

Synergy MTSS

MTSS Plans





Purpose/Agenda

Today we will be learning:

- MTSS Plans
 - Single Student Plans (approx 2-2.5 hours)
 Multi-Student Plans (1-1.5 hours)
- MTSS Dashboard (30-45 minutes)
- Plan Continuation

 - Flagging MTSS Plans (30 minutes)
 Continuing an MTSS Plan (30-45 minutes)

The purpose of this training is to learn how to create and use MTSS Plans within Synergy to help document and meet the needs of students.





Navigating to MTSS Plans

PAD Tree

- 1. Select Synergy SIS
- 2. Select MTSS
- 3. Select MTSS Plans



Quick Launch

- 1. Type MTSS Plans into the Quick Launch.
- 2. Select MTSS Plans or hit enter.







The next slides will go over the panels that you see to the left. They will also be covered in that exact order. As you know, these panels can be ordered however you prefer and they can be renamed. Panels can also be hidden by Plan Type. If your district has renamed your panels, put them in a different order, or have hidden any *panels,* be sure to **adjust the title of each** slide and place them in the order that best works for your school/district! And don't forget to *delete this slide* once you are ready to conduct your training!

Creating Single Student MTSS Plan MTSS Plan Panel

1. Click on the OPEN MTSS Plan button

Edu

2. Click on + NEW PLAN button

lan Start Date 🕴 🍸	Plan	Plan Type	Y AOC	T Created By	Case Manager	Student Count	Y Students	T
/5/2024	DC Plan created on 4/5/2024	Tier 2	Math	Admin User	Katherine Barnett	1 students	Theresa Aaron (126855)	
/20/2024	TA Reading Plan	Tier 2	Reading	Rob Wilson	Cara Bingham	1 students	Theresa Aaron (126855)	
/2/2024	High Frequency Words Synergy Observation Assessment	Tier 2	Reading	Travis McKenna	Cara Bingham	8 students	Craig Beltran Reyes (157857) Jua (154693) Alan Allen (165326) Ke	an Diaz (163696) Brandon Alderman (162992) Judy Guillen evin Boyd (163647) Kenneth Jackson (166394) Henley
/1/2024 2/29/2023	Sight Word Recognition Top 100 Understanding Place Value - Grade 3 🔮	Tier 2 Tier 2	Reading Math	MTSS Plan Plan Name Plan created on 4/8/2024	4			n (127215) Theresa Aaron (126855) Idenham (992710) Shirley Vanetten (129844) Stephanie
0/20/2023	Express Whole Numbers as Fractions 🔮	Tier 2	Math	Plan Type select				na (979773) Bud Ludwig (971406) Brian Gomez)
9/14/2023	Decoding Skills 😤	Tier 3	Reading	Created By				a (120777) 🔹
+ NEW PLAN ST	EPPER + NEW PLAN			Wilson, Rob				
+ NEW PLAN ST	3. Require	ed Plar	n Info	Vilson, Rob Search across district Case Manager Select Search across district				Don't forget to
+ NEW PLAN ST	 a. Require o Plan 	ed Plar Name	n Info	Vilson, Rob Search across district Case Manager Select Search across district Plan Length In Weeks 1 2 3 4 5	6 7 8 9 10	11 12 13 14	15 16 ✔CUSTOM YearLong	Don't forget to
+ NEW PLAN ST	 a. Require a. Plan b. Plan c. Plan 	ed Plar Name Type	n Info	Wilson, Rob Search across district Case Manager Select Search across district Plan Length In Weeks 1 2 3 4 5 Start Date 4/8/2024	6 7 8 9 10	11 12 13 14	15 16 ✓ CUSTOM Year Long Custom End Date 5/8/2024	Don't forget to click the SAVE
+ NEW PLAN ST	PPER + NEW PLAN 3. Require Plan Plan Star 	ed Plar Name Type t and Er	n Info nd Date	Wilson, Rob Search across district Case Manager Select Search across district Plan Length In Weeks 1 2 3 4 5 Start Date 4/8/2024	6 7 8 9 10	11 12 13 14	15 16 ✓ CUSTOM Year Long Custom End Date 5/8/2024	Don't forget to click the SAVE button!
+ NEW PLAN ST	 A NEW PLAN 3. Require O Plan O Plan O Star O Stud 	ed Plar Name Type t and Er lent	n Info nd Date	Wilson, Rob Search across district Case Manager Select Search across district Plan Length In Weeks 1 2 3 4 5 Start Date 4/8/2024	6 7 8 9 10 nt id	11 12 13 14	15 16 ✓ CUSTOM Year Long Custom End Date 5/8/2024	Don't forget to click the SAVE button!
+ NEW PLAN ST	Plan • NEW PLAN 3. Require • Plan • Plan • Star • Stud 4. Helpful	ed Plar Name Type t and Er lent Fields	n Info nd Date	Wilson, Rob Search across district Case Manager Select Search across district Plan Length In Weeks 1 2 3 4 5 Start Date 4/8/2024 Add Student(s) Search by name or stude Select Add multi-students by SIS	6 7 8 9 10 nt id	11 12 13 14	15 16 ✓ CUSTOM Year Long Custom End Date 5/8/2024	Don't forget to click the SAVE button!

Background Information Panel

What has been done up to this point?



Staff Participants Panel

Adding Staff to this panel will give them full access to the MTSS Plan

<u>If</u> they have access to Plans through PAD Security

Reminder:

Teachers will already have access to their rostered students.

If a teacher is working with a <u>non rostered</u> student, they will need to be added to this screen in order to access their MTSS Plan.

Access will depend on security settings.







Area of Concern Panel | Additional Goals

Multiple goals can be made by adding another

Area of Concern, Learning Gap, or Intervention.

Area of Concern		
Reading		
+ detail		
Learning Gap		
Nonsense Word Decoding	•	Add Learning Gap
+ detail		
intervention		á)
Goal: ISWBAI sound out and read short a nonsense wo		
	Learning Gap	
	Nonsense Word Decoding	
	+ detail	
	i-Ready	
	Goal: ISWBAI sound out and read short a nonsense words 18/20 times.	
	Learning Gap	
	Letter-Word Identification	
	+ detail	
	Intervention	
aupoint	Lexia	end Synergy
	Goal: TSWBAT	Education Platforn

Area of Concern Panel

Required fields:

- Area of Concern
- Learning Gap
- Intervention
- Goal
- Monitoring Tool

Optional:

- Minutes Per Session
- Sessions Per Week
- End Date
- Reporting
 Frequency
- Reporting Basis
- Notes
- Sync with Analytics Data Source

Ares of Concern		
Reading		
+ detail		
Learning Gap		
Nonsense Wo	rd Decodina	
+ detail		
Intervention		
i-Ready		
Theody		
Goal: TSWBAT		short a nonsense words 18/20 time
- detail		
Minutes Per Session:		
Sessions Per Week:		
Start Date:	3/20/2024	
End Date:		
Let full be been.		
Tool:	STAR	
Reporting Frequency		
Reporting Basis:		
Sync with Analytics Data	Source:	
Notes:		
· · · · · · · · · · · · · · · · · · ·		

Education Pla



Plan Meetings Panel

Creating a New Meeting

Step 1: Click +Add Meeting Button



<u>Step 2</u>: Add Staff Attendees



lan Meetings				
STAFF (2 attended)	NON STAFF (0 attended)	MEETING DETAILS		
Add Staff				
Add staff members who	are participating in the meetin	gs.		Pole
Select			•	Kole
Search across district				
Staff Participants:				
✓ ATTENDED)		DED	
lossie	a Day Teacher		Rob Wilson Prine	cipal
Jessic				

Plan Meetings			
STAFF (2 attended)	NON STAFF (1 attended)	MEETING DETAILS	
Name			
Select			•
Kathleen Aaron			
Phillip Aaron			
ATTENDED)	*	
Kathleen Aaron Mother			

Plan Meetings Panel

Creating a New Meeting Continued

<u>Step 4</u>: Select the Meeting Date, Meeting Type, and add the Meeting Notes.

/19/2024	All Meeting Participants:
eting Type Ongoing	✓ Cara Bingham Adams Elementary
eting Notes 'aragraph B I Q E A A ^E × \mathscr{Q} E - := · III · III · III · III · III · · III · · III · <	- I Jessica Day Adams Elementary
Finalize Meeting	Rob Wilson 3 Schools
	Tim Green Adams Elementary
Ston 5. Click Savo	Kathleen Aaron Mother
<u>Step J</u> . Click Save.	Phillip Aaron Father
SAVE SAVE & CLOSE CANCEL	

Edupoint



Student Plan History Panel

- Linked list to current and past plans for the student.
- This list will include Plans from past grade levels.
- Use this panel to jump from one Plan to another.

student <mark>P</mark> lan Histo	ory						
Previous Plans							
							Q Search
Plan Name	Start Date	Туре	Area of Concern	Learning Gap	Intervention	Goal	Goal Status
Plan created on 2/28/2023	2/28/2023	Intervention	Anxiety	Stress	Time Off	TSWBAT	IN PROGRESS





Intervention Minutes Panel



Edupoint

Plan Attendance Grid						
						Q Search
Area Of Concern	Learning Gap	Intervention	Date	Absent	Minutes	Notes
٩	٩	Q	٩	(All)	- Q	۹
Reading	Nonsense Word Decoding	i-Ready	4/1/2024		30	
Reading	Nonsense Word Decoding	i-Ready	4/3/2024		30	
Reading	Nonsense Word Decoding	i-Ready	4/5/2024	~	0	Home sick.
Reading	Nonsense Word Decoding	i-Ready	4/8/2024		30	
Reading	Nonsense Word Decoding	i-Ready	4/10/2024	~	0	Was in the nurse's office.
Reading	Nonsense Word Decoding	i-Ready	4/12/2024	~	0	Left school early.
Reading	Nonsense Word Decoding	i-Ready	4/15/2024		30	
Reading	Nonsense Word Decoding	i-Ready	4/17/2024		30	
				Sum: 3	Sum: 150	



Intervention Minutes Panel | Plan Attendance Grid







Documents Panel

Upload and categorize any relevant documents to the student's progress!

- Organize documents by selecting a File Type.
- Choose to make specific documents visible by parents and/or students via PVUE and/or SVUE.
- Keyword Search to pull specific documents.

		Choose a	File Type					
		File type: Parent Prov Language C	ided 🔹					
Documents ◆ UPLOAD DOCK	UMENT	Outside Eva Parent Prov Parent/Gua Student Ob Supporting	Language Checklist Outside Evaluation/Assessment Parent Provided Parent/Guardian Conference Student Observation Supporting Document				Q Se	arch
Owner	Resource	Document Info			Visibility	(
		Туре	Name	Description	Parent	Stud	Teac	
2/28/2023 Admin User	8.png 9 KB	Language Checklist	MTSS Plan Document	Uploaded: 2/28/2023 1:25:42 PM	~	~	~	Edit Delete

Progress Monitoring Panel | Goal Info Tab Activating the Progress Monitoring Graph

Step 1 > Enter Baseline and Target Scores

- **Baseline** Where did the student start?
- **Target** Where do we want the student end up?
- Save Don't forget to click the green SAVE button.

Step 2 > Record Baseline Score in Record Progress Section

Data Point
 Enter the Baseline set

Enter the Baseline score again to establish progress line

Date
 Select the start date of the goal

• Save

Don't forget to click the green SAVE button.

Once the graph is activated, you can continue entering data points in the **Record Progress Section**. Just select the date and Data point value and click SAVE!



•	TSWBAT sound out and read	d short a nonsense words 18/20 times.	
	- Collapse Goal Detail BaseLine Score 3 Notes	Target Score 18	
	Goal Status ★ NOT MET - IN PROGRESS ★ GOAL MET		
ne.		TSWBAT sound out and read short a nonsense words 18/20 times.	
	-		
) J	-		
	Record Progress: Data Point 3	Date 3/20/2024	
	Comment		+ SAVE

Progress Monitoring Panel | Quick Entry Tab Entering Multiple Data Points at Once

Step 1 > Click on the Quick Entry tab.
Step 2 > Select dates using the Calendar icon.
Step 2 > Enter scores/comments all at once
Step 2 > Click the green save button.

Extras!

Attach a document with **the File** icon. Delete points with the **Trash Can** icon.

SWBAT tal	ke br	eaks to help with str	ess	in 50% of opportunit
• 🔶				5
Date	Score	Notes		
02/28/2023 - Tu	0			
03/01/2023 - We	3		D	
03/06/2023 - Mo	10		D	1
03/08/2023 - We	12		۵	II
03/10/2023 - Fr	15		D	Î
03/13/2023 - Mo	20		D	Ĩ
03/14/2023 - Tu	22			ii .
03/16/2023 - Th	25		D	Ĩ
03/21/2023 - Tu	27		D	Ĩ
03/22/2023 - We	30			1
03/24/2023 - Fr	35		۵	ii .
03/27/2023 - Mo	35		۵	Ĩ
03/ <mark>2</mark> 8/2023 - Tu	25	Had a hard time realizing she was stressed.	2	
03/29/2023 - We	40			ii -
03/30/2023 - Th	40		۵	Ĩ
03/31/2023 - Fr	41		D	-

Once the Baseline and Target score have been established and data points have been entered, you will see your Progress Monitoring Graph showing your student's growth!

TSWBAT sound out and rea 3/20/2024 - 4/20/2024	d short a nonsense words 18/20) times.	
- Collapse Goal Detail BaseLine Score	Target Score	Meeting Day(s)	
3	18		
Notes			
SAVE			
Goal Status	TSW	'BAT sound out and read sh	ort a nonsense words 18/20 times
Goal Start	134	brit sound out and read sh	Goal End
20 15 10 5 - 3 3	8	7	
0	25	April TARGET GO	AL PROGRESS

Progress Monitoring Panel

Recording a Goal Status

Once a student completes a goal, you can record a Goal Status by selecting NOT MET or GOAL MET







Progress Monitoring Panel | Progress History

Record Progress:		
Data Point	Date	To concern a music successful of all
	4/22/2024	To access a running record of all
Comment		data points, click on the
		Progress History at the very
		bottom of the screen.
+ Progress History		





Progress Monitoring Panel | Progress History

Record Progress:		
Data Point	Date	To concern a music successful of all
	4/22/2024	To access a running record of all
Comment		data points, click on the
		Progress History at the very
		bottom of the screen.
+ Progress History		





Progress Monitoring Panel | Progress History



In Progress History, you can... Attach a document. Add or edit existing comments. Edit point values/dates. Delete data points. Access the Audit Log.



Plan Outcome Panel

There are three reasons you would come to the Plan Outcome Panel.

1. Update the team with a **Plan Status**.

Plan Outc	ome					
Plan Status						
Status Date: *	2/8/2024					
Status: *	Select					
Notes:	Attendance affecting pr	ogress				
	Behavior affecting progress					
Submit	Check-in					
Submit	Making progress					
	Possible modification needed					
Status H	s History					
Status Date	Reviewed By	Responses	Notes			
02/08/2024	Admin User	Attendance affecting progress	Having a hard time retaining any new content due to attendance.	Delete		





Plan Outcome Panel

There are three reasons you would come to the Plan Outcome Panel.

2. Flag the Plan for **Continuation**.

Plan Outcome	
Plan Status	
Plan Continuation	
Flag this plan for continuation review.]





Plan Outcome Panel

There are three reasons you would come to the Plan Outcome Panel.

3. Record a Plan Outcome and Exit a Student from their Plan

Record Plan Outcome for : Christian Alcaide	
0 Goals	
Plan Outcome	
Outcome Date	
2/8/2024	
Intervention Outcome	
Goal(s) Met	~
Outcome Action	
select	~
Notes	
✓ RECORD OUTCOME	





Print/Email Report Panel

1.



Questions?





Single Student Plans Vs. Multi-Student Plans How are the panels affected when multiple students are added?

Multi-Student Plans are the same as Single Student Plans, with some variances.

Let's go through each Panel and identify the differences!

MTSS Plan			
Plan Name			
Sight Word Recognition Top 100			
Plan Type			
Tier 2			
Created By			
User, Admin			
Search across district			
Case Manager			
Berriz, Cynthia			
Search across district			
Plan Length In Weeks			
1 2 3 4 5 6 7 8 9	10 11 12 13 14 15	16 CUSTOM Year Long	
Start Date		End Date	
1/1/2024		6/21/2024	
Add Student(s) Search by name or student id			
Select			
Add multi-students by SIS number			
Students:			
Theresa Aaron Grade 01 plan history	Aa	IFON HUGSON Grade 01 n history ed by Travis McKenna on 10/6/2020	
	Dia pla add	ane Solis Grade 01 n history ed by Travis McKenna on 10/6/2020	Syne



Single Student Plans Vs. Multi-Student Plans Background Information Panel



When focused to the **Background Information Panel**, you will need to focus to a student's individual **Student Tab** to view their information.





Single Student Plans Vs. Multi-Student Plans Staff Participants Panel

	MTSS Plan	ALL STUDENTS	💄 Theresa Aaron 🌲	👤 Aaron Hudson 🌲	💄 Diane Solis 🌲
4	Background Information				
8	Staff Participants	Staff Participants			
0	Area of Concern	Dian Created By:			
\odot	Plan Meetings	Admin Lis			
0	Student Plan History	District Wide			
\checkmark	Intervention Minutes	subscribe to	notifications		
0	Documents	Additional Staff Add stakeholders who are rea	quired in the plan but aren't add	ressing the concern directly.	Typically a principal or a counsel
ŵ	Progress Monitoring	Additional Staff			
₿	Plan Outcome	Select			,
B	Print/Email Report	□ Search across district			
		Participants:			
		Cara Bing Adams Elem	ham Teacher entary notifications	Jessica Adams El	Day Teacher ementary se to notifications

When focused to the **Staff Participants Panel**, you will need to focus to the **ALL STUDENTS Tab**. The staff members added here will be the team members for ALL students on the Plan.

Single Student Plans Vs. Multi-Student Plans Area of Concern Panel

🗇 MTSS Plan	ALL STUDENTS L Theresa Aaron Aaron Hudson L Aaron Hudson L Diane Solis
→ Background Information	
Staff Participants	collapse / expand detail
Carea of Concern	Area of Concern
O Plan Meetings	Reading
🗁 Student Plan History	+ detail
 ✓ Intervention Minutes 	Learning Gap
Documents	Letter-Word Identification
ි Progress Monitoring	+ detail
E Plan Outcome	Intervention
🖶 Print/Email Report	Read 180
	Goal: By the end of the plan TSWBAT identify 80% of the sight words included in the grade level set.

When focused to the **Area of Concern Panel**, you will need to focus to the **ALL STUDENTS Tab**. The students are on the same Plan because they are working on the same learning goals.

Single Student Plans Vs. Multi-Student Plans Plan Meetings Panel



When focused to the **Plan Meetings Panel**, you will need to focus to a student's individual **Student Tab** to schedule and view their Plan Meetings.





Single Student Plans Vs. Multi-Student Plans Student History Panel

Ö	MTSS Plan	ALL STUDENTS	Aaron Hudson Air Diane Solis
4	Background Information		
Q	Staff Participants	Student Plan History	
0	Area of Concern		
O	Plan Meetings	Student Plan History	
Ð	Student Plan History	Click on a student to show details	
~	Intervention Minutes	Theresa Aaron Grade 01 2 Other Plans	Aaron Hudson Grade 01 0 Other Plans
0	Documents	plan history	plan history

When focused to the **Student History Panel**, you will need to focus to a student's individual **Student Tab** to view their individual histories.





Single Student Plans Vs. Multi-Student Plans Intervention Minutes Panel

Ö	MTSS Plan	ALL STUDENTS	Aaron 🖣 💄 Aaron Hudson 🖣 💄 Diane Solis 🖣
$\stackrel{-\diamond}{\leftarrow}$	Background Information		
Do	Staff Participants	Attendance Date	Reading Letter-Word Identification
0	Area of Concern	4/23/2024	Read 180
O	Plan Meetings		By the end of the plan TSWBAT ide
6	Student Plan History		HOSEIR MINUES
~	Intervention Minutes	Aaron Hudson	✓ 0
D	Documents	Total Absences: 2 Total Intervention Time: 0 min	Notes
$\stackrel{\frown}{\simeq}$	Progress Monitoring		Absences: 2
88	Plan Outcome		Intervention Time: 0 min
B	Print/Email Report	Diane Solis	30
		Total Absences: 0 Total Intervention Time: 1 hr	Notes

The **Plan Meetings Panel** allows you to access the **ALL STUDENTS Tab** <u>and</u> the individual **Student Tab**.





Single Student Plans Vs. Multi-Student Plans Intervention Minutes Panel

Ö	MTSS Plan	ALL STUDENTS	💄 Theresa Aaron 🗮	💄 Aaron Hudson ╇	🙎 Diane Solis ╇
$\overrightarrow{\Phi}$	Background Information	Please access ALL STUDENTS tab to enter attendance for multi-student plans.			
8	Staff Participants				
0	Area of Concern	Area Of Concern	Learning Gap		Intervention
.5		٩	٩ ٩		٩
0	Plan Meetings	Reading	Reading Letter-Word Identification		Read 180
6	Student Plan History	Reading	Letter-Word Ider	ntification	Read 180
~	Intervention Minutes	Reading	Letter-Word Ider	ntification	Read 180
β	Documents	Reading	Letter-Word Ider	ntification	Read 180

Focus to the individual **Student Tab** to view each student's attendance history.





Single Student Plans Vs. Multi-Student Plans Documents Panel

Ő	MTSS Plan	ALL STUDENTS	1 Theresa Aaron	Aaron Hudson	L Diane Solis
4	Background Information				
Do	Staff Participants	Documents			
0	Area of Concern				
\odot	Plan Meetings	Student Documents			
\bigcirc	Student Plan History	Click on a student to show	details		
\checkmark	Intervention Minutes	Theresa 1 documen	Aaron Grade 01		Aaron Hudson Grade 01 0 documents
C	Documents	plan history	/		plan history

Focus to the individual **Student Tab** to add, view, and update the visibility for each of the students' specific documents.





The Progress Monitoring Panel allows you to access the ALL STUDENTS Tab <u>and</u> the individual Student Tab.

Ö	MTSS Plan	ALL STUE	ENTS	Theresa A	aron 🗭	1 Aaron H	ludson 🏯	1 Dian	e Solis 🗭							٦
$\overline{\mathbb{A}}$	Background Information															
Do	Staff Participants	Progress N	Monitoring													
0	Area of Concern	Group Plan Prog	ress Chart													
\odot	Plan Meetings	Students in D														
0	Student Plan History	Select Student to	Enter Progress Da	ta												
\checkmark	Intervention Minutes		Theresa Aaron	Grade 01			Aa	aron Huds	ON Grade 01				Diane So	O <mark>lis</mark> Grade 0	1	
D	Documents		Goal			1 and	1 C	Goal					1 Goal	RESS		
☆	Progress Monitoring			/	~				/	~						
B	Plan Outcome		BY THE END OF TH IDENTIFY 80% (WORDS INCLUDE)	E PLAN TSWB	AT DE			BY THE END O IDENTIFY & WORDS INCL	OF THE PLAN TO 0% OF THE SIG UDED IN THE G	SWBAT SHT RADE			BY THE IDEN WORDS	END OF THE PI TIFY 80% OF THE INCLUDED IN	LAN TSWBAT HE SIGHT THE GRADE	
₿	Print/Email Report	F	LEVEL Ian history	SET.		plan history							plan history			
		Progress Ent	ry													
		By Date	Ву	50al												
		Select		•												
			Baseline	Target	01/26/202	01/30/202	02/01/202	02/06/202	02/08/202	02/13/202	02/15/202	02/20/202	02/22/202	02/27/202	02/29/202	03,
					SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	
									No d	ata						
		SAVE														





	🛗 MTSS Plan	@ ALL STUDENTS 1 Theresa Aaron 4 1 Aaron Hudson 4 1 Diane Solis	
	a Background Information		
	Staff Participants	Progress Monitoring	If you accoss
	Area of Concern	Record Goal Progress for: Theresa Aaron	II you access
	🖒 Plan Meetings	1 Goal Reg Date: 01/01/0024 _08/01/2024	Progress
	Student Plan History	Pian Dates, 01101/2024 - 00121/2024	TTOGTCSS
	 Intervention Minutes 	Goal Info Quick Entry Import Progress Monitoring	 Monitoring
	Documents	By the end of the plan TSWBAT identify 80% of the sight words included in the grade level se	
	分 Progress Monitoring	1/1/2024 - 8/21/2024	through the
	岩 Plan Outcome	- Collapse Goal Detail	
	🖨 Print/Email Report	BaseLine Score Meeting Uay(5) 5 80	Individual
		Notes	Student Tab
			Student lab,
			vou can enter
		SAUE	you can chici
			 data the exact
		Goal Status	
			same way as
		By the end of the plan TSWBAT iden	
		Goal Start 100 T	you would for
		80 -	a Singlo
		ω -	a single
		40 -	Student Plan
caupoint		29 Feb 5 12 19 26 Mar 4 11 18 25	



If you access **Progress Monitoring** through the **ALL STUDENTS Tab**, you can enter data for all of the students on the Plan at once!



ė	MTSS Plan	Q ALL ST	UDENTS	1 Theresa Aa	aron 🗭	Aaron Hudso		🙎 Diar	e Solis 🐥	
÷	Background Information									
g	Staff Participants	Progress	s Monitori	ng						
0	Area of Concern	Group Plan Pr	ogress Chart							
O	Plan Meetings	Students in	Plan							
Ð	Student Plan History	Select Studen	t to Enter Progre	ss Data						
~	Intervention Minutes		Theresa Aa	ron Grade 01			Aa	aron Huds	ON Grade 01	
0	Documents	No.	1 Goal	s		1. Star	1 0	Boal PROGRESS		
쇼	Progress Monitoring				0				/	
罟	Plan Outcome		BY THE END IDENTIFY WORDS INC	OF THE PLAN TSWB/ 80% OF THE SIGHT LUDED IN THE GRAD	E			BY THE END (IDENTIFY WORDS INCL	OF THE PLAN T 88% OF THE SIG UDED IN THE G	SW SH SR
9	Print/Email Report		plan history	LEVEL SET.			pla	in history	EVEL SET,	
	You can enter data points two different	Progress E By Da	intry te	By Goal						
	ways		Bas	eline Target	01/26/202	01/30/202 02/0	1/202	02/06/202	02/08/202	0
	By Date	[SCORE	SCORE	CORE	SCORE	SCORE	
	or By Goal	SAVE								

Entering Data for multiple students By Date

- 1. Load dates by selecting them from the **calendar icon**.
- 2. Choose the *date* you want to enter scores for from the **dropdown menu**.
- 3. The students' **Baseline and Target Scores** will always be listed for your reference.
 - 4. Enter the students' scores for the selected date in the **SCORE Column**.

				-	5. Click the green SAVE button.	
		02/20/2024	×	6.	Select a new date and repeat the same steps!	
		02/22/2024	×	0.		
		02/27/2024	×			
Progress Entry		02/29/2024	×			٦
By Date	By	03/05/2024	×		Add a date	1
		03/07/2024	×			
03/05/2024	-	03/05/2024				7
	By the end of	the plan TS	SWBAT i		Click on the Gear to adjust certain preferences:	
	Baseline	Target	SCORE		- Show or hide Comment field	
Theresa Aaron	5	80	45		- Enable or disable autofill feature.	
Aaron Hudson	10	80	40		Ascending Dates	
Diane Solis	5	80	L		Show Comments	
SAVE					Enable Auto-Fill	

Entering Data for multiple students By Goal

- 1. Load dates by selecting them from the **calendar icon**.
- 2. Choose the *goal* you want to enter scores for from the **dropdown menu**.
- 3. The students' **Baseline and Target Scores** will always be listed for your reference.
 - 4. Enter the students' scores for the selected dates in the **SCORE Column**.
 - 5. Click the green **SAVE button**.
- 6. If there are multiple goals for the student, select the next goal and add the data by repeating steps 1-5!

Progress Entry									lick on the	Gear to a	diust certa	in preferer	nces:	Enabl	e Auto-Fill		
By Date	- By Go	al							- Adjust date - E	es to show as - Show or hic nable or disa	cending to d le Comment ble autofill fe	escending da field eature.	ates	⇒* [Add a date		C
By the end of the p	lan TSWBAT	-															5
	Baseline	Target	01/26/202	01/30/202	02/01/202	02/06/202	02/08/202	02/13/202	02/15/202	02/20/202	02/22/202	02/27/202	02/29/202	03/05/202	03/07/202	03/08/202	
			SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE							
Theresa Aaron	5	80	5				10				10				20		
Aaron Hudson	10	80	10				10				20				25		
	100		100														

Single Student Plans Vs. Multi-Student Plans Plan Outcome Panel

Ö	MTSS Plan	ALL STUDENTS Theresa Aaron	👤 Aaron Hudson 🐥
₽ 	Background Information		
Do	Staff Participants	Plan Outcome	
0	Area of Concern	Dian Status	
G	Plan Meetings	Plan Status	
6	Student Plan History	Plan Continuation	
\checkmark	Intervention Minutes		
0	Documents	Record Plan Outcome for : Theresa Aaron 1 Goal	
☆	Progress Monitoring		
8	Plan Outcome	Plan Outcome	
		Outcome Date	
日	Print/Email Report	4/24/2024	
		Intervention Outcome	
		select	
		Outcome Action	
		select	

Focus to the individual **Student Tab** to view/create a Plan Status for a student, Flag their Plan for Continuation, or Exit the student from the Plan by recording a Plan Outcome.

Single Student Plans Vs. Multi-Student Plans Print/Email Report Panel

Print/Email Report		×
Select student(s) select all		
Aaron Hudson Diane Solis Theresa Aaron		
Full Plan		•
Plan Printout Options		
MTSS Plan 🕷 Backgro Progress Monitoring 🕷	und Information * Area of Concern * Plan Meetings * Student Plan History * Intervention Minutes * Plan Outcome *	8
Notes	Text here will be attached to the report(Not Required)	
Email		
		Print

When you select the **Print/Email Report Panel**, the pop up will ask you to **choose which student(s)** you want to print the report for.

Questions?





Navigating to the Dashboard

PAD Tree

- 1. Select Synergy SIS
- 2. Select MTSS
- 3. Select MTSS Workflow



PAD Tree

- 1. Type MTSS Workflow into the Quick Launch
- 2. Select MTSS Workflow or hit enter





<u>Three Tabs</u> available on the MTSS Dashboard

MTSS Da	ashboa	rd 🗏
OPEN Interve	e <mark>nti</mark> on Plan (12)	✓ SETUP OFF
HAN FOCU	IS +	
Summary	Details	Analysis

Summary Tab

Shows the school breakdown of...

- Area of Concerns based on Exceeds, Meets, etc.
- Number of plans based on Plan Type.
- Clicking bars will filter the Dashboard







<u>Three Tabs</u> available on the MTSS Dashboard

MTSS Dashboard

Details Tab

Graphs break down MTSS Plans based on Plan Type by...

- Total Number of students
- Number of plans with an outcome
- Number of plans with a Successful Outcome
- Number of plans with a Negative Outcome

Shows Goal Progress based on...

- When the last progress monitoring data point entered is above the target line classified as Exceeds
- When the last progress monitoring data point entered is on the target line, classified as Meets
 - When the last progress monitoring data point entered is below the target line, classified as Does Not Meet.







Three Tabs available on the MTSS Dashboard









<u>Three Tabs</u> available on the MTSS Dashboard

MTSS Da	shboa	rd 🖪
OPEN Interver	ntion Plan (12)	SETUP OFF
E PLAN FOCUS	S 🕶	
	Details	Analysis

Details Tab

The data grid on the Dashboard can be manipulated in various

- Drag and drop column headers above the table to group grid records
- Filter by a column
- Add various columns with the column chooser
- Search the grid by keyword
- Export the manipulated grid
- Save grid to access at a later time



								CLEAD
								GRID PRESETS -
Drag a column heade	r here to group grid re	ecords					0 G Q	Search
School Y	Student Name	Student ELL Program	Student Ethnicity	Area of Concern 🍸	Learning	j Gap	T intervention	Plan Start Date
Q	Q	۹	Q	Q	9			Q
Grant Elementary	Rangel, Aaron		Hispanic	Math	Numb	Column Chooser	×	7/3/2023 12:00:00
Jefferson Elementary	Felker, Richard		Hispanic	Math	Numb	Student Gender		7/31/2023 12:00:00
Jefferson Elementary	Brown Henry		Asian	Math	Numb	Student Ethnicity	an Academy	7/31/2023 12:00:00
Hope High School	Spano Jessie		White	Reading	Readin	Student ELL Program	ad 180	7/10/2023 12:00:00
Hope High School	Davis Lisa		White	Reading	Readin	Skill Teacher Name	ad 180	7/10/2023 12:00:00
Adams Elementary	Solis, Diane		Hispanic	Reading	Letter		ad 180	1/1/2024 12:00:00
Adams Elementary	Hudson, Aaron		Asian	Reading	Letter-V	/ord Identification	Read 180	1/1/2024 12:00:00
Adams Elementary	Aaron, Theresa		White	Reading	Letter-V	Vord Identification	Read 180	1/1/2024 12:00:00
Hope High School	Davis, Douglas		White	Behavior	Impulsiv	rity	Zones of Regulation	7/3/2023 12:00:00
Hope High School	Burch, Brett		White	Behavior	Impulsiv	vity	Zones of Regulation	7/3/2023 12:00:00
Hope High School	Ashcroft, Steve		White	Behavior	Impulsiv	vity	Zones of Regulation	7/3/2023 12:00:00
Hope High School	Allen, Judith		Asian	Reading	Vocabul	ary	i-Ready	7/31/2023 12:00:00



<u>Three Tabs</u> available on the MTSS Dashboard

OPEN Interve	ntion Plan (12) -	SETUP OFF
	3	

Analysis Tab

The Pivot Table dashboard can be manipulated in various ways...

- On this tab you will find a pivot table that you are able to manipulate and see the data in a way that helps you analyze the data.
- Use the Field Chooser button to select different fields for your table.
- Fields will automatically populate into the Column Fields box.
- · Drag and drop the fields into a row or column
- Filter data fields by sorting and using the funnel icon.

																		CLEAR
																	★ GRID PRF	ESETS 🗸
Drop Filter Fields Here																	4	a d
Counselor Learning Gap Student Grade Student Ethnicity	Plan Length	n † T	Student Con	cern † T														
	*													Tot	al		2	
						Mat	h			Read	ing							
Minutes Per Session 1 Y Plan Type 1 Y Case Manager 1 Y	Counselor	Learning Gap	Student Grade	Student Ethnicity	Counselor	Learning Gap	Student Grade	Student Ethnicity	Counselor	Learning Gap	Student Grade	Student Ethnicity	Counselor	Learning Gap	Student Grade	Student Ethnicity	Counselor	Learnin Gap
• •	2	2	2	2					4	4	4	4	6	6	6	6	1	
► 10									1	1	1	1	1	1	1	1	2	
▶ 15																		
▶ 20					1	1	1	1					1	1	1	1		
▶ 30																		
Grand Total	2	2	2	2	1	1	1	1	5	5	5	5	8	8	8	8	3	

Questions?





Plan Continuation

Flagging a Plan for Continuation

You can flag a plan from the **Plan Continuation Screen** *These flags will be orange*

lag Plan	select all de	select all					
	Gr †1 🍸	Student 12 🝸	Plan Name	Plan Type 🛛 🍸	Start Y	End Y	Created By
	10	Alice Abernathy (997075)	EWS PLAN	Tier 2	4/2/2024	4/10/2024	Admin User
	10	Brett Burch (131791) 🏜	Behavior Intervention	Tier 2	7/3/2023	9/25/2023	Rob Wilson
	10	Carol Brady (903388) 💒	Behavior Skills	Tier 2	9/25/2023	11/6/2023	Rob Wilson
	10	Henry Del Rio (904819) 🏜	Behavior Skills	Tier 2	9/25/2023	11/6/2023	Rob Wilson
	10	Judith Allen (903040) 🚔	Vocabulary Recognition	Tier 2	7/31/2023	9/11/2023	Diane Furnisl
	10	Kathryn Saunders (903264)	Vocabulary Spelling	Tier 2	8/14/2023	10/9/2023	Diane Furnisł
	10	Kenneth Acunia (110412)	EWS PLAN	Tier 2	4/2/2024	4/10/2024	Admin User
	10	Matthew Sanders (904040)	Vocabulary Spelling	Tier 2	8/14/2023	10/9/2023	Diane Furnisl
	10	Phyllis Alger (149884)	EWS PLAN	Tier 2	4/2/2024	4/10/2024	Admin User

Plans **DO NOT** have to be flagged to be continued. You can flag a plan from the **Plan Outcome Panel** *These flags will be **purple***

TPlan Outcomebe⊡ Plan Statusbe□ Plan Continuationo be□ Plan Continuationo be□ Plan Continuation



Plan Continuation

Continuing (COPYING) a Plan

MTSS	S Plan Contin	nuation	R										MTSS	MTSS	C C 0
Flag Plans for Continuation		inuation	Receive & Cont	tinue Plans											
Pre	vious S <mark>cho</mark> ol Year F	olans	Current School Year	Fransfer Plans	Current So	chool Year I	Plans								
Copy Pla	n select all deselect all									Filter by Blank or U	Insuccessful Outcomes	Filter by Plan Flags	Clear Filters	Q Search	
	School 11	G r †2 T	Student 13 Y	Plan Name	Plan Type	Start T	End T	AOC	Learning Gap	Intervention	Goal	Outcome	Copied Plan	Continuer	Date T
	Hope High School	10	Alice Abernathy (997075)	EWS PLAN	Tier 2	4/2/2024	4/10/2024	Reading	Reading Comprehension	Lexia	erwae				
	Hope High School	10	Brett Burch (131791) 🎥	Behavior Intervention	Tier 2	7/3/2023	9/25/2023	Behavior	Impulsivity	Zones of Regulation	Student will have 4 or fewer outbursts per week.	Met goal and exited			
	Hope High School	10	Carol Brady (903388) 🏜	Behavior Skills	Tier 2	9/25/2023	11/6/2023	Behavior	Attention	Superflex	When STUDENT doesn't understand a written or oral direction, HE/SHE				

- Previous School Year Plans-Plans from the last school year will appear on this tab.
- Current School Year Transfer Plans-After a student with an MTSS Plan transfers schools within the district their plan will appear on this tab.
- Current School Year Plans-Plans from this school year will appear on this tab.





Plan Continuation

Continuing (COPYING) a Plan

Previous Progress Monitoring Available in the COPIED Plan through the **Progress Monitoring Panel** *and* the **Student Plan History Panel**.







Questions?



