Intervention Tab
Frequently Asked Questions

This year, the following are required to have student intervention plans in the Intervention Tab in IC:

- All Extended School Services (ESS) students
- All students served by Read to Achieve grants
- All students served by Mathematics Achievement Fund grants
- State Preschool (optional use- guidance will come from the state Preschool consultants)

Data will be pulled for quality reviews on October 30, January 30 and March 30.

For more information on this requirement, please visit the Infinite Campus Intervention Tab page on the KDE website or April Pieper via e-mail at april.pieper@education.ky.gov.

General Intervention Tab Questions

1. **What is the statutory and regulatory authority for interventions?**
   Answer:
   - KRS 158.305/ 704 KAR 3:095 [Reading, writing, math and behavior for K-3]
   - KRS 158.6453 [Grades 3-8 Reading/ Math, above or below benchmark AND EPAS interventions]
   - 704 KAR 3:305 [High School ACT interventions]
   - 707 KAR 1:300 Section 3- Child Find laws
   - KRS 160.346 [Intervention requirements for priority schools]

2. **Where is the *Intervention Tab* in Infinite Campus?**
   Answer: The *Intervention Tab* is under the *Student Record*. In a specific *Student Record*, the *Intervention Tab* or an intervention plan can be seen. Once in a student's record, the *Intervention Tab* is under the "General" tab, then under the "PLP" tab. (District Infinite Campus (IC) contacts have the ability to grant rights to this tab.)

   Student Information > PLP > General > Intervention Tab

3. **Will students need intervention plans in IC for Tier 2 and Tier 3 services?**
   Answer: Response to Intervention (RtI) is designed for students to remain in Tier 1 services and receive Tier 2 services, if needed. If students do not make adequate progress in Tier 2, and it is determined that Tier 3 services are necessary, then Tier 3 services are added. Students should have separate intervention plans in IC for both Tier 2 and Tier 3 services.

4. **When do I need to have student intervention records entered into IC? How often do I need to update the data?**
   Answer: Student intervention records should be entered when a child is identified for interventions, and the record would be updated at least quarterly. Beginning of the year student records should be entered no later than Oct. 29, as the first data pull by the state will be October 30. Data pulls will also occur January 30, March 30 and June 30. Records will need to be updated before those dates. End of year records should be completed by June 30 and final service results, and end dates, entered for students.

5. **Are there any resources available to help use the *Intervention Tab*?**
   Answer: There are resources posted on the KDE website to ease transition to this new tool. Check the Intervention Tab page on the KDE website for these additional resources.

6. **When do we need to have intervention plans entered into the *Intervention Tab*? As long as they are entered by the end of the year, is this sufficient?**
   Answer: Waiting until end of the year to enter makes it difficult to analyze intervention data. Periodic data entry will help make programmatic decisions based on the program results.

7. **How can program codes for the *Intervention Tab* be accessed?**
   Answer: Resources for the *Intervention Tab*, including the Coding Sheet, are available here.

8. **The program being used is not on the Program Coding Sheet. What can be done?**
   Answer: E-mail April Pieper april.pieper@education.ky.gov to add your program (please indicate what content areas) and they will send the code. If it is a program rarely used, use the "Other" option and type in the program name.

9. **If a student already has an IEP reflecting intervention services occurring, is it necessary or expected that a new status Intervention for the *Intervention Tab* be created or does the IEP documentation suffice?**
   Answer: If the student is receiving tiered intervention services in addition to services the student is receiving pursuant to an (IEP), the student would need an intervention plan in IC.

10. **Where can I go to learn more about interventions?**
    Answer: The Kentucky System of Interventions Resource Guide can be found at this link: http://education.ky.gov/educational/int/ksi/Pages/default.aspx.

11. **If a student is receiving both math and reading interventions, are separate *Intervention Tab* records necessary?**
    Answer: Yes. There should be one record per content area.

12. **What options are there to record minutes of RTI team meetings into IC?**
    Answer: There are two options available. One option is to use the Contact Log in the PLP tab for this purpose. The second option is to type the minutes into a document and then upload it through the Document Upload option in the PLP tab.

13. **Is it appropriate to complete an *Intervention Tab* for preschoolers?**
    Answer: Yes. The *Intervention Tab* may be used to record preschool interventions.

14. **I have had a student withdraw from school and the intervention program. Do I end the intervention on the *Intervention Tab* in Infinite Campus since services are no longer being delivered?**
    Answer: Yes. The intervention record should be assigned an end date and the student service result should indicate "moved from school."

15. **Can the *Intervention Tab* be used to record behavior interventions?**
    Answer: Yes. There are two places in IC where behavioral incidences are recorded, the behavior tab itself, which collects such information as referrals and suspensions, and the restraint and seclusion tab. The *Intervention Tab* can collect behavior intervention plans and intervention experiences. Under "content area" find the "behavior" option. Under the coding document, find the behavior intervention options to code. Some behavior ideas are provided under the "skills" area at the bottom of the tab. The comments boxes can easily capture this information as well.

16. Can the "Course" drop down box for type of intervention be a regular course or advanced course that a student is enrolled in? Can interventions be provided through a course?
Answer: Yes. Simply select "course" and then enter the valid course number to the right in the box. Keep in mind that even if the intervention is embedded in another course, it must be "monitored for remediation needs" so there should be clear indications in lesson plans and progress monitoring notes where interventions are occurring for students and progress made.

17. What do we do when the intervention being provided is for Tier 1? This is not an option on the *Intervention Tab*.
Answer: Do not select anything (leave the Tier drop down set to the default) which will indicate a Tier 1 intervention.

18. If a student's record is updated at the second quarter is it correct to assume the status date will change?
Answer: Changes can be made at any time. The changes will override whatever previous information was in the *Intervention Tab*. The records automatically save.

19. Are interventions to be entered for EVERY student that is receiving intervention, even if intervention is provided in the regular classroom?
Answer: If your school is a part of one of the required user groups, the answer is yes.
- All ESS;
- Read to Achieve (RTA) grant school for students served by grant;
- Mathematics Achievement Fund (MAF) grant school for students served by the grant)
- State Preschool students

Districts/schools may enter intervention plans in IC for other students, but they MUST provide them for the students who fit the descriptors above.

If those interventions are being provided in the regular classroom, they are still intervention services, and would need to be recorded in the Intervention Tab.

Technical Questions (Infinite Campus specific)

1. **Where is the *Intervention Tab* in Infinite Campus?**
   Answer: The *Intervention Tab* is under the *Student Record*. In a specific *Student Record*, the *Intervention Tab* or an intervention plan can be seen. Once in a student's record, the *Intervention Tab* is under the "General" tab, then under the "PLP" tab. (District Infinite Campus (IC) contacts have the ability to grant rights to this tab.)

   Student Information > PLP > General > Intervention Tab

2. **Is there a batch load, or group upload, feature to this Tab?**
   Answer: No. Records must be entered individually for students.

3. **Are there any reports available in IC to help pull a student's intervention data from the *Intervention Tab*?**
   Answer: There will be two custom reports (Benchmark Report and Individual Report) available for the Intervention Tab. There will also be ad hoc reports available based on the district needs.

4. **This information will not transfer to another district when the student transfers. How can intervention records be sent to the receiving district?**
   Answer: When the student intervention record report is done, it can be printed, then uploaded into the Document Uploader in the PLP tab and that will transfer with the student.

5. **Where do I find the data standards for the Intervention Tab?**
   Answer: http://education.ky.gov/districts/tech/sis/Documents/DataStandard-Intervention.pdf

Questions specific to Extended School Services

1. **Do we use the *Intervention Tab* and the ESS Tab to enter ESS services?**
   Answer: No. Beginning with the 2014-2015 school year only the *Intervention Tab* will be used to track ESS activities.

2. **Do we enter before/after school, daytime and summer ESS data in the *Intervention Tab*?**
   Answer: Yes, all ESS services will be entered in the Intervention Tab. In the Comment Box, you can indicate "before/after school," "daytime waiver" or "summer school".

3. **In the old entry system, we entered all the data on one screen, and just checked off the content areas, hours etc. Do we need to do the same with this new entry system or do we have a new status for each content area?**
   Answer: A different record is needed for each content area.

4. **If students are in daytime ESS and after school ESS, would students have one intervention record or two?**
   Answer: If the intervention services for daytime ESS and after school ESS are essentially the same (same intervention material or program, same type of staffing, etc.), then one record may suffice. However, it is more likely that there would be two records. This decision would ultimately be up to the district ESS coordinator.

   However, Summer ESS records must be kept separately from regular year, just as was required in the past. Indicating "summer" in the comments box will help identify these services as summer school and not regular year.

5. **When do I need to have student intervention records entered into IC? How often do I need to update the data?**
   Answer: Student intervention records should be entered when a child is identified for interventions, and the record would be updated at least monthly. Beginning of the year student records should be entered no later than Oct. 29, as the first data pull by the state will be October 30. Data pulls will also occur January 30, March 30 and June 30. Records will need to be updated before those dates. End of year records should be completed by June 30 and final service results entered for students

6. **In the past, ESS directors have only entered ESS records one time, at the end of the school year. Is this no longer permissible?**
   Answer: Schools and districts need to consider all of the data they have on a student when they are reviewing the data to make instructional decisions for students. When ESS data is not available until the end of the year, it makes it difficult to consider those intervention services offered through ESS as part of the data discussion.

   In addition, we have found that once ESS data is entered at the end of the school year, many staff go on summer break and if there are data errors found at the district, or state,

level, those errors are difficult to fix without the appropriate staff. Entering the data periodically throughout the school year will alleviate this.

7. **Do schools provide ESS data for Science instruction?**
   Answer: Yes. For ESS programs, it is possible that you provide intervention services in all content areas. You will have intervention plans for all content areas served. Under the "Content Area" drop down, you will find the different content areas you can select. Each content area needs to be its own intervention record.

8. **If a student is in RTA and ESS, how do we officially track for each designation for reporting purposes?**
   Answer: The student will have two different records, one for RTA and one for ESS.

9. **If a student is in regular year ESS and Summer ESS, do they need one intervention record, or two?**
   Answer: There will be at least two records, one for regular year and one for summer. The difference now is that one is needed for each content area. So, if a student received ESS services for mathematics and reading during the regular year and then attends summer ESS for reading, there could be as many as three records.

Questions specific to Read to Achieve (RTA) or Mathematics Achievement Fund (MAF)

1. **What information is required for RTA and MAF?**
   Answer: Guidance for this will come from the state RTA and MAF grant coordinators.

2. **If the student has an intervention record for MAF or RTA, does the student need any additional intervention records?**
   Answer: There are other groups of students who are required to have intervention plans in IC. For example, any students served in ESS programs, or with ESS funds, must have an ESS intervention record. It is possible for a student to have multiple *Intervention Tab* records.

3. **Are there any reports available in IC to help pull a student's intervention data from the *Intervention Tab*?**
   Answer: There will be two custom reports (Benchmark Report and Individual Report) available for the Intervention Tab. There will also be ad hoc reports available based on the district needs.

4. **If students are in both Tier 2 and Tier 3 interventions, would the students have one or two plans in the *Intervention Tab*?**
   Answer: They would have two plans, one for each Tier.

5. **If a school has an RTA grant, but also has students receiving intervention through Reading Recovery and Comprehensive Intervention Model (CIM) funded through Title I and/or the general fund, do these students need to be included on the *Intervention Tab*?**
   Answer: For the RTA records, only those students served by the RTA teacher should be coded for RTA interventions. Intervention records can be entered into the *Intervention Tab* for student not in the required categories.

6. **Mathematic Intervention Teachers (MITs) are required to complete the *Intervention Tab* for students receiving MAF intervention. If regular classroom teachers are not required to use the *Intervention Tab* but are intervening with those same students served by the MIT, should the MIT enter that intervention information as well?**
   Answer: Best practice research shows that it is always best to consider the full range of services that a student is receiving when making educational decisions for that student. It would be best practice for all intervention services, regardless of who provides it, to be entered into the *intervention tab*. The intervention offered separate from what the MIT is doing could be entered into a separate record, not the same record that the MIT is completing, but this is not required.

7. **I have had a student withdraw from school and the intervention program. Do I end the intervention on the *Intervention Tab* in Infinite Campus since services are no longer delivered?**
   Answer: Yes, the intervention record should be assigned an end date and the student service result should indicate "moved from school."

8. **If a student is in RTA and ESS, how do we officially track for each designation for reporting purposes?**
   Answer: There will be two different records, one for RTA and one for ESS.