

# 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

#### 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.
3. Click the **Facilitator** Browser button to display the **Select Facilitators** dialog.
4. Enter a full or partial **Surname** and/or the **Forename**.
5. Click the **Search** button to display a list of matching staff members.
6. Highlight the required facilitator and click the **OK** button.
7. 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.

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.

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.
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.

#### Adding/Editing an Intervention

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

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.
3. 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.
4. Select the **Start Date** from the Calendar.
5. 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.
6. Enter the number of **Planned Sessions** for this intervention.
7. Enter a value for any **Fixed Costs** associated with running this intervention.
8. Enter a value for the **Staff Costs per Session** that will be incurred.
9. 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.

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.

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### Running Interventions

#### Selecting an Intervention

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

The screenshot shows the 'Find Intervention' dialog box. It includes fields for 'Intervention Name', 'Start Date', 'End Date', 'Area', 'Subject', and 'View By'. Below these fields is a table listing interventions. The first row is highlighted.

Name	Start Date	End Date	Area	Subject	Overview Name
Maths Catch Up 2016-2017	13/12/2016	20/12/2016	Academic	Mathematics	Maths Catch Up 2016-2017

2. 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

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

The screenshot shows the 'Intervention Details' page for 'Maths Catch Up 2016-2017'. It has tabs for 'Overview Details', 'Intervention Details', and 'Properties'. The 'Overview Details' tab is active, showing fields for Name, Area, Reason, Intervention Name, Academic Year, Start Date, End Date, and Planned Session. Below this is a table of student outcomes.

Name	Gender	Year Group	Reg Group	SEN	PP	Outcome	Date of Outcome	Sessions	Indicator	Notes
Abbot, Andrew	Male	11	11E			Achieved	20/12/2016	5		
Able, Cameron	Male	11	11A			Achieved	20/12/2016	5		
Ackington, Robert	Male	11	11D			Partially Achieved	20/12/2016	5		
Adedeji, Fayal	Male	11	11C			Not Achieved	20/12/2016	5		
Agathopoulos, Joe	Male	11	11E			Achieved	20/12/2016	5		
Almad, Carina	Female	11	11B	N		Exceeded	20/12/2016	5		
Alison, Frederick	Male	11	11F			Achieved	20/12/2016	4		
Aldridge, Courtney	Female	11	11E			Achieved	20/12/2016	5		
Allen, Sarah	Female	11	11C	N				0		
Anderson, Ian	Male	11	11D					0		
Anderson, Wesley	Male	11	11E					0		
Andrews, Hank	Male	11	11F					0		
Alwright, Shaun	Male	11	11E					0		
Armstrong, Terry	Male	11	11C					0		
Arison, Edward	Male	11	11D					0		

Below the table, there are fields for 'Start Point' and 'Target'.

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).

2. 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 **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.

1. 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.
2. 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.
3. 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

1. 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.
2. 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.
5. 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.
6. 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.

The screenshot shows the 'Intervention Bulk Edit' dialog box. It has fields for 'Start Point', 'Target', 'End Point', and 'Outcome'. There is also a 'Date of Outcome' field and a 'Save' button.

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

# CAPITA

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