

SAIG Intervention Plan on EXCEED

1. Ending Old Plans (if necessary)

- If the student already has a behavior domain plan in EXCEED, you will need to End and Rate Plan. This does not mean CICO has to end. You will continue to use DPR scores to monitor progress.
- ALL PLANS MUST BE ENDED, EVEN IF EXCEED END DATE IS NOT REACHED, IN ORDER TO CREATE A NEW BEHAVIOR PLAN
- Find Student, click on student
- Go to RTI (in gray column) - click
- Click on Blue Pencil next to plan (top box)
- Go to last tab- Rate and End Plan
- Rate the plan
- Can leave Comments, (ie that student is moving to a higher level intervention)
- END PLAN (lower right corner)

2. Creating a SAIG Intervention Plan

- Click on Blue Gear- ADD A PLAN
- Plan Details Tab:
 - Click on Behavior (upper left)
 - Click on SAIG (lower left)
 - Click **Create Plan from Template**
 - Assign a staff (smiley face assigns you, blue pencil you can search for any staff)
 - Will automatically take you to next tab
 - TO CHANGE THE START DATE- go back to Plan Details and change Start Date (Save plan in lower right, click Yes on popup)
- Select Goals Tab:
 - You are using a template with a goal pre-selected, so you **do nothing on this tab**
- Plan Goals Tab
 - Under Goal (top) you will see a description of the goal for this SAIG
 - Measure is set for the specific template you selected- **DO NOT CHANGE**
 - Enter **Baseline of 40** and **Target of 80** (bottom left portion of screen)
 - Click Save Goal in lower right corner
- Interventions Tab
 - Click SAIG (upper right)
 - Start Date/ End Date should be the same as under Plan Details
 - If incorrect- change Schedule Intervention to No and then back to Yes (dates will reset to what is under Plan Details tab)
 - Insert Start Time (If this changes, just pick start of school day)
 - For how many minutes do they meet?
 - Frequency should be Weekly
 - Underneath, select the day that the SAIG will meet
 - Currently Friday is selected, you should adjust
 - If the day of the week changes, leave as Friday
 - Log Intervention: Yes
 - Click Copy From Schedule
- Plan is complete, click educator tab to exit out.

3. **Entering Scores (by single student)**

- Search for student again
- Click Blue Gear- Add Scores/ Progress
- Right Hand Side of pop-window
- Click on Behavior
- Change date
- *#DPS Points* (red box) is their percentage score for the day
- Use *Not Tested* if student absent or did not check out
- Use *Ignored* to enter a score but not have score affect growth calculations
- Use *Calculate* to calculate their percentage (for example they received 27/33)
- Narrative box allows users to enter a note on a score (student was on a field trip, etc)
- Repeat for all days

4. **Viewing all Your Students:**

- If you are attached as the staff member for the intervention: Go to educator tab. Upper left where it says My Classes, click downward triangle and select My Interventions.
- All students assigned to you will appear.

5. **Ending Plans**

ALL PLANS MUST BE ENDED ON EXCEED WITH STUDENT COMPLETES SAIG

- Find Student, click on student
- Go to RTI
- Click on Blue Pencil by plan
- Go to last tab- Rate and End Plan
- Rate the plan
- Can leave Comments
- END PLAN (lower right corner)