Course 4C Intervention
Catalog Coordinator
Navigation

Document #C4C.2
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
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
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
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
• Access the Pennsylvania Education portal - http://www.education.state.pa.us.

• Login into the enterprise portal

• Access myPDE

• Login into the Educator dashboard
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
• 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.
Viewing and Searching Interventions
• 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
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
Search for Interventions

Note the available search criteria
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
After a user enters search criteria and selects Search, the Search Results will populate below
To view the students that have been assigned an intervention:

- Click on More to view the dropdown menu
- Select Student List
• The Assigned Students list displays all students who have been assigned this intervention
• To view an individual student, click on the student’s name
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?
Assigning Interventions
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.
Users can search for interventions by:

- Keyword
- School Availability
- Population
- Improvement Area
- Grade Level
- Intervention Level
- Gender Specificity
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
Selecting the Intervention

- Select the desired Intervention from the Search Results
- Click **Assign Intervention**
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**
• 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
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.
Adding Interventions to the Catalog
To add Interventions to the catalog:
• Go to the Interventions tab in the Dashboard
• Click Add Intervention
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.
Best Practices for Adding an Intervention

- 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.
Adding an Intervention to the Catalog

Once all of the information has been completed, select Add Intervention at the bottom of the screen to save the intervention to the catalog.
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, use the Search feature to locate the intervention.
Editing An Intervention
Select the Interventions Dashboard and the Interventions List to display a list of the interventions in your catalog.
• Select the Intervention you wish to edit
• Select the More button from the menu
• Then select Edit
The intervention is now in edit mode
Correct or update the necessary information
Click Save Intervention when you have completed your edits
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.
Deleting an Intervention
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
• 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.
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.
Intervention Notes, Reviews, Ratings & Imports
Teachers can add notes to students with interventions
• Click the Intervention Catalog tab
• Then click 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
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.
• 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
• 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
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 I

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Contact</th>
<th>Population</th>
<th>Location</th>
<th>Intervention Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>After School Program</td>
<td>Christina</td>
<td>General Population</td>
<td>Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School</td>
<td>Tier 1, Tier 2</td>
</tr>
<tr>
<td>Peer Tutoring</td>
<td>Ms. Woods</td>
<td>General Population</td>
<td>Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School</td>
<td>Tier 3</td>
</tr>
</tbody>
</table>
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.
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
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?
Assigning an Intervention to a Watch List
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.
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
• 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
Enabling Intervention Security

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

• 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?
Assessment

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

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