

# Frontline RTI

# User Manual



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## Customer Log In

Use one of the following recommended web browsers:

- Internet Explorer – PC
- Google Chrome-PC
- Safari – MAC

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

Click **Customer Login** to log in and type in the following:

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 Frontline IEP and/or Frontline RTI.

User ID and **Temporary** Passwords are assigned by your district's Frontline RTI Administrator.

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

The new password is one you choose/create and will be unique to you. The password you create must be 9 characters long and include at least 1 uppercase letter, 1 lowercase letter and 1 numeral. Special characters are allowed. These include: !, @, #, \$, %, ^, &, \*, (, \_ , \, /, =, and +.

- Passwords must be reset periodically; number of days is determined by your district.
- Passwords may be reset at any time, if desired.

If you forget your District ID or Password click on:

- **Forgot District ID**
- **Forgot Your Password**

\*If you forgot your **User ID** contact your District Frontline RTI Administrator

Either can be sent to your email address that is on file in your Frontline RTI **My Information** section.

Email address must be entered in your **My Information** section inside Frontline RTI.

## Reset Password:

Passwords are reset:

- The first time you enter Frontline RTI using your temporary password (provided by your district Frontline RTI Administrator).
- Before passwords expire. Districts will decide how often (up to 180 days).
- If your password has expired and you cannot log in, you must obtain another temporary password from your district Frontline RTI 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 uppercase character
  - At least 1 lowercase character
  - At least 1 number (symbols do not count as a number)

Special characters are allowed. These include !, @, #, \$, %, ^, &, \*, (, ), \_ , \, /, =, and +.

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. Click on the **My Information** link located in the upper right corner of the Frontline RTI screen.
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).
    - Special characters are allowed. These include: !, @, #, \$, %, ^, &, \*, (, ), \_ , \, /, =, and +.
    - **Passwords are case sensitive – make sure Caps Lock is off.**
    - New passwords may be similar to the previous passwords.
5. **Save** your information.

## Messaging within Frontline RTI

The Frontline RTI program opens directly to **Unread Messages**, each time you log into the system.

- Messages can only be sent within the program.
- Messages received and access to other RTI providers is dependent upon permissions assigned by your district.
- Messages pertaining to other Frontline programs (such as Frontline IEP) 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.

**NOTE:** *Some messages cannot be deleted or forwarded.*

To send a new message:

1. Click on the **Post Message** tab.
2. Type in the following:
  - Subject
  - Choose option(s) (Allow reply, Allow Forward, Save to Sent Messages).
  - Adjust font (if desired).
  - Type in the message.
  - Click **Continue**.
  - Choose recipient(s) and click **Send**.
  - A notification will appear when the message has been sent successfully.
  - Click on Messaging or My Students.

Once a message is viewed it will be stored under the **Old Messages** tab.

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

Once a message is sent it will be saved under the **Sent Messages** tab.

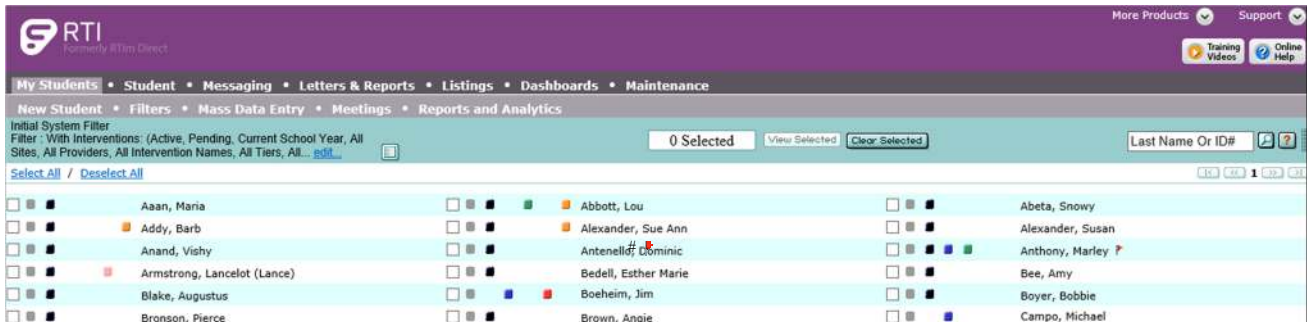
Messages may be selected and deleted.

If not, deleted messages may be viewed again by clicking on the subject of the message. You may then forward, delete, or reply.

**Note:** *You may not be able to forward, delete, or reply to some messages.*

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

## My Students Screen



- 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 in RTI.
  - **Gray** = Inactive intervention recorded.
- Different colored buttons --You may click on the button to enter that section of the student's record.
  - **Gray** = Create an intervention
  - **Black** = Active intervention
  - **Blue** = Pending intervention
  - **Green** = "To Do" task
  - **Orange** = Upcoming Meeting
  - **Pink** = Data Collection Form added
  - **Red** = Meeting Result added
  - **Red/Gray** = Data Collection Form and Meeting Result added
- Symbols
  - # = IEP or 504 (only seen by provider(s), Building Supervisor and District Supervisor)
  - = **Red Flag** = student is non-responsive to intervention(s)
  - = **Yellow Flag** = student was non-responsive to intervention(s) at end of previous school year (Can only be viewed when in previous school year)
- Search for students
  - Search box - search by student's last name or ID#.
  - Select the student by checking the blank box (to the left of the student name).
  - Scroll from page to page using the forward and/or back buttons, located on the right side of the screen.
- System update messages appear at the center top to alert users when the system will be unavailable.
- Training Videos button will display the full library of videos and user reference guides.
- Online Help button will display the full online help library.
- My Information link allows the user to manage their email and password.
- Logout button- be sure to click this to leave the system securely.
- More Products Link (if a provider has access to other Frontline programs).

## Filters

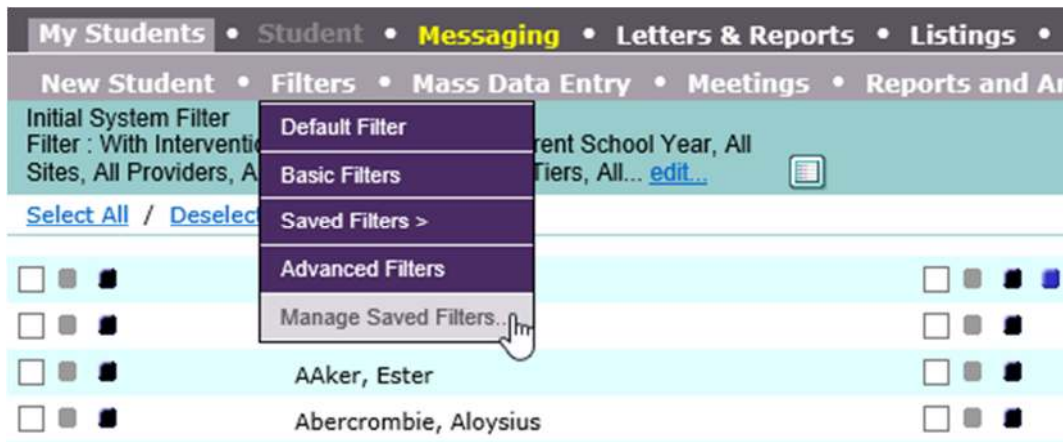
**Filters** allow each provider to choose which students will appear on their **My Students** screen based on selected student criteria, such as grade, teacher, provider, etc.

In **Filters** you can:

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

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

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



The default for new users is the **Initial System Filter**, which 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** screen will **not** show any students.

- You must use a filter to view students **without** interventions for the current school year. (Students will appear in **orange** or **gray** font)

## Create a Filter:

1. On the My Students screen hover your cursor over the **Filters** tab and click on the **Basic Filters** link.
2. Choose any or all filter criteria from the drop down menus to broaden or narrow students you would like to view on your My Students page.
  - Filter criteria are 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.
3. 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.
4. You will be returned to the **My Students** screen with a view of filtered students.

## Manage Saved Filters:

From the **Manage Saved Filters** link, under the Filters tab you may:

- I. Change your default filter.
- II. View and Edit Current filters by:
  - Editing and saving changes.
  - Editing and saving as a new filter.
- III. Delete filters

### I. Change your Default Filter

1. On the My Students screen hover your cursor over the **Filters** tab and click on the **Manage Saved Filters** link.
2. Click on the “default” radio button next to filter that is to become new default filter.
3. Click **Save**.

### II. View and Edit Current filters

- Edit and save as a new filter with a new name.
- OR**
- Edit and save changes but keep original name.

#### Edit Filters:

1. On the My Students screen hover your cursor over the **Filters** tab, and click on **Manage Saved Filters** link.
2. Click on the edit pencil to open the filter you would like to change.
3. Make change(s) to your filter criteria, if desired.
4. Save:
  - 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**

  - To keep the original filter name with the new changes simply select **Save & Return**.



### III. Delete Filters:

1. On the My Students screen hover your cursor over the Filters tab and click on Manage Saved Filters link.
2. To delete a filter, click on the delete button of the filter you wish to delete.  
*NOTE: Initial System Filter **may not** be deleted.*
3. Click **Save**.

### Advanced Filters

1. On your My Students screen hover your cursor over the **Filters** tab and click on the **Advanced Filters** link.
2. Choose filter criteria from the 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** screen with the students that fit the criteria.

## Student Details

On your My Students screen click on a student name to open the student record. The following student based tabs display:

- Interventions – displays Student Details, assessment info, interventions (if applicable).
- Schedule Tasks– contains the Meeting Invitations and Meeting Results links.
- Data Collection Forms-contains easy access to completing Requests for Assistance forms electronically.
- Graphs- allows quick and easy access to graphs for the student’s assessment, intervention and progress monitoring data.
- Document Repository-a student-based section that allows uploading of documents to a student’s record, if your district has this module.

Choose a school year to view from the school year filter. Years with \* indicate intervention information present for that school year.

View the student’s IEP/504 Plan if the student has one.

- Only the student’s intervention provider will have the link and access to the student’s IEP or 504 Plan.

Expand (+) or minimize (-) each section.

### Student Information

- Only current demographic information will display (even when viewing previous year(s) information)
- Edit/update student information by clicking the edit button.
- Contacts contains a view to the student’s contact information.

Also included on the Interventions page:

- State and Local Assessments (See *State and Local Assessments*, page 11)
- To Do Tasks (See *To Do Tasks*, page 11)
- Intervention Services (See *Add a New Intervention*, page 13)

## State and Local Assessments

The student's **State and Local Assessments** are imported into Frontline RTI by the district or entered by the provider(s).

### View a Student's State and Local Assessments:

1. Enter the student file by clicking on the student name on the **My Students** screen.
2. Scroll down to the **State/Local Assessments** section and click the expand button to view all data. The current school year and previous school year assessments are listed.
3. You can view assessments from previous years by choosing the year from the school year filter at the top of the screen.

To view all recorded State/Local assessments for the student, click the **History** button. Assessments are listed in order of student test date.

### Add a State/Local Assessment from inside student file:

1. From the **My Students** screen click on the student's name to enter student file.
2. Scroll down to the **State/Local Assessments** section and click **Edit**.
3. Select an Assessment from drop down menu and click **Add**.
4. Enter the date of the assessment. (*Note: system defaults to current date.*)
5. Enter the Score.
6. Enter any comments in the text box; this is optional. You may copy and paste from a Word document.
7. Click on **Save** to save information and add another assessment.

**OR**

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

*\*To add State or Local Assessments for multiple students See Mass Data Entry, page 19.*

## To Do Tasks

The **To Do** Task section allows users to:

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

### 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 on the My Students screen. Click on the green button to quickly view the task.
2. You may review the task, add a new task, or cancel to return to the My Students page.

## II. Review History of To Do Tasks

1. On the My Students screen, click on a student name.
2. Scroll down to the To Do Tasks section and click the History button.
3. View any Pending Tasks or Completed Tasks.
4. When finished click the Return to Student Details button.

## III. Enter a New To Do Task *(Note: Students do not have to have an intervention to add a task)*

1. From the My Students screen, click on the student's name.
2. Scroll down to the To Do Tasks section and click on Edit.
3. Click Add.
4. Enter the following data:
  - Task – select from the drop down menu.
  - Responsibility – select from the drop down menu.
  - Due date- type in the date or use the calendar icon to select a date.
  - Completed – filled in after the completion of a task.
  - Comments – type in any comments, optional. 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**.

|  |
|--|
| All fields with a red asterisk * are required. |
|--|

## IV. To mark the task completed:

1. Click on the green button for the student on the My Students screen.
2. On the Edit button of the To Do Task screen, click the edit pencil for the desired task and enter a date in the Completed field. Enter any comments, if desired.
3. Click Save to save the information and return to the student record.

When all To Do tasks are completed the student will no longer have a green indicator button next to their name.

## Add a New Intervention for One Student

From the student's Intervention Services section you may:

- I. Create an **Intervention**
- II. Graph **RTI Status** (Progress Monitor)
- III. Add **Progress Reports**
- IV. Keep a log of **Parent Notifications**
- V. Keep a **Service Log** for the intervention



### I. Create an Intervention:

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

To avoid duplicate interventions being created, a list of the student's current interventions will appear.

**OR**

1. (B) On the My Students screen click on student name and then scroll down to the Intervention Services section and click on New Intervention.
2. Enter the intervention information using the **Drop Down** selections. The School Year field defaults to the current school year. Click the drop down for Intervention Area to filter the interventions to choose from and then select an Intervention.


|                                       |  |
|---------------------------------------|--|
| School Year :                         | 2016-2017 ▼ *  |
| Intervention Area :                   | English/Language Arts ▼  |
| Intervention :                        | Reading Instruction ▼  |
| Title 1 Instruction/Support Program : | Reading/Language Arts  |
| RTI Level :                           | Tier 2 ▼   |
| Start Date :                          | <input type="text"/>  |
| End Date :                            | <input type="text"/>  |
| Mode :                                | <input type="text"/> ▼   |
| Freq :                                | <input type="text"/> ▼   |
| Period :                              | <input type="text"/> ▼   |
| Duration :                            | <input type="text"/> ▼   |
| Scheduled :                           | <input type="text"/> ▼   |


**NOTE:** All fields with a **red asterisk \*** are required in order to save the intervention.

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

3. Check with your Frontline RTI Administrator for required Funding information before clicking **Add Funding** and entering the following:
  - Funding source (choose from drop down menu).
  - Percentage of intervention the funding supports.

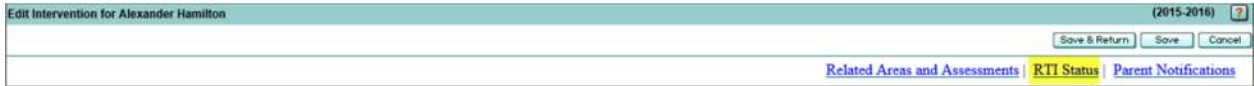
**NOTE:** Funding percentage does not have to total 100%. Funding percentage cannot exceed 100%.

4. Enter information in the Reasons/Criteria for Services, Consequences for Not Achieving, Intervention Curriculum, Planned Assessment to Monitor Progress Method, Internal Comments and Report Comments text boxes. Information can be entered using one or all of the following methods:
  - Prepared by district as inserted paragraph(s) (“pick list”) ; the choices displayed are filtered based on the Intervention Area you previously selected above;  
**AND/OR**
  - Copy and paste from a Word document  
**AND/OR**
  - Type in the textbox

**IMPORTANT:** Spell check is available for each entry .
5. In the **Related Areas and Assessments** section, click **Edit** and select the assessment(s) that “belong” to this intervention (assessment(s) used when determining need for this intervention). The choices that display are filtered based on the Intervention Area you previously selected above.
6. Click **Done**.

## II. RTI Status (Progress Monitoring Graph)

1. On the My Students screen, click the black button for the intervention or click the student’s name and scroll to the desired intervention.
2. Click the Edit button for the desired intervention and then click the RTI Status link at the top of the edit intervention screen.
 


3. Click the edit button on the RTI Status header.
4. Click the Assessment drop down menu and select the desired assessment (the date and score also display) to be used as the baseline score for the progress monitoring/RTI Status graph.
  - a. If the desired assessment has not been added to the student’s State/Local Assessment section, select the “Add Assessment and Score to State/Local Assessments” value.
    - i. Select the desired Assessment and click Add.
    - ii. Enter the date of the assessment.
    - iii. Enter the score and/or other result/outcome (if displayed).
    - iv. Click Save & Return.
5. If desired, type any notations in the Graph Notations text box. This is optional.
6. Click Add.
7. Enter the number of weeks for the progressing monitoring to occur and enter the frequency of progress monitoring. The number of tests will automatically display.

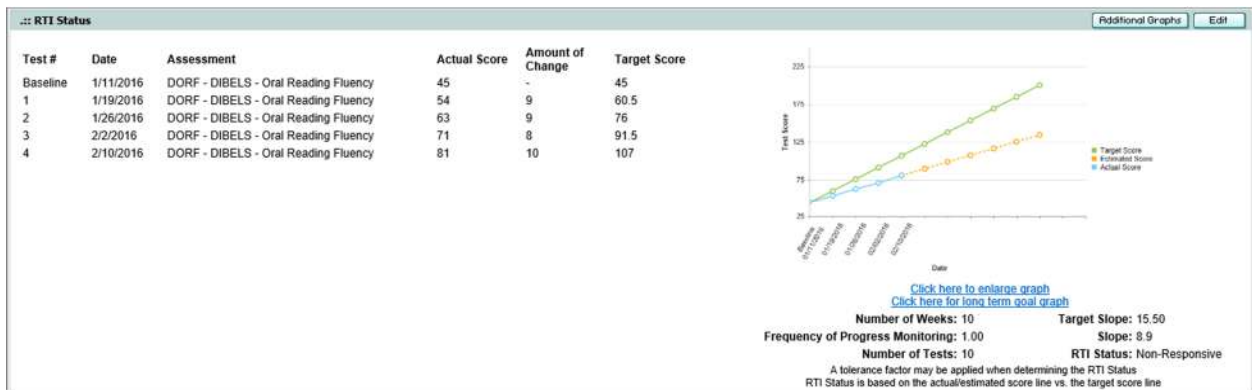
|                                |  |                                       |                                |                                |
|--------------------------------|--|---------------------------------------|--------------------------------|--------------------------------|
| <b>Number of Weeks:</b>        | <b>Frequency of Progress Monitoring:</b><br>(per week, excluding Baseline) | <b>Number of Tests:</b>               | <b>Target Score:</b>           | <b>Target Slope:</b>           |
| <input type="text" value="0"/> | <input type="text" value="0"/>   | 0                                     | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>Optional</b>                |  |                                       |                                |                                |
| <b>Long Term Goal Score:</b>   | <b>Long Term Date:</b>   | <b>Number of Weeks from Baseline:</b> |                                |                                |
| <input type="text" value="0"/> | <input type="text" value=""/>  | <input type="text" value="0"/>        |                                |                                |

8. Enter one of the following; the system will automatically determine and fill in the other:
  - a. Target Score: enter the target score if you want the system to then determine the target slope
  - b. Target Slope: enter the desired rate of progress if you want the system to then determine the target score
9. Optional: enter the Long Term Goal Score and Date. The Number of Weeks from Baseline field will automatically fill once the Long Term Goal Score and Long Term Date fields have been filled.
10. Click Save and then click the Return to Edit Intervention button.
11. Click Save & Return to return to the student details screen.

The system will generate a graph for this intervention beginning with the Baseline assessment - based on the number of weeks to progress monitor, target score, and target slope.



As progress monitoring scores are entered into the **State and Local Assessments** section for this student, the system will automatically record them and add the score(s) to the **RTI Status** section to display the student's progress. A sample is below.



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

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



The **orange** line on the graph indicates estimated score line based on the scores already entered; this is a projection of the student's future progress based on the rate of progress from scores entered.

The RTI Progress Analysis graphs may be printed, if desired.

The RTI Progress Analysis graphs may be included when generating Progress Reports.

### III. Add Progress Reports

To enter **Progress Reports**:

1. Click on **Edit** and then click **Add**.
2. Enter the following information:
  - Progress report name (from the drop down menu).
  - Progress report date (Note: system will default to today's date. You may manually enter different date, if desired).
  - Enter Progress notes.  
Prepared by district as a choice from the insert paragraph .  
**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**.

### IV. Parent Notifications

To enter **Parent Notifications**:

1. Click on **Edit** and enter the following:
  - Notice Date.
  - Type of notice sent (choose from the drop down menu).
  - Parental response (if applicable, choose from the drop down menu).
  - Response date (if applicable).
  - Comments (if applicable).
2. When finished, click **Done** to save and return to the intervention; OR click **Add** to enter another notification.

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



## V. Service Logs

1. On the Student Detail page, for a student, click on **Service Log** for the intervention.

*Note: Only Active Interventions may have a Service Log*

2. Enter the following:

- Date (*Note: System defaults to today's date*).
- Provider.
- Minutes – how much time was spent with the student?
- 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 click **Add** to enter additional service log entries and then click **Save**.

## Inactivate an Intervention

1. On the **My Students** screen 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. Enter the **End Date** - date that intervention services were ended for the student.
4. Change the **Decision** to
  - a. **Continue Services** (if it is recommended that the student continue with intervention services).

OR

  - b. **Discontinue Services** (if it is recommended that the student discontinue intervention services).
5. Change **Status** to **Inactive**.
6. 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.
7. Click **Save**.

## Mass Data Entry

In the Mass Data Entry section you may:

1. Create and save intervention templates.
2. Edit Interventions for Multiple Students.
3. Apply intervention templates to Multiple Students.
4. Manage intervention templates.

5. Enter Service Logs for Multiple Students.
6. Enter Progress Reports for Multiple Students.
7. Enter State/Local Assessments Multiple Students.
8. Create Related Areas and Assessments Entry for Multiple Students.

## I. Create and Save Intervention Templates:

1. Hover cursor over **Mass Data Entry** tab on your **My Students** screen and select **Create Intervention**.
2. Select **Create New Intervention** and click **Next**.
3. Enter the 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**.
7. Name your intervention template.
  - a. Each provider may save up to 15 intervention templates. These are specific to each provider.
8. Click **Save**.

## II. Edit Interventions for Multiple Students:

On the My Students screen, hover over **Mass Data Entry** tab and click **Edit Intervention**. **DO NOT** pre-select students first.

1. On the Edit Intervention Step 1 screen, select a value for school year and intervention (both are required at minimum) **or** school year, intervention and any other available filters that display. Click Apply.
  - a. The following options are available to select:
    - i. Select School Year-the default is the current school year; this is a required field.
    - ii. Select Intervention-the default is "Select Intervention"; click the drop down for choices to display; this is a required field.
    - iii. Select Provider-the default is "Select Provider" for Site Supervisors; the names displayed are limited to the supervisor's site. The default for a provider is their own name and is not editable.
    - iv. Select Site-the default is based on the site you are assigned to.
    - v. Select Grade
2. A list of the students that meet the filter criteria used in Step 1 are returned along with a summary of each student's existing intervention(s). Review the students and their summary(ies) carefully. Be sure to deselect any students who should not have their interventions edited.

- a. Interventions that have been inactive for 15 days can only be edited by users with District Supervisor permissions. Inactive interventions that meet the filter criteria, but cannot be edited by the user will display on the list for informational purposes only.
  - b. Interventions that are marked as “Confidential” may only be edited by users who have access to view the intervention. If you do not have access to the intervention(s), they **WILL NOT** appear on the list selection.
3. Click Next to proceed with the Mass Data Entry-Edit Intervention process. Click Cancel to return to the My Students page.
  4. On the Edit Intervention Step 2 screen, for any fields that you wish to edit, select from the field’s drop menu. For text boxes, type in the new or revised information or use the insert text button to select other available text.

The fields associated with an intervention that display include the following:

- |  |                 |
|--|-----------------|
| ▪ School Year  | ▪ Decision      |
| ▪ Intervention   | ▪ Status        |
| ▪ RTI Level  | ▪ Grade         |
| ▪ Start and End Date   | ▪ Site          |
| ▪ Mode   | ▪ Provider      |
| ▪ Freq   | ▪ Case Liaison  |
| ▪ Period   | ▪ Referral Type |
| ▪ Duration   | ▪ Administrator |
| ▪ Scheduled  |                 |
| ▪ Funding  |                 |
| ○ <b>NOTE: Only one funding value may be applied using Mass Data Entry – Edit Interventions. If multiple funding sources need to be applied, these interventions should be updated manually.</b> |                 |
| ▪ Program Type   |                 |
| ○ <b>NOTE: Program Type will only be available for editing when Funding is equal to ESEA Title 1.</b>  |                 |

The text boxes associated with an intervention that display include the following:

- |                                       |
|---------------------------------------|
| ▪ Reasons/Criteria for Services       |
| ▪ Reasons/Criteria for Discontinuance |
5. Click Next to proceed to the Edit Intervention Step 3 screen. Click Cancel to return to the My Students page.
  6. On the Edit Intervention Step 3 screen, review the items you selected and revised on Step 2. The current information from the intervention displays on the left side of the screen while the fields to be updated appear on the right side. You may also make further revisions to the fields that display or deselect a student or a field that had previously been selected.
    - a. **NOTE:** Once you click Next, no further revisions or changes may be made.
  7. Click Next to proceed to the Edit Intervention Step 4 screen. Review the changes you made. If you need to make further edits, click Back to return to Step 3.
  8. When you are satisfied with your changes/revisions, click Next. A popup message will display advising you that a Mass Data Entry action is about to be performed. Click OK to save your changes and proceed to the Finish screen. Click Cancel if you do not wish to proceed.
  9. On the Finish screen, the students whose intervention(s) were successfully edited display along with any students whose intervention(s) were not edited/updated. Click Finish to return to the My Students page.

### III. Apply an Intervention Template to Multiple Students:

1. Select students from the **My Students** screen.
2. Hover over the **Mass Data Entry** tab and click **Create Intervention**.
3. Choose:  
**Create New Intervention** to be applied to selected students.  
**OR**  
**Use Intervention Template** and select a previously created template.
4. Click **Next** and enter information for the intervention. When finished, click **Next**.
5. A screen with your intervention information will appear. Review the intervention information and:
6. Click **Back** to go back to template and make changes;  
**OR**
7. 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.)  
**OR**
8. Choose not to change the intervention name and click **Next**.  
(The original template name is saved with new changes applied.)
9. Click **Next**.
10. A warning message will appear. Click **OK** to continue.
11. A list of students that were successfully assigned interventions will appear. Click **Finish**. Your intervention has been assigned to selected students.

### IV. Manage Intervention Templates:

1. Hover over the **Mass Data Entry** tab and click **Manage Intervention Templates**.
2. You may complete one of the following:
  - Delete intervention template,
  - Edit intervention template,
  - Check/uncheck to show in your intervention list,
  - Add a new intervention, or
  - Edit the order interventions appear in your intervention list.
3. When finished, remember to **Save** changes.

### V. Enter Service Logs for Multiple Students:

1. Select students from the **My Students** screen.
2. Hover your cursor over the **Mass Data Entry** tab and click **Create Service Log Entry**.
3. Select an intervention and a provider name.
4. Enter the date of the service and click **Add**.
5. Enter the **Minutes** (time spent with student) for each student.

6. Enter **Comments** for each student, optional. Then click **Next**.
7. The Review and Confirm summary screen will appear. Choose one of the following:
  - Click **Back** to return to the previous page and make changes;  
**OR**
  - Click **Next** to continue;  
**OR**
  - Click **Cancel** to exit Mass Data Entry page without recording the service log. (A warning message will appear to let you know the information will be cancelled.)
8. Click **Next** to continue. (A warning message will appear asking if you would like to continue.)
9. Click **OK** to continue.
10. The Mass Data Entry – Service Log Entry screen will appear.
  - Service logs for students in **black print**, on the left, have been successfully created.
  - 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)
11. Click **Finish**. The service logs are entered into student records. You will return to your My Students page.

## VI. Enter Progress Reports for Multiple Students:

1. Select students from the **My Students** screen.
2. Hover over the **Mass Data Entry** tab and select the **Create Progress Report Entry**.
3. Select an Intervention, and a Progress Report Name from the drop down menu.
4. Enter the Date of Progress Report.
5. Click **Add** and then enter the progress notes. You may also add Category, Sub-Category, and Score.
6. Click **Next** and then one of the following:
  - Click **Back** to return to the previous page and make changes;  
**OR**
  - Click **Next** to continue;  
**OR**
  - Click **Cancel** to exit Mass Data Entry page without recording the progress reports.  
(A warning message will appear to let you know the information will be cancelled.)
7. To continue click **Next**.
8. Review and Confirm screen with your progress report information will appear.
9. Review your information and do one of the following:
  - Click **Back** to return to the previous page and make changes;  
**OR**
  - Click **Next** to continue;  
**OR**
  - Click **Cancel** to exit Mass Data Entry page without recording the progress reports.

A warning message will appear. *'WARNING: You are about to cancel the Mass Data Entry. As a result, you will lose all work. Are you sure you want to continue?'*

10. To continue click **Next** and then click **OK**.
11. The Mass Data Entry Progress Report Finish screen will appear.
  - Progress Reports for students in **black print**, on the left, have been successfully created
  - Students whose progress reports have **NOT** been created will appear in **red print**.  
(An explanation will appear if a progress report for a student has not been created successfully)
12. Click **Finish**. You will return to your My Students screen. The progress reports were entered into student records.

## VII. Enter State/Local Assessments for Multiple Students:

1. Select students from the **My Students** screen.
2. Hover over the **Mass Data Entry** tab and click **Enter State/Local Assessments**.
3. Select an assessment from the drop down.
4. Enter assessment date and click **Add**.
5. Enter scores for each student.  
*Note: You may click **Back** to go back a step and change assessment. Assessment date may be edited for each student.*
6. Enter comments (if applicable) and then click **Next**.
7. Review information and do one of the following:
  - Click **Back** to go back to the previous page and make changes;  
**OR**
  - Click **Next** to continue.
8. A message will appear. Click **OK** to continue.
9. A list of students who have had successfully assigned assessments will appear. Click **Finish**. The assignments have been entered in student files.

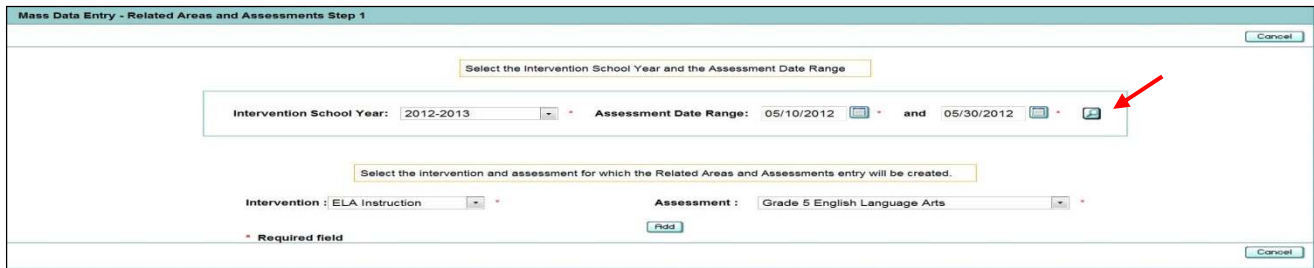
## VIII. Create Related Areas and Assessments Entry for Multiple Students

There are two ways to add assessments to the Related Areas and Assessments section of an intervention for multiple students:

- A. Enter the assessment in the Related Areas and Assessments section of an existing intervention;  
**OR**
- B. Enter the assessment in Related Areas and Assessments section while creating interventions via Mass Data Entry/Create Interventions.

### A. Enter the assessment without creating a new intervention:

1. Select your students on the My Students screen.
2. Hover over the Mass Data Entry tab and click on the Create Related Areas and Assessments Entry.
3. Select an intervention school year and enter assessment date range.
4. Click on the search icon. Interventions and Assessments will be returned based on the Intervention School Year and the Assessment Date Range Selected.



5. Select the Intervention, select the Assessment and then click **Add**.
6. Review the Assessment information that will be added to the Related Areas and Assessments section of the Intervention selected in Step 5.
7. Click **Next** and then review the Summary Screen.
8. Click **Next** and a warning message will appear. To continue click **OK**.
9. The summary screen will appear. Click **Finish** to return to the My Students page.

## B. Add Related Areas and Assessments while creating interventions via Mass Data Entry

While creating interventions via Mass Data Entry, you may add assessments in the Related Areas and Assessments section of the intervention.

While creating interventions using Mass Data Entry, click on **Add Related Areas and Assessments** and repeat steps 4 – 9 from Instructions under A.

**Note:** *If adding Related Areas and Assessments while creating interventions via Mass Data Entry, Intervention School Year (step 3) and Intervention (step 6) will automatically be selected. Users will not be able to change these sections.*

## Letters and Reports

Letters and Reports are custom items created and revised by your district (green button next to title). Some are “Built-in” by Frontline Education (blue button next to title).

To generate a Letter or Report:

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

**OR**

1. (B) Click on a student name to enter a student’s record and click the **Letters/Reports** tab.
2. Choose the Letterhead from the drop down choices.
3. Select a specific signature or choose “Do Not Use a Signature” from the drop down choices.
4. Select the letter(s) and report(s) you wish to process for selected students. You may select up to 5 items to process/generate.
5. Click **Process**.
6. If prompted, choose additional selections for information from the drop down menus that appear. (Note: not all letters will have drop down menus)
7. Click **Next** to finish processing the letter(s) and/or report (s).
8. The processed letter (s) and/or report (s) will display.

The ability to view, print, and/or save a letter or report varies by permission levels and/or the letter/report itself.



## Listings (Provider)

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

1. **Built In Listings** - listings that are provided with Frontline RTI. 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 Frontline RTI. 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 Frontline RTI Supervisors permissions may save custom listings, but providers may create and generate custom listings.

### Built-in Listings

Built-in Listings are generated from information drawn from a select group of students **OR** 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 screen and click the **Listings** tab and go to step 2 below.

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

1. Click the **Listings** tab without selecting students on the My Students screen.
2. Choose the listing(s) you would like to process.
3. Click **Process**.

Listings may be:

- Viewed
- Printed
- Exported as text data file (can be imported to Excel or Word)

### Custom Listings

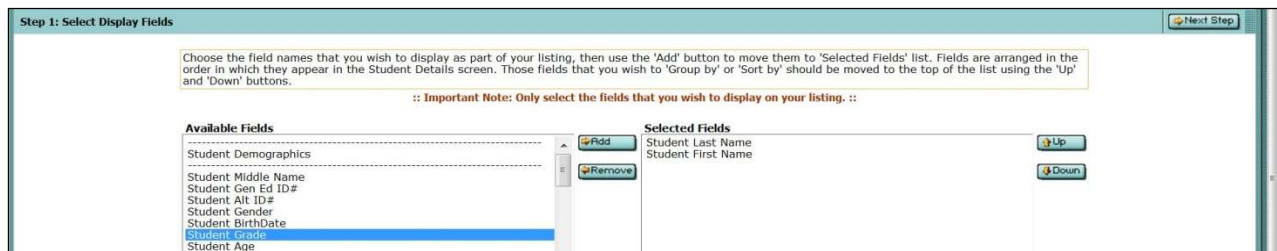
Custom listings are generated from information drawn from a select group of students **OR** information drawn from the entire student database.

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

1. Choose students from My Students screen and click the Listings tab. Follow the steps below.

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

1. Click the **Listings** tab without selecting students on the My Students screen.
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. Click **Next Step**.
5. Name your listing. You may revise the field names (column headings) on this step as well. Then click **Next Step**.  
You may choose Print Landscape or Legal Paper. The default is portrait.
6. 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. Then click **Next Step**.
7. Select any combination of conditions and filters from the drop downs to narrow or broaden the type of student data that is included. The fields you select do not have to be the fields you selected in Step 1.
8. Click **Process**.

Your new listing may be: Viewed, Printed, or 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 Frontline RTI Supervisors.*

## My Information


In the **My Information** link you can do any of the following:

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 the **My Information** link and click on **My User Account**.
    - Add/Update your email address. (If you forget your password, you can prompt the system from the Customer Log In 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** and follow the instructions on the screen to 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)
    - 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 the icon  to view your Mass Data Entry details.