Course 4C Intervention Catalog Coordinator Navigation

Document #C4C.2

Agenda

This course covers navigation of the PDE Educator Dashboard from the perspective of an Intervention Catalog (IC) Coordinator:

- Review steps to access the application

- Review the steps that enable an IC Coordinator to view, search and assign interventions

- Review the steps that enable an IC Coordinator to add, edit, and delete interventions from the Intervention Catalog

- Learn how to use notes, review and rate interventions and manage imports

- Review how to assign Interventions to a Watch List

- Learn how to manage the security of interventions

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Course Pre-Requisites

Participants must have:

- An account to the Pennsylvania Department of Education Portal

- An account to the Pennsylvania Educator Dashboard

- An active account for the Standards Aligned Systems training platform (http:www.pdesas.org/)

Participants must have completed:

- Course 1: Overview

- Course 2: Early Warning System and at Risk Identification

- Course 3: Family Educational Rights and Privacy Act for the LEA

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Course Learning Objectives

Participants will be able to:

- Login in as an Intervention Catalog Coordinator to the PDE Educator Dashboard

- View, Search and Assign Interventions through the PDE Educator Dashboard

- Add, edit and delete interventions from the Intervention Catalog

- Manage notes, review and rate interventions and manage imports

- Assign interventions to a Watch List

- Manage intervention security functions

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Security/Roles

Security/Roles

- The Educator Dashboard and Early Warning System have security restrictions to control the level of access for each school and district staff member.

- The Intervention Catalog Coordinator role may be assigned to:

  - LEA Specialist

  - Staff member

  - District Administrator

  - School Administrator

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Educator Dashboard Login Review

- Access the Pennsylvania Education portal - http://www.education.state.pa.us.

- Login into the enterprise portal

- Access myPDE

- Login into the Educator dashboard

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Intervention Catalog Overview

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Intervention Catalog Overview

The Intervention Catalog may include a range of attendance, behavioral, academic, and/or social-emotional programs or agencies available in each district for use as a tool to assist at risk students. Under each category, the interventions for the catalog could include the following:

Attendance: Truancy elimination services, attendance monitoring

Behavior: Positive behavior supports, character education resources, anti-bullying, anger management

Academic: tutoring, afterschool programs, IEP, 504 services, career planning, differentiated instruction, study skill instruction

Social-emotional: Social workers, counseling, SAP teams, mental health, substance abuse education and services, mentors, ecumenical ministerial services

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Intervention Catalog Overview II

- Additional state-mandated interventions should be included in the catalog such as the Student Assistance Program, truancy elimination programs supported by the county courts, mental health interventions, and drug and alcohol abuse services.
- The Intervention Catalog is customized to meet the specific needs of the students in the district. Therefore each district will need to work with their community partners and district staff to determine all of the appropriate interventions to include in the Intervention Catalog.

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Viewing and Searching Interventions

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Viewing Interventions I

- The Intervention List shows interventions that are available to be assigned to students
- Only the Intervention Catalog Coordinator and Dashboard Administrator have rights to add/delete/edit Interventions in the Intervention Catalog

Viewing Interventions: More Button

- To see intervention details choose Details from the dropdown list that appears by clicking on the More button
- Or see intervention details by clicking on the intervention name

Viewing Interventions: Details

- Contact
- Levels
- Gender
- Area
- Population
- Duration
- School
- Location
- Grade Level
- Eligibility
- Cost
- Parent Permission
- Description

School Information	Academic Dashboard	Early Warning System	Interventions	Goal Planning

Intervention List	Search Interventions

+ ADD INTERVENTION

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL	
Availability test	Availability test	General Population	Unknown	Tier 2	More ▾

Intervention Details ✖

Availability test

Intervention Contact:
Availability test
you@email.com
9999999999

Intervention Levels:
Tier 2: Small Group (with Teacher)

Gender:
Both

Improvement Areas:
Behavior

Population:
General Population

Duration:
1 Day(s)

School Availability:
Entire District

Location:
Unknown

Grade level:
Unknown

Eligibility:
There are unspecified eligibility requirements associated with this intervention

Cost:
There is an unspecified cost associated with this intervention

Parent Permission Required:
Yes

Description:
Availability test

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Search for Interventions

Note the available search criteria

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Intervention Search Parameters

Users can search for interventions using the following criteria:

- Keyword, Eligibility Requirements , Cost, Parent Permission Required
- School Availability , Location, Population , Improvement Area , Grade Level , Intervention Level, Gender-Specific

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Search Results

After a user enters search criteria and selects Search, the Search Results will populate below

View Interventions: Student List I

To view the students that have been assigned an intervention:
- Click on More to view the dropdown menu
- Select Student List

View Interventions: Student List II

- The Assigned Students list displays all students who have been assigned this intervention
- To view an individual student, click on the student's name

Guided Practice Activity #1

1) From the Intervention List, select an intervention and find the following:
   contact, levels, population, location and eligibility

2) List 7 search categories you can use to search for specific interventions

3) Describe the steps you would take to view a list of the students in your school assigned to a specific intervention.

4) From the Intervention Student Assigned List, how would you choose one student and view their information?

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Assigning Interventions

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Identify Students who Need an Intervention

Student Tracy Alvarado has an Early Warning Flag and has 0 interventions assigned

Assign an Intervention

Once you understand why the student is being flagged as at risk, navigate to the Intervention Catalog

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Searching Parameters for Interventions

Users can search for interventions by:

- Keyword

- School Availability

- Population

- Improvement Area

- Grade Level

- Intervention Level

- Gender Specificity

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Searching for an Appropriate Intervention

- This student is flagged at risk for the Language Arts Indicator
- Let's select Language Arts under the Improvement Areas selection criteria
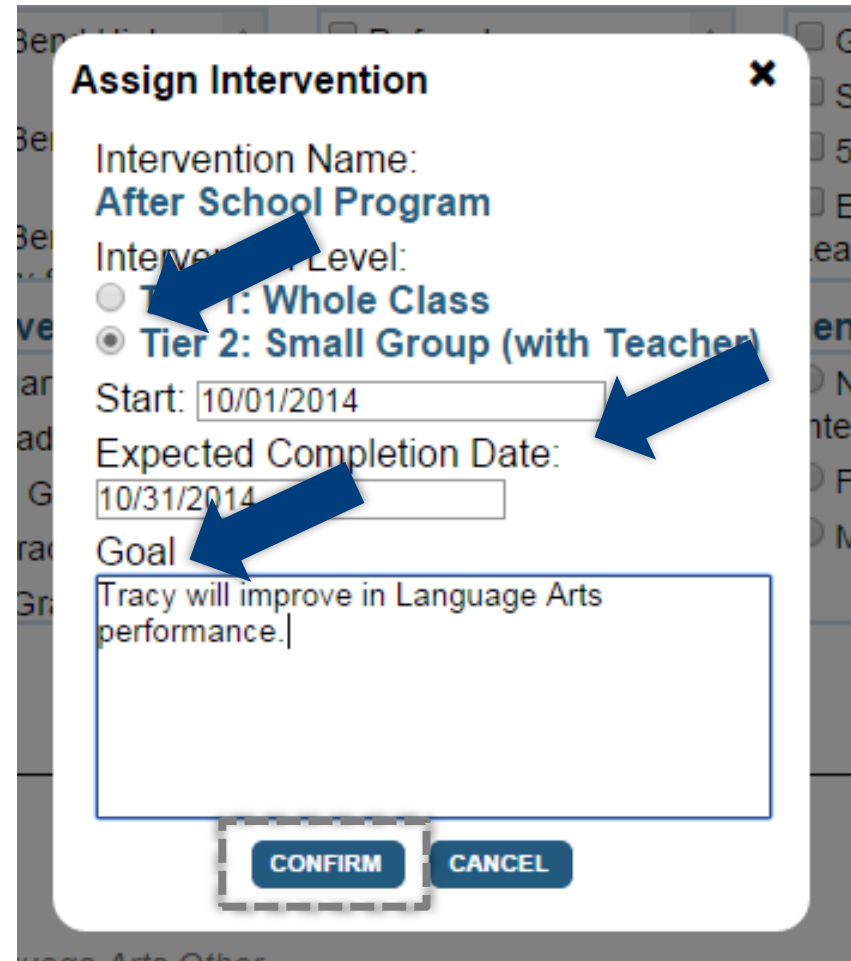
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Selecting the Intervention

- Select the desired Intervention from the Search Results
- Click **Assign Intervention**

Setting Intervention Parameters

- The Assign Intervention dialog box will pop up
- Select the appropriate Tier for the Intervention Level
- Select the Start and Expected Completion Date
- Enter a goal
- Click **Confirm**

Assign Intervention ✕

Intervention Name:
After School Program

Intervention Level:
○ Tier 1: Whole Class
◉ Tier 2: Small Group (with Teacher)

Start: 10/01/2014
Expected Completion Date:
10/31/2014

Goal
Tracy will improve in Language Arts performance.

CONFIRM   CANCEL

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Confirming the Student's Assigned Interventions

- Note the green circle next to Tracy's picture with 1 intervention assigned
- This green circle reflects the total number of Interventions assigned to the student

Tracy Alvarado

Student Information   Academic Dashboard   Early Warning Syste

Student Interventions

Jump to subcategory: EWS Metric Summary | Interventions | Search Interventions

EARLY WARNING SYSTEM INDICATORS

ATTENDANCE	SCHOOL CODE OF CONDUCT	STATE REPORTABLE OFFENSES
100.0 %	0	0

INTERVENTIONS		START DATE	EXPECTED COMPLETION DATE	LEVE
After School Program	NOTES	10/01/2014	10/31/2014	Tier

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Reviewing the Student's Assigned Interventions
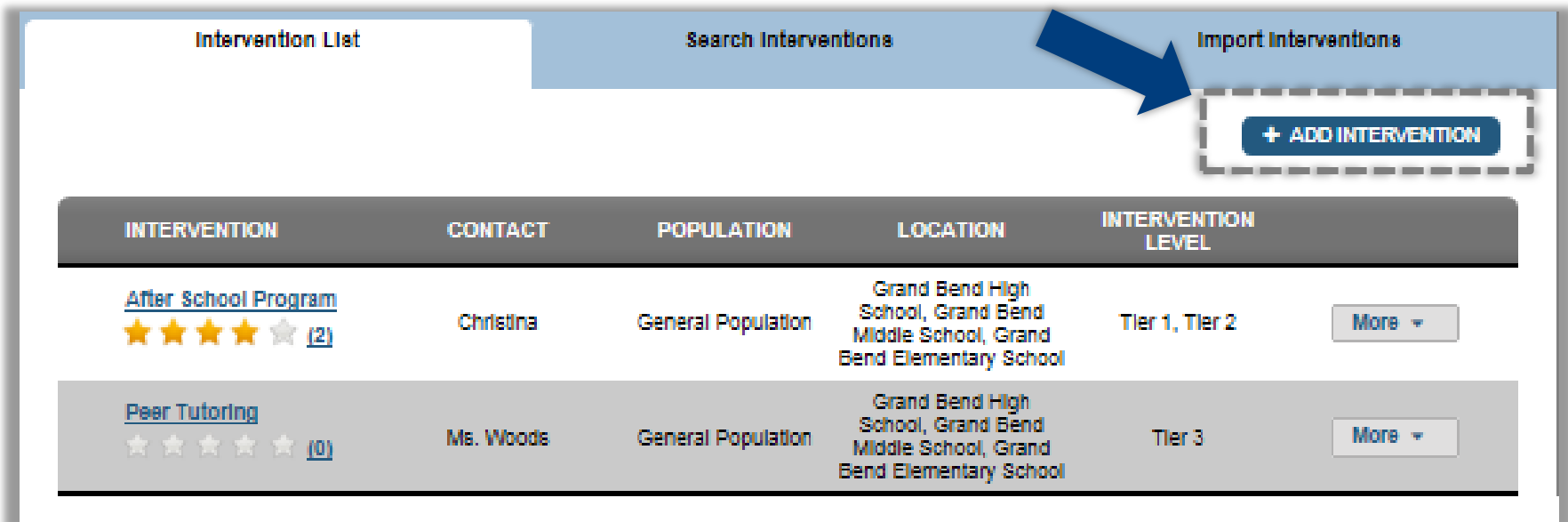
- The Intervention is now posted on the Student Interventions page
- Start date, Expected Completion Date, Tiered Level, Assigned by Contact and Date Completed are also posted

Guided Practice Activity #2

- List the steps required to assign an intervention to a student.

- What are the three fields that must be completed to assign an intervention?

- Describe the two changes you see on the student's Intervention Catalog Page when you have successfully assigned an intervention.

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Adding Interventions to the Catalog

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Adding an Intervention to the Catalog

To add Interventions to the catalog:
- Go to the Interventions tab in the Dashboard
- Click Add Intervention

Intervention Details

When adding an intervention complete the required intervention details:

- Intervention name, description, contact information, eligibility, cost, parent permission, duration, intervention level, school availability, location target population and grade level designation

Add Intervention

* Intervention Name:

* Intervention Contact:

Intervention Contact Email:
e.g. you@email.com

Intervention Contact Phone:
e.g. 555-555-1212

* Description:

* Eligibility Requirements:
- ○ No
- ○ Yes
- ○ Unknown

* Cost Requirements:
- ○ No
- ○ Yes
- ○ Unknown

* Parent Permission Required:
- ○ No
- ○ Yes
- ○ Unknown

* Duration:
- ○ No Specific Duration
- ○ Specific Duration
- ○ Unknown

* Intervention Levels:
- ☐ Tier 1: Whole Class
- ☐ Tier 2: Small Group (with Teacher)
- ☐ Tier 3: Individual/Small Group

* Gender Specific:
- ○ Not a Gender Specific Intervention
- ○ Female
- ○ Male
- ○ Unknown

* Improvement Areas:
- ☐ Attendance
- ☐ Behavior
- ☐ Mathematics
- ☐ Language Arts
- ☐ Other

* School Availability:
- ☐ Entire District
- ☐ Grand Bend High School
- ☐ Grand Bend Middle School

* Location:
- ☐ Referral
- ☐ All Schools
- ☐ Grand Bend High School
- ☐ Grand Bend Middle

* Population:
- ☐ General Population
- ☐ Special Education
- ☐ 504 Designation
- ☐ English Language Learner

* Grades:
- ☐ Open To All Grade Levels
- ☐ Kindergarten
- ☐ First Grade
- ☐ Second Grade

* denotes a required field

ADD INTERVENTION   **CANCEL**

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- Interventions without the required fields cannot be saved to the catalog
- Providing a relevant name and a detailed description will allow end users to select the correct intervention
- Providing accurate details will also improve accuracy of selections

Required Fields

- If a user clicks to save an intervention without providing all of the required fields, an error message appears at the top of the screen
- The missing data fields will be highlighted in red

Add Intervention

* Intervention Name:

* Intervention Contact:

Intervention Contact Email:
e.g. you@email.com

Intervention Contact Phone:
e.g. 555-555-1212

* Description:

* Eligibility Requirements:
- No
- Yes
- Unknown

* Cost Requirements:
- No
- Yes
- Unknown

* Parent Permission Required:
- No
- Yes
- Unknown

* Duration:
- No Specific Duration
- Specific Duration
- Unknown

* Intervention Levels:
- Tier 1: Whole Class
- Tier 2: Small Group (with Teacher)
- Tier 3: Individual/Small Group (with Specialist)

* Gender Specific:
- Not a Gender Specific Intervention
- Female
- Male
- Unknown

* Improvement Areas:
- Attendance
- Behavior
- Mathematics
- Language Arts
- Other

* School Availability:
- Entire District
- Grand Bend High School
- Grand Bend Middle School

* Location:
- Referral
- All Schools
- Grand Bend High School
- Grand Bend Middle

* Population:
- General Population
- Special Education
- 504 Designation
- English Language Learner

* Grades:
- Open To All Grade Levels
- Kindergarten
- First Grade
- Second Grade

* denotes a required field

ADD INTERVENTION   CANCEL

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Once all of the information has been completed, select Add Intervention at the bottom of the screen to save the intervention to the catalog

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Guided Practice Activity #3

- What are the steps required to add interventions to the catalog?

- What happens if a mandatory field is left blank?

- Log into the Dashboard and create a sample intervention in the Intervention Catalog using the following naming convention: DELETE_your1stname_yourlastname. Once the Intervention is saved, used the Search feature to locate the intervention.

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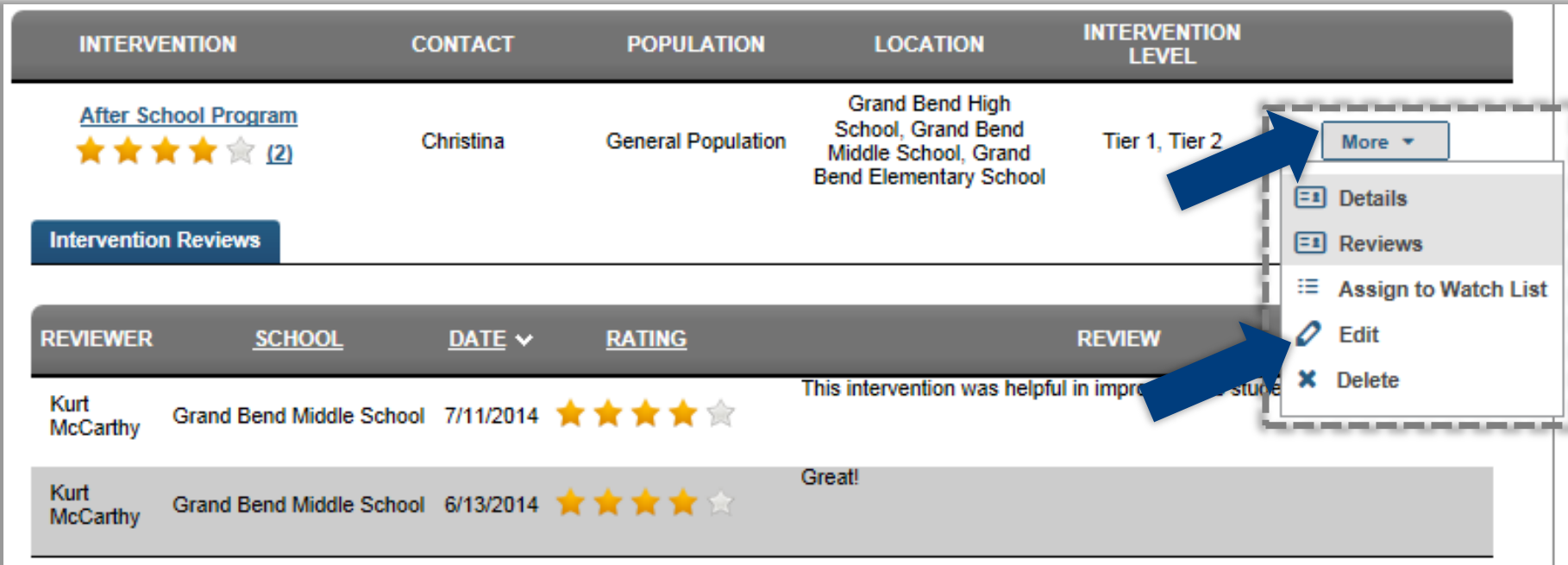# Editing An Intervention

Choose the Intervention to Edit

Select the Interventions Dashboard and the Interventions List to display a list of the interventions in your catalog

Editing an Intervention

- Select the Intervention you wish to edit
- Select the **More** button from the menu
- Then select **Edit**

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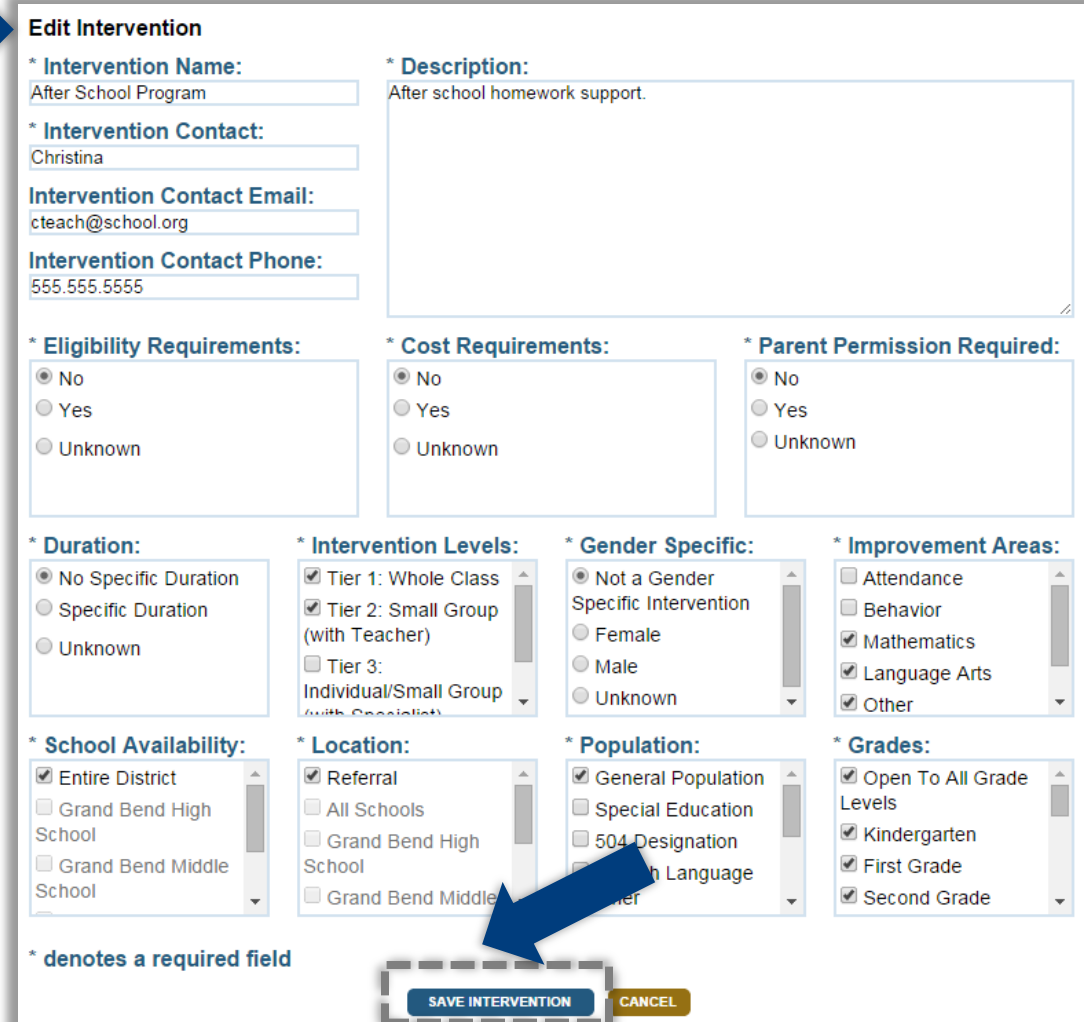
Saving Intervention Edits

- The intervention is now in edit mode
- Correct or update the necessary information
- Click Save Intervention when you have completed your edits

Edit Intervention

* Intervention Name:
After School Program

* Intervention Contact:
Christina

Intervention Contact Email:
cteach@school.org

Intervention Contact Phone:
555.555.5555

* Description:
After school homework support.

* Eligibility Requirements:
- ● No
- ○ Yes
- ○ Unknown

* Cost Requirements:
- ● No
- ○ Yes
- ○ Unknown

* Parent Permission Required:
- ● No
- ○ Yes
- ○ Unknown

* Duration:
- ● No Specific Duration
- ○ Specific Duration
- ○ Unknown

* Intervention Levels:
- ☑ Tier 1: Whole Class
- ☑ Tier 2: Small Group (with Teacher)
- ☐ Tier 3: Individual/Small Group (with Specialist)

* Gender Specific:
- ● Not a Gender Specific Intervention
- ○ Female
- ○ Male
- ○ Unknown

* Improvement Areas:
- ☐ Attendance
- ☐ Behavior
- ☑ Mathematics
- ☑ Language Arts
- ☑ Other

* School Availability:
- ☑ Entire District
- ☐ Grand Bend High School
- ☐ Grand Bend Middle School

* Location:
- ☑ Referral
- ☐ All Schools
- ☐ Grand Bend High School
- ☐ Grand Bend Middle

* Population:
- ☑ General Population
- ☐ Special Education
- ☐ 504 Designation
- ☐ h Language

* Grades:
- ☑ Open To All Grade Levels
- ☑ Kindergarten
- ☑ First Grade
- ☑ Second Grade

* denotes a required field

SAVE INTERVENTION   CANCEL

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Guided Practice Activity #4

- What are the required steps for editing an intervention?

- Log into the dashboard and edit the previously added intervention. Select edit from the menu options and change 1-2 parameters and save the edits.

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Deleting an Intervention

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Choose the Intervention to Delete

Select the Interventions Dashboard and the Interventions List to display a list of the interventions in your catalog

Deleting an Intervention

- Select the Intervention you wish to edit
- Select the **More** button from the menu
- Then select **Delete**

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Deleting an Intervention: Confirm

Delete Intervention ✖

Are you sure that want to DELETE ?

[CONFIRM]

[CANCEL]
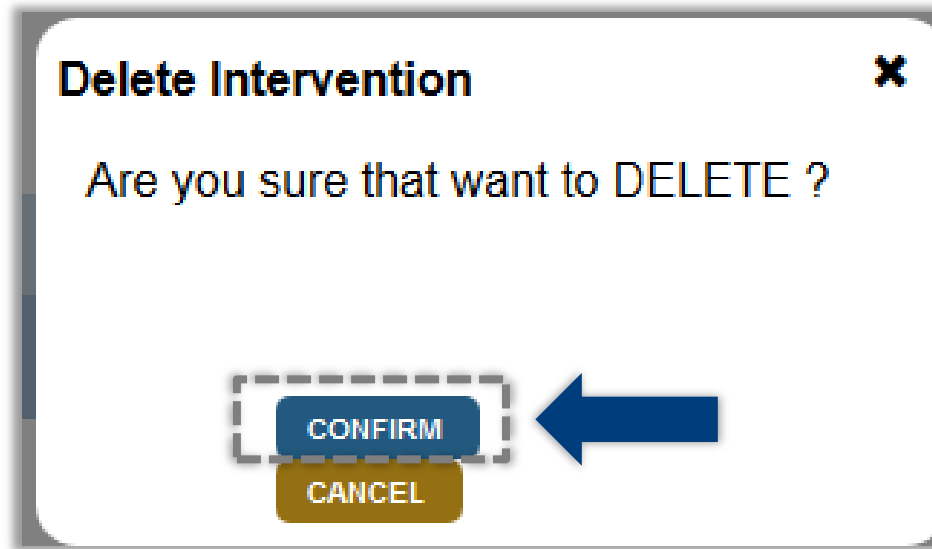
- The system will ask you to confirm the delete.
- Note: The intervention will no longer be available to assign to students.
- However, students who already have this intervention assigned will not lose the intervention in their list. They may still complete the intervention.

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Guided Practice Activity #5

- What are the required steps for deleting an intervention?

- Log into the dashboard and locate the intervention that you previously added and edited. Delete the intervention.

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Intervention Notes, Reviews, Ratings & Imports

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Intervention Notes

Teachers can add notes to students with interventions
- Click the Intervention Catalog tab
- Then click Notes

Adding Notes

- Click in the Add New Note box
- Use notes to assist with progress monitoring and to share implementation details
- Click Add Note to save the note

Intervention Notes: Peer Tutoring   Export

Intervention Goal Cody West 6/16/2014 1:31:35 PM	Student will improve class work scores.

Add New Note:

Although we are only halfway through the program, Sam Student has been showing more confidence in class.

ADD NOTE   **CANCEL**

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Exporting Notes

Intervention Notes: Peer Tutoring   Export

| Intervention Goal
Cody West
6/16/2014 1:31:35 PM | Student will improve class work scores. |
| Note
Cody West
6/17/2014 9:48:31 AM | Although we are only halfway through the program, Sam Student has been showing more confidence in class. |

- The Export Notes function allows users to export all the Intervention notes into an Excel spreadsheet
- All the information about the Note is captured, including who entered the note, the time stamp and the details

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Ratings and Reviews

- Ratings and reviews can be added to Interventions when Interventions are closed
- We use ratings and reviews to share with colleagues how effective an Intervention was for a particular student
- As a best practice, the more accurate and detailed reviews will be the most helpful

Marking an Intervention Complete

- Close an Intervention for a student when the goal has been achieved or the resource is no longer available
- Change the status of the Intervention by clicking **Not Completed** next to the target Intervention
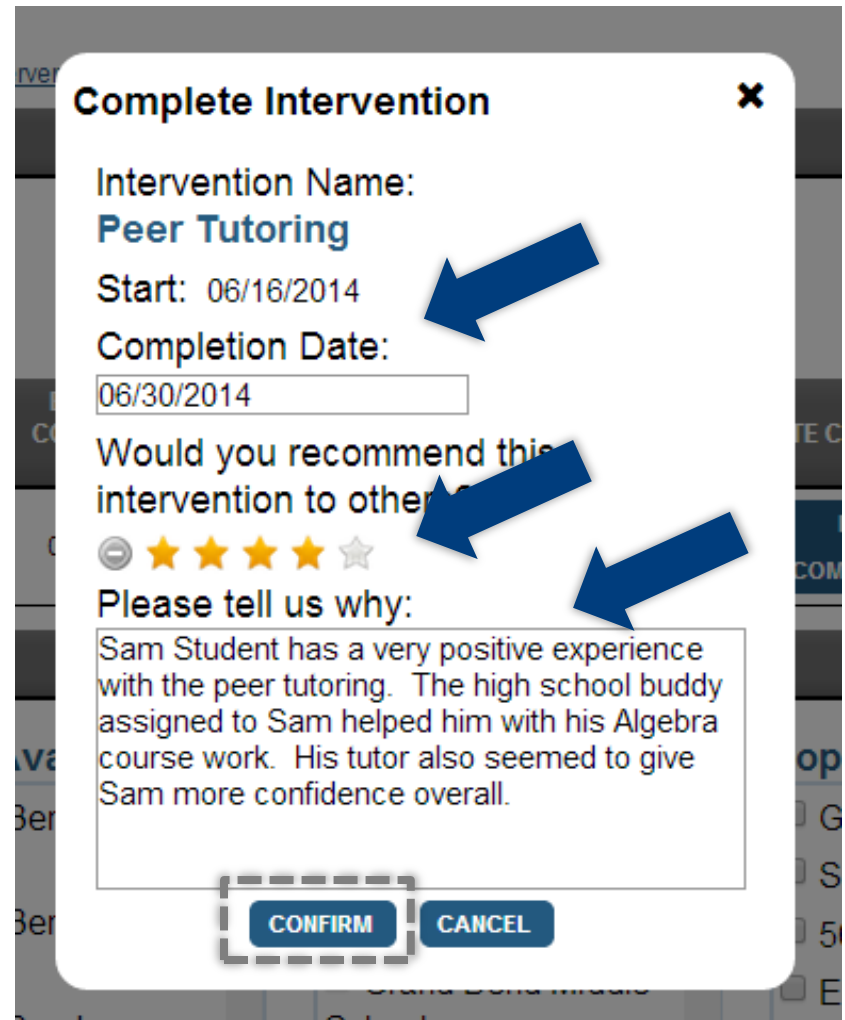
Creating a Rating & Review

- Enter the Completion Date for the Intervention
- Rate the Intervention using a 5-star scale
- Provide a detailed reason for rating the Intervention
  - The more information provided here will make program evaluation more effective and accurate
- Select Confirm when complete

Complete Intervention ✕

Intervention Name:
Peer Tutoring

Start: 06/16/2014

Completion Date:
06/30/2014

Would you recommend this intervention to other

⊖ ★ ★ ★ ★ ☆

Please tell us why:

Sam Student has a very positive experience with the peer tutoring. The high school buddy assigned to Sam helped him with his Algebra course work. His tutor also seemed to give Sam more confidence overall.

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Accessing Intervention Reviews I

- Once reviews have been added by individuals, staff members with access to the Intervention Catalog can access the peer reviews
- The reviews help identify effective Interventions
- Select **More** next to the target Intervention, and then click **Reviews**

Accessing Intervention Reviews II

- Next to each Intervention we can see how many reviews have been added
- Once the reviews have been expanded we can review the details added by peers

Importing an Intervention

To help collaboration between districts, there is an Import Interventions function that allows users to bulk import selected interventions
- Select the Import Interventions tab, under Interventions
- Select a District from the drop down menu
- Select the Interventions you wish to import

Import Selected Interventions

- Check all the interventions that will be included in the import
- Select Import Selected Interventions at the bottom of the page

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Confirm Import and Edit Details

- Next, confirm the import was successful
- The contact, population, location, intervention level and availability will have the value "unknown"
- Edit the intervention to meet your district specific requirements

Guided Practice #6

- What kind of details should you include in a review of an intervention?

- Do you feel that these reviews will help you select effective interventions?

- Do you think your district will use the Import Interventions feature? Why or why not?

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Assigning an Intervention to a Watch List

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Watch Lists and Interventions Overview

- We use Watch Lists to track and monitor sub-groups of students based on the indicators and metrics within the Dashboard
- These sub-groups of students have similar issues and therefore may benefit from participating in the same Interventions
- The Assign an Intervention to a Watch List function allows us to assign an Intervention to all the students in the group at once

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Accessing the Assign to a Watch List Function

Within the Intervention Catalog, to assign an Intervention to a Watch List:
- Click the More button
- Click Assign to Watch List

Watch Lists and Interventions

- Select the desired watch list from the drop down box
- Click the radio button next to the desired Intervention level
- Select a Start Date and Completion Date from the calendar
- Type the Goal (required)
- Click Assign

Assign Intervention ✖

Intervention Name:
After School Program

Assign To:
Test Watchlist ▾

Intervention Level:
◉ **Tier 1: Whole Class**
○ **Tier 2: Small Group (with Teacher)**

Start: 06/13/2014

Expected Completion Date:
06/20/2014

Goal
The student will master 80% of the problems.

ASSIGN   **CANCEL**

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Intervention Security

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Intervention Security Overview

- Once an Intervention has been assigned to a student, the assignor can determine who can see the Intervention for this particular student
- Some Interventions may be confidential in nature, and therefore not appropriate for all staff members to view
- This access is managed through the Security feature with the student's Intervention Catalog

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Enabling Intervention Security

- Next to each Intervention assigned to a student there is a Security button
- Click the button to change the status

Intervention Security Settings

- Click the radio button next to Restricted
- Click the names of the staff members who will be able to view the Intervention for this student
- Click Confirm

Edit Security for Assigned Intervention

Intervention Name:
Peer Tutoring

Security Level
○ Open ● Restricted

Available Staff
Alisa Cameron
David Young
Dewayne Hickman
Jon Kaiser
Kelley Christian
Patricia Moran
Russell Gomez
Sara Preston

View/Edit Privileges

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CONFIRM   **CANCEL**

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Confirming Security

- Note the Security status is now **On**
- The assignor can edit the security settings as necessary

- When would it be appropriate to enable security on an intervention? Provide an example.

Wrap Up, Assessment and Evaluation

Wrap Up

- What are the steps you would take to search for an intervention in the IC?

- Who can assign a student an intervention?

- What role(s) have rights to add, delete and edit interventions?

- What Intervention Catalog related procedures can the intervention coordinator perform that a district staff member can not?

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Wrap Up, Assessment and Evaluation

Assessment

- Take a moment and answer the questions on the brief assessment

Assessment

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Wrap Up, Assessment and Evaluation

Evaluation

- Take a moment and answer the questions on the brief evaluation survey

Evaluation

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For more information on Intervention Catalog Coordinator Navigation please visit PDE's website at
www.education.state.pa.us

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.