Response to Intervention (RTI) Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

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.

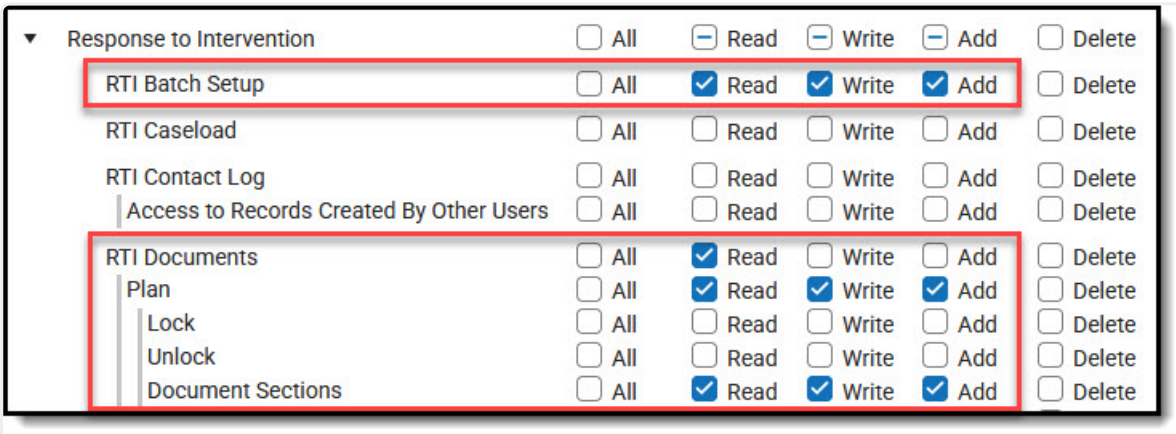
See the Response to Intervention Administration Tool Rights article to learn about the rights needed to access the tools used to create elements used by the RTI Tools.

RTI Batch Setup

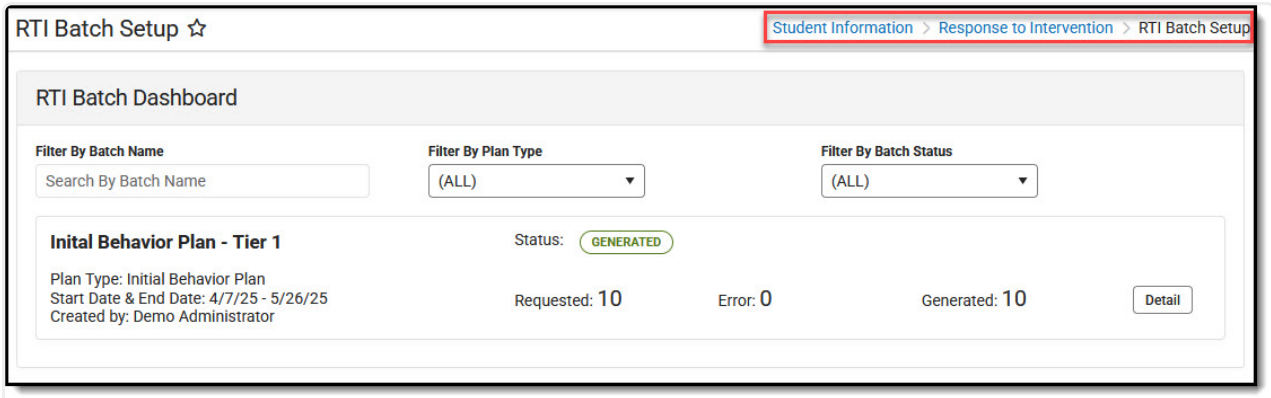
Staff such as Front Office Staff or Special Ed Administrators can use this tool is used to assign intervention plans to groups of students.

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...



RTI Tool Rights



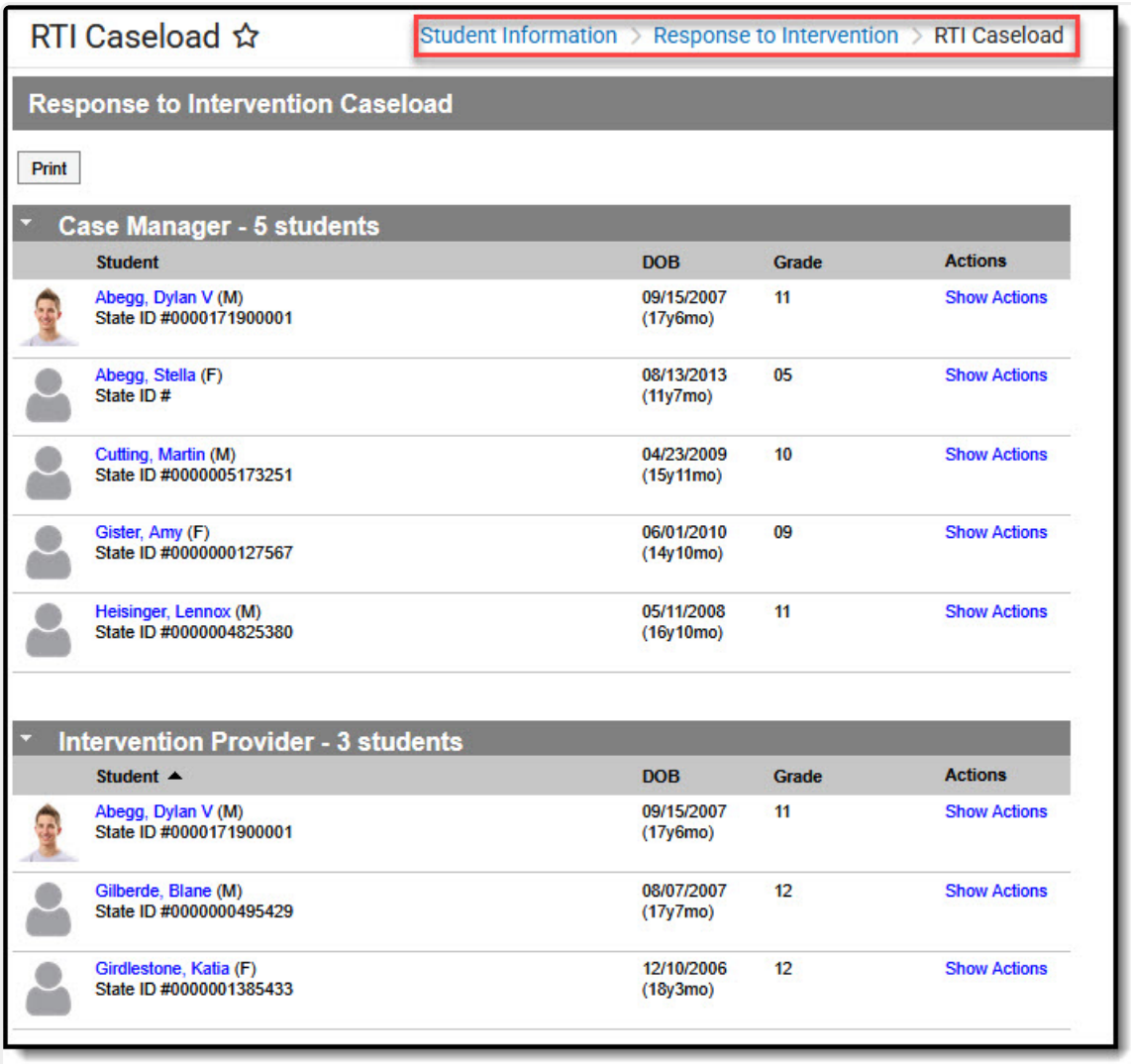
Student Information > Response to Intervention > RTI Batch Setup

Available RTI Batch Setup Tool Rights

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

RTI Caseload

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



Student Information > Response to Intervention > RTI Caseload

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

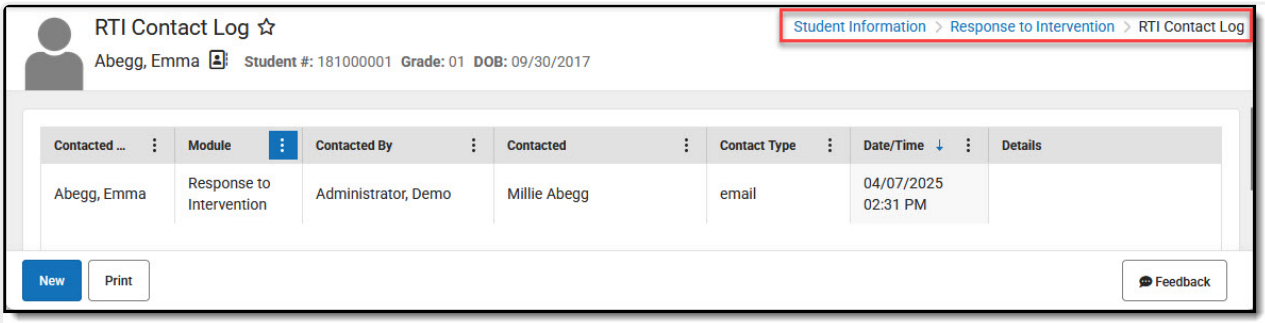
- When selecting a student's name from the Caseload list, users can only access Student Information tools to which they have been given rights.
- When selecting Show Actions, users at minimum need Read (R) rights to the Student Summary in order to navigate to tools linked under General Actions.
- When 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 RTI Caseload 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.



Student Information > Response to Intervention > RTI Contact Log

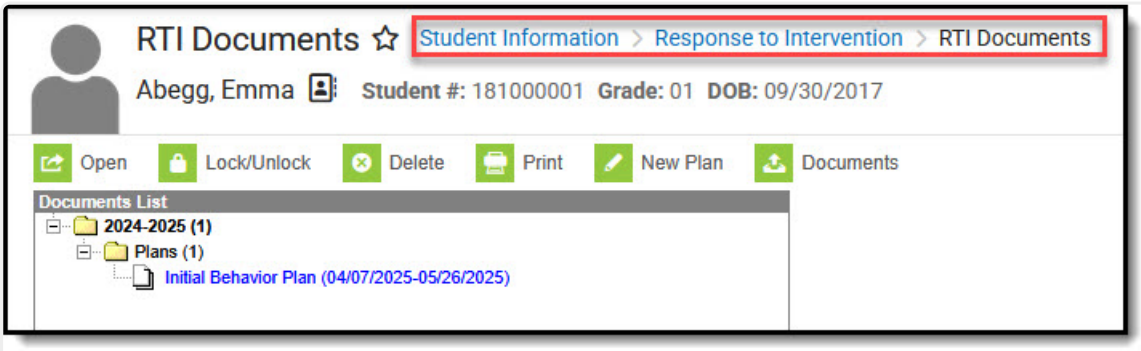
Available RTI Contact Log Tool Rights

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.
Access to Records Created by Other Users			
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

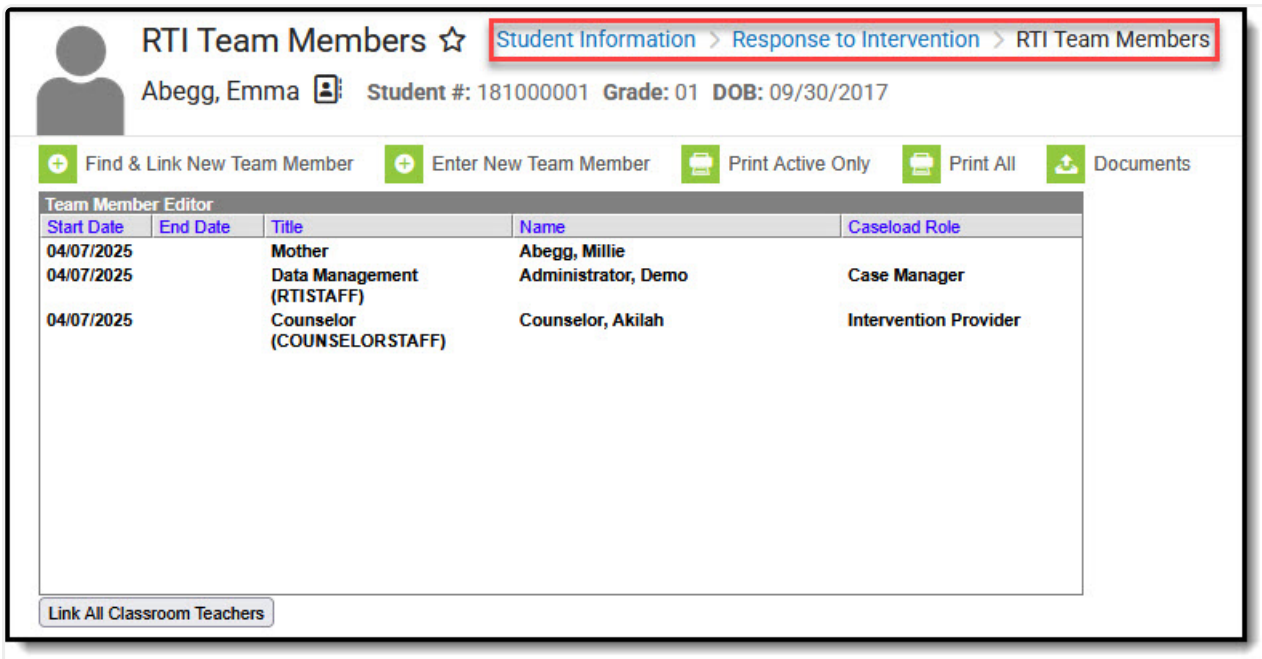
Available RTI Documents Tool Rights

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
Lock	Lock RTI plans.	N/A	N/A	N/A
Unlock	Unlock RTI plans.	N/A	N/A	N/A
Document Sections	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.
Lock	Lock form.	N/A	N/A	N/A
Unlock	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.



Student Information > Response to Intervention > RTI Team Members

Available RTI Team Members 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.