Initial Distribution: RTIm Direct District Supervisor
Release Date: March 13, 2013
Please distribute to other Users as needed.

RTIm Direct Updates
March 2013

Update Summary

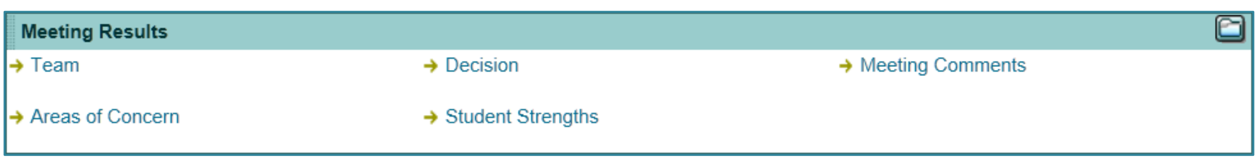
- New - Logging Meeting Results
  - Review of Maintenance Tables for Meeting Results
  - Logging Meeting Results
  - Printing Summary of Meeting Results

Logging Meeting Results

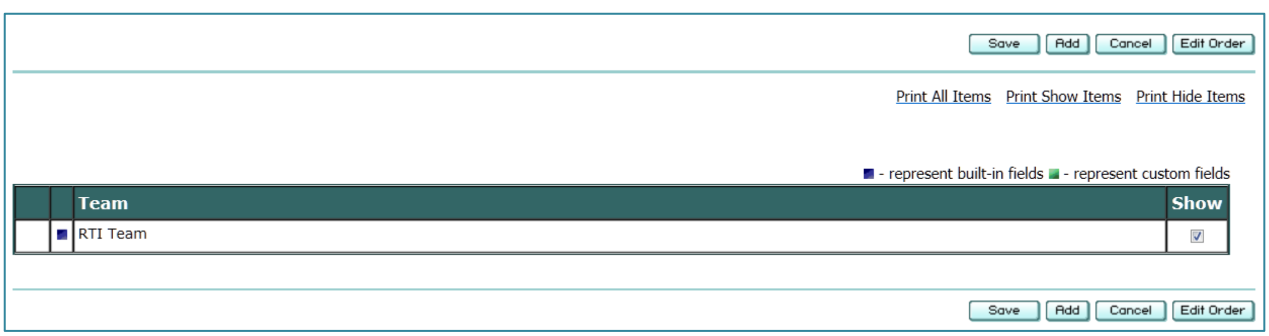
The ability to log Meeting Results for students is now available in RTIm Direct.

Maintenance

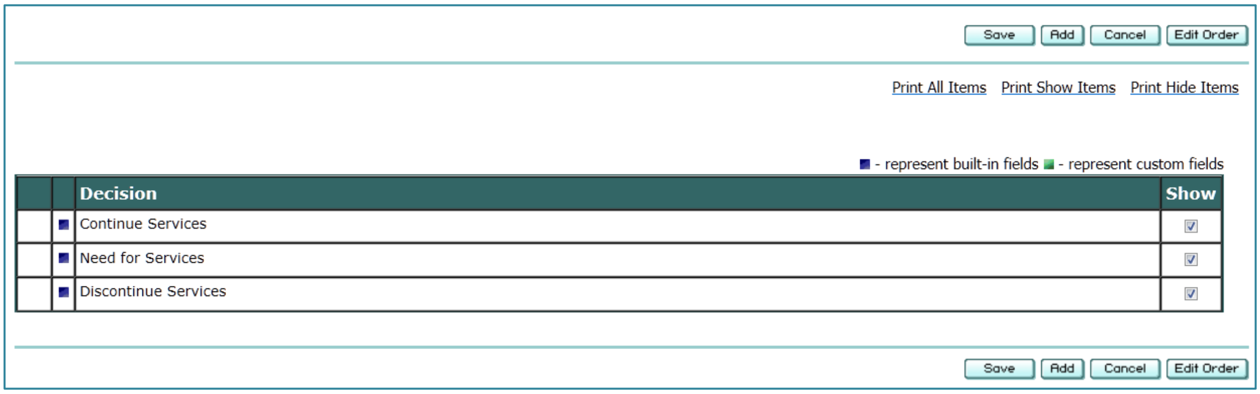
A Meetings Results section has been added to Maintenance. The Meetings Results section consists of five tables that contain look-up fields used to document the results of meetings held for students.



Team: The Team table is used to create and manage teams who conduct meetings. RTI Team has been added as a built-in choice.

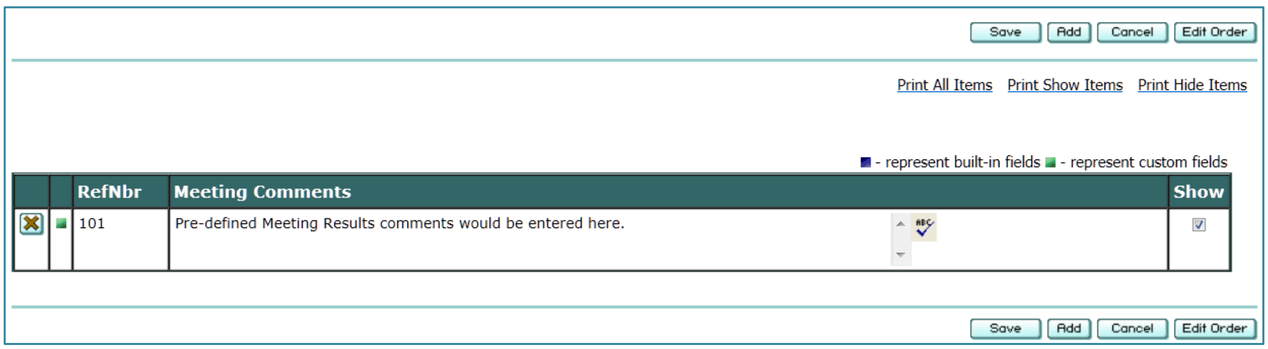


Decision: The Decision table is used to create and manage the decisions used by the district. Built-in choices are Continue Services, Need for Services and Discontinue Services.



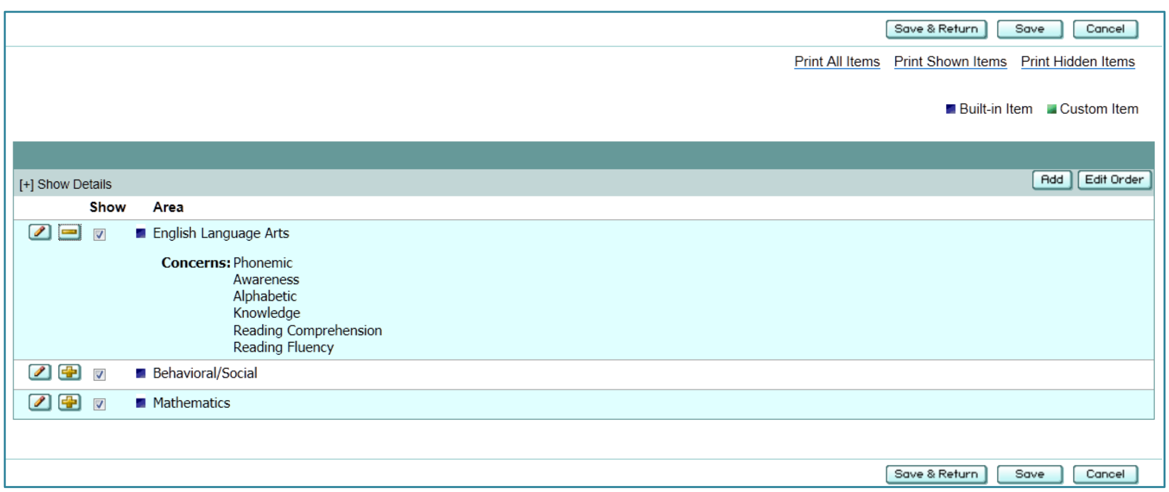
Meeting Comments: The Meeting Comments table is used to enter any pre-defined comments that the district uses when entering the results of a meeting. There are no built-in choices.

Users are required to enter a three digit Reference Number (RefNbr) for all custom entries.

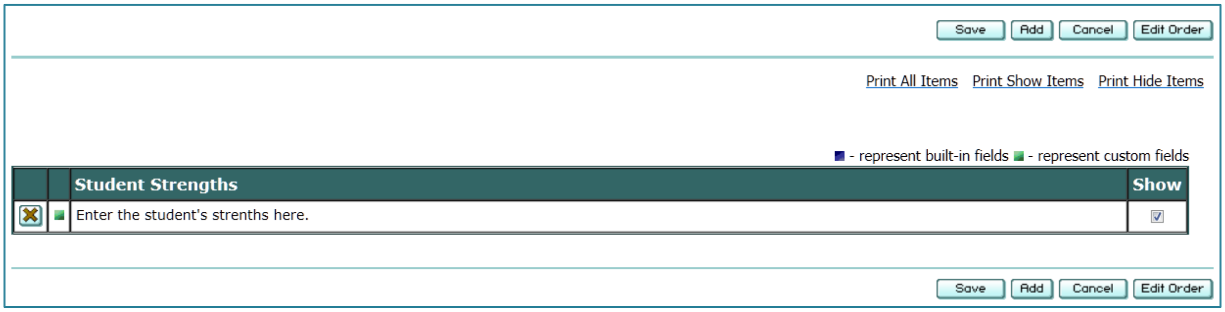


Areas of Concern: The Areas of Concern table is used to create and manage the areas of concern that were discussed at the meeting. English Language Arts, Behavioral/Social and Mathematics have been added as built-in choices.

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.



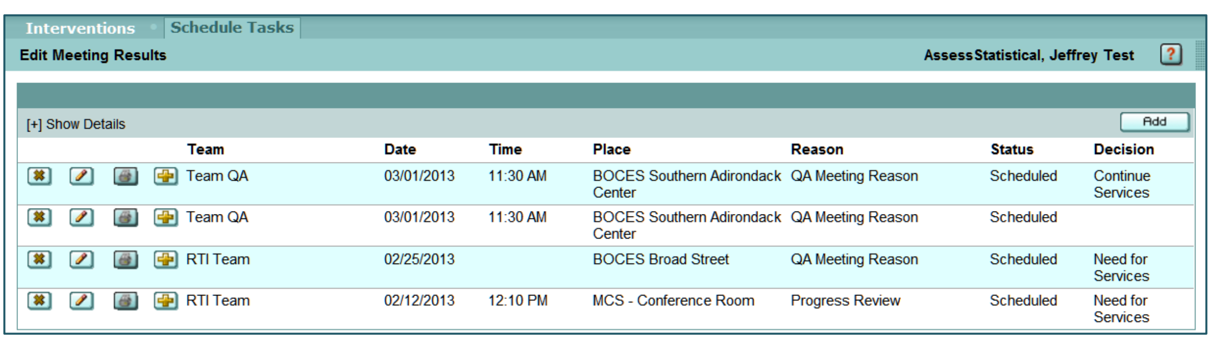
Student Strengths: The Student Strengths table is used to create and manage any student strengths discussed at the meeting. There are no built-in choices.



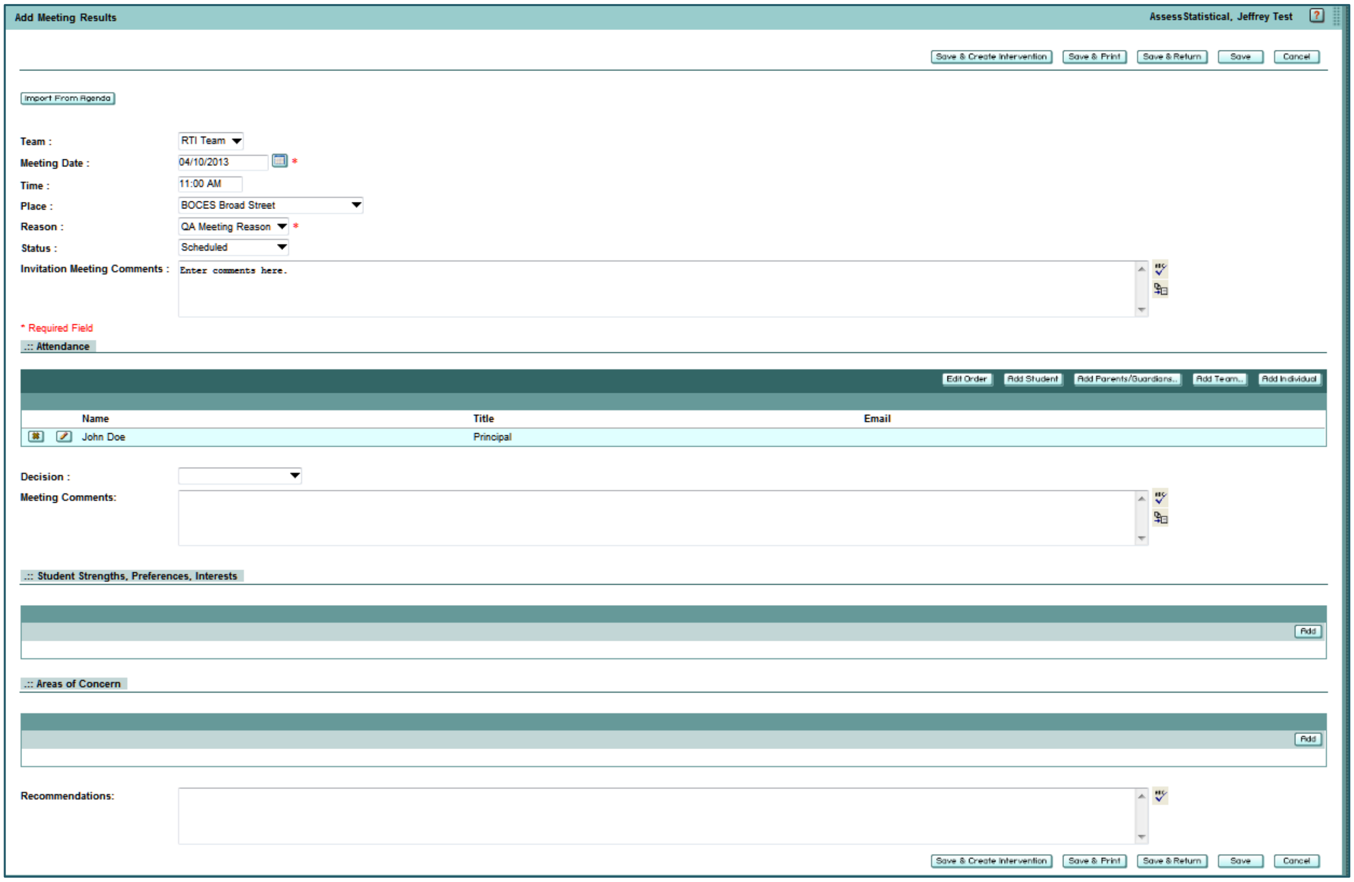
Adding Meeting Results

To add "Meeting Results" from the Student Details screen, hover over "Schedule Tasks" and click Meeting Results.

Clicking Meeting Results will bring the user to the "Edit Meeting Results" screen. The "Edit Meeting Results" screen contains a history of all of the student's meetings and will also allow the user to add new meeting results.



To add meeting results, click the “Add” button. Clicking the “Add” button brings the user to the “Add Meeting Results” screen.



- Team: The “Team” field is a dropdown. Values display from the “Team” lookup table. The default for this field will be blank and is not a required field.
- Meeting Date: The default for this field will be blank and is a required field.
- Place: The “Place” field is a dropdown. Values display from the “Meeting Place” lookup table. The default for this field will be blank and is a required field.
- Time: The default for this field will be blank and is not a required field.
- Reason: The “Reason” field is a dropdown. Values display from the “Reason” lookup table. The default for this field will be blank and is a required field.
- Invitation Meeting Comments: “Invitation Meeting Results” is a text box that includes an Insert Paragraph icon. Clicking the Insert Paragraph icon will display any entries made in the Invitation Meeting Comments lookup table. "Invitation Meeting Comments" is not a required field.
- Attendance: Adding attendance is optional. Users may sort the order of attendees by clicking the “Edit Order” button.

- Add Student – Clicking “Add Student” adds the student to the list of attendees.

- Add Parent/Guardians – Clicking “Add Parent/Guardians” adds the parent/guardians to the list of attendees.

- Add Team – Clicking “Add Team” opens a popup with all of the teams that have been added to the “Teams” lookup table. It is not a required field.

- Add Individual – Clicking “Add Individual” allows the user to manually add an individual. When an Individual is added, the Name and Title of the Individual are required fields.

- Decision: The “Decision” field is a dropdown. Values display from the “Decision” lookup table. The default for this field will be blank and is not a required field.

- Meeting Comments: “Meeting Comments” is a text box that includes an Insert Paragraph icon. Clicking the Insert Paragraph icon displays any entries made in the Meeting Comments lookup table. "Meeting Comments" is not a required field.

- Student Strengths: The “Student Strengths” section displays values from the Student Strengths lookup table and is not a required field.

- Areas of Concern: The “Areas of Concern” section consists of two dropdowns: Category and Sub-Category. The Category dropdown displays values from the Areas of Concern lookup table. The Sub-Category dropdown displays values from the Sub-Categories that are associated to the Area of Concern that is selected in the Category dropdown. “Areas of Concern” is not a required field.

- Recommendations: “Recommendations” is a text box and is not a required field.

Import from Agenda: If a Meeting Invitation was previously added, the user will be able to click “Import from Agenda” to pull information from the latest Meeting Invitation to the following fields on the “Add Meeting Results” screen: Team, Meeting Date, Place, Time, Reason, Invitation Meeting Comments and Attendance.

Save & Create Intervention: An intervention may be created from the “Add Meeting Results” screen by clicking “Save & Create Intervention”.

Save & Print: Clicking “Save & Print” saves the Meeting Results and brings the user to the Letters & Reports screen so the user may print the Meeting Summary Report.

Save & Return: Clicking “Save & Return” saves the Meeting Results and brings the user back to the “Edit Meetings Results” screen.

Save: Clicking “Save” saves the Meeting Results. User will remain on the “Add Meeting Results” screen.

Cancel: Clicking “Cancel” cancels the Meeting Results entry and brings the user back to the Meeting Results screen.

Meeting Summary Report

A new report, Meeting Summary Report, has been created to print the results of the meeting.

Listings

The following fields have been added to listings:

- MR Team
- MR Date
- MR Reason
- MR Decision
- MR Comments
- MR Invitee
- MR Title
- MR Email