Entering Progress Monitoring Interventions

1. On the student RTI page, click the “Add Intervention” button next to the Student Interventions area.

   The Add Student Interventions Detail window will open.

2. In the Interventions Details area, click the “Criteria Type” button.

   The Criteria Type Codes window will open.

3. Select the appropriate Criteria Type Code.

4. Click the “Select” button.

   The window will close and you will return to the Add Student Interventions Detail window.

5. Click on the “Criteria Group” button.

   The Criteria Groups window will open.
6. Select the appropriate Criteria Group.

7. Click the “Select” button.
   The window will close and you will return to the Add Student Interventions Detail window.

8. The “Area” button will now become active (you may need to click outside of the “Criteria Group” box to make the “Area” button active).
   Click the “Area” button.
   The Intervention Areas window will open.

9. Select the appropriate Intervention Area.

10. Click the “Select” button.
    The window will close and you will return to the Add Student Interventions Detail window.

11. Select the “Begin Date” for the Intervention.

12. Select the appropriate Tier level for the Intervention.
   ***Tier level can NOT be edited after the intervention is saved, so make sure this is accurate!***
13. Click the “Intervention” button.

The Intervention Codes window will open.

14. Select the appropriate Intervention Code.

15. Click the “Select” button.

The window will close and you will return to the Add Student Interventions Detail window.

16. Click the “Provider” button.

The Staff Selection window will open.
17. Select the appropriate staff member who will provide the intervention – usually this is you!

In the bottom right corner of the screen is a “Lookup” box if you want to search for the person by last name. Type the last name and click the Enter key on your keyboard.

18. Click the “Select” button.

The window will close and you will return to the Add Student Interventions Detail window.

19. Click the “Intervention Frequency” button.

The Frequency Codes window will open.

20. Select the appropriate Frequency Code.

21. Click the “Select” button.

The window will close and you will return to the Add Student Interventions Detail window.

22. Click the “Duration” button.

The Duration Codes window will open.
23. Select the appropriate Duration Code.

24. Click the “Select” button.

   The window will close and you will return to the Add Student Interventions Detail window.

25. Enter appropriate notes in the following fields:
   A. Notes
   B. Student Strengths
   C. Student Weaknesses

26. Click on the “Results” button.

   The Intervention Results window will open.

27. Select the appropriate Intervention Result. (For new interventions, select “In Progress”).

28. Click the “Select” button.

   The window will close and you will return to the Add Student Interventions Detail window.

   Scroll down to the “Progress Monitoring” area.

29. In the Progress Monitoring area, click the “Goal” button.

   The Intervention Goals window will open.
30. Select the appropriate Intervention Goal.

31. Click the “Select” button.
   The window will close and you will return to the Add Student Interventions Detail window.

32. Click the “Monitoring Frequency” button.
   The Frequency Codes window will open.

33. Select the appropriate Frequency Code.

34. Click the “Select” button.
   The window will close and you will return to the Add Student Interventions Detail window.

35. Click the “Assessment Tool” button.
   The Assessment Tool Codes window will open.

36. Select the appropriate Assessment Tool Code.

37. Click the “Select” button.
   The window will close and you will return to the Add Student Interventions Detail window.
38. Click the “Points Possible” button.
   
   This area is for setting the total possible points the student can earn on the intervention assessment.
   
   The Intervention Scores window will open.

39. Select the appropriate Intervention Score.

40. Click the “Select” button.
   
   The window will close and you will return to the Add Student Interventions Detail window.

41. Click the “Initial Score” button.
   
   This area is for setting the initial score the student earned on the first intervention assessment.
   
   The Intervention Scores window will open.

42. Select the appropriate Intervention score.
   
   In the bottom right corner of the screen is a “Lookup” box if you want to search for the score rather than scroll through each page. Type the score value and click the Enter key on your keyboard.

43. Click the “Select” button.
   
   The window will close and you will return to the Add Student Interventions Detail window.
44. Click the “Target Value” button.

This area is for setting the target score the student should earn if the intervention is successful.

The Intervention Scores window will open.

45. Select the appropriate Intervention score.

In the bottom right corner of the screen is a “Lookup” box if you want to search for the score rather than scroll through each page. Type the score value and click the Enter key on your keyboard.

46. Click the “Select” button.

The window will close and you will return to the Add Student Interventions Detail window.

47. Enter any supporting notes associated with the progress monitoring goal in the “Goal Notes” area.

48. Scroll to the top of the Add Student Intervention Detail window and select one of the following:
   
   A. “Save” – Saves the intervention and returns you to the student RtI screen.
   
   B. “Save and Add New Intervention” – Saves the intervention and starts a new intervention screen for the student.
   
   C. “Save and Create RtI Meetings” – Saves the intervention and starts an RtI meetings notes page.