Multi-Tiered System of Supports (MTSS) Guidance Document
Integrating the Early Warning System into the PLC Process

To access Business Intelligence Gateway (B.I.G.), you must be on the district server accessible when you are on district property.

1. Go to the B.I.G. website
   https://big

2. On the bottom right side of the screen, there is a column labeled Report Catalog. From this column you can either click **Early Warning System** or select **Add** and the **Early Warning System** link will embed into Your Favorite Reports column.

3. If you haven't done so already, click the **Early Warning System** link to open the report.

4. Select the pertinent information for your report.

5. Click **View Report** on the far-right side of your screen.

6. The report can be viewed in B.I.G. or exported in Excel for sorting purposes.

7. Sort by Risk (within B.I.G., find the Risk column and click the arrow(s) in that column to sort A-Z and click a second time to sort Z-A. Or you can filter by Risk Category (see Step 4).

8. Use the data within the report on B.I.G. or in the Excel format to support discussions within your PLC to guide discussion on student needs and possible targeted interventions to support students.

Suggestion:
- Use the guiding questions to establish site supports/interventions and guide discussion.
- Fill out the PLC Early Warning System Problem-Solving Process (K-9)