**CISDM Tips – Quarter 1**

1. Missing parent consents
	1. Logging parental consent can be a step that is missed in the Student Needs Assessment Process
	2. **To see which students are missing parent consent:**
		1. Login to CISDM
		2. Go to the Administration Dashboard (the wrench icon in the top of the screen)
		3. Click Reports/Summaries Dashboard
		4. Click TQS Data
		5. For TQS Type, use the dropdown arrow to select Case Management
		6. If you want only the school(s) you work in to appear in the report:
			1. In the right column of the screen, select “Some” next to Schools
			2. Check the boxes next to the schools you wish to be included in the report
			3. Click “Add Selected”
		7. Click “Report” in the bottom right corner of the screen
		8. When the report opens, click on “Case Management”
			1. This is underlined, showing that it is a hyperlink
			2. It appears at the top of the table
		9. This brings up the case management details for each student at your selected school(s)
			1. Scroll over to the “Parental Consent Received?” Column to see which students are missing consent
				1. Those missing consent will be marked “No.”
	3. **To add a parent consent for a student**
		1. Go to the student dashboard and find the student you wish to add a consent for
		2. On the student’s dashboard, click “Parent/Guardian Consent” in the Student Toolbox
		3. Click “Add New Parent/Guardian Consent” in the upper right corner of the screen
		4. Enter the information of the consent and select whether you want to upload the consent document into CISDM
		5. Click save
2. Students missing check-ins
	1. Per TQS standards, CIS students should have a check-in with their site coordinator once per month
	2. If the check-in occurs while another support is being provided, this can be noted while documenting the support in CISDM
	3. **To add a check-in with another support:**
		1. In the Tier II/III support entry form, find “Did a check-in occur?” located at the bottom of the form
		2. If a check-in occurred, click the check box next to “Did a check-in occur?”
		3. Enter any other information that is relevant
			1. Note: CISDM gives you the opportunity to note whether goals, supports, progress, or personal information is discussed, but these are not required sections of the check-in form
		4. After you have completed the Tier II/III support entry and clicked the “Did a check-in occur” box, click save
		5. This will log both the support and the check-in
			1. This check-in *will count* towards the check-ins pulled in the quarterly TQS Data Report
	4. **To add a check-in alone:**
		1. If the check-in occurred as a separate meeting and was not done during the delivery of another support, it can be entered separately
		2. Go to the student’s dashboard
		3. Click the “Check-In” button in the Student Toolbox
		4. Click “Add New Check-In Entry” in the top right corner of the screen
		5. Complete the required fields
		6. Click save
		7. This check-in entry will count towards the check-ins pulled in the quarterly TQS Data Report
3. Missing reports to school leadership, affiliate, and school support team
	1. Per TQS standards, site coordinators should report on progress in school support plan to school leadership, their affiliate, and the school support team at least once per grading period
	2. **To document reporting to school leadership, your affiliate, or the school support team:**
		1. Go to the site coordinator dashboard
		2. Click “Site Coordination Entry” under School Activities
		3. Click “Add New SC Entry” in the top right corner of the screen
		4. Fill out the required fields
			1. Under “Type of Site Coordination,” use the drop down arrow to select the appropriate reporting activity
			2. Scroll down to see “Reporting – Affiliate,” “Reporting – School Leadership,” and “Reporting – School Support Team”
				1. Select the appropriate report
		5. Click “save” in the bottom right corner
4. Missing student progress report entries
	1. Per TQS standards, each student served by CIS must have a progress report entry for each assigned goal at least once per grading period
	2. **To enter a student progress report:**
		1. Go to the student’s dashboard
		2. Click “Progress Monitoring and Goal Achievement” under Assessment, Planning, & Monitoring
		3. Click the gear icon next to the goal you wish to report progress on
		4. Select “Progress Monitoring”
		5. Under “Review Type,” select the appropriate grading period (e.g., first grading period)
		6. Use the dropdown arrow beneath “progress against goal” to select the student’s progress for this grading period
		7. Complete remaining required fields
		8. Click save