MiSiS – My Integrated Student Information System Student Support Enter and View Prior Interventions

The MiSiS application allows teachers and other authorized staff to document interventions for incidents that have occurred, which do not warrant submitting a referral, and **do not** need actions to be taken by an Administrator/Designee. This input screen includes prior interventions which may later be liked to a submitted referral.

This job aid will walk the user through the processes of entering and viewing prior interventions through the **Teacher's portal**.

Step 1 Log into MiSiS at <u>https://misis.lausd.net/start</u>, using your single sign-on (SSO) account.

** Schools with multiple locations housed at the same site will access each location separately.

Step 2 From the Class Roster page, click the Action button for a particular student to view a list of available options.





** The **Student Profile** screen displays, with the *Support* option highlighted.

Contact Log	Student Code: School: Grade: ELD Lavel: Gender: DOB: HLS Date:	010203X 'ANY LAU 11 F 02/23/199	111 JSD SCHOOL 97	44 	5 4 E Z	TAN	Emergency 1. 2. Guardian Inf (P) (2) (3) Alerts: View all Aler	Contact: ormation:			
Enrollment View Referr	Attenda	nce	Academics	Sup	port	Services	Census	Miscella	neous	-	
+ Add new	record										
Referral Dat ID Dat	e/Time Refera	al Reason(s)				Action	(s) Taken	Formal Discipl	Follow-up ne Required	Follow- Resolve	up d
142597 03/	25/2014 Caree 28.07	r Planning							No	Na	

Step 4 Click the **maximize** button at the upper right corner of the window to view a full screen.

ALICIA					<u> </u>
Contact Log	Student Code: School: Grade: ELD Level: Gender: DOB: HLS Date:	010203X11 ANY LAUSD SCHOOL 11 F 02/23/1997	S 4 E T A N Z	Emergency Contact: 1. 2. Guardian Information: (P) (2) (3) Alerts: View all Alerts	-



Step 5	Hover the mouse over the <i>Support</i> option and click Prior Interventions. (It may be necessary to click in any open	Su	pport
	space on the screen to collapse the drop-down list.)		Counseling Comm.
	5		Prior Interventions
			Referrals
			SST Referral
			Social Adjustment Report

Step 6 Click the + Add new record link to add a new intervention entry.

	📰 Student Profil	e							S 6	
	ALICIA									
	Contact Log	Budent Code: 010 Bohool: ANY Drade: 11 ELD Levrel: Bender: F 008: 02/2 ILS Date:	203X111 Y LAUSD SCHOOL 3/1997	S 4 E Z	TAN	Emergency Contact: 1. 2. Guardian Information: (P) (22) (23) Alerts: View all Alerts				
	Enrollment	Attendance	Academics	Support	Services	Census	Miscellaneous			
	View Intervent	tions								
6	+ Add new rec	cord							🗢 Refresh	
	Date/Time	Locat	tion/Context	Interve	ntion(s) Provided		Intervention Reason(s)	Last Updated By		
	rea records to disp	nay.								

** All required fields are represented by the <u>**Red**</u> <u>**Asterisk**</u>.

** The **Date** and **Time** fields are defaulted to the current date and time according to the computer settings. *These fields are required and should represent the date and time the incident occurred.* Users can click and type over the default data, or the icons can be used. The next few steps will demonstrate using the calendar and clock icons.



- Step 7 To change the date, click the calendar icon III.
- **Step 8** Click the desired date from the date picker to change.









particular intervention submittal.

** Interventions may be entered for either a Counseling -or- a Discipline reason, but not both at the same time.

Intervention Reason

Some *parent* Intervention Reasons listed will have *child* list options available. MiSiS will automatically display the lists in an expanded view.

ounseling:		Discipline:
🖿 🗖 Aca	demic Concerns	🔚 🔲 3.1a - Caused physical injury to another person
🗖	- Does not complete assignments/tasks	🔲 3.1b - Attempted to cause physical injury to another person
🗖	- Grade average is going down	3.1c - Threatened to cause physical injury to another person
🗖	- In danger of failing/not meeting promotion standards	🚔 🔲 3.2 - Marijuana possession for 1st offense of less than 1 oz
🗖	- Low scores	- Alcohol
🗖	- Recommend for intervention	🛄 🗧 - Marijuana, Less Than One OZ
····· 🗖	- Working below standards/exhibits little effort	🚽 🔲 3.3 - Substitute of a controlled substance
l- 🗖 Att	ndance Concerns	🔲 - Alcohol
🗖	- Excessive absences are affecting class work	🖸 - Cocaine
🗖	- Tardies are affecting class work	🔲 - Crack
	- Truancies are affecting class work	- Ecstasy
🗖 Car	eer Planning	

Selecting an Intervention Reason:

<u>Counseling</u> – if the desired option has a parent to child relationship, click the checkbox for the child <u>first</u> (ex. Grade average is going down), *then* select the parent (ex. Academic Concerns).

<u>Discipline</u> – if the desired option has a parent to child relationship, clicking the child <u>first</u> (ex. Alcohol) will trigger the system to automatically select the parent (Substitute of a controlled substance).

Step 16 Click the Alcohol checkbox under the Discipline area.

** Once a selection is made for the Counseling Intervention Reason, the Discipline options will become unavailable, and vise versa.	Intervention Reason Counseling: Academic Concerns Conc	Discipline: 3.1a - Caused physical injury to another person 3.1b - Attempted to cause physical injury to another person 3.1c - Threatened to cause physical injury to another person 3.1c - Threatened to cause physical injury to another person 4.1cohol 4.1cohol 5.1cohol 6.1cohol 6.1cohol 7.1cohol
Step 17 Click the Save button.	Save	Category I – Student Offenses with No Principal Discretion must be recommended for expulsion. Cancel
** A chronological log of entries will display.	Student Profile ALICIA Student Code Otop: Contact Log Dob: Dob: 023/110 Student Code Otop: Op: HLS Date:	I E T A H Emergency Contact: 2. Guardian Information: (P) (2). (3). View all Alorts
	Enrollment Attandance Academic Support Services View Interventions	Censor Miscollensous Letters Censor Reason(s) 133 - Solotate of a costrolled substance - Alcohol



To Edit and/or View an Intervention Record

Follow steps 1 thru 5 located at the beginning of this document.

- ** When the View Interventions window opens, it will display a chronological log of entries.
- Step 6 To edit and/or view an entry, click the Edit 🖍 icon for the desired intervention

Student Profile										E
Contact Log	tudent Code: chool: irade: LD Level: ender: iOB: ILS Date:	010203X111 ANY LAUSD S 11 F 02/23/1997	CHOOL	Z	M & T 3 4	Eme 1. 2. Gua (P) (2) (3) Aler View	rgency Contact: Idian Information:			
						Aler View	ts: / all Alerts			
Enrollment A	ittendance	Academics	Support	Services	Census	Miscellaneous	Letters			
iew Interventions										
+ Add new record									P Refre	sh
	Location/Con	text Intervent	on(s) Provided		Intervention Reason(s			Last Updated By		
Date/Time									_	_
Date/Time 05/28/2014 10:00.00	Classroom	Verbal i	teminder		Academic Concerns • Grade average is g	oing down		YORELL LEON [45280]	-	•

- ** When the Edit Intervention window displays, both Counseling and Discipline options are available for selection. Interventions may be entered for either a Counseling -or- a Discipline reason, but not both at the same time.
- ** Once an edit is made to the Counseling Intervention Reason, the Discipline options will become unavailable, and vise versa.

Submit Intervention * Incident Date:	Comments/Flotes: (Max 500)						
5/28/2014 Im Invalid Date!	Student was informed that their grade average is dropping						
Incident Time:	The second s						
10:00 AM							
Location/Context:							
Classroom +							
Verbal Reminder							
intervention Reason							
Counseling:	Discipline:						
Academic Concerns	👘 📰 3.1a - Caused physical injury to another person 🖉						
Does not complete assignments/tasks	- 🗐 3.1b - Attempted to cause physical injury to another person						
- 🗹 - Grade average is going down	👘 🗐 3.1c - Threatened to cause physical injury to another person 🚽						
- 🔲 - In danger of failing not meeting promotion standards	🕸 🛅 3.2 - Marijuana possession for 1st offense of less than 1 oz						
- Low scores	- E - Alcohol						
Recommend for intervention	- 🗇 - Marjuana, Less Than One OZ						
Working below standards/exhibits little effort	3.3 - Substitute of a controlled substance						
Attendance Concerns	- E + Alcohol						
Excessive absences are affecting class work	- E - Cocaine						
Tardies are affecting class work	- 🗉 - Cradk						
	- Ecstasy						
 Truancies are affecting class work 							



