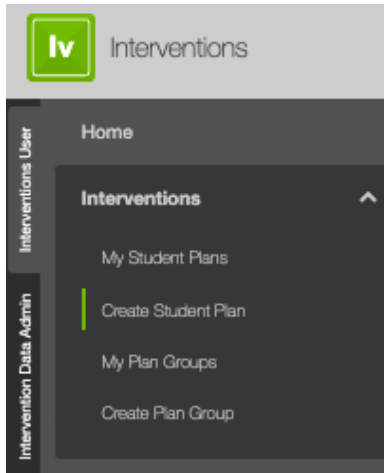


Individual Intervention Plans Guide V2

Here, you will learn how to configure and manage individual intervention plans.

CREATING AN INDIVIDUAL PLAN (Details Tab)

1. Select **Create Student Plan** from the left navigation menu.



2. In the **Parties** section, select a **Student** by clicking the **Select** button. Use the **Filter Student Search** to create a list of students. Click the **check mark** next to the student's name and click **Apply**. Remember, the students you see are based on your role and permissions.

Filter Student Search Results Clear Filters Set ✕

Last Name (optional) ▼ All ▼	First Name (optional) ▼ All ▼
<input type="text"/>	<input type="text"/>
Student Name (optional) ▼ All ▼	SSID (optional) Select ▼
<input type="text"/>	<input type="text"/>
Grade Levels (optional) Select ▼	Schools (optional) Select ▼
<input type="text"/>	<input type="text"/>
User Status (optional) Select ▼	
<input type="text"/>	

Select Student from School Year Is Current School Year, Is Currently Enroll... change Apply ✕

 9242 Students Pre-Filtered Filter Search Results

<input checked="" type="checkbox"/>	A'Kire-Sky	4	Cedar Grove Elementary School
<input checked="" type="checkbox"/>	A'Marie	2	Granite Hills Elementary School
<input checked="" type="checkbox"/>	Aadharshini	3	Forest View Elementary School
<input checked="" type="checkbox"/>	Aakash	10	South Creek High School
<input checked="" type="checkbox"/>	Aamira	4	Cedar Grove Elementary School
<input checked="" type="checkbox"/>	Aarvi	7	Silver Creek Middle School
<input checked="" type="checkbox"/>	Aaric	9	South Creek High School

Details Goals Assessments Accommodations Communications Commitments Files

Intervention Plan Details

Parties
These selections are required. Who is this intervention plan for and who will be responsible for following through with it?
[hide instructions](#)

Student (required) Select

Responsible Educator (required) Select

Supplemental Educators (optional) Select

Notify Responsible Educator on Enrollment Change

- Next, select the **Responsible Educator** in charge.
- If applicable, select the **Supplemental Educators** who need to see or be involved in the plan.
- Finally, check the box to **Notify the Responsible Educator on Enrollment Change** if needed.
- In the Intervention/Support Type section, select the **Targeted Conditions** and the **Intervention/Support**. Each drop-down menu is customizable to your school district's needs.


Intervention/Support Type


Targeted Condition (required) Courses

Intervention/Support (required) ELA intervention class

- Enter a **Start/End Date** for the interventions and add specifics in the **Detailed Schedule Information** section as needed.
- In the **Check-In** section, enter the **Frequency and Duration** for how often the student and educators will meet to monitor the intervention.
- In the **Description** section, a **Label** will be automatically generated. Edit and add a brief **Description** if applicable.


Start/End Date instructions ^


Start Date (required)
 

End Date (required)
 

Detailed Schedule Information (optional)

Check-In instructions ^

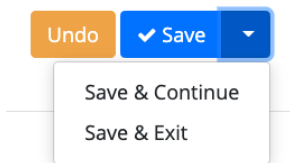
Frequency (optional)
 

Duration (optional)
 

Description instructions ^

Label (required)

10. Select **Save & Continue** from the drop-down menu in the top right corner.



11. Click **Next** to move to the next tab.




Goals Tab

1. Select **Add Record**.

<#> / [My Student Plans](#) / [*****](#) / [Edit Intervention Plan - Goals](#)

[Details](#)
[Goals](#)
[Assessments](#)
[Accommodations](#)
[Communications](#)
[Commitments](#)
[Files](#)

Intervention Plan Goals instructions

Intervention Plan Goals (1 records) 

2. Choose a **Goal Area** and a **Goal** for the plan. Multiple goals can be added to an intervention plan. Add **Notes** and **Recorded On** a date if applicable, then click **Add**.

Add Intervention Plan Goal

Goal Area (required) [Select](#) Goal (required) [Select](#) Recorded On (optional)

Notes (optional)

- All selected goals will be displayed. Use the caret next to the Goal Area to expand the goal section.
- Next, use the **Row Actions & Options** gear to add a **Progress Log**. Progress notes to each goal may be added throughout the year. The progress log will display when expanding the goal section.

Intervention Plan Goals instructions

Intervention Plan Goals (1 records) + Add Record

Goal	Recorded By	Recorded On	Last Edited By	Last Edited On	Goal Area	Goal	Notes
Goal 1	teri.larew, teri.la...	Mar 16, 2023	teri.larew, teri.la...	Mar 16, 2023	Behavior	Exhibit proper b...	

Progress Logs (0 records)
No data to display.

Row Actions & Options

- Add Progress Log
- Edit
- Delete

Add Record ✕

Goal Progress Log ^

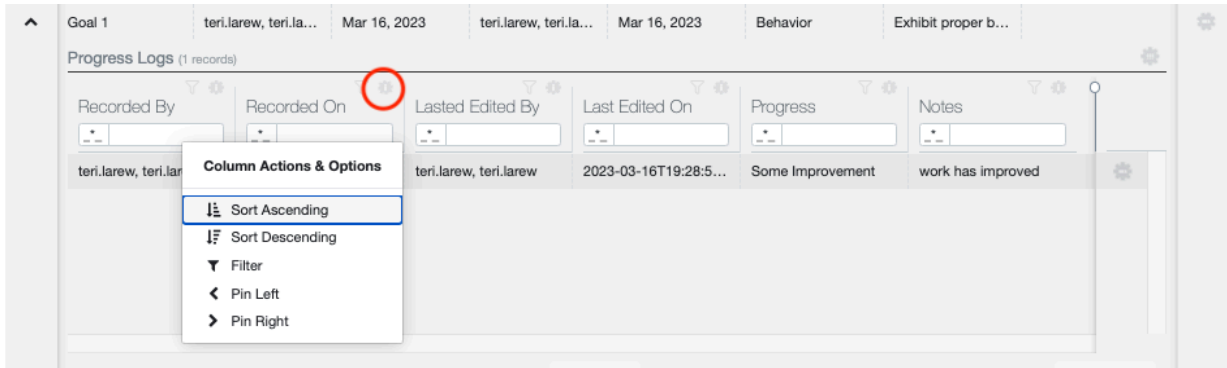
Progress (required) [Select](#)

Goal Achieved ✕

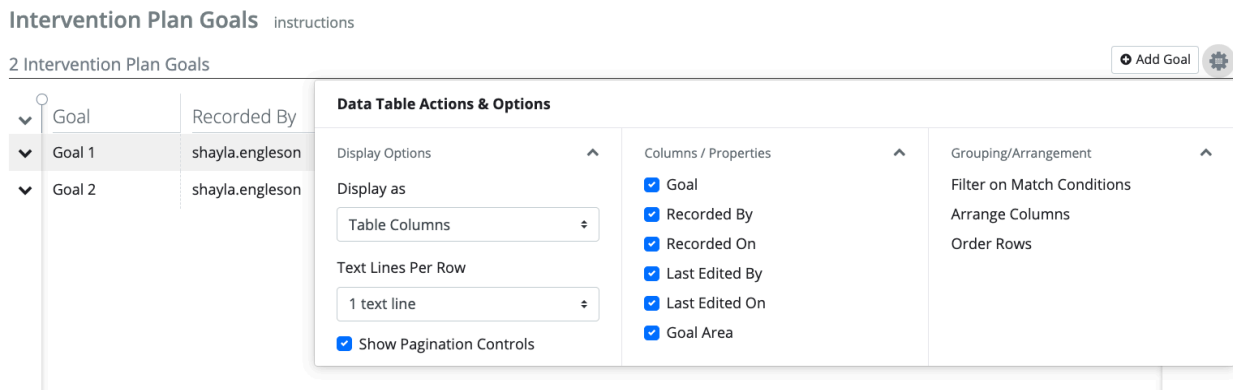
Notes (required)

Goal	Recorded By	Recorded On	Last Edited By	Last Edited On	Progress	Notes
Goal 1	teri.larew, teri.larew	2023-03-16T19:28:5...	teri.larew, teri.larew	2023-03-16T19:28:5...	Some Improvement	work has improved

- Each column has an options gear that lets you sort or filter the information.



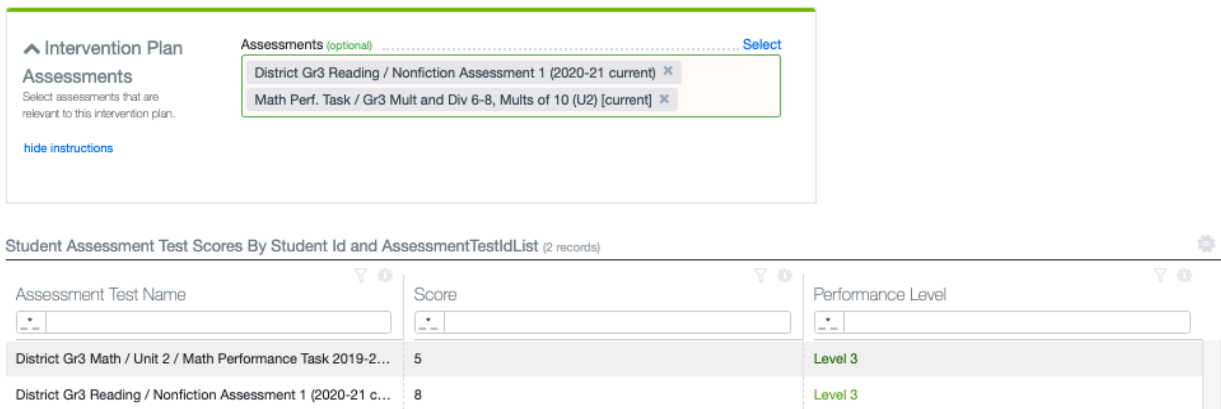
- The action gear at the top of the container offers additional options.



- Click the **Next** button to move to the next tab.

Assessments

- Select **Intervention Plan Assessments** that are relevant to the intervention plan. For example, assessments can be selected to provide additional data related to the plan's criteria or the student's current performance level.



- Use the **check mark** next to the assessment to select the test. Once you have selected all desired assessments, click **Add Assessments**.
- Above each column are hidden options, such as filters. This lets you quickly search for an assessment.

Select Assessments [Add Assessments](#) ✕

Assessments (3698 records) Filtered ⚙️

Name	Label	Is Pass Fail	Subject Area	Is Child Test	Parent Assessment Title	Corresponding Assessment	Family	Scope	Student Test
✓ District Gr2 Writing / ...		false		No		District Gr2 Writing / ...		District	Yes
✓ District Gr3 Reading ...		false	Reading	No		District Gr3 Reading ...		District	Yes
✓ DRA Benchmark Lev...		false	Reading	No				District	Yes
✓ DRA Grade Level / S...		false	Reading	No				District	Yes
Math Perf. Task / Gr...		false	Math	Yes	Core Content / Gr3 ...			District	Yes
District Gr2 Writing / Writes Clearly...	Writes Clearly and E...	false	Writing	Yes	Spring Writing Repor...			District	Yes

Column Actions & Options

- Sort Ascending
- Sort Descending
- Filter
- Pin Left
- Pin Right

- Click the **Next** button to move to the next tab.

Accommodations

- Select **Add Record**.

Details Students Goals Assessments **Accommodations** Commitments

Group Intervention Plan Accommodations instructions

Intervention Plan Group Accommodations (0 records) [Add Record](#) ⚙️

No data to display.

- Select from the possible student accommodations. Next, click the check mark to the left of "Add Accommodation," then click "Add."

Accommodation [Add Accommodation](#) ✕

Accommodation (43 records) ⚙️

Accommodation	Type
✓ Add example items to support ELLs who have little experience with formal testing	Presentation
✓ Add visual support by including manipulative or graphics	Presentation
Administer assessment/assignment in several sections, or over several days	Scheduling and Settings
Allow extra time for student to 'translate' words and phrases	Scheduling and Settings
Allow student to answer orally	Response
Allow student to read directions aloud, in an area where it does not distract other students	Presentation

- Accommodations can be deleted by clicking the Row Action & Options gear for each row.

Add example items to support ELLs who have little experience with ...	Presentation	⚙️
Add visual support by including manipulative or graphics	Presentation	

Row Actions & Options

- Delete

- Click the **Next** button to move to the next tab.

Communications

1. Select **Add Record**.

Details Goals Assessments Accommodations **Communications** Commitments Files

Intervention Plan Communications instructions

Intervention Plan Parent Communications (0 records) Add Record

No data to display.

2. Select a **Recorded Date** and **Communication Method**, and type in a **Communication**. If applicable, record the **Last Edited Date** and whether it was **Sent to Parent(s)** (True/False).

Add Communication Add

Parent Communication

Recorded Date (required)

Last Edited Date (optional)

Communication Method (required) Select

Sent To Parent(s) (optional)

Communication (required)
 Please contact me regarding a parent/teacher conference.

3. Click the **Row Actions & Options** button to Edit or Delete.

Intervention Plan Communications instructions

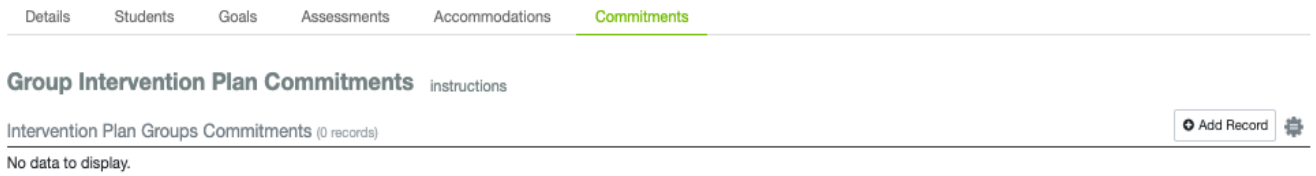
Intervention Plan Parent Communications (1 records) Add Record

Recorded By	Recorded On	Last Edited By	Last Edited On	Communication Method	Communication	Sent to Parents	
teri.larew	March 16, 2023	teri.larew	March 16, 2023	Email	Please contact me r...	true	Row Actions & Options Edit Delete

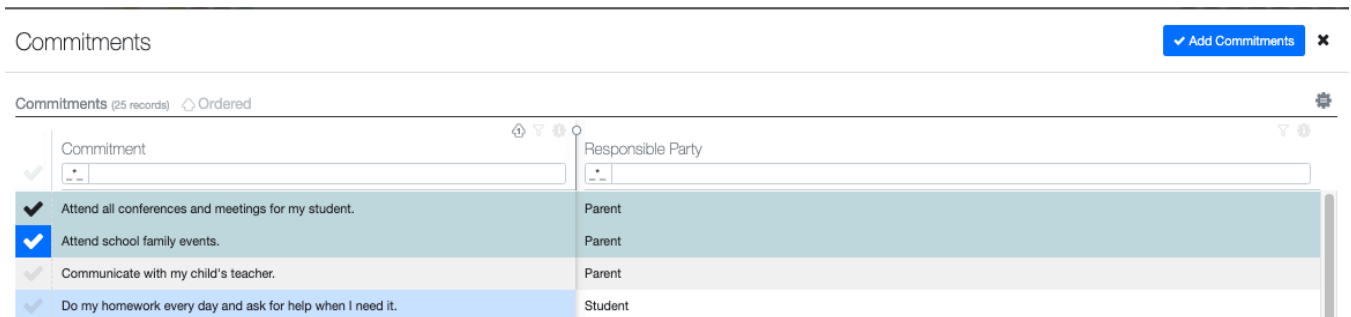
4. Click the **Next** button to move to the next tab.

Commitments

1. Select **Add Record** to review the menu of possible intervention commitment options.

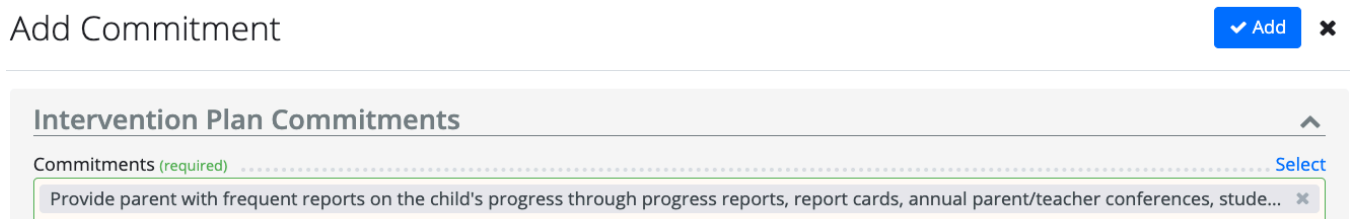


2. Select the commitments by clicking the check mark to the left, and then click **Add Commitments**.

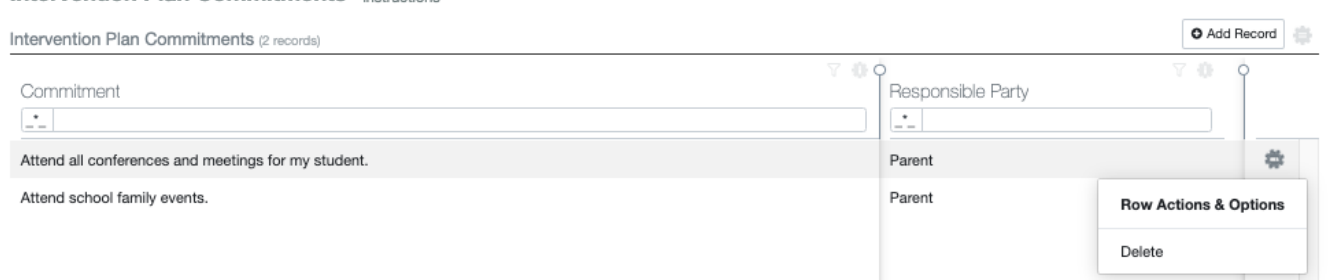


Commitment	Responsible Party
Attend all conferences and meetings for my student.	Parent
Attend school family events.	Parent
Communicate with my child's teacher.	Parent
Do my homework every day and ask for help when I need it.	Student

3. Once you have selected the method(s) of commitment, click **Add**.



4. Commitments may be deleted by selecting the **Row Actions & Options** gear to the right.

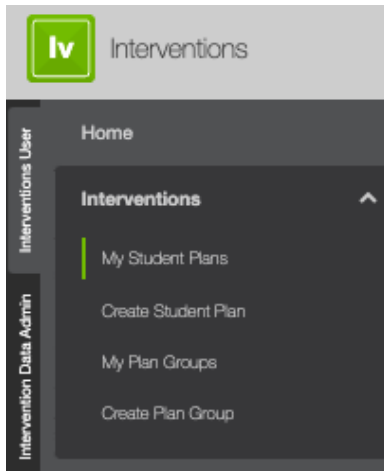


Commitment	Responsible Party
Attend all conferences and meetings for my student.	Parent
Attend school family events.	Parent

5. Click the **Next** button to move to the next tab.

VIEWING INDIVIDUAL INTERVENTION PLANS

1. You can access individual plans via My Student Plans in the left navigation screen.










2. Listed under student's intervention plan student. Please note that they are the labels used when creating the plans as a group.
3. You can **Edit, Add Communication, Add Progress Notes, Print, Delete, Clone, or Add Student of Concern Plan** from this page using the **Row Actions & Options** gear on the right.

Intervention Plans For Individuals By Application User (740 records) Filtered

Label	Student	Intervention/Su	School	School Year	Teacher/Advis	Creator Name	Responsible E	Group Plan
*****	Cyntillia Cha...	TEST INTERV...	Tahoma Seni...	2022/23	Hawley, John	teri.larew, teri...	% Replace, ...	TES
*****	Leopold *	TEST INTERV...	Tahoma Seni...	2022/23		teri.larew, teri...	% Replac	
*****	Serina Padm...	TEST INTERV...	Tahoma Seni...	2022/23	Nance, Clare	teri.larew, teri...	% Replac	
*****	Raja Banuelo...	TEST INTERV...	Tahoma Seni...	2022/23	Wulfing, Gret...	teri.larew, teri...	% Replac	
*****	Neelu Goga*	TEST INTERV...	Tahoma Seni...	2022/23		teri.larew, teri...	% Replac	
*****	Rian Maggiore*	TEST INTERV...	Tahoma Seni...	2022/23	Wheeler, Willi...	teri.larew, teri...	% Replac	
*****	Donavan Tem...	TEST INTERV...	Tahoma Seni...	2022/23	Debolt, Peter	teri.larew, teri...	% Replac	
*****	Caylee Onstot*	TEST INTERV...	Tahoma Seni...	2022/23	Debolt, Peter	teri.larew, teri...	% Replac	
*****	Malakai Rode...	TFST INTERV...	Tahoma Seni...	2022/23	Brannon, Sha...	teri.larew, teri...	% Replac	TFST

Row Actions & Options

-  Edit
-  Add Communication
-  Add Progress Note
-  Print
-  Delete
-  Clone
-  Add Student of Concern Plan