

SIMS Interventions

Planning and Running Interventions

SIMS Interventions enables schools to enrol pupil/students, who are not achieving or behaving as expected, on a course of intervention measures. It is possible to allocate additional resources, monitor the use of these resources and gauge how these resources affect Key Performance Indicators, as well as record the cost of the resources. This enables schools to track the cost of intervention measures against overall effectiveness and the resulting improved pupil/student outcomes.

Creating a SIMS Intervention Overview

OK Canon

Searching for an Intervention Overview

1. Select Focus | Interventions | Plan Intervention to display the Find Intervention Overview browser.



- 2. Enter the Name then select the Area, Subject or Status from the respective drop-down lists. There are five areas on which an intervention can be based. These represent the nature of the intervention and the focus of the improvement required. Each intervention overview must be associated with one intervention area.
- Click the Facilitator Browser button to display the Select Facilitators
- Enter a full or partial Surname and/or the Forename.
- Click the Search button to display a list of matching staff members.
- Highlight the required facilitator and click the OK button.
- Click the **Search** button to display all matching intervention overviews. If the required intervention overview does not exist, click the New button and complete the data fields. Click the Save button before continuing.

Adding/Editing an Intervention

The creation of an intervention requires the Plan Intervention Manage (All)

- 1. Highlight the required intervention overview in the Find Intervention Overview browser and click the Open button to display the Intervention Overview Details page.
- 2. If an associated intervention does not exist, click the New button in the Intervention panel to display the Add Intervention dialog.
- Enter a unique **Name**, up to 100 characters. This must distinguish the new intervention from other recorded interventions. The Academic Year defaults to the current academic year but this can be changed by selecting from the drop-down list.
- Select the **Start Date** from the Calendar.
- Specify an **End Date** for the intervention, if known. The start and end dates can be changed to any date within the specified academic year by selecting from the respective Calendars.
- Enter the number of **Planned Sessions** for this intervention.
- Enter a value for any Fixed Costs associated with running this intervention.
- Enter a value for the **Staff Costs per Session** that will be incurred.
- Enter a value for any Other Costs per Session. The Total Costs are calculated from the other values entered.
- 10. Enter any relevant notes in the **Comment** field.
- 11. In the Facilitators panel, click the Add button to display the Select Facilitators dialog.

- 12. Search for and highlight the required facilitator(s) and click the OK button.
- 13. In the Students panel, click the Add button to display the Interventions Student Selector dialog. Only on-roll students or people recorded as applicants on the intervention Start Date are available for selection.

The **From** and **To** dates reflect the duration of the intervention overview.

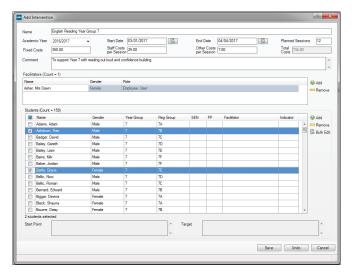
From 01/06/2016 5 To 27/07/2016 5

- 14. Click the + or symbols to expand or collapse the groups.
- 15. Select the check box of the required group(s) then click the **Populate** button to copy the group(s) of pupil/students into the lower section of the dialog.

Within a group, it is possible to search for an individual pupil/student by entering a full or partial name in the Surname filter and/or the

Forename filter fields.

- 16. Filter by gender by selecting from the drop-down list adjacent to the other filter fields.
- 17. Select individual check boxes or click the **Select All** button. If you make a mistake, click the Deselect All button and make your selections again before clicking the Apply button.
- Apply Cancel 18. Highlight an individual pupil/student and enter an explanation in the Start Point field that details the starting situation, e.g. hesitant when reading out loud, if applicable.
- 19. Enter an explanation in the Target field that details the expected attainment to be met by the pupil/students after completing the intervention sessions, e.g. improve confidence and voice projection.
- 20. If a pupil/student was selected in error, highlight their name in the Add Intervention dialog and click the Remove button.
- 21. Click the **Save** button to return to the **Intervention Overview Details** page. The names of the pupil/students are displayed in the **Intervention** panel.



22. To enter or edit information for multiple pupil/students, highlight their names and click the Bulk Edit button in the Edit Intervention dialog, make any required changes and click the Save button.



SIMS Interventions

Planning and Running Interventions

Running Interventions

Selecting an Intervention

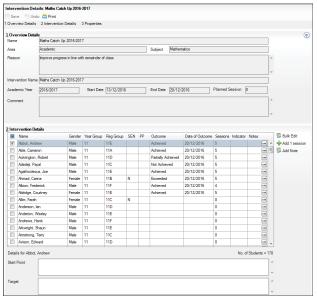
 Select Focus | Interventions | Run Intervention or click the Interventions button on the toolbar to display the Find Intervention browser.



- Enter the Intervention Name, the Overview Name, the Start
 Date and End Date. You can select the Area or Subject from the
 respective drop-down lists. The Area drop-down list offers five focus
 areas on which an intervention can be based. The Subject
 drop-down list displays the range of active curriculum subjects
 studied in school. The View By drop-down list defaults to My
 Interventions but this can be changed.
- 3. Click the **Search** button to display all matching interventions.

Modifying Intervention Details

 Highlight the required intervention and click the Open button, or double-click it to display the Intervention Details page.



The **Overview Details** panel displays the information defined when the intervention overview details were recorded. This information is read-only and can be modified via **Focus | Interventions | Plan Intervention** (if you have the necessary permissions).

Click the downward facing chevron button to minimise the Overview
 Details panel and to maximise the space available for working with
 the grid in the Intervention Details panel.

Adding Sessions and Setting Targets

In the **Intervention Details** panel, select the check box adjacent to the required pupil/student name(s) and click the **Add 1 session** button. The count displayed in the **Sessions** column is increased by one. Alternatively, manually enter the number of sessions attended in the column.

Targets can be specified for pupil/students who are attending intervention sessions. Highlight the required pupil/student's name or highlight multiple pupil/students in the **Intervention Details** panel by selecting the check box adjacent to their name.

It is also possible to select all the pupil/students by selecting the check box in the heading of the **Name** column. Enter the required text and click the **Save** button. The letter \mathbf{T} in the **Indicator** column indicates that a target has been set for the selected pupil/student(s).

Adding Session Notes

It is possible to record session notes against an individual pupil/student or multiple pupil/students using the **Intervention Details** panel.

- Highlight the pupil/student's name or select the check box adjacent to their name and click the Add Note button to display the Add a Session Note dialog.
- Enter the required Note and click the Save button. Alternatively, click the Ellipsis button in the Notes column after selecting the pupil/student's name to display the Session Notes dialog.
- Click the Add button and enter the Note text before clicking the Save button.

Session notes can also be created and associated with multiple pupil/students by highlighting their names and clicking the **Add Note** button to display the **Bulk Add a Session Note** dialog.

Enter the required **Note** and click the **Save** button to apply the note to all the selected pupil/students.

Recording Pupil/Student Outcomes

In the **Intervention Details** panel on the **Intervention Details** page, highlight the required pupil/student and select an applicable **Outcome** from the drop-down list. The options available from this drop-down are defined in the **Intervention Outcome** lookup. The **Date of Outcome** field is populated with today's date when an **Outcome** is selected. This can be changed to any date within the active date range of the intervention.

Bulk Editing Interventions

 With multiple pupil/students highlighted in the Intervention Details panel, click the Bulk Edit button to display the Intervention Bulk Edit

dialog. Selecting any of the **Delete** check boxes removes the associated information from the selected pupil/student records.

- Enter an explanation in the Start Point field that details the starting situation,
 e.g. below class standards for grammar and punctuation.
- 3. Enter an explanation in the **Target** field that details the expected attainment to be met by the pupil/students after completing the intervention sessions, e.g. to meet class standards for grammar and punctuation.
- 4. Enter an explanation in the **End Point** field that details the actual attainment, e.g. now meets class standards for grammar and punctuation.
- Select the required **Outcome** from the drop-down list. This associates the selected outcome with all the pupil/students involved in the intervention.
 The **Outcome Date** defaults to the date that the outcome was applied.
- Click the OK button. The letters S, T, E and N in the Indicator column of the Intervention Details panel indicate that a Start Point, Target, End Point and a Note have been specified.

Information recorded in the **Intervention Bulk Edit** dialog overwrites data previously entered for all selected pupil/students.

CAPITA

Capita SIMS, Franklin Court, Priory Business Park, Cardington, Bedfordshire MK44 3JZ Tel: 01234 838080 Fax: 01234 832036 Email: info@capita-sims.co.uk Web: www.capita-sims.co.uk

© Capita Business Services Ltd 2017. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher.

Version 7.174 - 1.0 Release Date: 01/03/2017