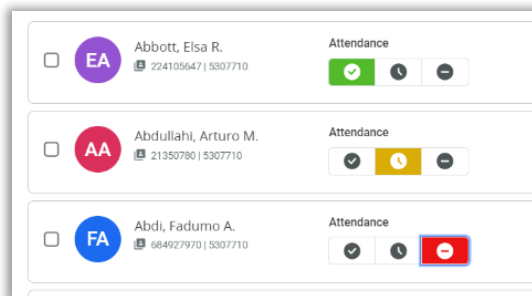# 5 Ways to Use Unified Insights
## A guide for Community-Based Organizations

This guide provides an overview of possible ways to use the data tools in Unified Insights to support community-based organizations (CBOs) and their work with students. The purpose of this guide is not to be prescriptive, but to share possibilities for CBOs to use Unified Insights to support their work. There are 5 strategies discussed in this guide:

1. Track student engagement and participation in your programs and supports
2. Communicate and collaborate with school staff
3. Set goals for students and monitor their progress across key metrics
4. Review what other supports students are connected to now, or have participated in previously
5. Look at student growth over time

## #1 Track student engagement and participation in your programs

Whether a support is regularly occurring on the same days, or happens on a drop-in basis, student-level attendance and minutes served can be recorded for your support/intervention. This can be helpful in communicating the amount of time students were served to school partners and stakeholders, and also for shared documentation about who attended programming.



You can individually take attendance for students, indicating if they were present, tardy or absent. You can also track student's time attended at each session, and keep track of total minutes served throughout the intervention.
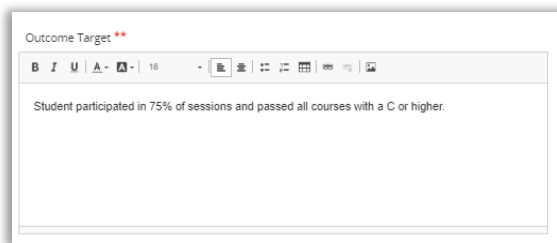
# #2 Define success for the support and monitor student progress across key metrics

You can use Unified Insights to document what the target outcome of student participation in a program or support is. The intervention page can also be used to track student progress across multiple goals. You can then document if students reached target outcomes when marking students as completed or withdrawn. Read more below.
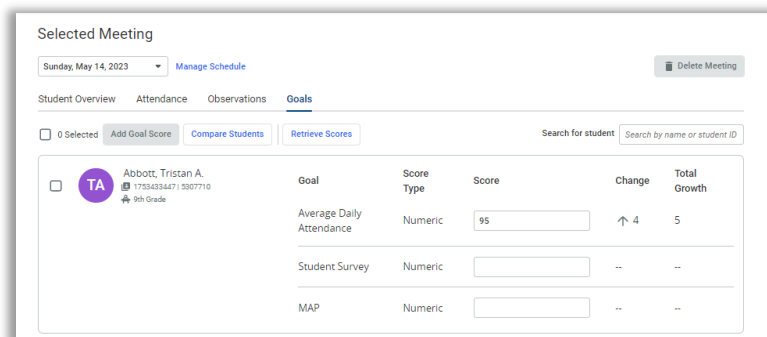
## Define the Target Outcomes for your Programs and Services

You can use Unified Insights to document how success will be measured for the support, whether its participation in a certain number of sessions, or it meeting a specific benchmark on an assessment, etc. However success is defined, it can be documented in the Outcome Target section of the Intervention.



## Track Student Progress with Intervention Goals

You can enter data to track student progress towards identified goals for each intervention. Use the Score column next to your desired goal to enter data points for each student. Both numeric and text values can be entered, and the system will automatically track growth.
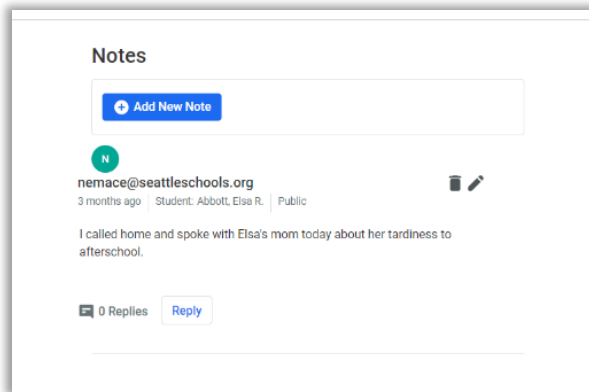


## Update student Enrollment Status

Use the enrollment status to report out if the support was successful for that student. Unified Insights is set up with different enrollment codes so that you can distinguish between a student who completed the support, versus students who were withdrawn from the program due to non-participation. For both completion and withdrawal, there are more detailed reasons to choose from. These will be visible in system reporting to help build a record of which supports were successful for a student.

## #3 Communicate and collaborate securely with school staff

Unified Insights is a shared platform, accessible to both SPS staff as well as CBOs. The benefit of a shared platform is the opportunity to document notes, collaborate on service plans, and update student enrollment status in supports, in a place that is accessible to all staff serving a student. Review a few strategies for collaboration in Unified Insights.
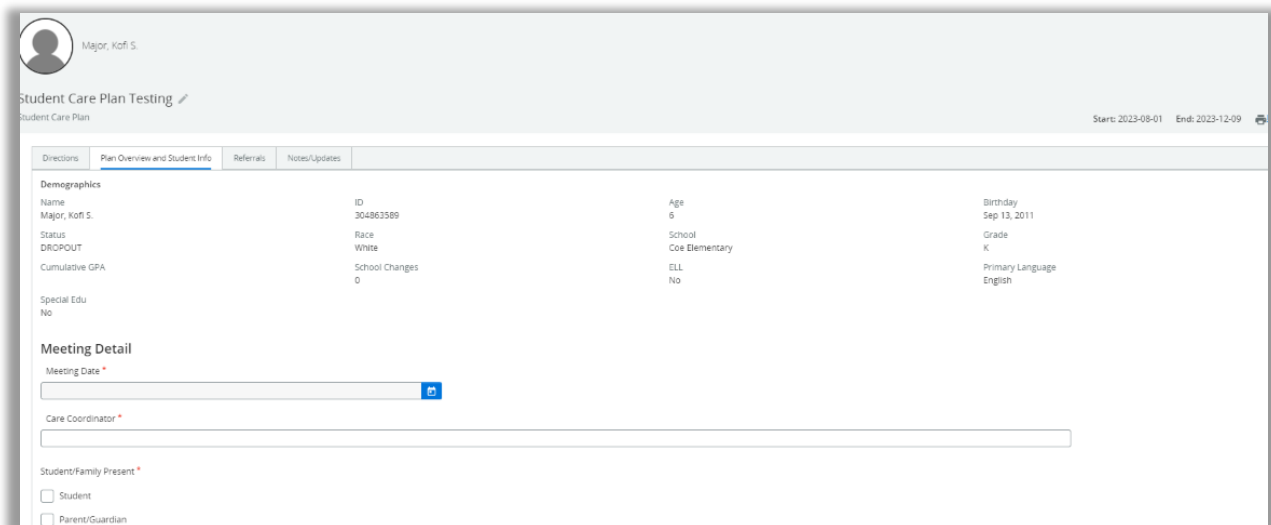
### Intervention Notes

Each intervention page has a section to take notes, so that all staff who have access to the intervention can view the note and can leave a reply. General notes can be left, or a specific student can be selected.



### Student Plans

A Student Plan is an individualized care or learning plan that combines student academic data as well as text fields to take notes and document plan details, referrals, etc. Student Plans can be secured when needed, and shared with staff who have permission to view. All staff who have access to the Student Plan can contribute to the notes and contents of the plan, creating a space to collaborate on notes and service plans.
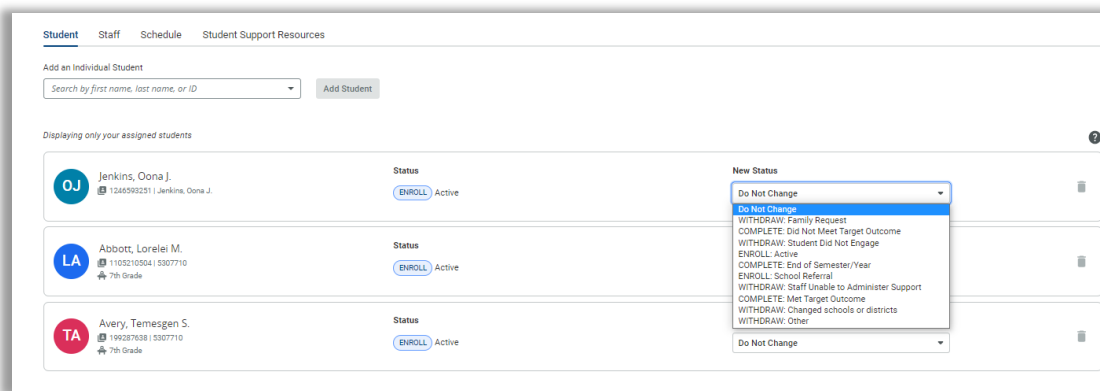
## Update Enrollment Status

One advantage to using the completion and withdrawal codes in Unified Insights is the ability to keep track of information, including but not limited to:

- Was the support successful for this student?
- Did the student actually participate? Or were they referred, but never engaged in the support?
- Did the family request the student to be withdrawn?

This information is available in reporting and can be useful feedback to provide back to school partners and to document what interventions have been tried before and what was the result of that intervention.



## #4 Review what other supports students are connected to now, or have participated in previously

Each student has a unique profile page inUnified Insights, where a record of student progress, care plans and student supports is document. Student data on the profile is updated nightly, so you know you have the most recent academic data. A few key sections of the Student Profile are listed below:

### Intervention List

The Intervention tab of the Student Profile includes a current and historical summary of the student supports/interventions that have been tracked in Unified Insights.

### Student Plans

If a student has current or past care plans, and you have access to those care plans, they will be displayed on the Student Plans tab of the student's profile. You can also start a new plan directly from the Student Plans tab.

### Enrollment History

A detailed history of a student's enrollment in SPS schools is included in the Enrollment History. This can be useful to track school transfers and previous enrollments
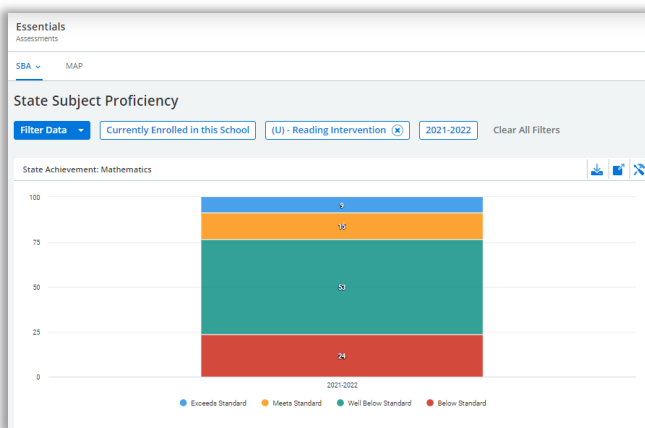
## Attendance Detail

The attendance detail tab give you a detailed view of period and school day attendance, and even breaks down attendance by day of week so you can understand patters in student attendance.

## #5 Assess student growth over time

Since Unified Insights pulls in current and historical student data, you can use the reports available in the system to view student growth over time. This can be useful for assessing student growth throughout the course of the intervention or for tracking a group of students after they have completed the support.

You can use the data dashboards to track a group of students. Available dashboards include attendance, course grades, enrollment, behavior and select assessment data. These dashboards will show you aggregate data for the schools you are serving. You can also utilize a custom student group to filter these dashboards down to a target group of students you identify.



You can also view a Student's profile and look at individual reports for that student. For example the monthly student attendance trend visible on the Overview page can be used to see how a student's attendance has progressed throughout the school year.

**Looking for training or technical assistance?** Contact us at UnifiedInsights@seattleschools.org