Quick Guide to Tracking Interventions

A set of guidelines for designing an intervention tracking tool.

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Tracking is necessary to determine the efficacy of an intervention so that adjustments can be made in a timely manner. A tracking tool is more effective when it is in a teacher-friendly format that can be disaggregated to pull data for specific subgroups. For example, if your team is using tutoring as an intervention, and the targeted student group requires tutoring in more than one core class, your tracking tool should be able to disaggregate data to ascertain intervention impact by course. Microsoft Excel and Google Sheets can support the tracking of interventions by disaggregating data and creating graphs.

Features of Good Intervention Tracking Tools

- Name of the intervention and what key performance indicator it addresses (attendance, point-in-time On-Track rates, GPA, behavior metric, etc.)

- Names of the targeted students

  ° If tracking grades, include each core course's average expressed as a percentage

- Intervention contacts/implementation evidence

  ° Tutoring attendance

  ° Mentorship contact dates

  ° "Office hours" visits

- Point-in-time progress on the key performance indicator impacted by the intervention

  ° Should include at least 2 checkpoints within a 10-week period

  ° If tracking grades, provide an average expressed as a percentage for each core course

  ° If tracking attendance, provide number of cumulative absences and/or tardies

Quick Guide to Tracking Interventions (cont.)

Example: Henderson College Prep, Quarter 3 Mentorship Program, Key Performance Indicator Addressed: Point-in-Time On-Track rates

Student	Mentor	Meeting 1 Dates: 02/01 - 02/04/2016					
		Abs	**Tardies**	**ENG**	**MATH**	**SCI**	**SOC**
A	Isom	1	1	75	83	56	80
B	Shields	1	0	90	57	83	32
C	Wells	0	3	48	67	77	93
D	Wells	0	5	79	78	76	57
E	Pitcher	0	1	82	84	88	32
F	Muldrow	1	1	44	78	88	57
G	Pitcher	2	6	75	81	87	71
H	Martinez	1	1	61	55	62	71
I	Pitcher	1	1	68	90	83	83
J	Isom	0	3	59	65	83	93
K	Isom	0	2	88	82	88	32
L	Martinez	0	1	88	92	51	85
M	Shields	0	0	75	78	88	76
N	Shields	1	0	83	83	88	57