

Recording SRBI Tiered Interventions Step-By-Step Guide

This document describes how to record SRBI tiered interventions for student(s).
We are also available for questions at inform@mansfieldct.org

SRBI tiered interventions are discussed and decided at meetings as a group of staff. You can easily pull up a student during a team meeting, discuss the student, and then assign the intervention.

- 1) Go to <http://mansfieldct.org/inform> and login.



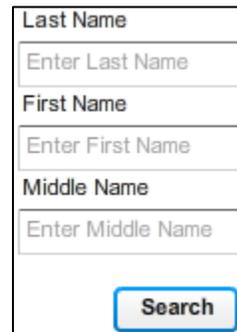
(It is the same as your school computer username & password.)

- 2) Click on the magnify glass to search for the student you are working with.



- 3) Type in the student's first or last name (or even just part of the name). You don't need to type both first and last name.

In the list of names that comes up, click on the name of the student that you want.



- 4) In the screen that appears, click on the "AIP" icon.

- 5) Click the "Check all AIP's assigned to student" button.



- 6) In the “Group & Intervention History” box, click the **purple-blue** triangle that points to the right so it changes **from** this =====>



To **instead** this ===>



- 7) Click the **green** plus button in the “Group & intervention History” box.



- 8) Fill in the information (pick the intervention, how many times per week it will be done, pick the tier level, and put in the start date). When done, click “save” and you’re **finished!**

You can put in the stop date if you know when it will end. If you don’t, remember to later edit the entry to indicate an exit date when the intervention is completed (see steps below).

Additional Notes / Options:

- 1) You can go back and add / edit:

- Click the red **X** to delete an intervention if accidentally assigned (sometimes not possible so be thoughtful when adding).
- Click the to edit an intervention. For example, to note when the intervention ended.
- Click the to add a note about an intervention (such as a score, observation, etc.). Remember to be “clinical” in your language; these are part of a child’s SRBI plan which might be viewed by parents, colleagues, etc.
- **IMPORTANT:** When a student exits an intervention, remember to go to the student and record the Exit Date (unless you already assigned an Exit date).

		Activity	Freq/Duration
1		Great Leaps	2 times per week for 30 minutes
2		Behavior Chart / Point Sheet	Daily
3		Aleks	20 minutes 3x a week
4		Tier 1 Practices	
5		Academic Support Program	3x week 45 minutes

- 2) The list of available interventions is a District-wide list so you might see items on the list that you don't recognize (such as something for older or younger students). Each intervention was added because it is seen as a SRBI valid intervention (measurable/observable, etc.). We can add to this list, but the process is through curriculum and administration groups. If you have an item you think should be considered for the list, contact your curriculum specialist or administrator.
- 3) One of the items on the pull down list of interventions is called "Tier 1 Practices". If you pick this one, you'd want to make a note as explained at the top of this page with an explanation.

Whereas Tier II & III items are listed specifically, Tier 1 items merely listed as "Tier 1 Practices" because they are too numerous and varied to include on the pull down list.

- 4) The list of interventions appears alphabetized as follows:
 - The first letter is either: B (behavior), L (Literacy), or M (Math).
 - The next letter is a sub-category. For example N is "numeracy".
 - Next is the name of the intervention.
 - Finally is the current grade level of the student.

Example: *M:N:Aimsweb (5)*