



# Decision Analytics & Information Management (DA&IM)

## Creating a New Service for Intervention Management

### Services?

Intervention management is one of the main components being utilized in BrightBytes. We have a plethora of services already within the platform, but you are able to add more services that you use at your school at your convenience. Steps to do so are below.

### Where to go?

You may access the Services section by first

- 1) hovering over the **data** tab and clicking on **Intervention** in the drop-down menu
- 2) Once the page loads, click on the **Services** tab.

The screenshot shows the 'Intervention' page header with 'Shelby County School District' on the right. Below the header, there are two tabs: 'Intervention Plans' and 'Services'. The 'Services' tab is circled in red.

- 3) Click on the **New Service** button.

The screenshot shows the 'Services' page header with 'Total Services: 69' and a search bar. Below the header, there is a table with columns: SERVICE NAME, INTERVENTIONS, OWNING ORGANIZATION, and SCHOOLS. The 'New Service' button is circled in red.

SERVICE NAME	INTERVENTIONS	OWNING ORGANIZATION	SCHOOLS
A Verbal Warning	♥ 0 Open ✓ 0 Closed	Sheffield High	0 >
A1 Verbal Warning & Call Parent	♥ 0 Open ✓ 0 Closed	Sheffield High	0 >

- 4) This screen will pop up next. This is where you create the name of the new service that you are creating and then you click the **next** button.

The screenshot shows a dialog box titled 'Create a New Service' with a close button (X) in the top right corner. Below the title, there is a text input field with the placeholder text 'Service for Walkthrough'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Next'.



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5) Step 1 is where you choose whether the service is internal or external and you also choose the category of the service (drop down menu). Then you click **next**.

1 Basic Information Next

SERVICE NAME  
Service for Walkthrough

SELECT SERVICE TYPE  
 Internal Service  External Provider

CATEGORY  
Select one or more categories

6) Step 2 is where you choose the team member who will be over that specific service and enter all of their contact information. Then click **next**

2 Contacts Next

Contacts

CLARITY TEAM MEMBERS  
You may designate both Clarity team members and non-Clarity team members as contacts for this service.

Search by name or email

NON-CLARITY TEAM MEMBER Remove Contact

Enter name

TITLE/ROLE EMAIL PHONE

Enter title/role of contact Enter email address Enter phone number

+ Add Additional Contact

7) Step 3 is for any additional information that you would like to add about the service. Then click **next**.

3 Additional Information Next

ADDITIONAL INFORMATION

Enter additional notes or information, such as office hours.

9) Step 4 is where you choose which school to add to the service. **You will only see your particular school in this list, not all of the schools like in the picture.** Click **submit** and the service is now created.

4 Schools Submit

Select schools that may access this service

- Shelby County School District
  - A B Hill Elementary School
  - Adolescent Parenting Program
  - Airways Achievement Academy Es
  - Airways Achievement Academy Ms
  - Alton Elementary