samegoal

RTI Plan

There are two RTI/MTSS Plan forms in SameGoal; one for Tier 2 and one for Tier 3. The Tier 2 and Tier 3 documents are very similar but are kept separate to help track a student's movement between tiers.

A student may have multiple RTI Plan documents open simultaneously if they are in different tiers in different subjects/areas. In this case, they would have a **Tier 2 RTI Plan** *and* a **Tier 3 RTI Plan**.

However, only one document is needed per tier. For example, if a student is receiving tier 2 interventions in multiple subjects, all tier 2 interventions can be tracked in a single **Tier 2 RTI Plan** document.

RTI Plan

Steps *To create and author an RTI Plan:*

1. On a student's **Documents** tab, create an **RTI Plan**. Select the appropriate tier based on the interventions the student is receiving.
2. Enter in **Meeting Date**, **Start Date**, and **End Date** according to district policy.
    - Some districts create one plan document per tier for the entire school year and some districts choose to create a new plan document every 6-9 weeks.
3. Provide relevant background information.
4. In the **Areas of Concern/Goals/Interventions** section, click **add Intervention** for each target area of concern.
5. Detail intervention, goal and progress monitoring information in the **Intervention** section.
6. Provide any other relevant information in **Additional Information/Considerations**.
7. Summarize all decisions and interventions in **Discussion Summary**.
8. Add signatures.
    - If your district requires it, be sure to include the parent/guardian signature.
9. Mark the document complete.

Workflow Options

Depending on what your district policy is, there are a couple of typical workflows you could follow.

1. **Create one Plan document per tier for a given school year:**
    - Create an RTI plan document for the year.
    - Set the **End Date** to be at the end of the year.
    - Fill out the rest of the Plan document.
    - Complete the Plan document.
    - At the end of the year, complete a Follow-Up document.
2. **Amend the Plan document every 6-9 weeks:**
    - Create an RTI Plan document.
    - Set the **End Date** to be 6-9 weeks after the **Start Date**.
    - Fill out the rest of the Plan document.
    - Complete the Plan document.
    - At the end of the 6-9 week period, add an amendment.
        - On the cover page, click **add Amendment**.
        - Fill out the Amendment table and enter a new **End Date** that is an additional 6-9 weeks in the future.
        - Do not change the original **End Date**
        - Update the Plan as necessary.
        - Complete the document again.
    - Repeat.
    - A new Follow-Up deadline will be calculated to be 15 school days after the most recent **End Date**.
    - A new Plan and Follow-Up must be created every year, so you cannot enter an **End Date** more than 1 year after the **Start Date**.
3. **Create a new Plan document every 6-9 weeks:**
    - Create an RTI Plan document.
    - Set the **End Date** to be 6-9 weeks after the **Start Date**.
    - Fill out the rest of the Plan document.
    - Complete the Plan document.
    - At the end of the 6-9 week period, Complete a Follow-Up document.
    - As needed, create a new Plan document for the next 6-9 week period.