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 https://misis.lausd.net/start, 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.

Step 3   Click the **Support Referral** option from the list.

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Alerts
Assessments
Attendance
Contact Info
Demographics
Enrollment
Grades
Graduation
Standards
Groups
Retention
Warnings
SST Referral
Student
Services
Support
Referral
Transfers
Transcripts
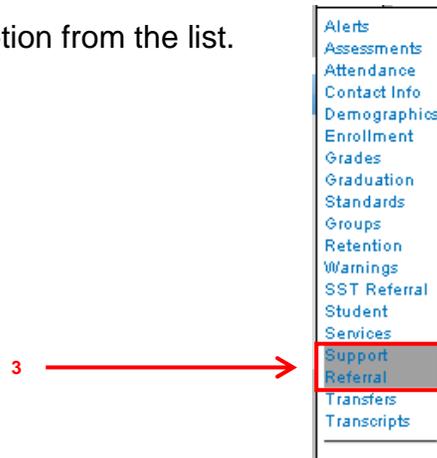
** The **Student Profile** screen displays, with the *Support* option highlighted.
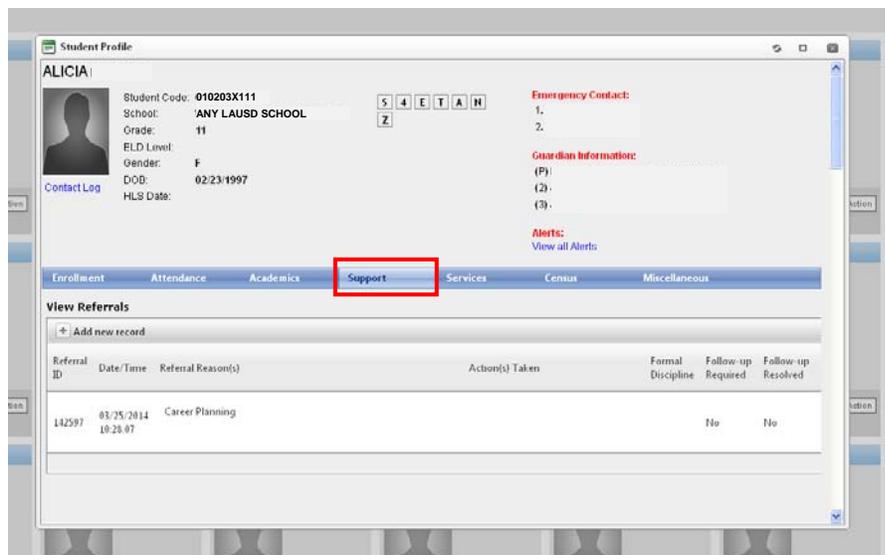
Step 4   Click the **maximize** ▢ button at the upper right corner of the window to view a full screen.

Step 5   Hover the mouse over the *Support* option and click **Prior Interventions**. (It may be necessary to click in any open space on the screen to collapse the drop-down list.)
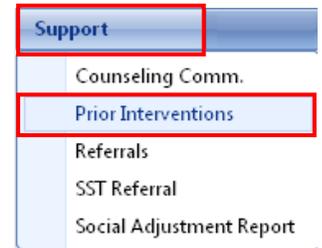
Step 6   Click the ➕ Add new record link to add a new intervention entry.
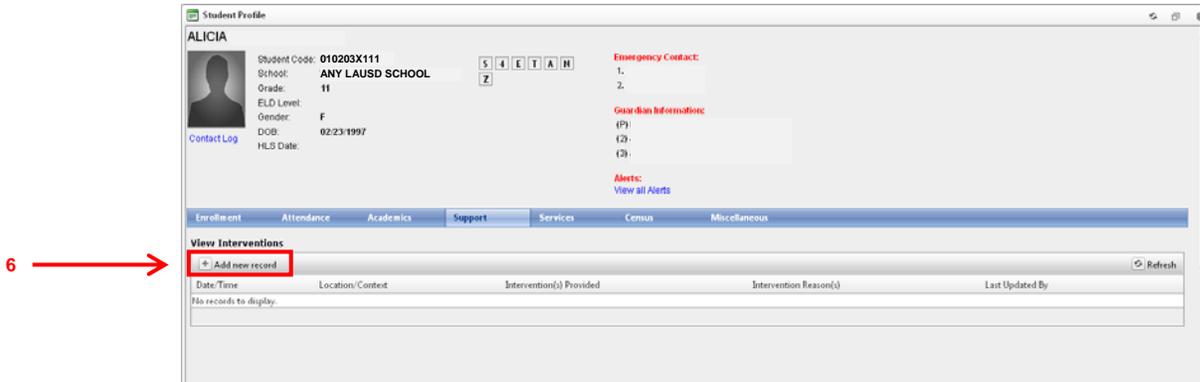
** *All required fields are represented by the* <u>**Red Asterisk**</u>.

** 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.
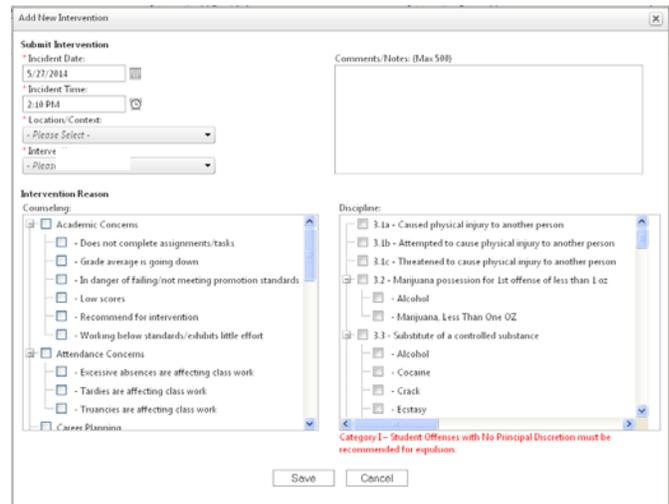
Step 7   To change the date, click the **calendar** icon ▦ .

Step 8   Click the desired date from the date picker to change.

Step 9   To change the time, click the **clock** ⏰ icon

Step 10   Click the desired time from the **Time Picker** to select**.**

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** The time picker options are on the hour, to add minutes after selecting an available option…

Step 11   Double-click on the minutes (00) and type the desired minute value.

11a

11b

Step 12   Click the * **Location/Context** drop down list arrow ▼.

12

Step 13   Click the desired option from the list (*For this example, During lunch was selected*).

13

Step 14   Click the * **Interventions** drop down list arrow ▼.

14

Step 15   Click the checkbox(es) for the type of intervention provided. Multiple selections can be made by clicking the checkbox for each intervention. (*It may be necessary to click in any open space on the screen to collapse the drop down list.*) (*For this example, Campus Beautification was selected.*)

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** To include details of the intervention, click in the **Comments/Notes (Max 500)** field and type any text to be documented along with this particular intervention submittal.

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

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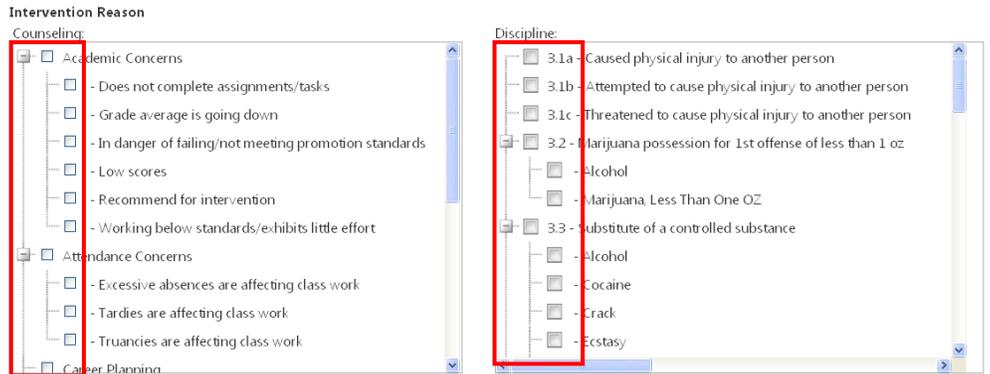
Selecting an Intervention Reason:

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

Discipline – if the desired option has a parent to child relationship, clicking the child first (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.*
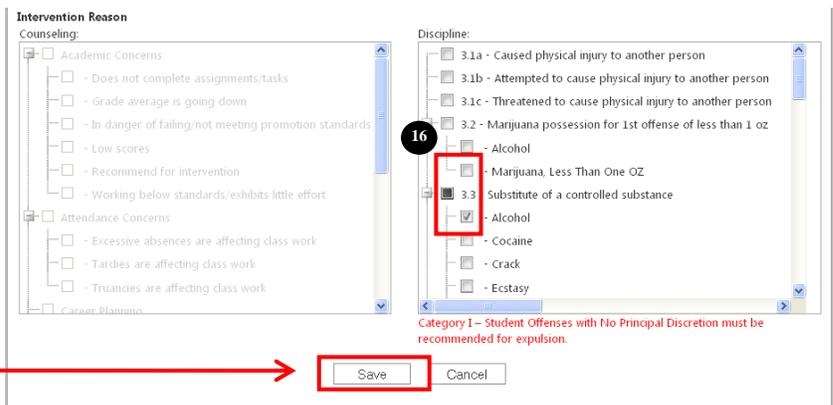
Step 17 Click the [Save] button.

** A chronological log of entries will display.
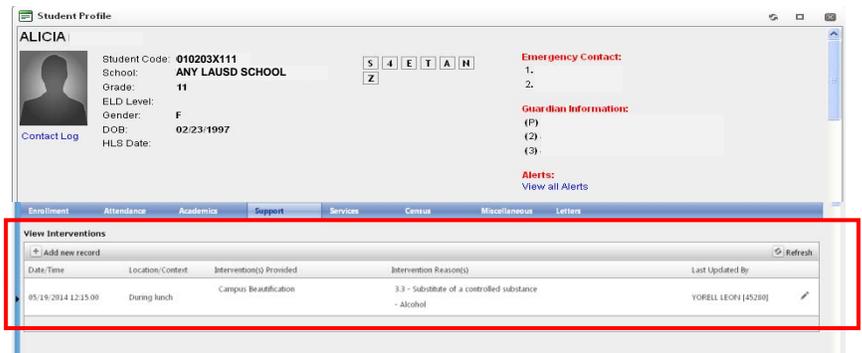
To Edit and/or View an Intervention Record

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
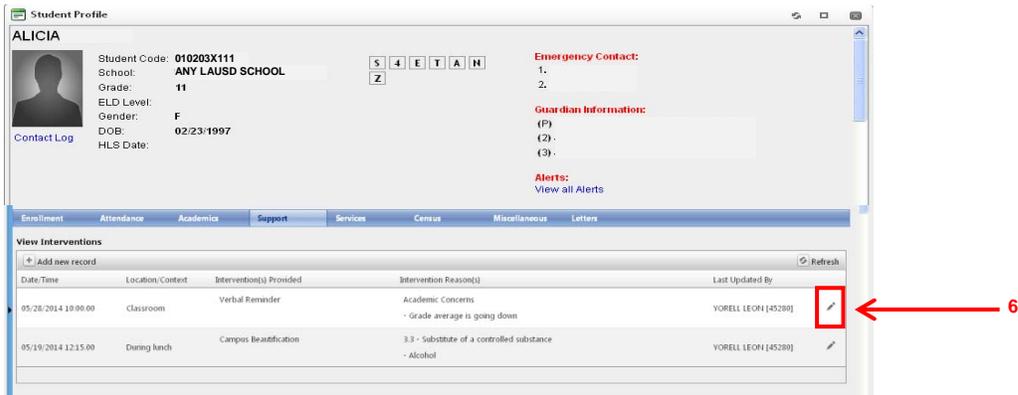
** When the Edit Intervention window displays, *both* Counseling and Discipline options are available for selection. Interventions may be entered for either a Counseling **-or-** a Discipline reason, but not both at the same time.

** *Once an edit is made to the Counseling Intervention Reason, the Discipline options will become unavailable, and vise versa.*
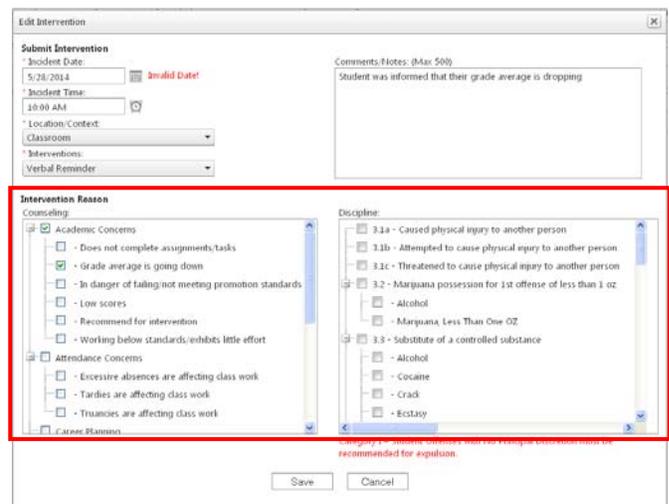
Step 7   For this example, click the checkbox for **Low scores**.

Step 8   Click the ⬚ Save ⬚ button.

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