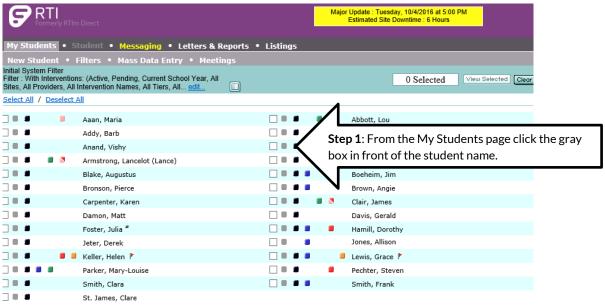# Add an Intervention for One Student

Distribution: RTI Providers and Supervisors

Step-by-Step Guide

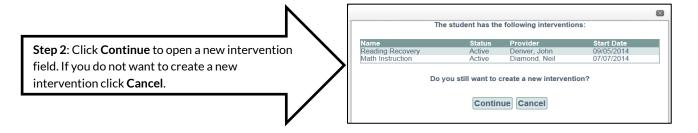## Add a New Intervention for One Student

There are two ways to create an intervention for one student.

Step 1: From the My Students page click the gray box in front of the student name.

To avoid duplicate interventions being created, a Pop Up list of the student's current interventions will appear.

Step 2: Click **Continue** to open a new intervention field. If you do not want to create a new intervention click **Cancel**.

The student has the following interventions:

Name	Status	Provider	Start Date
Reading Recovery	Active	Denver, John	09/05/2014
Math Instruction	Active	Diamond, Neil	07/07/2014

Do you still want to create a new intervention?

Continue   Cancel

[OR]

Step 1: From the My Students page click on the student's name to enter the student's record.

Step 2: Scroll down to **Intervention Services** and click **New Intervention**.

RTI_URG_Add Intervention Once Student.092816.docx_092816
© Frontline Education-2016

New Intervention for Aant, Marley

[Save] [Cancel]

Related Areas and Assessments | RTI Status | Progress Reports | Parent Notifications

Created By:

School Year :

Intervention :

PIR Category :

RTI Level :

Start Date :

End Date :

Step 3: Enter information from Drop Down selections. All fields with a **red** asterisk * are required in order to save the intervention.

Mode :

Freq :

Period :

Duration :

Scheduled :

Decision :

Status : Pending *

Grade :

Site : *

Provider : *

If intervention has not begun leave **Status** as **Pending.** Once intervention has begun, change **Status** to **Active** and enter information for additional required (*) fields.

Case Liaison :

Referral Type :

Classroom Teacher :

Administrator :

Confidential :

.:: Funding

[+] Show Details

[Add]

Funding	Percentage
Funding :	
Percentage : 0	

Funding percentage does not have to total 100%. Funding percentage cannot exceed 100%.

Reasons/Criteria for Services :

Consequences of Not Achieving :

Intervention Curriculum :

Step 4: Enter information:
Prepared by district as inserted paragraph(s) ("pick list")**.**
Copy and paste from a Word Document.
Free type in the space.
Note: Spell check is available for each entry.

Planned Assessment to Monitor Progress Method :

Reasons/Criteria for Discontinuance :

Internal Comments :

Report Comments :

Enter Related Areas and Assessments

.:: Related Areas and Assessments	Edit
.:: RTI Status	Edit
.:: Progress Reports	Edit
.:: Parent Notifications	Edit

Save Cancel
©2000-2011 Centris Group

Step 1: To enter **Related Areas and Assessments** (optional), click **Edit.**

Edit Intervention : Related Areas and Assessments for Marley Aant   (2014-2015)

Done Cancel

Select	Date	...ct	Assessment/Method	Score	Result	Type
☐	7/14/2014	...matics	Math Minds	Test Score (48)		Progress Monitoring Assessment
☐	7/10/2014	...matics	Math Minds	Test Score (47)		Progress Monitoring Assessment
☐	7/7/2014					Progress Monitoring Assessment
☐	7/3/2014					Progress Monitoring Assessment
☐	6/22/20...				Level 1 - Below Basic	Screening Assessment
☐	6/20...					Screening Assessment
☐	6/20/20...					Progress Monitoring Assessment
☐	6/16/2014					Progress Monitoring Assessment

Step 2: Select the assessment(s) that "belong" to this intervention – assessment(s) used to determine need for the intervention.
Step 3: Click **Done.**

Parent Notifications

.:: Related Areas and Assessments	Edit
.:: RTI Status	Edit
.:: Progress Reports	Edit
.:: Parent Notifications	Edit

Save Cancel
©2000-2011 Centris Group

Step 1: To enter **Parent Notifications** click **Edit.**

Edit Intervention : Parent Notifications for Aant, Marley   (2010-2011)

Done Add Cancel

		Notice Date	Notice Sent	Parental Response	Response Date	Comments
☒	☐	Notice Date :				
		Notice Sent :				
		Parental Response :				
		Response Date :				
		Comments :				

Done Add Cancel
©2000-2011 Centris Group
Centris Group - Dedicated to best-of-class software and the highest levels of customer support for educators

Step 2: Enter:
- Notice Date
- Type of notice sent
- Parental Response (if applicable)
- Response Date (if applicable)
- Comments (if applicable)

Step 3: When finished:
- Click **Done** to save and return
  OR
- Click **Add** to enter another Parent Notification

Click Save & Return at the bottom (or top) of the screen to save the Intervention for the student.