



# MTSS Provider: Creating and Editing a Progress Note

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# MTSS: CREATING AND EDITING A PROGRESS NOTE

## Step-by-Step Guide for Providers

This guide will take providers through the process of creating and editing a progress note.

### Navigate to the MTSS Tool

1. After logging into Gradebook, click on the “MTSS” link on the left side menu or in your administrative menu, click on the “MTSS” module.



### Select Student

2. To add/edit a progress note, select the desired student’s name from the **Student:** drop-down list.



### Create Progress Note

- 3a. Locate desired intervention and click **Add Note**. To edit an existing progress note, skip down to step 3b.

*Note: The Add Note link will only appear if the Intervention has an Actual Start Date. To add an Actual Start Date, click the ‘Open’ link for the desired intervention.*

Subject	Type	Tier	Frequency	Duration	Open	Delete	Add Note
Literacy	Cambium LG: Language!	2	2 days/week	15 minutes	Open	Delete	Add Note
Science	Compass Learning: Hybridge GoQuest	2	2 days/week	15 minutes	Open	Delete	Add Note (1)
SS	Achieve 3000: TeenBiz3000	3	1 day/week	45 minutes	Open	Delete	Add Note
Science	Compass Learning: Hybridge GoQuest	2	Twice/month	30 minutes	Open	Delete	Add Note (1)
Literacy	Scantron: Plato Reading	2	1 day/week	1.5 hours	Open	Delete	Add Note (1)
SEL	Peace Circles	2	2 days/week	15 minutes	Open	Delete	Add Note (1)
SS	Achieve 3000: SmartyAnts	2	One time	15 minutes	Open	Delete	Add Note (1)
Math	IXL Learning: IXL Math	2	4 days/week	2 hours	Open	Delete	Add Note (4)

4a. The Progress Note popup will appear. Enter the date of the Progress note.

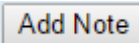
5a. Type the progress note in the free-form 'Note' text box.

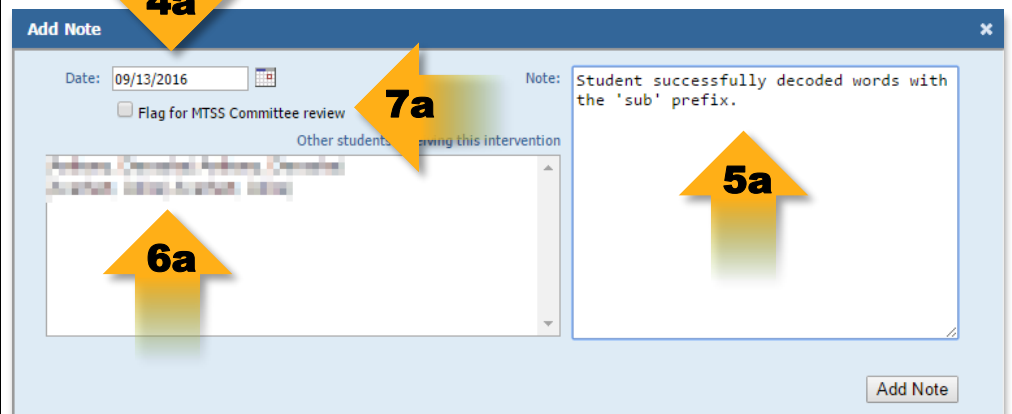
*Note: This field has a limit of 8,000 characters.*

6a. If other students are receiving the same intervention type, progress notes can be logged for multiple students. Select any additional students.

7a. If this progress note is either 1) evidence for recommending a tier change for this student or 2) a request to begin a different intervention with another provider, **Flag for MTSS Committee review** box. For general progress notes, leave the box unchecked.

*Note: The Flag for Committee option can only be used when logging a progress note for a **single** student.*

8a. Click  .



The screenshot shows the 'Add Note' popup window. Annotations are as follows:

- 4a**: Points to the Date field, which contains '09/13/2016'.
- 7a**: Points to the 'Flag for MTSS Committee review' checkbox, which is unchecked.
- 6a**: Points to the list of other students receiving the intervention.
- 5a**: Points to the 'Note' text area, which contains the text: 'Student successfully decoded words with the 'sub' prefix.'
- 8a**: Points to the 'Add Note' button at the bottom right of the popup.

### Edit Progress Note

3b. Locate desired Intervention and click **Open**.

Subject	Type	Tier	Frequency	Duration	Open	Delete	Add Note
Literacy	Cambium LG: Language!	2	2 days/week	15 minutes	Open	Delete	Add Note
Science	Compass Learning: Hybride	2	2 days/week	15 minutes	Open	Delete	Add Note (1)
SS	Achieve 3000: TeenBiz3000	3	1 day/week	45 minutes	Open	Delete	Add Note
Science	Compass Learning: Hybride	2	Twice/month	30 minutes	Open	Delete	Add Note (1)
Literacy	Scantron: Plato Reading	2	1 day/week	15 minutes	<b>Open</b>	Delete	Add Note (1)
SEL	Peace Circles	2	2 days/week	15 minutes	Open	Delete	Add Note (1)
SS	Achieve 3000: SmartyAnts	2	One time	15 minutes	Open	Delete	Add Note (1)
Math	IXL Learning: IXL Math	2	4 days/week	2 hours	Open	Delete	Add Note (4)

4b. In the Progress Note grid, identify the desired progress note and click **Open**.

Progress Notes				
Date	Flagged	Note	Status	Open
08/31/2016	Yes	Student should be escalated to Tier 1	Pending (Escalated)	<b>Open</b>

5b. Modify the date, note, or **Flag for MTSS Committee review** field(s) as desired.

*Note: Even if a progress note was created using the multi-select option, editing a progress note can only be done at the individual student level.*

**Intervention Details** - [Close] [Refresh] [Print]

Date:  **5b** Note:  **5b**

Flag for MTSS Committee review **5b**

6b. Click **Save Note**.

