



## Decision Analytics & Information Management (DA&IM) *Behavioral Support 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)

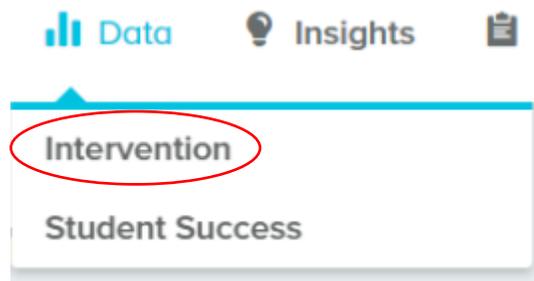
### Who is this Walkthrough for?

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

### Step 1

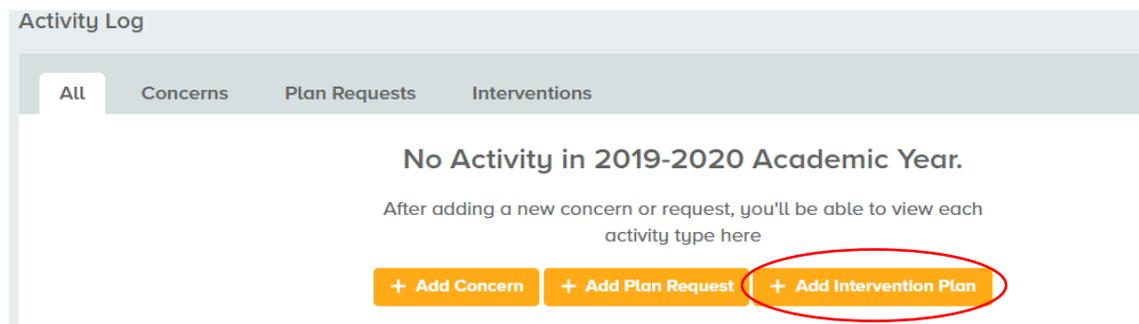
You may access the Intervention by

- 1) **logging** into Clarity
- 2) **hovering** over the data drop down menu
- 3) **selecting** the **Interventions** tab (see below)

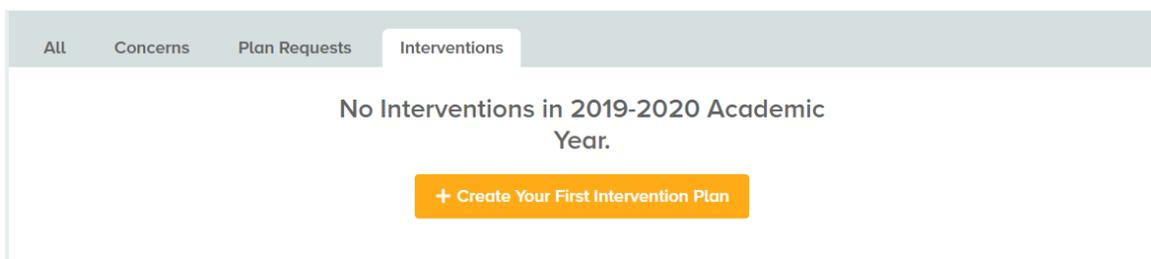


- 4) Scroll down the page until you see the **Activity Log** section.

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)



Option 1.



Option 2.

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 BSP 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**

**STUDENT NAME(S)**

Add by Student ID

**PLAN DATE**  **SERVICES START DATE** *Not specified* **PLAN REVIEW DATE**

**CATEGORY**

**PLAN HYPOTHESIS/GOAL**

6

7

7

8

9

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

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

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

## Intervention Plan Report

### Plan Information [Edit](#)



SCHOOL

[Redacted]

ACADEMIC YEAR

2019-2020



PARTICIPATING STUDENTS *1 Total*

[Redacted]

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

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

### Notes [i](#)

[Save Note](#)

No Notes Added

### Interventions [i](#)

[+ Add Intervention](#)

No Interventions Added

*Add intervention to complete plan.*

## Step 2

- 1) Once the BSP 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 II** option (see below)
- 4) Click the Service box and select the **Behavior Support Plan (BSP)** option (see below)

**NOTE:**  
School, Academic Year, Status, and Category may not be edited.

**SCHOOL**  
[Redacted]

**ACADEMIC YEAR**  
2019-2020

**STUDENT**  
[Redacted]

**STATUS**  
Services have not yet started

**CATEGORY**  
Other - Social Emotional (Describe)

**TIER** *Optional*  
Tier II

**SERVICE**  
Behavior Support Plan (BSP)

**SERVICE PROVIDER** *Optional*  
No Associated Service Providers

**START DATE**  
08/21/2019 [Calendar icon]

**END DATE**  
11/04/2019 [Calendar icon]

**RECOMMENDED SESSION FREQUENCY**  
2 / Week

**RECOMMENDED SESSION DURATION**  
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 BSP Intervention Report Plan. Take this time to go more in depth on details for the BSP plan and the overall goal.
- 9) Scroll to the bottom and click the **Submit** button. The BSP 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 BSP Intervention Plan (see below)

## Intervention Report

General Information [Edit](#)

<b>SCHOOL</b> [Redacted]	<b>ACADEMIC YEAR</b> 2019-2020
<b>CATEGORY</b> Social Emotional (Describe) - Other	<b>STATUS</b> ● Actively Receiving Services
<b>SERVICE</b> Behavior Support Plan (BSP)	<b>TIER</b> Tier II
<b>SERVICE CONTACT</b> Not specified	<b>RECOMMENDED SESSION FREQUENCY</b> 2 / Week
<b>START DATE</b> <b>END DATE</b> 08/21/2019    11/04/2019	<b>RECOMMENDED SESSION DURATION</b> 30 Minutes
<b>PARTICIPATING STUDENTS</b> 1 Total [Redacted]	<b>TOTAL DURATION FOR ALL SESSIONS</b> 0 Hours 0 Minutes
	<b>PLAN HYPOTHESIS / GOAL</b> BSP - (Any additional Information here about the behavioral support plan)

[Redacted] [Edit](#)

**COMMENTS ON** [Redacted]  
Not specified

**HYPOTHESIS / GOAL FOR** [Redacted]  
BSP - (Any additional Information here about the behavioral support plan)

### Sessions

12 [+ New](#)



No sessions logged

11) Double check all the information to make sure it's correct

- You can always extend or shorten the session length and/or change the session frequency of the BSP 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.

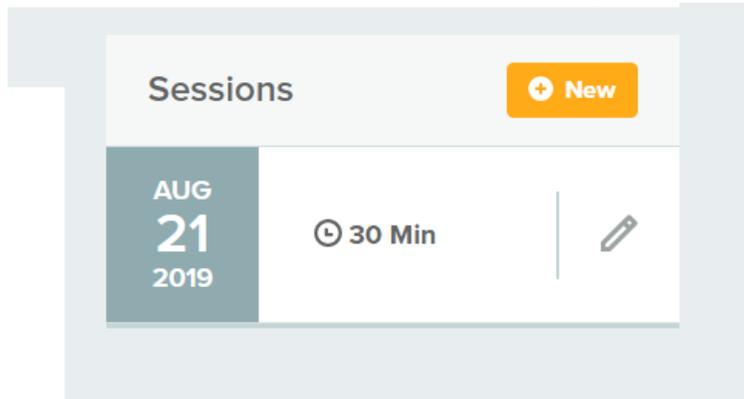
The image shows a 'New Session' pop-up form with the following fields and controls:

- SESSION DATE:** A text input field containing '08/21/2019' and a calendar icon.
- SESSION DURATION:** A slider control with a blue bar and a black knob. The text 'Selected: 30 minutes' is displayed above the slider. Below the slider, it says 'MIN: 5 minutes' and 'MAX: 180 minutes'.
- STUDENT ATTENDANCE:** A blue rounded rectangular button with the text 'Selected: 1/1' above it.
- ACTIVITY TYPE:** A text input field containing 'x Counseling Session'.
- ADDITIONAL NOTES:** A text area containing the text 'Student(s) had a great session. 2 sessions a week seems to be working to improve the issue.'.
- Buttons:** At the bottom right, there are two buttons: a grey 'Cancel' button and a blue 'Save New Session' button.

Red arrows labeled '13' and '14' point to the 'New Session' title and the 'Save New Session' button, respectively.

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 BSP 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.