

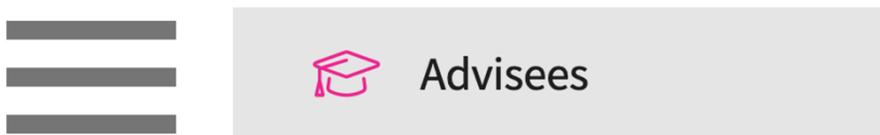
This guide provides instructions on how to track interventions and add communications for students within the system. Users will learn how to manage records of incidents and interactions with students, ensuring accurate and comprehensive tracking.

- **Tracking Interventions**
- **Adding Student Communications**

Steps to track the Interventions:

There will be times that an incident happens with a student that you might want to keep a record of. You can track this information easily within Interventions.

1. Select Advisees from your dashboard or left menu.

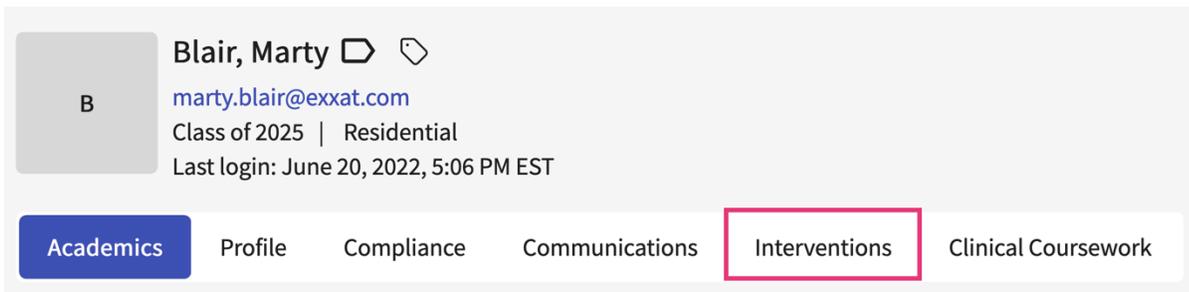


2. Select the student you'd like to manage.

- a. Use the search box or filter to quickly find what you are looking for.
- b. The system will display all students you have been associated with. If a student that you manage is not listed within this section, contact your system administrator.

STUDENT NAME ↑	STUDENT ID	EMAIL	COHORT	PHONE	GROUP
Blair, Marty	563812	marty.blair@exxat.com	Class of 2025	(555) 555-5555	Residential
Brewer, Donald	195632	donald.brewer@exxat.com	Class of 2023	(555) 555-5555	Residential
Dawson, Spencer	7000-41	spencer.dawson@exxat.com	Class of 2025	(555) 555-5555	Residential

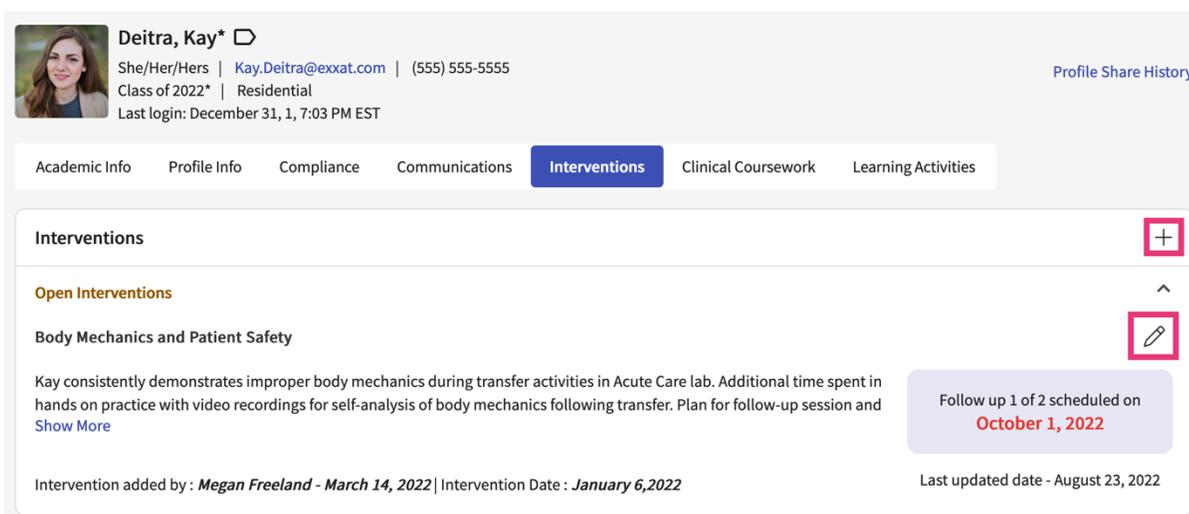
3. Select Interventions

**Blair, Marty**  
marty.blair@exxat.com
Class of 2025 | Residential
Last login: June 20, 2022, 5:06 PM EST

Academics Profile Compliance Communications **Interventions** Clinical Coursework

4. The page will load all previously added interventions. Click on the + icon to add an entry.

a. Click on the pencil icon to make edits to existing interventions.

**Deitra, Kay*** 
She/Her/Hers | Kay.Deitra@exxat.com | (555) 555-5555 [Profile Share History](#)
Class of 2022* | Residential
Last login: December 31, 1, 7:03 PM EST

Academic Info Profile Info Compliance Communications **Interventions** Clinical Coursework Learning Activities

Interventions 

Open Interventions 

Body Mechanics and Patient Safety 

Kay consistently demonstrates improper body mechanics during transfer activities in Acute Care lab. Additional time spent in hands on practice with video recordings for self-analysis of body mechanics following transfer. Plan for follow-up session and [Show More](#)

Follow up 1 of 2 scheduled on **October 1, 2022**

Intervention added by : *Megan Freeland - March 14, 2022* | Intervention Date : *January 6, 2022* Last updated date - August 23, 2022

5. A drawer will open. You'll be able to enter the following information. Click Save when done.

a. Mode of Intervention

b. Details of Intervention

Intervention

Mode

Audio Call Video Call Email In Person Other

Initiated by*

Rocio Ramirez

Course

DPT 850 - Clinical Practice II*

Rotation

Clinical Practice II

Site

Subject of intervention*

Behavior Concerns

Description

At midpoint check in CI mentioned that Marty was defensive when accepting feedback. Discussed with Marty and will be following up before the end of the placement to check in.

Date of Intervention*

May 2, 2022

Status

Open

c. Attach any files and add details of follow up if needed.

 Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx
You can only upload files with file size under 5 MB.

Follow Up



Follow up



Planned follow up date*

July 22, 2022

Actual follow up date



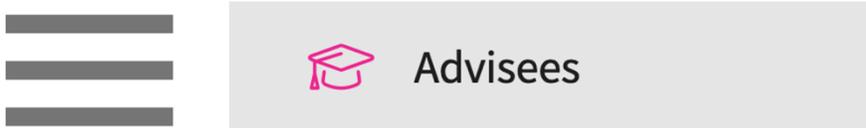
Description



Adding Student Communications

When working with students, there may be items you'd like to keep a note of. Whether it's keeping track of all communications or ensuring you follow up on items, Communications can be of assistance!

1. Select Advisees from your dashboard or left menu.



2. Select the student you'd like to manage.
 1. Use the search box or filter to quickly find what you are looking for.
 2. The system will display all students you have been associated with. If a student that you manage is not listed within this section, contact your system administrator.

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Dawson, Spencer	7000-41	spencer.dawson@exxat.com	Class of 2025	(555) 555-5555	Residential

3. Select Communications.

Blair, Marty  
B marty.blair@exxat.com
Class of 2025 | Residential
Last login: June 20, 2022, 5:06 PM EST

Academics Profile Compliance **Communications** Interventions Clinical Coursework

4. The page will load all previously added communications. Click on the + icon to add an entry.
 1. Click on the pencil icon to make edits to existing communications.

Deitra, Kay* 
 She/Her/Hers | Kay.Deitra@exxat.com | (555) 555-5555 [Profile Share History](#)
Class of 2022* | Residential
Last login: December 31, 1, 7:03 PM EST

Academic Info Profile Info Compliance **Communications** Interventions Clinical Coursework Learning Activities

Communications 

Interest in NICU 
Met with Kay to discuss her interest in working in the NICU after graduation. Kay advised that significant mentorship and continuing education is typically required prior to working in the NICU. Placement in acute care pediatrics with potential for PICU
[Show More](#)
[View Documents](#)

Communicated by : *Megan Freeland* Log date : *October 27, 2022*

5. A drawer will open. You'll be able to enter the following information. Click Save when done.
 1. Mode of communication
 2. Details of communication

× Communication Save

Communication

Mode of communication *

Audio Call Video Call Email In Person Other

Communicated by *

Rocio Ramirez

Subject *

Interest in NICU

Description

Met with Marty to discuss his interest in working in the NICU after graduation. Placement in acute care pediatrics with potential for PICU experience is a great first step. Registration information provided for CHOP course on NICU interventions.

Communication date

July 14, 2022  

Date of update

July 14, 2022 

 Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx
You can only upload files with file size under 5 MB.

3. Details of follow up if needed.

× Communication Save

Follow Up

Planned follow up date

September 5, 2022  

Actual follow up date

Notes

