

RTIm Direct Updates January 2013

Update Summary

- Addition of New Maintenance Tables in Support of Meetings Functionality

Meetings Functionality

In March 2013, Meetings functionality will be introduced in RTIm Direct. The new Meetings functionality will allow users to create meetings and enter meeting results for students.

Maintenance

With this release, two new sections have been added to Maintenance – Meeting Setup and Meeting Results. These sections will consist of several tables that will contain the “look-up” values for the fields that will support the new Meetings functionality.

It is recommended that these tables be filled out prior to the March release.

Meeting Setup		
→ Meeting Place	→ Meeting or Agreement Reasons	→ Invitation Meeting Comments
→ Invitation Meeting Status	→ Teams	→ Titles
→ Additional Information (Email use Only)		
Meeting Results		
→ Team	→ Decision	→ Meeting Comments
→ Areas of Concern	→ Student Strengths	

Meetings Setup Section

The Meetings Setup section will consist of seven tables containing look-ups for fields used to create meetings.



Meeting Place: The Meeting Place table should be populated with the meeting places used by districts. For districts that have both IEP Direct and RTIm Direct, this table has been updated with the

meeting places from the IEP Direct Meeting Place table. Users may add any additional locales that may be used for meetings. Any unneeded locales may be deleted.

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■ - represent built-in fields ■ - represent custom fields

		Meeting Place	Show
	■	Broad Street Elementary Conference Room A	<input checked="" type="checkbox"/>
	■	Broad Street Elementary School Psychologist Office	<input checked="" type="checkbox"/>


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Meeting or Agreement Reason: The Meeting or Agreement Reason table should be populated with the reasons that the district uses for meetings. Progress Review has been added as a built-in choice.

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		Meeting or Agreement Reasons	Show
	■	Progress Review	<input checked="" type="checkbox"/>

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Invitation Meetings Comments: Any pre-defined comments that the district would like to use for a meeting invitation should be entered here.

Users will be required to enter a Reference Number (RefNbr). All custom entries must have a Reference Number containing three digits.

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		RefNbr	Invitation Meeting Comments	Show
	■	101	Pre-defined Meeting Invitation comments would be entered here	<input checked="" type="checkbox"/>

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Invitation Meeting Status: Built-in choices are Canceled, Canceled by Parent and Scheduled. In addition, users may enter additional meeting statuses.

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	Invitation Meeting Status	Show
<input type="checkbox"/>	Canceled	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Canceled by Parent	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Scheduled	<input checked="" type="checkbox"/>

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Teams: The Teams table allows users to create teams comprised of members. When a Team is selected and added to the attendance section of meeting invitations, the names of all members of the team will appear.

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Team Name: *

■ Built-in Item ■ Custom Item

Show	Name	Title	Email Address
<input checked="" type="checkbox"/>	Cathy Needell	Principal	
<input checked="" type="checkbox"/>	HK Site-Sup	Principal	

* Required field

[Save & Return](#) [Save](#) [Cancel](#)

Titles: The Titles table will allow users to create titles that may be assigned to team members and other attendees. Built-in choices are Principal, Classroom Teacher and Intervention Specialist.

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■ - represent built-in fields ■ - represent custom fields

	Title	Show
<input type="checkbox"/>	Principal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Classroom Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Intervention Specialist	<input checked="" type="checkbox"/>

[Save](#) [Add](#) [Cancel](#) [Edit Order](#)

Additional Information (Email use Only): The Additional Information (Email use Only) table allows users to create pre-defined text that may be inserted into a Meeting Invitation sent via email.

Users will be required to enter a Reference Number (RefNbr). All custom entries must have a Reference Number containing three digits.

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■ - represent built-in fields ■ - represent custom fields

	RefNbr	Additional Information (Email use Only)	Show
	101	Please join us for a meeting to discuss the student's progress.	<input checked="" type="checkbox"/>

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Meeting Results Section

The Meetings Results section will consist of five tables that will contain look-up fields used to document the results of meetings held for students.

Team: The Team table should be used to enter the name of the various teams. RTI Team has been added as a built-in choice.

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	Team		Show
■	RTI Team		<input checked="" type="checkbox"/>

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Decision: The Decision table should be used to enter the decisions that a district uses. Built-in choices are Continue Services, Need for Services and Discontinue Services.

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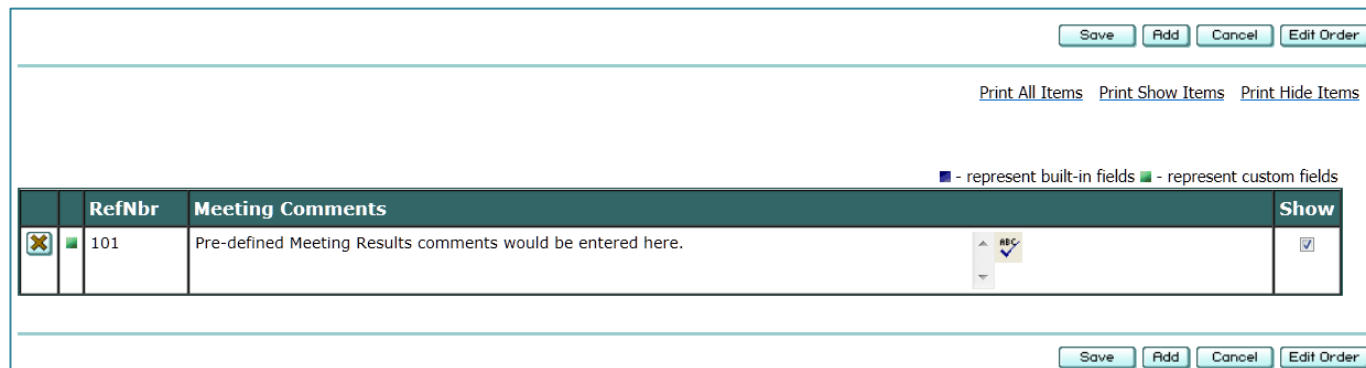
■ - represent built-in fields ■ - represent custom fields

	Decision		Show
■	Continue Services		<input checked="" type="checkbox"/>
■	Need for Services		<input checked="" type="checkbox"/>
■	Discontinue Services		<input checked="" type="checkbox"/>

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Meeting Comments: Any pre-defined comments that the district uses when entering the results of a meeting should be entered here. There are no built-in choices.

Users will be required to enter a Reference Number (RefNbr). All custom entries must have a Reference Number containing three digits.



Buttons: Save, Add, Cancel, Edit Order

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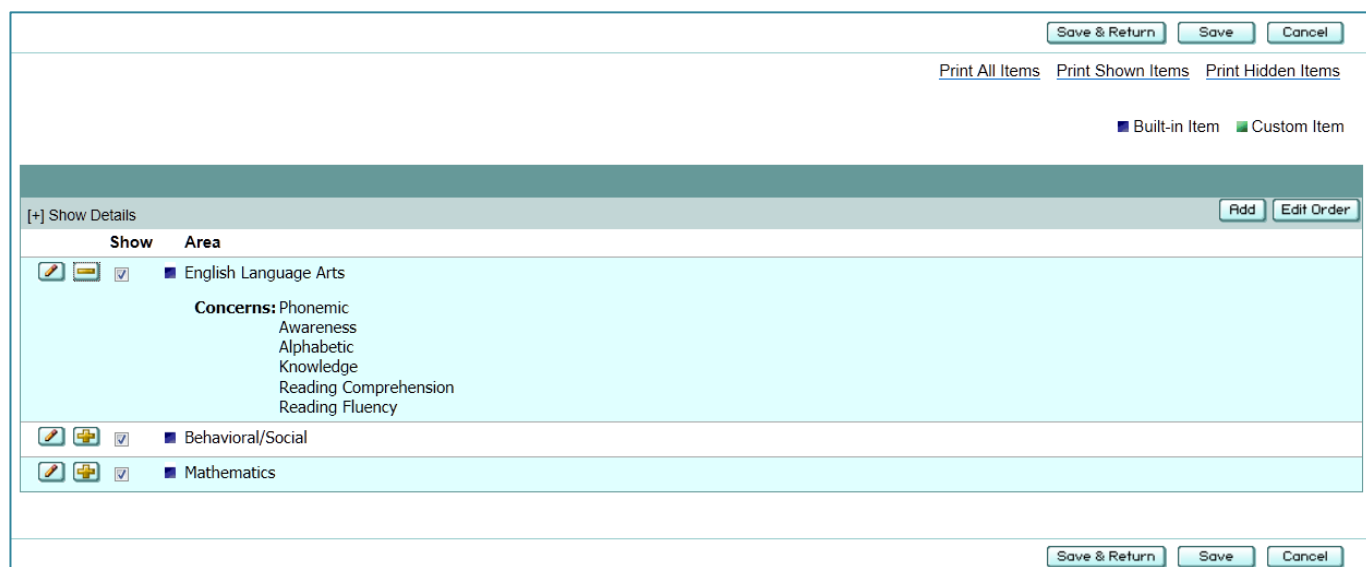
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	RefNbr	Meeting Comments	Show
	101	Pre-defined Meeting Results comments would be entered here.	

Buttons: Save, Add, Cancel, Edit Order

Areas of Concern: The Areas of Concern table should be used to enter the areas of concern that were discussed at the meeting. English Language Arts, Behavioral/Social and Mathematics have been added as built-in choices.

In addition, users may indicate the specific sub-category within each area. For instance, the built-in category of English Language Arts has built-in sub-categories of Phonemic Awareness, Alphabetic Knowledge, Reading Comprehension and Reading Fluency.



Buttons: Save & Return, Save, Cancel

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■ Built-in Item ■ Custom Item

[+] Show Details

Show	Area
	<p>■ English Language Arts</p> <p>Concerns: Phonemic Awareness, Alphabetic Knowledge, Reading Comprehension, Reading Fluency</p>
	■ Behavioral/Social
	■ Mathematics

Buttons: Save & Return, Save, Cancel

Student Strengths: The Student Strengths table should be used to enter any strength discussed at the meeting. There are no built-in choices.

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■ - represent built-in fields
 ■ - represent custom fields

	Student Strengths	Show
■	Enter the student's strenths here.	<input checked="" type="checkbox"/>