



# INTERVENTIONS

7.5

[BACK TO ROADMAP](#)

## ESTABLISH DATA-DRIVEN INTERVENTION AND REFERRAL SYSTEMS AND PROCESSES

- ▶ ARTICULATE CLEAR REFERRAL PROCESSES AND PROTOCOLS

### INTERVENTION TRACKING: ESSENTIAL ELEMENTS CHECKLIST

YES	ESSENTIAL TRACKING ELEMENT	RELATED CONSIDERATIONS
<input type="radio"/>	Our tracking includes students' names and dates	
<input type="radio"/>	We name the intervention	<b>Best Practice:</b> Include the intended outcome
<input type="radio"/>	We name the Key Performance Indicator (KPI) that the intervention addresses	
<input type="radio"/>	We include current grades in targeted courses	<b>Best Practice:</b> Express grade averages as a percentage, not a letter
<input type="radio"/>	We track student participation in the intervention (i.e. contact dates, tutoring attendance, office hour visits, etc.)	<ul style="list-style-type: none"><li>▶ Who is responsible for tracking student participation?</li><li>▶ Do they know what to track? If not, who is responsible for communicating to them?</li><li>▶ How do they provide student participation data to the team and when/how frequently?</li></ul>
<input type="radio"/>	We specify dates we will review progress on the primary KPI impacted by the intervention	<b>Best Practice:</b> Meeting agendas budget time to review progress and tweak interventions, OR Teams conduct separate meetings to review and tweak
<input type="radio"/>	We will have at least 2 check points in a 10-week period to allow for course correction	<b>Best Practice:</b> <ul style="list-style-type: none"><li>▶ Express grade average as a percentage</li><li>▶ Express attendance in cumulative absences and tardies</li></ul>
<input type="radio"/>	We assign each student a staff member as Champion	A Staff Champion acts like a case manager. He/she might: <ul style="list-style-type: none"><li>▶ Help coordinate the intervention logistics</li><li>▶ Communicate with staff, student and family about the intervention and progress</li><li>▶ Ensure the student follow up occurs</li><li>▶ Facilitate the report out for a student</li></ul>

