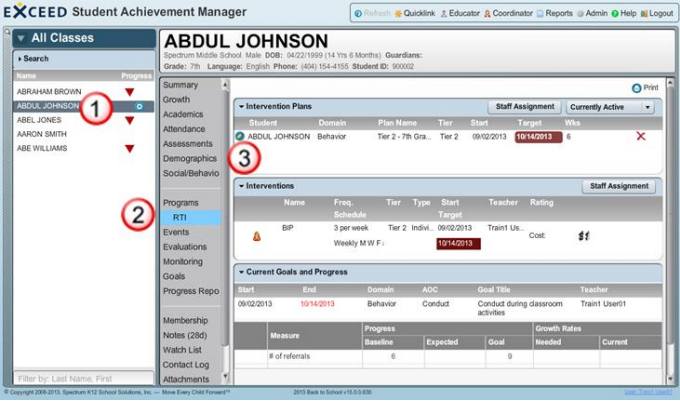
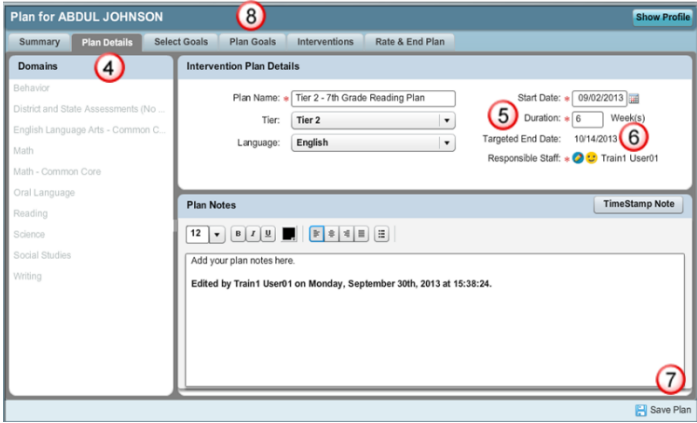
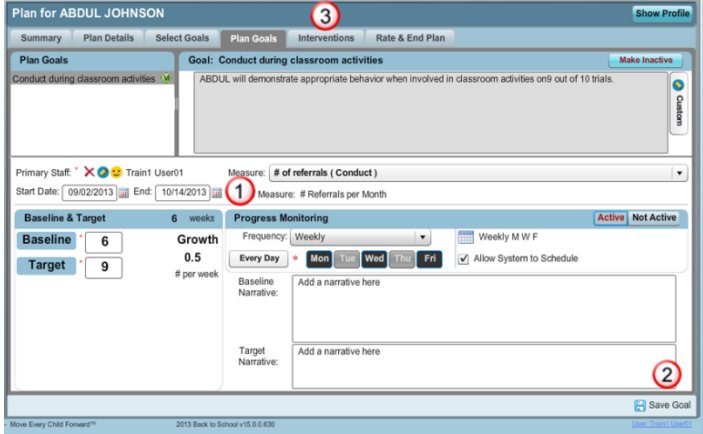
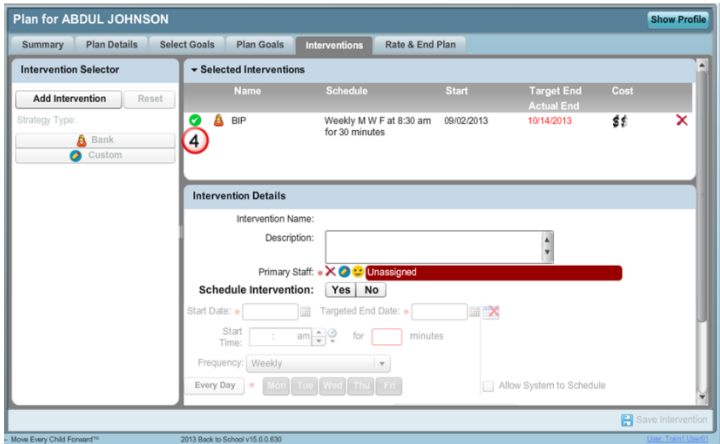


EXCEED[®] RTI

Changing Individual Plan Dates

Individual Plans	
Description	Action
<p>During the course of an Intervention Plan it may be necessary to adjust the plan dates to extend the length of the plan. The plan dates must be changed in three places.</p> 	<ol style="list-style-type: none"> 1. Access a student's profile by clicking on his or her name in the Student List 2. Select Programs/RTI from the gray navigation panel 3. Select the student's intervention plan from the list
<p>The Intervention Plan Details tab displays. Plan dates set the time limits of the plan. Goals/Progress Monitoring and Interventions dates must fall within the Plan dates.</p> 	<ol style="list-style-type: none"> 4. Click the Plan Details tab 5. Change the duration of the plan 6. Take note of the new end date 7. Click Save Goal 8. Click the Plan Goals tab

Description	Action
<p>The Plan Goals panel displays. You can make any changes needed here, including changing the dates.</p>  <p>Key Point: <i>The Start Date and End Date must fall within the Plan Dates shown on the Plan Details tab.</i></p>	<ol style="list-style-type: none"> 1. Change the End date to match the end date from the Plan Details tab 2. Click Save Goal 3. Click the Interventions tab <p>*Before leaving this page review the Target number. Most likely if you are extending the goal a new target will need to be set.</p> <p>*This is also the time you may want to end a goal (make inactive) and add a new one.</p>
<p>The Interventions Plan panel displays.</p> 	<ol style="list-style-type: none"> 4. Click the Active Intervention icon

Description	Action
<p>The Intervention Details panel displays. Just like with the Plan Goals dates, the Intervention dates must fall within the Plan Dates shown on the Plan Details tab.</p>	<ol style="list-style-type: none"> 5. Change the Targeted End date for the Scheduled Intervention to match the end date from the Plan Details tab 6. Click Save Intervention