Decision Analytics & Information Management (DA&IM)
Behavioral Intervention Plan

How to Access BrightBytes

There are 2 ways to access BrightBytes:

- The waffle icon in your online email (see below)
- Through edugoodies

What is an Intervention in BrightBytes?

The Intervention module helps track parent and family contacts, classroom-level student concerns, enroll students in interventions, and log/track services students are receiving for support.

RTI-B Recommendations
- All Student Review Teams Logged
- All Behavior Support Plans (Tier 2)
- All Behavior Intervention Plans (Tier 3)

Who is this Walkthrough for?

The BIP Walkthrough was created to assist social workers and all of the RTI-B counselors assisting them with how to implement a Behavior Intervention Plan (BIP) through the use of the BrightBytes platform, after it has been deemed that a student(s) fits the Tier III criteria for receiving a plan.
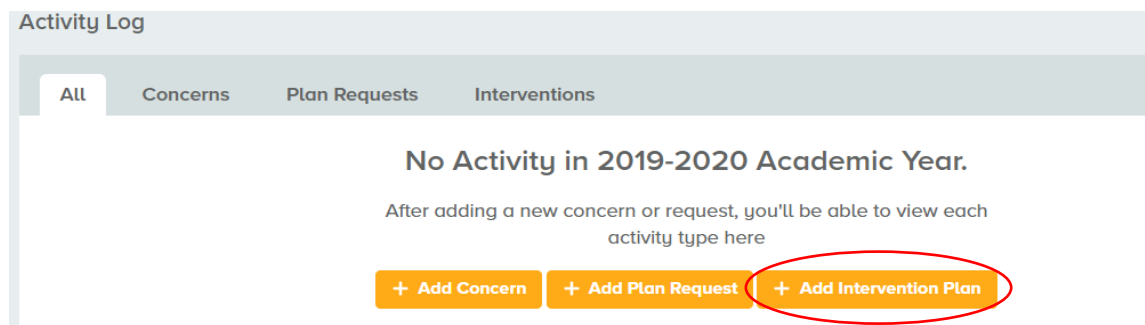
Step 1

You may access the Intervention by

1) **logging** into Clarity

2) **hovering** over the data drop down menu
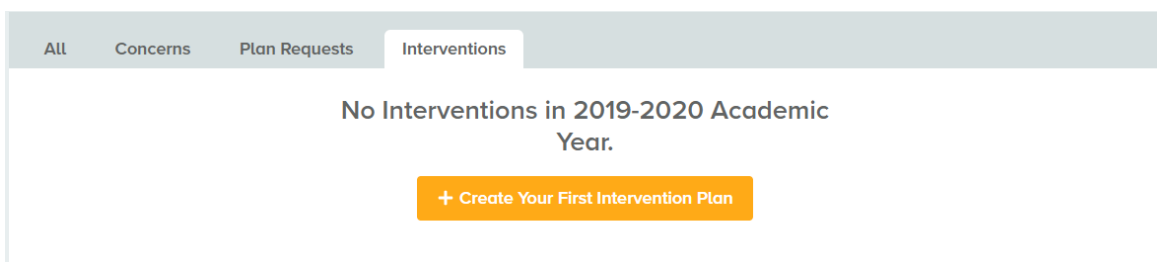
3) **selecting** the **Interventions** tab (see below)
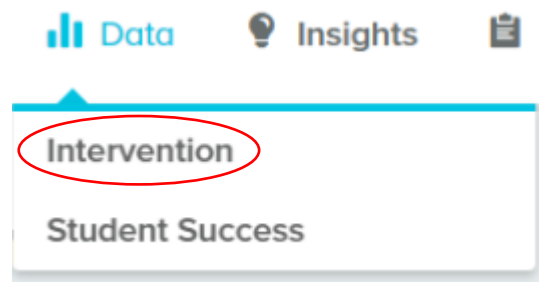
4) Scroll down the page until you see the **Activity Log** section.

5) This list will show up, where you then click on **Add Intervention Plan.** There are 2 ways to reach the add intervention plans buttons (see below)

6) Select the **Student Name(s)** bar and begin typing student names in, one-by-one. There is no limit on the amount of student names you can type into the name selection bar

7) **Input** the plan start date and the plan review date. They both can be the date of the BIP meeting.

8) **Select** the category box. Scroll down to Other and select the **Social Emotional (Describe)** category option.

NOTE:
School and Service Start Date may not be edited.

SCHOOL

ACADEMIC YEAR

× 2019-2020

6 →

STUDENT NAME(S)

Add by Student ID

7 →

PLAN DATE

09/25/2019

SERVICES START DATE

Not specified

7 →

PLAN REVIEW DATE

09/25/2019

8 →

CATEGORY

Social Emotional (Describe)

9 →

PLAN HYPOTHESIS/GOAL

BIP - (Any additional information you would like to add here)

9) Write up a blurb in the **Plan Hypothesis/Goal** about the BIP meeting.

10) Scroll to the bottom and click the **Submit** button.

Cancel   Submit

11) View the **Intervention Plan Report** page (see below)

Intervention Plan Report

Plan Information   Edit

SCHOOL
████████████████

ACADEMIC YEAR
2019-2020

PARTICIPATING STUDENTS *1 Total*
████████████████

STATUS
● Pending

PLAN DATE
09/25/2019

SERVICES START DATE
Not specified

PLAN REVIEW DATE
09/25/2019

CATEGORY
Social Emotional (Describe) Other

PLAN HYPOTHESIS / GOAL
BIP - (Any additional information you would like to add here)

Notes ⓘ

Save Note

No Notes Added

Interventions ⓘ

+ Add Intervention

No Interventions Added

Add intervention to complete plan.

Step 2

1) Once the BIP Team Meeting date selected arrives, you will open up the Intervention Plan Report (see above)

2) Once you've viewed the Intervention Plan Report, scroll down the page and select the **Add Intervention** button (see above)

3) Select and set the Tier section to the **Tier III** option (see below)

4) Click the Service box and select the **Behavior Intervention Plan (BIP)** option (see below)

SCHOOL

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ACADEMIC YEAR

2019-2020

STUDENT

STATUS

Actively Receiving Services

CATEGORY

Other - Social Emotional (Describe)

TIER *Optional*

3

Tier III

4

SERVICE

Behavior Intervention Plan (BIP) *

SERVICE PROVIDER *Optional*

No Associated Service Providers

5   5

START DATE   **END DATE**   **RECOMMENDED SESSION FREQUENCY**   6

08/21/2019   11/04/2019   2 / Week

RECOMMENDED SESSION DURATION

7

Selected: 30 minutes

MIN: 5 minutes   MAX: 180 minutes

PLAN HYPOTHESIS/GOAL

BSP - (Any additional Information here about the behavioral support plan) *

5) Select calendar indicator and choose both the **Start Date** and the **End Date** for the Intervention.

6) Click the drop down list and select the **Recommended Frequency** for the intervention.

7) Drag the **ball indicator** to select between the different **Recommended Session Durations** (5 minute blocks)

8) Once you reach the **Plan Hypothesis/Goal** section, it will automatically be populated with the same information you entered when you created the Intervention Report Plan. Take this time to go more in depth on details for the BIP plan and the overall goal.

9) Scroll to the bottom and click the **Submit** button. The BIP intervention plan is now logged into the system and can be updated at any time in the future with more information.

Cancel   **Submit**

10) After you submit, you will be able to view the BIP Intervention Plan (see below)

11) Double check all the information to make sure it's correct
   a. You can always extend or shorten the session length and/or change the session frequency of the BIP by selecting the **edit** button next to General Information
12) View the Sessions section at the top right of your screen where you're able to add sessions in by selecting the **+ New** button.

13) A pop-up will show up (see below). Fill out the **Activity Type** and the **Additional Notes** section
    (what happened during the meeting/outcomes)

14) Select the **Save New Session** button.

15) The session has now been logged and is indicated by the date and duration of the session. (see below)

16) Select the pencil indicator to edit a previously logged session. (see below)
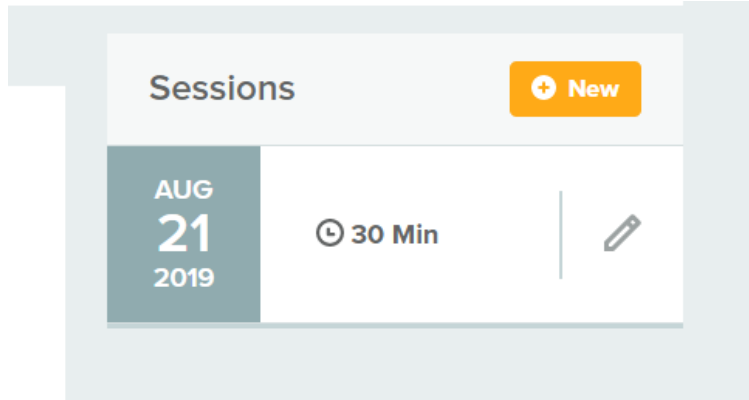
Finalizing the BIP Support Plan

1) When you reach the end date you originally created, the intervention plan will close out automatically and show up as a completed plan within the platform.

2) View our Behavior Intervention Plan (BIP) Walkthrough here, and our Student Review Team (SRT) Walkthrough here, for more details on how to complete support/intervention plans within the BrightBytes platform.