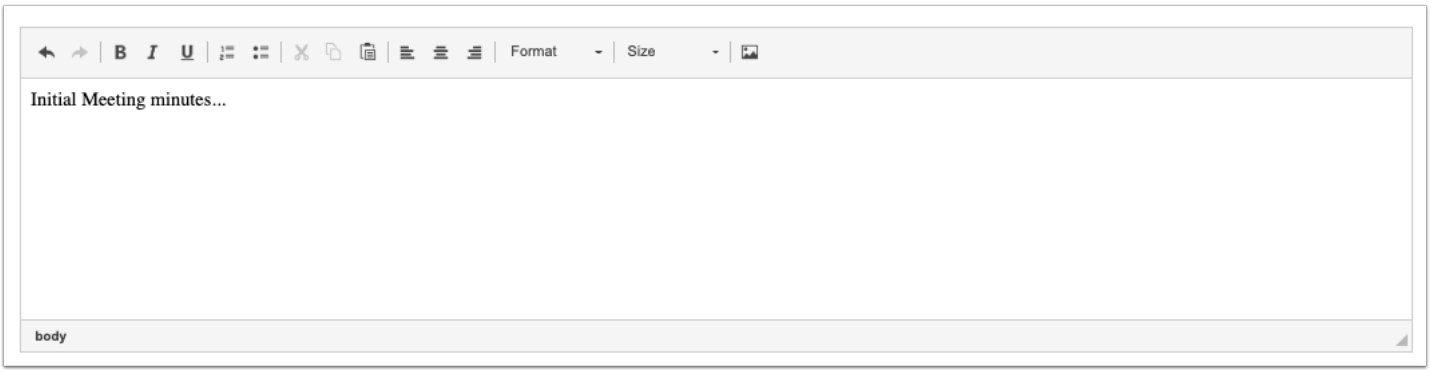


1. Enter the **Date** of the meeting.

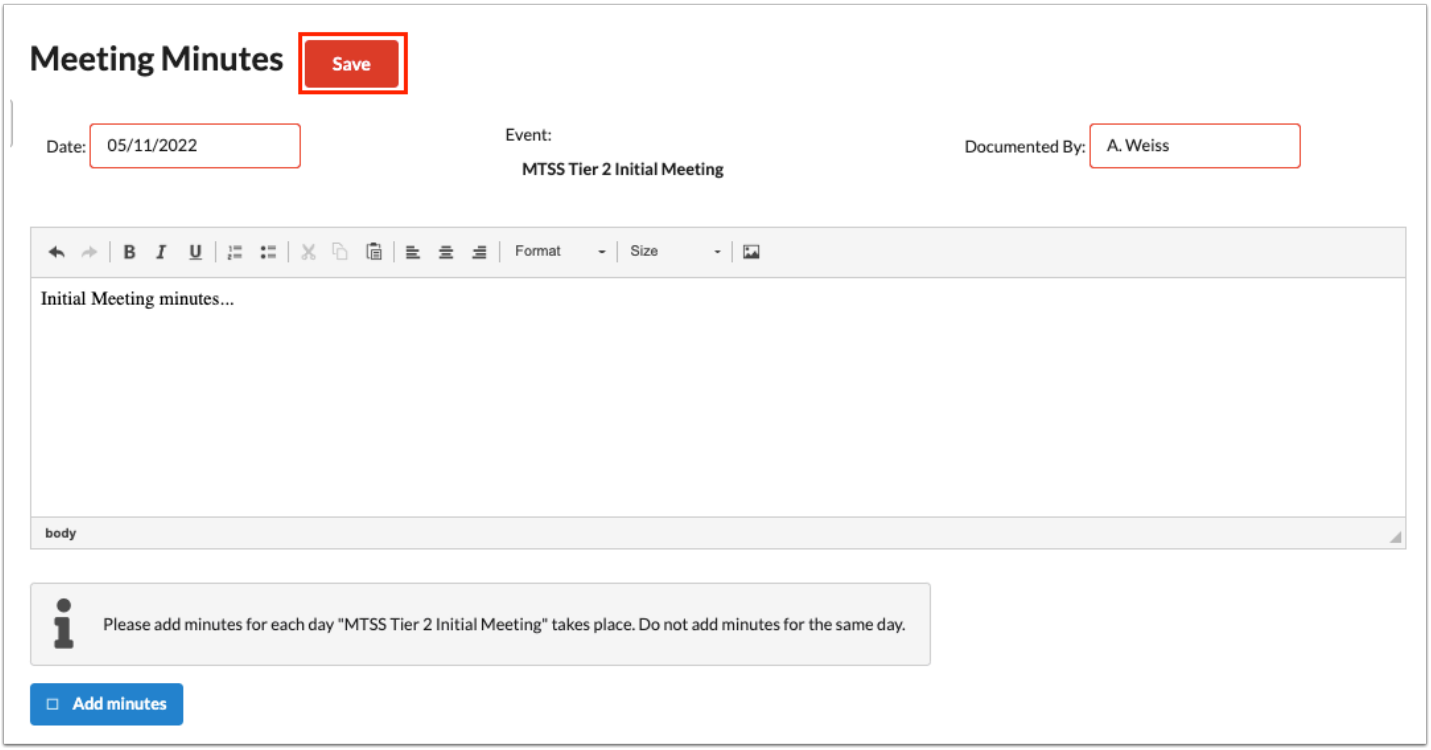


2. Enter who the minutes are being **Documented By**.

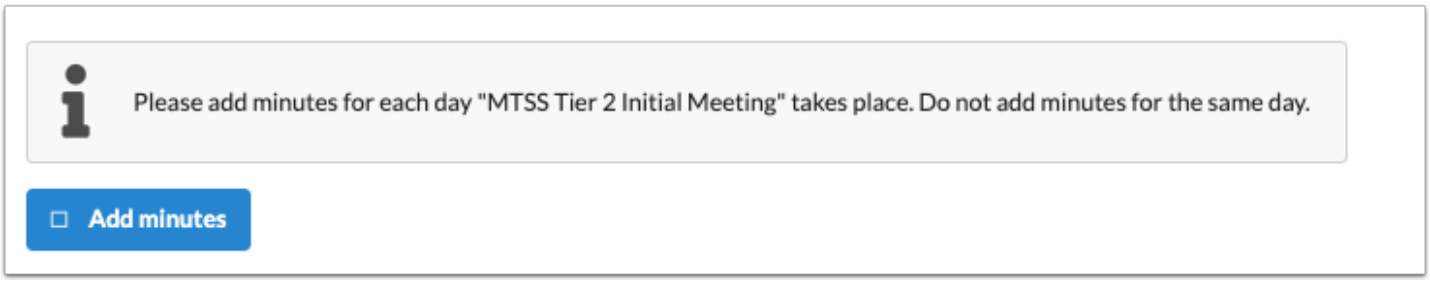
3. Enter the Meeting Minutes. There must be a minimum of 3 words in the text box in order to save.



4. Click **Save**. Users can add to the text field after clicking Save if it is during the same day.



5. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. Clicking the button adds an additional meeting minutes form to the screen. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress or for a meeting on the same date.



Uploads

Use the Uploads tab to upload any documentation to support information recorded in the Tier 2/Tier 3 Intervention Plan. Documents must be in the PDF format in order to be available for selection when printing.

1. Drag a file into the box, click **Select** and select a file from your computer, or click the scan icon and follow prompts to scan the document.

2. Once documentation is scanned or uploaded it will populate in the upload field with edit/ delete options.

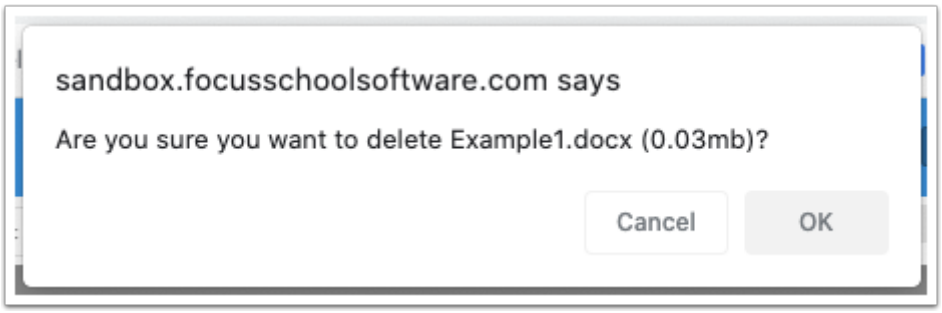
3. The number of uploads will display in parenthesis on the side menu.

4. Click the pencil icon to edit the title of the file.

After making a title change, click the green check mark to save the change, or the red X to discard the change and keep the original file name.

5. Click the red minus sign to delete the upload.

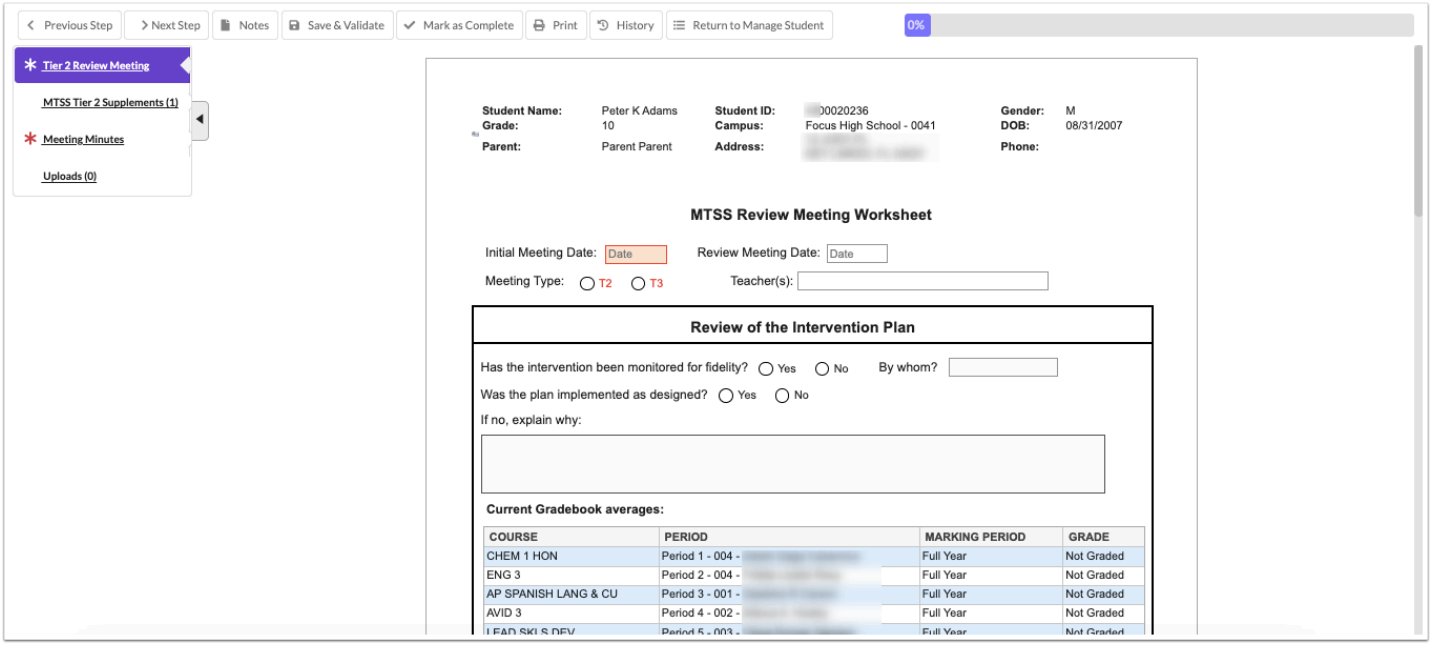
6. Click **OK** to confirm deletion.



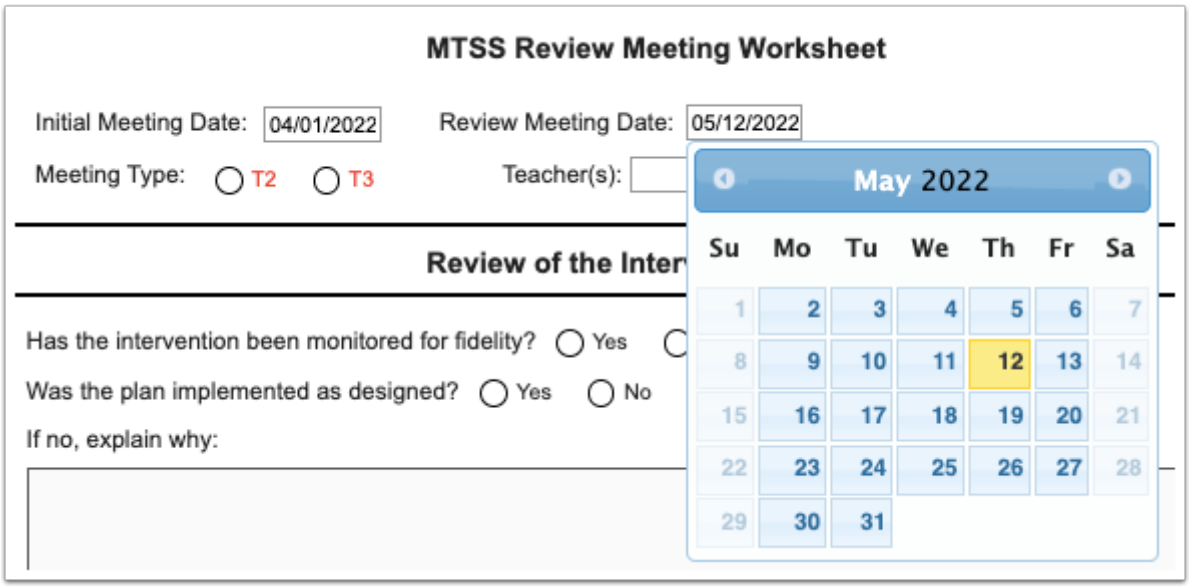
MTSS Tier 2/Tier 3 Review Meeting

The forms for the MTSS Tier 2 Review Meeting event and the MTSS Tier 3 Review Meeting event are the same. Follow the below procedures for both Tier 2 and Tier 3 Reviewing Meeting events.

Tier 2/Tier 3 Review Meeting



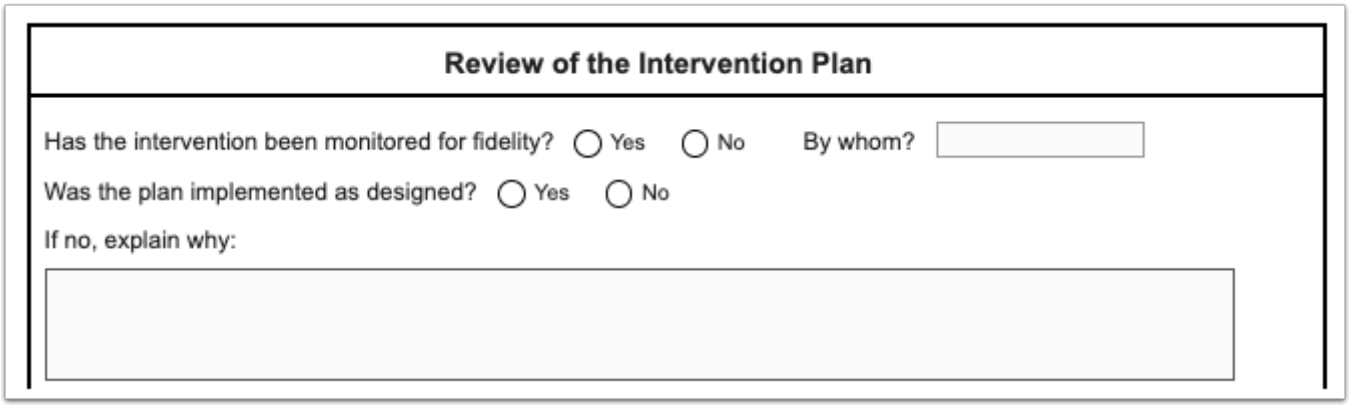
1. Select the **Initial Meeting Date** and the **Review Meeting Date**.



2. Select the **Meeting Type** to identify whether the form is being used for a Tier 2 (T2) or Tier 3 (T3) meeting.

3. Enter the name(s) of the **Teacher(s)** implementing the plan.

4. Select whether the plan was monitored for fidelity and whether the plan was implemented as designed.



5. Enter any new test scores since the initiation of the plan. Click the **View Test History** link to view the student's Test History in a new tab.

Test History (Most recent administrations): View Test History

FSA ELA: 2 FSA Math: 4 IReady Reading: No Sc Date: N/A IReady Math: No Sc Date: N/A

FAST Reading: No Sc Date: N/A FAST Math: No Sc Date: N/A

WIDA ACCESS for ELLs (Proficiency Levels):

Listening: Speaking: Reading: Writing:

6. Enter a description of the **Initial Plan Goal** and **Results**.

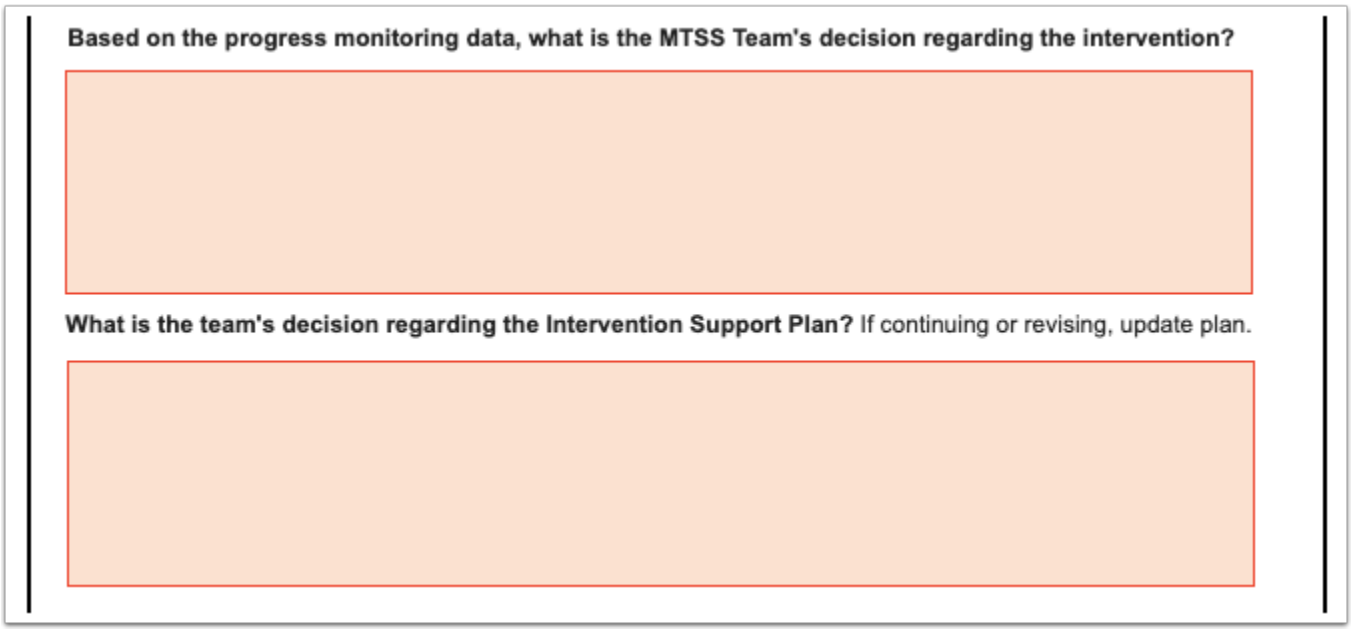
Initial Plan Goal (matched to skill & deficit)	**Results**

7. Select whether the response to intervention was **Positive, Questionable,** or **Poor**, and select the applicable options beneath.

Review Response to Intervention Criteria

◯ **Positive**	◯ **Questionable**	◯ **Poor**
☐ Continue intervention with current goal and monitor. ☐ Continue intervention with new goal and monitor. ☐ Continue intervention with goal increased. ☐ Fade intervention to determine if student has acquired functional independence.	Was intervention implemented as intended? ☐ Yes ☐ No ☐ If **Yes,** increase intensity of current intervention for a short period of time and assess impact. If rate does not continue to improve, return to problem-solving. ☐ If **No,** employ strategies to increase implementation integrity ☐ New Worksheet added?	Was intervention implemented as intended? ☐ Yes ☐ No **If Yes-** Is intervention aligned with the hypothesis? (Intervention Design) ☐ Yes ☐ No Are there other hypotheses to consider? (problem-solving) ☐ Yes ☐ No Was the problem identified correctly? (problem solving identification) ☐ Yes ☐ No **If No-** Employ strategies to increase implementation of integrity. ☐ New worksheet added?

8. Enter the MTSS Team's decision regarding the intervention and Intervention Support Plan.

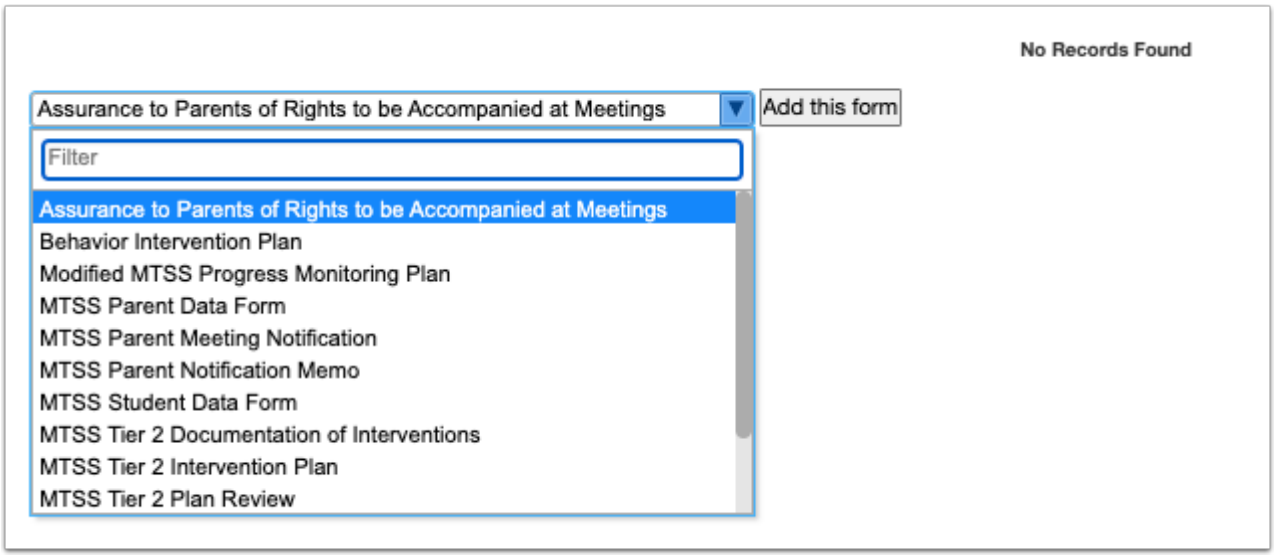


9. Click **Save & Validate**.

MTSS Tier 2/Tier 3 Supplements

If needed, add supplemental forms to the Tier 2/Tier 3 event for the student.

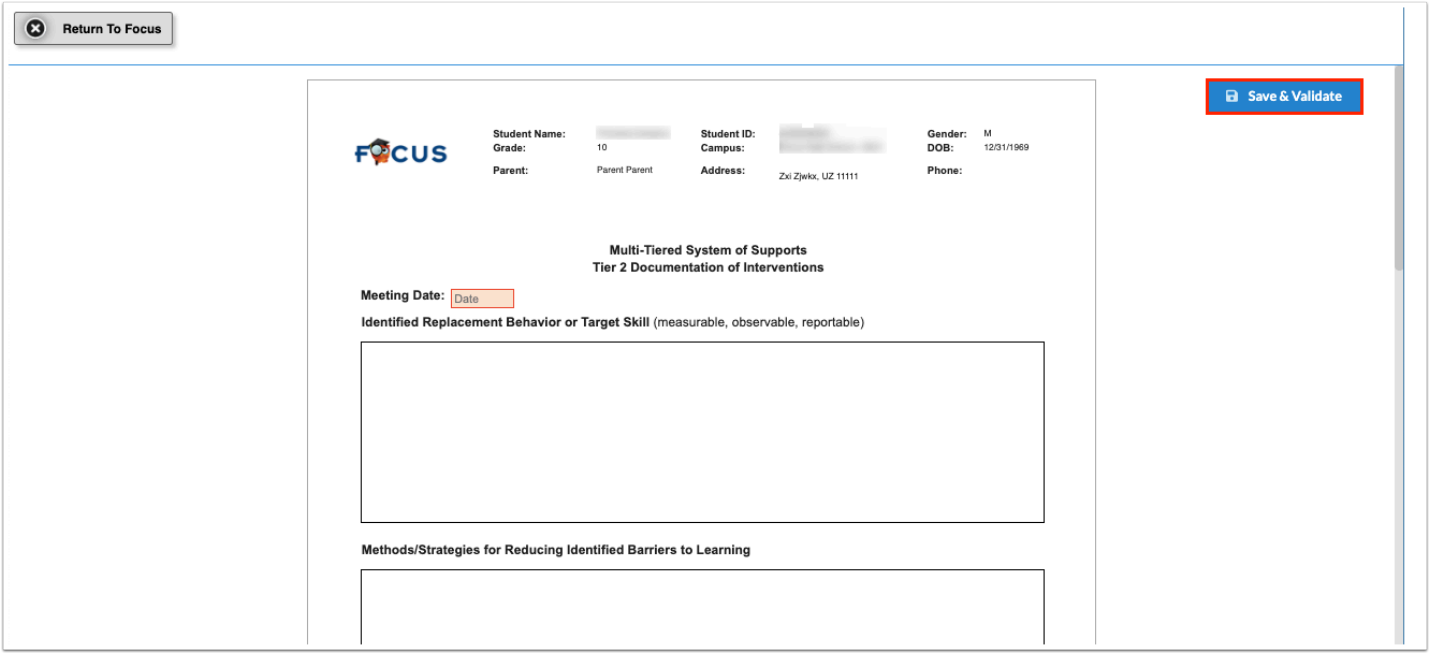
1. Select the form to add as a supplement and click **Add this form**.



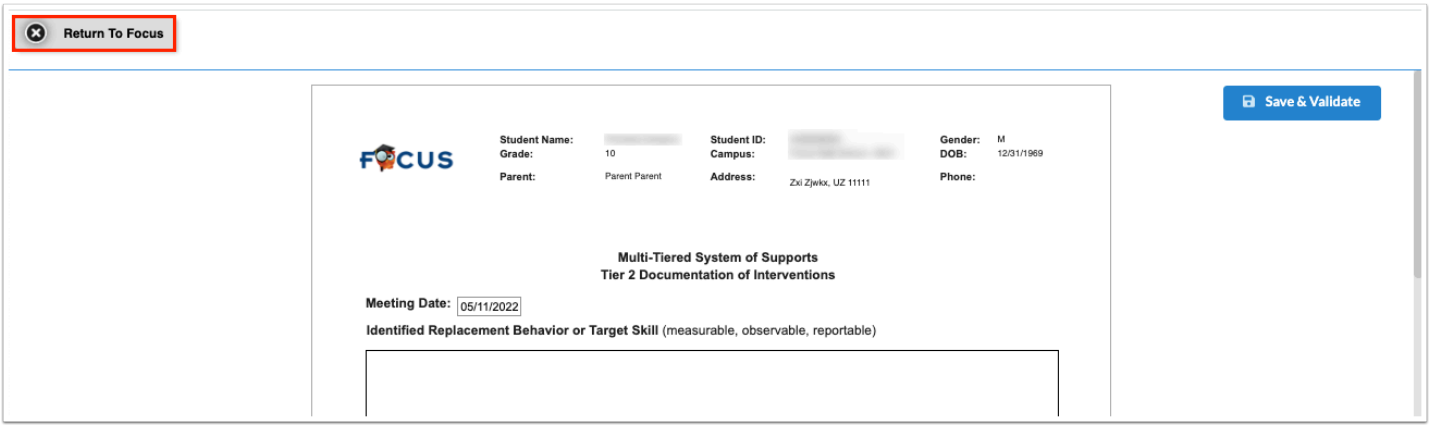
The selected form is added to the table.

2. Click the **Edit** link.

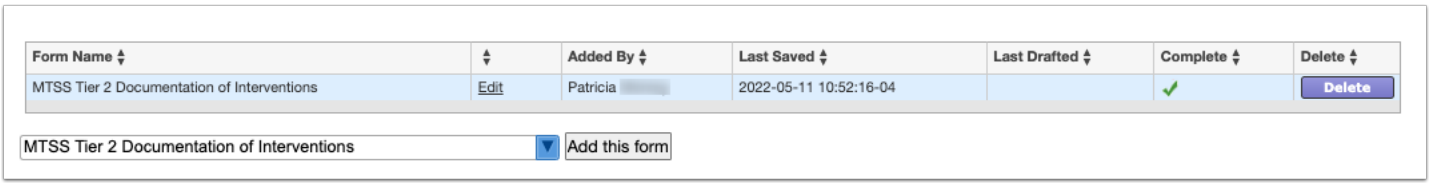
3. Complete the form and click **Save & Validate** when finished.



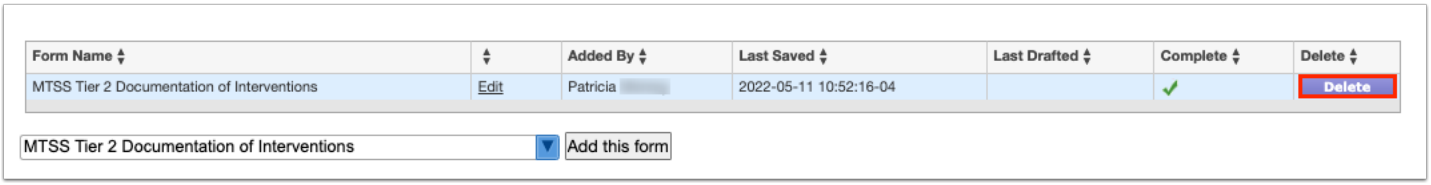
4. Click **Return to Focus**.



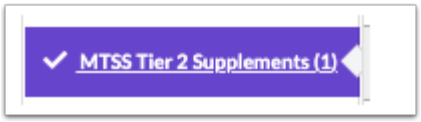
A green check mark will display in the Complete column of the table once all required fields of the form are completed. The Last Saved column will populate with the date and time the form was last saved.



5. To delete a supplement, click **Delete**.



The number of supplemental forms added to the student's event will display in parenthesis next to the Supplement step on the steps menu.



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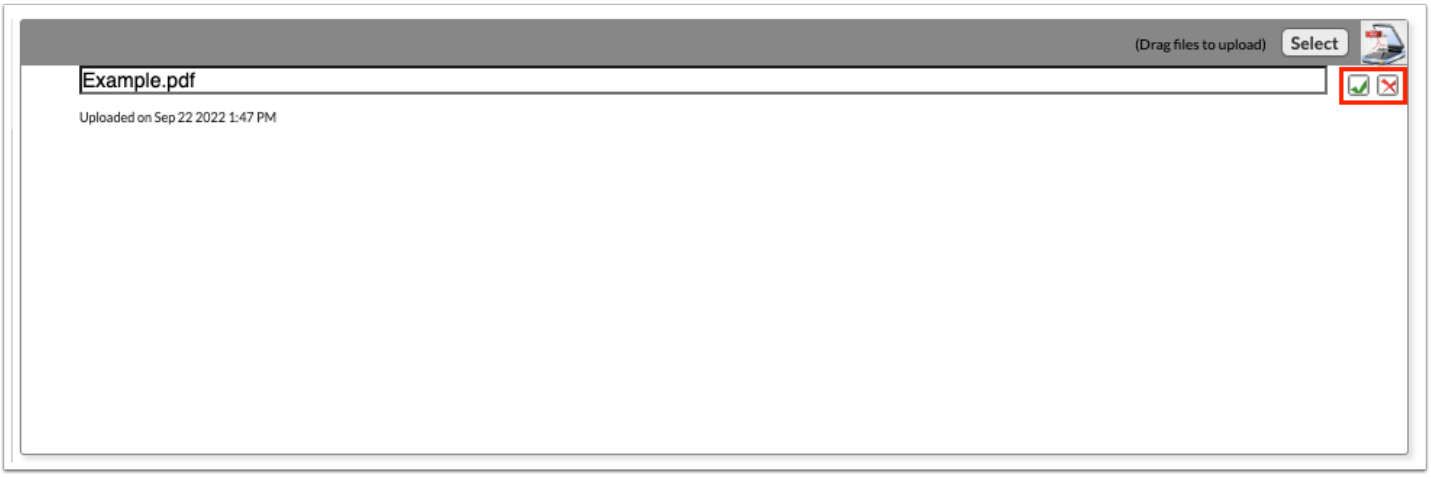
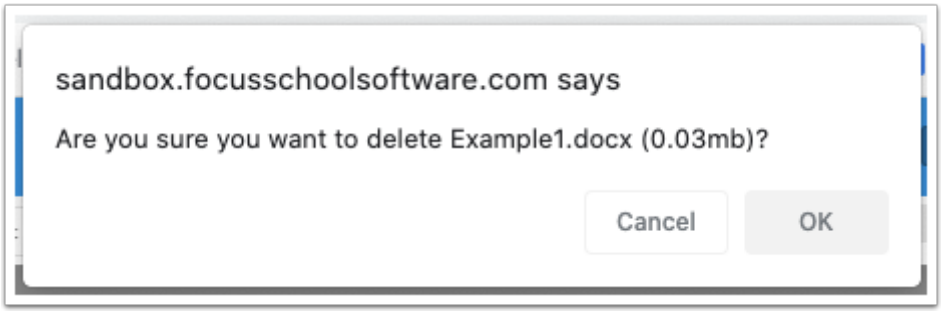
4. Click the pencil icon to edit the title of the file.

After making a title change, click the green check mark to save the change, or the red X to discard the change and keep the original file name.



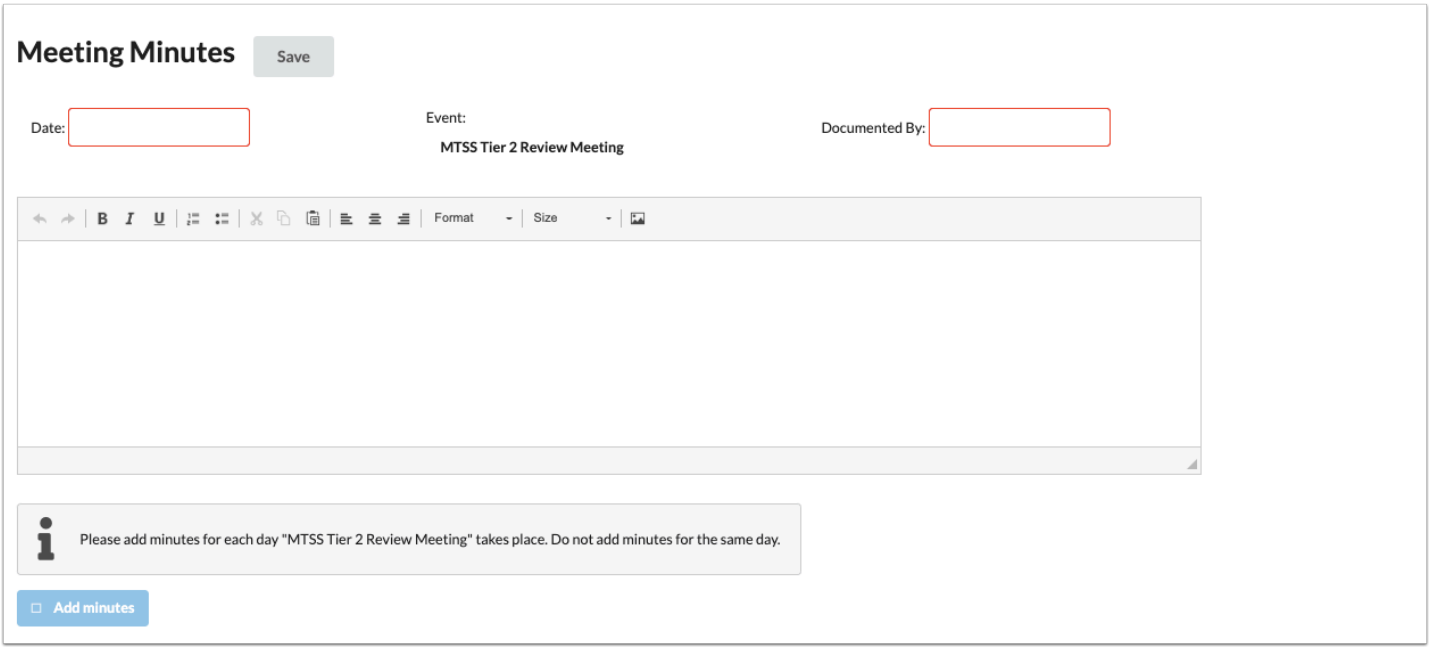
5. Click the red minus sign to delete the upload.

6. Click **OK** to confirm deletion.

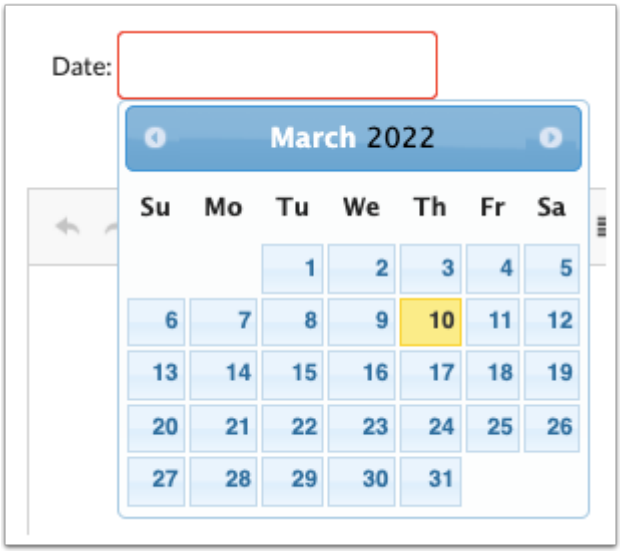


Meeting Minutes

Complete all required fields to document Meeting Minutes from the Tier 2/Tier 3 Review Meeting.

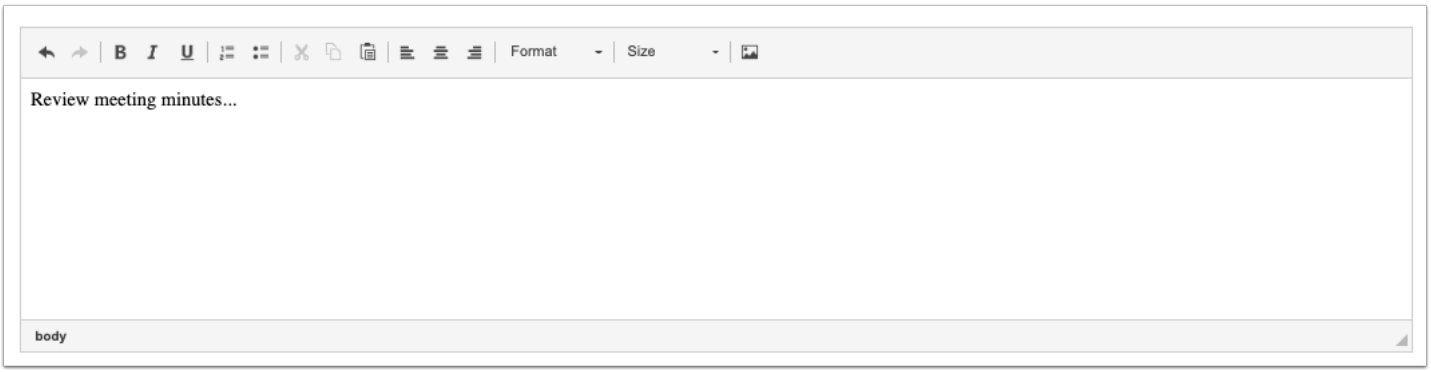


1. Enter the **Date** of the meeting.

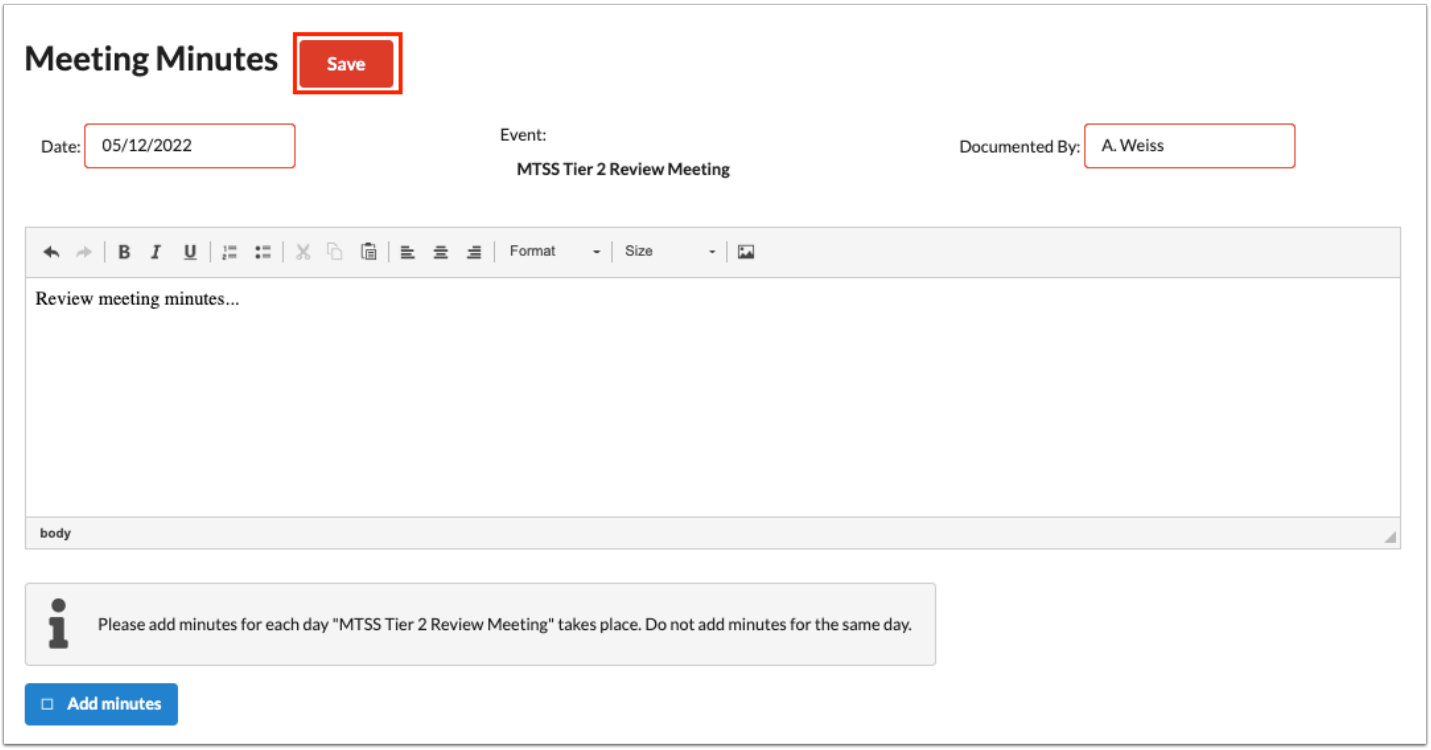


2. Enter who the minutes are being **Documented By**.

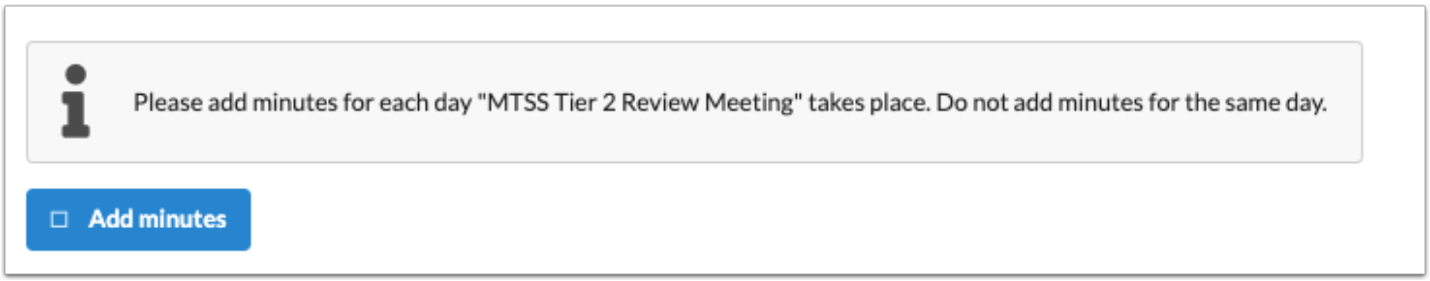
3. Enter the Meeting Minutes. There must be a minimum of 3 words in the text box in order to save.



4. Click **Save**. Users can add to the text field after clicking Save if it is during the same day.



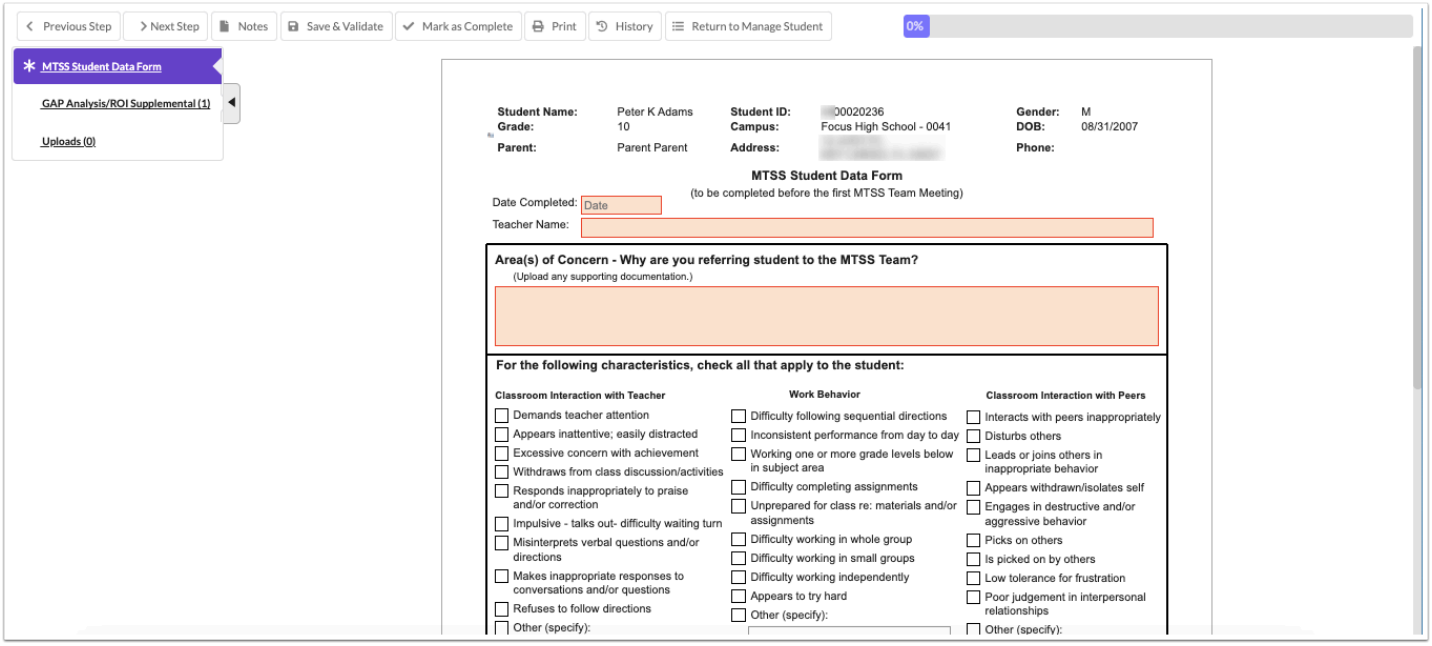
5. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. Clicking the button adds an additional meeting minutes form to the screen. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress or for a meeting on the same date.



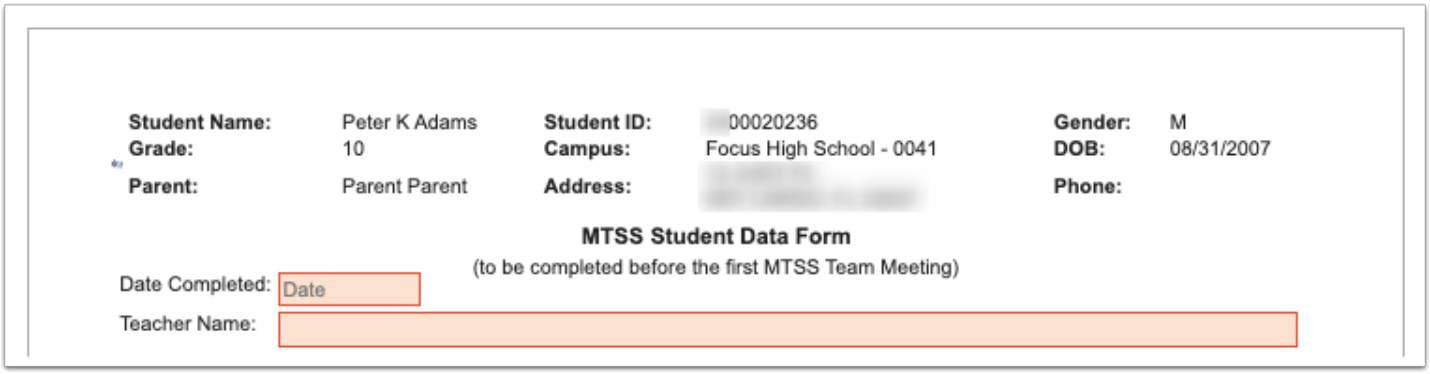
Academic Referral for MTSS

When a teacher wants to refer a student for additional support, they will initiate the Academic Referral for MTSS, which consists of a checklist for identifying the concerns the student is displaying. Once the referral is submitted, the MTSS team may complete the GAP Analysis.

MTSS Student Data Form



1. Select the **Date Completed** and enter the **Teacher Name**.



2. Enter the **Areas of Concern** and select the check boxes that apply to the student.

Area(s) of Concern - Why are you referring student to the MTSS Team?
(Upload any supporting documentation.)

For the following characteristics, check all that apply to the student:

Classroom Interaction with Teacher
- ☐ Demands teacher attention
- ☐ Appears inattentive; easily distracted
- ☐ Excessive concern with achievement
- ☐ Withdraws from class discussion/activities
- ☐ Responds inappropriately to praise and/or correction
- ☐ Impulsive - talks out- difficulty waiting turn
- ☐ Misinterprets verbal questions and/or directions
- ☐ Makes inappropriate responses to conversations and/or questions
- ☐ Refuses to follow directions
- ☐ Other (specify):

Work Behavior
- ☐ Difficulty following sequential directions
- ☐ Inconsistent performance from day to day
- ☐ Working one or more grade levels below in subject area
- ☐ Difficulty completing assignments
- ☐ Unprepared for class re: materials and/or assignments
- ☐ Difficulty working in whole group
- ☐ Difficulty working in small groups
- ☐ Difficulty working independently
- ☐ Appears to try hard
- ☐ Other (specify):

Classroom Interaction with Peers
- ☐ Interacts with peers inappropriately
- ☐ Disturbs others
- ☐ Leads or joins others in inappropriate behavior
- ☐ Appears withdrawn/isolates self
- ☐ Engages in destructive and/or aggressive behavior
- ☐ Picks on others
- ☐ Is picked on by others
- ☐ Low tolerance for frustration
- ☐ Poor judgement in interpersonal relationships
- ☐ Other (specify):

3. Select **Yes** or **No** to indicate whether Progress Monitoring Plan(s) documenting parent/guardian conferences have been completed.

4. Select any **Services Received**, if applicable.

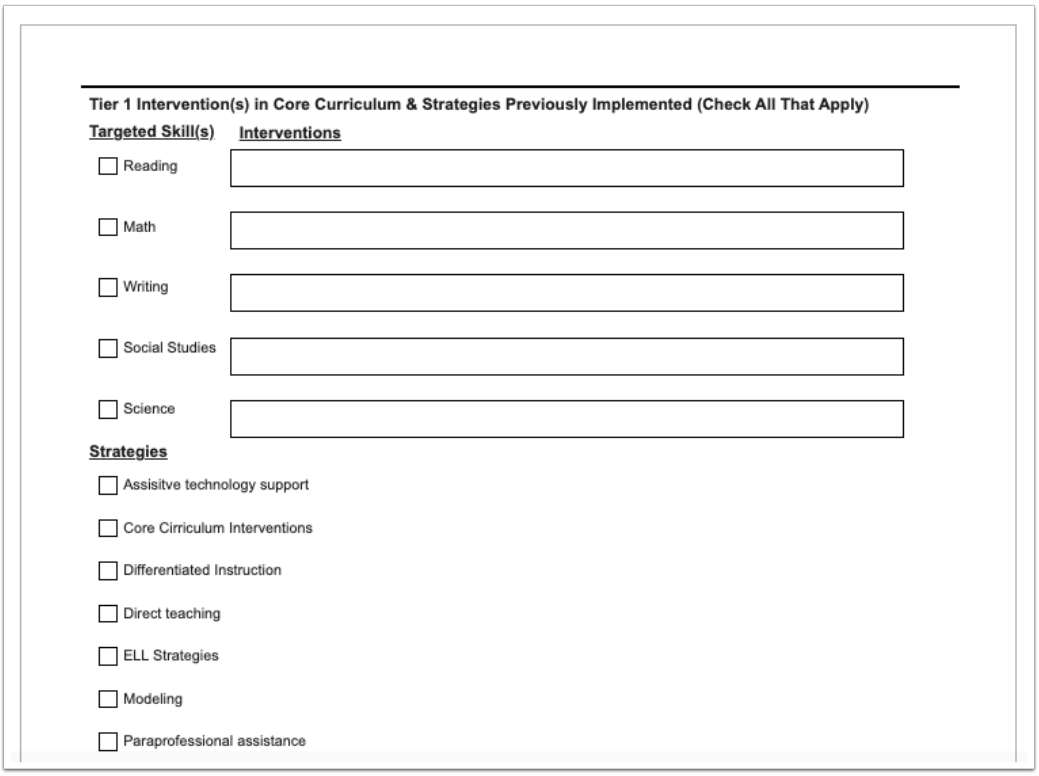
5. Enter any **Additional Comments/Teacher Observations**.

Progress Monitoring Plan(s) documenting parent/guardian conferences have been completed. ◯ Yes ◯ No

Services Received:
- ☐ Speech/ Language Therapy
- ☐ Tutoring
- ☐ Physical Therapy
- ☐ Small Group/Ind. Guidance
- ☐ 504 Accommodations
- ☐ BIP in place
- ☐ Summer Reading Camp
- ☐ ESL/ LEP/ ELL
- ☐ After School Remediation
- ☐ Occupational Therapy
- ☐ Community Services
- ☐ Credit Recovery
- ☐ Previously Reviewed by MTSS Team - Year:
- ☐ Previously Screened/ Evaluated - Year:

Additional Comments/Teacher Observations:

6. On page 2, document any tier 1 interventions.



Tier 1 Intervention(s) in Core Curriculum & Strategies Previously Implemented (Check All That Apply)

Targeted Skill(s)	Interventions
☐ Reading	
☐ Math	
☐ Writing	
☐ Social Studies	
☐ Science	

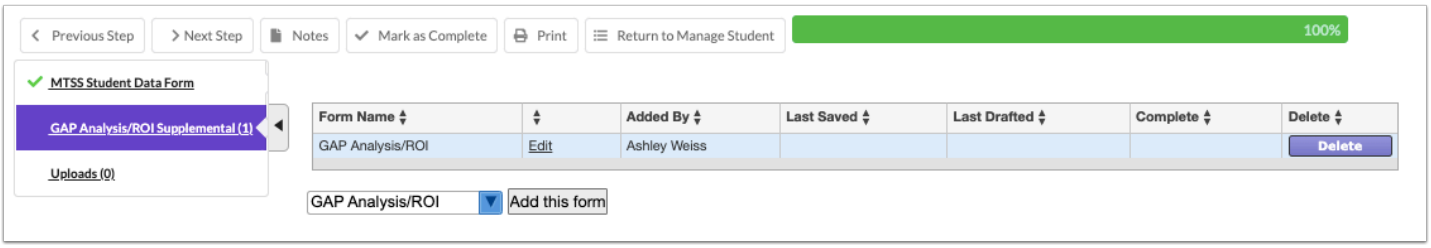
Strategies

- ☐ Assisitve technology support
- ☐ Core Cirriculum Interventions
- ☐ Differentiated Instruction
- ☐ Direct teaching
- ☐ ELL Strategies
- ☐ Modeling
- ☐ Paraprofessional assistance

7. Click **Save & Validate** when finished.

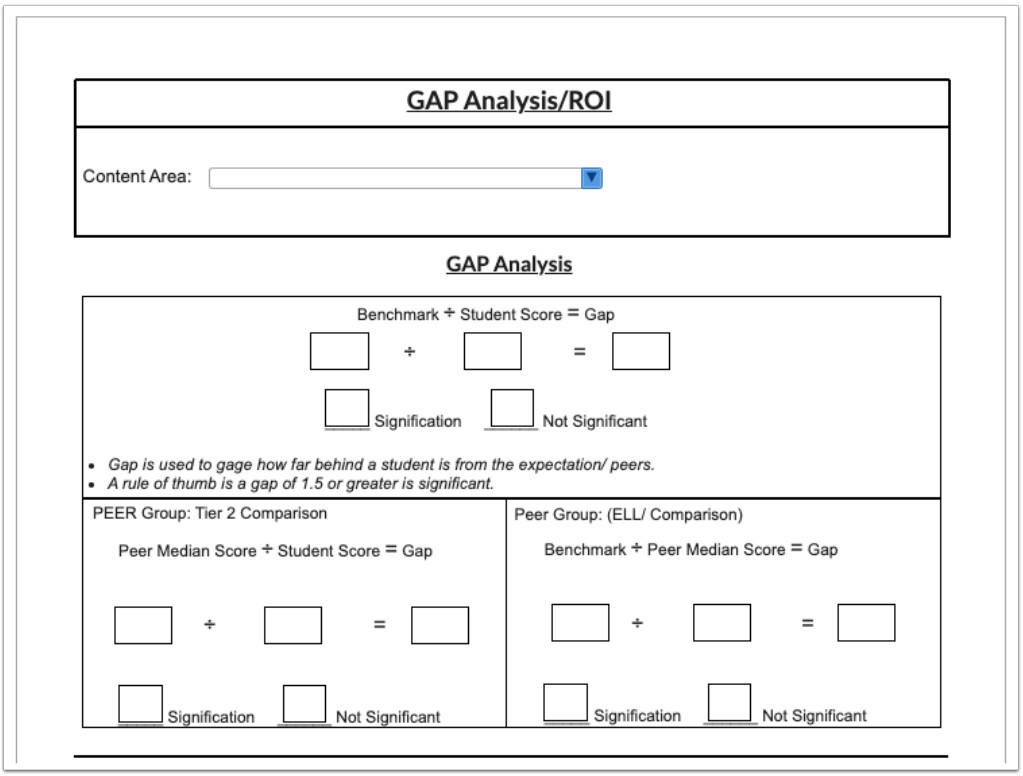
GAP Analysis/ROI Supplement

The MTSS team completes the GAP Analysis based on available data to determine if a Progress Monitoring Plan needs to be implemented. This form is selected by default on this step.



1. Click **Edit**.

2. Using the reference document on the second page, enter data points to determine if a gap exists that would require an intervention plan.



GAP Analysis/ROI

Content Area:

GAP Analysis

Benchmark ÷ Student Score = Gap

____ ÷ ____ = ____

____ Signification ____ Not Significant

- *Gap is used to gage how far behind a student is from the expectation/ peers.*
- *A rule of thumb is a gap of 1.5 or greater is significant.*

PEER Group: Tier 2 Comparison

Peer Median Score ÷ Student Score = Gap

____ ÷ ____ = ____

____ Signification ____ Not Significant

Peer Group: (ELL/ Comparison)

Benchmark ÷ Peer Median Score = Gap

____ ÷ ____ = ____

____ Signification ____ Not Significant

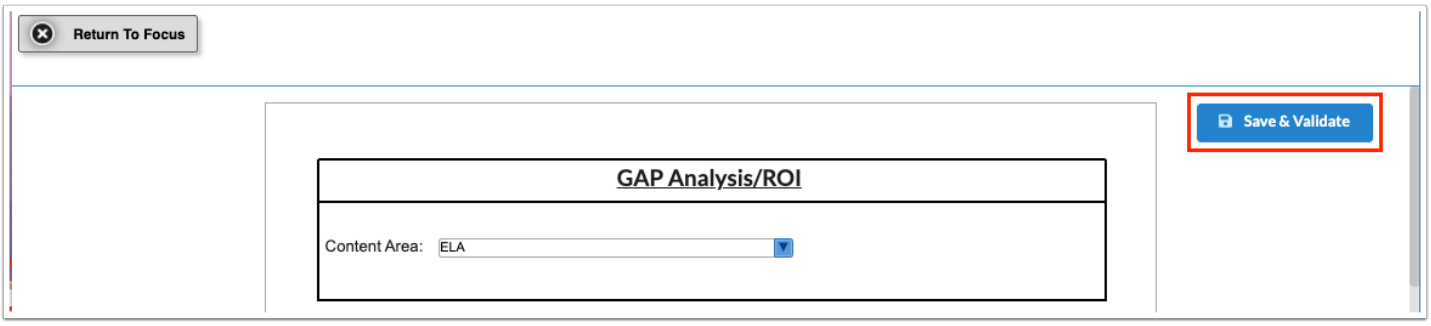
Calculating Rates of Improvement (ROIs)

Directions and Formulas

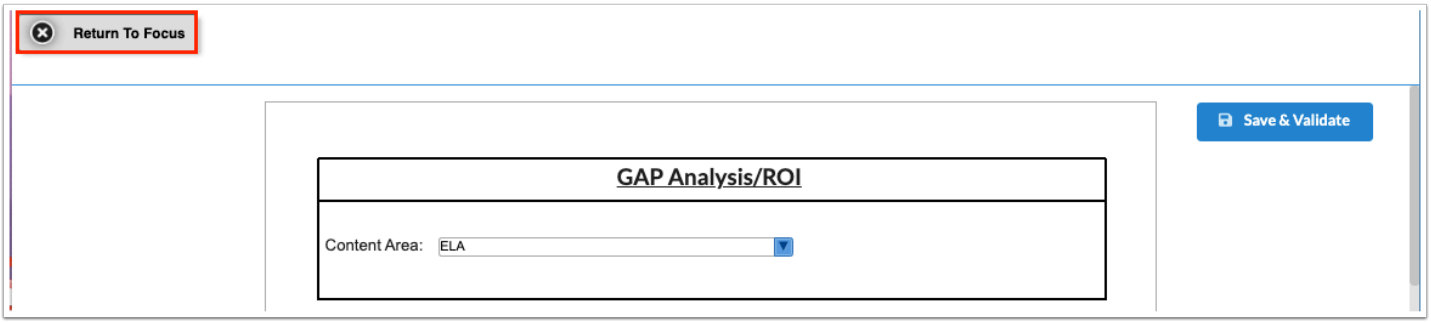
Step 1:	Determine the *beginning* performance and *ending* performance • For the ***Target Student*** this can be done using the student's benchmark score(s), or the median of the most recent 3 progress monitoring scores. • For a ***Comparison Group*** (e.g. district/ school, intervention group, or ELL Cohort), this can be done by taking the average beginning and ending score of the group. For example, you could take the average Fall Benchmark score and the Average Spring Benchmark score.
Step 2:	Calculate the difference between the *beginning* performance and *ending* performance to get the TOTAL GROWTH
Step 3:	Calculate the # of ***INSTRUCTIONAL WEEKS*** between *beginning* performance and *ending* performance • For the ***Target Student*** this will be the number of weeks the intervention(s) have been provided. • For the ***Comparison Group*** (e.g. district/ school, intervention group, or ELL Cohort), this could be either the total number of instructional weeks in the school year if using a full year of data ***OR*** it could be the number of weeks the comparison group has received similar intervention support.
Step 4:	Divide **TOTAL GROWTH** by **# OF INSTRUCTIONAL WEEKS** to get the weekly **RATE OF IMPROVEMENT (ROI)**

	(TOTAL GROWTH)						
GROWTH FORMULA	***(Ending performance***	**–**	***Beginning performance)***	**÷**	***# of Instructional Weeks***	**=**	***Rate of Improvement (ROI)***
ATTAINED ROI		–		÷		=	

3. Click **Save & Validate** when completed.



4. Click **Return to Focus** to close the form and return to the Academic Referral for MTSS event.

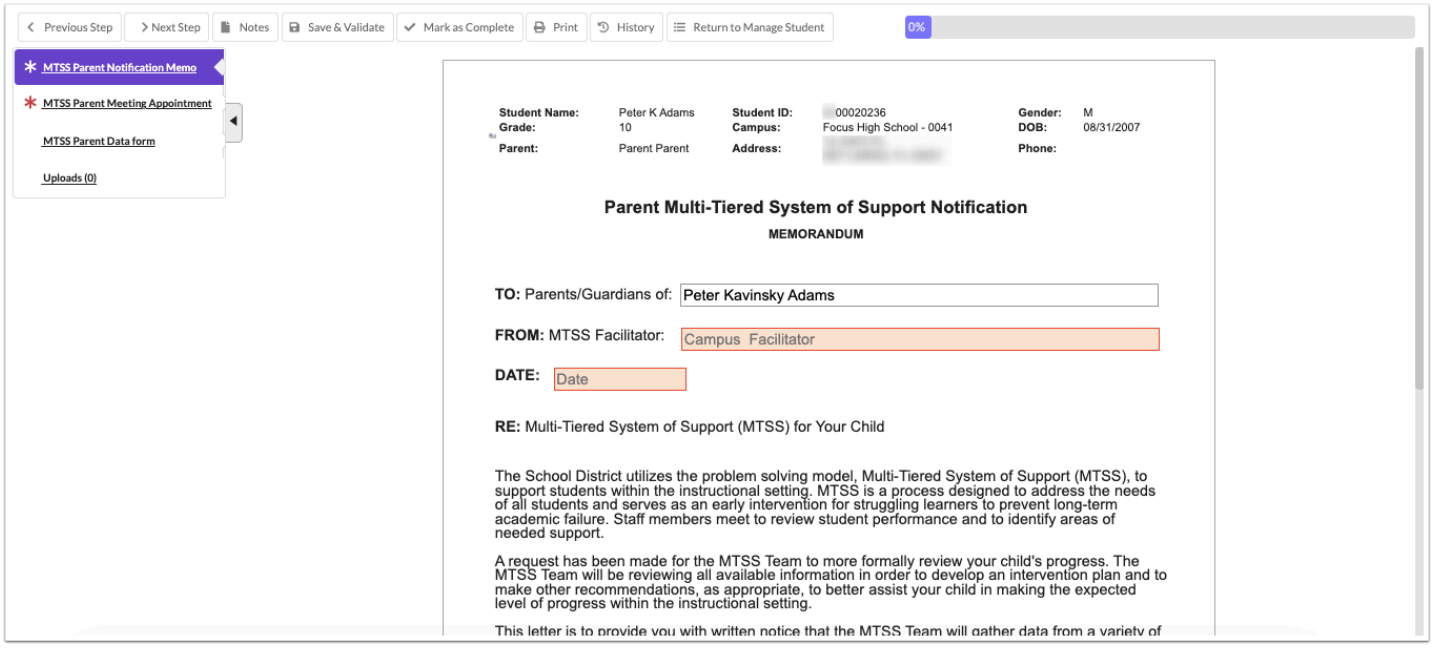


Academic Parent Communication

The MTSS team will schedule and invite the parent to the MTSS team meeting to discuss and review the referral, supporting data, and if applicable, develop a progress monitoring plan.

MTSS Parent Notification Memo

This form provides information for the parent about the MTSS process and informs them there is a parent input form being included for them to complete and return or bring to the meeting with them.



Enter the required information at the top and bottom of the form. Click **Save & Validate** when finished.

Parent Multi-Tiered System of Support Notification

MEMORANDUM

TO: Parents/Guardians of: Peter Kavinsky Adams

FROM: MTSS Facilitator: Campus Facilitator

DATE: Date

Content Area:

Please Return To:

In Care Of: Focus High School - 0041

Address: 555 Focus Drive, St. Petersburg, FL 33070

Phone: 555-555-5555

Return By: Date

MTSS Parent Meeting Appointment

This form will contain the reason for the meeting along with the meeting date and time.

Student Name:	Peter K Adams	**Student ID:**	00020236	**Gender:**	M
Grade:	10	**Campus:**	Focus High School - 0041	**DOB:**	08/31/2007
Parent:	Parent Parent	**Address:**		**Phone:**	

Multi-Tiered System of Support (MTSS) Parent Meeting Notification

Date Provided: Date

Meeting Notification

An MTSS Team meeting is proposed to review the educational needs of your child to determine whether there is a need for additonal interventions and/or supports within the general education setting. The team will make decisions as to whether interventions should be faded, continued, adjusted or abandoned for more intense efforts at the next level of the process.

Meeting Type

☐ **Tier 1 Meeting**
Tier I includes the continued implementation of high-quality, scientifically based instruction provided by qualified personnel to ensure that student difficulties are not due to inadequate instruction. All students are screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support. Within Tier 1 additional supports may be identified to target student learning.

☐ **Tier 2 Meeting**
Tier II includes all the elements of Tier I and targets students who are not making the desired level of progress in response to previously identified interventions. Efforts are made during Tier II to identify additional interventions and supports that are more specific to the individual students needs.

☐ **Tier 3 Meeting**
Tier III includes all of the elements of Tier I and Tier II and focuses on intensive interventions that target student skill deficits. Adjustments are made to the frequency, intensity, and group size of the intervention efforts. Students who do not experience the desired level of improvement at Tier III may be referred for a comprehensive evaluation and considered for eligibility for Section 504 or special education services under the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Data collected during Tiers I, II and III are included and used to make eligibility decisions.

☐ **Progress Review Meeting** ☐ Tier 2 Review ☐ Tier 3 Review

Content Area

Meeting Information

While parents are not required to attend or participate in the MTSS process, your attendance and participation would be greatly appreciated.

1. Select the **Date Provided, Meeting Type,** and **Content Area.**

Multi-Tiered System of Support (MTSS) Parent Meeting Notification

Date Provided: Date

Meeting Notification

An MTSS Team meeting is proposed to review the educational needs of your child to determine whether there is a need for additonal interventions and/or supports within the general education setting. The team will make decisions as to whether interventions should be faded, continued, adjusted or abandoned for more intense efforts at the next level of the process.

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Tier I includes the continued implementation of high-quality, scientifically based instruction provided by qualified personnel to ensure that student difficulties are not due to inadequate instruction. All students are screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support. Within Tier 1 additional supports may be identified to target student learning.

☐ **Tier 2 Meeting**
Tier II includes all the elements of Tier I and targets students who are not making the desired level of progress in response to previously identified interventions. Efforts are made during Tier II to identify additional interventions and supports that are more specific to the individual students needs.

☐ **Tier 3 Meeting**
Tier III includes all of the elements of Tier I and Tier II and focuses on intensive interventions that target student skill deficits. Adjustments are made to the frequency, intensity, and group size of the intervention efforts. Students who do not experience the desired level of improvement at Tier III may be referred for a comprehensive evaluation and considered for eligibility for Section 504 or special education services under the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Data collected during Tiers I, II and III are included and used to make eligibility decisions.

☐ **Progress Review Meeting** ☐ Tier 2 Review ☐ Tier 3 Review

Content Area

2. Enter the meeting information at the bottom of the form.

Meeting Information

While parents are not required to attend or participate in the MTSS process, your attendance and participation would be greatly appreciated.

The meeting is scheduled for: Date: Date Time:

Location:

If you have any questions, please call:

RETURN THIS FORM TO: **By:** Date

In Care of: Focus High School - 0041

Address: 555 Focus Drive,St. Petersburg, FL 33070

Please check the appropriate box(es):

- ☐ **YES**, I will attend the meeting.
- ☐ I will not be available to attend the meeting; please proceed in my absence.
- ☐ I am including information about my child for the committee to consider.

Click to Sign

Parent Signature Date

3. Click **Save & Validate** when finished.

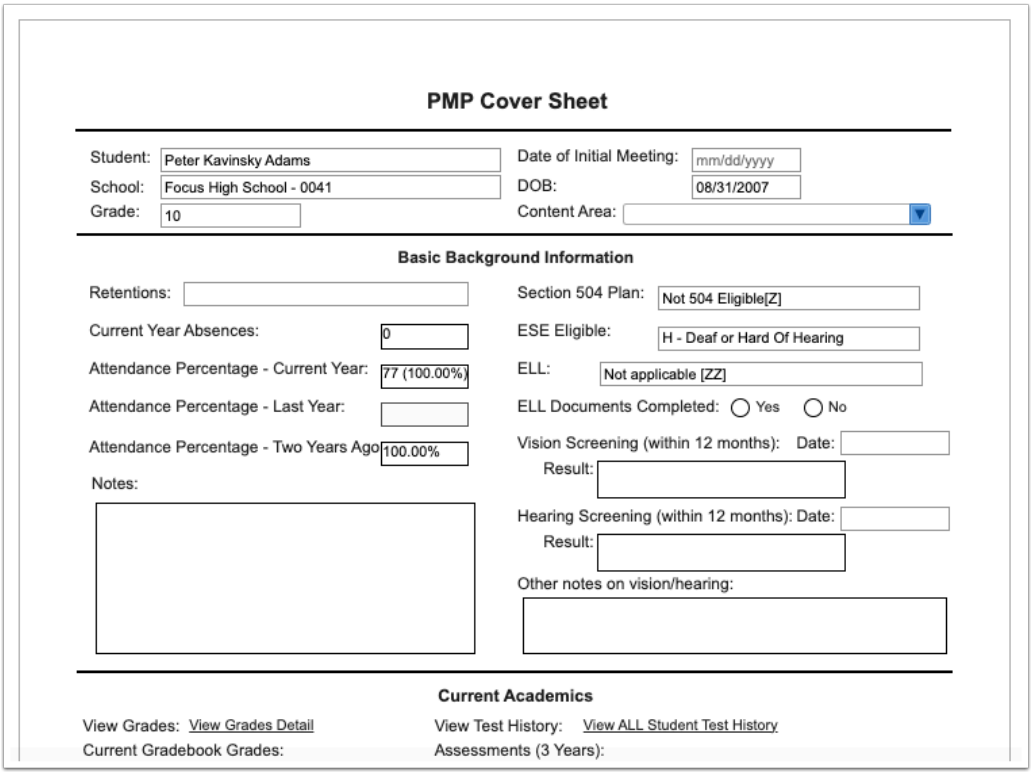
After all forms have been completed and saved, the forms can be printed. There is a watermark that displays on forms that are printed before an event is locked; the watermark can be disabled on the print preview screen.

Academic Progress Monitoring Plan

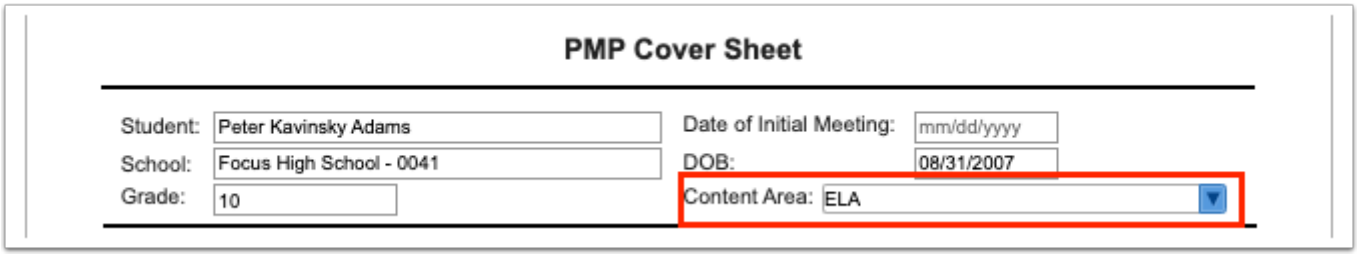
The Academic Progress Monitoring Plan will be completed at the Tier 2 meeting with the parent and MTSS team members. Data provided by the teachers, the parents, and any existing student records can be reviewed and used to determine appropriate interventions and goal expectations.

PMP Cover Sheet

This step displays demographic and academic background data that pulls automatically from the fields on the student's SIS record. There are links to view the student's grade/ course history and test history.



In the **Content Area** pull-down, **s**elect one or more content areas that will be addressed in the Progress Monitoring Plan. All other information will auto-populate if it exists on the student's record. The first page displays three years of Test History. The second page displays all years of Test History, if available in Focus. Click **Save & Validate** when finished completing the form.



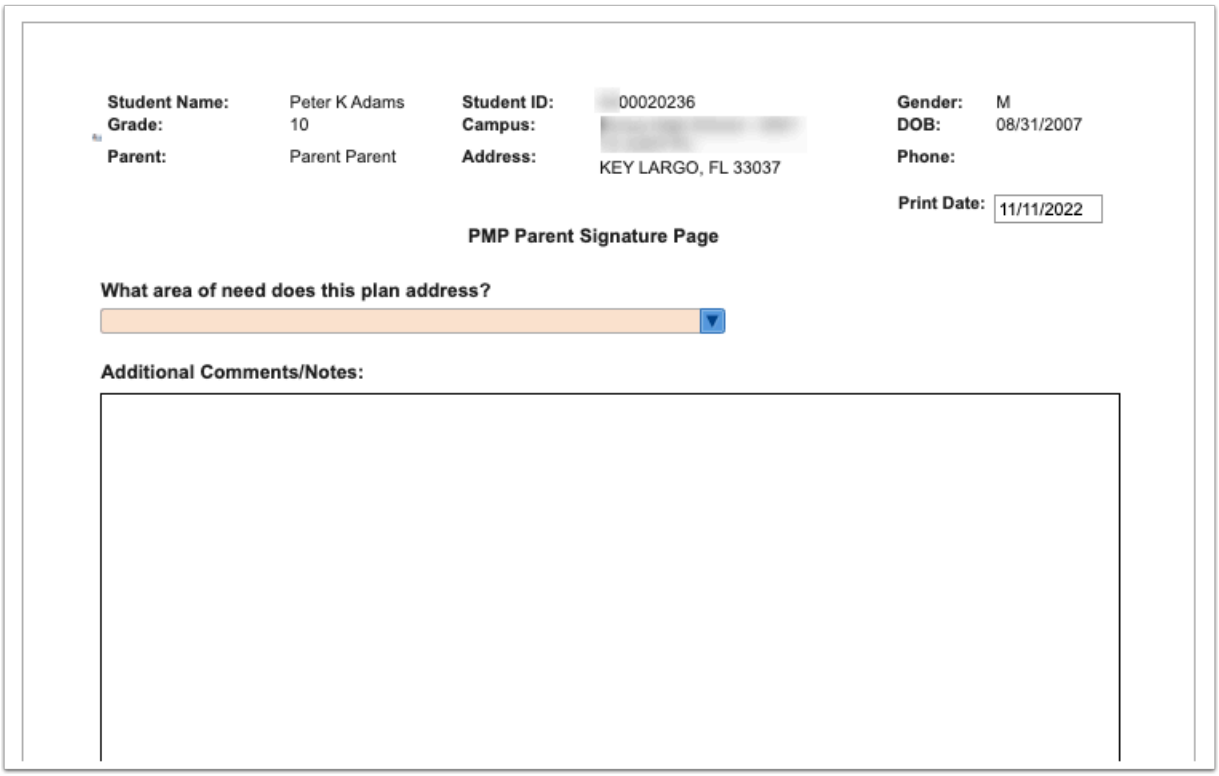
Academic PMP/Graph

The team will identify the academic concerns, the hypothesis as to why the student is struggling, strategies, frequency and location of the strategies, data collection tools, and other relevant information. This is also where the designated team members/teachers will enter the progress monitoring data to graph the student's progress toward the identified goal.

See Academic PMP for step-by-step directions.

PMP Parent Signature Page

The first form in the event is the parent signature page. It will default to having the current date set as the Print Date.



Student Name:	Peter K Adams	**Student ID:**	00020236	**Gender:**	M
Grade:	10	**Campus:**		**DOB:**	08/31/2007
Parent:	Parent Parent	**Address:**	KEY LARGO, FL 33037	**Phone:**	
				Print Date:	11/11/2022

PMP Parent Signature Page

What area of need does this plan address?

Additional Comments/Notes:

1. Select the academic area the plan will address, and enter any relevant comments.

What area of need does this plan address?

Additional Comments/Notes:

2. At the bottom, the parent can electronically sign and date the form.

3. If the parent requests a follow-up meeting, enter the **Date** and select the appropriate **With** option.

Click to Sign

Parent/Guardian Signature: _____ **Date:** _____

Print Name

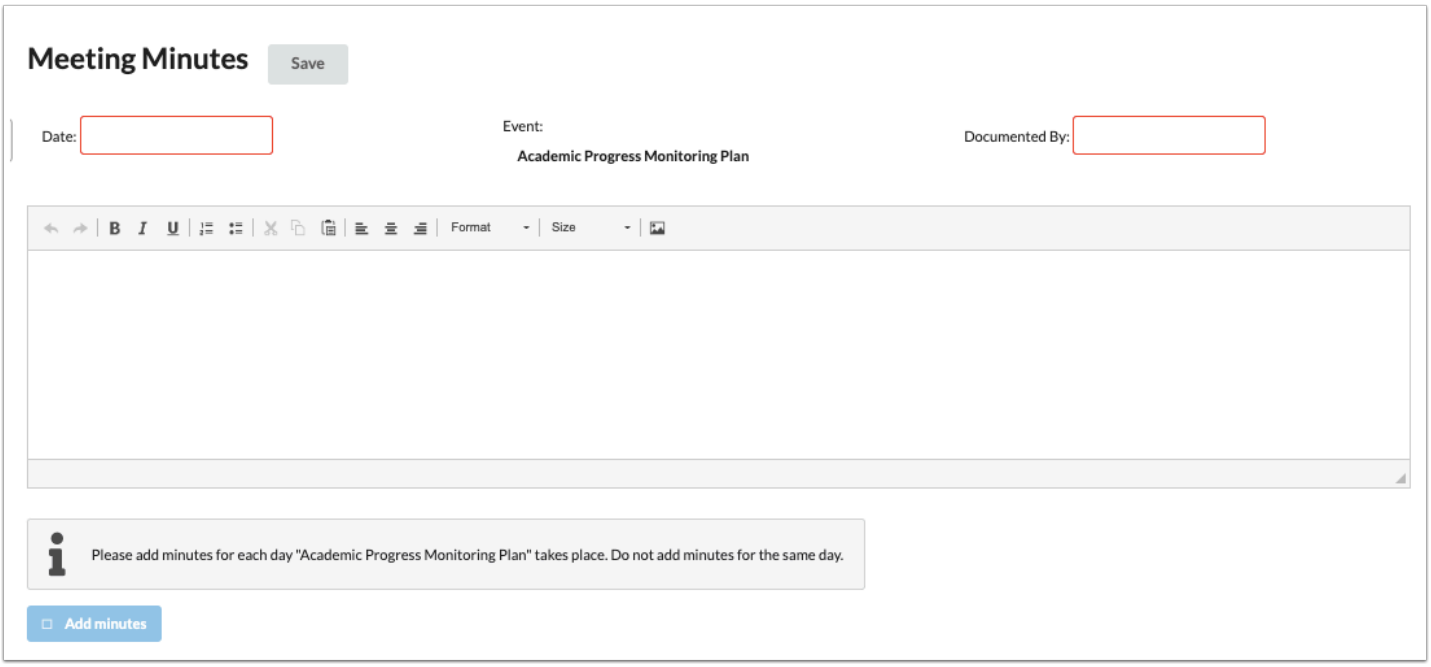
Parent requests a follow-up: **Date:** _____

With:
- ☐ Conference
- ☐ Phone Conference - Phone Number: _____
- ☐ Email: _____
- ☐ Virtual Meeting

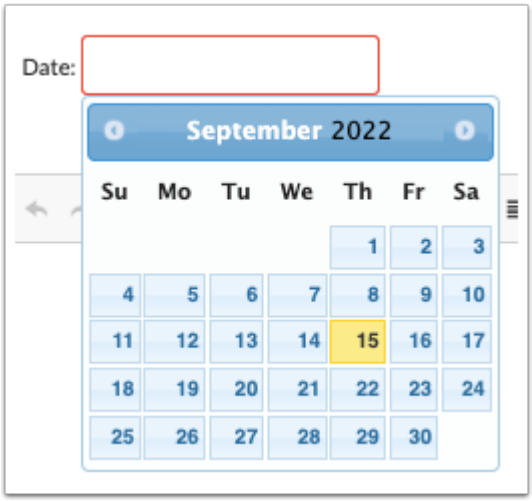
4. Click **Save & Validate** when finished.

Meeting Minutes

A team member can be documenting the discussion and decisions as the meeting progresses.

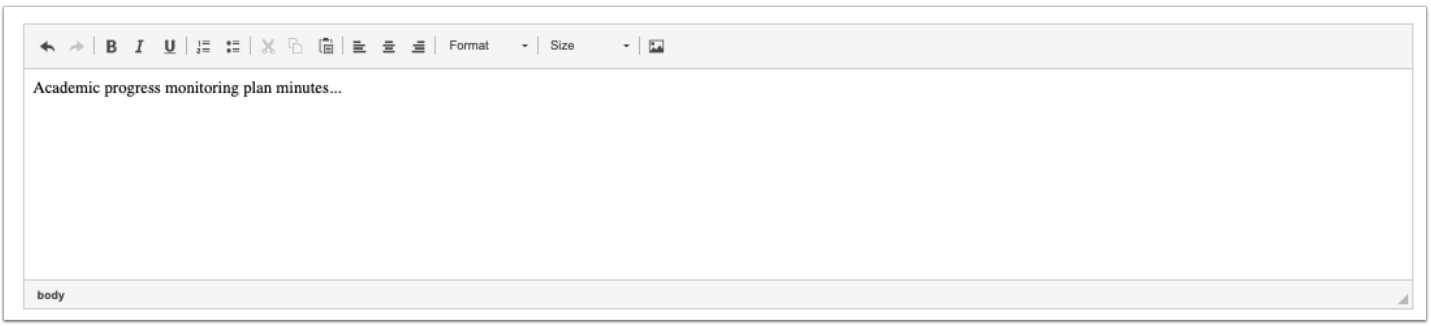


1. Enter the **Date** of the meeting.

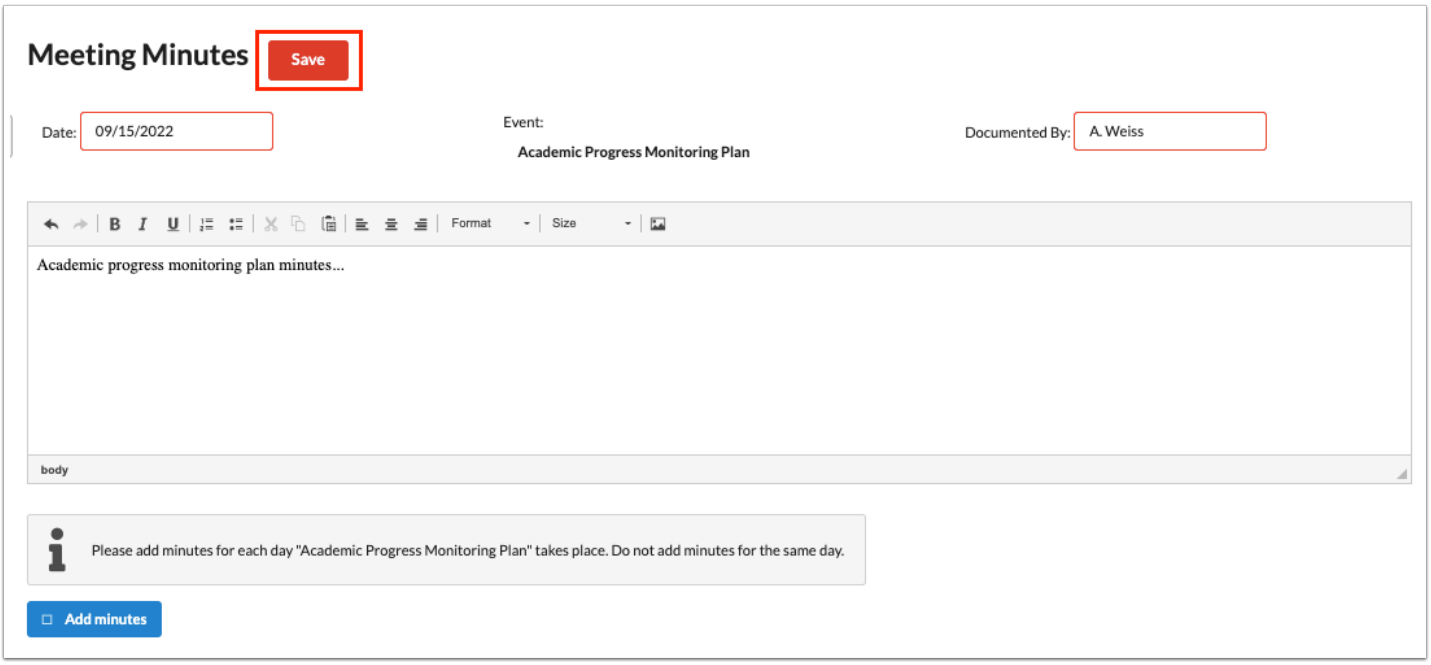


2. Enter who the minutes are being **Documented By**.

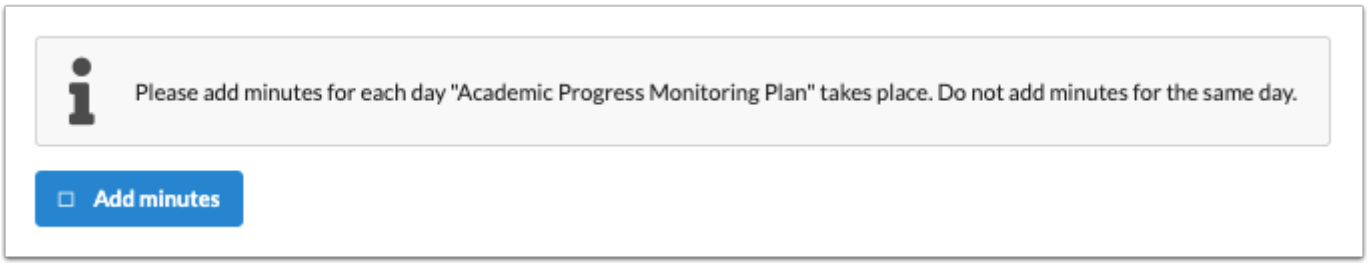
3. Enter the Meeting Minutes. There must be a minimum of 3 words in the text box in order to save.



4. Click **Save**. Users can add to the text field after clicking Save if it is during the same day.

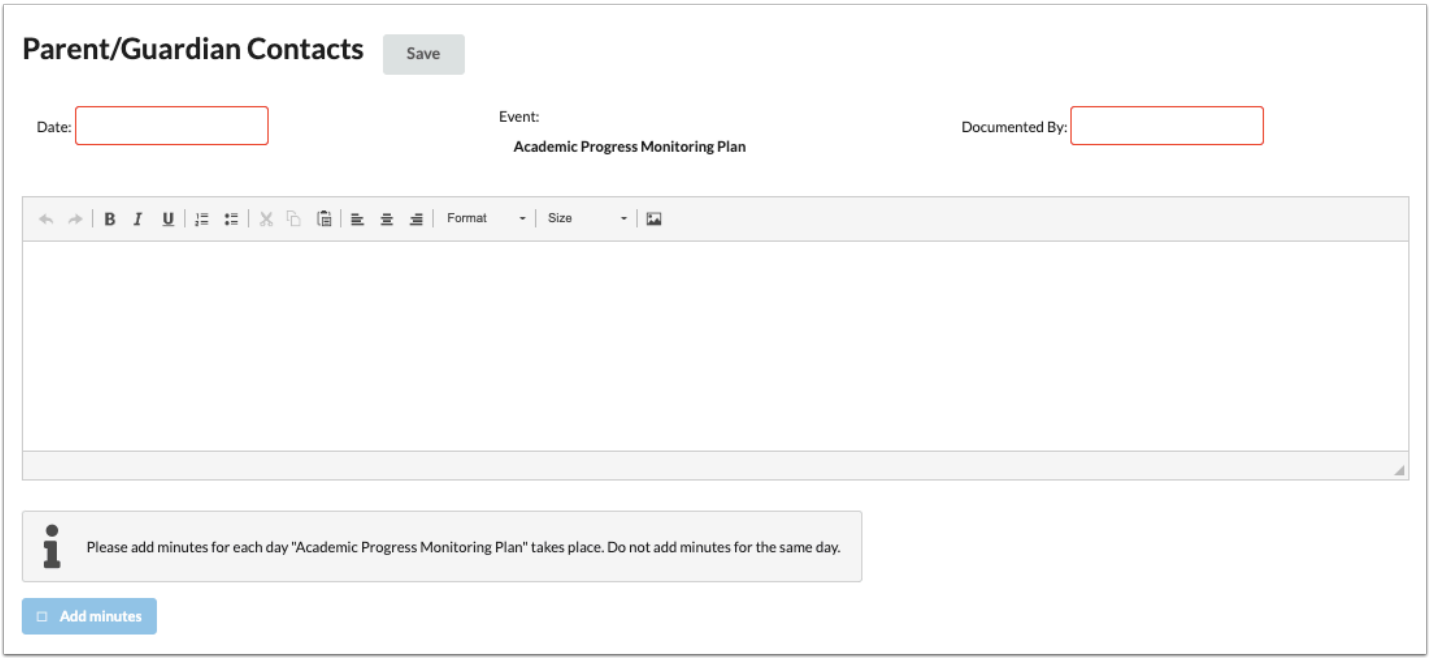


5. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. Clicking the button adds an additional meeting minutes form to the screen. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress or for a meeting on the same date.



Parent/Guardian Contacts

This step looks similar to the Meeting Minutes and can be used to document all contacts with the parents/guardians throughout the life of the current plan. The "Add Minutes" button can be used to document each attempt or as the district instructs.



Uploads

Uploads can be used to add supporting documentation to the event, such as observation forms and the signed PMP Parent Signature Page. Documents must be in the PDF format in order to be available for selection when printing.

1. Drag a file into the box, click **Select** and select a file from your computer, or click the scan icon and follow prompts to scan the document.

2. Once documentation is scanned or uploaded it will populate in the upload field with edit/ delete options.

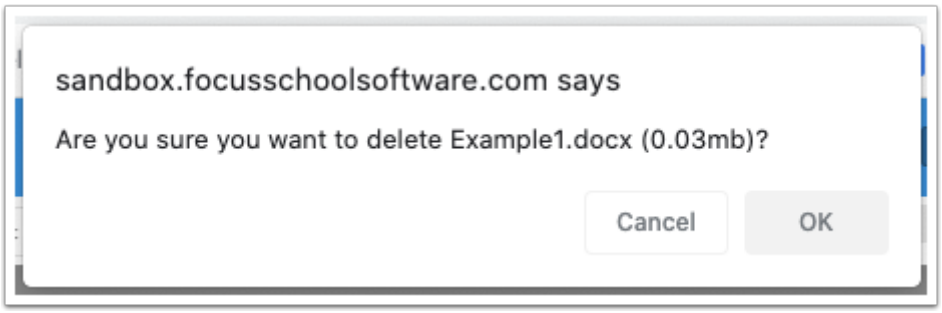
3. The number of uploads will display in parenthesis on the side menu.

4. Click the pencil icon to edit the title of the file.

After making a title change, click the green check mark to save the change, or the red X to discard the change and keep the original file name.

5. Click the red minus sign to delete the upload.

6. Click **OK** to confirm deletion.


sandbox.focusschoolsoftware.com says
Are you sure you want to delete Example1.docx (0.03mb)?
Cancel
OK