

## How to Use the RTI-PMT

*Please note:* Your campus must have access to both a local web **server** and a relational **database** to use the RTI-PMT.

### Intervention Intensity Levels (Intervention Settings)

Rather than using student assessment scores, the RTI-PMT uses intervention intensity levels, or intervention settings, into which students are placed. Intervention settings signal the size of student learning gaps and the intervention intensity needed to close these gaps. The more intense the intervention, the greater the student learning gaps and the more resources, i.e., instructional time and expertise, needed to close these gaps.

The RTI-PMT uses a continuum with three intervention settings.

Intervention Setting	General Description
<b>Core-only Small Group</b> <i>(No Intervention)</i>	<ul style="list-style-type: none"> <li>• Student receives explicit instruction in teacher-led small group during content area instruction.</li> <li>• Student does NOT receive additional intervention outside of content area instruction.</li> <li>• Student’s progress is assessed frequently (e.g., every two weeks).</li> <li>• Student remains “on the radar” despite not being in intervention.</li> </ul>
<b>General Education Additional Intervention Time</b>	<ul style="list-style-type: none"> <li>• Student receives explicit instruction in teacher-led small group during content area instruction.</li> <li>• Student also receives <b>additional</b> (outside of content area) daily intervention by the <b>classroom teacher</b>.</li> <li>• Intervention instruction is provided in groups of 3 to 5 students.</li> <li>• Student’s progress is assessed frequently (e.g., every 2 weeks).</li> </ul>
<b>Specialist Additional Intervention Time</b>	<ul style="list-style-type: none"> <li>• Student receives explicit instruction in teacher-led small group during content area instruction.</li> <li>• Student also receives <b>additional</b> (outside of content area) daily intervention from an <b>instructional specialist</b>.</li> <li>• Intervention instruction is provided in groups of 3 to 5 students for Tier II, or 1 to 3 students for Tier III.</li> <li>• Student’s progress is assessed frequently (e.g., every 1 to 2 weeks).</li> </ul>

### Before Using the RTI-PMT

Prior to using the tool, it is important that everyone understands:

- How the universal screening/benchmark measures identify students who are not meeting grade-level expectations
- The description for each intervention setting (who provides the intervention, the nature of the intervention, group size, location, etc.)
- Entry/exit criteria for each intervention setting (by grade level)
- School- and grade-level RTI-related goals for reducing the number of students who are at-risk for learning difficulties

### Steps to Set Up and Use the RTI-PMT

**Step 1:** Identify a *campus data coordinator*, who will oversee the campus’s use of the RTI-PMT.

**Step 2:** The campus data coordinator sets up the RTI-PMT for campus use by:

- Downloading the zip file from <http://buildingrti.utexas.org>, and installing it on the campus server.

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### Procedure:

1. Download and unzip the files.
  2. Edit the db.php file, located in the "inc" folder, with your campus' database name, user, and password.
  3. Upload all the files to your campus server.
  4. Open your campus version of the app in a web browser.
- Entering grade-level specific entry and exit criteria for each intervention setting for each assessment period, i.e., beginning of year (BOY), middle of year (MOY) and end of year (EOY). This is done for both reading and mathematics.

### Procedure:

1. Click on the "Manage" tab on the menu bar.
2. Choose the "Criteria" option.
3. Click on "READING" or "MATH" to select content area.
4. Click on a specific grade level or "Expand All" and begin entering grade-level specific entry and exit criteria for each intervention setting.

**Note:** Throughout the tool, click this icon  for more information.

- "Inviting" teachers, including special education teachers, to enter intervention settings for their at-risk students.

### Procedure:

1. Click on the "Manage" tab on the menu bar.
2. Choose the "Users" option.
3. Add teachers by:
  - Typing teacher's first name, last name, and email address.
  - Selecting the grade level taught.
  - Clicking "Add User" to save. An email is automatically generated and sent to this user, with a link to the RTI-PMT and a temporary password.
  - Repeat for each teacher.
4. If the teacher teaches more than one grade level or is a special education teacher responsible for multiple grades:
  - Change default role from "Teacher" to "mTeacher" to indicate multiple grades taught.
  - Select one of the grades taught.
  - After this user logs onto the RTI-PMT, s/he adds the additional grades.

**Note:** A special education teacher may be the teacher of record for at-risk students in more than one grade level; the data coordinator ensures that students in special education do not appear on another teacher's list of at-risk students to avoid a duplicated count.

- Adding personnel who will be able to view the campus RTI-PMT information but will not be entering student data, such as the campus principal.

### Procedure:

1. Click on the "Manage" tab on the menu bar.
2. Choose the "Users" option.
3. Type person's first name, last name, and email address.
4. Change default role from "Teacher" to "View Only".
5. Click "Add User" to save.
6. An email is automatically generated and sent, with a link to the RTI-PMT and a temporary password.

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[http://buildingrti.utexas.org/sites/default/files/documents/RTI-PMT\\_Instructions\\_for\\_Campus\\_Data\\_Coordinator.pdf](http://buildingrti.utexas.org/sites/default/files/documents/RTI-PMT_Instructions_for_Campus_Data_Coordinator.pdf)

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- Setting dates for intervention periods.  
**Procedure:**
  1. Click on the "Manage" tab on the menu bar.
  2. Choose the "Intervention Dates" option.
  3. Click on the calendar on the left to select the start date for the current intervention period.
  4. Click on the calendar on the right to select the end date.**Note:** You must use the calendar to set dates. You cannot type in the dates manually. This is to ensure uniform formatting of the dates.
- Communicating procedures to staff, including important activity dates/deadlines.
- Checking for missing data (omitted total class enrollment, missing teacher data, etc.).  
**Procedure:**
  1. Click on the "Manage" tab on the menu bar.
  2. Choose the "Classes" option.
  3. Click on a teacher's name. You will be taken to their classroom information.
  4. Check for missing data.
- Sharing data displays with grade and campus leadership teams.

**Step 3:** Each teacher responds to the data coordinator email, logs on the RTI-PMT, changes their password, and, using the drop-down menu,

- Enters the total number of students in the class (this is used to calculate percentages).  
**Procedure:**
  1. Click on the "Data" tab on the menu bar.
  2. Choose the "Class Size" option.
  3. Select your **total** number of students for the current intervention period.
- Enters the names of **only** the students at-risk in reading and/or math.  
**Procedure:**
  1. Click on the "Data" tab on the menu bar.
  2. Choose the "Students" option.
  3. Enter the first and last name of at-risk students.
  4. Click "Add" to add that student.
  5. Repeat for each at-risk student.**Note:** Do not enter the names of all of your students, only those at-risk.
- Selects the content area – reading or mathematics.  
**Procedure:**
  1. Click on the "Data" tab on the menu bar.
  2. Select either "Reading" or "Math" to indicate content area.
- Assigns each at-risk student to an intervention setting for the selected content area, according to grade-level criteria.  
**Procedure:**
  1. Click on the name of a student who is at risk in the selected content area. A popup window for that student will appear.
  2. Select "General Ed. Core Small Group Only" "General Ed. Additional Intervention Time" or "Specialist Intervention Time" indicating which intervention setting this student will be placed based on the grade-level specific criteria. If you are not sure which intervention setting to select, click on "[Assign Intervention Settings](#)" and the section will expand and display the criteria.**Note:** The name of the content area is in the title of the table. Ensure that you are assigning intervention settings for students for the listed content area.

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- Checks optional items for individual at-risk students from checklist (English learner, withdrew, late enrollment, etc.).
- Repeats for other content area, as appropriate.

**Note:** If you teach multiple grades, you must add the additional grades taught.

### Procedure:

1. Click on the "Help" tab on the menu bar.
2. Choose the "Add Grades" option.
3. Check additional grades taught.
4. Click "Save" to add the additional grade levels.

***These teacher actions automatically generate grade-level and campus-level graphs.***

**Step 4:** Convene grade-level and campus-level teams to review instructional decisions, collaborate to improve student outcomes, and identify areas where additional support is needed.

***Repeat the process after each screening/benchmark measure administration.***

## Data Reports Provided by the RTI-PMT

The RTI-PMT provides several ways to examine students' intervention-setting data:

- Teacher **tables** listing at-risk students' intervention settings across time points
- Grade- and campus-level **pie graphs** with numbers of students assigned to a specific intervention setting at each time point entered (BOY, MOY, EOY)
- Campus-level **pie graph** with percentages of students by intervention setting at each time point entered (BOY, MOY, EOY)
- Teacher-, grade-, and campus-level **bar graphs** with numbers of students across intervention settings at each time point entered (BOY, MOY, EOY)

**Note:** Use the search field found in the menu bar to locate information by student or teacher.

## Interpreting RTI-PMT Data

The tool helps teachers and administrators monitor at-risk students over time and shows whether their needs are being met within the various intervention settings. Ideally, at-risk students meet expectations and exit intervention, or they move to less intense intervention settings over time. When a campus RTI model is implemented effectively, the number of students meeting grade-level expectations increases, while the number of students in each intervention setting decreases over time. Analyzing data within the RTI-PMT, a campus leadership team can quickly examine

- numbers of at-risk students at each intervention level,
- teachers and grade levels in need of additional support, and
- progress being made toward meeting campus goals.

## After Using the RTI-PMT

The RTI-PMT is for one school year. At the end of the school year, export the data.

### Procedure:

1. Click on the "Manage" tab on the menu bar.
2. Choose the "Files" option.
3. Click on "Export File" to download a CSV file containing campus data as a spreadsheet.

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Before the next school year begins, the campus data coordinator will clear the previous year's data and the process begins anew. It is suggested that charts, tables, and graphs of interest be printed before the data is purged.

### Procedure:

1. Click on the "Manage" tab on the menu bar.
2. Choose the "Files" option.
3. Check the box to purge the database. This is irreversible.
4. Be sure you are ready to erase the previous year's data, then click "Purge Database" to complete the process.