



MTSS Provider: Adding an Intervention by Single Student and Multi-Select

Revised 09.22.16

Document Contents

[Step-by-Step Guide for Providers](#)

MTSS: ADDING AN INTERVENTION

Step-by-Step Guide for Providers

This guide will take providers through the process of adding an intervention for both a single student and multiple students

Navigate to the MTSS Tool

1. After logging into Gradebook, click on the “MTSS” link on the left side menu or in your administrative menu, click on the “MTSS” module.



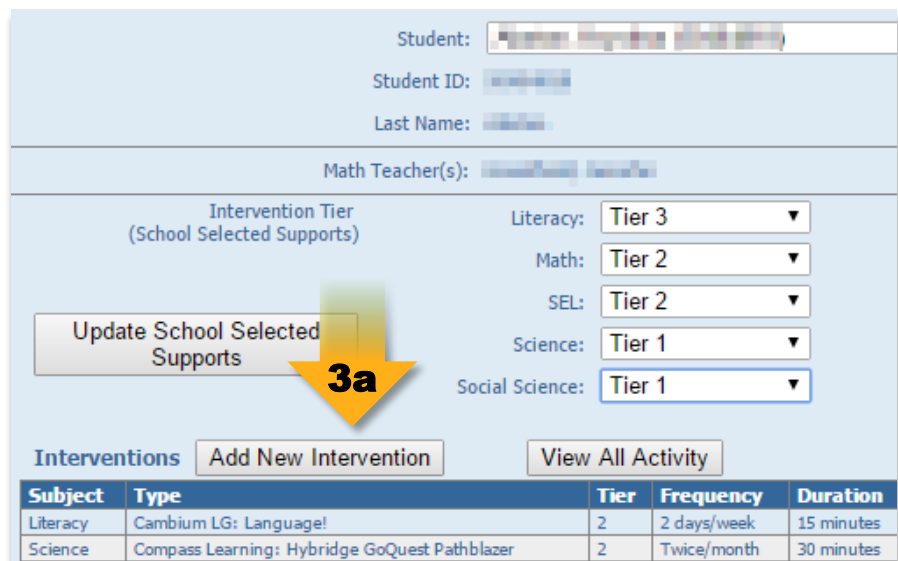
Select Student (Single)

- 2a. To add an intervention for a single student, select the student’s name from the **Student:** drop-down list.



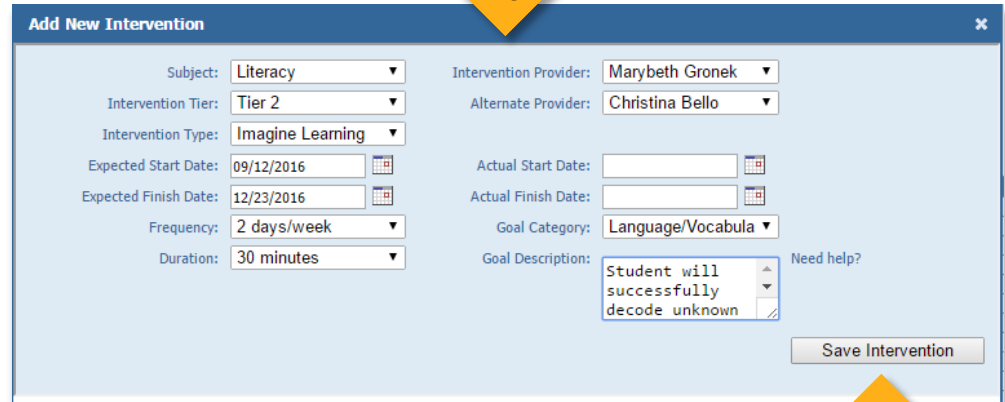
Add Intervention

- 3a. Once the student information has loaded, click **Add New Intervention** to assign an intervention to the selected student.



4a. The “Add New Intervention” popup will appear. Populate all intervention dropdowns.*

Note: The ‘Intervention Type’ and ‘Goal Category’ dropdown lists will be disabled until a ‘Subject’ selection has been made. Intervention Types and Goal Categories are both subject-specific. Intervention Providers can edit previously-created interventions only if they were the user that originally created the intervention.



5a. Click **Save Intervention** to save and assign the interventions.

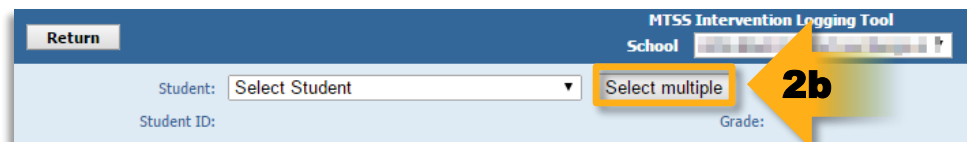
Note: All fields are required upon saving except Actual Start Date and Actual End Date. Actual Start Date is required, however, if a user would like to create progress notes for an intervention.



Note: Please reference the **Appendix on the back page of this document for descriptions of each field on the ‘Add New Intervention’ pop-up screen.*

Select Student (Multiple)

2b. Click “Select Multiple.” A student filtering screen will appear in a popup window.



Find Desired Students

3b. Use the various filters on the screen to narrow the list of desired students.

4b. Once you have applied filters, click **Get Students**.

5b. A filtered list of students will appear in the “Unselected Students” box. Select and move those students to the “Selected Students” box by clicking **Select >** or **Select All**.

6b. Once the correct list of students is selected, click **Set Students** to return to the main screen.

Add Intervention

7b. The number of selected students will display.

8b. Click **Add New Intervention**.

9b. Populate the dropdowns and click **Save Intervention**.

APPENDIX

Field	Description
Subject	A dropdown field with 3 values for Elementary Schools (Math, Literacy, and Social & Emotional Learning (SEL)) and 5 values for High Schools (adding Science, Social Science). Mandatory.
Intervention Type and Intervention Description	<p>Dropdown list of available interventions for the school within the context of the selected Subject and Intervention Tier. Mandatory.</p> <p>If <i>Other</i> is selected, a Text based field appears to the right of the Intervention Type drop-down so the end-user can type in free-form text to qualify the <i>Other</i> selection. This field is mandatory if presented.</p> <p>NOTE: If you do not see an Intervention Type that your school will regularly use, contact your Principal (who is the default MTSS Lead) and ask to have the Intervention Type added for your school. The Lead can add it by way of the 'Settings' button in the upper right corner of the tool.</p>
Intervention Tier	<p>Drop Down (Tier 1 Intervention, Tier 2 Intervention, Tier 3 Intervention); Mandatory .</p> <p>NOTE: This value does not need to tie to the student's recommended Intervention Tiers.</p>
Expected Start Date	Date field. Cannot be past date, may be future date not beyond end of school year. Mandatory.
Expected Finish Date	Date field. Cannot be prior to Expected Start Date, cannot be past date, may be future date not beyond end of school year. Mandatory.
Frequency	Dropdown list (One Time, Twice/month, 1 day/week, 2 days/week ... 5 days/week) giving approximate frequency on how often a planned intervention will be administered. Mandatory.
Duration	Dropdown list (15 minutes, 30 minutes, 45 minutes, 1 hour, 1.5 hours, 2 hours.) giving approximate duration of the planned intervention. Mandatory.
Intervention Provider	Dropdown list including all members of the Intervention Provider role for the selected school. Mandatory. If an Intervention Provider is adding a new intervention, the field should be read-only showing their own name only. Leads and Committee Members can see all providers at the school.
Alternate Provider	Dropdown list including all members of the Intervention Provider role for the selected school. The Alternate Provider will have the ability to log Progress Notes in the same manner as the Intervention Provider. Optional.
Goal Category	Dropdown with categories linked to intervention's subject. Dropdown values managed by the District.
Goal Description	Free form text box. Mandatory. For more information on writing a quality intervention goal within this field, consult the <i>Need help?</i> link just to the right of the field.
Actual Start Date	<p>Date field. May be future date not beyond end of school year. Optional upon the intervention's initial entry. Mandatory to Log Progress Notes and to close out the intervention cycle for the students or students of record.</p> <p>NOTE: The intervention is not considered active until this date is populated.</p>
Actual Finish Date	<p>Date field. Cannot be prior to Expected Start Date, cannot be past date, may be future date not beyond end of school year. Optional upon the intervention's initial entry. Mandatory to close out the intervention cycle for the students or students of record.</p> <p>NOTE: The intervention is not considered finished until this date is populated.</p>