

Response to Intervention (RTI) Tool Rights

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This article describes the tool rights staff responsible for recording Response to Intervention (RTI) data may need. RTI is an approach to identifying and supporting students who have learning and behavioral needs.

To learn how to use these tools, see the articles in the [Response to Intervention](#) category.

See the [Response to Intervention Administration Tool Rights](#) article to learn about the tools used to create elements used in the RTI Tools and the rights needed to access them.

RTI Batch Setup

Staff such as Front Office Staff or Special Ed Administrators can use this tool is used to assign intervention plans to groups of students.

In order to use this tool to assign plans to groups of students, users will need plan and document section rights under the RTI Documents tool.

▶ [Click here to expand...](#)

Response to Intervention	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
RTI Batch Setup	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
RTI Caseload	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
RTI Contact Log	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Access to Records Created By Other Users	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
RTI Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Plan	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Document Sections	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete

RTI Tool Rights

RTI Batch Setup ☆ Student Information > Response to Intervention > RTI Batch Setup

RTI Batch Dashboard

Filter By Batch Name:
 Filter By Plan Type: (ALL) ▼
 Filter By Batch Status: (ALL) ▼

Initial Behavior Plan - Tier 1 Status: GENERATED

Plan Type: Initial Behavior Plan Requested: **10** Error: **0** Generated: **10** Detail

Start Date & End Date: 4/7/25 - 5/26/25
Created by: Demo Administrator

Student Information > Response to Intervention > RTI Batch Setup

Available Tool Rights

R	W	A	D
View existing batches on list screen.	N/A	Add new batches. <i>Users must have RWA rights to RTI Documents > Plan and RTI Documents > Plan > Document Sections to add new batches</i>	N/A

RTI Caseload

Case Managers and Intervention Providers use this tool to manage the students on their RTI Caseload.

RTI Caseload ☆ Student Information > Response to Intervention > RTI Caseload

Response to Intervention Caseload

[Print](#)

▼ **Case Manager - 5 students**

Student	DOB	Grade	Actions
Abegg, Dylan V (M) State ID #0000171900001	09/15/2007 (17y6mo)	11	Show Actions
Abegg, Stella (F) State ID #	08/13/2013 (11y7mo)	05	Show Actions
Cutting, Martin (M) State ID #0000005173251	04/23/2009 (15y11mo)	10	Show Actions
Gister, Amy (F) State ID #0000000127567	06/01/2010 (14y10mo)	09	Show Actions
Heisinger, Lennox (M) State ID #0000004825380	05/11/2008 (16y10mo)	11	Show Actions

▼ **Intervention Provider - 3 students**

Student ▲	DOB	Grade	Actions
Abegg, Dylan V (M) State ID #0000171900001	09/15/2007 (17y6mo)	11	Show Actions
Gilberde, Blane (M) State ID #0000000495429	08/07/2007 (17y7mo)	12	Show Actions
Girdlestone, Katia (F) State ID #0000001385433	12/10/2006 (18y3mo)	12	Show Actions

Student Information > Response to Intervention > RTI Caseload

Users need rights to access the tools that are linked via the Caseload.

- When selecting a student's name from the Caseload list, users can only access Student Information tools to which they have been given rights.
- When selecting Show Actions, users at minimum need Read (R) rights to the [Student Summary](#) in order to navigate to tools linked under General Actions.
- When selecting Show Actions, the student must have a locked Intervention Plan in [RTI Documents](#) in order to add an Intervention Delivery or Finalize Intervention Plan(s).

Available Tool Rights

R	W	A	D
View RTI Caseload.	N/A	N/A	N/A

RTI Contact Log

The RTI contact log is used by staff to capture communications made on behalf of a selected student.

Contacted ...	Module	Contacted By	Contacted	Contact Type	Date/Time ↓	Details
Abegg, Emma	Response to Intervention	Administrator, Demo	Millie Abegg	email	04/07/2025 02:31 PM	

Buttons: New, Print, Feedback

Student Information > Response to Intervention > RTI Contact Log

Available Tool Rights

Subrights in *italics*.

R	W	A	D
View contact log records	Edit existing contact log records.	Add new contact log records.	Delete contact log records.
<i>Access to Records Created by Other Users</i>			
View records created by other users.	Edit existing records created by other users.	N/A	Remove records created by other users.

RTI Documents

Staff use the RTI Documents tool to upload documents, add new plans, or add custom forms to a student's RTI Documents list.

Student Information > Response to Intervention > RTI Documents

Student Information > Response to Intervention > RTI Documents

Abegg, Emma Student #: 181000001 Grade: 01 DOB: 09/30/2017

Open Lock/Unlock Delete Print New Plan Documents

Documents List

- 2024-2025 (1)
 - Plans (1)
 - Initial Behavior Plan (04/07/2025-05/26/2025)

Student Information > Response to Intervention > RTI Documents

Available Tool Rights

Subrights in *italics*.

Tool/Subright	R	W	A	D
RTI Documents	View RTI documents.	Add new RTI documents.	Edit existing RTI documents.	Delete RTI documents.
Plan	View RTI plans.	N/A	N/A	N/A
<i>Lock</i>	Lock RTI plans.	N/A	N/A	N/A
<i>Unlock</i>	Unlock RTI plans.	N/A	N/A	N/A
<i>Document Sections</i>	View RTI plans.	Modify unlocked RTI plan.		Delete plan information.
Custom Forms	View custom forms.	Add new custom forms.	Edit existing custom forms.	Delete custom forms.
<i>Lock</i>	Lock form.	N/A	N/A	N/A
<i>Unlock</i>	Unlock form.	N/A	N/A	N/A

RTI Team Members

A student's RTI Team can consist of people in Case Manager or Provider roles, teachers, family members, or other individuals who have a connection to the student.

RTI Team Members ☆

Abegg, Emma Student #: 181000001 Grade: 01 DOB: 09/30/2017

[Student Information](#) > [Response to Intervention](#) > RTI Team Members

Find & Link New Team Member
 Enter New Team Member
 Print Active Only
 Print All
 Documents

Team Member Editor			
Start Date	End Date	Title	Name
04/07/2025		Mother	Abegg, Millie
04/07/2025		Data Management (RTISTAFF)	Administrator, Demo
04/07/2025		Counselor (COUNSELORSTAFF)	Counselor, Akilah

Link All Classroom Teachers

Student Information > Response to Intervention > RTI Team Members

Available Tool Rights

R	W	A	D
View team members.	Modify team members.	Add team members.	Delete team members.

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Front Office Staff](#)
- [Special Education Administrators](#)
- [Special Education Staff](#)

See [User Groups and Suggested Roles](#) for more information.
