**CISDM Tips – Quarter 2**

1. 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.
      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 that did not occur with a support:**
      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
2. 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
3. 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
4. Missing school report progress entries
   1. Per TQS standards, each school served by CIS must have a progress report entry for each assigned goal at least once per grading period
   2. **To enter a school progress report:**
      1. Go to the Site Coordinator Dashboard
      2. Click “School Needs Assessment & Support Planning” under School Activities
      3. Click the gear icon next to the school you wish to report progress for
      4. Select “School Needs Assessment Data”
      5. Under “Progress Monitoring”, select “Progress Monitoring for the 2017/2018 SY”
      6. *Repeat the following steps for each goal*
      7. Click the gear icon beside the goal
      8. Select “Progress Monitoring”
      9. The form will automatically open a new progress entry (past entries will be below the new/blank entry)
      10. Complete all required fields
      11. Click save