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 **Interventions/Accommodations** section, click **add Intervention** for each target area of concern.
5. Detail intervention, goal and progress monitoring information in the **Intervention** section.
6. Click **add Accommodations** and enter in accommodations the school is using to help support the student in a Tier 1 setting for state and districtwide assessments.
    - In **Districtwide Assessments**, only click **add District Assessment** if the student will participate in a standard assessment with accommodations,

participate in an alternate assessment, or not participate in an assessment due to exemption.

7. In the **State Assessments** section, for each assessment type, indicate whether the student will participate with or without accommodations. If they will participate with accommodations, provide accommodation details. Select whether the student will participate in the PASA. Fill out the ACCESS for ELs sections if applicable. Provide local assessment information.
8. Provide any other relevant information in **Additional Information or Considerations**.
9. Summarize all decisions and interventions in **Discussion Summary**.
10. Add signatures.
    - If your district requires it, be sure to include the parent/guardian signature.
11. 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.
    - Add a new amendment section.
    - In the amendment section, enter a new **End Date** 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.
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.