



MTSS Committee Member: Managing Escalation Requests

Revised 09.19.16



Document Contents

[Step-by-Step Guide for Committee](#)

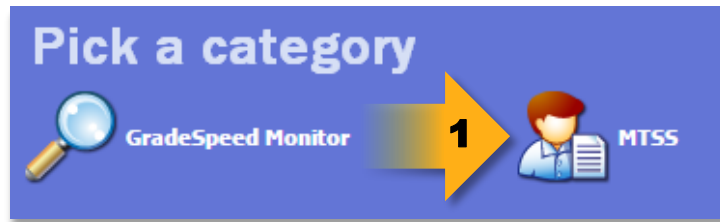
MTSS: MANAGING ESCALATION REQUESTS

Step-by-Step Guide for Committee

This guide will take MTSS Committee members through the process of viewing a list of escalation requests made by Intervention Providers via the progress note feature.

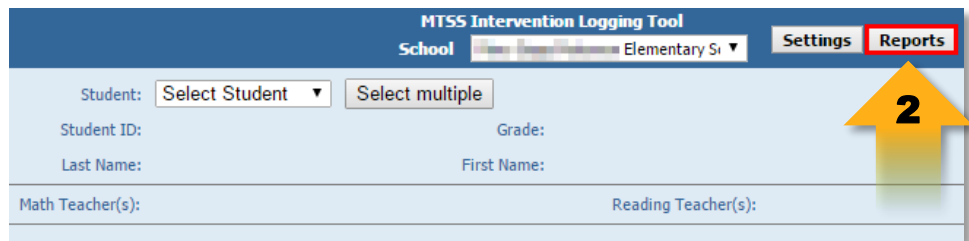
Navigate to the MTSS Tool

1. Log into your admin menu and click on "MTSS."



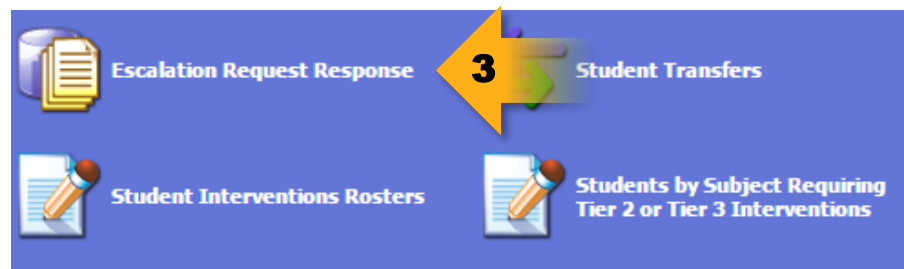
Navigate to Reports

2. Click on the "Reports" button at top right.



Open Escalation Request Response Report

3. Click on "Escalation Request Response."



Observe Filter

4. The Report has four filter options at the bottom of the page, defaulting to "All Flagged."



View 'All Flagged' Escalation Requests

5. This report lists all requests escalated to the committee. When a provider first escalates a request, the **Status of Escalation Request** field will be blank.

School Name	Student ID	Last Name	First Name	Grade Level
...	10
...	10
...	10
...	11

Flag Set	Status of Escalation Request	Subject	School Selected Supports
08/30/2016		SEL	2 [Respond]
08/30/2016	Pending (Escalated)	SS	[Respond]
09/13/2016			1 [Respond]
08/07/2016	Pending (Escalated)	Math	1 [Respond]
09/13/2016		Math	2 [Respond]
09/13/2016		SS	2 [Respond]
08/29/2016		Math	2 [Respond]

Open Response Screen

6. Click **[Respond]**.

Respond to Request

7. View the provider recommendation in the "Progress Note" field.

8. Change Tier (if applicable*).

9. Select Status.

Note: Pending (Escalated) means the committee needs more time to make a decision.

10. Type the reasoning for the status you selected; it is viewable by the provider in the main tool at the intervention level.

11. Click **Save**.

Note: If a tier change was made on this screen, it will automatically update in the main tool as well.

**Note: Not all requests require a tier change. Providers may request additional resources or a new intervention to be created with another provider for the student in question. It is important to act upon these non-tier change requests in the main tool itself.*