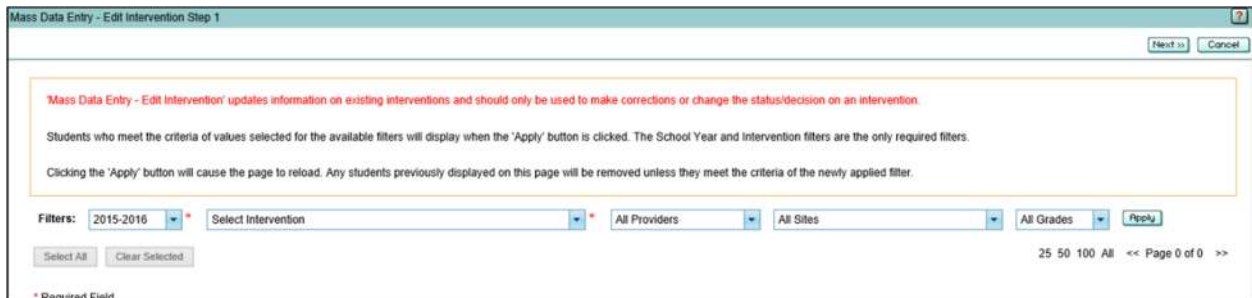


Step-by-Step Guide



1. On the My Students screen, hover over Mass Data Entry and click on Edit Intervention. **DO NOT** pre-select students first.
2. 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.
 - ✓ The following options are available to select:
 - Select School Year-the default is the current school year; this is a required field.
 - Select Intervention-the default is “Select Intervention”; click the drop down for choices to display; this is a required field.
 - 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.
 - Select Site-the default is based on the site you are assigned to.
 - Select Grade



3. 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.

- ✓ 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.
- ✓ 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.
- ✓ If there are more than 25 students listed, be sure to click the arrow as seen below, to advance to the second screen listing students.



4. Click Next to proceed with the Mass Data Entry-Edit Intervention process. Click Cancel to return to the My Students page.
5. 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 : 2015-2016, Intervention : ELA Instruction

School Year :	<input type="text"/>
Intervention :	<input type="text"/>
RTI Level :	<input type="text"/>
Start Date :	<input type="text"/>
End Date :	<input type="text"/>
Mode :	<input type="text"/>
Frequency :	<input type="text"/>
Period :	<input type="text"/>
Duration :	<input type="text"/>
Scheduled :	<input type="text"/>
Decision :	<input type="text"/>
Status :	<input type="text"/>
Grade :	<input type="text"/>
Site :	<input type="text"/>
Provider :	<input type="text"/>
Case Liaison :	<input type="text"/>
Referral Type :	<input type="text"/>
Classroom Teacher :	<input type="text"/>
Administrator :	<input type="text"/>
Funding :	<input type="text"/>

- Funding
 - **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.**

- Program Type
 - **NOTE: Program Type will only be available for editing when Funding is equal to ESEA Title 1.**

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

- Reasons/Criteria for Services
- Reasons/Criteria for Discontinuance

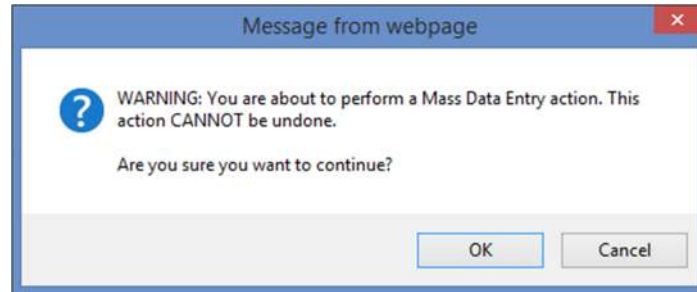
Reasons/Criteria for Services :

Reasons/Criteria for Discontinuance :

6. Click Next to proceed to the Edit Intervention Step 3 screen. Click Cancel to return to the My Students page.
7. 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.
 - ✓ **NOTE:** Once you click Next, no further revisions or changes may be made.

8. 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.

- 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.

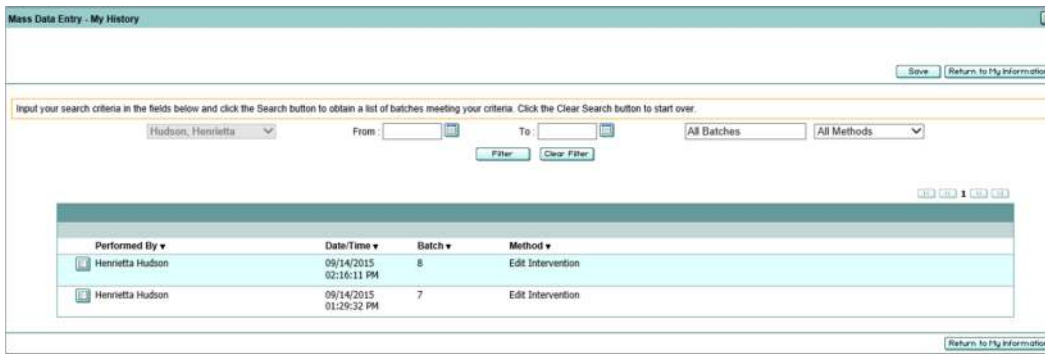


- On the Finish screen, the students whose intervention(s) were successfully edited display along with any students whose intervention(s) were not edited/updated. Click Finish to return to the My Students page.

To view a History of Mass Data Entry-Edit Intervention from the My Students page (all users):



- On the My Students page, click on My Information (near the Logout button-upper right corner of the RTIm Direct screen).
- Click on My History under the Mass Data entry section.
- The History screen displays each batch. Click on a batch number to see the details. Details include the student name (last and first), Student DOB, Student ID #, Intervention Name, Start Date of the intervention and Status.



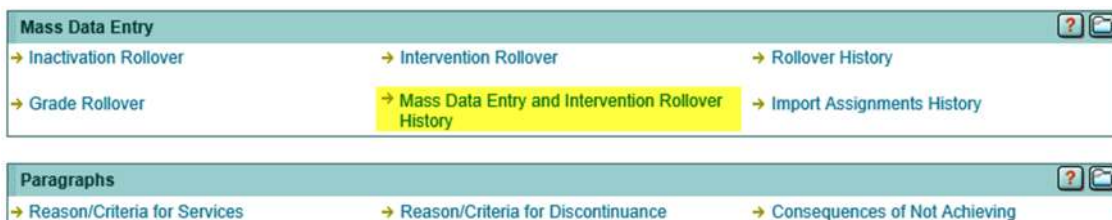
4. Click Return to History when finished reviewing a batch. Click Return to My Information and then click the My Students tab to return to your students.

To view a History of Mass Data Entry-Edit Intervention from Maintenance (District Supervisor only):

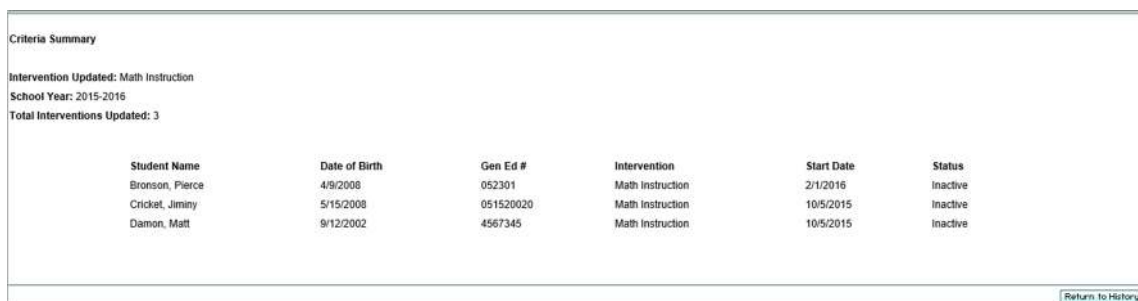
1. Click on the Maintenance tab.



2. Locate the Mass Data Entry section and click on the Mass Data Entry and Intervention Rollover History link.



3. Click on a batch number to see the details. Details include the student name (last and first), Student DOB, Student ID #, Intervention Name, Start Date of the intervention and Status.



4. Click on Return to History when reviewing a batch. Click Return to Maintenance.