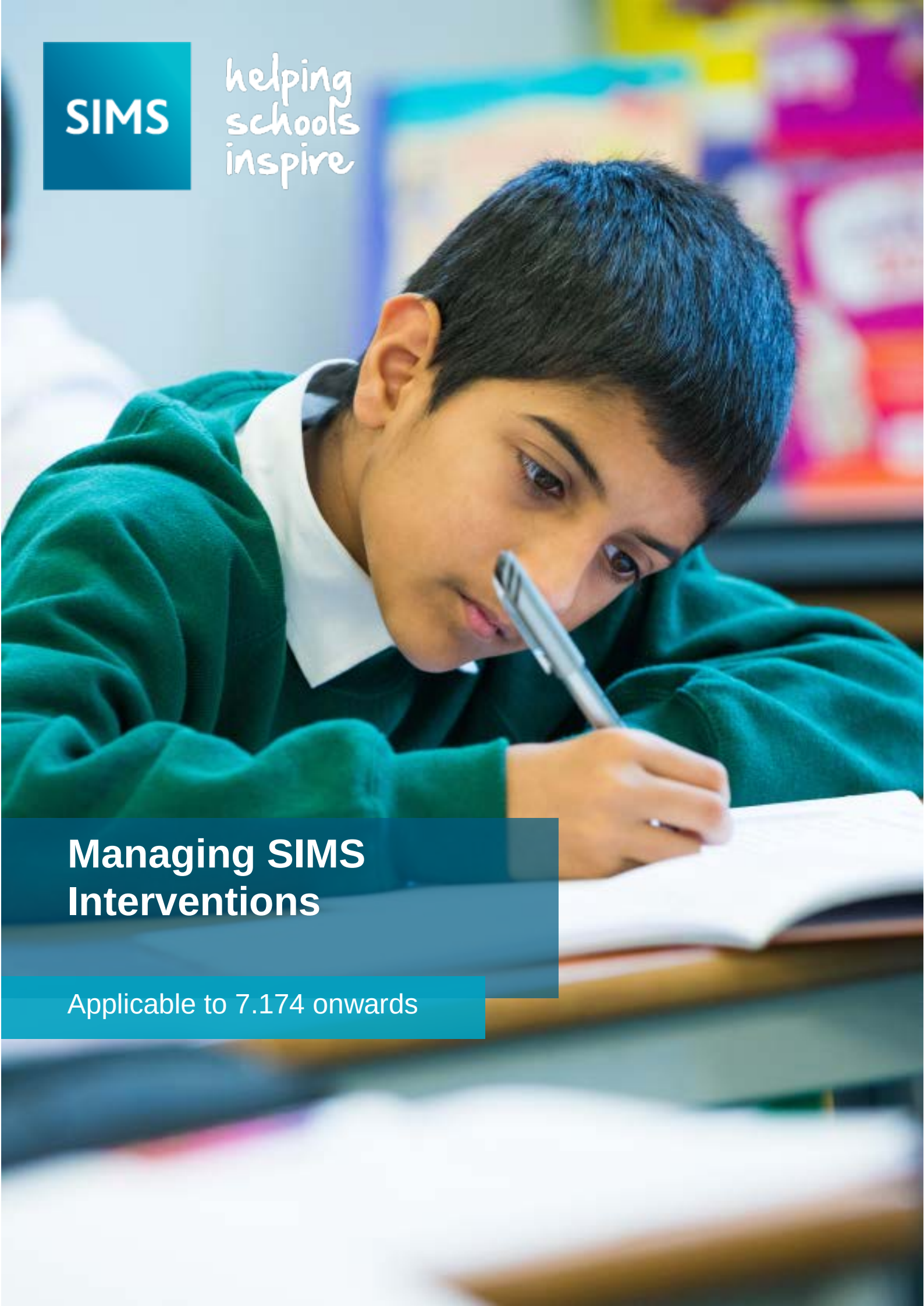

Managing SIMS Interventions

Applicable to 7.174 onwards

Revision History

Version	Change Description	Date
7.174 - 1.0	Initial release.	30/01/2017

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Providing Feedback on Documentation

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 | Getting Started with Interventions

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Overview of Interventions

SIMS Interventions enables schools to enrol pupil/students, who are not achieving 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 pupil/student outcomes.

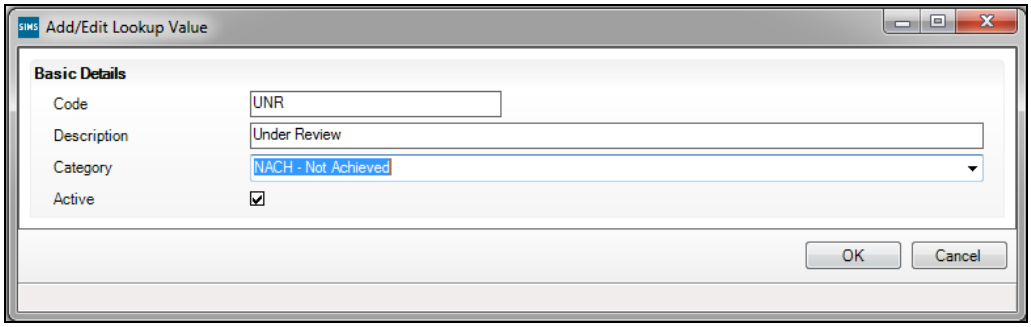
Provision of Intervention Lookups

SIMS has been updated to provide additional lookups for use with SIMS Interventions. These can be accessed via **Tools | Lookups | Maintain**.

- **Intervention Area** - contains five values, each representative of a focus area requiring an intervention. This lookup is not editable.
- **Intervention Outcome** - contains five values detailing how successful the intervention has been deemed. It is possible to add school-specific values.

Adding New Values to the Intervention Outcome Lookup

1. Click the **New** button in the **Values** panel to display the **Add/Edit Lookup Value** dialog.



2. Enter a **Code** for the lookup value (maximum of 10 characters).
3. Enter a concise **Description** (maximum 32 characters). This text is displayed in the drop-down list.
4. Select an appropriate **Category** from the drop-down list.

5. Ensure that the **Active** check box is selected. This determines whether the lookup value is displayed in the drop-down list.
6. Click the **OK** button to add the value to the lookup.
7. Repeat this process for any other required lookup values.
8. Click the **Save** button. The changes will be visible when SIMS is restarted.

Permissions

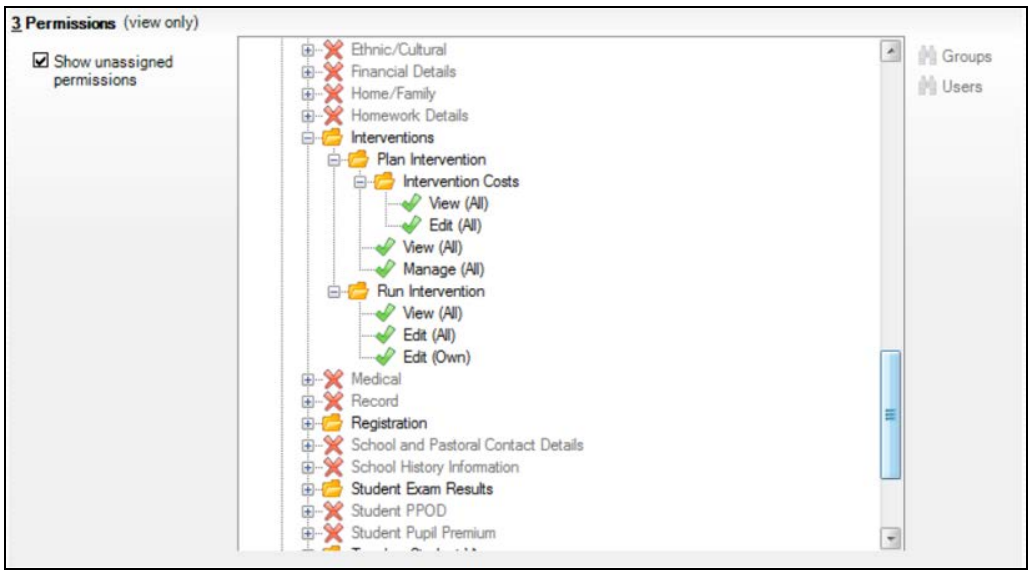
Additional permissions have been provided in SIMS System Manager, enabling access to the SIMS Interventions functionality.

Plan Interventions

- **Intervention Costs**
  - View (All) - enables users to view intervention costings. This permission does not enable users to edit values.
  - Edit (All) - enables users to edit intervention costings. This permission does not enable users to edit other fields.

> *NOTE: To enable access to costings, users must be granted permissions to view or manage **Plan Interventions**.*

- View (All) - enables users to view all of the intervention overviews in SIMS but not to edit any values.
- Manage (All) - enables users to edit all of the intervention overviews in SIMS.



Run Intervention

- View (All) - enables users to view all the interventions in SIMS but not to edit any values.
- Edit (All) **-** enables users to view all the interventions in SIMS and enter outcomes for the pupil/students. This permission does not enable users to edit fields or add pupil/students.

- Edit (Own) - enables users to view the interventions to which they are assigned and enter outcomes for the pupil/students. This permission does not enable users to edit fields or add pupil/students.

The following users can view and edit all of the interventions areas via Plan Interventions and Run Interventions:

- School Administrator
- Senior Management Team
- SEN Coordinator
- Curricular Manager
- Pastoral Manager
- Assessment Coordinator.

The following users can only edit existing interventions via Run Interventions:

- Class Teacher
- Registration Tutor
- Teaching Assistant.

The following user can only edit costings associated with interventions via Plan Interventions:

- Bursar.

Accessing Help and Additional Documentation

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Documentation is also available from the My Account website (https://myaccount.capita-cs.co.uk).

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

   Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

   The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

- The search results can be refined further by using the advanced filters, e.g. **Sort by relevance** or **Sort by last modified**.
- The following rules can be applied to your search terms:

- Surround a word or phrase with "double quotes" to return results containing that exact phrase.
- Prefix a words or phrases with **+** to make them essential.

For example: “end of year procedures” +primary +detailed

02 | Planning Interventions

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Introduction

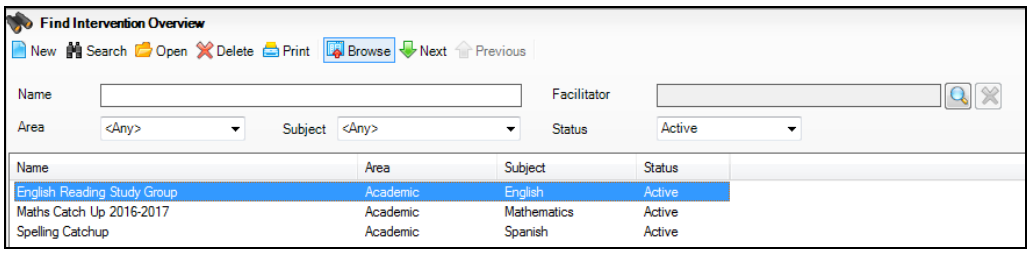
The Plan Intervention functionality enables schools to define interventions by recording different pastoral or academic areas and subjects, and associating them with intervention overviews. An intervention overview provides an 'umbrella' under which multiple related (dated) interventions can be collected.

Within each intervention, it is possible to record key information, including dates, the number of sessions, costings, comments and the ability to associate pupil/students and staff members. It is also possible to record details describing the reasons for including pupil/students and details of all targets set. This can all be customised for individuals or the information can be updated in bulk.

By assigning pupil/students to costed interventions, it is possible to identify the interventions to which additional school funding is being allocated.

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 **Active Status** from the respective drop-down lists. Subjects are available for selection only if they have been defined and marked as active via **Tools | Setups | Subjects**.

   There are five areas on which an intervention can be based:

   - Academic
   - Attendance
   - Achievement
   - Behaviour
   - Other.

These represent the nature of the intervention and the focus of the improvement required.

Each intervention overview must be associated with one intervention area.

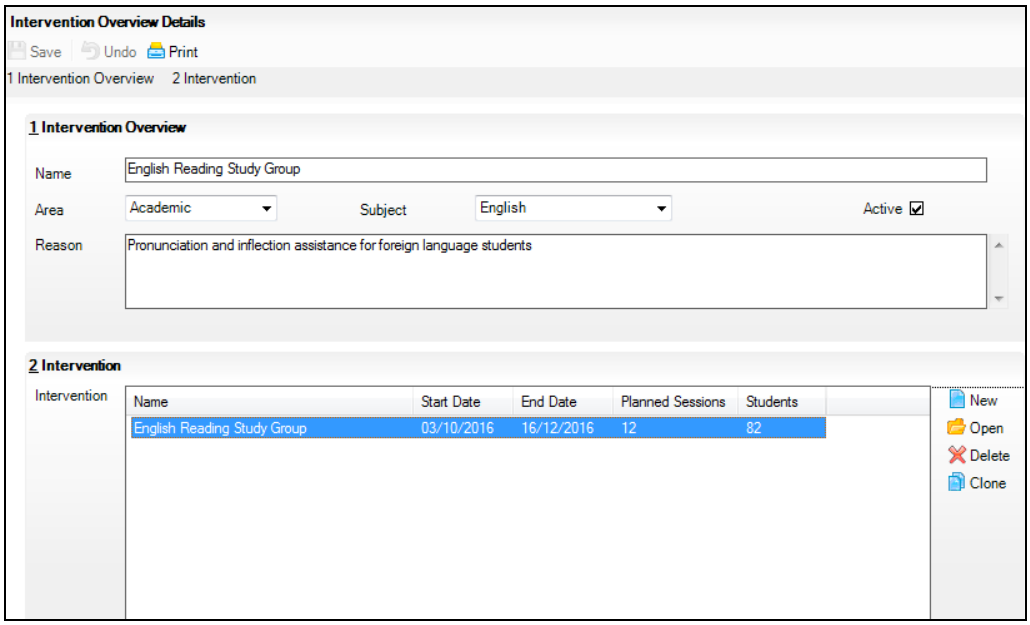
3. To locate an intervention overview owned by the associated staff member, click the **Facilitator** Browser button to display the **Select Facilitators** dialog.
4. Enter the full or partial **Surname** and/or **Forename** of the facilitator. The **Role** field defaults to **Employee** but this can be changed by selecting an alternative from the drop-down list.
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 related intervention overviews.

Adding/Editing an Intervention

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

> ***WARNING:*** *Please be aware that other SIMS users may be editing details of the intervention that you are currently editing or viewing.*

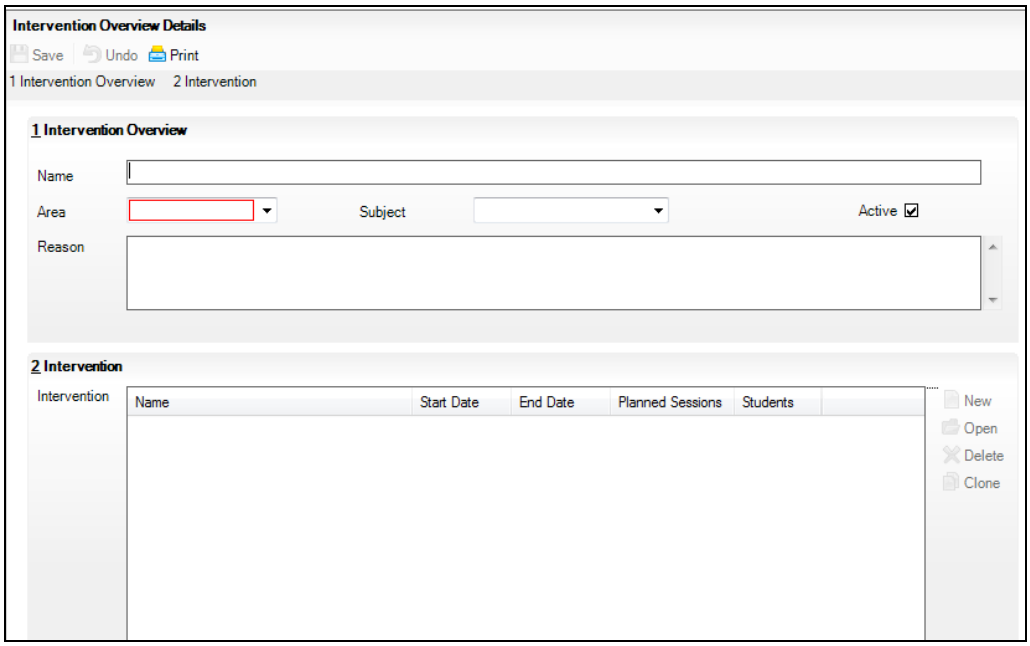
1. Select **Focus | Interventions | Plan Intervention** to display the **Find Intervention Overview** browser.
2. Highlight the required intervention overview and click the **Open** button. If the intervention overview does not exist, click the **New** button.



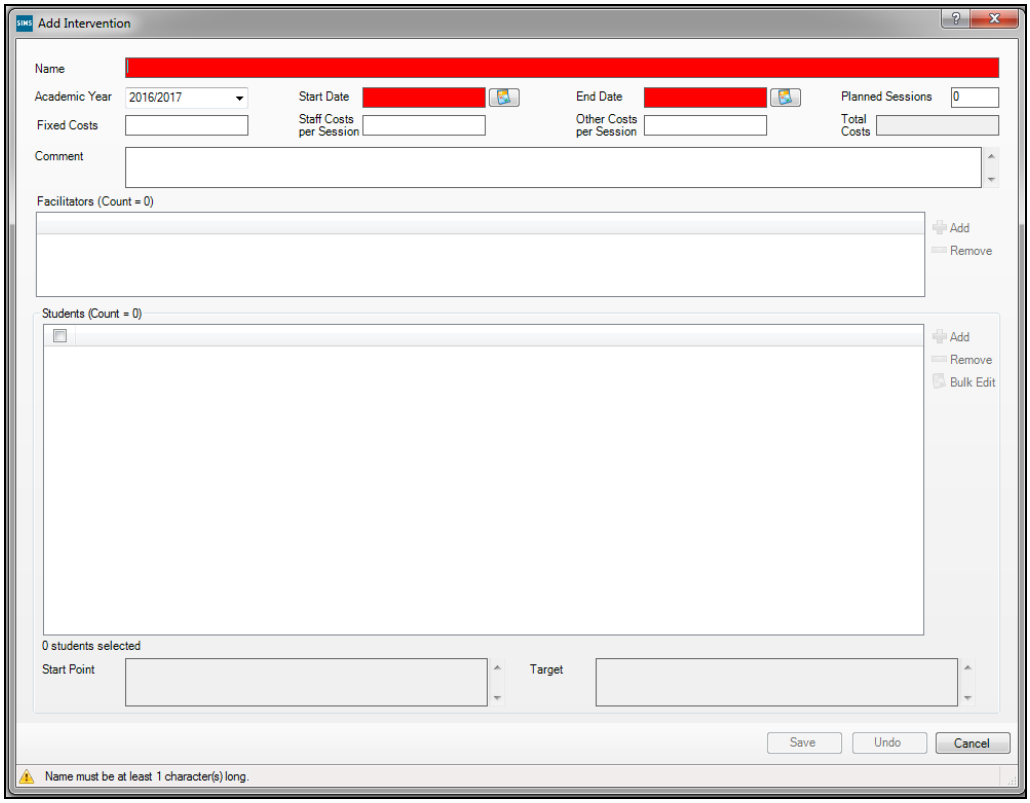
3. On the **Intervention Overview Details** page, record the **Name**, applicable **Area** (e.g. **Academic**) and the **Subject** from the drop-down lists, if required. Subjects are available for selection only if they have been defined and marked as active via **Tools | Setups | Subjects**.

   The **Active** check box is selected by default.

4. Enter a **Reason** for arranging the intervention, e.g. `Improve understanding and overall standard of reading, grammar and punctuation in English curriculum for Year 7.`
5. Click the **Save** button.



6. Click the **New** button in the **Intervention** panel to display the **Add Intervention** dialog.



7. Enter a unique **Name**, up to 100 characters. This should clearly distinguish the new intervention overview from existing intervention overviews.

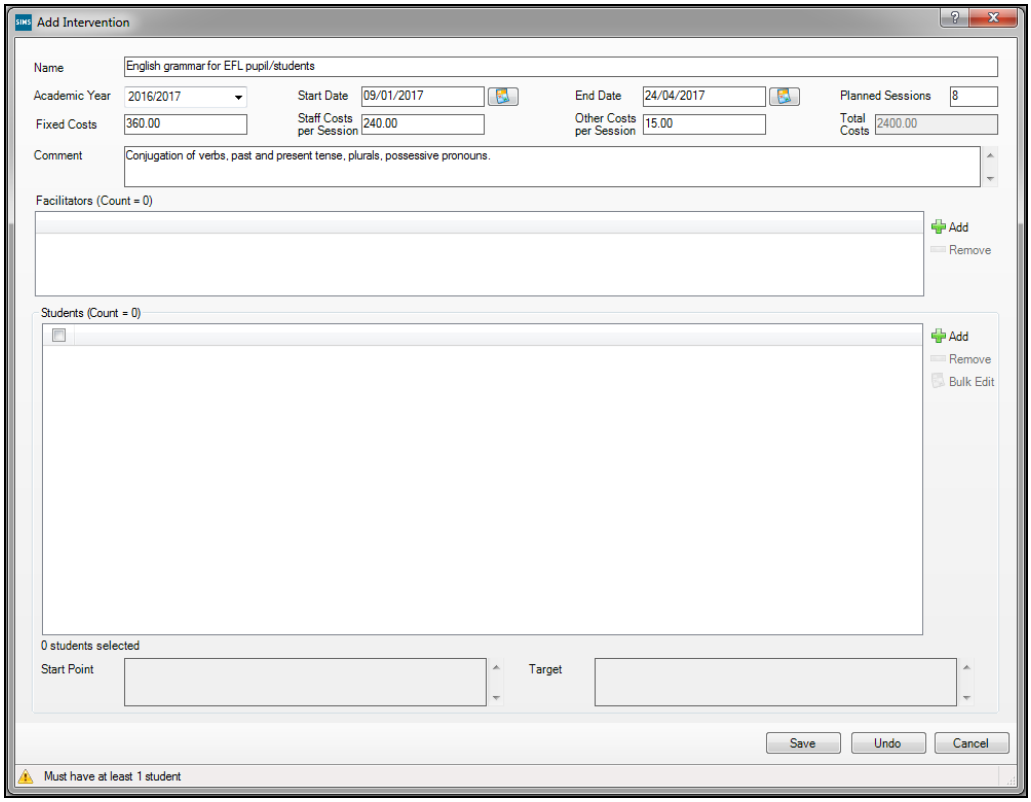
   The **Academic Year** defaults to the current academic year but this can be changed by selecting from the drop-down list.

   The **Start Date** defaults to today's date.

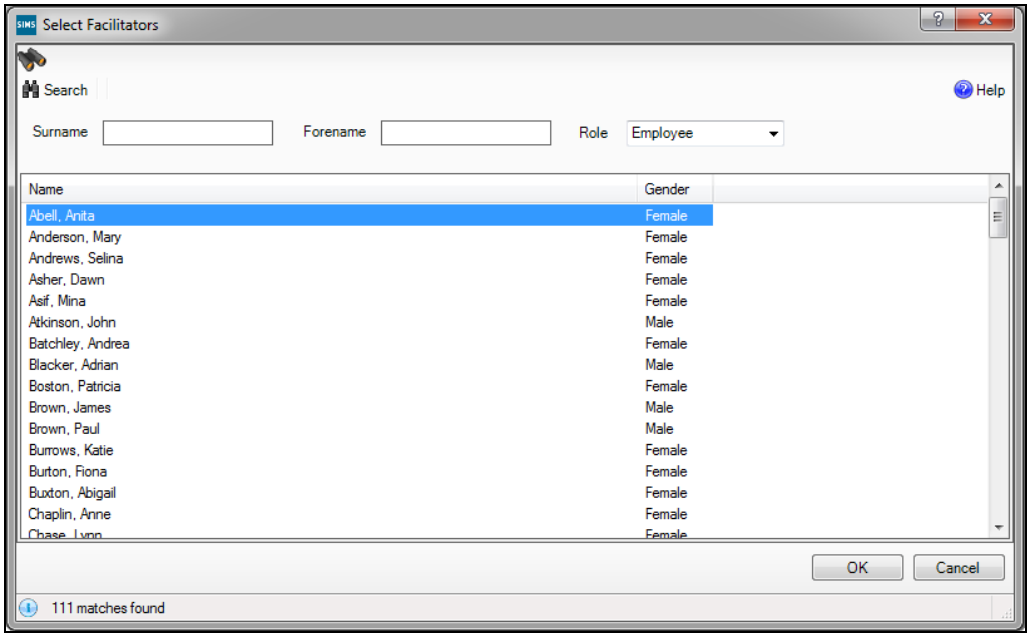
8. Select the **End Date** for the intervention overview from the Calendar, if known. The start and end dates can be changed to another date within the specified academic year by selecting from the respective Calendar.
9. Enter the number of **Planned Sessions** to be scheduled for this intervention overview.
10. Enter a value for any **Fixed Costs** associated with running this intervention overview.
11. Enter a value for the **Staff Costs per Session** that are expected to be incurred.
12. Enter a value for any **Other Costs per Session**.

    The **Total Costs** are calculated from the values entered.

13. Enter any relevant notes in the **Comment** field.

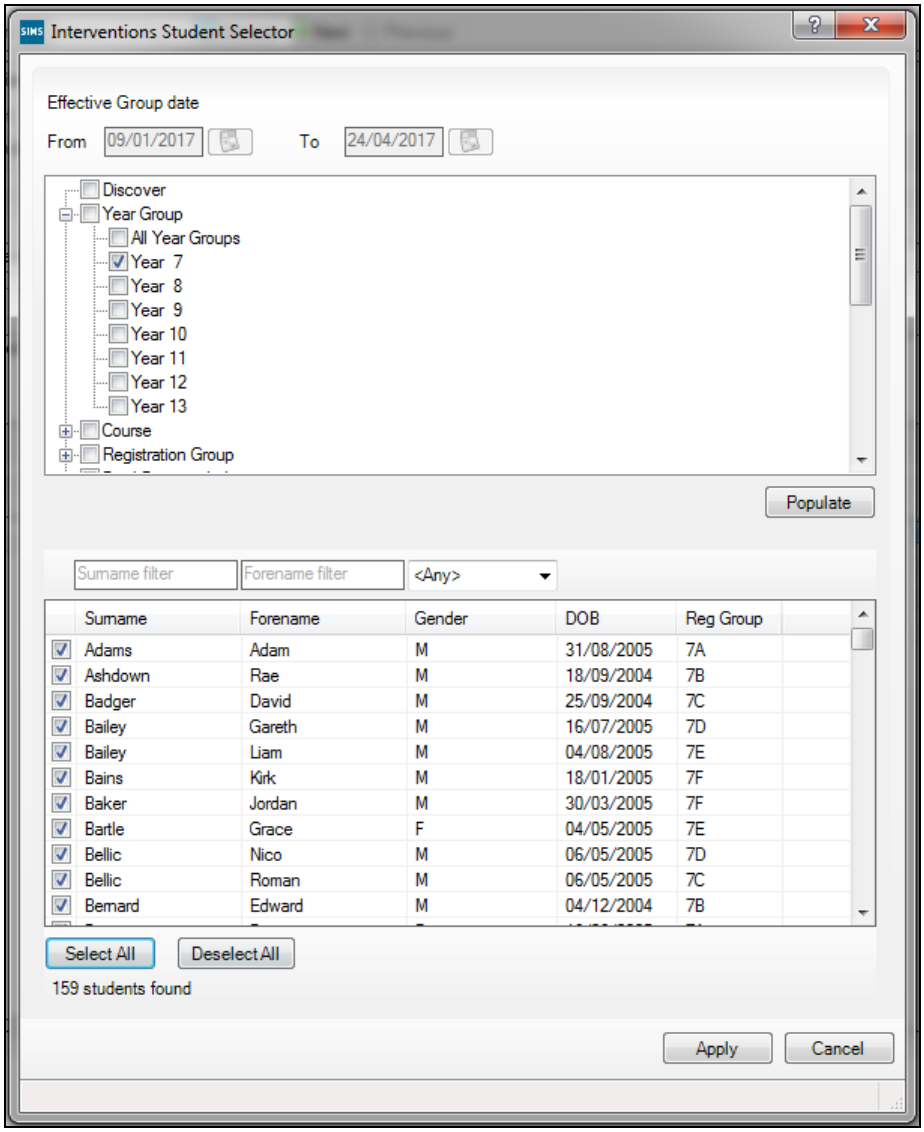


14. In the **Facilitators** panel, click the **Add** button to display the **Select Facilitators** dialog.



15. Search for and highlight the required facilitator(s) and click the **OK** button.

16. In the **Students** panel, click the **Add** button to display the **Interventions Student Selector** dialog.

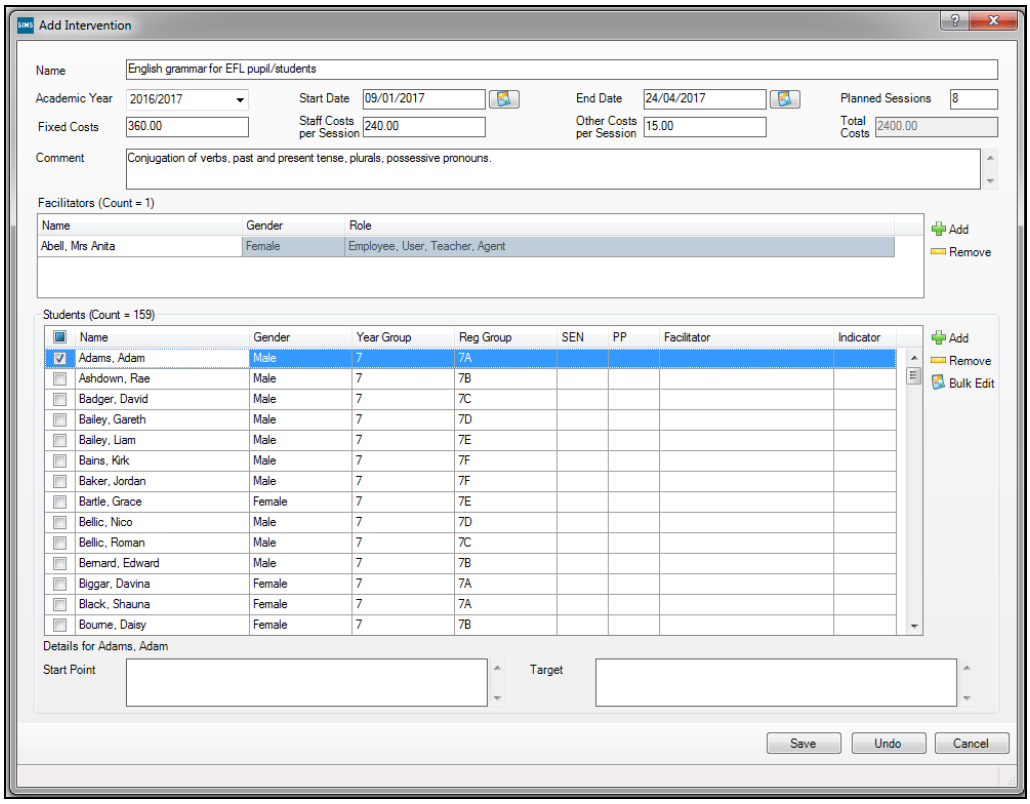


Only pupil/students who are on-roll or recorded as applicants on the intervention overview **Start Date** are available for selection.

17. The **From** and **To** dates reflect the duration of the intervention overview.
18. Click the **+** or **-** symbols to expand or contract the groups as necessary.
19. 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 the selected group population, it is possible to search for an individual pupil/student by entering their full or partial name in the **Surname filter** and/or **Forename filter** fields.
20. Filter by gender by selecting a gender option from the drop-down list if you want to arrange the pupil/student alphabetically by gender.

21. To include all the pupil/students in the intervention overview, click the **Select All** button then click the **Apply** button. If you make a mistake, click the **Deselect All** button and make your selections again before clicking the **Apply** button.



If an individual pupil/student has been selected in error, highlight their name and click the **Remove** button in the **Add Intervention** dialog.

> ***IMPORTANT NOTE:*** *It is not possible to delete a pupil/student who has a session note recorded against them.*

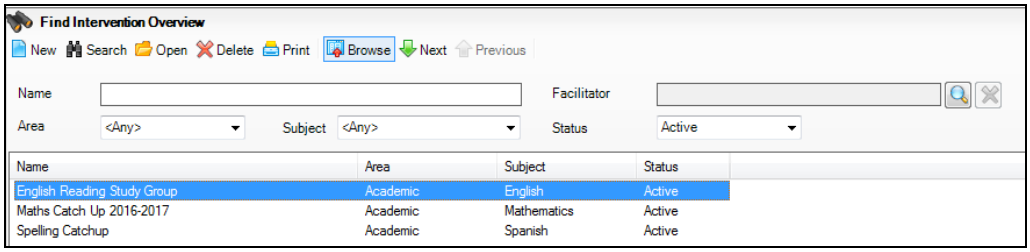
22. For an individual pupil/student only, enter an explanation in the **Start Point** field that details the starting situation, e.g. `falls below required class standards`.
23. For an individual pupil/student only, enter an explanation in the **Target** field that details the expected attainment to be met by the pupil/student after completing the intervention sessions.
24. To record start points and targets for multiple pupil/students, click the **Bulk Edit** button.
25. Click the **Save** button or the **Undo** button on the **Add Intervention** dialog.

Deleting an Intervention from an Overview

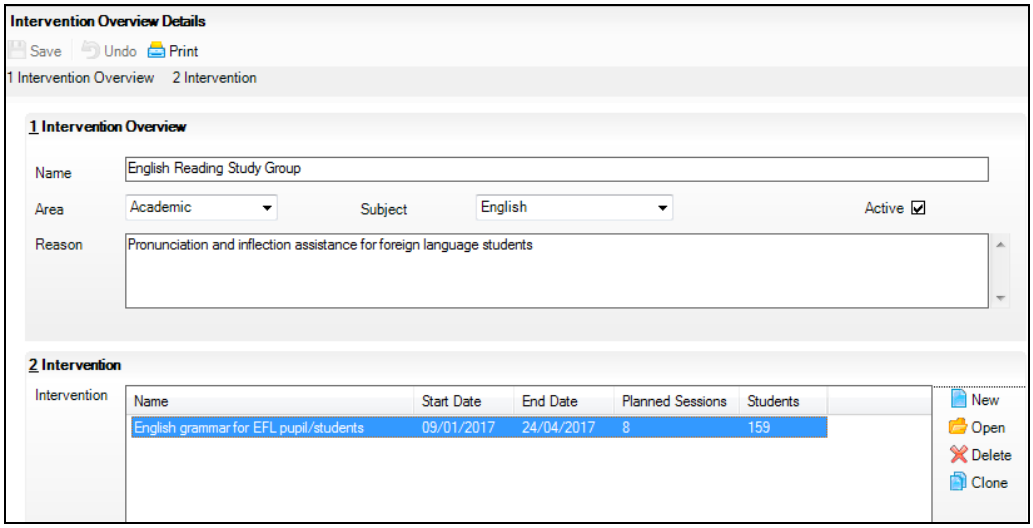
It is possible to delete an intervention from an overview only if it is not associated with any pupil/students, facilitators, agents, sessions attended or session notes recorded. Likewise, pupil/students, facilitators and agents can be deleted from SIMS only if they are not associated with an intervention. Relevant records must be deleted before deleting the intervention.

> ***WARNING:*** *Please be aware that other SIMS users may be editing details of the intervention that you are currently editing or viewing.*

1. Search for the intervention overview in the **Find Intervention Overview** browser (via **Focus | Interventions | Plan Intervention**).



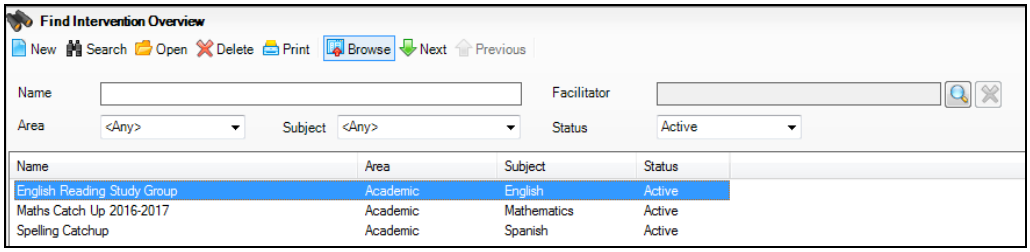
2. Double-click the name of the intervention overview to display all the associated interventions.
3. Locate the required intervention in the **Intervention** panel and click the **Delete** button. If pupil/students, facilitators or other individuals are associated with the intervention, deletion is not possible and a message is displayed.



Deleting an Intervention Overview

It is possible to delete an intervention overview, perhaps if a duplicate was created in error. An intervention overview can be deleted only if it has no associated interventions.

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



2. Search for and highlight the required intervention overview, highlight the **Name** and click the **Delete** button.
3. Click the **Yes** button on the confirmation message displayed.

   If the intervention overview is associated with any interventions, a notification message is displayed and the deletion will not continue.

Printing an Intervention Overview

The details of an intervention overview can be printed by clicking the **Print** button in the **Find Intervention Overview** browser via **Focus | Interventions | Plan Intervention**.

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Introduction

The Run Intervention functionality enables facilitators to record details against pupil/students within the context of an intervention overview, such as the number of sessions attended and whether the set targets have been reached.

At the end of each intervention overview, an outcome can be assigned to a pupil/student, providing a record of their achievement. This information provides an insight into the effectiveness of each school intervention overview.

Selecting an Intervention

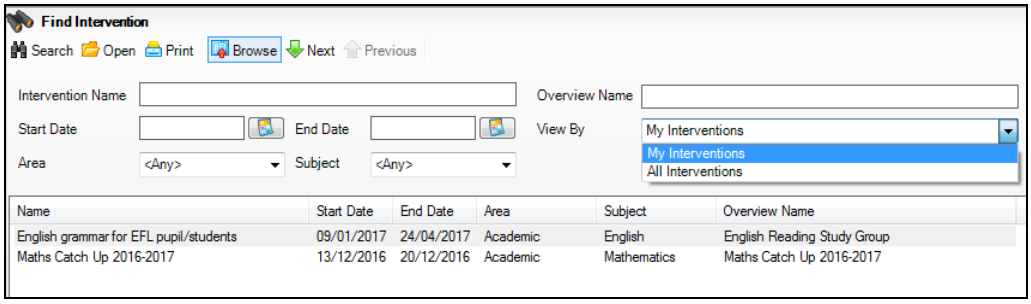
1. Select **Focus | Interventions | Run Intervention** or click the **Interventions** button on the toolbar to display the **Find Intervention** browser.

Run Intervention button

2. Enter the **Intervention Name**, the **Overview Name**, the **Start Date** and the **End Date**, or 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 offers the range of active curriculum subjects studied in school.

> ***IMPORTANT NOTE:*** *The* ***View By*** *drop-down list defaults to* ***<My Interventions>*** *but this can be changed, if required. Interventions with which you are associated are displayed when selecting* ***<My Interventions>*** *from the drop-down list.*

3. Select **All Interventions** from the **View By** drop-down list to display all interventions.

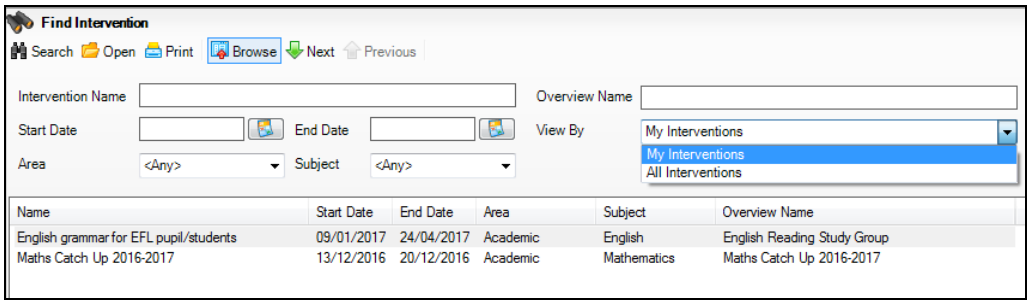


4. Click the **Search** button to display all matching interventions. The most recently created interventions are displayed at the top of the list.

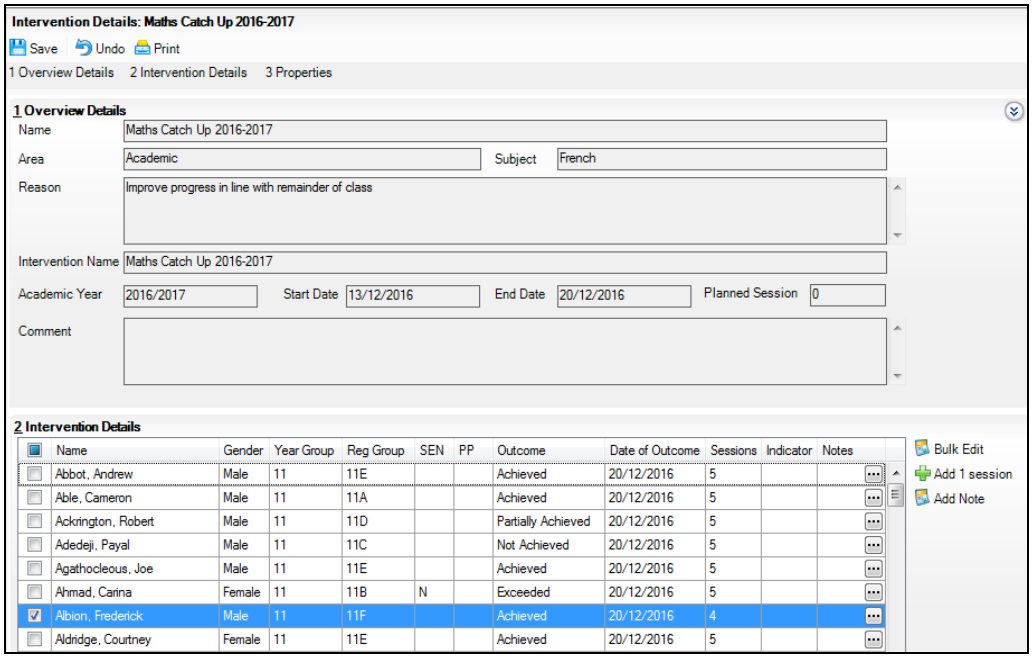
Modifying Intervention Details

> ***WARNING:*** *Please be aware that other SIMS users may be editing details of the intervention that you are currently editing or viewing.*

1. Select **Focus | Interventions | Run Intervention** to display the **Find Intervention** browser.



2. After searching for the required intervention, either highlight the required **Name** 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 created. This information is read-only and can be modified only via **Focus | Interventions | Plan Intervention**, providing you have the relevant permissions to do so.

3. Click the double chevron button to close the **Overview Details** panel and to maximise the space available for working with the **Intervention Details** grid.

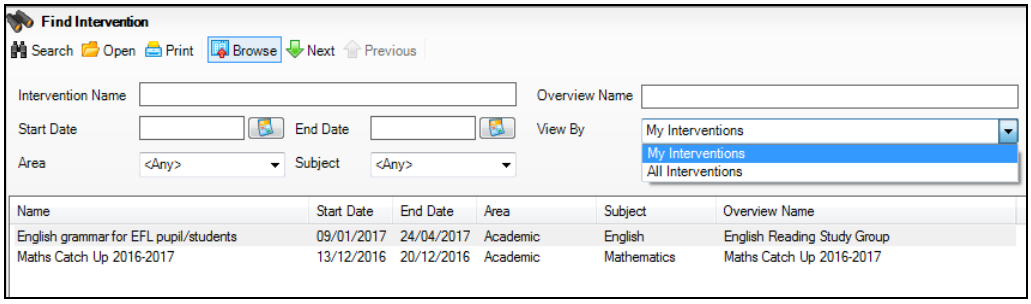
The **Properties** panel displays the **Last Modified on** and the **Last Modified by** fields. This does not include amendments made to session notes. This information is updated when the intervention details are saved.

Bulk Editing Interventions

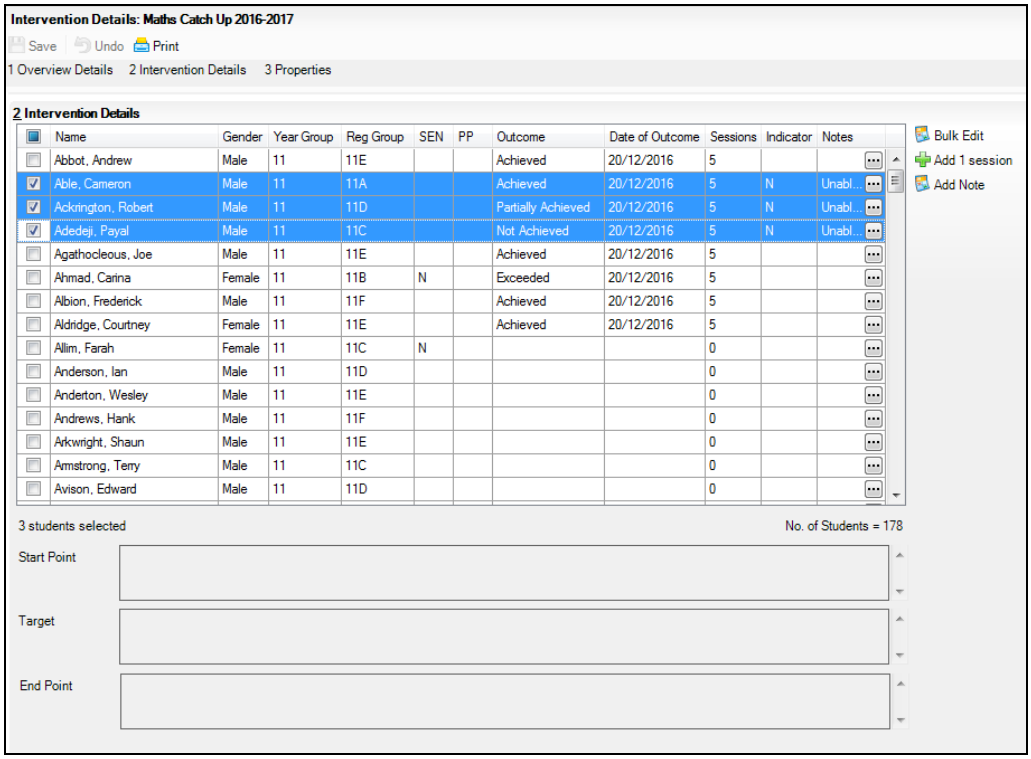
> ***WARNING:*** *Please be aware that other SIMS users may be editing details of the intervention that you are currently editing or viewing.*

After selecting the required pupil/students, it is possible to record information using the **Intervention Bulk Edit** dialog.

1. Select **Focus | Interventions | Run Intervention** to display the **Find Intervention** browser.



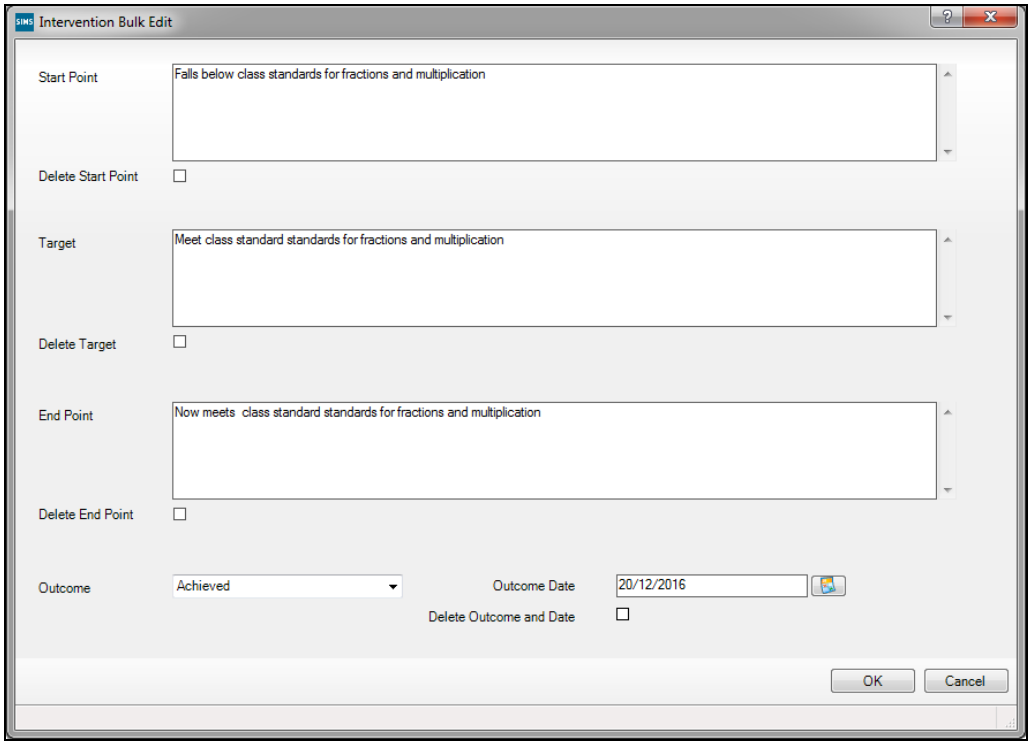
2. After searching for the required intervention, select the check boxes adjacent to the required pupil/student(s) in the **Intervention Details** panel. All the pupil/students can be selected or deselected by selecting the check box in the heading of the **Name** column of the **Intervention Details** panel.



The number of pupil/students selected is displayed at the bottom of the **Intervention Details** panel.

With multiple pupil/students selected it is possible to select an **Outcome** from the drop-down list and enter the number of **Sessions** attended so that this information is populated for all the highlighted pupil/students.

3. To enter a **Start Point**, **Target** or **End Point** for the selected pupil/students, click the **Bulk Edit** button to display the **Intervention Bulk Edit** dialog.



4. Enter an explanation in the **Start Point** field that details the starting situation, e.g. `falls below required class standards for fractions and multiplication`.

> ***IMPORTANT NOTE:*** *Selecting any of the* ***Delete*** *check boxes removes the associated information from the pupil/student records.*

5. Enter an explanation in the **Target** field that outlines the expected attainment to be met by the pupil/students after completing the intervention sessions, e.g. `to meet class standards for fractions and multiplication`.
6. Enter an explanation in the **End Point** field. This details the actual attainment, e.g. `now meets class standards for fractions and multiplication`.
7. Select the required **Outcome** from the drop-down list. This associates the selected outcome with all the selected pupil/students. The options available from this drop-down list are defined in the **Intervention Outcome** lookup.

   The **Outcome Date** defaults to the date that the outcome was applied (today's date). This date can be changed to any date within the date range, from the start date of the intervention to today's date.
8. Click the **OK** button.

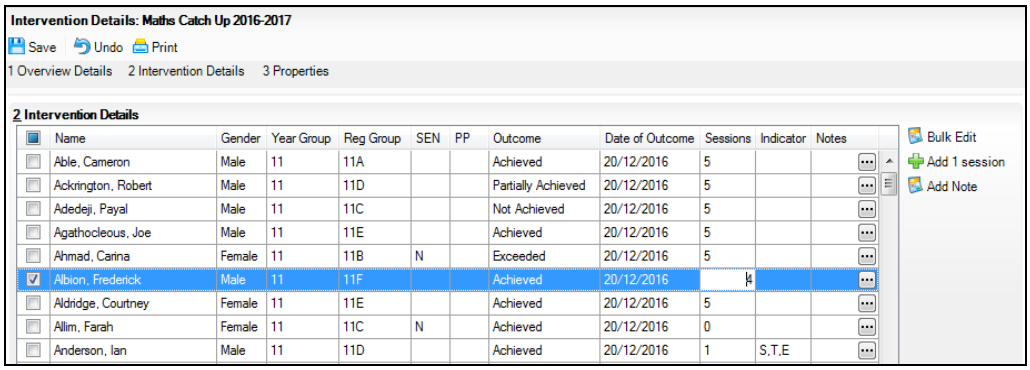
   The **Indicator** column in the **Intervention Details** panel now displays **S** (Start Point), **T** (Target) and **E** (End Point). These letters denote that targets have been set for the selected pupil/students.

Information recorded via the **Intervention Bulk Edit** dialog overwrites previously entered data.

Adding Sessions

It is possible to increment the number of sessions that have been attended by one or more pupil/students.

In the **Intervention Details** panel, select the check box(es) adjacent to the required pupil/student name(s) and click the **Add 1 session** button.



Name	Gender	Year Group	Reg Group	SEN	PP	Outcome	Date of Outcome	Sessions	Indicator	Notes
Able, Cameron	Male	11	11A			Achieved	20/12/2016	5		
Ackrington, Robert	Male	11	11D			Partially Achieved	20/12/2016	5		
Adedeji, Payal	Male	11	11C			Not Achieved	20/12/2016	5		
Agathocleous, Joe	Male	11	11E			Achieved	20/12/2016	5		
Ahmad, Carina	Female	11	11B	N		Exceeded	20/12/2016	5		
Albion, Frederick	Male	11	11F			Achieved	20/12/2016	4		
Aldridge, Courtney	Female	11	11E			Achieved	20/12/2016	5		
Allim, Farah	Female	11	11C	N		Achieved	20/12/2016	0		
Anderson, Ian	Male	11	11D			Achieved	20/12/2016	1	S,T,E	

Alternatively, manually enter the number of **Sessions** attended in the column.

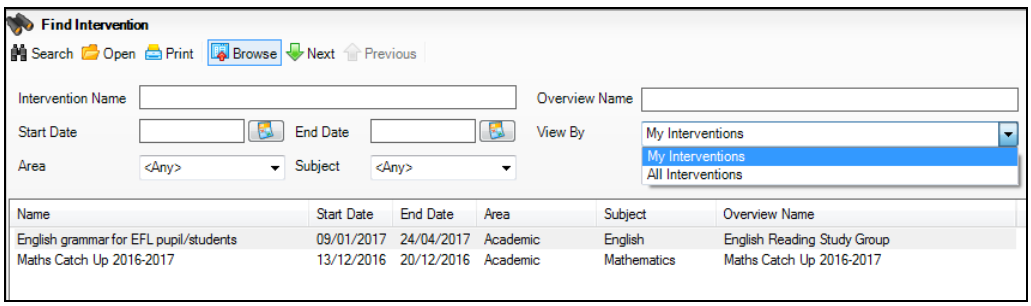
The count displayed in the **Sessions** column is increased by one or to the number of sessions specified for all selected pupil/students.

Recording Session Notes for an Individual Pupil/Student

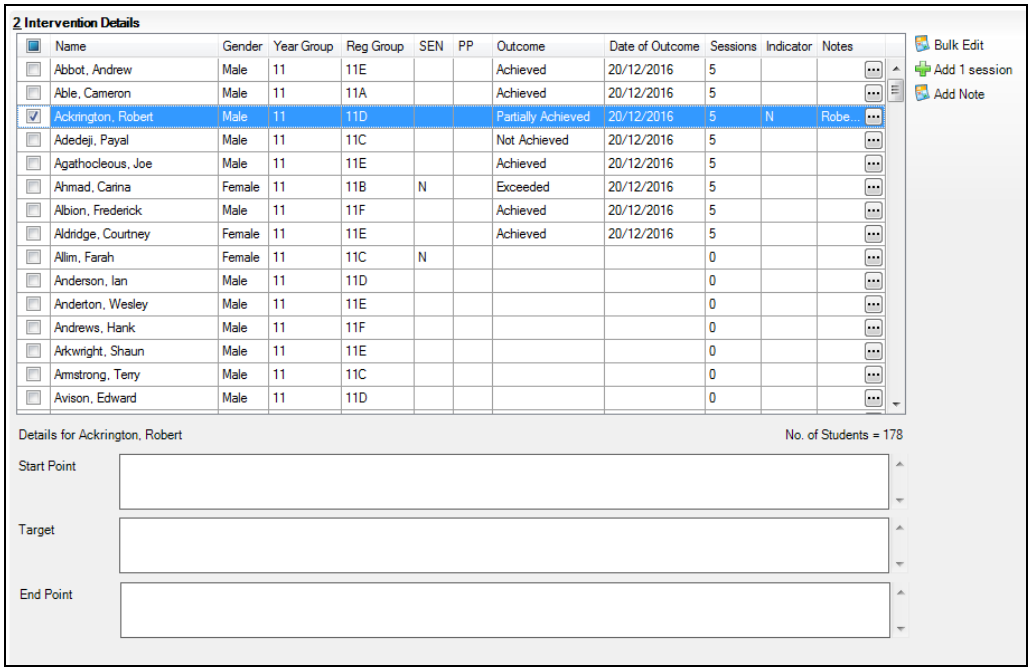
There are two methods of recording session notes against an individual pupil/student.

Using the Add Note button

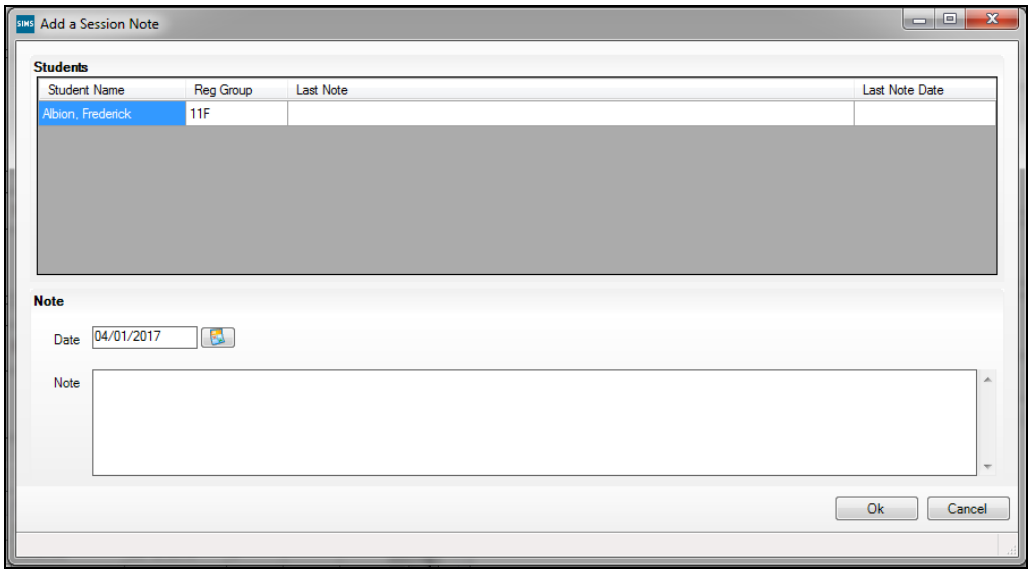
1. Select **Focus | Interventions | Run Intervention** to display the **Find Intervention** browser.



2. After searching for the required intervention, highlight an individual pupil/student's name or select the check box adjacent to their name in the **Intervention Details** panel.



3. Click the **Add Note** button to display the **Add a Session Note** dialog.



The **Student Name**, their **Reg Group**, the **Last Note** entered and the **Last Note Date** are displayed.

If previous session notes have been recorded against this pupil/student, the most recently entered note is displayed at the top of the dialog and the letter **N** is displayed in the **Indicator** column of the **Intervention Details** panel.

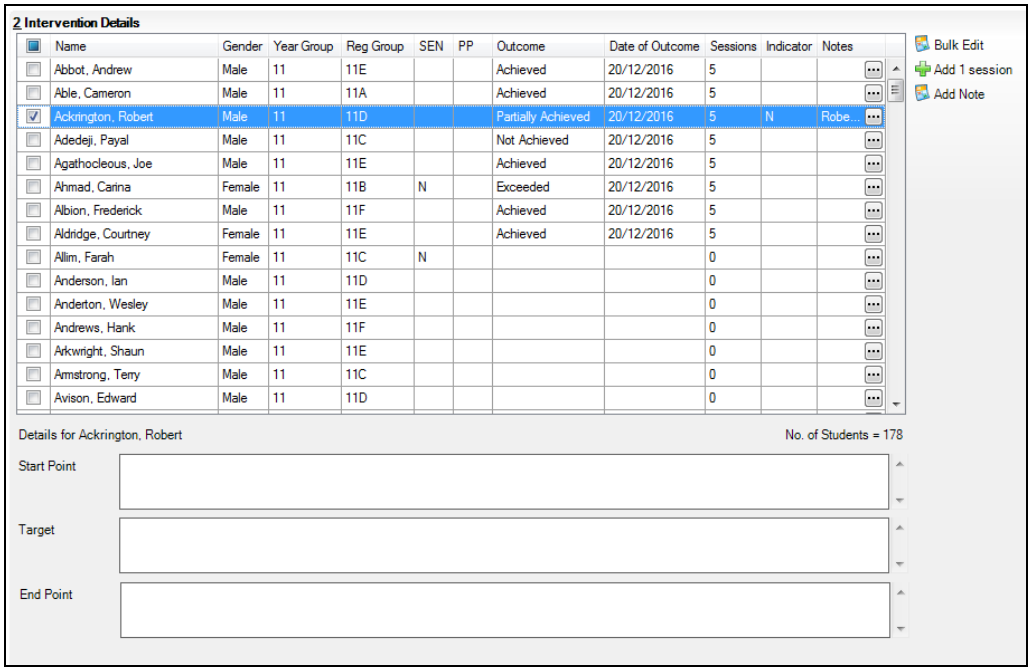
It is possible to add a session note for a date in the past but not for a date in the future.

4. Enter the required text in the **Note** field.
5. Click the **OK** button.

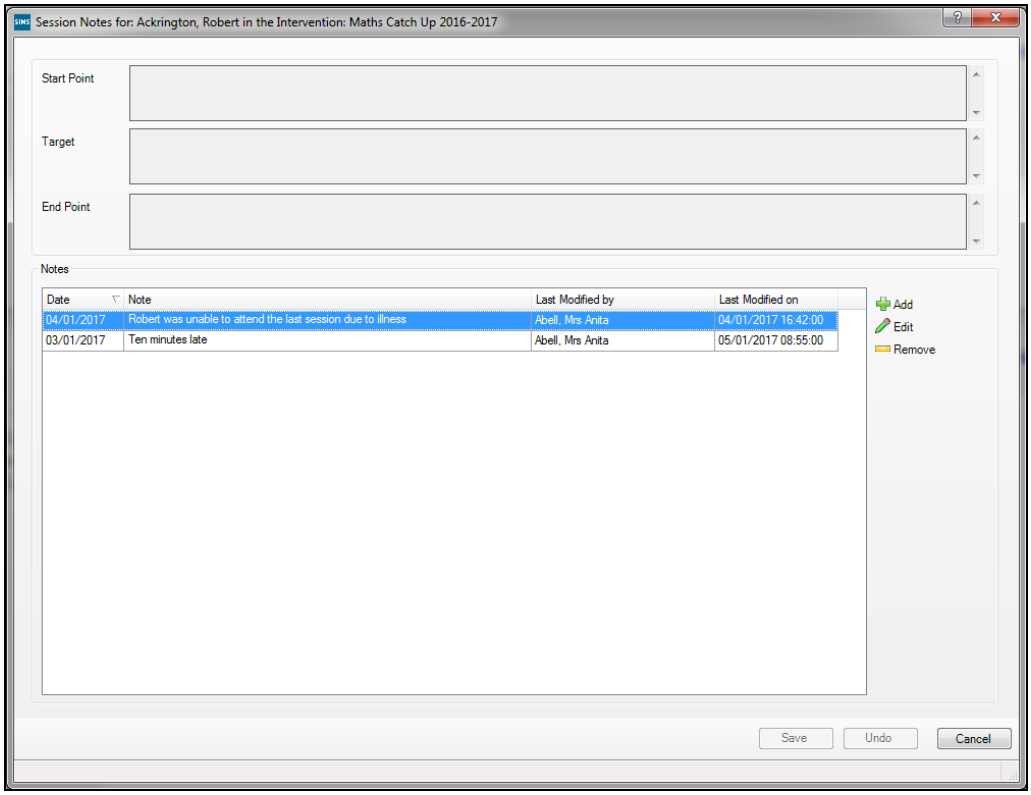
Using the Ellipsis button

It is also possible to record session notes against an individual pupil/student by highlighting their name or selecting the check box adjacent to their name in the **Intervention Details** panel and clicking the **Ellipsis** button in the **Notes** column.

1. Select **Focus | Interventions | Run Intervention** to display the **Find Intervention** browser.
2. After searching for the required intervention, highlight an individual pupil/student's name or select the check box adjacent to their name in the **Intervention Details** panel.

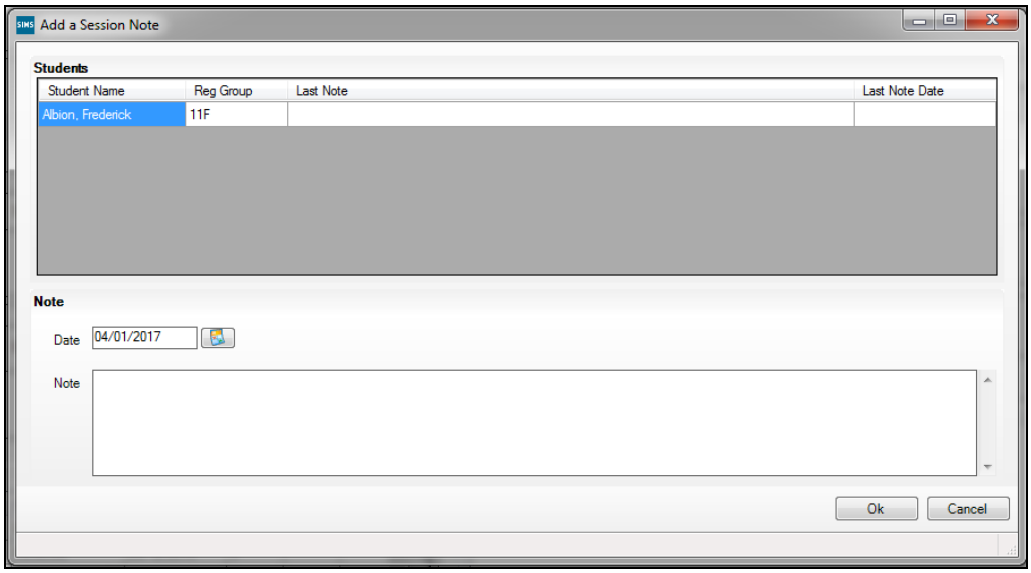


3. Click the **Ellipsis** button in the **Notes** column to display the **Session Notes** dialog.



The **Start Point**, **Target** and **End Point** fields are read-only. Where targets have been specified, the information is displayed but cannot be edited.

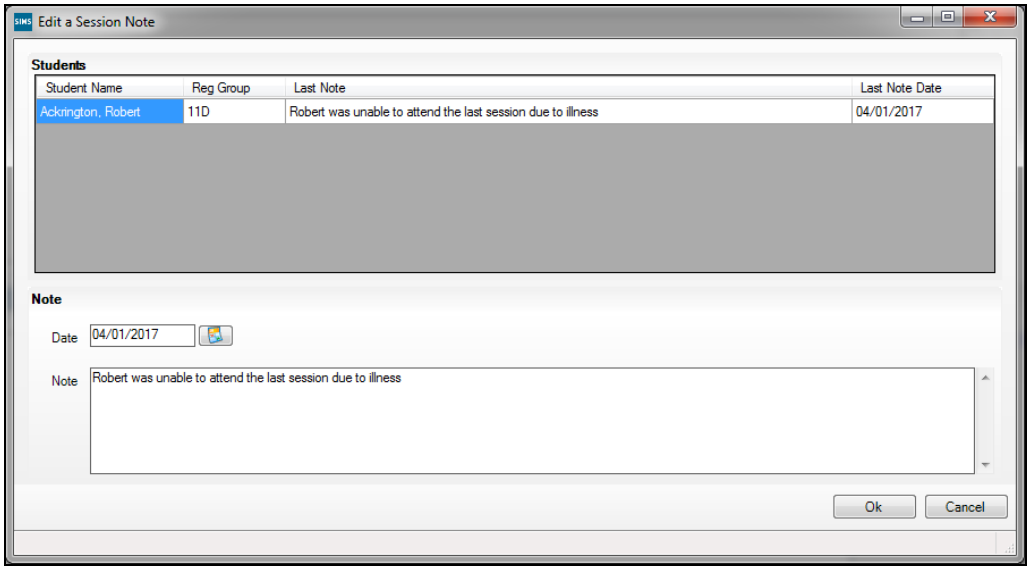
4. Click the **Add** button to display the **Add a Session Note** dialog.



5. Enter the required session note text and click the **OK** button.

Editing an Existing Session Note

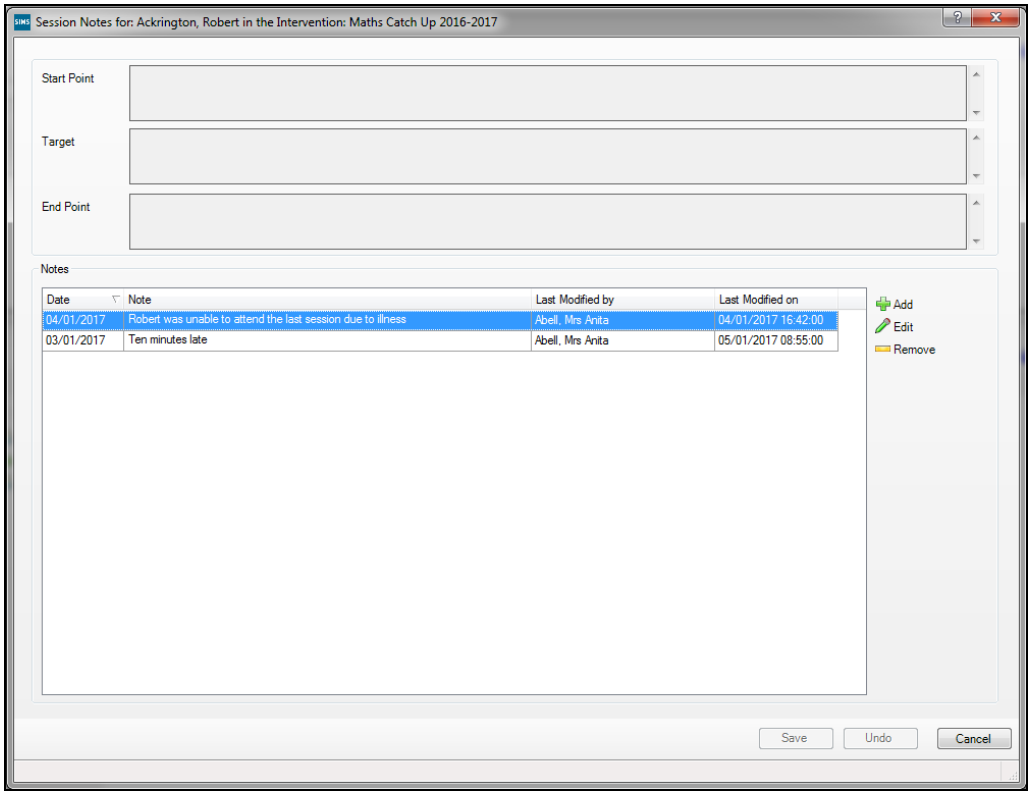
1. In the **Session Notes** dialog, highlight the required session note and click the **Edit** button to display the **Edit a Session Note** dialog.



2. Make any necessary changes to the session note details and click the **OK** button.

Removing a Session Note

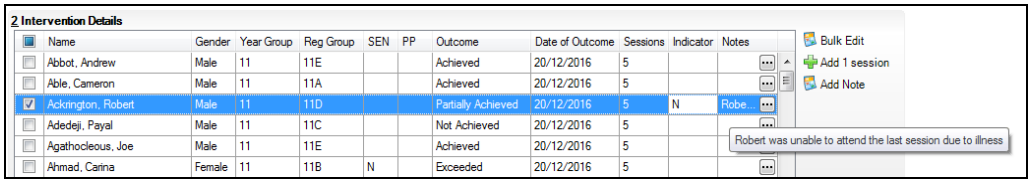
1. In the **Session Notes** dialog, highlight the required session note and click the **Remove** button.



The session note is deleted without confirmation.

2. If you have deleted a session note in error, click the **Undo** button on the **Session Notes** dialog. Otherwise, click the **Save** button.

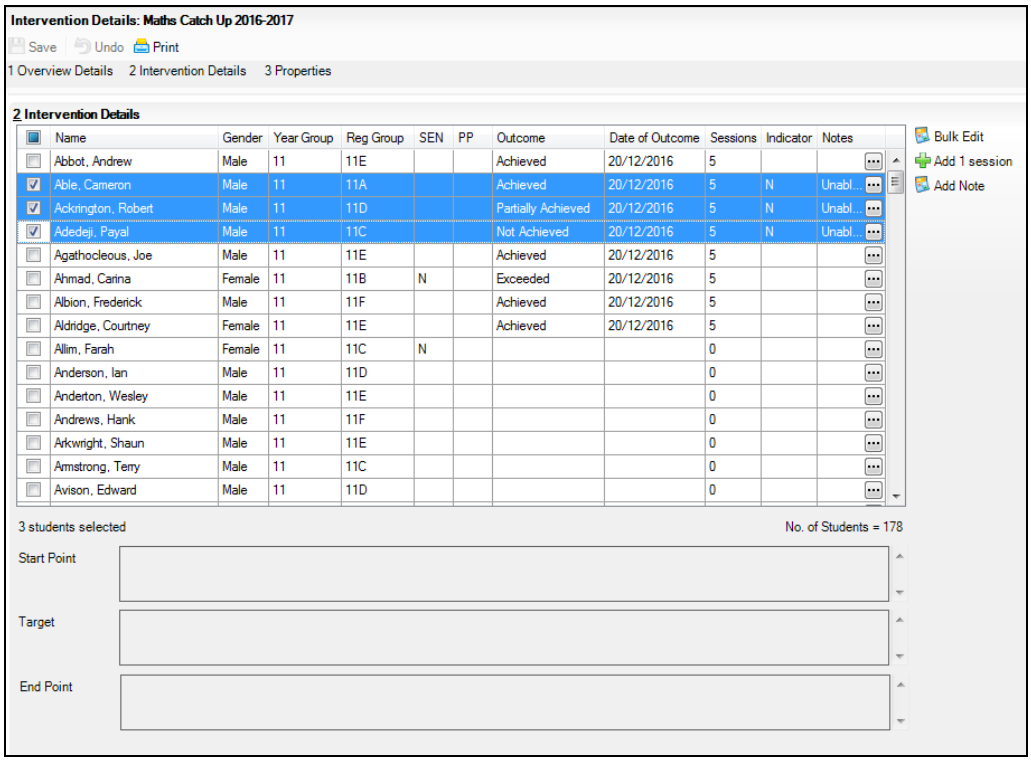
   It is possible to view the text of the most recently entered session note by hovering the mouse over the **Notes** column in the **Intervention Details** panel.



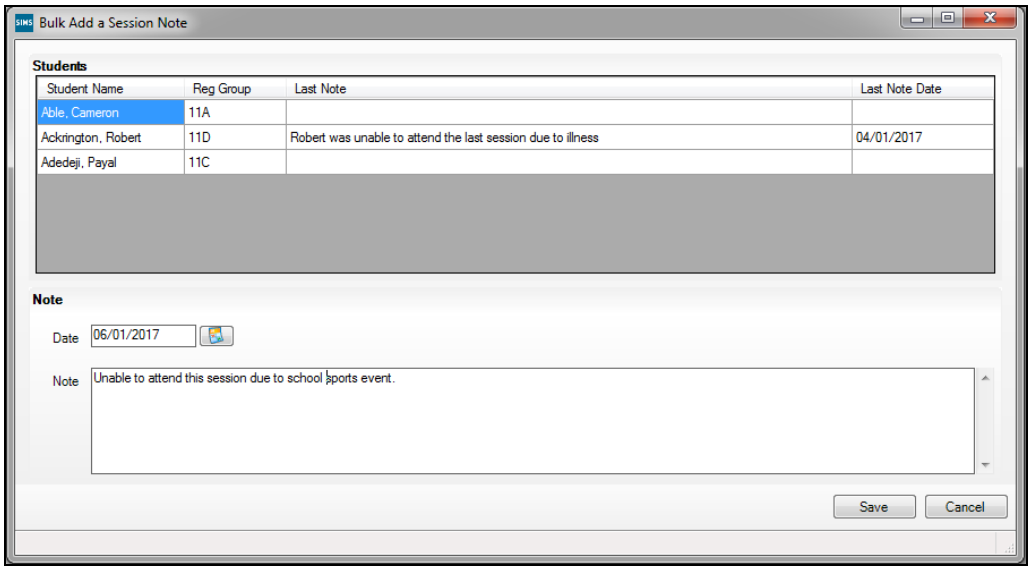
Bulk Adding Session Notes

It is possible to create a session note and associate it with multiple pupil/students.

1. Highlight multiple pupil/student names or select the check box adjacent to their names in the **Intervention Details** panel.



2. Click the **Add Note** button to display the **Bulk Add a Session Note** dialog.



The selected pupil/student names, their **Reg Group**, the **Last Note** entered and the **Last Note Date** are displayed.

If previous session notes have been recorded against these pupil/students, the most recently entered note is displayed next to their name and the letter **N** is displayed in the **Indicator** column of the **Intervention Details** panel.

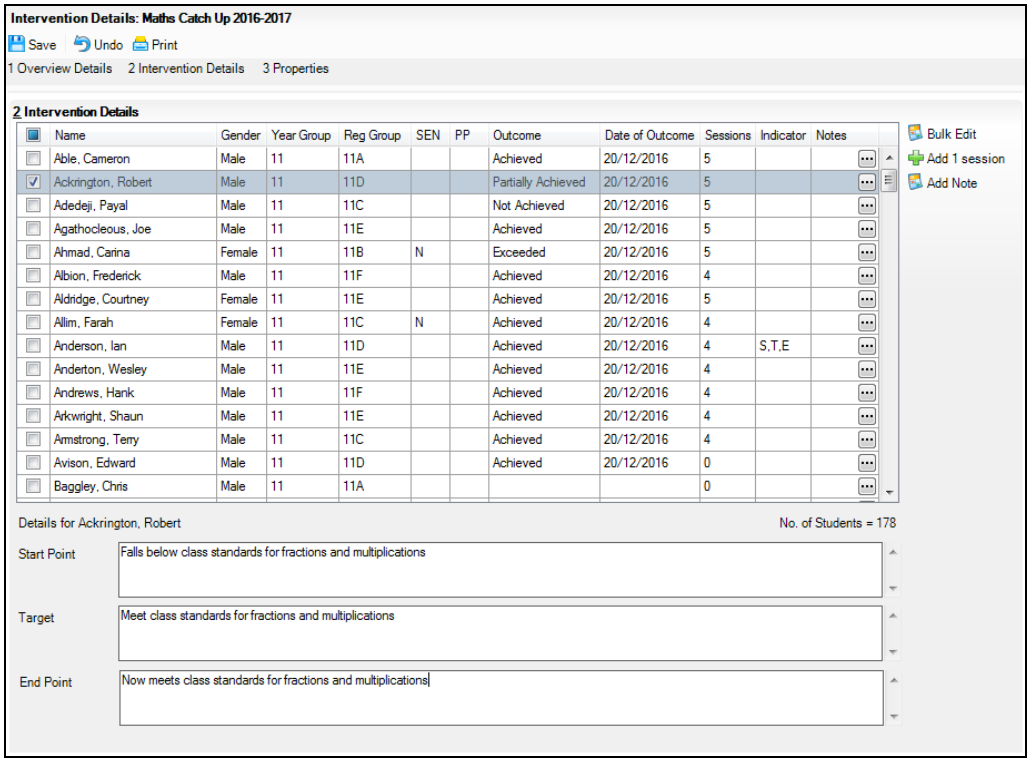
Session notes can be added for a date in the past but not for a date in the future.

3. Enter the required text in the **Note** field.
4. Click the **Save** button.

The session notes are displayed in the **Intervention Details** panel.

Adding Individual Pupil/Student Targets

Targets can be specified for individual pupil/students who are attending intervention sessions. This enables predicted benefits to be specified in relation to their attendance at the sessions.



Name	Gender	Year Group	Reg Group	SEN	PP	Outcome	Date of Outcome	Sessions	Indicator	Notes
Able, Cameron	Male	11	11A			Achieved	20/12/2016	5		
Ackrington, Robert	Male	11	11D			Partially Achieved	20/12/2016	5		
Adedeji, Payal	Male	11	11C			Not Achieved	20/12/2016	5		
Agathocleous, Joe	Male	11	11E			Achieved	20/12/2016	5		
Ahmad, Carina	Female	11	11B	N		Exceeded	20/12/2016	5		
Albion, Frederick	Male	11	11F			Achieved	20/12/2016	4		
Aldridge, Courtney	Female	11	11E			Achieved	20/12/2016	5		
Allim, Farah	Female	11	11C	N		Achieved	20/12/2016	4		
Anderson, Ian	Male	11	11D			Achieved	20/12/2016	4	S,T,E	
Anderton, Wesley	Male	11	11E			Achieved	20/12/2016	4		
Andrews, Hank	Male	11	11F			Achieved	20/12/2016	4		
Arkwright, Shaun	Male	11	11E			Achieved	20/12/2016	4		
Armstrong, Terry	Male	11	11C			Achieved	20/12/2016	4		
Avison, Edward	Male	11	11D			Achieved	20/12/2016	0		
Baggley, Chris	Male	11	11A					0		

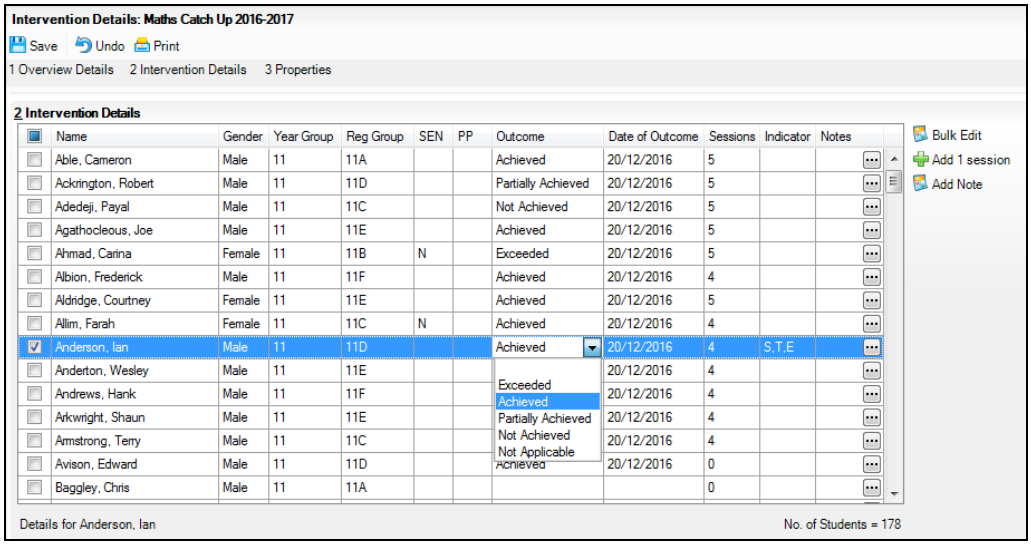
1. In the **Intervention Details** panel, select the check box adjacent to the required pupil/student's name or click their name.
2. Enter the required text in the **Start Point**, **Target** and **End Point** fields and click the **Save** button.

   The letter **S** in the **Indicator** column indicates a **Start Point**, the letter **T** indicates a **Target** has been set and the letter **E** represents the **End Point** (or final achievement point) that has been attained by the selected pupil/student.

Adding Individual Pupil/Student Outcomes

1. 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. This indicates how successful you deem the intervention has been for this pupil/student. The options available are defined in the **Intervention Outcome** lookup.

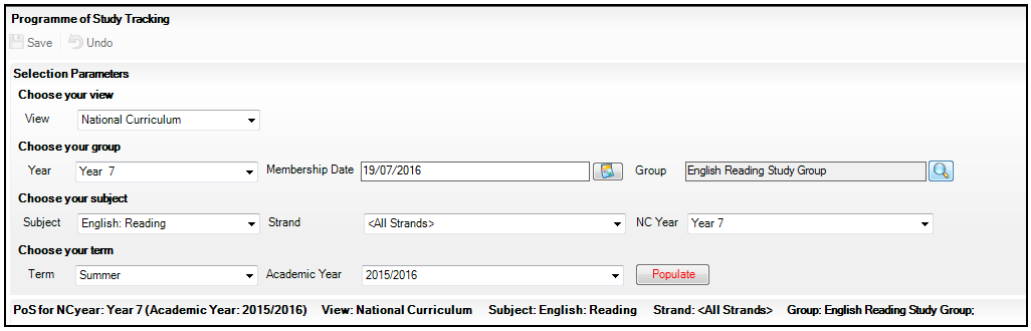
The **Date of Outcome** field is populated with today's date when an **Outcome** is selected. This date can be changed to any date within the date range, from the start date of the intervention to today's date.



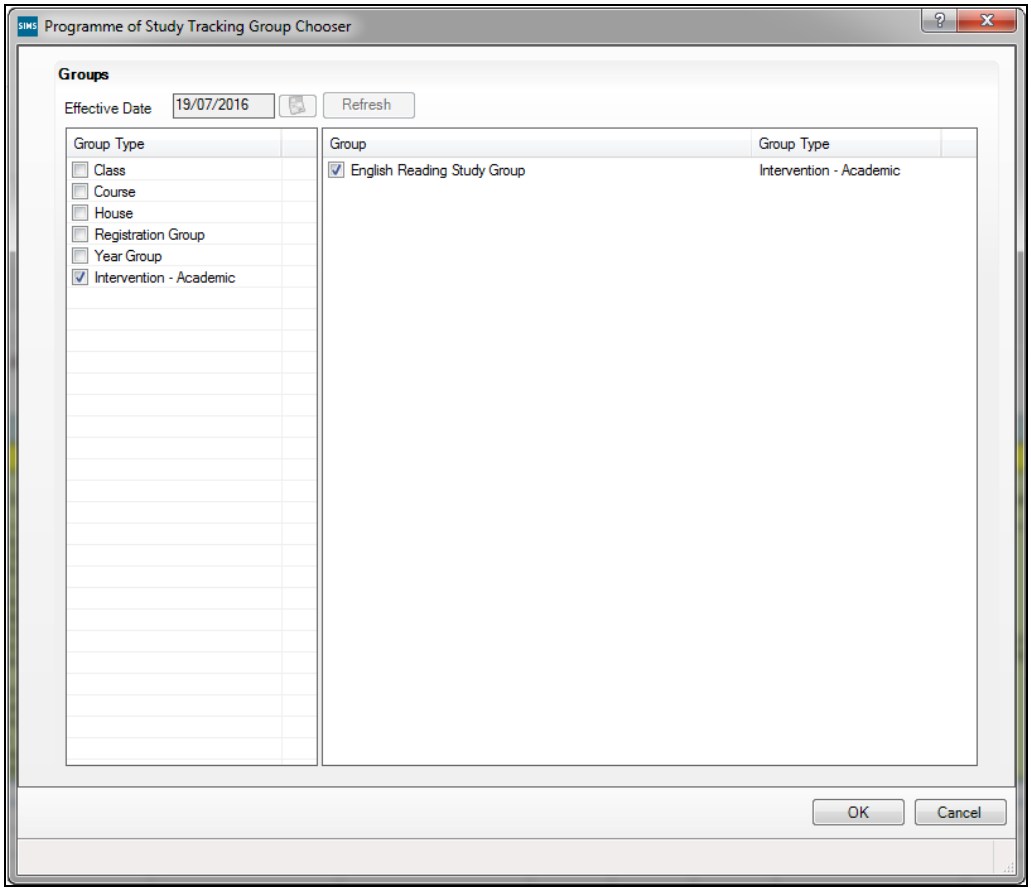
2. Click the **Save** button.

Visibility of SIMS Interventions in Programmes of Study

For schools using SIMS Interventions, it is possible to incorporate SIMS Interventions components from various areas within Programmes of Study.



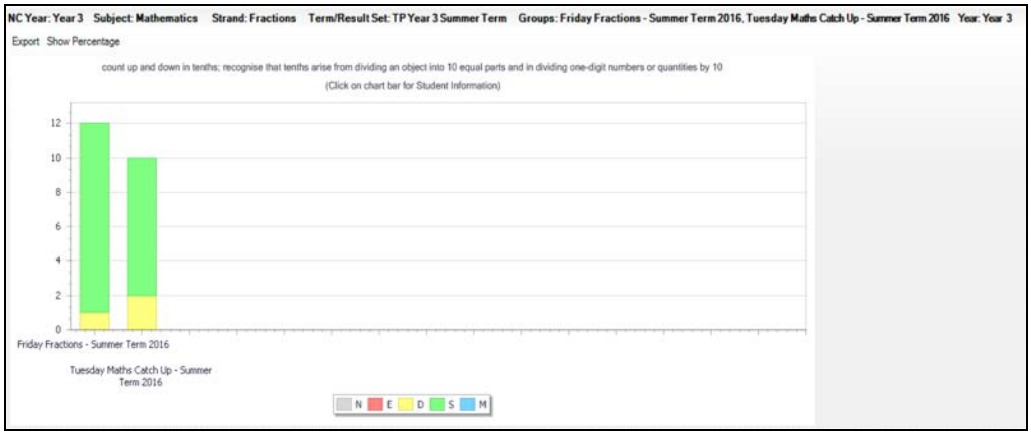
In the **Selection Parameters** panel, click the **Group** Browser button to display the **Programme of Study Tracking Group Chooser** dialog.



If there are active interventions on the **Membership Date** and within the selected **Term**, these are displayed in the **Group Type** list on the left-hand side of the dialog. Multiple interventions can be selected, if required.

When the PoS Tracking Grid is populated, pupil/students associated with the intervention(s) are displayed. Only one intervention can be selected at a time.

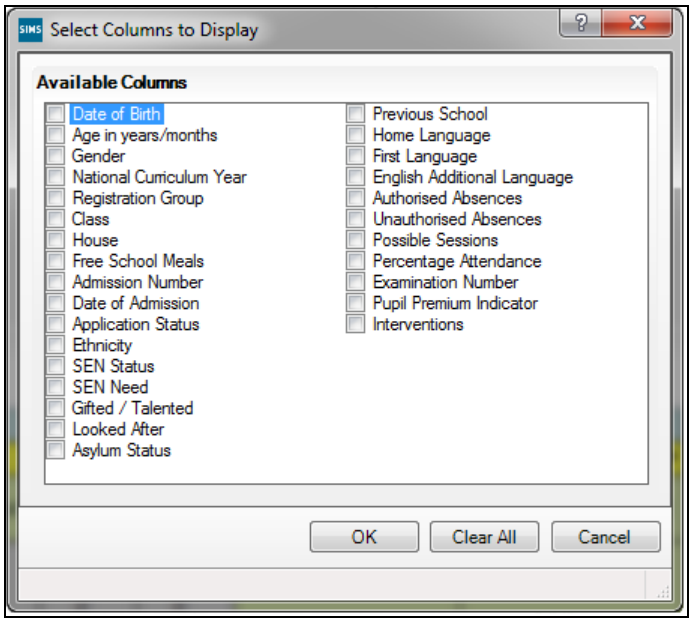
This also applies when running Programme of Study Summative Progress Analysis, Programme of Study Summative Attainment Analysis and Programme of Study Formative Attainment Analysis reports.



When the Programme of Study Formative Attainment Analysis is populated, the results are displayed graphically against each PoS area.

It is also possible to include interventions-related pupil/student columns from the **Programme of Study Tracking** page.

1. Right-click in the **Students** column and select **Select Additional Student Columns** from the pop-up menu to display the **Select Columns to Display** dialog.



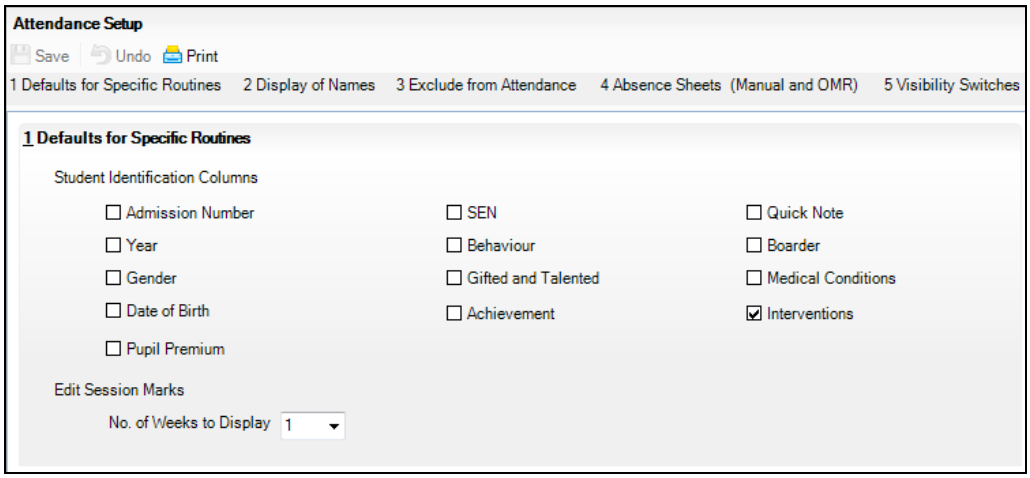
2. Select the **Interventions** check box and then click the **OK** button.

Visibility of Interventions in Attendance and Lesson Monitor

An **Interventions** indicator column can be included in many areas of Attendance and Lesson Monitor. This provides additional information for teachers and classroom staff who are taking the daily registers and editing marks.

Select **Tools | Setups | Attendance Setup | Module Setup** to display the **Attendance Setup** page.

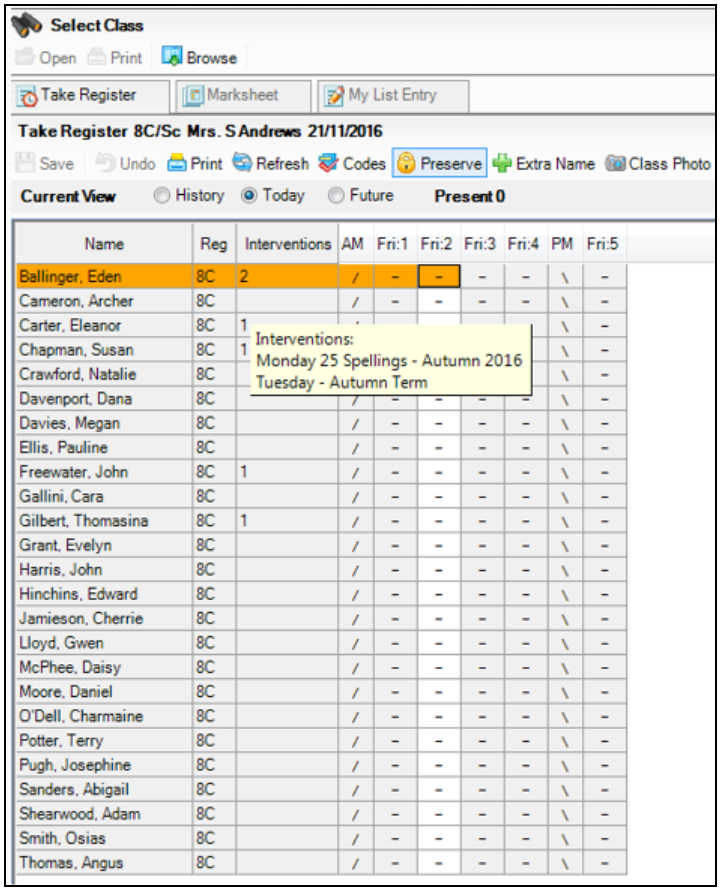
In the **Defaults for Specific Routines** panel, the **Interventions** check box is selected by default.



When this check box is selected, an **Interventions** column is displayed in the following pages throughout Attendance and Lesson Monitor:

- Take Register (via **Focus | Attendance** (or **Lesson Monitor**) **| Take Register**)
- Edit Marks (via **Focus | Attendance** (or **Lesson Monitor**) **| Edit Marks**)
- Deal with Unexplained Absences (via **Focus | Attendance** (or **Lesson Monitor**) **| Deal with Unexplained Absences**)
- Deal with Missing Marks (via **Focus | Attendance** (or **Lesson Monitor**) **| Deal with Missing Marks**)
- Resolve Conflicting Lesson Marks (via **Routines | Attendance** (or **Lesson Monitor**) **| Resolve Conflicting Lesson Marks**)

- Edit Reason for Change (via **Routines | Attendance** (or **Lesson Monitor**) **| Edit Reason for Change**).

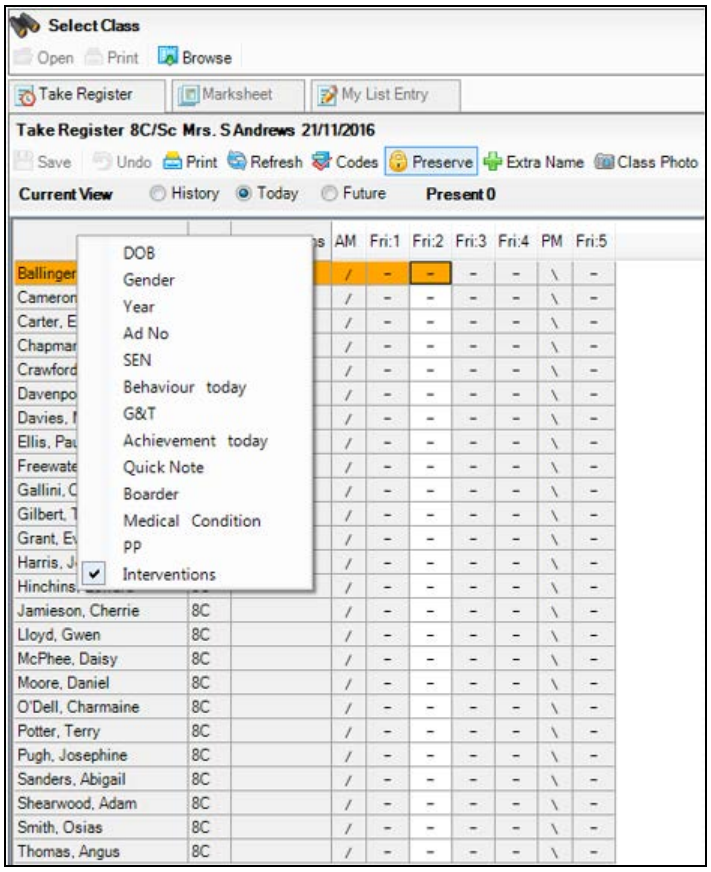


Name	Reg	Interventions	AM	Fri:1	Fri:2	Fri:3	Fri:4	PM	Fri:5
Ballinger, Eden	8C	2	/	–	–	–	–	\	–
Cameron, Archer	8C		/	–	–	–	–	\	–
Carter, Eleanor	8C	1						\	–
Chapman, Susan	8C	1						\	–
Crawford, Natalie	8C							\	–
Davenport, Dana	8C		/	–	–	–	–	\	–
Davies, Megan	8C		/	–	–	–	–	\	–
Ellis, Pauline	8C		/	–	–	–	–	\	–
Freewater, John	8C	1	/	–	–	–	–	\	–
Gallini, Cara	8C		/	–	–	–	–	\	–
Gilbert, Thomasina	8C	1	/	–	–	–	–	\	–
Grant, Evelyn	8C		/	–	–	–	–	\	–
Harris, John	8C		/	–	–	–	–	\	–
Hinchins, Edward	8C		/	–	–	–	–	\	–
Jamieson, Cherrie	8C		/	–	–	–	–	\	–
Lloyd, Gwen	8C		/	–	–	–	–	\	–
McPhee, Daisy	8C		/	–	–	–	–	\	–
Moore, Daniel	8C		/	–	–	–	–	\	–
O'Dell, Charmaine	8C		/	–	–	–	–	\	–
Potter, Terry	8C		/	–	–	–	–	\	–
Pugh, Josephine	8C		/	–	–	–	–	\	–
Sanders, Abigail	8C		/	–	–	–	–	\	–
Shearwood, Adam	8C		/	–	–	–	–	\	–
Smith, Osias	8C		/	–	–	–	–	\	–
Thomas, Angus	8C		/	–	–	–	–	\	–

The number of interventions with which a pupil/student is associated on the selected date is displayed in the **Interventions** column. This information is visible only to users with suitable SIMS Interventions permissions; all other users will see a blank **Interventions** column.

Hover help displays the name of the relevant intervention(s) for each pupil/student.

It is also possible to include an **Interventions** column in any of the Attendance (or Lesson Monitor) pages listed, on the fly, by right-clicking in the column headings area and selecting **Interventions** from the pop-up menu.



Conversely, the **Interventions** column can be removed from any of the Attendance (or Lesson Monitor) pages listed by deselecting **Interventions** from the pop-up menu. These actions are applicable only for the current session. After leaving or saving the page and returning to it later, the visibility of the **Interventions** column is determined by the global setting applied on the **Attendance Setup** page.

04 | Reporting In Interventions

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Introduction

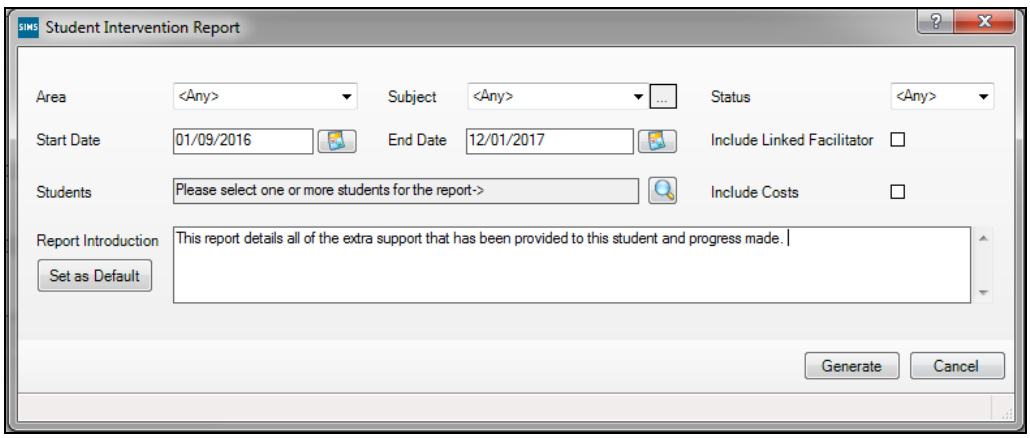
The reports provided enable analysis of the effectiveness of ongoing interventions on the pupil/students assigned to them. This can assist with informed decision making in relation to the type, frequency, cost and nature of the interventions that the school continues to implement.

The reports can also be used as a marker of school progress with regard to Ofsted inspections or provided to your Local Authority as evidence of ongoing improvements in behaviour, attendance, achievement and general school progress.

Running the Student Intervention Report

This report enables you to view the interventions with which the selected pupil/student is associated during the specified date range.

1. Select **Reports | Interventions | Student Intervention Report** to display the **Student Intervention Report** dialog.



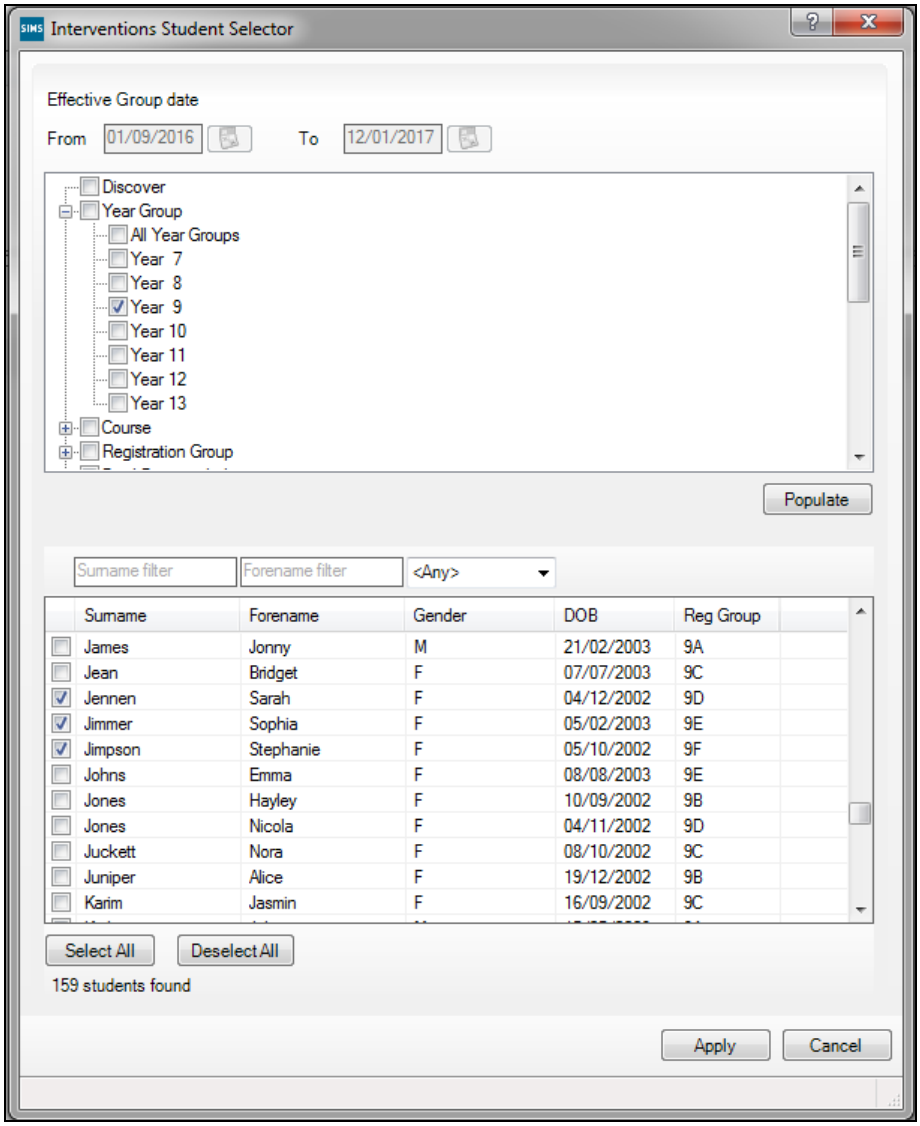
2. Select the required **Area** from the drop-down list.
3. Select the **Subject** and **Intervention Status** from the drop-down lists.

   The **Start Date** defaults to the beginning of the current academic year. The **End Date** defaults to today's date. These dates can be changed by clicking the respective **Calendar** button and selecting an alternative date.

4. To display the name of the associated intervention facilitator, select the **Include Linked Facilitator** check box.

   Only users with suitable permissions can select the **Include Costs** check box.

5. Click the **Students** Browser button to display the **Interventions Student Selector** dialog.



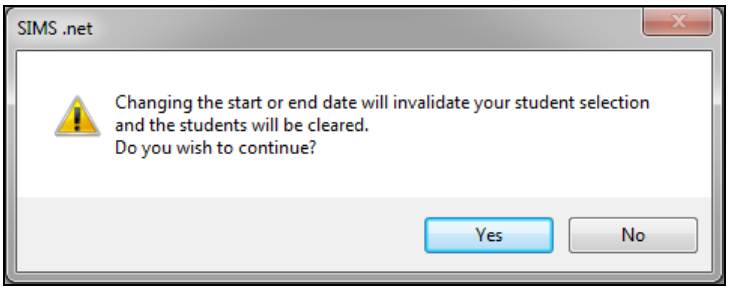
Only pupil/students who are on-roll or recorded as applicants on the intervention **Start Date** are available for selection.

The **From** and **To** dates default to the dates specified in the **Student Intervention Report** dialog.

a. To change these dates, click the respective **Calendar** buttons in the **Student Intervention Report** dialog and select an alternative.

b. Click the **Generate** button.

A message is displayed, prompting you to revisit the selections.



c. Click the **Yes** button to continue.

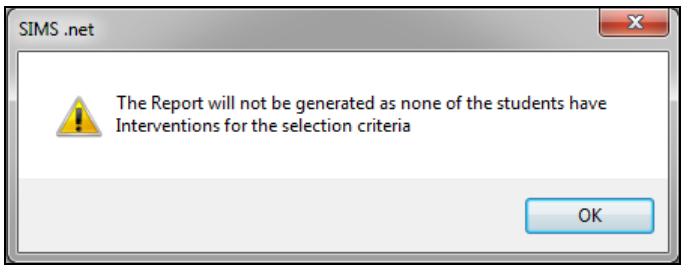
6. In the **Interventions Student Selector** dialog, click the **+** or **-** symbols to expand or collapse the groups.
7. Select the check box adjacent to the required **Group**(s).
8. Click the **Populate** button to copy the selected group of pupil/students into the lower section of the **Interventions Student Selector** dialog.

   Within a selected group, it is possible to filter on an individual pupil/student by entering a full or partial name in the **Surname filter** or the **Forename filter** fields.
9. Select a **Gender** option from the drop-down list, if required.
10. Click the **Select All** button and click the **Apply** button. If you make a mistake, click the **Deselect All** button and make your selections again.

    The number of selected **Students** is displayed.

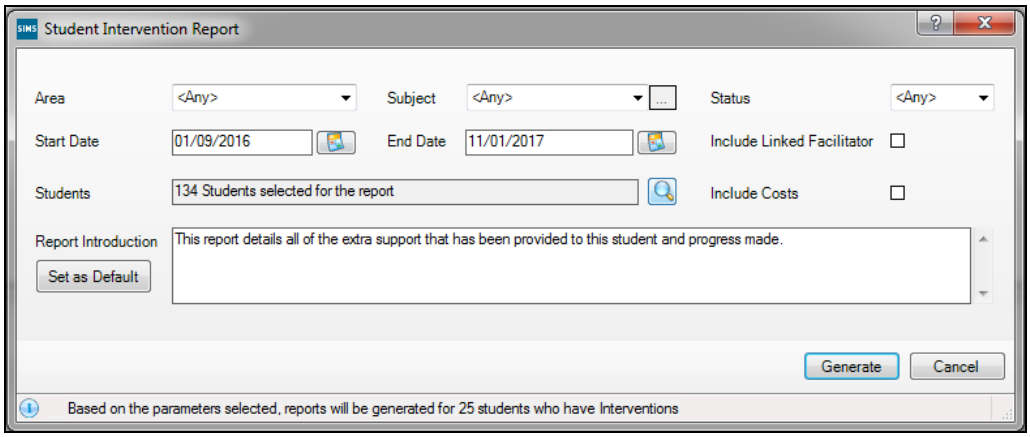
    Enter suitable introductory text in the **Report Introduction** field. Click the **Set As Default** button to ensure this text is included each time the report is generated.
11. Click the **Generate** button to compile the report.

    If the selected pupil/students are not involved in any interventions during the date range specified, a message is displayed.



12. Click the **OK** button.

If multiple pupil/students have been selected but only a few of them are associated with an intervention, the report is generated only for the relevant pupil/students. This is indicated at the bottom of the **Student Intervention Report** dialog.



Linking to the Student Intervention Report in SIMS

It is possible to access and run the **Student Intervention** report from the **Links** panel in the following pages in SIMS:

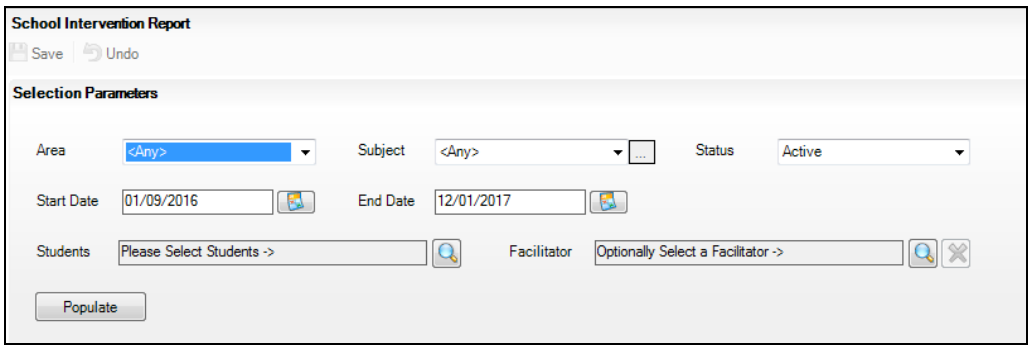
- **Pupil** (or **Student**) **Details**
- **Pupil** (or **Student**) **Teacher View**
- **Take Register**
- **Behaviour Management**
- **Student SEN details**.

> *NOTE: When running the Student Intervention report from any of these pages, the date range displayed in the **Student Intervention Report** dialog defaults to the entire academic year.*

Running the School Intervention Report

This report enables you to view the pupil/students who are participating in school intervention overviews during the specified date range.

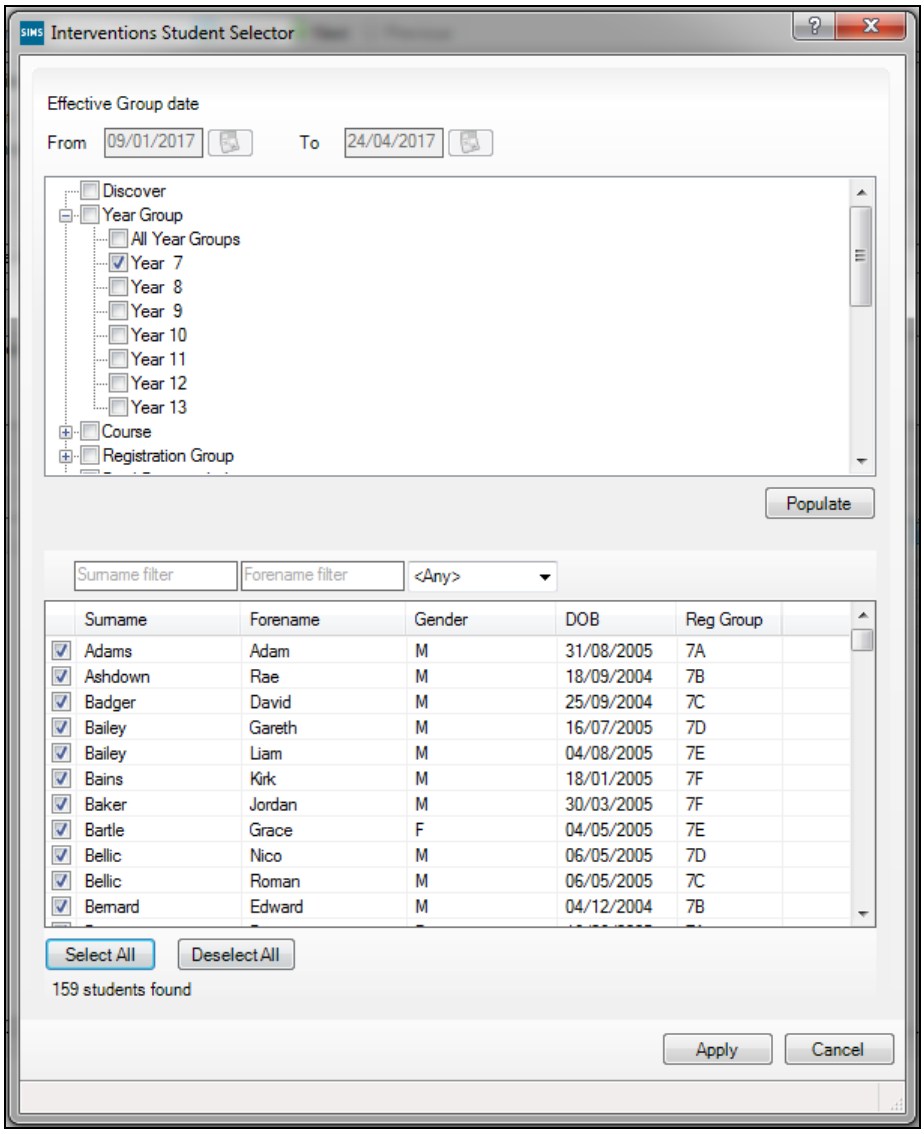
1. Select **Reports | Interventions | School Intervention Report** to display the **School Intervention Report** page.



2. In the **Selection Parameters** panel, select the **Area** on which the report will be based, e.g. **Academic**. Alternatively, leave the default set to **<Any>** to report on all areas of intervention.
3. Select the relevant **Subject** from the drop-down list. To report on an inactive subject, click the **Inactive** button and select the required subject from the drop-down list. Inactive items are displayed in red text.

   The **Status** defaults to **Active** but **Inactive** can be selected from the drop-down list.

   The **Start Date** defaults to the start date of the current academic year. The **End Date** defaults to today's date but either of these dates can be changed by selecting an alternative date from the respective Calendar.
4. Click the **Students** Browser button to display the **Interventions Student Selector** dialog.

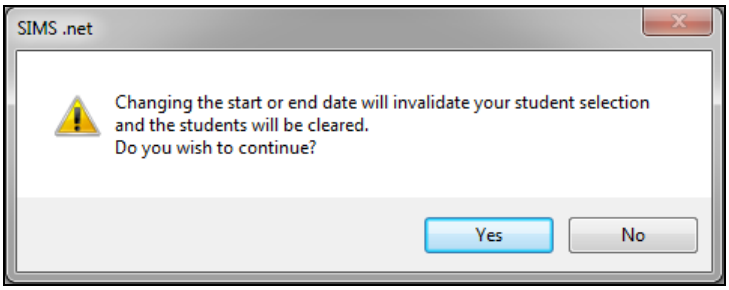


Only pupil/students who are on-roll or recorded as applicants on the intervention overview **Start Date** are available for selection.

The **From** and **To** dates default to the dates specified in the **Selection Parameters** panel.

a. To change these dates, click the respective **Calendar** button in the **Interventions Student Selector** dialog and select an alternative date.

A message is displayed, prompting you to revisit the selections.



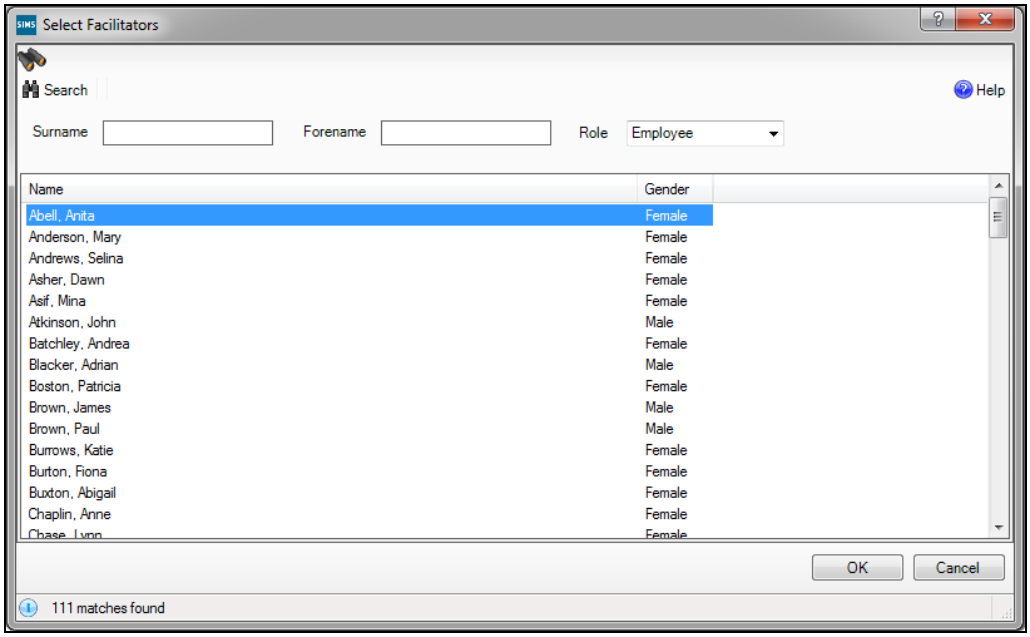
b. Click the **Yes** button to continue.

c. Make your selections again in the **Interventions Student Selector** dialog.

5. Click the **+** or **-** symbols to expand or collapse the groups.
6. Select the required **Group**(s).
7. Click the **Populate** button to copy the selected group of pupil/students into the lower section of the **Interventions Student Selector** dialog.

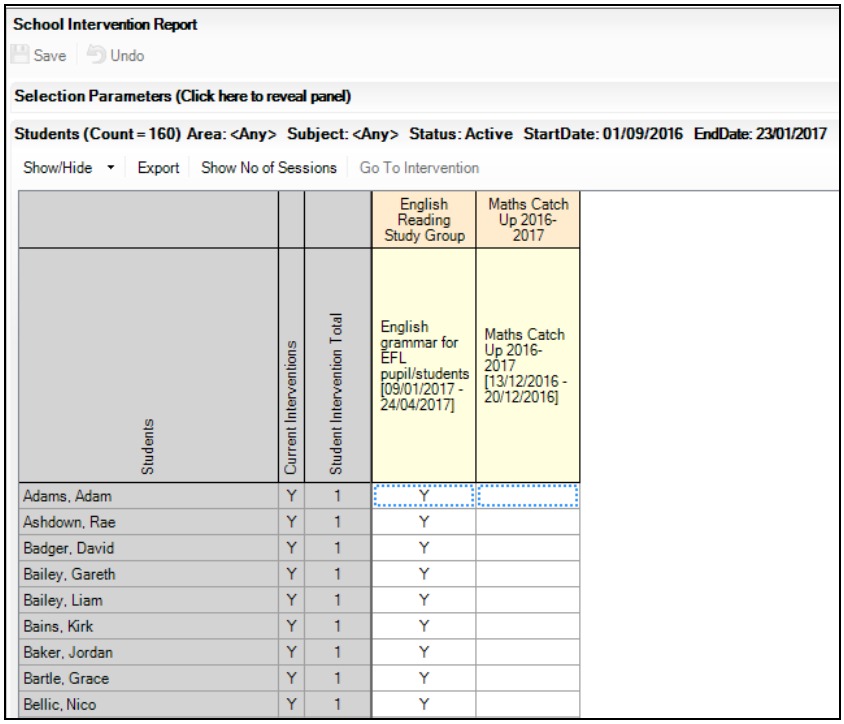
   Within the selected group, it is possible to search for an individual pupil/student by entering their full or partial name in the **Surname filter** and/or the **Forename filter** fields.
8. Filter by **Gender** by selecting an option from the drop-down list. This enables you to arrange the pupil/student names alphabetically by gender.
9. To include all the pupil/students, click the **Select All** button then click the **Apply** button. If you make a mistake, click the **Deselect All** button and make the selections again before clicking the **Apply** button.

10. Click the **Facilitator** Browser button to display the **Select Facilitators** dialog.

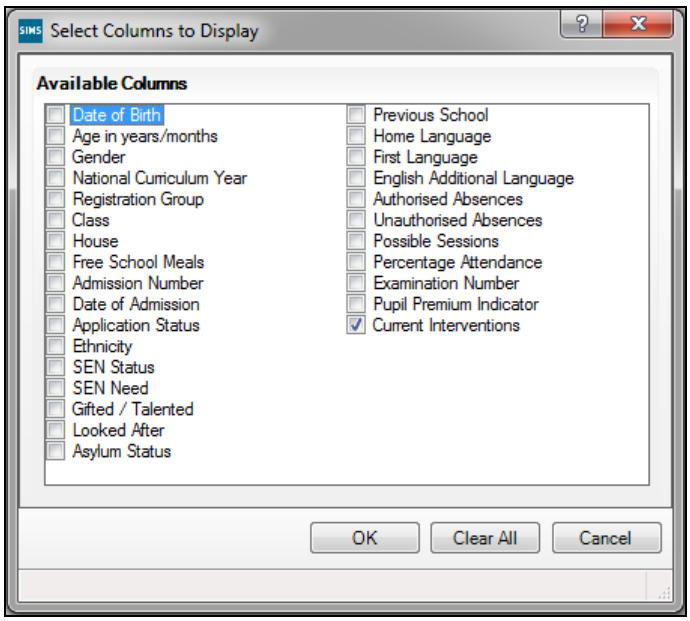


11. Enter the full or partial **Surname** and/or **Forename** of the facilitator(s). Alternatively, select their **Role** from the drop-down list.
12. Click the **Search** button.
13. Highlight the required facilitator(s) and click the **OK** button to return to the **School Intervention Report** page.

14. Click the **Populate** button to generate the report. Interventions that fall within the date range specified in the **Selection Parameters** panel are displayed.

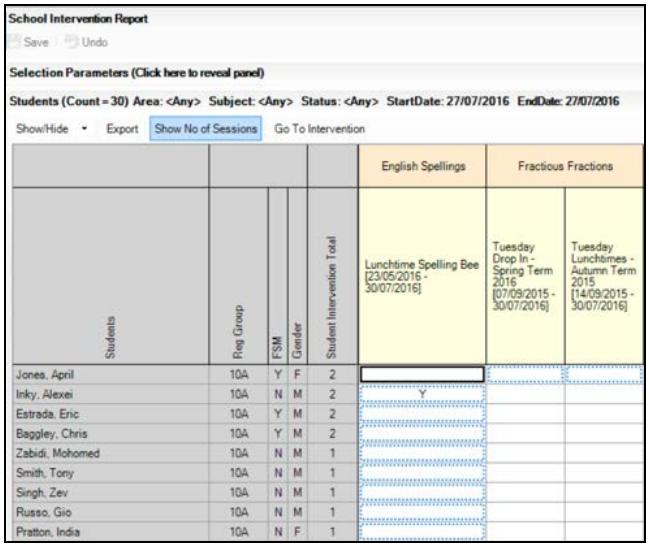


15. Click the **Show / Hide** button or right-click the **Students** column and select **Select Additional Student Columns** to display the **Select Columns to Display** dialog.

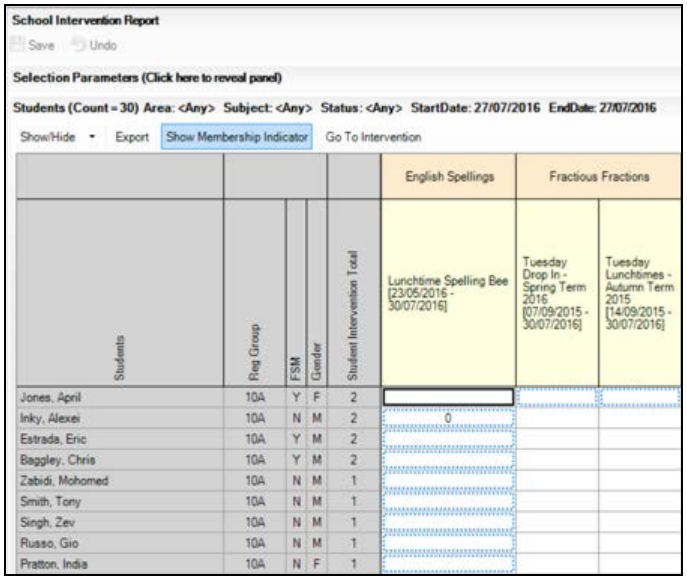


16. Select the check box(es) adjacent to the names of the **Available Columns** that you want to include. Multiple check boxes can be selected, if required.

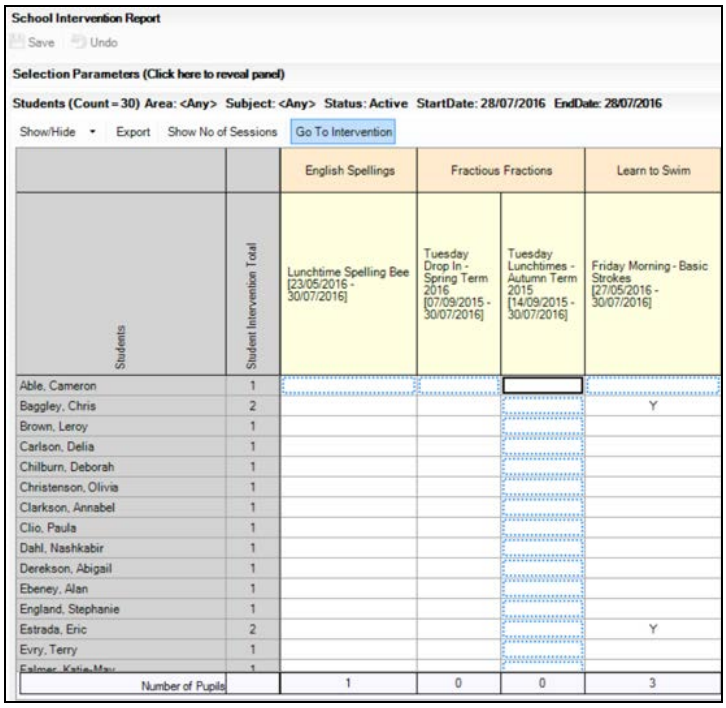
17. If you make a mistake with the selection, click the **Clear All** button and make the selection again.
18. Click the **OK** button to incorporate the additional columns.
19. With a pupil/student highlighted, click the **Show No of Sessions** button to display the number of intervention sessions that the pupil/student has attended.



This is a toggle button. After clicking the **Show No of Sessions** button, the name of the toggle button changes to the **Show Membership Indicator** button. Click this button to display a **Y** indicator, confirming the membership of an intervention for the selected pupil/student.



Right-click an intervention column and select **Go To Intervention** or highlight an intervention column and click the **Go To Intervention** button to display the **Run Intervention Details** page. This is a shortcut, enabling you to view the intervention details.



School Intervention Report

Save Undo

Selection Parameters (Click here to reveal panel)

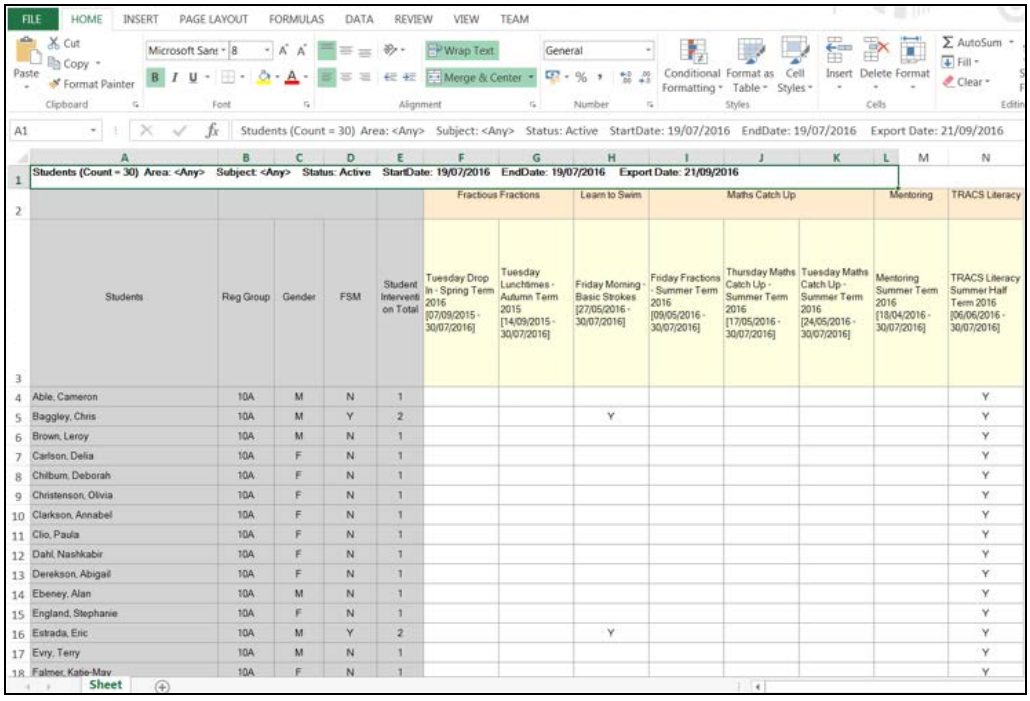
Students (Count = 30) Area: <Any> Subject: <Any> Status: Active StartDate: 28/07/2016 EndDate: 28/07/2016

Show/Hide Export Show No of Sessions Go To Intervention

Students	Student Intervention Total	English Spellings	Fractious Fractions		Learn to Swim
		Lunchtime Spelling Bee [23/05/2016 - 30/07/2016]	Tuesday Drop In - Spring Term 2016 [07/09/2015 - 30/07/2016]	Tuesday Lunchtimes - Autumn Term 2015 [14/09/2015 - 30/07/2016]	Friday Morning - Basic Strokes [27/05/2016 - 30/07/2016]
Able, Cameron	1				
Baggley, Chris	2				Y
Brown, Leroy	1				
Carlson, Delia	1				
Chilburn, Deborah	1				
Christenson, Olivia	1				
Clarkson, Annabel	1				
Clio, Paula	1				
Dahl, Nashkabir	1				
Derekson, Abigail	1				
Ebeney, Alan	1				
England, Stephanie	1				
Estrada, Eric	2				Y
Evry, Terry	1				
Falmer, Katie-May	1				
Number of Pupils		1	0	0	3

20. After viewing the **Run Intervention Details** page, click the **Back** arrow button on the toolbar to return to the **School Intervention Report** page.

The report output can be exported to Microsoft® Excel by clicking the **Export** button. This enables the output to be modified.



FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW TEAM

A1 Students (Count = 30) Area: <Any> Subject: <Any> Status: Active StartDate: 19/07/2016 EndDate: 19/07/2016 Export Date: 21/09/2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Students (Count = 30) Area: <Any> Subject: <Any> Status: Active StartDate: 19/07/2016 EndDate: 19/07/2016 Export Date: 21/09/2016													
2						Fractious Fractions		Learn to Swim	Maths Catch Up				Mentoring	TRACS Literacy
3	Students	Reg Group	Gender	FSM	Student Intervention Total	Tuesday Drop In - Spring Term 2016 [07/09/2015 - 30/07/2016]	Tuesday Lunchtimes - Autumn Term 2015 [14/09/2015 - 30/07/2016]	Friday Morning - Basic Strokes [27/05/2016 - 30/07/2016]	Friday Fractions - Summer Term 2016 [09/05/2016 - 30/07/2016]	Thursday Maths Catch Up - Summer Term 2016 [17/05/2016 - 30/07/2016]	Tuesday Maths Catch Up - Summer Term 2016 [24/05/2016 - 30/07/2016]	Mentoring Summer Term 2016 [18/04/2016 - 30/07/2016]	TRACS Literacy Summer Half Term 2016 [06/06/2016 - 30/07/2016]	
4	Able, Cameron	10A	M	N	1								Y	
5	Baggley, Chris	10A	M	Y	2			Y					Y	
6	Brown, Leroy	10A	M	N	1								Y	
7	Carlson, Delia	10A	F	N	1								Y	
8	Chilburn, Deborah	10A	F	N	1								Y	
9	Christenson, Olivia	10A	F	N	1								Y	
10	Clarkson, Annabel	10A	F	N	1								Y	
11	Clio, Paula	10A	F	N	1								Y	
12	Dahl, Nashkabir	10A	F	N	1								Y	
13	Derekson, Abigail	10A	F	N	1								Y	
14	Ebeney, Alan	10A	M	N	1								Y	
15	England, Stephanie	10A	F	N	1								Y	
16	Estrada, Eric	10A	M	Y	2			Y					Y	
17	Evry, Terry	10A	M	N	1								Y	
18	Falmer, Katie-May	10A	F	N	1								Y	

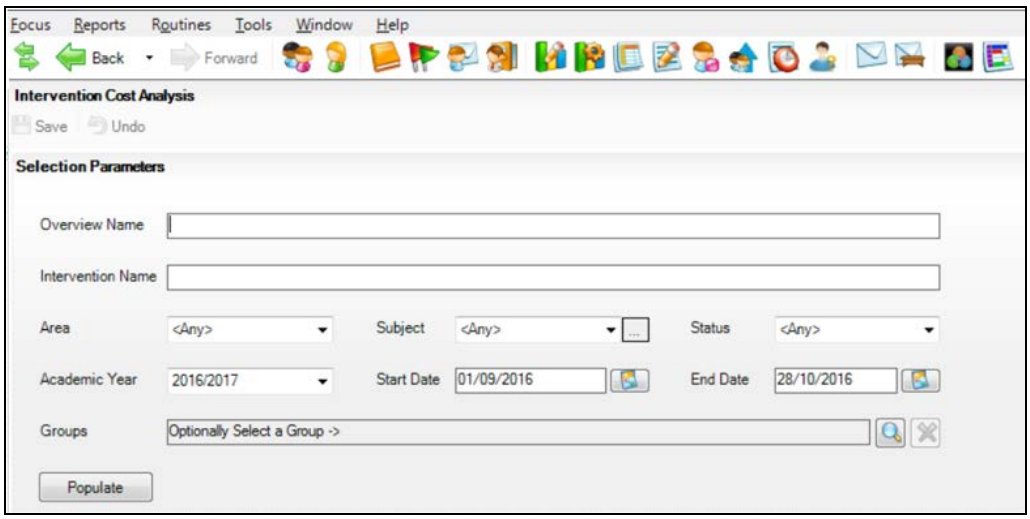
Sheet

More Information:
Modifying Intervention Details on page *16*

Running the Intervention Cost Analysis Report

This report has been provided to enable schools to monitor and manage the budget assigned to school interventions. Only users with suitable permissions to view intervention costs can run this report.

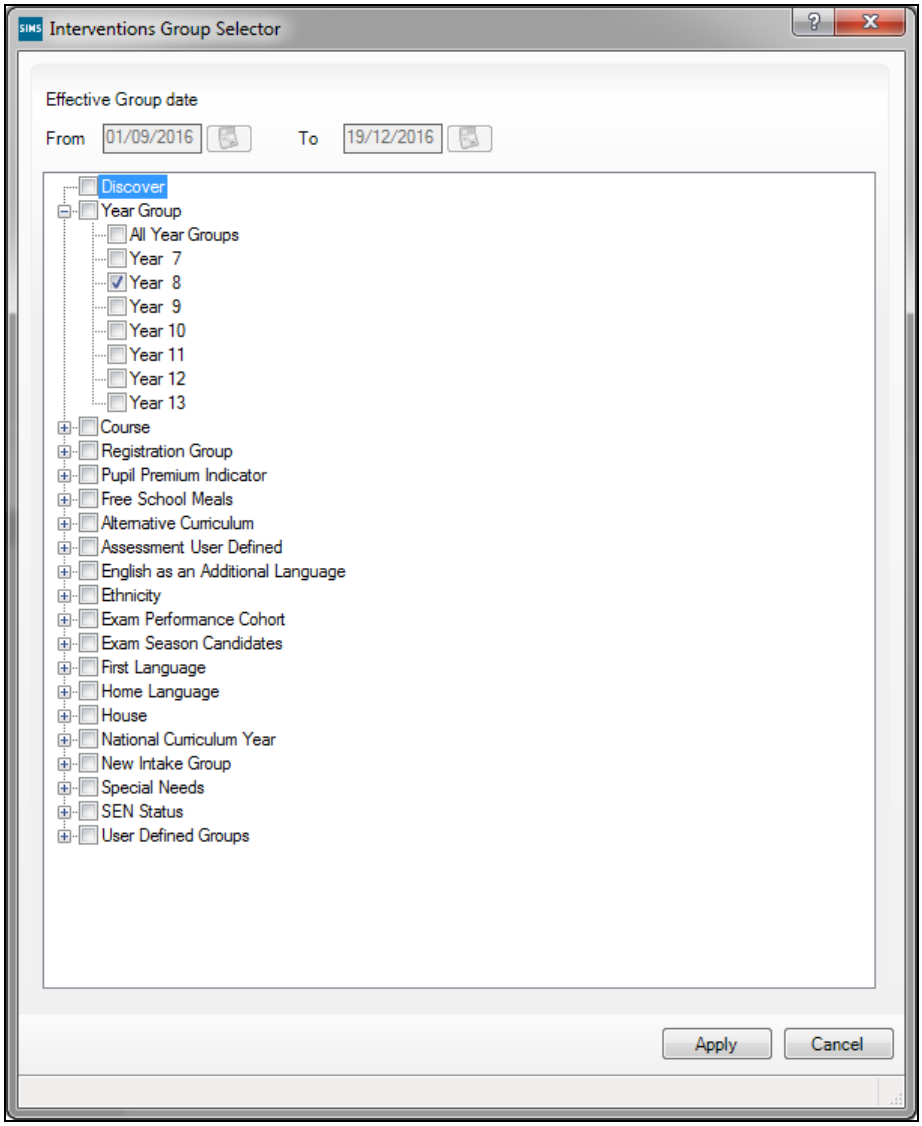
1. Select **Reports | Interventions | Intervention Cost Analysis** to display the **Intervention Cost Analysis** page.



2. Enter the **Overview Name** and/or the **Intervention Name** on which to analyse the costs.
3. Select the **Area** from the drop-down list.
4. Select the relevant **Subject** from the drop-down list. It is possible to report on an inactive subject, click the **Inactive** button and select the required subject from the drop-down list, if required. Inactive items are displayed in red text.
5. Select the **Status** from the drop-down list. This defaults to **<Any>** but it is possible to specify **Active** or **Inactive** if you want to report on current or completed intervention costs.
6. The **Academic Year** defaults to the current academic year but you can select a different year by selecting from the drop-down list.

   The **Start Date** defaults to the start of the current academic year. The **End Date** defaults to today's date but either of these dates can be changed by selecting an alternative date from the respective Calendar. It is possible to set an end date in the future but not beyond the end of the selected academic year.

7. Click the **Groups** Browser button to display the **Interventions Group Selector** dialog.

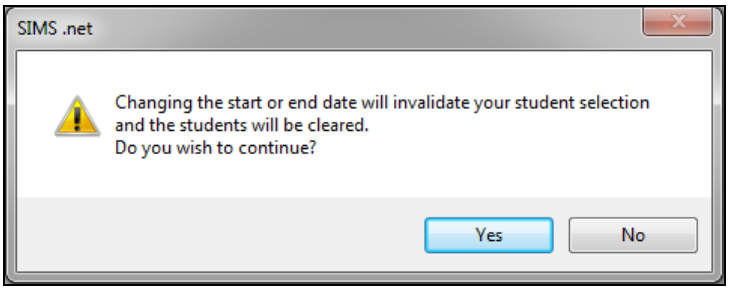


It is possible to select multiple groups, if required. If a group is not selected, information will be displayed for all pupil/students associated with an intervention between the start and end dates.

Only groups containing pupil/students who are on-roll or recorded as applicants on the intervention **Start Date** are available for selection. The **From** and **To** dates default to the date range specified in the **Selection Parameters** panel.

a. To change these dates, click the respective **Calendar** button in the **Interventions Group Selector** dialog to select an alternative date.

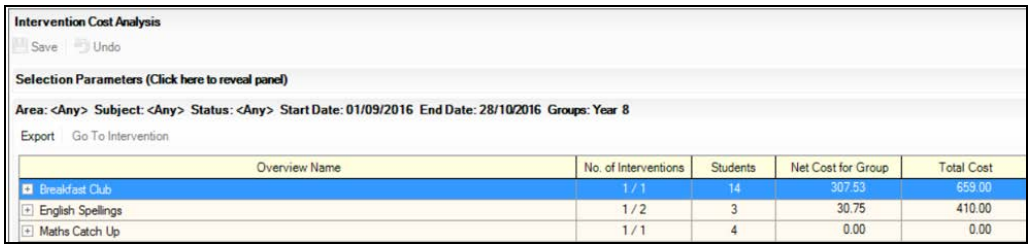
A message is displayed, prompting you to revisit the selections.



b. Click the **Yes** button to continue.

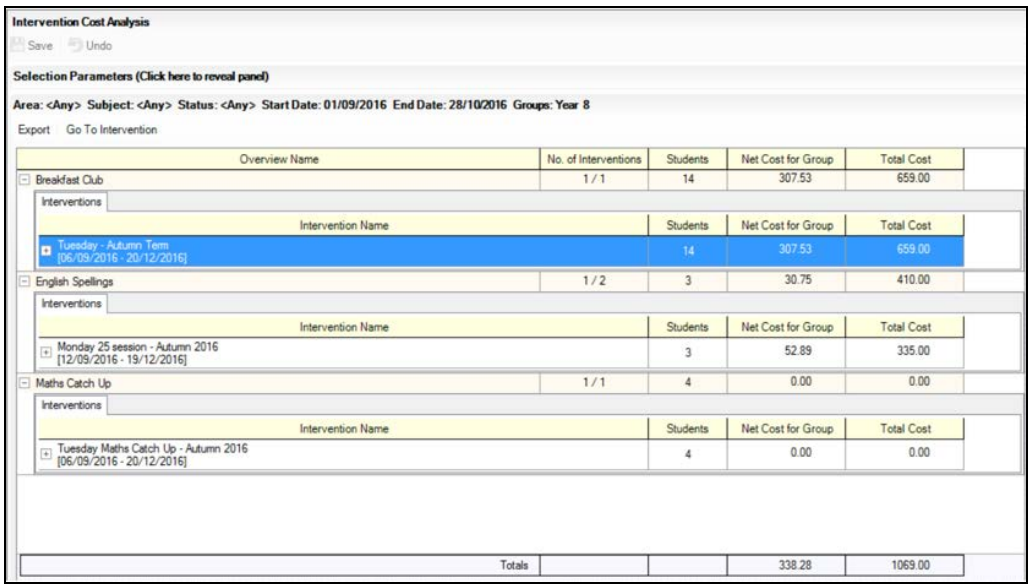
c. Make your selections again in the **Interventions Group Selector** dialog.

8. Click the **+** or **-** symbols to expand or collapse the groups.
9. Select the required **Group**(s).
10. Click the **Apply** button.
11. Click the **Populate** button in the **Selection Parameters** panel to generate the report.



All intervention **Overview Names** are displayed in alphabetical order.

12. Click the **+** button to expand an **Overview Name** and display a list of interventions associated with the overview name.



The information displayed in the report includes only active interventions that fall within the date range specified in the **Selection Parameters** panel. If four interventions are scheduled during the academic year, and only one of these is active within the specified date range, this intervention is displayed in the report, e.g. the **No. of Interventions** count displays **1/4**. The other interventions will not be detailed.

If the **Students** count does not display the expected number of pupil/students, the remainder of the pupil/students are associated with an intervention that falls outside of the specified date range.

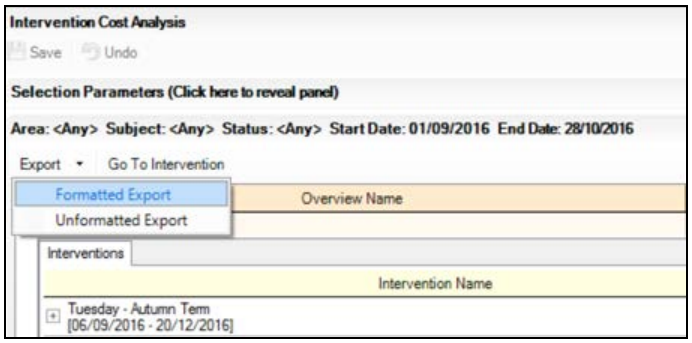
The intervention overview **Total Cost** applies to the academic year for all the related interventions.

The **Net Cost for Group** figure is proportionate to the **Total Cost** in relation to the number of pupil/students who fall within the selected parameters. For example, only costs for pupil/students within the selected Year Group 8 are displayed.

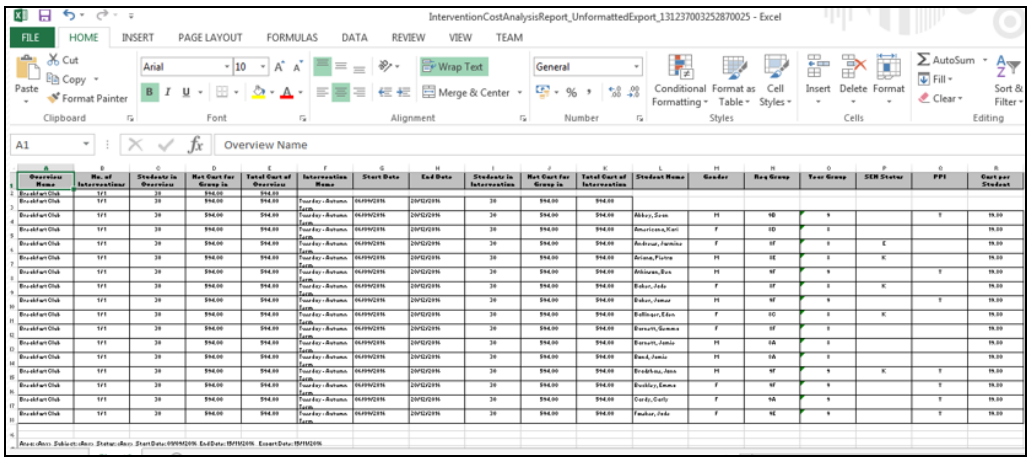
13. To view the names of the pupil/students associated with an intervention, click the **+** button.
14. To access the **Plan Intervention** page, highlight the required **Intervention Name** and click the **Go To Intervention** link. Alternatively, highlight the required **Intervention Name**, right-click and select **Go To Intervention** from the pop-up menu.

    The details of the intervention can be edited only by users with the relevant permissions.
15. Click the **Save** button and close the **Edit Intervention** dialog to view any amendments made to the Intervention Cost Analysis report.
16. Once the report output is populated, click the **Export** button and select **Formatted Export** or **Unformatted Export** to determine the format of the data in Microsoft Excel. If you do not select an option, the data will be exported in the default format of **Unformatted Export**.

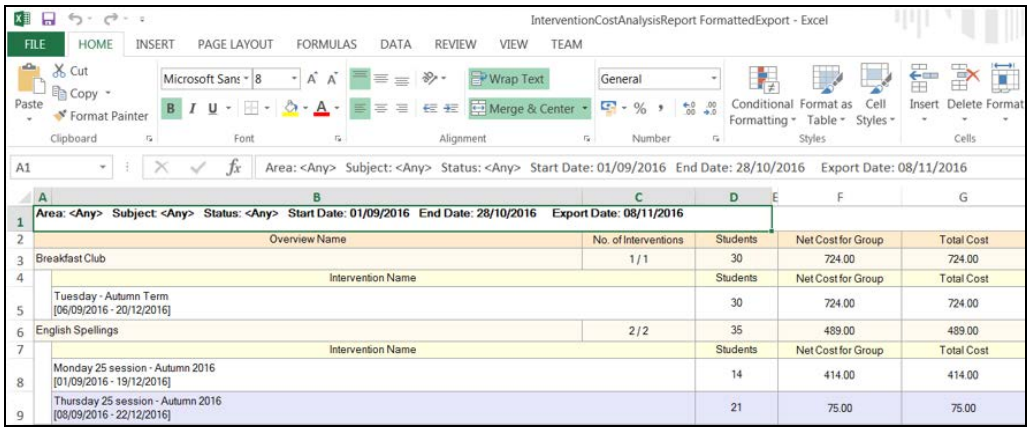
    Exporting the data to Microsoft Excel enables the output to be modified.



The **Unformatted Export** option displays a number of additional pupil/student-related data columns in Microsoft Excel.



Selecting the **Formatted Export** option provides a printable output in Microsoft Excel that replicates the information as it is displayed on the **Intervention Cost Analysis** page.

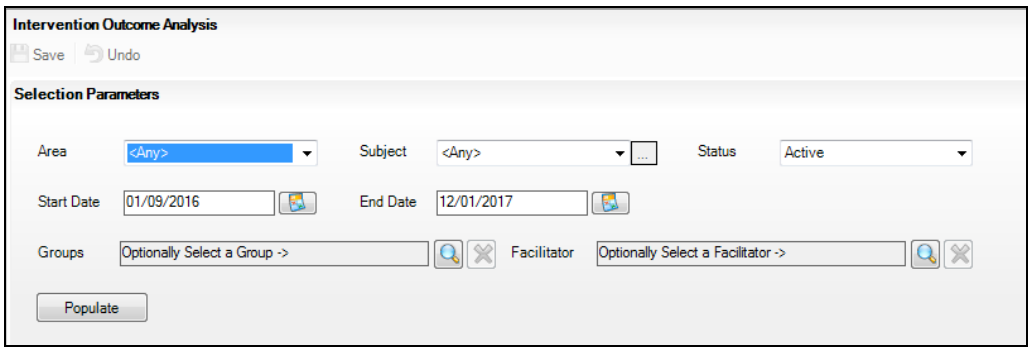


	A	B	C	D	E	F	G
1	Area: <Any> Subject: <Any> Status: <Any> Start Date: 01/09/2016 End Date: 28/10/2016 Export Date: 08/11/2016						
2		Overview Name	No. of Interventions	Students		Net Cost for Group	Total Cost
3		Breakfast Club	1 / 1	30		724.00	724.00
4			Intervention Name	Students		Net Cost for Group	Total Cost
5			Tuesday - Autumn Term [06/09/2016 - 20/12/2016]	30		724.00	724.00
6		English Spellings	2 / 2	35		489.00	489.00
7			Intervention Name	Students		Net Cost for Group	Total Cost
8			Monday 25 session - Autumn 2016 [01/09/2016 - 19/12/2016]	14		414.00	414.00
9			Thursday 25 session - Autumn 2016 [08/09/2016 - 22/12/2016]	21		75.00	75.00

Running the Intervention Outcome Analysis Report

This report enables you to determine which school intervention has been the most effective in achieving the targets specified, during the specified date range.

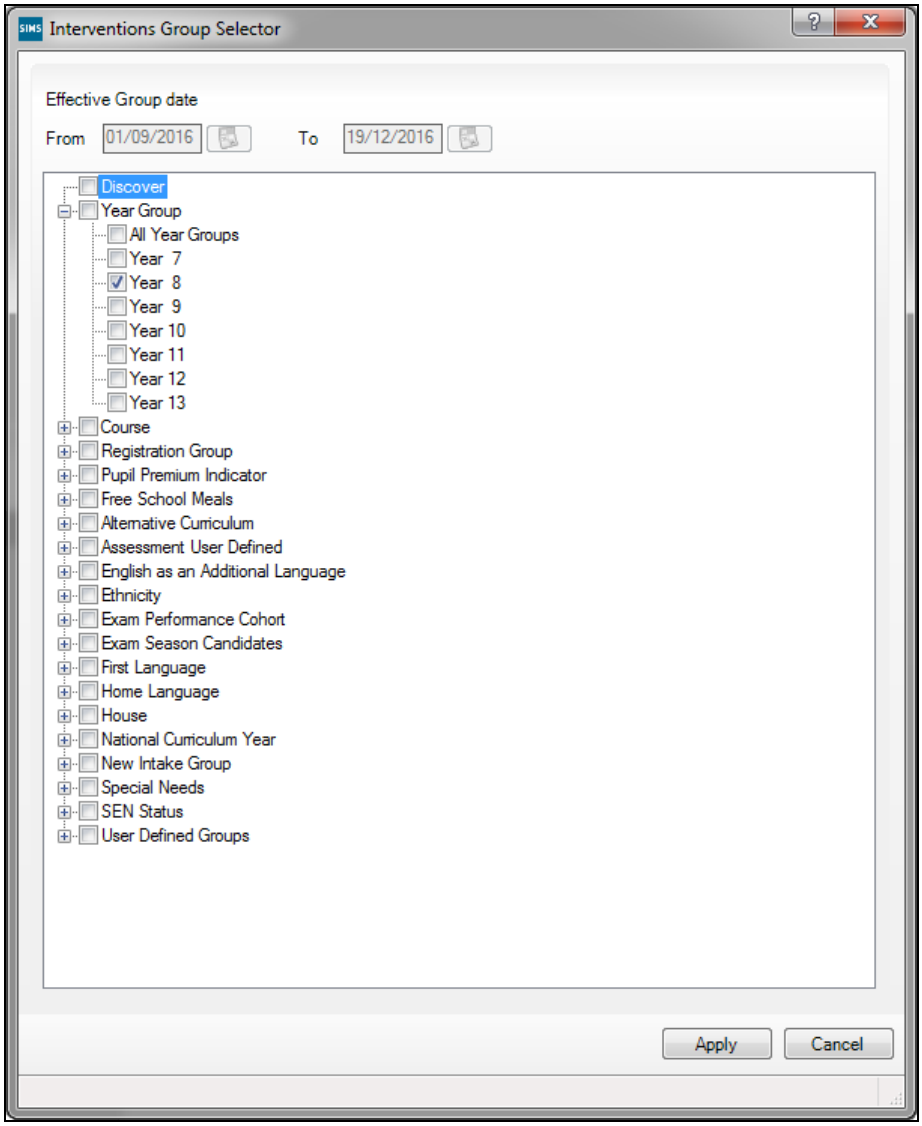
1. Select **Reports | Interventions | Intervention Outcome Analysis Report** to display the **Intervention Outcome Analysis** page.



2. In the **Selection Parameters** panel, select the **Area** on which the report will be based, e.g. **Academic**. Alternatively, leave the default set to **<Any>** to report on all areas of intervention.
3. Select the relevant **Subject** from the drop-down list. It is possible to report on an inactive subject, click the **Inactive** button and select the required subject from the drop-down list, if required. Inactive items are displayed in red text. Alternatively, leave the default set to **<Any>** to report on all areas of intervention.
4. The **Status** defaults to **Active** but **Inactive** can be selected from the drop-down list.

   The **Start Date** defaults to the start date of the current academic year. The **End Date** defaults to today's date but either of these dates can be changed by selecting an alternative date from the respective Calendar.

5. Click the **Groups** Browser button to display the **Interventions Group Selector** dialog.

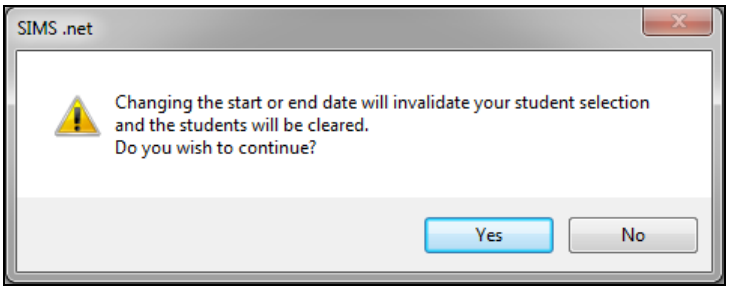


Only pupil/students who are on-roll or recorded as applicants on the intervention **Start Date** are available for selection.

The **From** and **To** dates default to the date specified in the **Intervention Outcome Analysis** panel.

a. To change these dates, click the respective **Calendar** buttons in the **Intervention Outcome Analysis** panel and select an alternative date.

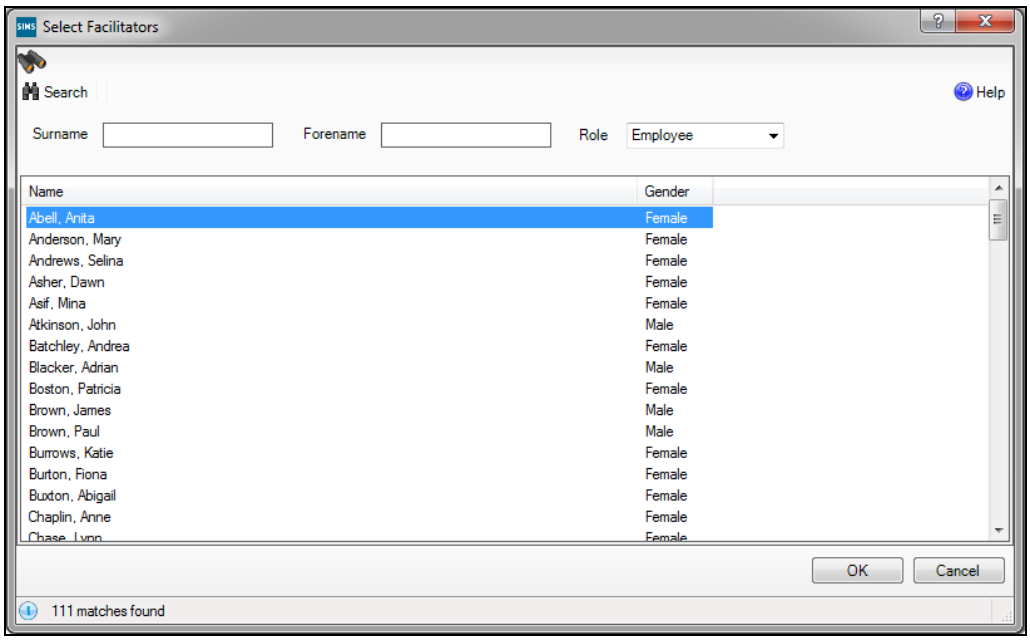
A message is displayed, prompting you to revisit the selections.



b. Click the **Yes** button to continue.

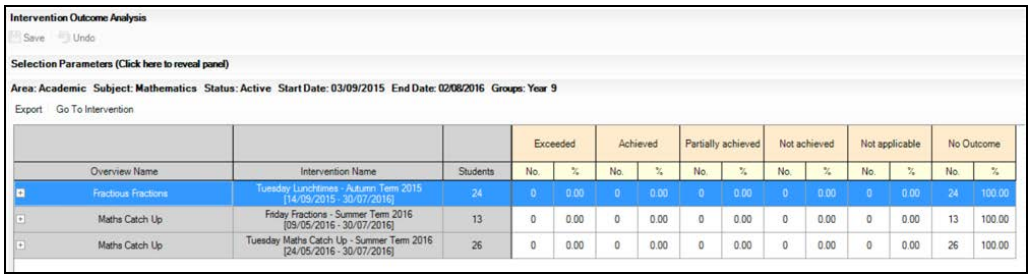
c. Make your pupil/student selections again in the **Interventions Group Selector** dialog.

6. Click the + or - symbols to expand or collapse the groups as necessary.
7. Select the required **Group**(s).
8. Click the **Apply** button.
9. Click the **Facilitator** Browser button to display the **Select Facilitators** dialog.



10. Enter the full or partial **Surname** and/or **Forename** of the required facilitator(s). Alternatively, select their **Role** from the drop-down list.
11. Click the **Search** button.
12. Highlight the required facilitator(s) and click the **OK** button to return to the **Intervention Outcome Analysis** page.

13. Click the **Populate** button to generate the report.



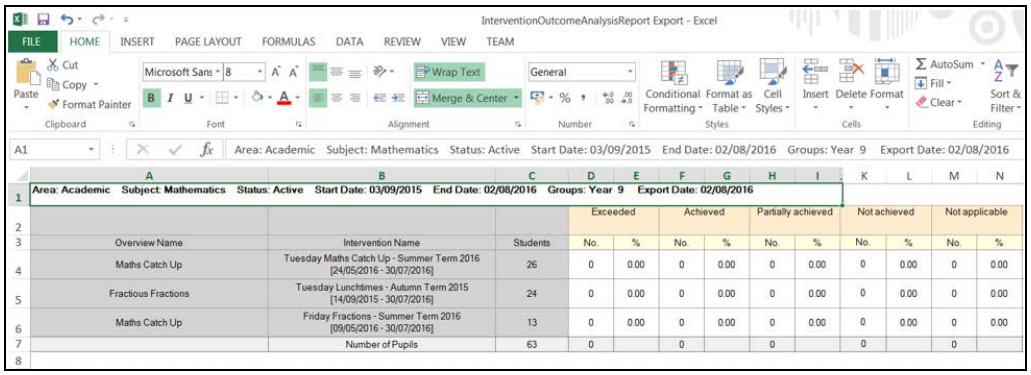
			Exceeded		Achieved		Partially achieved		Not achieved		Not applicable		No Outcome	
Overview Name	Intervention Name	Students	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Fractious Fractions	Tuesday Lunchtimes - Autumn Term 2015 [14/09/2015 - 30/07/2016]	24	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	24	100.00
Maths Catch Up	Friday Fractions - Summer Term 2016 [09/05/2016 - 30/07/2016]	13	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	13	100.00
Maths Catch Up	Tuesday Maths Catch Up - Summer Term 2016 [24/05/2016 - 30/07/2016]	26	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	26	100.00

The **Students** column indicates the total number of pupil/students, within the selected group(s), who are associated with the intervention overview. A count and percentage of pupil/students are indicated against the possible outcomes for each selected intervention overview. A summary row displays the total number of pupil/student for each outcome column.

14. Click the **+** button in the required **Overview Name** column to expand the view and display the names of the pupil/students associated with each intervention overview.

> *TIP: If you click the **Export** button in the expanded view, the Excel output displays the names of the associated pupil/students.*

15. Highlight the name of an intervention overview and click the **Go To Intervention** link to display the **Run Intervention Details** page. This is a shortcut, enabling you to view the intervention details.
16. Click the **Export** button to open the Intervention Outcome Analysis report in Microsoft® Excel. This enables the output to be modified.



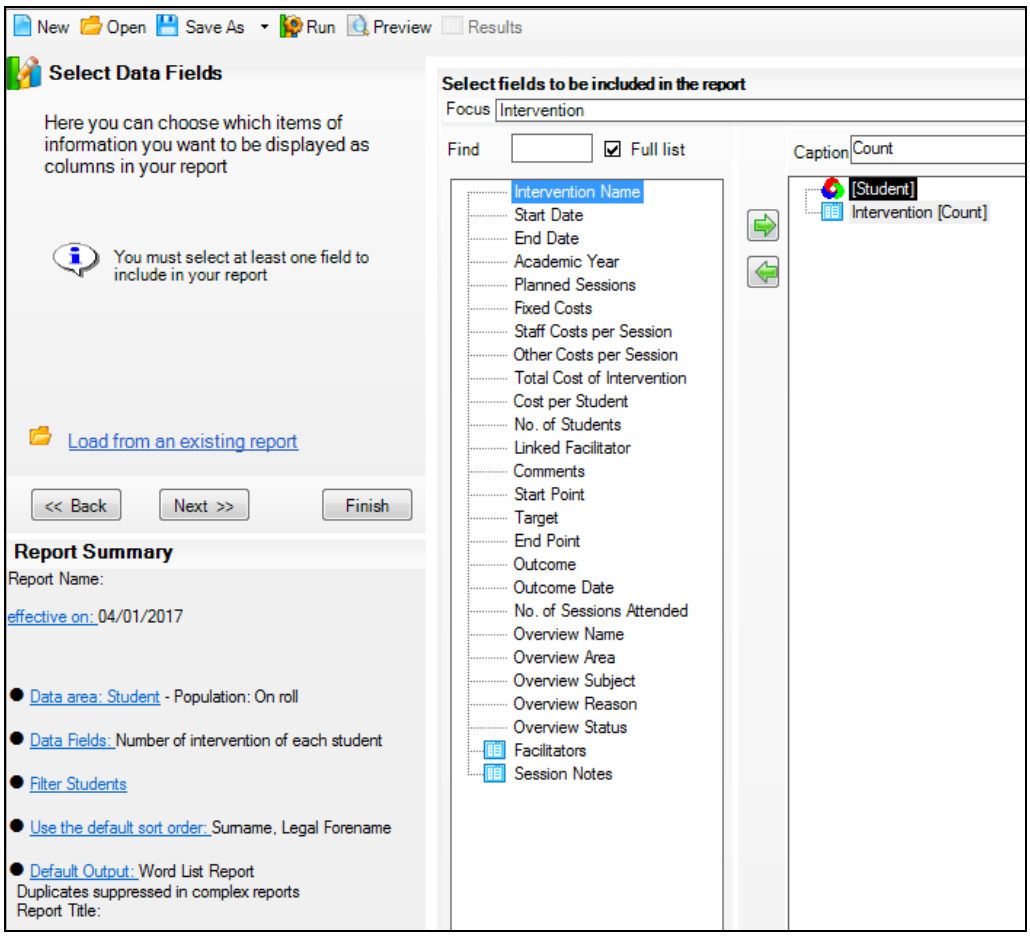
Area: Academic Subject: Mathematics Status: Active Start Date: 03/09/2015 End Date: 02/08/2016 Groups: Year 9 Export Date: 02/08/2016												
			Exceeded		Achieved		Partially achieved		Not achieved		Not applicable	
Overview Name	Intervention Name	Students	No.	%	No.	%	No.	%	No.	%	No.	%
Maths Catch Up	Tuesday Maths Catch Up - Summer Term 2016 [24/05/2016 - 30/07/2016]	26	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Fractious Fractions	Tuesday Lunchtimes - Autumn Term 2015 [14/09/2015 - 30/07/2016]	24	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Maths Catch Up	Friday Fractions - Summer Term 2016 [09/05/2016 - 30/07/2016]	13	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	Number of Pupils	63	0		0		0		0		0	

More Information:
Modifying Intervention Details on page *16*

Intervention Related Fields Available from the Reporting Dictionary

Intervention-specific fields have been provided in the reporting dictionary, enabling their inclusion in user-defined reports.

Select **Reports | Design Report**.



The following intervention-related fields are available from the reporting dictionary when designing **Student** based reports:

- Intervention (Count)
- Intervention Name
- Start Date
- End Date
- Academic Year
- Planned Sessions
- Fixed Costs
- Staff Costs per Session
- Other Costs per Session
- Total Cost of Intervention
- Cost per Student
- No. of Students

- Linked Facilitator
- Comments
- Start Point
- Target
- End Point
- Outcome
- Outcome Date
- No of Sessions Attended
- Overview Name
- Overview Area
- Overview Subject
- Overview Reason
- Overview Status
- Facilitators
- Session Notes.

A number of these fields are available when designing reports based on **Applicants**, **Staff**, **Contacts** and **Agents**.

A specific **Intervention** node has also been provided for **Students**, **Staff**, **Contacts** and **Applicants**, enabling the inclusion of basic intervention overview details to be incorporated into a report design based on these types of data area.

Predefined Discover Graphs for Interventions

A number of specific Discover graphs have been provided for use with SIMS Interventions. These report definitions are visible to those with suitable permissions to run SIMS Interventions.

Click the **Pastoral** button in SIMS Discover to display the following graph definitions:

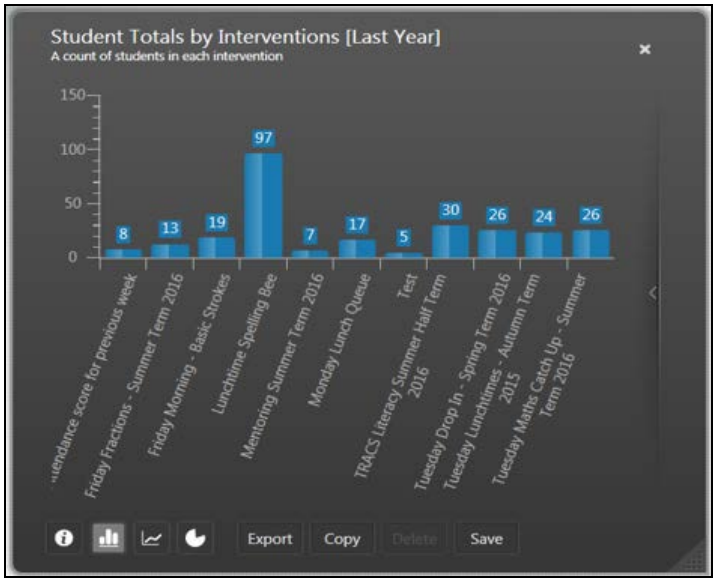
- Student Totals by Interventions
- Student Outcomes by Intervention
- Student Outcomes by Overview.

Pastoral button

Please ensure that you have read and understood the *Discover User Guide* before using Discover.

Student Totals by Interventions Graph

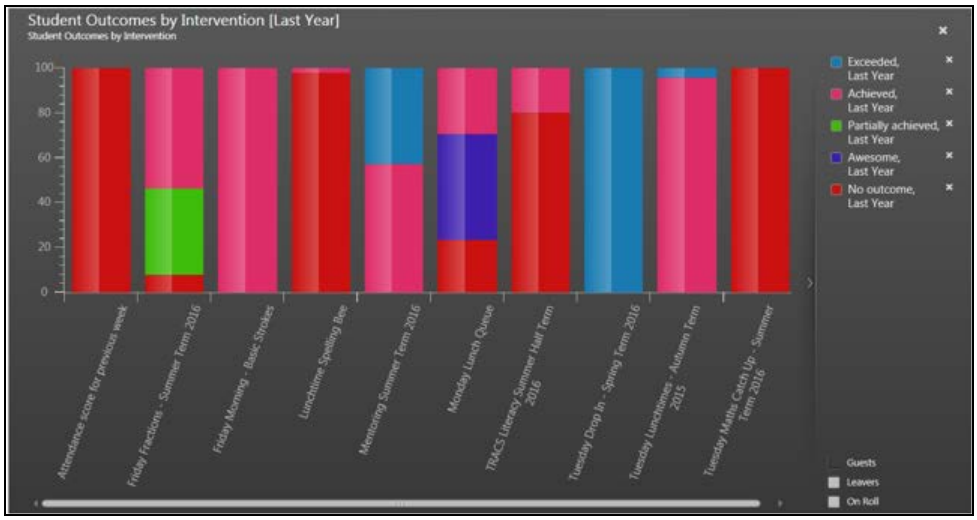
Where there is SIMS Interventions data available and this has been transferred into Discover, it is possible to view this data in the Student Totals by Interventions graph.



The total number of pupil/students associated with each intervention is displayed. The interventions are displayed in alphabetical order.

Student Outcomes by Intervention Graph

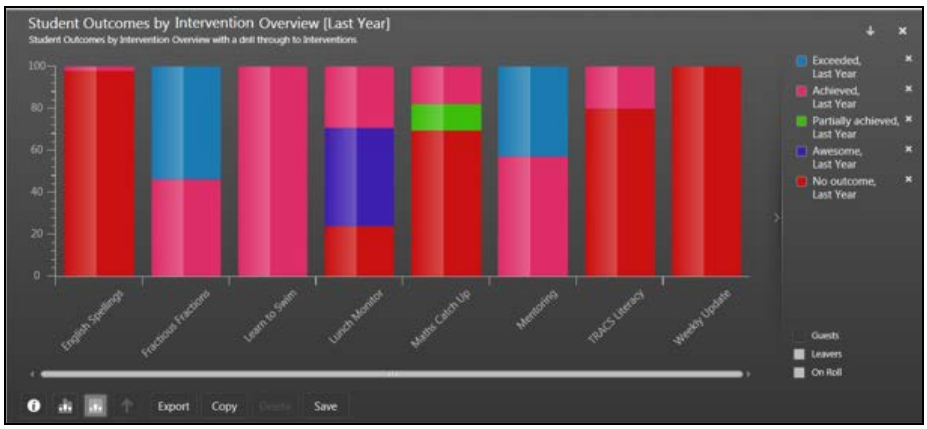
Where there is SIMS Interventions data available and this has been transferred into Discover, it is possible to view this data in the Student Outcomes by Intervention graph.



Each segment of the stacked bar graph relates to a colour coded status in the legend panel. The legend panel displays the status of each intervention and also includes a **No Outcome** status.

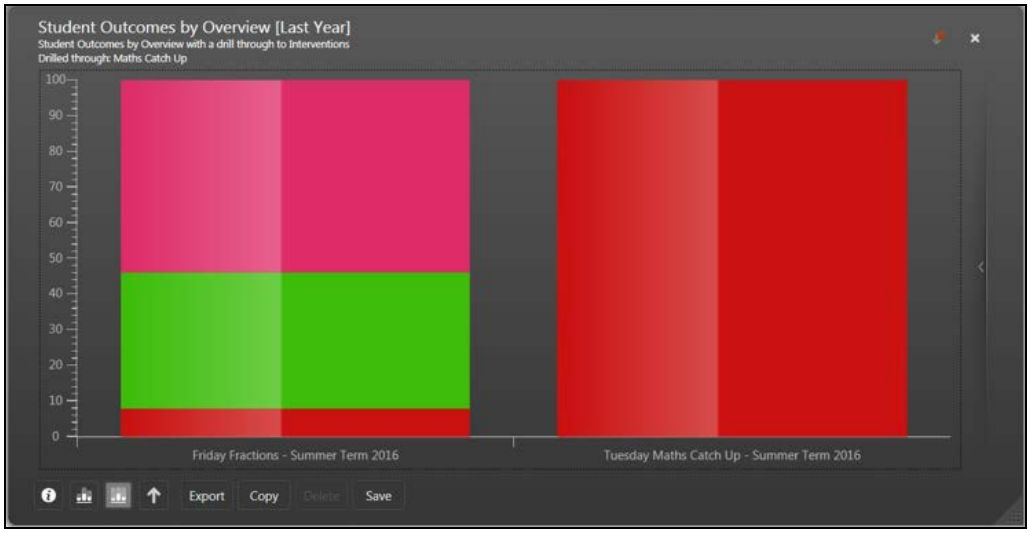
Student Outcomes by Intervention Overview Graph

Where there is SIMS Interventions data available and this has been transferred into Discover, it is possible to view this data in the Student Outcomes by Intervention Overview graph.



The total number of pupil/students associated with each intervention is displayed. The interventions are displayed in alphabetical order.

Each segment of the stacked bar graph relates to a colour coded status in the legend panel. The legend panel displays the status of each intervention and also includes a **No Outcome** status.



It is possible to drill down into a segment of the stacked bar graph to view the pupil/students involved in the school interventions.

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