USER MANUAL · FREE DOWNLOAD

MTSS Tiered Resource Planner

Mark's Web-Based Elementary MTSS Proactive Design App: estimate the Tier 2 and Tier 3 intervention time a K–5 school needs, and check it against the staff it has



Grade-Level Intervention Needs

Enter enrollment per grade. Tier 2 and Tier 3 needs recalculate automatically.

Grade	# of Students Per Grade	# Potential Students for Tier 2	# Tier 2 Groups	Tier 2 Intervention Minutes	Tier 2 Intervention Hours	Tier 2 # FTE @ 5.5 hr	# Potential Students for Tier 3	# Tier 3 Groups	Tier 3 Intervention Minutes	Tier 3 Intervention Hours	Tier 3 # FTE @ 5.5 hr	Total Tier 2 & 3 Hours / Day	Total Tier 2 & 3 FTE / Day
K	82	12	2	73.8	1.2	–	8	3	164	2.7	–	3.96	0.72
1	78	12	2	70.2	1.2	–	8	3	156	2.6	–	3.77	0.69
2	74	11	2	66.6	1.1	–	7	2	148	2.5	–	3.58	0.65
3	80	12	2	72	1.2	–	8	3	160	2.7	–	3.87	0.7
4	71	11	2	63.9	1.1	–	7	2	142	2.4	–	3.43	0.62
5	69	10	2	62.1	1.0	–	7	2	138	2.3	–	3.34	0.61
Total	**454**	**68**	**14**	**408.6**	**6.8**	**1.24**	**45**	**15**	**908**	**15.1**	**2.75**	**21.94**	**3.99**
Available FTE	–	–	–	–	*27.5 hrs*	*5 staff*	–	–	–	*13.75 hrs*	*2.5 staff*	–	–
Capacity Gap					Covered (+20.69 hrs)							Short 1.38 hrs	

Simulated example: Maple Grove Elementary (simulated), 454 students in Grades K–5.

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November 2026

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> **Watch the demo.** A narrated demonstration movie (about 2½ minutes) on the product page walks through Maple Grove Elementary (simulated): enrollment, Tier 2 and Tier 3 parameters, service providers, the Capacity Gap, and a what-if change to Tier 3 group size.

All schools, enrollments and staffing in this manual are simulated. © 2026 Data-Based Consulting, Inc. This manual may be downloaded, printed and shared free of charge.

1. About the Planner

In a Multi-Tiered System of Supports (MTSS), schools plan ahead for the students who will need more than core instruction. Tier 2 is supplemental small-group intervention; Tier 3 is more intensive intervention, usually in smaller groups for more minutes each day. A proactive design starts with a simple question: **if a typical share of our students needs Tier 2 and Tier 3, do we have enough staff time to deliver it?**

The MTSS Tiered Resource Planner answers that question for an elementary school, Grades K–5. You enter enrollment by grade, the percent of students you expect to serve at each tier, the group size and the daily minutes. The app estimates the number of groups, the minutes and hours of intervention needed each day, and compares those hours with the daily intervention hours your Tier 2 and Tier 3 providers can supply.

What the planner does

- Estimates potential Tier 2 and Tier 3 students, groups, minutes and hours per grade and for the whole school.
- Converts staff counts into daily intervention hours (each person = 5.5 hours per day).
- Shows a Capacity Gap for each tier: **Covered** (green) or **Short** (orange), in hours.
- Lets you rename roles and headings to match your school's terms.

What it does not do

- It does not screen students, set goals or monitor progress. It works with planning numbers, not student data.
- It does not build a master schedule. It tells you whether the total time fits; your team still decides who teaches which group and when.

2. Downloading and Opening the App

1. After purchase on markshinn.org, download **Tiered_Resource_Planner.zip** from the confirmation page.
2. Unzip the file. On Windows, right-click it and choose **Extract All**; on a Mac, double-click it. Keep the three files (**index.html**, **script.js**, **style.css**) together in the same folder.
3. Double-click **index.html**. The planner opens in your web browser (Chrome, Edge, Safari or Firefox). No installation, account or license key is needed.

> **Privacy.** Everything is calculated in your browser. Nothing is sent to a server, and no student names are entered. An internet connection is only used to load the display font; without it, the app uses a standard font and works the same way.

3. The Screen at a Glance

The planner is one page with a header and four cards. Work from top to bottom; every result updates the moment you change a number.

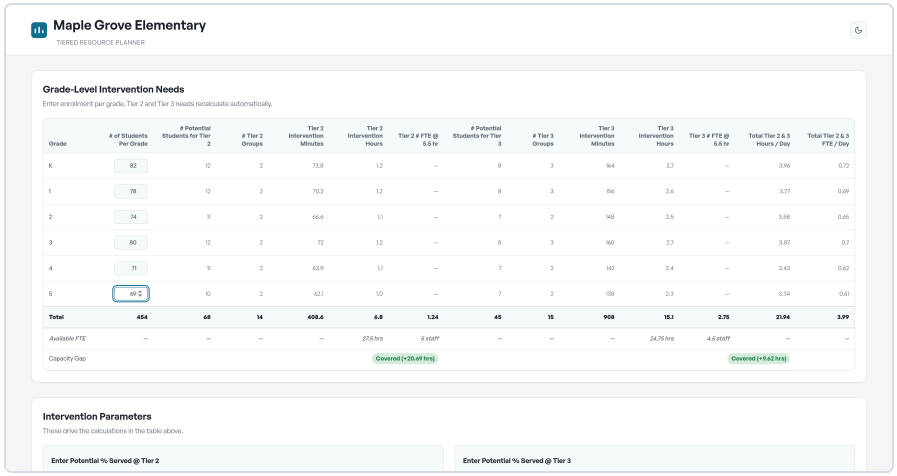

Figure 1. The header (school name) and the Grade-Level Intervention Needs table.

Area	What you do there
Header	Type the school name over "Enter School Name". The moon/sun button switches between light and dark display.
Grade-Level Intervention Needs	Enter enrollment for K–5. Read the calculated needs, the Total row, Available FTE and the Capacity Gap.
Intervention Parameters	Set % served, group size and minutes per day for Tier 2 and for Tier 3.
Tier 2 Service Providers	Enter the number of people in each Tier 2 role (Title I, Title I paras, reading specialists, EL staff, others).
Tier 3 Service Providers	Enter the number of people in each Tier 3 role (special education teachers and paras, others).

The table is wider than most screens. Scroll it sideways to see the Tier 3 and total columns.

4. Step 1: School Name and Enrollment

Click "Enter School Name" in the header and type your school's name. Then, in the Grade-Level Intervention Needs table, enter the number of students in each grade, K through 5. The Total row adds them up.



Grade-Level Intervention Needs

Enter enrollment per grade. Tier 2 and Tier 3 needs recalculate automatically.

Grade	# of Students Per Grade	# Potential Students for Tier 2	# Tier 2 Groups	Tier 2 Intervention Minutes	Tier 2 Intervention Hours	Tier 2 # FTE @ 5.5 hr	# Potential Students for Tier 3	# Tier 3 Groups	Tier 3 Intervention Minutes	Tier 3 Intervention Hours	Tier 3 # FTE @ 5.5 hr	Total Tier 2 & 3 Hours / Day	Total Tier 2 & 3 FTE / Day
K	82	12	2	73.8	1.2	–	8	3	164	2.7	–	3.96	0.72
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Total	**454**	**68**	**14**	**408.6**	**6.8**	**1.24**	**45**	**15**	**908**	**15.1**	**2.75**	**21.94**	**3.99**
Available FTE	–	–	–	–	*27.5 hrs*	*5 staff*	–	–	–	*24.75 hrs*	*4.5 staff*	–	–
Capacity Gap					Covered (+20.69 hrs)						Covered (+9.62 hrs)		

Figure 2. Enrollment and calculated needs for Maple Grove Elementary (simulated): 454 students.

5. Step 2: Intervention Parameters

The Intervention Parameters card holds three numbers for each tier. They drive every calculation in the table.

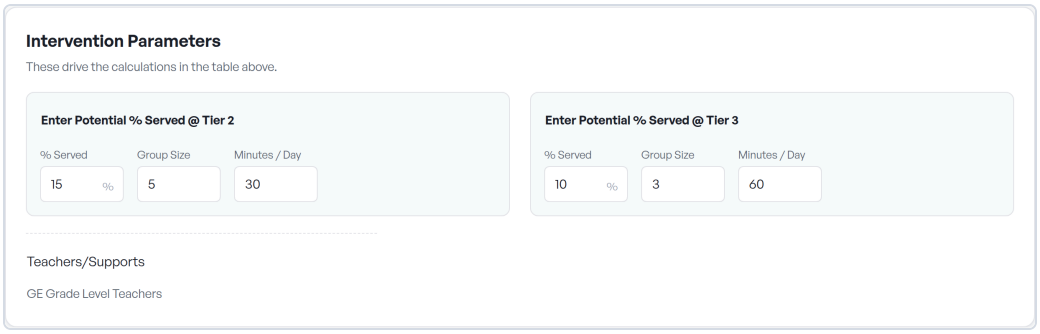


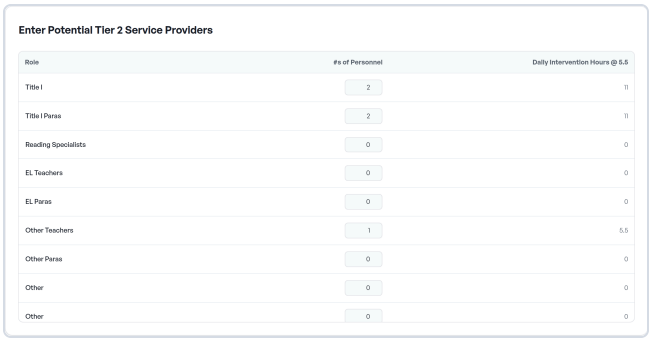
Figure 3. Tier 2: 15% served, groups of 5, 30 minutes per day. Tier 3: 10% served, groups of 3, 60 minutes per day.

Field	Meaning	Starting value
% Served	The percent of each grade you expect to need that tier.	Tier 2: 15% · Tier 3: 10%
Group Size	Students per intervention group.	Tier 2: 5 · Tier 3: 3
Minutes / Day	Daily intervention minutes for each group.	Tier 2: 30 · Tier 3: 60

The Teachers/Supports note under the parameters ("GE Grade Level Teachers") is a reminder that core (Tier 1) instruction is delivered by general education teachers and is not counted here. You can rename it.

6. Step 3: Service Providers

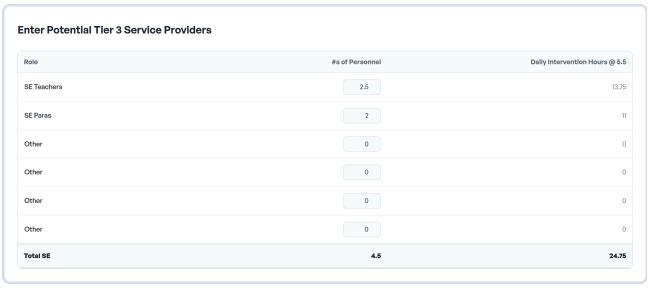
Enter how many people in each role are available to deliver intervention. Part-time staff can be entered as fractions (for example, 2.5 special education teachers). Each person is counted as **5.5 daily intervention hours**.



Enter Potential Tier 2 Service Providers

Role	# of Personnel	Daily Intervention Hours @ 5.5
Title I	2	11
Title I Paras	2	11
Reading Specialists	0	0
EL Teachers	0	0
EL Paras	0	0
Other Teachers	1	5.5
Other Paras	0	0
Other	0	0
Other	0	0

Figure 4. Tier 2: Title I 2, Title I Paras 2, Other Teachers 1 = 5 staff, 27.5 hours.



Enter Potential Tier 3 Service Providers

Role	# of Personnel	Daily Intervention Hours @ 5.5
SE Teachers	2.5	13.75
SE Paras	2	11
Other	0	0
Other	0	0
Other	0	0
Other	0	0
Total SE	**4.5**	**24.75**

Figure 5. Tier 3: SE Teachers 2.5, SE Paras 2 = 4.5 staff, 24.8 hours.

> **Renaming.** Every role name, card heading and parameter title is editable. Click it and type, for example change "Other" to "Interventionist". Renaming does not change any numbers.

> **Be realistic about time.** 5.5 hours assumes the whole day goes to intervention. If a Title I teacher also has duties, coaching or assessment time, enter a fraction (for example 0.6 of a person) so the plan reflects real availability.

7. Reading the Results

Each grade row is calculated from that grade's enrollment and the parameters. The Total row sums the grades.

Column	Calculation	K example (82 students)
# Potential Students for Tier 2	enrollment × Tier 2 % served	82 × 15% = 12.3 (shown 12)
# Tier 2 Groups	potential students ÷ group size	12.3 ÷ 5 = 2.5 (shown 2)
Tier 2 Intervention Minutes	groups × minutes per day	2.5 × 30 = 73.8
Tier 2 Intervention Hours	minutes ÷ 60	1.2
Tier 2 # FTE @ 5.5 hr (Total row)	total hours ÷ 5.5	6.8 ÷ 5.5 = 1.2
# Potential Students for Tier 3	enrollment × Tier 3 % served	82 × 10% = 8.2 (shown 8)
# Tier 3 Groups	potential students ÷ group size	8.2 ÷ 3 = 2.7 (shown 3)
Tier 3 Intervention Minutes / Hours	groups × minutes; ÷ 60	164 min · 2.7 hrs
Total Tier 2 & 3 Hours / Day	(Tier 2 + Tier 3 minutes) ÷ 60	4.0
Total Tier 2 & 3 FTE / Day	total hours ÷ 5.5	0.7

Available FTE and Capacity Gap

The **Available FTE** row repeats the provider totals: hours (staff × 5.5) and number of staff. The **Capacity Gap** compares the hours needed with the hours available for each tier:

- **Covered (+ hours)**, green: available hours meet or exceed the need; the number is the spare time.
- **Short (hours)**, orange: the need is larger than the available time by that many hours per day.

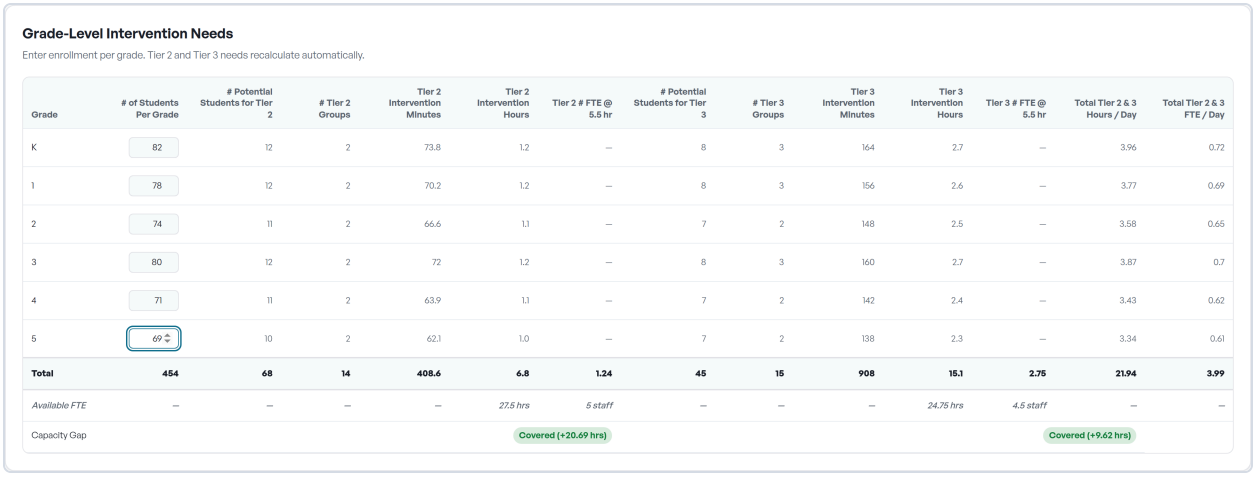


Figure 6. Tier 3 and totals for Maple Grove (simulated). Tier 3 needs 15.1 hours; 24.8 hours are available.

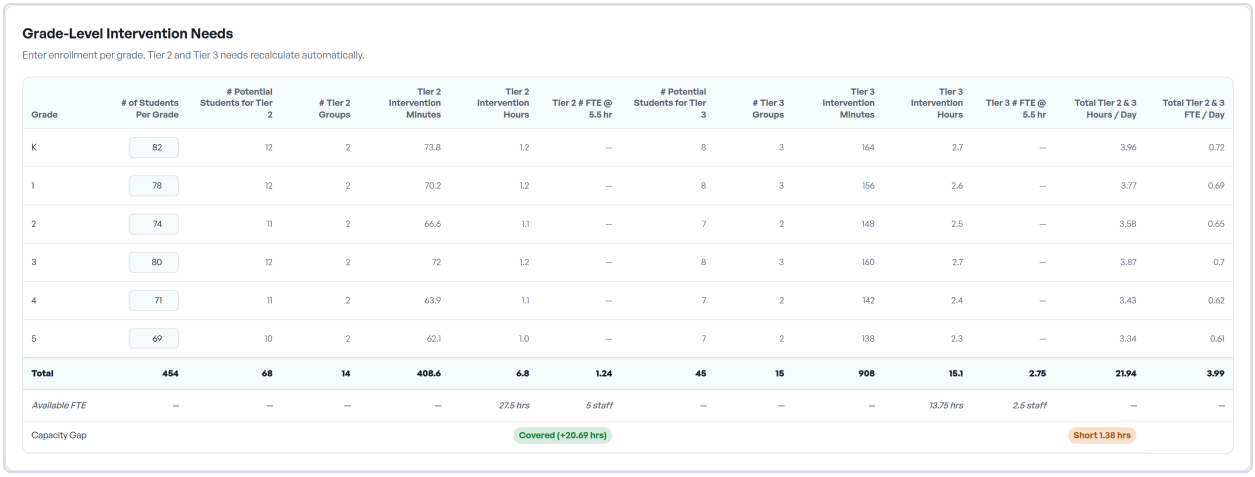
8. Worked Example and What-If Planning

Maple Grove Elementary (simulated) enrolls 82, 78, 74, 80, 71 and 69 students in Grades K–5, a total of 454.

	Students	Groups	Hours needed / day	Hours available / day	Capacity Gap
Tier 2 (15%, groups of 5, 30 min)	68	14	6.8	27.5	Covered (+20.7)
Tier 3 (10%, groups of 3, 60 min)	45	15	15.1	24.8	Covered (+9.6)
Tiers 2 and 3 together	113	29	21.9	52.3	4.0 FTE needed

What if the SE paras are reassigned?

Change SE Paras from 2 to 0. Tier 3 time available drops to 2.5 × 5.5 = 13.8 hours, and the Tier 3 Capacity Gap turns orange: **Short 1.4 hours** per day.



Grade-Level Intervention Needs

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2	74	11	2	66.6	1.1	–	7	2	148	2.5	–	3.58	0.65
3	80	12	2	72	1.2	–	8	3	160	2.7	–	3.87	0.7
4	71	11	2	63.9	1.1	–	7	2	142	2.4	–	3.43	0.62
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Total	**454**	**68**	**14**	**408.6**	**6.8**	**1.24**	**45**	**15**	**908**	**15.1**	**2.75**	**21.94**	**3.99**
Available FTE	–	–	–	–	*27.5 hrs*	*5 staff*	–	–	–	*13.75 hrs*	*2.5 staff*	–	–
Capacity Gap						Covered (+20.69 hrs)						Short 1.38 hrs	

Figure 7. With no SE paras, Tier 3 is short 1.4 hours per day.

What if Tier 3 groups have 4 students?

Change Tier 3 Group Size from 3 to 4. Tier 3 need falls to 11.4 hours, which fits in the 13.8 hours available: **Covered (+2.4 hours)**. Your team can now weigh the trade-off: larger groups are less intensive, while keeping groups of 3 requires finding 1.4 more hours of staff time each day.



Maple Grove Elementary

TIERED RESOURCE PLANNER

Grade	# of Students Per Grade	# Potential Students for Tier 2	# Tier 2 Groups	Tier 2 Intervention Minutes	Tier 2 Intervention Hours	Tier 2 # FTE @ 5.5 hr	# Potential Students for Tier 3	# Tier 3 Groups	Tier 3 Intervention Minutes	Tier 3 Intervention Hours	Tier 3 # FTE @ 5.5 hr	Total Tier 2 & 3 Hours / Day	Total Tier 2 & 3 FTE / Day
K	82	12	2	73.8	1.2	—	8	2	123	2.1	—	3.28	0.6
1	78	12	2	70.2	1.2	—	8	2	117	2.0	—	3.12	0.57
2	74	11	2	66.6	1.1	—	7	2	111	1.9	—	2.96	0.54
3	80	12	2	72	1.2	—	8	2	120	2.0	—	3.2	0.58
4	71	11	2	63.9	1.1	—	7	2	106.5	1.8	—	2.84	0.52
5	69	10	2	62.1	1.0	—	7	2	103.5	1.7	—	2.76	0.5
Total	**454**	**68**	**14**	**408.6**	**6.8**	**1.24**	**45**	**11**	**681**	**11.4**	**2.06**	**18.16**	**3.3**
Available FTE	—	—	—	—	*27.5 hrs*	*5 staff*	—	—	—	*13.75 hrs*	*2.5 staff*	—	—
Capacity Gap					Covered (+20.69 hrs)							Covered (+2.4 hrs)	

Figure 8. Tier 3 group size of 4: Tier 3 covered by 2.4 hours.

9. Rounding, Saving and Printing

How numbers are rounded

- Students and groups are displayed as whole numbers, but the app calculates minutes and hours from the unrounded values. That is why Kindergarten shows 3 Tier 3 groups but 164 minutes (2.7 groups × 60), not 180. Treat the hours as the planning estimate; when you build the schedule, you will form whole groups.
- Totals are also summed from unrounded values, so a Total can differ from adding the displayed rows. In the example, each grade shows 2 Tier 2 groups (2.1 to 2.5 unrounded), but the Total shows 14 groups (13.6 unrounded), not 12.
- Hours are shown to the tenth. Some totals, FTE values and the Capacity Gap currently display two decimals (for example "+20.69 hrs"); read them to the tenth (+20.7).

Your entries are not saved

The planner does not store your numbers. Reloading or closing the page returns it to the starting values. Before closing, save a record:

1. Press **Ctrl+P** (Windows) or **Cmd+P** (Mac).
2. Choose **Save as PDF** as the printer, or print on paper.

Running several scenarios? Save a PDF of each one (for example "Current staffing" and "SE paras reassigned") so your team can compare them.

10. Questions and Answers

Can I change the 5.5-hour day? Not directly. Enter fractions of people instead: someone available for 2.75 hours is 0.5.

Does it work for Grades 6–8? The planner is built for K–5 rows. Middle schools can still use it by entering their grades in the six rows, keeping in mind the labels will read K–5.

Does it work offline? Yes, once unzipped. Only the display font needs the internet.

Is student information collected? No. You enter counts only, and nothing leaves your computer.

Where is the demo movie? On the product page at markshinn.org/mtss-app.