

Response to Intervention Administration Setup Tool Rights

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

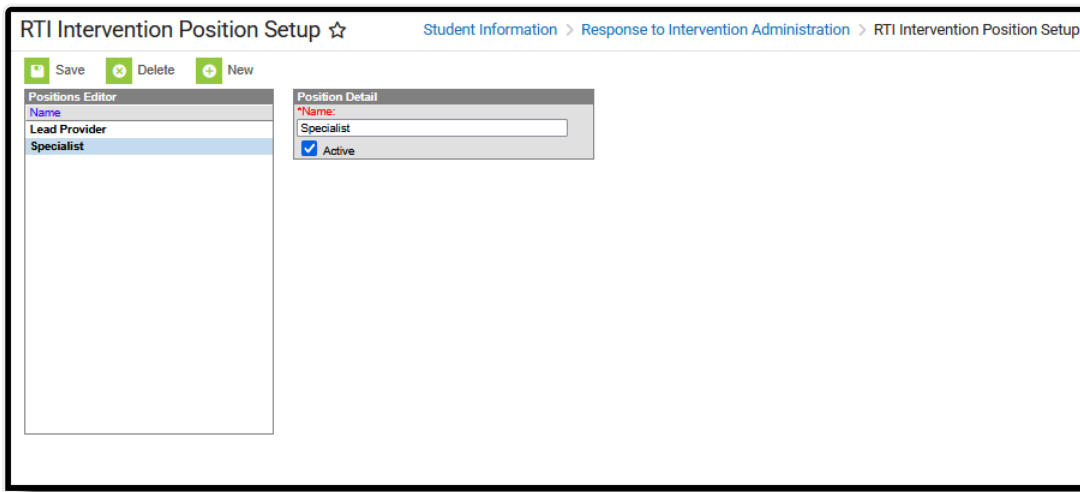
Response to Intervention (RTI) Administration tools are used at the district level to set up how RTI tools behave for team members and students. This article includes the following tools:

- RTI Intervention Position Setup
- RTI Intervention Provider Setup
- RTI Intervention Setup
- RTI Plan Type Setup
- RTI Preferences
- RTI Template Bank Setup

RTI Intervention Position Setup

The **RTI Intervention Positions Setup Tool** defines the name of the Intervention Provider on student RTI Plan. This tool is not available in all states.

See the [RTI Intervention Position Setup](#) article for additional information.



RTI Intervention Position Setup ☆

Student Information > Response to Intervention Administration > RTI Intervention Position Setup

Save Delete New

Positions Editor
Name
Lead Provider
Specialist

Position Detail

Name:

Specialist:

☒ Active

RTI Intervention Position Setup

Best Practice

RTI Intervention Positions are associated with a provider and assigned to a student's RTI plan. Deleting interventions positions will lead to a loss of data. Instead of deleting positions that are no longer needed, mark the position as not Active (remove the active checkbox). This

retains historical information and prevents users from assigning the position in the future.

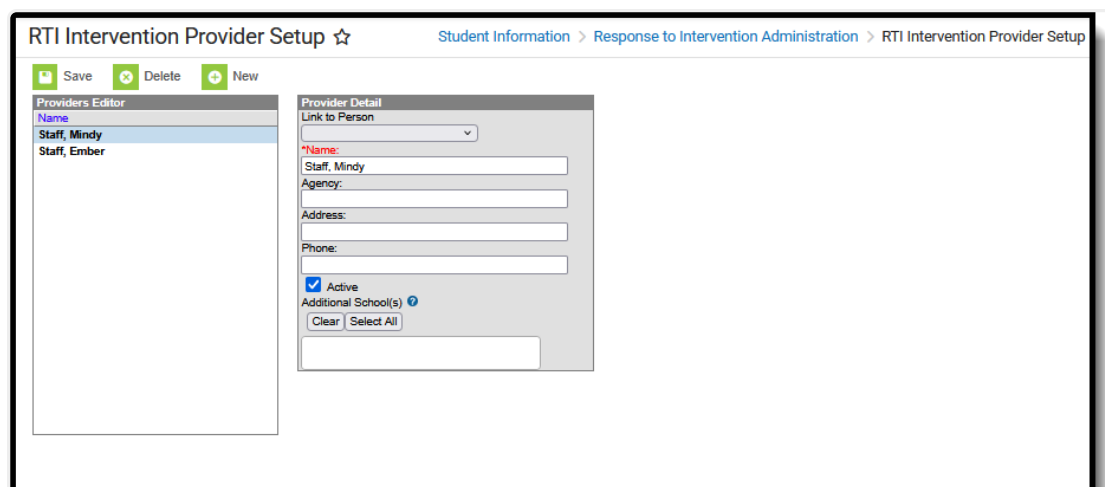
Available RTI Intervention Position Tool Rights

R	W	A	D
<ul style="list-style-type: none"> Access and view the RTI Intervention Position Setup tool. Select existing Positions from the Position Editor to view the Position Detail. 	<ul style="list-style-type: none"> Modify and save existing RTI Intervention Position Setup positions. Change an existing position from active to inactive and vice versa. 	<ul style="list-style-type: none"> Add and save new RTI Intervention Positions. 	<ul style="list-style-type: none"> Permanently delete RTI Intervention Positions. This is not recommended.

RTI Intervention Provider Setup

Intervention Providers are staff members authorized to provide the intervention to the student. Only people defined as intervention providers within this tool are available for being assigned an intervention provider on a student's RTI plan.

See the [RTI Intervention Provider Setup](#) article for additional information.



The screenshot shows the 'RTI Intervention Provider Setup' web application. At the top, there is a breadcrumb trail: 'Student Information > Response to Intervention Administration > RTI Intervention Provider Setup'. Below the title, there are three buttons: 'Save' (green), 'Delete' (red), and 'New' (green). The main interface is divided into two panels. The left panel, titled 'Providers Editor', contains a list of providers: 'Staff, Mindy' and 'Staff, Ember'. The right panel, titled 'Provider Detail', shows the details for 'Staff, Mindy'. It includes a 'Link to Person' dropdown menu, a 'Name' field (pre-filled with 'Staff, Mindy'), an 'Agency' field, an 'Address' field, and a 'Phone' field. There is a checkbox for 'Active' which is checked. Below this, there is a section for 'Additional School(s)' with a 'Clear' button and a 'Select All' button. At the bottom of the screenshot, the text 'RTI Intervention Provider Setup' is displayed.

Best Practice

Intervention Providers cannot be deleted when they are included in a student's RTI Plan. Instead of deleting the providers that are no longer needed, remove the Active checkbox from their Provider Detail. This retains historical information and prevents users from assigning the Provider in the future.

Available RTI Intervention Provider Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • Access and view the RTI Intervention Provider Setup tool. • Select and view existing Intervention Providers. 	<ul style="list-style-type: none"> • Modify and save existing Intervention Providers. 	<ul style="list-style-type: none"> • Add and save new Intervention Providers. 	<ul style="list-style-type: none"> • Permanently delete an Intervention Provider. This is not recommended.

RTI Intervention Setup

Interventions are set up to provide teachers and staff a set of predefined interventions they can select and use when setting up an RTI plan for a student.

See the [RTI Intervention Setup](#) article for additional information.

RTI Intervention Setup ☆

Student Information > Response to Intervention Administration > RTI Intervention Setup

Save Delete New

Intervention Editor

- Name
- CARE Coaching
- Check In Check Out
- Life Coaching
- Math Mentoring
- Organizational Support
- Reading Mentoring

Intervention Detail

*Name: CARE Coaching

Content Area: Behavior

Intervention Tier: 2

Description: Weekly meetings with the student to review grades, behavior, and attendance.

Link:

☒ Active

RTI Intervention Setup

Best Practice

Interventions cannot be deleted when they are assigned in a student's RTI plan. Instead of deleting interventions, remove the Active checkbox from the Intervention Detail. This retains historical information and prevents users from assigning that intervention in the future.

Available RTI Intervention Tool Rights

R	W	A	D
<ul style="list-style-type: none"> Access and view the list of the RTI Intervention Setup tool. Select and view details of an Intervention. 	<ul style="list-style-type: none"> Modify and save existing Interventions. 	<ul style="list-style-type: none"> Add and save new Interventions. 	<ul style="list-style-type: none"> Permanently delete an Intervention. This is not recommended.

RTI Plan Type Setup

RTI Plan Types must be established before teachers and staff can create RTI student plans. Plan Types are set up as templates for the content area, intervention tier, and plan editors, which are available when selected and used for a student's RTI plan.

See the [RTI Plan Type Setup](#) article for additional information.

RTI Plan Type Setup ☆ Student Information > Response to Intervention Administration > RTI Plan Type Setup

Save New Delete

PlanType/PlanTypeEditor List

Abbreviation	Name
RTIb	Response to Intervention - Behavior
RTIm	Response to Intervention - Math
RTIr	Response to Intervention - Reading

PlanType Detail

Print Format

RTI Plan Format

RTIr

Response to Intervention - Reading

*Content Area

Reading

*Intervention Tier

2

Active (this checkbox will mark Plan available for display on the Documents tab droplist)

☒

Comments

User Instruction Text

PlanTypeEditor Detail

Seq	Active	Name	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Intervention Plan	RTI-editor for basic Plan information. This must be the first editor in any PlanType definition.
<input type="checkbox"/>	<input type="checkbox"/>	Student Demographics	RTI-editor for Student Demographics information. Information is filled in for you from the Student System. Not editable.
<input type="checkbox"/>	<input type="checkbox"/>	Parent/Guardian Information	RTI-editor for Parent/Guardian Information. Information is filled from Census System. Not editable.
<input type="checkbox"/>	<input type="checkbox"/>	RTI Team Meeting	RTI-editor for information about the Team Meeting (attendance of team members).

RTI Plan Type Setup

Best Practice

RTI Plan Types cannot be deleted when they are assigned to a student's RTI plan. Instead of deleting plan types, remove the Active checkbox from the Plan Type Detail. This retains historical information and prevents users from assigning that plan type in the future.

Available RTI Plan Type Setup Tool Rights

R	W	A	D
<ul style="list-style-type: none"> Access and view the list of the RTI Plan Type Setup tool Select and view details of an RTI Plan. 	<ul style="list-style-type: none"> Modify and save existing RTI Plan Types. 	<ul style="list-style-type: none"> Add and save new RTI Plan Types. 	<ul style="list-style-type: none"> Permanently delete an RTI Plan Type. This is not recommended.

RTI Preferences

The RTI Preferences tool allows users to determine how the RTI module functions.

See the [RTI Preferences](#) article for additional information.

RTI Preferences ☆
Student Information > Response to Intervention Administration > RTI Preferences

Save

District Response to Intervention Preferences

Enable Team Member List to Populate from Classroom Teachers
No

Use School Scope for Response to Intervention Staff
No

RTI Preferences|

Available RTI Preferences Tool Rights

R	W	A	D
<ul style="list-style-type: none"> Access and view the RTI Preferences. 	<ul style="list-style-type: none"> Modify RTI Preferences. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

RTI Template Bank Setup

Template Banks allow you to create canned comments and location values which staff members can select when filling out an RTI plan.

See the [RTI Template Bank Setup](#) article for additional information.

RTI Template Bank Setup ☆
Student Information > Response to Intervention Administration > RTI Template Bank Setup

New Bank Category
New Bank Field
Save
Delete

Template Bank

- Academic Intervention
- Behavior Intervention
- CARE Coaching
- Check In Check Out
- Life Coaching
- Organizational Support

Template Bank Category

Name

Behavior Intervention

Content Area

Behavior

Intervention Tier

2

RTI Template Bank Setup

Best Practice

RTI Template Banks cannot be deleted when they are assigned to a student's RTI plan. Instead of deleting template banks, remove the Active checkbox from the Bank Field Editor. This retains historical information and prevents users from assigning that template bank in the future.

Available RTI Template Bank Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • Access and view the RTI Template Banks. • Select and view the RTI Template Bank Categories and Template Bank Fields. 	<ul style="list-style-type: none"> • Modify and save existing RTI Template Bank Categories and Template Bank Fields. 	<ul style="list-style-type: none"> • Add and save new RTI Template Bank Categories and Template Bank Fields. 	<ul style="list-style-type: none"> • Permanently delete RTI Template Bank Categories and Template Bank Fields. This is not recommended.

Suggested User Groups

- [Special Education Administrators User Group](#)