



## How To: Create a Written Record of Classroom Interventions

When general-education students begin to struggle with academic or behavioral issues, the classroom teacher will typically select and implement one or more evidence-based intervention strategies to assist those students. But a strong intervention plan needs more than just well-chosen interventions. It also requires 4 additional components (Witt, VanDerHeyden, & Gilbertson, 2004): (1) student concerns should be clearly and specifically defined; (2) one or more methods of formative assessment should be used to track the effectiveness of the intervention; (3) baseline student data should be collected prior to the intervention; and (4) a goal for student improvement should be calculated before the start of the intervention to judge whether that intervention is ultimately successful. If a single one of these essential 4 components is missing, the intervention is to be judged as fatally flawed (Witt, VanDerHeyden, & Gilbertson, 2004) and as not meeting minimum Response to Intervention standards.

Teachers need a standard format to use in documenting their classroom intervention plans. The *Classroom Intervention Planning Sheet* that appears later in this article is designed to include all of the essential documentation elements of an effective intervention plan. The form includes space to document:

- *Case information.* In this first section of the form, the teacher notes general information, such as the name of the target student, the adult(s) responsible for carrying out the intervention, the date the intervention plan is being created, the expected start and end dates for the intervention plan, and the total number of instructional weeks that the intervention will be in place. Most importantly, this section includes a description of the student problem; research shows that the most significant step in selecting an effective classroom intervention is to correctly identify the target student concern(s) in clear, specific, measureable terms (Bergan, 1995).
- *Intervention.* The teacher describes the evidence-based intervention(s) that will be used to address the identified student concern(s). As a shortcut, the instructor can simply write the intervention name in this section and attach a more detailed intervention script/description to the intervention plan.
- *Materials.* The teacher lists any materials (e.g., flashcards, wordlists, worksheets) or other resources (e.g., Internet-connected computer) necessary for the intervention.
- *Training.* If adults and/or the target student require any training prior to the intervention, the teacher records those training needs in this section of the form.
- *Progress-Monitoring.* The teacher selects a method to monitor student progress during the intervention. For the method selected, the instructor records what type of data is to be used, collects and enters student baseline (starting-point) information, calculates an intervention outcome goal, and notes how frequently he or she plans to monitor the intervention.

A completed example of the *Classroom Intervention Planning Sheet* that includes a math computation intervention can be found later in this article.

While a simple intervention documentation form is a helpful planning tool, schools should remember that teachers will need other resources and types of assistance as well to be successful in selecting and using classroom interventions. For example, teachers should have access to an 'intervention menu' that contains evidence-based strategies to address the most common academic and behavioral concerns and should be able to get coaching support as they learn how to implement new classroom intervention ideas.

### References

Bergan, J. R. (1995). Evolution of a problem-solving model of consultation. *Journal of Educational and Psychological Consultation*, 6(2), 111-123.

Witt, J. C., VanDerHeyden, A. M., & Gilbertson, D. (2004). Troubleshooting behavioral interventions. A systematic process for finding and eliminating problems. *School Psychology Review*, 33, 363-383.



# Classroom Intervention Planning Sheet

This worksheet is designed to help teachers to quickly create classroom plans for academic and behavioral interventions.

Case Information		
<b>What to Write:</b> Record the important case information, including student, person delivering the intervention, date of plan, start and end dates for the intervention plan, and the total number of instructional weeks that the intervention will run.		
Student:	Interventionist(s):	Date Intervention Plan Was Written:
Date Intervention is to Start:	Date Intervention is to End:	Total Number of Intervention Weeks:
Description of the Student Problem:		

Intervention
<b>What to Write:</b> Write a brief description of the intervention(s) to be used with this student. TIP: If you have a script for this intervention, you can just write its name here and attach the script to this sheet.

Materials	Training
<b>What to Write:</b> Jot down materials (e.g., flashcards) or resources (e.g., Internet-connected computer) needed to carry out this intervention.	<b>What to Write:</b> Note what training--if any--is needed to prepare adult(s) and/or the student to carry out the intervention.

Progress-Monitoring	
<b>What to Write:</b> Select a method to monitor student progress on this intervention. For the method selected, record what type of data is to be used, enter student baseline (starting-point) information, calculate an intervention outcome goal, and note how frequently you plan to monitor the intervention. Tip: Several ideas for classroom data collection appear on the right side of this table.	
Type of Data Used to Monitor:	<u>Ideas for Intervention Progress-Monitoring</u> <ul style="list-style-type: none"> <li>Existing data: grades, homework logs, etc.</li> <li>Cumulative mastery log</li> <li>Rubric</li> <li>Curriculum-based measurement</li> <li>Behavior report card</li> <li>Behavior checklist</li> </ul>
Baseline	
Outcome Goal	
How often will data be collected? (e.g., daily, every other day, weekly):	



# Classroom Intervention Planning Sheet: Math Computation Example

This worksheet is designed to help teachers to quickly create classroom plans for academic and behavioral interventions.

Case Information					
<b>What to Write:</b> Record the important case information, including student, person delivering the intervention, date of plan, start and end dates for the intervention plan, and the total number of instructional weeks that the intervention will run.					
Student:	<i>John Samuelson-Gr 4</i>	Interventionist(s):	<i>Mrs. Kennedy, classroom teacher</i>	Date Intervention Plan Was Written:	<i>10 October 2012</i>
Date Intervention is to Start:	<i>M 8 Oct 2012</i>	Date Intervention is to End:	<i>F 16 Nov 2012</i>	Total Number of Intervention Weeks:	<i>6 weeks</i>
Description of the Student Problem:		<i>Slow math computation speed (computes multiplication facts at 12 correct digits in 2 minutes, when typical gr 4 peers compute at least 24 correct digits).</i>			

Intervention
<b>What to Write:</b> Write a brief description of the intervention(s) to be used with this student. TIP: If you have a script for this intervention, you can just write its name here and attach the script to this sheet.
<i>Math Computation Time Drill. (Rhymer et al., 2002)</i> <i>Explicit time-drills are a method to boost students' rate of responding on arithmetic-fact worksheets: (1) The teacher hands out the worksheet. Students are instructed that they will have 3 minutes to work on problems on the sheet. (2) The teacher starts the stop watch and tells the students to start work. (3) At the end of the first minute in the 3-minute span, the teacher 'calls time', stops the stopwatch, and tells the students to underline the last number written and to put their pencils in the air. Then students are told to resume work and the teacher restarts the stopwatch. (4) This process is repeated at the end of minutes 2 and 3. (5) At the conclusion of the 3 minutes, the teacher collects the student worksheets.</i>

Materials	Training
<b>What to Write:</b> Jot down materials (e.g., flashcards) or resources (e.g., Internet-connected computer) needed to carry out this intervention.	<b>What to Write:</b> Note what training--if any--is needed to prepare adult(s) and/or the student to carry out the intervention.
<i>Use math worksheet generator on <a href="http://www.interventioncentral.org">www.interventioncentral.org</a> to create all time-drill and assessment materials.</i>	<i>Meet with the student at least once before the intervention to familiarize with the time-drill technique and timed math computation assessments.</i>

Progress-Monitoring		
<b>What to Write:</b> Select a method to monitor student progress on this intervention. For the method selected, record what type of data is to be used, enter student baseline (starting-point) information, calculate an intervention outcome goal, and note how frequently you plan to monitor the intervention. Tip: Several ideas for classroom data collection appear on the right side of this table.		
Type of Data Used to Monitor: <i>Curriculum-based measurement: math computation assessments: 2 minute single-skill probes</i>		<u>Ideas for Intervention Progress-Monitoring</u> <ul style="list-style-type: none"> <li>Existing data: grades, homework logs, etc.</li> <li>Cumulative mastery log</li> <li>Rubric</li> <li>Curriculum-based measurement</li> <li>Behavior report card</li> <li>Behavior checklist</li> </ul>
Baseline	Outcome Goal	
<i>12 correct digits per 2 minute probe</i>	<i>24 correct digits per 2 minute probe</i>	
How often will data be collected? (e.g., daily, every other day, weekly): <i>WEEKLY</i>		