



## Decision Analytics & Information Management (DA&IM) *Student Review Team Meeting*

### 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)

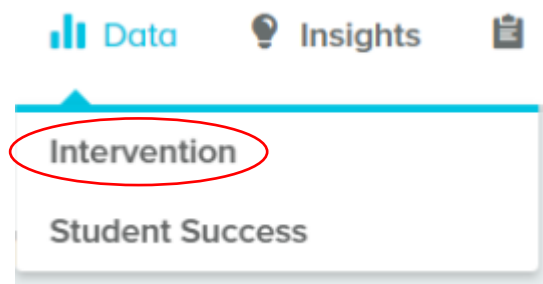
### Who is this Walkthrough for?

The SRT Meeting Walkthrough was created to assist RTI-B counselors and all of the teachers assisting them with helping to make a decision on whether or not a Behavior Support Plan (BSP) or a Behavior Intervention Plan (BIP) is needed for each student(s) that falls into the Tier II or Tier III category.

### Step 1

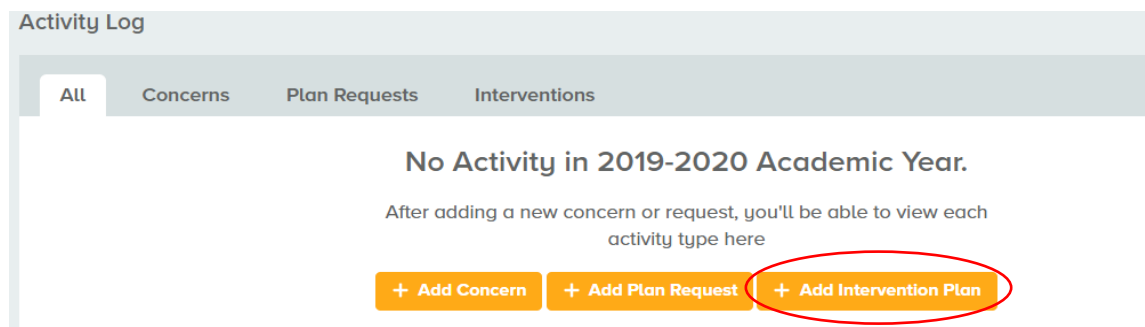
You may access the Intervention by

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

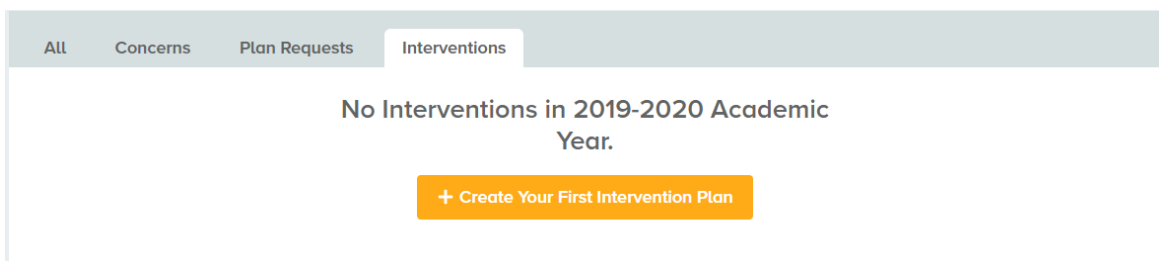


- 4) Scroll down the page until you see the **Activity Log** section.

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 SRT 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

x 2019-2020

STUDENT NAME(S)

Add by Student ID

PLAN DATE

08/20/2019

SERVICES START DATE

*Not specified*

PLAN REVIEW DATE

08/20/2019

CATEGORY

Social Emotional (Describe)

PLAN HYPOTHESIS/GOAL

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

9) Write up a blurb in the **Plan Hypothesis/Goal** about the SRT 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**  
[Redacted]

**ACADEMIC YEAR**  
2019-2020

**PARTICIPATING STUDENTS** *1 Total*  
[Redacted]

**STATUS**  
● Pending

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<b>PLAN DATE</b>	<b>SERVICES START DATE</b>	<b>PLAN REVIEW DATE</b>
1 08/20/2019	<i>Not specified</i>	08/20/2019

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**CATEGORY**  
Social Emotional (Describe) Other

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**PLAN HYPOTHESIS / GOAL**  
SRT - (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 you've viewed the Intervention Plan Report, scroll down the page and select the **Add Intervention** button (see above)
- 2) Select and set the Tier section to the **Tier I** option (see below)
- 3) Click the Service box and select the **Student Review Team Meeting** option (see below)
- 4) Select calendar indicator and choose both the **Start Date** and the **End Date** for the Intervention. (see below)
- 5) Click the drop down list and select the **Recommended Frequency** for the intervention. (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 I

**SERVICE**  
Student Review Team Meeting

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

**START DATE** 08/21/2019

**END DATE** 08/21/2019

**RECOMMENDED SESSION FREQUENCY**  
1 / Day

**RECOMMENDED SESSION DURATION**  
Selected: 30 minutes  
MIN: 5 minutes MAX: 180 minutes

**PLAN HYPOTHESIS/GOAL**  
SRT Team Meeting

- 6) Drag the **ball indicator** to select between the different **Recommended Session Durations** (see above)
- 7) Once you reach the **Plan Hypothesis/Goal** section, it will automatically be populated with the same information you entered when you created the SRT Intervention Report Plan. Take this time to go more in depth on details for the SRT plan and the overall goal. (see above)
- 8) Scroll to the bottom and click the **Submit** button. The Student Review Team plan is now logged into the system and can be updated at any time in the future with more information.

Cancel

Submit

## Finalizing the SRT Team Meeting

- 1) View our Behavior Support Plan (BSP) Walkthrough [here](#) and our Behavior Intervention Plan (BIP) Walkthrough [here](#), for more details on how to complete support/intervention plans within the BrightBytes platform.
  - a. Read the directions closely as both sets of directions for the BSP and BIP are similar in nature but with minor differences