



Broward County Public Schools

Documenting Response to Intervention In BASIS



Frequently Asked Questions

BASIS Liaison:
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or 754-321-1641

BASIS and RtI Manual, Resources and Links:
www.browardprevention.org

Help Desk:
754-321-0411

Protocols and Best Practices:

I need directions on how to document a CPST meeting from start to finish.

- Make sure you fill out all sections of the various forms and “save”
 - Referral: The default Team members now receive an email notification when a referral is submitted.
 - Initial Meeting Notes Form: RtI contact schedules an initial meeting. At this meeting, you want to gather those needed to address the issue as indicated on the referral. For example: If the referral is submitted for academics specifically reading, you may want to have the literacy coach, the teacher and the guidance counselor. Three or more people are recommended for collaboration, but you do not need to have a full-blown CPS Team meeting with all members unless the situation warrants it. Your team should decide your best protocol for meetings. You should have full Team meetings whenever a student is being considered for Tier 3 supports. At the initial meeting, the initial meeting form is completed.
 - Tier 2 or Tier 3 record for Academics or Behavior – If team recommended: When completing the Tier 2 or 3-support record, complete all sections in detail and remember to write a goal that is specific, measurable, attainable, realistic and timely. (SMART). You want to fill out the form with enough detailed information that if someone who did not know the student would read it, they would know where the student was, where they are going and when they are expected to get there.
 - Follow-Up Form: Is completed when the team reconvenes to discuss whatever was recommended/done for student. If Tier supports (2/3) were provided, this form is the one that would indicate how the student responded to the intervention provided for the determined period of time. Also, this is the form that will be include and “upload” feature for you to upload the graphs showing the response to intervention.

(Currently the upload graph feature is on the record itself, but is being moved to the follow up form).

Should teachers put in all of the information for Tier 2 and Tier 3 referrals, or should the CPS team do it?

- Best practice is the members sitting at the table are creating records at the time they are meeting and making decisions. Ideally, one member can be in BASIS/RtI filling out the documents, while someone else is in the individual student's profile page on BASIS obtaining some additional data and information that may be helpful to the team when problem solving. However, as long as the collaboration has taken place at the meeting and the members went through the problem solving process together (identifying the problem, analyzing the problem, identifying interventions and determining progress monitoring processes), it is ultimately your team's decision as to who and when the RtI documentation is actually completed.

If a student was in RtI last year, we haven't created new referral forms and have continued to use that referral record to continue our documentation. Is this an acceptable practice? We did this because we wanted to avoid having duplicate referral records.

- This type of question has come up quite a bit. There should be a new referral created for the new school year. You won't lose any former documentation, but there will be a breakdown of all the actions taken per year. This will be important for historical documentation by year. Last year's records will show last year's information (IE: grade) and this year's records will show current information.

As a Guidance Counselor & Case Manager for RtI, what is my role in this process?

- You will facilitate CPS team meetings, ensure BASIS documentation of RtI records, and disseminate information to appropriate people as provided to you through the RtI CAB conference. This does not mean that you do all the work, but rather serve as liaison for RtI at your school and facilitate the assurance that the process is followed and documentation is entered into BASIS.

What is the Brainshark for coordinators? Is it different than teacher Brainshark required?

- The following are the required Brainsharks for the RtI contacts and can be found on our website: www.browardprevention.org under the RtI tab and within the "Manual, Resources and Links" section.
 - Parent requested evaluations
 - Providing consent/ the 20- day rule.
 - Additionally, the MTSS/RtI teacher Brainshark is mandatory for ALL staff.

Default Team:

How do you create your default team?

- Your default team is the core team who meets on an on-going basis. To create that team, when you are in the RtI home feature, click into the "administration" drop down and click "create default team". The list of staff will come up on the right side. Select everyone you want and then on the top of that page, click "add to team" You must also remember to "save".

I have tried several times to enter CPS team members on the BASIS/RtI panel, however, the information does not appear to be saving.

- Are you in "create default team" under the administration drop down on your RtI page? If so, make sure you checkmark those on the right side you want on your default team and then press "add to team". They will then move to the left side. You must press "save". When the system saves, you will see a pop up on the right side that indicates the information has been saved.

Can I add a teacher to the list of people who can see an RtI record, without adding them to the core default team?

- You should not add teachers to the default "core" team, so the answer is "yes". Add the teacher's name to the initial meeting notes for that particular student.

CPS Referrals:

Why do some students on your RtI maintenance screen have more than one referral?

- Some referrals are created by different people and some are just inadvertently created. As people become more and more familiar with the system, duplicates will less likely occur. Also, as teachers collaborate with each other and if they agree a CPS referral should be submitted, they can decide on one teacher to create the referral.

If one teacher creates a referral and another team teacher wants to add to it, will you be able to see which teacher entered what or should each teacher create their own?

- We recommend that when a student has more than one teacher, the teachers try to collaborate with each other and then choose one team member to create the actual referral. When teachers enter Tier 1 strategies and activities, other teachers with that same student can see what each other are trying/doing for the student. That is a way to see what may be working or not working with the student. If /when the situation warrants a CPS referral, one teacher can submit it, but during the initial meeting, the Team can go to "edit team members" and add the student's other teachers. That way, all the student's teachers will be able to see the records.

Is it possible to create a way to link multiple referrals for the same student?

- No. That is not something the workgroup is discussing.

Today a teacher showed me her screen where she was updating a referral and the bottom only gave her the "back" option, not "submit" or "save." And it wouldn't save. Has that happened before?

- If the save button doesn't appear, it indicates that the teacher does not have access to update that record. Has the teacher been added to the case? In the initial meeting notes form, there is an "edit team members" button. It is there that you can add the teacher. The teacher would then be able to work within the record, including updating and saving.

I want to input students who are in the process that were not put in last year (3-5th). When I go into RTI, the date is a default. Is there any way I can put in the correct dates for Referral to CPST, Tier II and Tier III?

- There is no back date on the RtI forms, but you can indicate this information in the comment sections of the forms.

I don't see a "save", "cancel" or any other button on the bottom of a CPS referral. There are no choices.

- That is a viewing issue. If you zoom out, the referral will get a little smaller and then you can see the bottom of the page with those options.

Initial Meeting Notes:

I am trying to add team members through the original team members notes but after I click to add the team member selected it does not add them to the list on the notes page.

- When you are in the "edit team members" section, add the members as you have stated and then don't forget to hit the "save" button on the bottom left of the page. You should see a pop up on the right that indicates your list was save.

After our CPS Meeting, once we complete the CPS Initial Meeting Notes, do we still have to input the codes in TERMS?

- You should not have to enter duplicate RtI documentation into Terms

Tier 2/3 Records:

Is there a way to create both a Reading and Math intervention record at the same meeting? I tried and it deleted the first record created.

- There should be no restriction on you creating more than one record. If that problem continues, please contact the BASIS liaison or help desk for assistance.

Is there a way to indicate both a math and a reading goal under one record? It only allows you to input one goal.

- No. Only one goal per record should be written. You can always use the comment section of the records if you want to indicate more information.

To enter a new referral on a student that has 2 academic intervention records and a behavior intervention record, there are over 20 tabs that must be filled out. Some of the information is redundant. Is there is a way to streamline it even further?

- If you are creating several records at one time and working on several simultaneous interventions on one child that is certainly ok, as you know your students best. You can however, target the priority problem and provide intervention on the priority target first. Often one problem is influencing another. It's very difficult for a school/teacher to implement several supplemental or intensive interventions in various areas for one student. Again, we recommend targeting one problem at a time, however, you know your students best and must make those decisions as a team. As schools become more and more familiar with the records, we certainly welcome suggestions for enhancements and additions to the system. In the meantime, try "copy" and "paste" for some of the narrative information that you want to repeat.

Follow-up Notes:

When you fill out follow up notes for a student on Tier III who is being recommended for a comprehensive evaluation what do you select on the Response to Intervention tab? Do you select "refer teacher to other support" (meaning ESE specialist)?

- You should use that for now. I will bring this up at a BASIS workgroup meeting to see if we might need to add a choice for "other" (such as you mentioned). Keep in mind any changes may not occur right away. We are compiling a list of small changes that will be programmed all at once.

I have intermittent meetings, during which time I create follow-up notes, is this okay?

- Creating follow up notes is ideally done when the CPS team reconvenes to discuss how the student responded to the intervention or action taken. As long as the collaboration is in place, if you need to fill out the follow up documentation at a different time, then that is fine. Indicate the date when the team met.

When I try to update the follow up meeting notes the box that pops up with the information says Read Only.

- Currently you see "read only" if you were not on the default team when the referral was created. There will be a change in the near future to allow all default team members to work within the records regardless of when they were added to the default team.

Printing:

Is there any way to print a list of names of the pending referrals?

- Not specifically, but you can take a screen shot of the pending referral section and then print.

Printing in BASIS. What is available?

- In the general BASIS system, there are no print options available, however, there is an “import to excel” feature on many of the grids. Look on the upper right side for the import button. Once in Excel, you can work within the document and print.
- When you are in the RtI section of BASIS, you can print. When you have a record open (For example the Tier 2 record), right click in the record itself and indicate “print”, or go to the print icon on the upper part of the record and click. Be careful. If you click outside the record itself, you may just get the screen shot of that page.

Is there a way to streamline the printing so that only the selections you choose print? Right now each intervention prints out on 4 pages - all sections of the record.

- Correct. We know this will be a learning curve as we try to get away from paper copies. Right now, if there is a reason that would require you to print, it is an option, but indicating “print” will generate printing the entire record. There is no feature to print just one page.

When I print a Tier II or Tier III intervention, it opens up as a PDF and I can print but then I have a gray screen and must exit out of the entire RtI tab and re-open to print another record. Is there a way to correct this?

- This does not normally happen. Contact the BASIS liaison or the help desk to receive assistance.

Transferring Students and/or Closing Out Cases:

How do you remove students that have been referred for evaluation and staffed, and/or prior students no longer at your school? How can we end the tier support process on a student that has an electronic RtI record made? Is there a way to inactivate their referral?

- You do not want to remove students. We are going to develop a feature that will “tuck” away students who are no longer active whether from withdrawing from your school or from being staffed into a specialized program. When that feature is created, you will receive a BASIS CAB conference notification. Note: We will revise the follow-up notes form to include a “close case” type of option. This will trigger the system to then “hide” the records for that case.
- The BASIS workgroup is currently collaborating to determine how transfer students or withdrawn students will be addressed. We do know that there will be a "close out" of the record from the sending school and then the record will be able to be viewed by the receiving school, but we have not finalized the exact "look" of that yet. Please be patient as we work out those details and add this important feature.

How do we take over an RtI case from another school if we were not members added at the initial meeting?

- Currently, in order for you to "take over a case" you need to create a referral for the student. You then are able to view (read only) any previous records created for that student. You then can create your own new records for the student. You can of course continue with the same intervention, even the same goal but you still need to create your own record for your historical purpose with the names of your interventionist, your dates, specifics, etc.
- In the near future, we will be adding a feature that will allow a sending school to "close" out a record and the system will automatically "send" a copy of that record to the receiving school. Again, the receiving school should always create their own records but they can refer and look at the sending school's records to see where the student was and left off. That way, we will ensure a continuum of services for our students throughout our district.

I have a student who was entered last year and this year he is still showing up in last year's grade, please assist.

- The records were created last year and they are saved or preserved for historical purposes. When you create records this year, his current grade will be indicated on the new records.

Deleting Records:

I have a couple of teachers who have created multiple referrals by mistake for 1 student. Is there a way for you to delete the extra records?

- Yes, there is a delete button. Be careful! Look at the CPS referral as the "parent" form. If you delete the referral, you will also delete any forms created under that referral number. You can delete a subsequent form without deleting the referral, but you can't delete the referral without deleting subsequent forms. Only those on the Team when the referral was created can delete, or work within or on the records (forms).

If you have a duplicate record, but there are forms created under each referral, when you delete one will it erase those forms from the other referral?

- If you delete a referral, any and all records created under that referral number would be deleted as well. Each referral generates it's own case number.

Error Messages:

I can't seem to get on BASIS through Firefox. Error message comes up. I have never had a problem before.

- There have been some network issues in the district that are not specifically BASIS or RtI issues. Rather, they are more about the connectivity and the network. The IT staff is

working diligently to correct these problems. In the meantime, speak with your school IT if you have one to see if they can look into the network connectivity at your school.

We are trying to enter information in the RtI for Tier 2 and keep receiving the following message: SERVICE Unavailable HTTP Error 503. The service is unavailable...

- This also seems to be a networking problem, not a BASIS problem. It means the applications are not available and you have to go in at a later time.

Miscellaneous:

What is DMS?

- DMS stands for the Discipline Management System. It is where teachers enter discipline referrals to administrators.

How can the RtI contact be changed?

- Your principal can change RtI contact information via a Google link document. Contact Adrienne Dixson by email on CAB for information about the link. In BASIS, you can select a new team leader in the default team member screen if you want another person to be the lead on a particular case.

What do we do without a psychologist? We do not have one assigned to attend meetings.

- If you do not have a school psychologist, please contact psych services so that an interim can be assigned to you when needed. Although you are able to conduct a CPS team meeting without a psychologist, at some point you will have to defer to a psychologist's expertise as part of the problem solving process.

Charter schools do not have access to CAB conference. How do we get this information?

- Charter school principals are given access to CAB. They have one CAB account and can give you access.

I have seen the Brainshark tutorials for BASIS but I'm having issues trying to form a group. Will that be covered at the next webinar? Or, can I speak with someone to walk me through the process?

- Contact the BASIS liaison at 754-321-1641.

What browser works best for the prevention website? I don't see tabs when I pull that up, just pictures.

- Safari, Firefox or Chrome all work well. If you see the heading bar on our website, go to the RtI link or hover over the RtI link to get to the BASIS link. If the website is being worked on and the heading bar is missing, just go directly to:
www.browardprevention.org/response-to-intervention/ or to:
www.browardprevention.org/BASIS/

After I filter and add a student to my group, the other student names disappear

- You would need to send a screen shot of what you are doing/seeing. Call to speak with the BASIS liaison @ 754-321-1641

Are we allowed to upload pictures of the students on BASIS?

- No, you should send a disc of pictures to Jeff Stanley and he can upload a school at a time. The schools typically send him a yearbook disc.

I can sort the columns alphabetically but it does not save. Is there a way to save this feature?

- Not at this time.

Is there a way that the RtI Liaison can receive an email notification when a teacher enters a CPS Referral and Tier 1 Interventions in BASIS?

- This feature has recently been turned on. The default team members are receiving email notification when a referral is created. If you do not want everyone on your default team to receive that email notification, go to the “create default team” under administration and highlight (“check box”) the name of those you do not want to receive the emails and then hover over “get email”. The Y will change to N.

Despite me being listed as a Team Leader on the CPS Team in BASIS my view and ability to complete tasks is limited. I am unable to see students, create referrals or input teacher strategies. The only capability I seem to have is seeing the students who already have forms created in BASIS from the classroom teacher. How can I remedy this or who is the contact person to rectify this?

- What kind of VC account do you have? If it is a “T” account you are a teacher. If you have an “S” account, you should be able to see the whole school. In that case, you wouldn’t be able to create a teacher strategy because the system does not see you as a teacher. Access to referrals and working within the records are directly linked to whether or not you are on the team at the time of the referral.

Also, as the ESE Specialist, we are now being required to complete Social Worker Referrals in BASIS. Again, BASIS will not allow me to do so.

- If you have a “T” user ID and you don’t teach any students, according to Terms you wouldn’t be able to create referrals. If you have an “S” access, you would.
- I would need to know what access you are using and what you see on your BASIS navigation screen. Please call 754-321-1641 to troubleshoot with the BASIS liaison.

What is the difference between status pending and status in progress? I have some students that are listed under both lists.

- Status pending indicates that a referral has been created and status in progress indicates there has been some action taken as a result of that referral. A subsequent form has been created.