

**Intervention Planning and Assessment System:  
IPAS v2  
August 24, 2011**

1. Overview
  - a. What is IPAS?
    - i. Electronic system for managing universal screening and progress monitoring data, and enhancing decision making in an RTI system
    - ii. There are three clusters of data in the system
      1. School/grade level list of students with scores and student information
      2. A list of students in interventions
      3. Individual student pages with data, graphs, and other documents
  - b. What are the main functions?
    - i. Data import
    - ii. Intervention selection and recording
    - iii. Progress monitoring
    - iv. Data Analysis
  - c. Who can use IPAS and what does it cost?
    - i. It is available to all ORTI districts
    - ii. The only cost is a onetime licensing fee for the Dotnetcharting program that is part of the system. TTSD, ORTI, ODE, nor anybody else will make any money from your use (covered OrRTI for participating districts)
  - d. How do I access it:
    - i. IPAS is web-based and it can be accessed with a password at:  
**<https://www.orrti-ipas.org>**
    - ii. There are four levels of access set up for TTSD which will be the default setting for districts: System Administrator (ebisadmin), District User (ebisdist), School User (ebisschool), and grade level teacher (ebisteacher)
    - iii. For initial district set-up and to create access for users within the district district. OrRTI creates a district Admin user. This person then creates user names and passwords for district employees.
    - iv. External access to Demo site:
      1. Web address: <https://orrti-ipas.org>
      2. User name: [demoteacher@orrti-ipas.org](mailto:demoteacher@orrti-ipas.org) (for Teacher access)
      3. User name: [demo@orrti-ipas.org](mailto:demo@orrti-ipas.org) (for School access)
      4. User name: [demodist@orrti-ipas.org](mailto:demodist@orrti-ipas.org) (for District access)
      5. User name: [demoadmin@orrti-ipas.org](mailto:demoadmin@orrti-ipas.org) (for Admin access)
      6. Password: password
2. How do I input data?
  - a. Group data can be uploaded by transferring a data set (i.e., Student list with student information, DIBELS scores, etc.) into an Excel spreadsheet and then into IPAS

- b. Data can be input directly into the system , either for groups of students via the “Data Entry” module, or individually on the student’s progress monitoring page.
3. Screening Module
- a. Includes data on all students screened and entered into system
  - b. Filter by tests (i.e., ISF, NWF, ORF)
  - c. Sort by students below a defined percentage, risk-level, or instructional recommendation
    - i. Students below the selected criterion level (i.e., ORF, 20%)are shaded red
4. Progress Monitoring module
- a. Is a list of all students in interventions
  - b. Portal to individual student data
  - c. Link to Group Intervention Planning form
5. Individual student pages
- a. Click on a student in the intervention list to access data, graphs, and other documents
  - b. Multiple tabs: Graph and data tab; Intervention Profile Tab; Documents tab
  - c. Default start page is the graph/data tab. Data entered at the bottom of the page will automatically be entered into the graph
  - d. Students with more than one intervention will have a drop down menu under their name on the graph/data page
  - e. Documents tab will include any additional documents that have been created, including: Intervention Profiles for each intervention, Individual Problem Solving Worksheet and Developmental History
6. Graphing and decision making
- a. Graphs will automatically generate an aimline based on default criteria (Time of year and benchmark).
  - b. aimline targets can be adjusted manually if there is a need to over-ride defaults
  - c. Data points will be added in real-time, and data points below the aimline will appear in red, while data points above will appear in green
  - d. Interventions will be marked by a vertical line that will be labeled based on the Intervention Profile
  - e. A trendline will appear once there are 4 data points in an intervention
  - f. New interventions will be marked by additional, labeled vertical lines
  - g. A new aimline will appear after each new intervention. The previous aimline will continue to appear up to the point of the new intervention. The active aimline in the current intervention will be in bold black, while previous aimlines will be gray.
  - h. Decision rule prompts
    - i. A red notice “Change Intervention” will appear any time there are four consecutive data points below the aimline, OR
    - ii. If there are seven or more data points and the trendline is below the aimline
7. Set Up
- a. TTSD hosted web-solution (Preferred method)
    - i. IPAS is a web-based solution hosted by TTSD. TTSD has a dedicated server that is used to maintain copies of the program for each district using the system.

