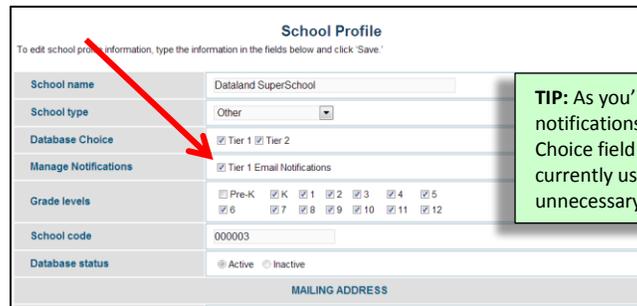


Getting Prepared for Electronic Office Referrals

INITIAL STEPS

- Verify that the email address for each staff member is recorded correctly in the RtIB database.
 - Your school or district administrator can request an Excel spreadsheet containing your staff members' names and email addresses by emailing the database team: rtidb@usf.edu
- Ensure that the option for “Tier 1 Email Notifications” is checked in your school profile screen.



TIP: As you're verifying that the option for Tier 1 notifications is checked, make sure that the Database Choice field reflects only the tiers your school is currently using in the database. This will eliminate unnecessary questions from the database quiz.

- Decide on the level(s) of access your staff members will need. The “Access Level Summary” briefly summarizes the different permission sets, and the RtIB Database team can provide individualized assistance upon request.

PRIOR TO ACTIVATION

- Develop a plan to inform, train, and follow up with your staff. Be sure to communicate:
 - Each staff member's access level
 - The school's tiers of use in the database (Tier 1, Tier 2, or both)
 - How to access training, study guides, and additional resources
 - How to complete custom and/or special fields in the database (e.g., “Context,” “Motivation,” etc.)
 - How to submit office referrals in RtIB, and what to expect after the incident is resolved
 - When to expect their activation email
 - The database team's contact information: rtidb@usf.edu

AFTER INFORMING YOUR STAFF

- Log in to the database and activate staff members according to your plan.
 - Activation emails are sent immediately; all staff should receive theirs within 15 minutes of activation.
- If you have a District Administrator, School Administrator, Data Entry, or Coach access level, navigate to the Staff List to view staff members' progress with the database quiz.

WE'RE HERE TO SUPPORT YOU!

The database team can provide assistance as you plan and implement electronic referrals – just ask!