



Synergy MTSS

CICO

Edupoint[®]

 **Synergy**[®]
Education Platform

Purpose/Agenda

Today we will be learning the Pieces of *MTSS Check In Check Out*:

1. CICO Enrollments

- Create a new enrollment
- Assign Goal and Group of Expectations
- Create schedule
- Progress monitoring through data entry screen
- Add Notes

2. CICO Data Dig

- Individual student reports
- Group reports
- CICO Dashboard
- CICO Reviews/Completing Enrollments

3. CICO Continuation

- Flagging an enrollment
- Copying a CICO into the next school year

4. TVUE Perspective

- Teacher access/security

5. Progress Report

- How to access/use

6. MTSS Workflow - Progress and Outcome Tabs

- Identifying open and closed CICO enrollments

The purpose of this training is to learn how to create, progress monitor, and analyze the data of CICO Enrollments.

What is CICO?



CICO is an intervention that aims to hold students accountable for their specified expectations.



CICO documents students' progress towards their behavior or academic goals on a daily basis.



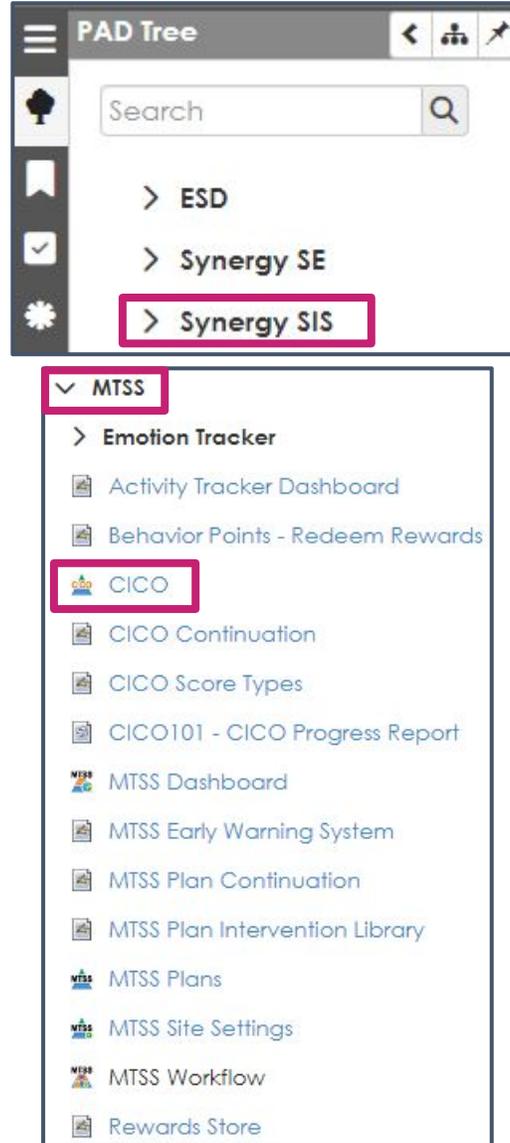
CICO provides data reports for both the individual student as well as reports for the overall group of CICO students.

Navigating to CICO

First, Navigate to the MTSS Check In Check Out Screen

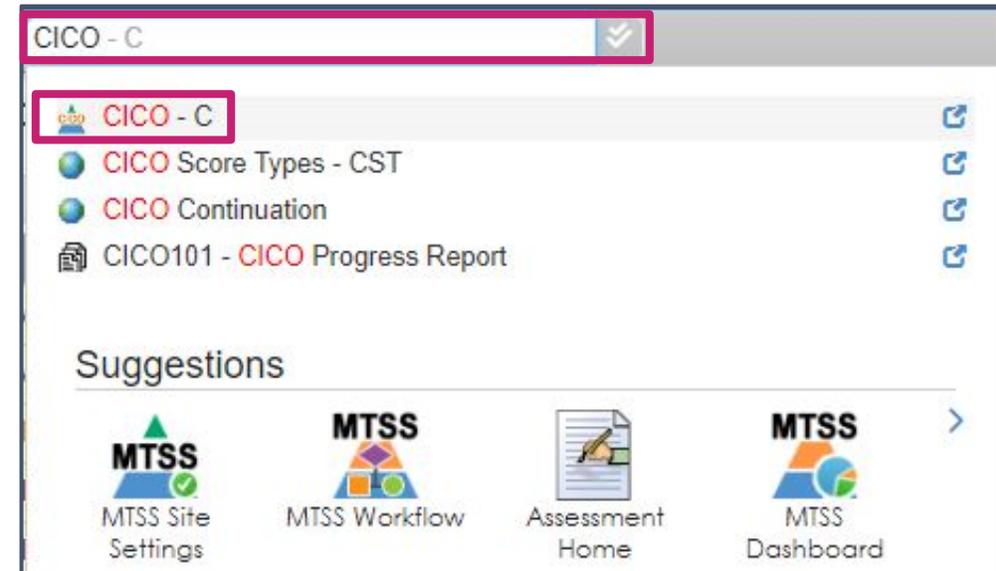
PAD Tree

1. Select Synergy SIS
2. Select MTSS
3. Select CICO



Quick Launch

1. Type CICO into the Quick Launch.



Creating a CICO Enrollment

CICO Check-In Check-Out

Dashboard Enrollment Reports

Search enrolled students... **enroll** Enroll Stepper

Goal %	Group	Expectations
 30 40 50 60 70 80 90 100	Decision Making	Analyzing situations, Identifying Reflecting, Solving Problems

Schedule: Custom | Person Responsible: Burch, Alexandra

1. Click on the **Enroll** button.
1. Complete the enrollment fields;
 - **Goal %**
 - **Group**
 - **Expectations**
 - **Start & End Date**

1. **Notes** are optional (can be made required)
1. Click the **Save** icon.

Need to Know
The default **Goal%** as well as the **Groups** and **Expectations** are configured by your District and can be specified by individual school and grade level!

Goal %: 80

Group: Standard

Expectations: Safe, Responsible, Respectful

Start: 4/22/2024

End: 5/17/2024

Apply a Template

Notes:

Aaron Ian (129442)

Creating a Schedule for a CICO Enrollment

Goal %

Group

Standard

Aaron Ian

Create Schedule

1. Click on the **Create Schedule** button.
1. Use one of the automatic selections;
 - **Use Bell Schedule**
 - **Use Sections**
 - **Use Subjects**
1. Use the **Custom Entry** option
 - **Type the label** you wish to use
 - Click the **Add** button.
1. Click the **Save** button.

CICO Schedule for Aaron Ian (129442)

Use Bell Schedule Use Sections Use Subjects

OR

Add Custom Entry... Add

Full Schedule Access	Permissions
Carpet Time	Permissions
Math Time	Permissions
Recess	Permissions

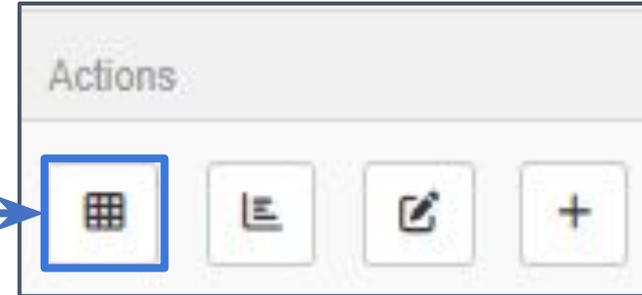
Save Close

Permissions Fields

- Staff members will need to have access through **PAD Security** *FIRST* in order to access any CICO Enrollments.
- Add staff members here **who will need access** to view/enter progress monitoring for the student's enrollment.
- If a staff member **already has access to the student** via their Class Roster, it is *NOT* necessary to add them to these permission boxes.

Progress Monitoring a CICO Enrollment

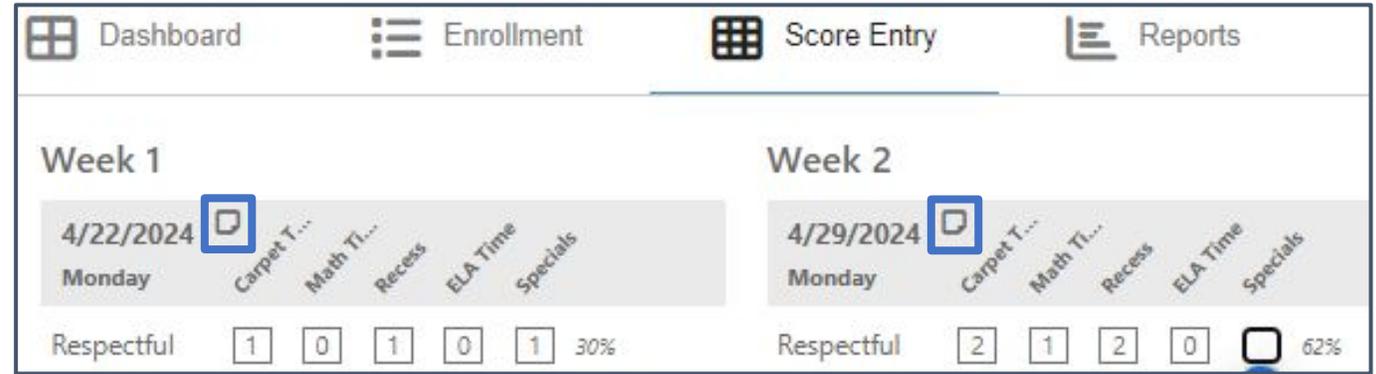
1. Click on the **Data Entry**  button.
1. Enter Scores for the corresponding date;
 - **Default Score Types** are **0** (0%), **1** (50%), **2** (100%)
 - Score Types are configured by each district
 - Score Types can be differentiated by school, grade level, and expectation type
1. See the **daily average score**.
1. See the average score by **Schedule**.
1. See the average score by **Expectation**.
1. This screen **Autosaves**.



	Dashboard	Enrollment	Score Entry	Reports		
Week 1						
4/22/2024 <input type="checkbox"/>						
	Monday	Carpet T...	Math Ti...	Recess	ELA Time	Specials
Respectful	1	0	1	0	1	30%
Responsible	2	2	1	2	2	90%
Safe	2	1	0	2	1	60%
	60%	83%	50%	33%	66%	66%
Week 2						
4/29/2024 <input type="checkbox"/>						
	Monday	Carpet T...	Math Ti...	Recess	ELA Time	Specials
Respectful	2	1	2	0	<input type="checkbox"/>	62%
Responsible	2	2	2	1	<input type="checkbox"/>	90%
Safe	2	1	2	2	<input type="checkbox"/>	90%
	82%	100%	66%	100%	50%	100%

Adding Notes to a CICO Enrollment

1. Click on the **Notes**  icon.
1. Enter the notes in the **Enter a new note** field.
1. Keep the note **private** for Synergy users only *OR* check the **Is Public** box to make the note viewable in PVUE and SVUE.
1. Click on the **Submit Note** button.
1. See **history** of past notes.
1. Other staff will be aware that a note has added with the **blue number** notification.



Dashboard Enrollment Score Entry Reports

Week 1 Week 2

4/22/2024  Carpet T... Math Ti... Recess ELA Time Specials

Monday

Respectful 1 0 1 0 1 30%

4/29/2024  Carpet T... Math Ti... Recess ELA Time Specials

Monday

Respectful 2 1 2 0  62%



CICO Notes

Enter a new note

Submit Note Is Public

Notes	Is Public	Created By	Entered On	
Ian had a hard time kee...	<input type="checkbox"/>	Rob Wilson	04/29/2024 12:12 PM	Edit Delete



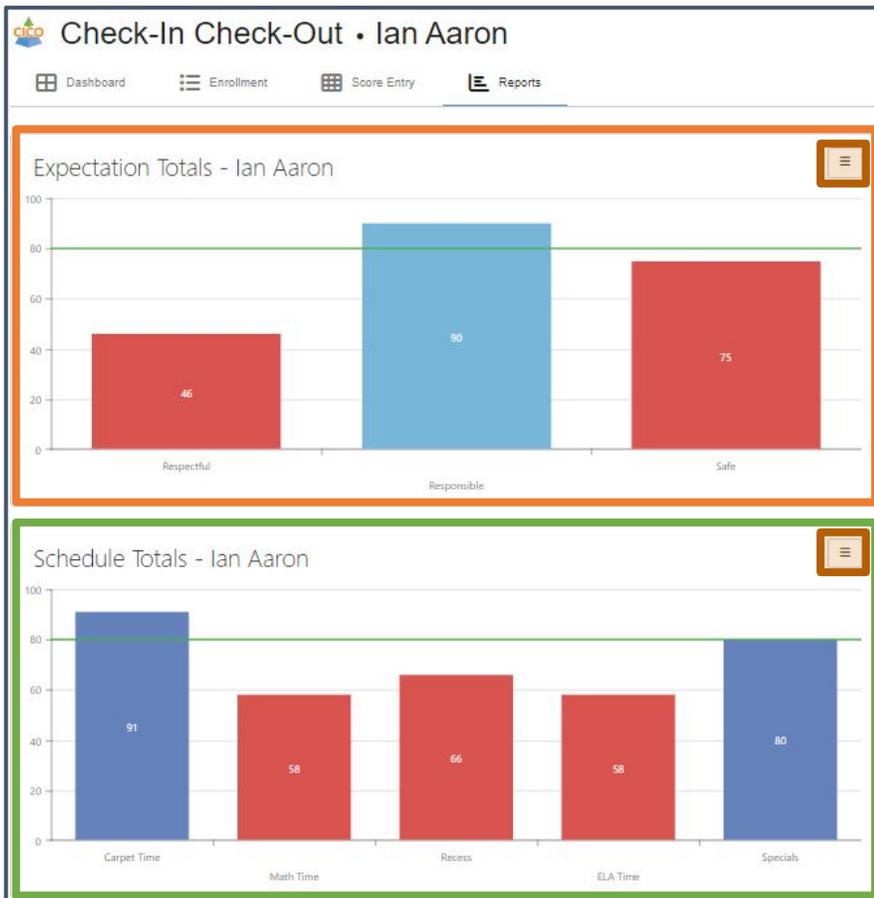
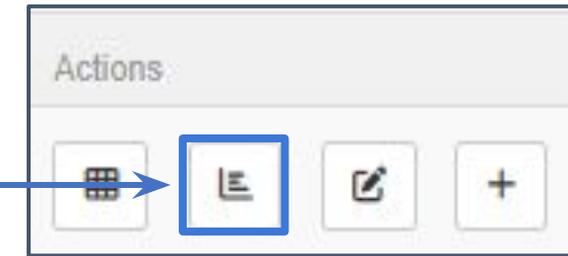
Week 1

4/22/2024  Carpet T... Math Ti... Recess ELA Time Specials

Monday

Individual Student Reports

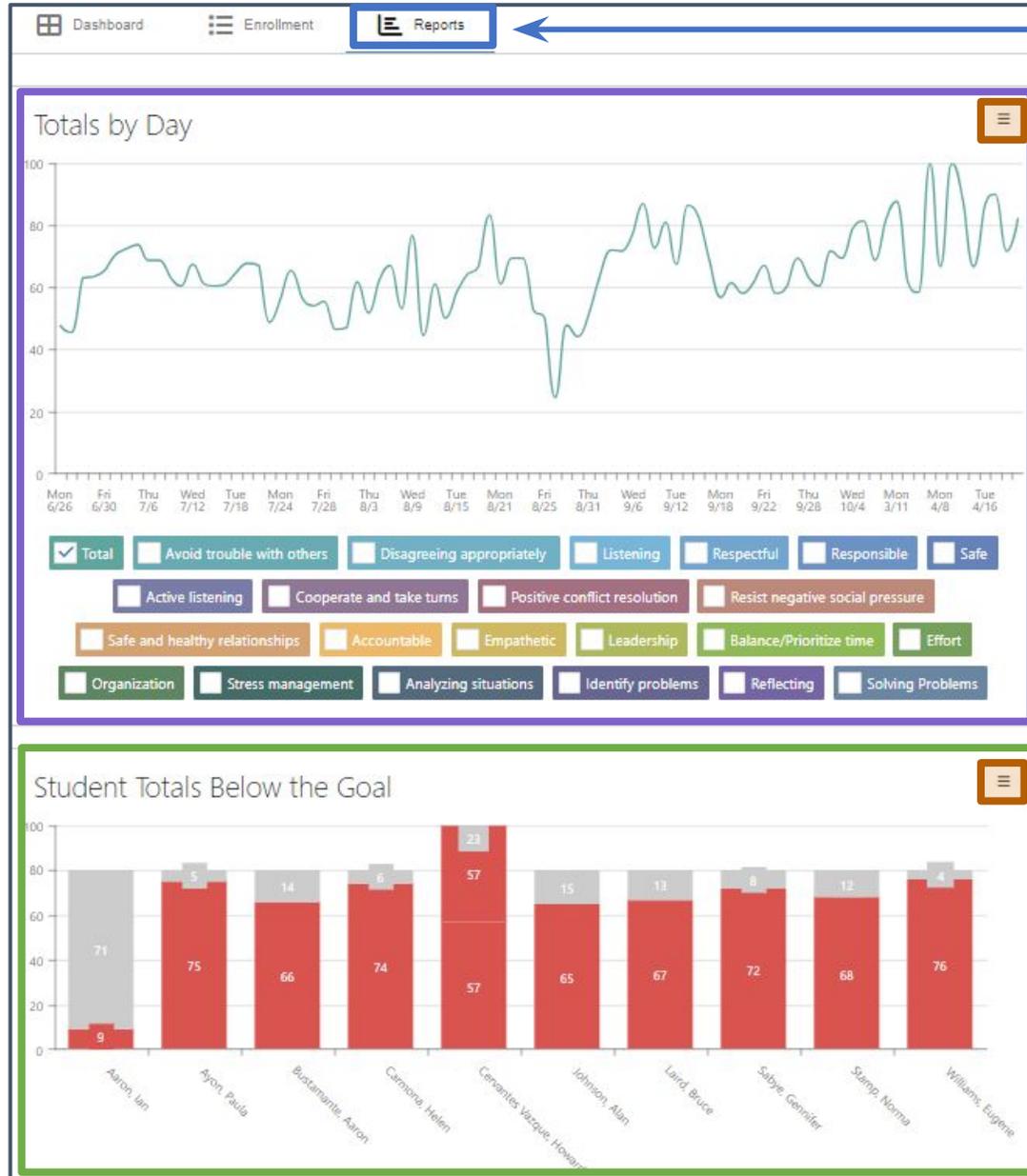
1. Click on the small **Bar Graph** icon to access a student's individual CICO Report.
1. **Expectation Totals Graph**
 - Compare a student's progress towards each of their Expectation goals.
1. **Schedule Totals Graph**
 - Identify the parts of the day a student may need extra support.
1. **Student Totals by Day Graph**
 - A trend graph showing the students daily average score for each day.
 - Compare the different expectations using the checkboxes below the graph.



*All graphs can be exported/printed by selecting the **Pancake Button** in the upper right hand corner*



Group Student Reports



1. Click on the small **Reports** tab to access data for all students enrolled in a CICO enrollment.

1. **Totals by Day Graph**

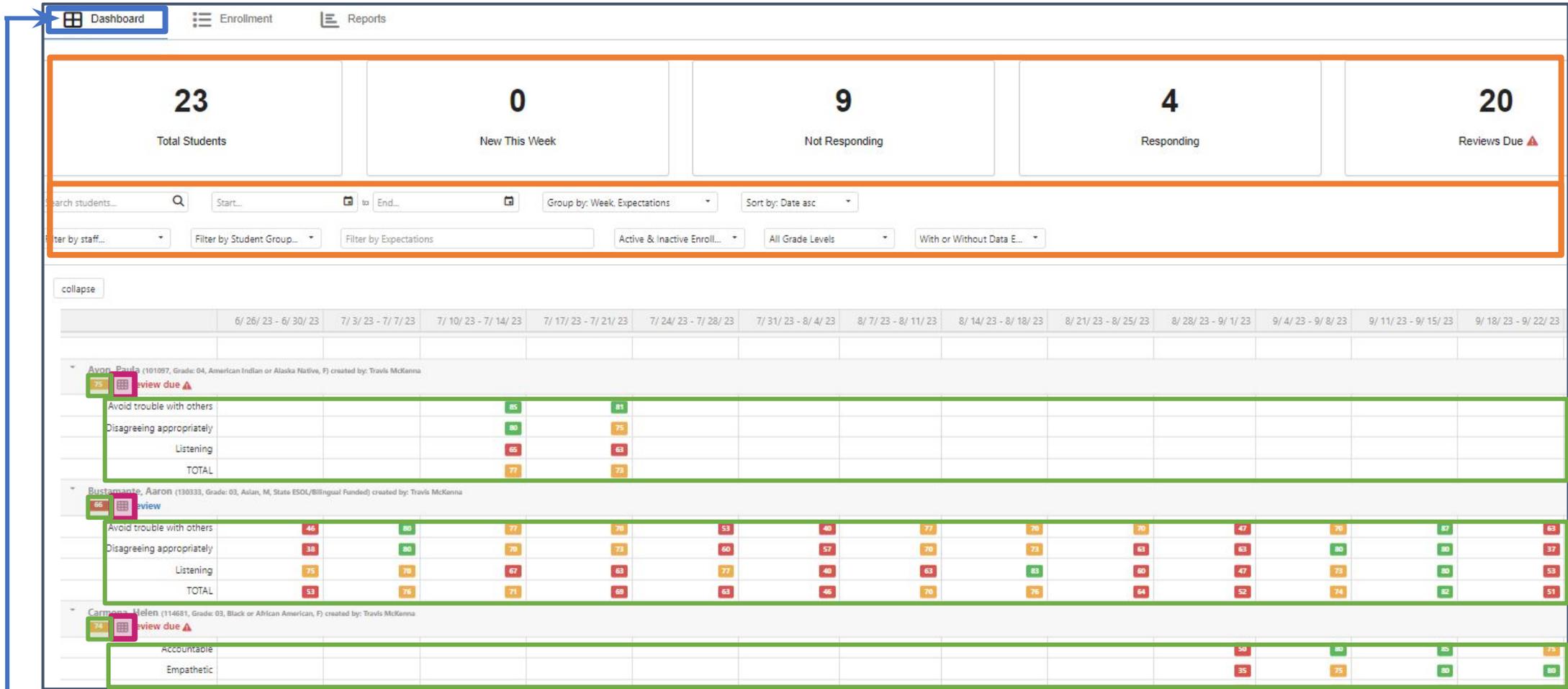
- Trend graph showing an average score of all students' daily averages.
- Select and compare specific expectations using the checkboxes below

1. **Student Totals Below the Goal**

- Shows all students who are currently below their CICO goal.

*All graphs can be exported/printed by selecting the **Pancake Button** in the upper right hand corner*

CICO Dashboard



1. Click on the small **Dashboard** tab to access the CICO Dashboard.
1. Use **Tiles** and **Filter Fields** to adjust the data in the table below.
1. See the average scores for each students' assigned **Expectations** as well as their **Total Daily Averages** and **Current Overall Score**.
1. Access an individual student's data by clicking on the **Data Entry** button next to their name.

CICO Dashboard | Reviews and Completing Enrollments

When a review for a CICO out is due, there will be a red **Review Due** button below the student's name.

Johnson, Alan (158343, Grade: 03, Black or African American, M) created by: Natalie Carroll

65 **review due** ⚠️

Respectful	50	73
Responsible	48	60
Safe	65	73
TOTAL	54	68

CICO Review

Johnson, Alan

Review Date: * 4/30/2024

Responses: * Remove from plan ✕

Notes: Alan will be moved to a Tier 3 MTSS Plan to better support his behavior progress

Complete:

Submit

History

Review Date	Responses	Notes
No data		

1. Click on the **Review Due** button.
1. A Pop Up window will show. Complete the fields...
 - **Review Date**
 - **Responses** (multiselect)
 - **Notes** (optional)
1. Click the blue **Submit** button
1. The review will then become a part of the review **History**.
1. If you wish to exit a student from their CICO enrollment, check the **Complete** box before clicking **Submit**.

Flagging CICO for Continuation

There are two places to Flag a CICO Enrollment for **Continuation**

From the **CICO Continuation** Screen

1. Check the box in the **Flag CICO** column.
1. Click the blue **Flag Students for Continuation**.
1. Enrollments flagged from this screen will be **ORANGE**.

Flag for Continuation Receive & Continue

Flag CICO select all deselect all

	Student	Grade	Expectations
<input checked="" type="checkbox"/>	Bustamante, Aaron	03	Avoid trouble with ot
<input checked="" type="checkbox"/>	Carmona, Helen	03	Accountable, Empath
<input checked="" type="checkbox"/>	Cervantes Vazque, Howard	03	Respectful, Responsi
<input type="checkbox"/>	Doodart, Fiffer	03	Avoid trouble with ot
<input type="checkbox"/>	Johnson, Alan	03	Respectful, Responsi
<input type="checkbox"/>	Laird, Bruce	03	Avoid trouble with ot
<input type="checkbox"/>	Sabye, Gennifer	03	Respectful, Responsi
<input type="checkbox"/>	Sims, Danie	03	Analyzing situations,
<input type="checkbox"/>	Stamp, Norma	03	Respectful, Responsi
<input type="checkbox"/>	Williams, Eugene	03	Active listening, Coop Safe and healthy rela
<input type="checkbox"/>	Aaron, Ian	04	Balance/Prioritize tim
<input type="checkbox"/>	Aaron, Ian	04	Respectful, Responsi
<input type="checkbox"/>	Ayon, Paula	04	Avoid trouble with ot
<input type="checkbox"/>	Aaron, Susan	K	danielle test, Respect

Flag Students for Continuation

From the **CICO Enrollment** Screen

1. Click the **Edit** button.
1. Check the **Flagged for Continuation** box.
1. Click the **Save** button.
2. Enrollments flagged from this screen will be **PURPLE**.

80 Standard x Respectful x Responsible x 4/22/2024

Safe x

Schedule: Custom | Person Responsible: Wilson, Rob | **Flagged for Continuation:**

Notes:

Notes

Ian Aaron
(129442)
RFS

Copying a CICO from CICO Continuation

1. From the CICO Continuation screen, click on the **Receive and Continue** tab.
1. Copy Plans from the **Previous School Year** tab or from the **Same School Year Tab**.
1. Check the plans you wish to copy in the **Copy Cico** column.
1. Click the blue **Copy Selected Plans for Continuation** button at the bottom of the screen.
1. Access the copied enrollment by clicking on the link in the **Copied CICO** column.

The screenshot displays the CICO Continuation interface. At the top, there are two tabs: "Flag for Continuation" and "Receive & Continue". Below the tabs, there are two filters: "Previous School Year CICO's to Copy" and "Same School Year CICO's to Copy". The main area is a table with columns for "Copy Cico", "School", "Student", "Grade", "Expectations", "Previous CICO", "Goal %", "Avg. Score %", "Start", "End", "Created By", and "Copied CICO". The "Copy Cico" column has checkboxes, and the "Copied CICO" column has "open" links. A blue button at the bottom reads "Copy Selected CICO's for Continuation".

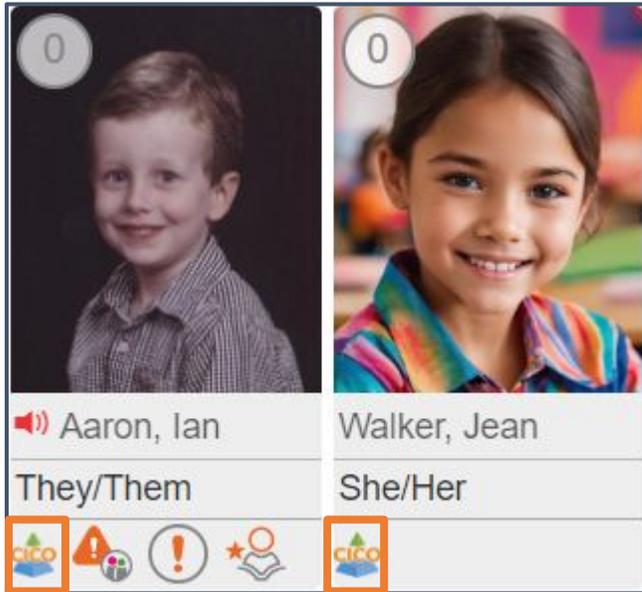
Copy Cico	School	Student	Grade	Expectations	Previous CICO	Goal %	Avg. Score %	Start	End	Created By	Copied CICO
	Adams Elementary	Bustamante, Aaron	03	Avoid trouble with others, Disagreeing appropriately, Listening	open	80	65	6/27/2023	10/30/2023	McKenna, Travis	open
	Adams Elementary	Carmona, Helen	03	Accountable, Empathetic, Leadership, Respectful	open	80	73	7/31/2023	10/27/2023	McKenna, Travis	open
	Adams Elementary	Cervantes Vazque, Howard	03	Respectful, Responsible, Safe	open	80	56	7/10/2023	10/6/2023	McKenna, Travis	open
<input checked="" type="checkbox"/>	Adams Elementary	Doodart, Fiffer	03	Avoid trouble with others, Disagreeing appropriately, Listening	open	80	83	8/8/2023	12/1/2023	McKenna, Travis	
<input checked="" type="checkbox"/>	Adams Elementary	Johnson, Alan	03	Respectful, Responsible, Safe	open	80	64	6/26/2023	11/24/2023	Carroll, Natalie	
<input checked="" type="checkbox"/>	Adams Elementary	Laird, Bruce	03	Avoid trouble with others, Disagreeing appropriately	open	80	66	6/26/2023	11/10/2023	McKenna, Travis	

CICO | Teacher's Perspective

Teachers can access CICO 3 different ways from TVUE
(depending on their security access)

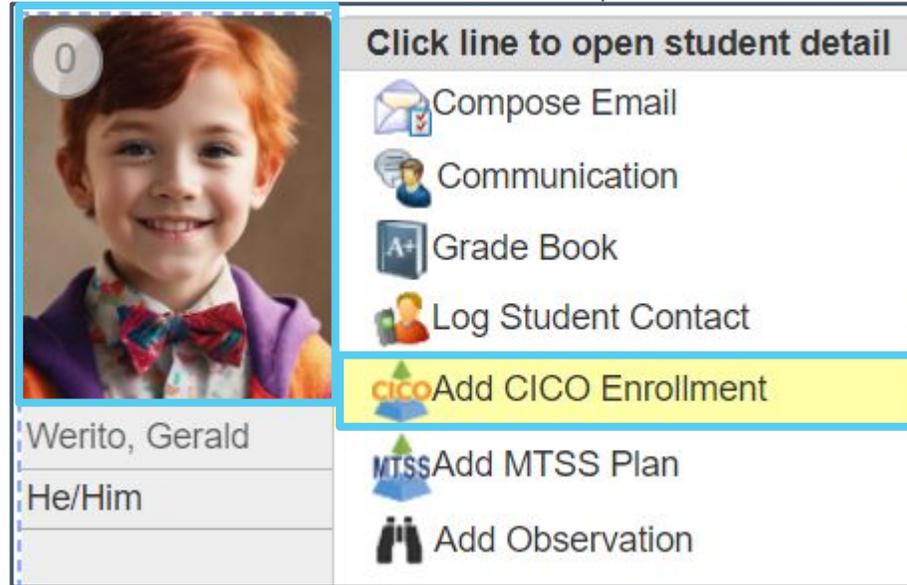
1. From the **CICO Icon**

If students are already enrolled in a CICO, this icon will show from the start date identified, and disappear once the end date is reached.



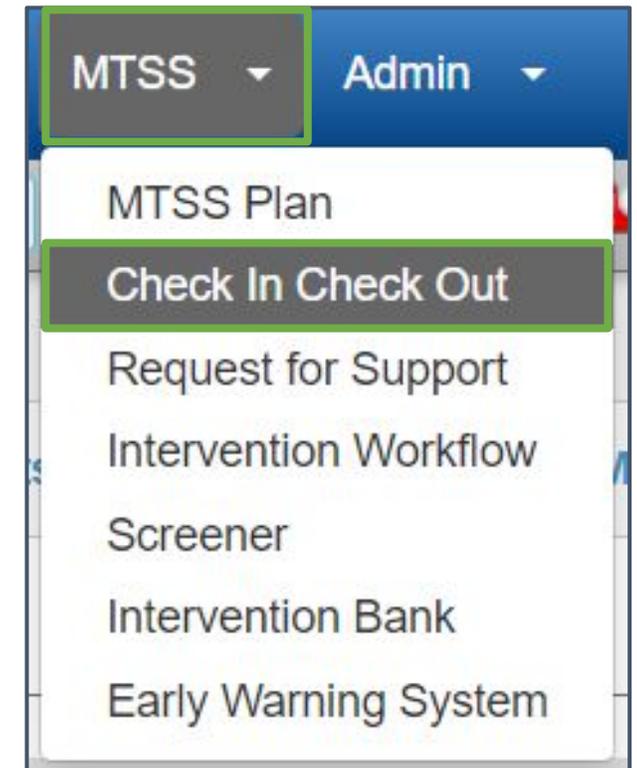
2. From the Student **CICO Pop Out Menu**

If teachers are granted access to create CICOs, they will be able to create a CICO for a student directly from their student picture.



3. From the **MTSS dropdown menu**

Teachers can access to view, edit, and create CICOs for their rostered students from here (depending on their security access).



Levels of Access

'Full Access' = Ability to create, edit, and progress monitor a student's CICO

'Progress Monitoring' = Ability to progress monitor *only*

'View Only' = Ability to view enrollments but *not able* to edit, create, or progress monitor

CICO | PVUE and SVUE

Districts/Schools have the option to allow Parents and Students to see CICO data through **ParentVUE** and **StudentVUE**.

1. Accessed through the **MTSS Panel**.
1. View all available **CICO Enrollments**.
1. Adjust the data shown by **Week**.
1. See the breakdown of **Scores** by **Expectation** or by **Schedule**.
1. Option of a Graph by **Totals** or by their daily **Trends**.

The screenshot displays the Edupoint School District MTSS interface. The user is logged in as Ian Adams Elementary (ID: 129442). The interface includes a navigation menu on the left with options like Home, Synergy Mail, Calendar, Assessment, Online Resources, Attendance, Class Schedule, Class Websites, Conference, Course History, Course Request, Discipline, Fee, Grade Book, MTSS, Health, Report Card, School Information, Student Info, Special Ed, Digital Locker, Test History, Course Plan, and Documents. The main content area shows the MTSS section with links for Emotion Tracker, MTSS Plans, Check In Check Out, and Behavior Points. The Enrollments section is set to 4/22/2024 - 5/17/2024 (id: 99). The Scores section is set to Week 2 (5/1/2024 thru 4/29/2024). A table shows scores for 4/29/2024 Monday across different expectations (Respectful, Responsible, Safe) and schedules (Carpet Time, Math Time, Recess, ELA Time, Specials). A line chart shows trends for these expectations over two weeks. A bar chart shows totals for the same expectations.

4/29/2024 Monday	Carpet Time	Math Time	Recess	ELA Time	Specials	
Respectful	2	1	2	0		63%
Responsible	2	2	2	1	2	90%
Safe	2	1	2	2	2	90%

62%

100% 67% 100% 50% 100%

Charts: 4/22/2024 to 5/17/2024. Total, Trend. Legend: Respectful (blue), Responsible (red), Safe (green).

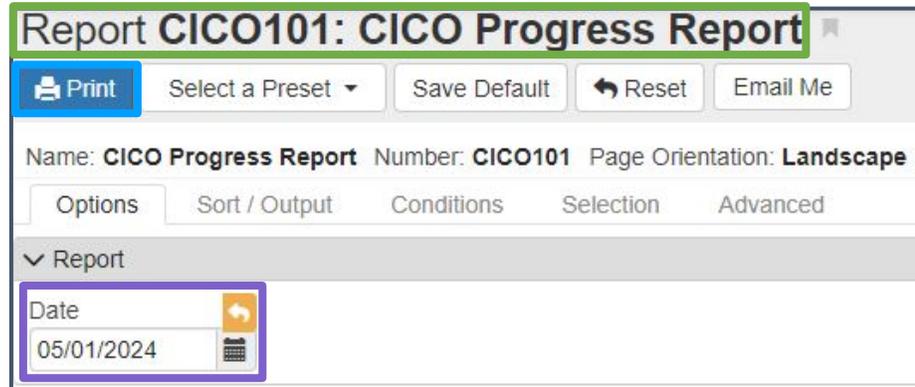
Bar Chart Data (Approximate):

Expectation	Total Score
Respectful	45
Responsible	90
Safe	75

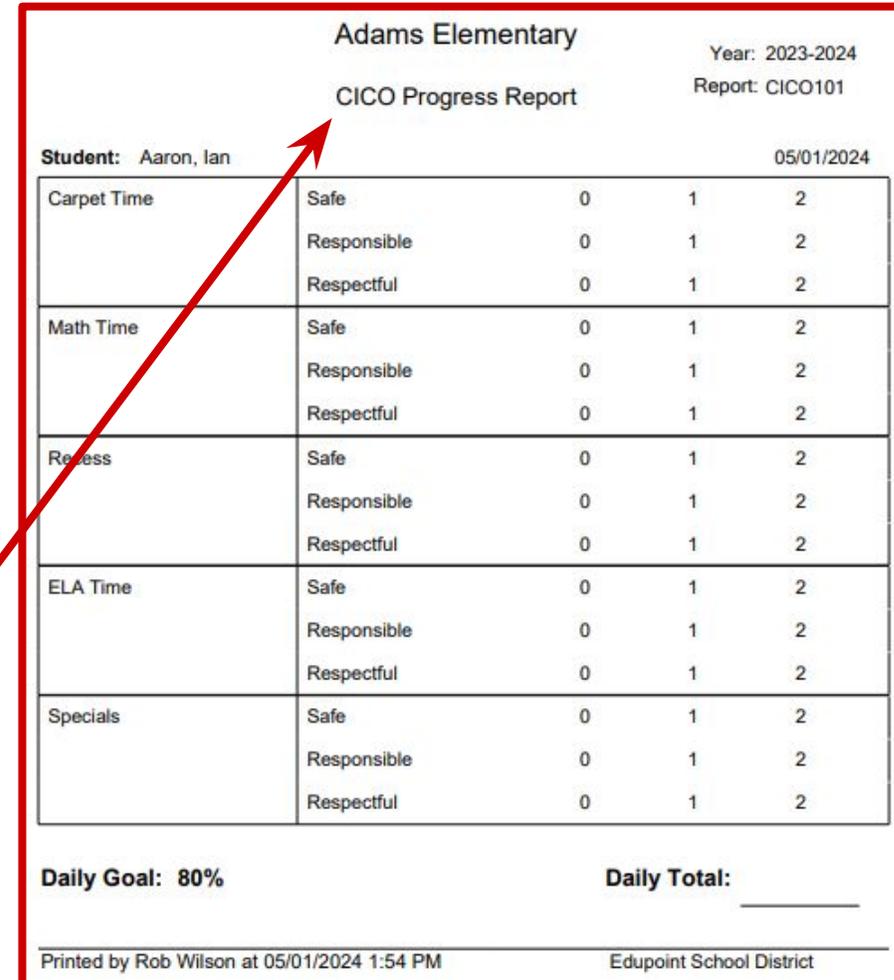
CICO | Progress Report

Districts/Schools have the option to print out a paper form of a student's CICO.

Teachers mark the score throughout the day, then a designated staff member would enter the data all at once.



1. Navigate to the **CICO101: CICO Progress Report** screen.
1. Select a **Date**.
1. Click the blue **Print** button.
1. You will get the **PDF format** of the CICO Enrollment for teachers/staff to mark student scores.



Adams Elementary		Year: 2023-2024		
CICO Progress Report		Report: CICO101		
Student: Aaron, Ian		05/01/2024		
Carpet Time	Safe	0	1	2
	Responsible	0	1	2
	Respectful	0	1	2
Math Time	Safe	0	1	2
	Responsible	0	1	2
	Respectful	0	1	2
Recess	Safe	0	1	2
	Responsible	0	1	2
	Respectful	0	1	2
ELA Time	Safe	0	1	2
	Responsible	0	1	2
	Respectful	0	1	2
Specials	Safe	0	1	2
	Responsible	0	1	2
	Respectful	0	1	2
Daily Goal: 80%		Daily Total: _____		
Printed by Rob Wilson at 05/01/2024 1:54 PM				
Edupoint School District				

MTSS Workflow | Progress and Outcomes

Navigate to Synergy SIS > MTSS > MTSS Workflow

In the workflow, click on the **Progress** tab.

The screenshot shows the MTSS Workflow interface. The top navigation bar includes tabs for Dashboard, Student Search, Student Support Request, Screener, Activity Tracking, Progress (highlighted with a red box), and Outcomes. Below the navigation bar, the 'Progress' section is active, displaying a table of student enrollments.

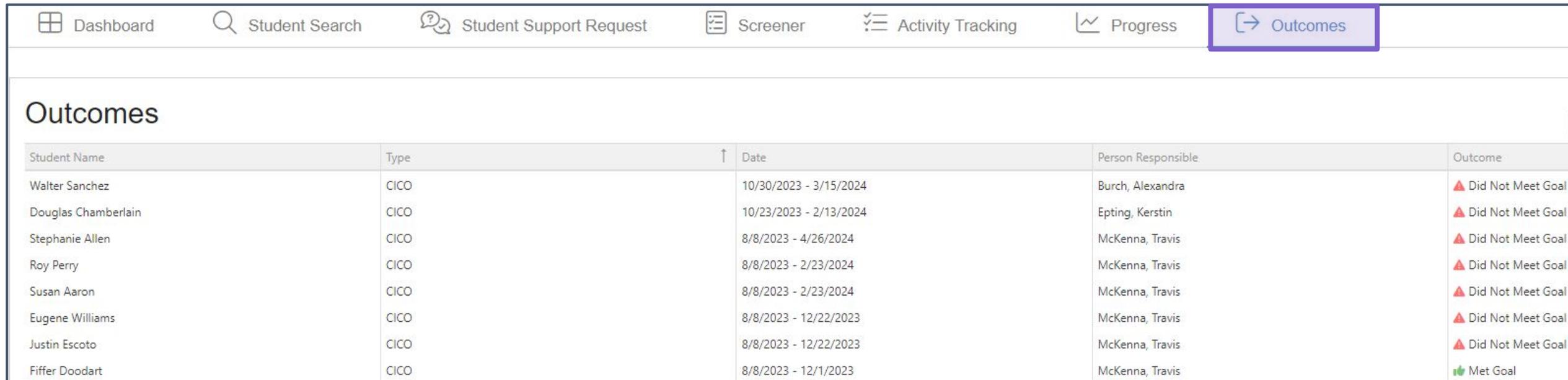
Student Name	Type	Date	Person Responsible	Progress
Jean Walker	CICO	4/29/2024 - 5/17/2024	Wilson, Rob	▲ Not Meeting Goal
Ian Aaron	CICO	4/22/2024 - 5/17/2024	Wilson, Rob	▲ Not Meeting Goal
Susan Aaron	CICO	4/1/2024 - 5/3/2024	Wilson, Rob	▲ Not Meeting Goal
Kathy Abdulbari	CICO	3/31/2024 - 5/10/2024	Wilson, Rob	▲ Not Meeting Goal
Daniel Sims	CICO	1/1/2024 - 6/21/2024	Burch, Alexandra	▲ Not Meeting Goal
Shirley Guy	CICO	1/1/2024 - 6/21/2024	Epting, Kerstin	▲ Not Meeting Goal

Here you can view all **OPEN CICO** Enrollments.

MTSS Workflow | Progress and Outcomes

Navigate to Synergy SIS > MTSS > MTSS Workflow

In the workflow, click on the **Outcomes** tab.



Student Name	Type	Date	Person Responsible	Outcome
Walter Sanchez	CICO	10/30/2023 - 3/15/2024	Burch, Alexandra	▲ Did Not Meet Goal
Douglas Chamberlain	CICO	10/23/2023 - 2/13/2024	Epting, Kerstin	▲ Did Not Meet Goal
Stephanie Allen	CICO	8/8/2023 - 4/26/2024	McKenna, Travis	▲ Did Not Meet Goal
Roy Perry	CICO	8/8/2023 - 2/23/2024	McKenna, Travis	▲ Did Not Meet Goal
Susan Aaron	CICO	8/8/2023 - 2/23/2024	McKenna, Travis	▲ Did Not Meet Goal
Eugene Williams	CICO	8/8/2023 - 12/22/2023	McKenna, Travis	▲ Did Not Meet Goal
Justin Escoto	CICO	8/8/2023 - 12/22/2023	McKenna, Travis	▲ Did Not Meet Goal
Fiffer Doodart	CICO	8/8/2023 - 12/1/2023	McKenna, Travis	▲ Met Goal

Here you can view all **CLOSED CICO** Enrollments.