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Overview
Response to Intervention (RtI) is a general education framework that provides structure for schools to provide all students with research-based, differentiated, high quality multi-tiered systems of support. The process identifies students with academic or behavioral needs and thus provides specific, targeted interventions to match the needs.

Beaufort County School District uses a three-tiered approach to address student academic and behavioral needs using the following flowchart:
Enrich is a web-based software program that allows all users part of the RtI process a means for creating and managing RtI plans. Enrich users can use their web browser to access the Enrich web application.

**Technical Requirements**

**Windows 7, Window 8 and Window 8.1**
- Internet Explorer 9, 10 (Traditional only), 11 (Traditional only)
- Latest three major versions of Mozilla Firefox
- Latest three major versions of Google Chrome

**Mac OS X 10.7, 10.8 and 10.9**
- Latest three major versions of Mozilla Firefox
- Latest three major versions of Google Chrome

**Additional Software**
- Adobe Flash (latest version available) (*Required for viewing available help videos*)
- Adobe Acrobat Reader (*Required for viewing available help videos*)
- JavaScript must be enabled in the web browsers.
**Starting the RtI Process for a Student**

The RtI process is initiated by the teacher who is making the referral. A referral made after the teacher has compiled documented evidence of strategies attempted to resolve the concern in a Tier 1 setting, which have been unsuccessful.

- Locate the student record by typing the student’s name in the Search box. (Make sure the search is designated for Students and not for Classes.
- When the student’s record appears on the screen, click on the Programs tab.
- Click on the Start Program link.

**Creating an Intervention**

- In the Program box, click on the drop-down arrow and select Response to Intervention.
- When the Domain box appears, click on the drop-down arrow and select the Domain (Behavioral, Mathematics, Reading) *
- When the Item box appears, click on the drop-down arrow and select RtI Intake Form.
- After Program, Domain, and Item boxes are complete, click Next.

*If there is more than one Domain of concern, this process will need to be repeated for each domain.

**Create RtI Intake Form**

(All fields on this form must be completed in order to develop the intervention strategy planned for the student. It is recommended that fields be completed in the order presented on the screen.)

**Initiation**

The Start Date will default to the current date. Change if needed, but do not change to a future date.

**RtI Intake Form**

*Who is making the request for intervention?* Use the drop-down arrow and select either Staff or Parent/Guardian.

*Person Requesting* – Type the name in the box.

*Check all that apply* - (Reading, Math, Behavior, and/or Language Delays)

Check Yes or No for the next three questions.
Based on the consensus of the Tier 1 Fidelity Review team, the RtI Coordinator will complete the Outcome portion of the RtI Intake Form.
Click **Finalize** to review the RtI Intake form. When the new screen appears:

- Click **Cancel** if changes need to be made to the RtI Intake form. The previous screen will appear.

  **OR**

- Click **Finalize** if the form is correct. A message will appear, **Finalization Complete!** At this point you can either **Print** the RtI Intake Form or **Close RtI Intake Form**.

Once the RtI Intake Form is closed, the following screen will appear under the student’s name:

### Active Programs

![Active Programs](image)

**Create Tier 1 Intervention**

Under the Programs section click either Add Intervention (then select Tier 1) or Create then click Next. You will see something similar to this:

![Create Tier 1 Intervention](image)
(The domain and subdomain information will vary, based upon which domain was initially selected (Reading, Math, Behavior, Language Delays.)

- The **Domain** prefills based upon previous selections.
- Select the **Subdomains** to be addressed by this intervention by placing check in the appropriate boxes. Multiple subdomains can be selected.
- To determine the **Schedule**, use the date picker feature or manually enter both the **Starting** date and **Ending** date of the intervention period. If manually entering dates, use the format XX/XX/XXXX. Both a starting and ending date are required in order to save the intervention.

- Click the **Add Team** button to select the names of the **Interventionist** (the student’s classroom teacher making the referral and who will serve as the case manager) and **Other Team Members** (Ex: Other subject area teachers, Literacy or Math Interventionist, School Counselor, Behavior Management Specialist, etc.). Typically, the names populate as they are being typed.

- Once the team members are added, select the appropriate **Role** for each on the drop-down list.
- Once assigned to a student’s team, members will receive reminders of upcoming meetings and other related actions on their dashboard screen from the RtI Coordinator.

**Strategies**

Under **Strategies**, click on the down arrow and select from the drop-down list. The choices shown are filtered by Domain and Subdomain indicated above as areas of concern. More than one strategy can be selected by using the **Add Strategy** button. Additionally, a strategy can be deleted by clicking on **X**.

Once a Strategy is selected from the drop-down list, a description is displayed similar to the illustration below.
After selecting the strategy, complete the prescriptive information on how the strategy will be used (duration and frequency).

**Goals**

A minimum of one **Goal** for the intervention **MUST** be included for Progress Monitoring purposes.

Select and configure the appropriate Goal(s) needed for the intervention from the drop-down list. The goal options are filtered according to the Domain and Subdomain(s) indicated previously. The user will only see those goals appropriate for the Domain and Subdomain(s).

Once a goal is selected, it appears in the appropriate field. As with the Strategies section, goals can be deleted (X) and/or additional goals can be added (**Add Goal**.)

Once a goal is configured, a graphed aim line may appear, depending on the goal type selected for Progress Monitoring (**Numeric, Ratio, Rubric, or Text**.)
Action Schedules (See additional information regarding Actions at the end of this Handbook.)

The Action Schedules section of the intervention indicates when a specific action should occur during a selected period and when it will be scheduled. For example, the RtI Team will determine when a Fidelity Review will occur during a determined period of time. Comments may also be added.

Another action that occurs during a Fidelity Review is the determination for when parents will be contacted.

All required Actions must be scheduled in order to save an intervention in Enrich. Additional Actions can also be scheduled at any time during the period of the intervention. (See next section.)

Add Action

Click on Add Action to select one of the following forms (as needed during the applicable RtI tier):
- Authorization to Release Information (Tier 2 or by Tier 3)
- Behavior Intervention Plan (Tier 3)
- Communication Checklist (Tier 2)
- Functional Behavior Assessment (Tier 3)
- Intervention Tracking (Documents current intervention progress)
- Parent Intervention to RtI Meeting (Tier 3)
- Parent Notice (Documents parent contact information and signed forms returned)
- Response to Intervention Teacher Feedback (Tiers 1, 2, 3)
- RtI Intake Form (Tier 1)
- RtI Meeting (Form used to create a meeting date and record comments)
- RtI Parent Update Report (Tier 2)
- Tier 2 Parent Letter
- Tier 2 Referral
- Tier 3 Action Plan
- Tier 3 Intake Form
Outcome

Enter the **End Date** when an intervention has been completed or an outcome has been determined. Indicate the **Result** (Exceeded Goal, Met Goal, or Did Not Meet Goal) and select the **Recommendation** determined by the RtI Team.

<table>
<thead>
<tr>
<th>End Date</th>
<th>11/11/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result</td>
<td>Met Goal</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Continue:</td>
</tr>
<tr>
<td>1. Apply modified Tier 1 intervention</td>
<td></td>
</tr>
<tr>
<td>2. Repeat Tier 1 intervention</td>
<td></td>
</tr>
<tr>
<td>3. Exit intervention</td>
<td></td>
</tr>
<tr>
<td>4. Apply Tier 2 intervention</td>
<td></td>
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</tbody>
</table>

Once the Outcome information is completed, click **End Plan** at the bottom of the screen. If any information is missing, a message will appear in **red** describing the specific information needed before the plan can proceed.

Once all required information is, a **Finalize Intervention** message will appear, and the **Tier 1 Intervention Plan** will be displayed. Use this document to ensure accuracy. If all is in order, click **I Agree, Finalize the Intervention**. If any corrections need to be made, click **Cancel** to return to the working document of the Tier 1 intervention.

After selecting **I Agree, Finalize the Intervention**, a **Finalization Complete!** message will appear. At this time, the plan can be printed by selecting **Print**, or the user can select **Close Intervention** if the plan does not need to be printed.

Active Programs Screen

Once the intervention is closed, the Active RtI Program screen for the student reappears showing the RtI progress. The **Active Programs** screen show details of the status of the plan and any items that are overdue or pending items. Any pending items will indicate the Action needed for that tier. (Example: RtI Teacher Feedback Form, Intervention Tracking, creating a Tier 2 Referral if decided by the RtI Team scheduling a Team Meeting, etc.) Once that action is finalized, a confirmation will appear, and the Active RtI Program page will be updated.
The example of an Active Programs Screen below indicates:

- A Tier 2 Intervention in Reading ends August 15th
- The assigned interventionist (classroom teacher of record) is Justice Calhaun
- The Fidelity Review is overdue
- Parent Contact is due next week
- Progress Monitoring (Words Read Correctly Per Minute) is due next week

The domain and corresponding subdomain categories appear at the top of the page.

**Additional Navigation Links** on the RtI Active Programs page:

- **View History** provides an overview of all previous involvement in the program. The user can filter by *Date, Item Types*, and links under *Item/Event* to view earlier events. After finishing with this link, click on **View Active Programs** under **Programs History** to return to the RtI Program page.

- **View Service Log** provides information about services within a specified Start and End Date.
  - To add services, click on **Log Services**.
  - To assign service providers, click on **Assign Service Providers**.

**Tier 2**

Before moving to Tier 2 in Enrich, the following must take place:

- Fidelity Review by the RtI Team
- Intervention documentation provided by the teacher
- Communication Checklist completed by the teacher
- Tier 2 Referral
- Parent Notice (Creation of Tier 2 Parent Letter)
Create Tier 2 Intervention

Under the Programs section click either **Add Intervention** (then select Tier 2) or **Create** then click **Next**. Refer to the same process for creating a Tier 1 Intervention ([pages 7-12 of this handbook](#)).

**Items Required During Tier 2:**
- Social History (RtI-3/RtI-3a [Spanish version])
- Hearing/Vision/Health Screen (RtI-4)
- Medicaid Notification and Consent Forms (RtI-5/RtI-5a [Spanish version])
- All other forms and processes required during the Fidelity Review
- Parent Update Form (RtI-7/RtI-7A [Spanish version])
- Parent Notice – Response to Intervention Team (RtI 8/RtI 8-A [Spanish version])

At the **Outcome of Tier 2**, the RtI coordinator will enter the determination of the RtI team after the Fidelity Review.
- Return to Tier 1 with continued Progress Monitoring if the area of concerned has been resolved.
- Continuation in Tier 2 with ongoing monitoring of current strategies if progress is being made.
- Continuation in Tier 2 with changes to the intervention based on minimal progress as indicated by progress monitoring.
- Referral to Tier 3

Create Tier 3 Intake Form

The process for creating the Tier 3 Intake Form is identical to the Tier 1 Intake Form process ([pages 5-7 of this handbook](#)).

Tier 3 Outcome

Once the Intake Form is received by the RtI Coordinator, a recommendation will be made to either **Continue with Parent Notification** or **Request Denied**.

If the decision is made to Continue with Parent Notification, and the Intake Form is finalized, the RtI Active Programs screen appears with the following pending items:

![Image of Active Programs screen]

Click **Create** to the right of each pending item to complete the process.
The RtI Coordinator will indicate the **Outcome** of each pending action to finalize the process.

**Create Tier 3 Intervention**

Under the Programs section click either **Add Intervention** (then select Tier 3) or **Create** then click **Next**. Refer to the same process for creating a Tier 1 Intervention Plan ([pages 7-12 of this handbook](#)). The plan will include **Strategies, Goals, Action Schedules**, and a place for **Comments** (if needed).

**Items Required During Tier 3:**
- Invitation to RtI Meeting (RtI-10/RtI 10-a [Spanish version])
- Parent Authorization to Release/Receive/Use Information (RtI-11)
- BIP and FBA (if Intervention is for behavior)
- All other forms and processes required during the Fidelity Review

**Outcome**

At the conclusion of the Tier 3 Intervention process as outlined in the plan, the RtI Coordinator will record the Outcome/Recommendation including the:
- **End Date**
- **Result** (Exceeded Goal, Met Goal, Did Not Meet Goal)
- **Recommendation/ Decision to Continue one of the following:**
  - Repeat Tier 3 intervention
  - Apply modified Tier 3 intervention
  - Exit intervention, mark student as Tier 2
  - Refer for additional assessments

The Outcome is finalized, the screen returns to the RtI Active Programs screen, which will indicated a pending **Parent Update Report**.

**Parent Update Report for Tier 3 Intervention**

The Parent will be sent a report with one of the following recommendations indicated:
- Your child will be dismissed from the Response to Intervention Team as the area of concern has been resolved.
- RtI process should continue and your child’s progress monitored. Progress monitoring results indicate continued progress toward the goals.
- RtI process should continue with changes to the intervention. Progress monitoring results indicate minimal progress toward the goals with the current intervention.
- Further evaluation is warranted to determine eligibility for special services. Progress monitoring results indicate minimal progress toward the goals even with the intervention changes.
- Referral to the 504 Committee Coordinator.

If the 4th or 5th selection is determined (above), the program either moves to Special Services or the 504 Coordinator for additional evaluation for eligibility.

The RtI Coordinator completes and finalizes the **Outcome** information at the bottom of the screen.
Adding Information About Actions

Documenting Parent Contact Information

Click Add to document Parent Contact Information. In the next screen, indicate the Reason for the contact. Document all details, click Save, and Close.

In Tier 2, there is a Create Parent Contact link:
Documenting Information for the Fidelity Review

Add needed details pertaining to the Fidelity Review. Click **Save** and **Close** when complete.

In Tier 2, there is a link for **Create Fidelity Review** similar to the screen below:
**Documenting Goal Progress**

To document **Goal Progress**, click **Enter**.

The probe score entry dialog box appears. Enter the **Date Taken** (XX/XX/XXXX) and **Score information** where indicated. When finished, click **Save** and **Close**.

Any message for Overdue prompts goes away once the Goals Progress section populates with information related to the scores entered. A new prompt will appear at that time indicating when the next progress should be documented.

Progress for all goals can be documented from the **Active Programs** screen. Documentation of progress toward goals can also be entered from the intervention screen. (See next section.)
Viewing Intervention Plan Details

Click the View Details button. This action displays the entire Intervention Plan, along with Strategies, Goals, and Action details. Progress Monitoring can be documented by clicking on Enter under Manage. The screens that appear are the same as when Actions are documented from the Active Programs screen.

When intervention details are entered, a graph will appear, similar to below. Graph displays may differ based on the type of Goal (Numeric, Ratio, Rubric, or Text.)
Scores can be edited by clicking on **Edit Scores**. The graph legend depicts the original aim line, probes plotted by score date, trend line, and high and low projections. **Actions** related to the intervention are plotted by date **below the graph** in order to gauge the impact that the **Action** may have had on student progress.

**Options for Accessing and Managing Intervention Information**

The RtI Coordinator has several ways to access, view, and manage intervention information. The links are displayed at the top of the review screen when the **View Details** link is selected from the **Active Programs** screen. The intervention information can also be viewed by clicking on **View History**.
Files pertaining to the intervention can also be uploaded, downloaded, or printed by clicking on **Files** under the Student’s Name at the top of the screen.

<table>
<thead>
<tr>
<th>Document</th>
<th>Status</th>
<th>Date</th>
<th>Related To</th>
</tr>
</thead>
<tbody>
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<td>RtI Intake Form</td>
<td>Final</td>
<td>11/6/2014 4:11 PM</td>
<td>RtI Intake Form (11/6/2014)</td>
</tr>
<tr>
<td>Tier III Intake Form</td>
<td>Final</td>
<td>11/11/2014 4:15 PM</td>
<td>Tier III Intake Form (11/11/2014)</td>
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</tbody>
</table>
# Appendix A
Beaufort County School District
Sequence of Steps for RtI Process

<table>
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<th>ACTION</th>
<th>FORM</th>
<th>PERSONS RESPONSIBLE</th>
</tr>
</thead>
</table>
| **A. Tier I- Classroom Instruction** | • RtI Intake Form (RtI-1)  
• Lesson Plans with differentiated instruction | Classroom Teacher |
| 1. Analysis of Tier I plan results | • Fidelity Review of all forms and processes of Tier I | RtI School Coordinator |
| 2. Notify Parent | • Parent Notice Response to Intervention (RtI-2/RtI-2a) | RtI School Coordinator |

| **B. Tier II- Referral** | • Social History (RtI-3/RtI-3a)  
• Hearing/Vision/Health Screening (RtI-4)  
• Behavioral Intervention Plan (RtI-12) *Develop as needed.*  
• Medicaid Notification and Consent Forms (RtI-5/RtI-5a)  
• Communication Checklist (RtI-6) | RtI School Coordinator  
School Personnel  
RtI School Coordinator  
Classroom Teacher(s) |
| 1. Analysis of Tier II plan results | • Fidelity Review of all forms and processes of Tier II | RtI School Coordinator |
| 2. Notify Parent | • Parent Update Form (RtI-7/ RtI-7a)  
• Parent Notice Response to Intervention (RtI-8/RtI-8a) | RtI School Coordinator |

| **C. Tier III- Referral to School RtI Team** | • Tier III Intake Form (RtI-9) | RtI School Coordinator |
| 1. Parent Invitation to Meeting | • Invitation to RtI Meeting (RtI-10 /RtI-10a)  
• Parental Authorization to Release/Receive/Use Information (RtI-11) *Develop as needed.*  
• Behavioral Intervention Plan (RtI-12) *Develop as needed.*  
• Functional Behavioral Assessment (RtI-13) *Develop as needed.* | RtI School Coordinator |
| 2. Analysis of Tier III plan results | • Fidelity Review of all forms and processes of Tier III | RtI School Coordinator |
| 3. Possible Referral for Alternative Program or Evaluation | • Invitation to RtI Meeting (RtI-10 /RtI-10a) | RtI School Coordinator |
Appendix B

If there are strategies or probes that you or your RtI teams would like entered in the system, please use the following links for submission:

Enrich Strategies:  [http://goo.gl/forms/a9fkQsBM9P](http://goo.gl/forms/a9fkQsBM9P)

Enrich Progress Monitoring:  [http://goo.gl/forms/mQPj8L6Rvv](http://goo.gl/forms/mQPj8L6Rvv)