

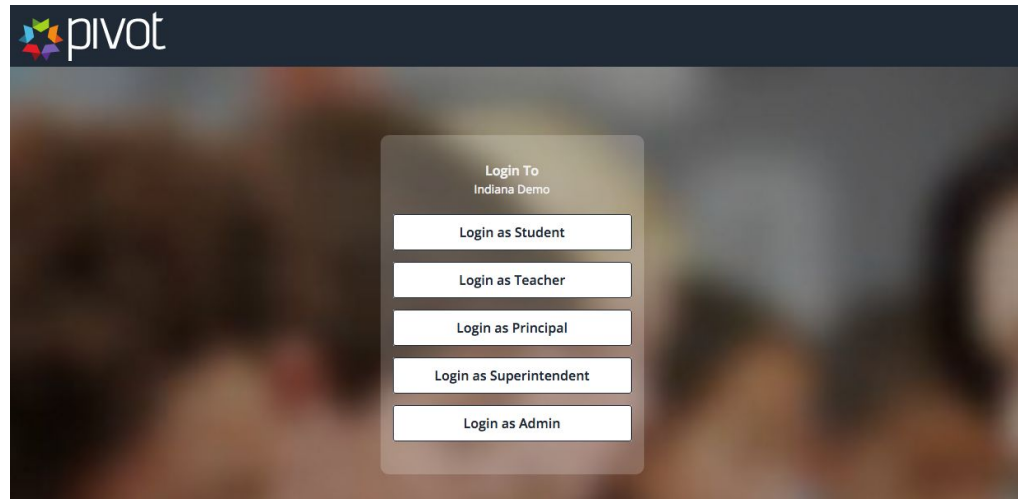
INTERVENTIONS

User Guide: Create an Intervention

SCREEN ONE

Log in to your Pivot site.

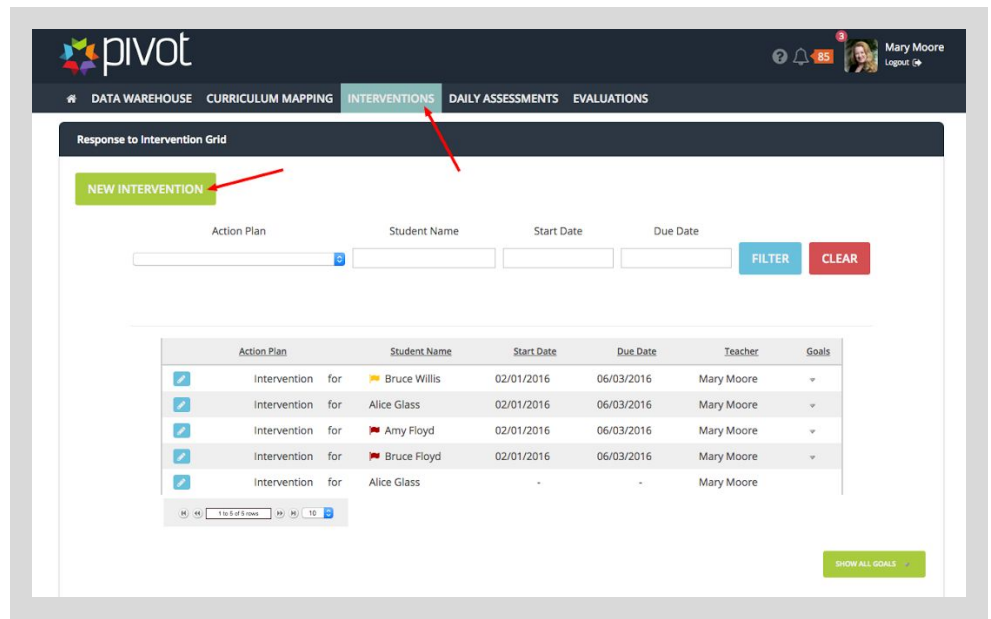
Typically, the school will be using the same credentials that you use to log into the computer.



SCREEN TWO

Select Interventions from the top navigation menu.

Click the green [New Intervention] button.



SCREEN THREE

Option 1: Assign an *individual* student an Intervention.

Click in the box next to the name.

You may choose to filter your choices to narrow down results.

Option 2: Assign a *group* an Intervention.

Use the drop down box to find your group from the Data Warehouse or EWIS Report.

Scroll to the bottom of the page.

Select the appropriate action plan for the selected student or group.

Click green [Create] button next to the template you will use.

SCREEN FOUR

Fill in the background information.

For individual students, you will also need to include:

- Parent Name
- Parent Phone
- School
- Parent Email
- Grade

Groups will not require contact information.

Select the reason for the referral from a pre-populated list. You may also choose to provide additional details.

Enter plan Start Date.

Enter Due Date.

Use drop down arrows to choose Progress Monitoring frequency

To share with other staff members, use the drop down arrow to Select a staff member.

Choose View or Edit rights.

Click green Add button.

Note The plan is automatically shared with staff members who have the student on their roster.

Click the box next to each applicable area of concern.

To continue working, click the green [New Goal] button.

Note This can be added at a later time by scrolling down and clicking the green [Save and Return] button.

Enter Description of the Goal.

Use the drop down button to select the Status.

Use the drop down button to select the Indicator.

Use the drop down button to select the Person Responsible for implementing the goal and monitoring the progress.

Enter the Start Date.

Enter the End Date.

Click the green [New Goal] to save and return. You may add additional goals or details for the Intervention in description boxes below the goal, including:

- Curriculum Supports
- Activities
- Delivery Models

NEW GOAL

To add an intervention, click the green [Add Intervention] button. Use the drop down button to select an Intervention or create a new intervention by typing in the text box.

Use drop down buttons to select Status, Indicator, and Person Responsible.

Fill in Start and End Date.

Click Update.

To add an accommodation, click the green [Add Accommodation] button. Use the drop down button to select an Accommodation or create a new accommodation by typing in the text box.

Click Update.

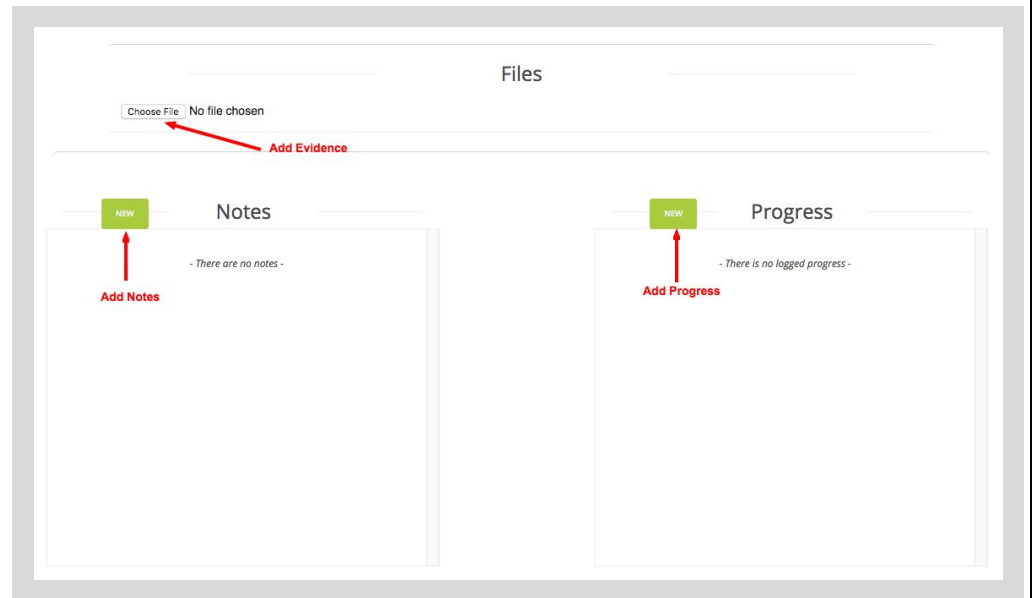
SCREEN FIVE

To upload a file, click [Choose File].

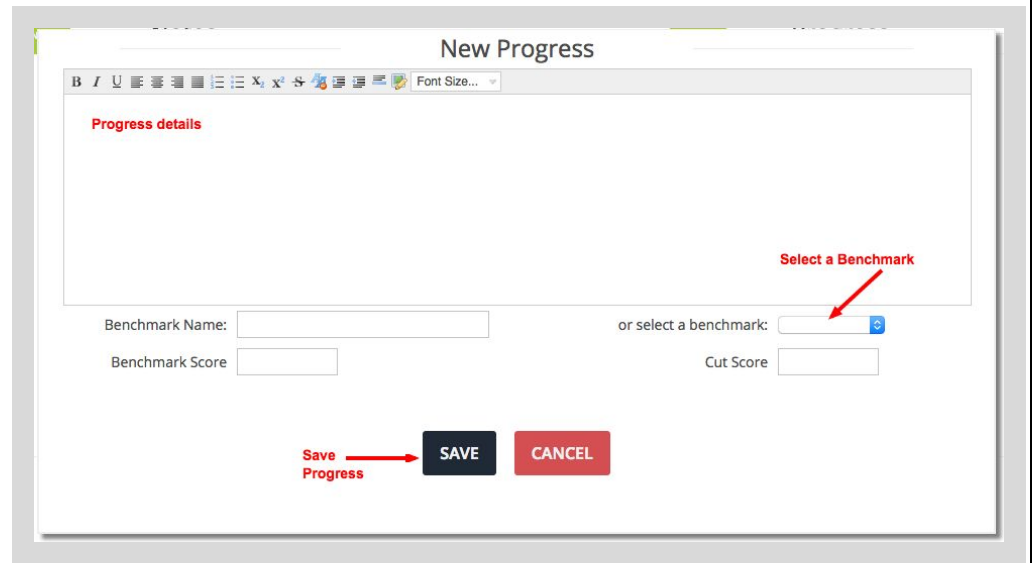
Select file to upload. Files will be visible to all Viewers and Collaborators.

Click green [New] button to add Notes.

Click green [New] button to add progress on goal.



A pop up window opens for the Progress information to be added.



Scroll to the bottom of the page.

Click the green [Save] button to finish and share the Intervention.

Click the green [Save and Return] button to continue work at a later time.

If you choose not to use this template, click the red [Cancel] or [Delete] button.

You may choose to print or export the Intervention as a PDF with optional fields.

