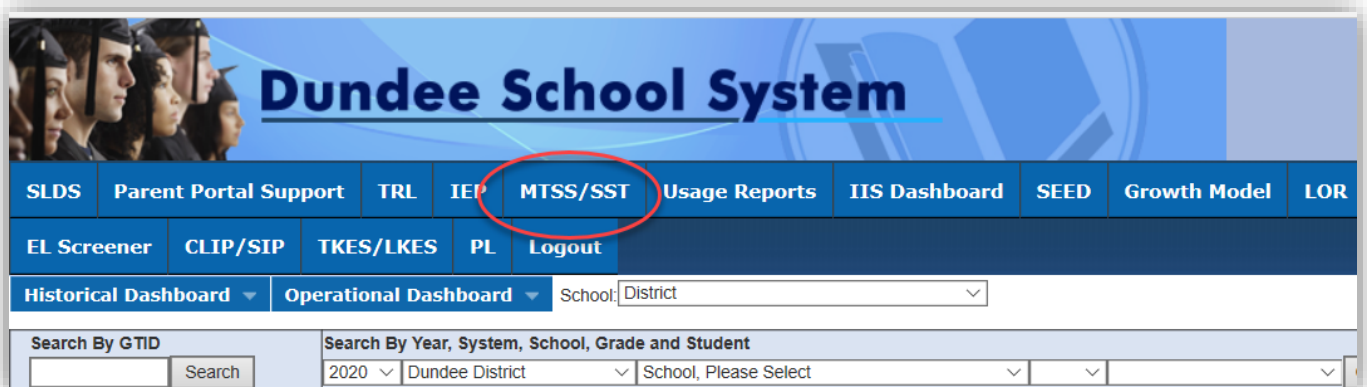# Georgia Online MTSS/SST Application

Implementation Process

This guide has been developed for Georgia LEAs interested in Georgia Online MTSS/SST Implementation.

Thank you for your interest in the Georgia Online MTSS/SST (GO MTSS/SST) Application.

The Georgia Online MTSS/SST Application is designed to help districts and schools to facilitate data-based decision making within a tiered system of supports for students. Districts and schools can use this tool to create and maintain a record of a student's response to intervention(s).

The LEA's Readiness activities consist of the following:

1. Explore GO MTSS/SST
2. Participate in Overview Presentation (1 hour)
3. Submit application to participate in the implementation of GO MTSS/SST

The activities listed below are for districts who are able to move forward with implementation:

4. Plan and schedule Readiness Meeting
5. Participate in Readiness Meeting (2 hours)
    a. New LEA Presentation
    b. Plan for Implementation
    c. Schedule and plan training activities to meet the needs of the district (on-going)

6. LEA Set-Up and Implementation (After the Readiness meeting)
    d. Set-Up in Student Information System to access SLDS and MTSS/SST tab
    e. Complete User Profile
    f. Notify GaDOE that SystemAdmin User's profile is complete

7. Live-Setup with GaDOE (1 to 2 hours)
    i. Assign application roles to users
    ii. Assign students to a Team Lead

A description of these activities is provided in this document. This information is also addressed in the Overview and the Readiness Meeting.

If you have any questions, please feel free to contact Rondalyn Pinckney (rpinckney@doe.k12.ga.us) or Karen Suddeth (ksuddeth@doe.k12.ga.us).

Exploration of Georgia Online MTSS/SST

Participants: **District-level and School-level Leadership**

Responsible party: LEA staff

The following guiding questions and resources should be fully explored by LEA leadership before deciding to consider Georgia Online MTSS/SST implementation.

What is Georgia Online MTSS/SST?

➢ Use the following resources to learn about the Georgia Online MTSS/SST:

   o https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/GaMTSS/GA_Online_MTSS_SST_fact_sheet.pdf

   o https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/MTSS/Tools_for_MTSS_Alignment.pdf

   o Demo Site - https://sldstrn.gadoe.org/sldsdemoweb/

   o https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/MTSS/MTSS_SST_Application.pdf

➢ Attend an overview presentation through any option below in consultation with the GaDOE Georgia Online MTSS/SST team.
   o Regional overview will be scheduled periodically during the year.
   o Conference overviews will be done at a variety of conferences during the year
   o Overviews may be scheduled individually, if appropriate

➢ LEA personnel provide overview of Georgia Online MTSS/SST to the leadership team to determine current level of support for transitioning to a new program.

Does our LEA have a need for Georgia Online MTSS/SST?
➢ Review current Multi-Level Prevention System
➢ Review current Response to Intervention (RTI) process.
➢ Review current Student Support Team (SST) process.

What is the current LEA infrastructure?
➢ SIS and SLDS needs
   o All staff that will have access to Georgia Online MTSS/SST must be able to access SLDS.
   o All staff that will have access to Georgia Online MTSS/SST should have computer and printer access with a current, supported version of an Internet browser. Best practice is to have this access available at the SST meeting.
   o All students must have a GTID. **GTIDs must be claimed daily**. GTIDs must also be reclaimed when a student transfers within the LEA or to another LEA within the state.

- Student CLASS file should be submitted regularly. All teachers, employees, or contracted staff (SLPs, itinerant teachers, VI/HI/OI teachers, OT/PT providers, and others) should be connected to every student they serve through a course or consultation in order to see the student in SLDS. Contact the Data Collections team at the Georgia Department of Education if you have questions about Student Class. Sharon Armour (sarmour@doe.k12.ga.us) is the program specialist for Student Class.
- The LEA Facility Report must be current.
- LEAs who are considering changing SIS program and transitioning to Georgia Online MTSS/SST in the same school year should discuss this with the GaDOE Georgia Online MTSS/SST Team.

➢ Ability to allocate adequate time for administrator training and redelivery to staff.

Georgia Online MTSS/SST Overview Presentation

Participants: LEA representatives (i.e., Superintendent, Assistant or Associate Superintendents for Administrators, Special Education Administrators, MTSS Coordinators, SST Coordinators, School Administrators, SIS Administrator, etc.)

Duration: 1 - 2 hours

Responsible party: GaDOE Georgia Online MTSS/SST Team

Resources:

- Georgia Online MTSS/SST Implementation Process Document

After the steps for Exploration are completed, contact the GaDOE Georgia Online MTSS/SST Team to schedule an overview of Georgia Online MTSS/SST and the Georgia Online MTSS/SST implementation process if the LEA team has not already participated via conference overview session. The GaDOE Georgia Online MTSS/SST Team will work with the LEA to choose the best method for a more in-depth overview session. This will be accomplished through remote presentation with question and answer opportunities.

Georgia Online MTSS/SST Transition Process Requirements

Participants: LEA representatives (i.e., Superintendent, Assistant or Associate Superintendents for Administrators, Special Education Administrators, MTSS Coordinators, SST Coordinators, School Administrators, SIS Administrator, etc.)

Responsible party: LEA Staff

Resources:

- Georgia Online MTSS/SST Implementation Process Document
- Application for the Georgia Online MTSS/SST

- ➢ LEA would complete the Georgia Online MTSS/SST application and submit it to the GaDOE Georgia Online MTSS/SST Team. Signatures for the following roles are required:
    - o LEA MTSS Coordinator
    - o LEA Special Education Director
    - o LEA Psychological Services Director (if different than the Special Education Director)
    - o LEA Superintendent
    - o LEA SIS Contact

- ➢ A **District Leadership Team (DLT)**, with district and school representation, exists or is formed to address implementation. **The selected Georgia Online MTSS/SST DLT should have knowledge and expertise in the relationship between a Multi-tiered System of Supports (MTSS), response to intervention (RTI) process and the Student Support Team (SST) Georgia Board of Education Rule (160-4-2-.32).**
    - o The identified administrator(s)/ trainer(s) must plan to attend training provided by GaDOE and will be responsible for **redelivery of the training in your LEA.** This will include initial training, annual training for new staff, as well as periodic training as needed.
    - o DLT identifies the type of access needed for staff groups referencing the user role chart provided by the GaDOE Georgia Online MTSS/SST staff.

- ➢ From the DLT, a **District Coordinator(s)** (DC) is identified to oversee and support Georgia Online MTSS/SST implementation and provide direct support to schools.

- ➢ From the DLT, an **SIS specialist** is identified to have access to Georgia Online MTSS/SST and be prepared to support the project**.**
    - o Support includes creating and assigning user roles to ensure appropriate staff (including teachers, administrators, and others as needed) are authorized to use Georgia Online MTSS/SST through SLDS.
    - o For more guidance, contact **Hubert Bennett** SLDS Implementation and Training Manager at **hbennett@doe.k12.ga.us.**
    - o The SIS specialist should attend Georgia Online MTSS/SST trainings regularly.

LEA Readiness Planning Meeting

Participants: Members of the DLT and the designated District Coordinator (DC)

Duration: 1 to 2 hours

Responsible party: GaDOE Georgia Online MTSS/SST Team and DC

Resources:

- ☐ Staff Set up Instructions for New LEAs document
- ☐ New LEA Set up Guidance document
- ☐ LEA Set up Action Plan Template

The GaDOE Georgia Online MTSS/SST Team will work with the DC to plan for a meeting with the DLT, choosing the best method for the session to develop a LEA Implementation Plan. GaDOE Georgia Online MTSS/SST team participation could be accomplished through

remote presentation with question and answer opportunities, regional trainings, or at the LEA.

Participants at this meeting should have a basic understanding of the foundations of Georgia Online MTSS/SST to participate in the plan development. If any members of the DLT were not present for the basic overview, the designated DC will review that information prior to the planning meeting to allow all members of the DLT to have a basic understanding of Georgia Online MTSS/SST.

All members of the DLT, including the DC, should review the provided resources prior to Training Session 1: Readiness.

Georgia Online MTSS/SST Training

Training is designed for LEA teams that have completed readiness activities, have a working knowledge of Georgia Online MTSS/SST, and have begun the development of a Georgia Online MTSS/SST implementation action plan.

Training Session 1: Readiness

Participants: All staff who are designated as system admins for Georgia Online MTSS/SST (consider district level support staff, MTSS coordinators, SST coordinators, special education administration, lead SLP, lead school psychologist, SIS Representative)

Duration: 1 ½ to 2 hours

Responsible party: GaDOE Georgia Online MTSS/SST Team

Resources:
- Georgia Online MTSS/SST New LEA Preparation PowerPoint
- Georgia Online MTSS/SST Preparation Activities Checklist
- Georgia Online MTSS/SST User Roles Chart
- Staff Instructions for Completing the Georgia Online MTSS/SST Profile document
- Training Guides with Sample Agendas for Redelivery (will be provided at the close of each training session)

This training is **mandatory** for all staff who will be system level administrators for Georgia Online MTSS/SST. The purpose of this training is to begin the process of LEA team readiness. By the end of this training, participants will:
- Understand the role of the administrator in Georgia Online MTSS/SST implementation.
- Understand the roles of the LEA Georgia Online MTSS/SST leadership team and how to select staff for the team.
- Learn about training requirements.

After the overview, the identified DC will:
- Ensure LEA staff who will be doing redelivery review the training guide.
- Complete the Preparation Activities Checklist and notify the assigned GaDOE team member as steps are completed.

- ➢ Be prepared to share with GaDOE Georgia Online MTSS/SST staff the completed plan for roll-out/ redelivery (including tentative dates and topics).

After the overview, the GaDOE Georgia Online MTSS/SST Team will:
- ➢ Communicate at regular intervals to assist as needed with the required preparation activities.
- ➢ Maintain a record of the completed preparation activities.

Training Session 2: Administrator Training/Preparation for Redelivery

Setting Up a Student Record and Building a Student Support Team (SST)

Participants: A core group who will redeliver eligibility training to the remaining LEA staff. Consider staff within the LEA who are knowledgeable about SST process. Training groups should be no larger than 40-50 participants per session. Sessions may include participants from multiple LEAs.

Duration: 2 hours

Responsible party: GaDOE Georgia Online MTSS/SST Team

The purpose of these trainings is to provide a working knowledge for system and school staff of the SST process using Georgia Online MTSS/SST. Staff will receive the resources needed to redeliver to additional LEA staff.

GaDOE Georgia Online MTSS/SST staff will use the developed training guide for the applicable session. Redelivery will be conducted by LEA staff using the developed training guide and HELP document for the applicable session. A suggested Georgia Online MTSS/SST training survey will be provided to the LEA's DC for use during redelivery to determine the staff's knowledge of the use of Georgia Online MTSS/SST for setting up a student's record and Building a Student Support Team (SST).

Training Session 3: Administrator Training/ Preparation for Redelivery

Recording Student Data and Other Information

Participants: A core group who will redeliver Georgia MTSS/SST training to the remaining LEA staff. Consider staff within the LEA who are knowledgeable about SST process. Training groups should be no larger than 40-50 participants per session. Sessions may include participants from multiple LEAs.

Duration: 2-3 hours

Responsible party: GaDOE Georgia Online MTSS/SST Team

The purpose of the trainings is to provide a working knowledge for system and school staff of the SST process using Georgia Online MTSS/SST. Staff will receive the resources needed to redeliver to additional LEA staff.

GaDOE Georgia Online MTSS/SST staff will use the developed training guide for the applicable session. Redelivery will be conducted by LEA staff using the developed training guide and HELP document for the applicable session. A suggested Georgia Online MTSS/SST training survey will be provided to the LEA DC for use during redelivery to determine the staff's knowledge of the use of Georgia Online MTSS/SST for recording student data and other information.

Training Session 4: Administrator Training/ Preparation for Redelivery

Live Set-Up

Participants: All staff who are designated as system administrators for Georgia Online MTSS/SST (consider district level support staff, MTSS/SST coordinators, special education administration, lead SLP, lead preschool teacher, lead school psychologist, SIS representative). Training groups should be no larger than 40-50 participants per session. Sessions may include participants from multiple LEAs.

Duration: 1-2 hours

Responsible party: GaDOE Georgia Online MTSS/SST Team

The purpose of the trainings is to provide a working knowledge for system and school staff of the features available. Staff will receive the resources needed to redeliver to additional LEA staff.

GaDOE Georgia Online MTSS/SST staff will use the developed training guide for the applicable session. Redelivery will be conducted by LEA staff using the developed training guide and HELP document for the applicable session. A suggested Georgia Online MTSS/SST training survey will be provided to the LEA DC for use during redelivery to determine the staff's knowledge of the use of Georgia Online MTSS/SST reports and tools present for supporting the implementation of Georgia Online MTSS/SST and monitoring fidelity of a Multi-Level Prevention System.

LEA Set-up and Implementation

Step 1: SIS Set up of Staff

Participants: Members of the DLT and the designated District Coordinator (DC)
Responsible party: DLT (to include the LEA SIS Designee), GaDOE SLDS team member

LEA staff will use the provided resources and guidance provided during Session 1: Readiness to complete the process of setting up staff who will use Georgia Online MTSS/SST in both the LEA's SIS and within Georgia Online MTSS/SST as determined in the LEA action plan.

Step 2: LEA Set up of students

Participants: All staff who are designated as system administrators for Georgia Online MTSS/SST (consider district level support staff and special education administration, lead SLP, lead preschool teacher, lead school psychologist, SIS Representative)

Responsible party: GaDOE Georgia Online MTSS/SST Team and DC

LEA staff with the assistance of the GaDOE Georgia Online MTSS/SST team will use the provided resources and guidance provided during Training Session 4 to complete the process of setting up students within Georgia Online MTSS/SST as determined in the LEA action plan.

Step 3: LEA Redelivery of Training

Participants: LEA Georgia Online MTSS/SST users

Responsible party: LEA Staff

LEA staff who participated in the Core Group Training sessions with the GaDOE Georgia Online MTSS/SST Team will follow the developed LEA action plan for redelivery to the remaining LEA staff who will be using Georgia Online MTSS/SST.

Consider the following:
- Training groups should be no larger than 40-50 participants at a time.
- Plan to repeat notification of training over a period of time.
- Consider creating a pre-set calendar or plan for ongoing training throughout the year and yearly so that new staff members are trained in a systematic and timely fashion.
- Provide clear communication to training participants with key reminders (i.e., Bring laptops and their cords).
- Consider having multiple days of training depending on the size of your staff.
- Consider grouping training participants by levels (elem., middle and high) and job responsibilities (coordinators, lead teachers, SLPs).
- Modify Georgia Online MTSS/SST sample training agenda and organize/modify handouts for training.
- Consider providing the agenda and handouts electronically so participants can easily access them in the future.
- Develop a sign in list/process for training participants.
- If using the GaDOE training site for redelivery training, identify a group of students within the training site to use for the training date. Identify approximately 10% more than the number of students you will need for the training participants.
- Develop a systematic process for assigning students to training participants. This can be done during sign in on the day of training or in some electronic fashion.

Training Key Reminders

- Advise training participants to work through each section of the agenda WITH the facilitator.
- Refer to the help manual *inside GO* after reviewing each page so participants will

remember to use it when they have questions in the future.
- ➢ Provide frequent opportunities to answer questions.
- ➢ Designate a member of the training team to record participant questions for follow up with the Georgia Online MTSS/SST team.
- ➢ Designate a member of the training team to take notes during training to use to debrief and revise training practices for the next training cycle.
- ➢ **Remember that all documents should be dated the day of training or before so that training participants can finalize their documents during training.**
- ➢ Consider using professional learning resources provided by the GO team.
- ➢ Consider displaying and reviewing the State Board Rule for Student Support Team.

LEA Support for Georgia Online MTSS/SST Application

1. The first layer of support for Georgia Online MTSS/SST will be a **User Manual (HELP)** produced by the GaDOE Georgia Online MTSS/SST Team electronically *within the program*. Most questions can be answered using this manual.

2. The second layer of support will be the LEA designated Georgia Online MTSS/SST school administrators. Larger LEAs may have multiple school level Georgia Online MTSS/SST administrators. A Support Ticket feature is available so that staff can request assistance from the school administrators for individual issues.

3. The third layer of support will be the Georgia Online MTSS/SST system administrator(s) for the LEA. School level Georgia Online MTSS/SST administrators can also use the Support Ticket feature to advance tickets to the Georgia Online MTSS/SST system administrator(s) for the LEA when they are unable to resolve an issue.

4. The last layer of support will be the GaDOE Georgia Online MTSS/SST Team. If a problem cannot be solved at any of the previous levels, a Georgia Online MTSS/SST system administrator(s) for the LEA can contact the GaDOE Georgia Online MTSS/SST Team using the Support Ticket feature within Georgia Online MTSS/SST.

Support from GaDOE Georgia Online MTSS/SST Team

Universal Georgia Online MTSS/SST Support

- ➢ Periodic webinars
- ➢ Biweekly to monthly tips by email and/or newsletter.
    - o The LEA contacts should distribute as appropriate to all Georgia Online MTSS/SST users in the LEA.
- ➢ Support sessions and Stakeholder Meetings will be conducted throughout the year.

Regional Georgia Online MTSS/SST Support

- ➢ Regional Support Sessions will be offered 1 to 2 times each school year.
- ➢ Additional regional support sessions can be scheduled upon request as needed.

Individual LEA Georgia Online MTSS/SST Support

- ➢ Virtual Meetings with GaDOE Georgia Online MTSS/SST Team members
- ➢ Phone support with GaDOE Georgia Online MTSS/SST Team members
- ➢ Email support with GaDOE Georgia Online MTSS/SST Team members
- ➢ An update support session will be scheduled for LEAs in year 1 of implementation within 2 months of implementation.

➢ All other LEAs can request an individual support session as needed.

Local LEA Staff Support

➢ Individual LEAs should have a plan for addressing ongoing training and support needs for both school level challenges and individual staff needs.