**How to make a referral in Easy RTI**

Log in to the Easy system. You may find the link on the intranet under business applications:  
<https://go8.pcgeducation.com/ncwcpss> This is the same website used for Easy PEP. If you have issues logging in follow the instructions with retrieving your password.

**Entering Health/Medical Screenings:** ***(Completed by referring teacher/Case Manager prior to Tier III meeting)***

1. Click on the “Students” tab at the top of the page
2. Click on the ‘View My Caseload’ button (You may also search for students by providing criteria such as Last Name or Student ID. Click ‘View Students’)
3. Click on the students name
4. Click on the “Health Medical Screening” tab
5. Click on the + sign to expand the relevant section.
6. Click ‘Add Another Hearing Screening’, ‘Add Another Vision Screening’ or ‘Add Another Medical Summary’
7. Complete all screening information
8. Click ‘Save’

**Completing the RtI Tier III Process**

1. Click on the “RtI Tier III Process” tab
2. Complete all links in the Process Flow as directed by Easi

**RtI Tier III Request** ***(Completed by referring teacher to begin the Tier III process)***

1. Click on the ‘RtI Tier III Request’ link
2. Select your area(s) of need by clicking ‘Add/Delete General Area(s) of Need’
3. Check the box beside each area of need necessary and click ‘Save & Continue’
4. Choose an area of need from the General Area of Need dropdown
5. Answer all questions and explain rationale.
6. If the student has a PEP in this area of need:
   1. Click ‘Submit Tier III Request’
7. If the student does not have a PEP in this area of need:
   1. Answer all additional questions and create a final Tier III Request Document.
8. Click Save & Continue

**RtI Tier III Student Summary** *(Completed by the Case Manager and Referring Teacher prior to the Tier III meeting)*

1. Complete student strengths fields.
2. Select an area of need from the dropdown.
3. Complete analyze the problem fields.
4. If necessary, create a PEP Summary by clicking ‘Create Final PEP Summary’
5. Complete any additional information.
6. Click ‘Save & Continue’

**Additional Information** *(Completed by the Case Manager and Referring Teacher prior to the Tier III meeting)*

1. Click on the + sign to expand the relevant section.
2. Click ‘Add Another Hearing Screening’, ‘Add Another Vision Screening’, ‘Add Another Speech Screening’ or ‘Add Another Medical Summary’.
3. Complete all screening information. Hearing and Vision Screenings and 1 observation are required components.
4. Review and summarize the Family Input form
5. Address all behavior questions and review plan if necessary
6. Click on the + sign to expand at least one observation.
7. Fill in all observation fields
8. Create Classroom Observation document by clicking ‘Create Draft Classroom Observations’ or ‘Create Final Classroom Observations’
9. Click ‘Save & Continue’