

GROUPS CONDUCTED

*Data Collection Manual and
Online Database User Guide
2023–2024*

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About Intervention Groups

Overview

Use **Groups Conducted** to document the number and types of intervention groups you are conducting. Though this information is also reflected in the **Services** tab of the **Student Record**, that doesn't provide a clear picture of **how many** groups each professional conducts during a given school year, thus the reason for this section.

- To be considered a group, the intervention must have **more than one student** in attendance.
 - ▶ Interventions conducted one-on-one with individual students are only recorded in the **Services** tab of the **Student Record**.
- **Classroom presentations are not considered intervention groups** and should be recorded as **Universal Prevention Activities** instead.
- Groups with multiple sessions should be entered as a single group record with the number of sessions specified in that field. However, if the same group type is run twice with different cohorts of students, these would be documented as two different groups, each with number of sessions and participants for that cohort.

Schedule

Initial Entry: At the start of a new group.

Update: At a minimum monthly to update the number of sessions conducted and number of participants if necessary.

Group Types and Descriptions

The names of the groups in this menu may differ from those your program uses internally. Use this table to crosswalk between the **Type of Group** and the specific curriculum your program uses.

Type of Group	Description	Program-Specific Curriculum Name
ATOD Education	Any curriculum for students experimenting with alcohol, tobacco, and other drugs that provides information about the effects of substance use.	
Intervention/ Abusers	For students beginning to use alcohol and other drugs.	
Affected Others/ COSAPs	For students affected by others' substance use (e.g., Kids Like Us Everywhere [KLUE], family issues groups).	
Social Skills/ Nonusers	Any group or class that involves little or no direct instruction about the effects of alcohol, tobacco, and other drugs but emphasizes social skills.	
Recovery	For students who have stopped using alcohol and other drugs (often students who have completed treatment).	
Other support group	Any support group including groups not directly related to substance use (e.g., grief group, children of divorce group, TRAILS Anxiety & Depression).	
TRAILS – Coping with COVID	This category is specific to the TRAILS – Coping with COVID curriculum which is designed to provide students with a range of effective coping and self-care skills.	

Start a New Group Record

1. Click the **Groups Conducted** drop-down menu .
2. Click **Add Group Conducted** to go to the **Create Groups Conducted** page (Exhibit 1).

Exhibit 1. Add Group Conducted

3. Complete the following fields:

School	<p>The school where the group will be conducted.</p> <ul style="list-style-type: none"> ■ Notify the program director if the list of assigned schools is not accurate.
Type of Group	<p>The type of group that will be conducted.</p> <ul style="list-style-type: none"> ■ Note: The names of the groups in this menu (Affected Others, ATOD Education, Intervention, and Recovery) may differ from those your program uses internally. Use the Group Types and Descriptions table on page 1 of this manual for a crosswalk. ■ Only use “Other support group” if the group you are entering does not fit into any of the other categories available. ■ <i>Program-specific instructions:</i>
Group Start Date	<p>Enter the date of the first group meeting (mm/dd/yyyy).</p>
Group Description	<p>A brief description that helps you differentiate this group from others.</p> <ul style="list-style-type: none"> ■ DO NOT include student names, initials, or identifiers. ■ <i>Program-specific instructions:</i>

Starting a New Group Record

# of Students	<p>The number of students who attend this group.</p> <ul style="list-style-type: none">■ This is the maximum number of students you expect to participate each week.<ul style="list-style-type: none">▶ Example: If a group starts out with three students, that is the number that would be entered when you create the group. If, part way through the series, an additional student joins, you would change the number to four – regardless of how many actually show up to any given session.■ To be considered a group, more than one student must be enrolled in the group. While you can adapt the group curriculum for individual sessions with students, those would only be recorded in the Groups/1x1s Conducted field in the student record.
# of Sessions	<p>The number of sessions of this group that have been conducted thus far.</p> <ul style="list-style-type: none">■ Update this field each time a session is conducted.

4. Click the **Create Record** button to create the new group record. The page will automatically redirect to your **View Groups Conducted** page (Exhibit 2), where you should see the new group record.

Additional program-specific instructions:

View and Modify Groups Conducted

1. Click the **Groups Conducted** drop-down menu.
2. Click **View Groups Conducted** to view your **Group List** (Exhibit 2).

Exhibit 2. View Activities Page (partial view)

Groups Conducted by (Multiple)

[+ Add Group](#)

Filter Group List

School Year: 2022-2023

School: - All -

Group Type: - All -

Site: - All -

Professional Show Inactive: - All -

Group Start Date Between: (mm/dd/yyyy) And (mm/dd/yyyy)

[Apply Filter](#)

Select any combination of filters from the filter drop-down menus and click the **Apply Filter** button to view only a subset of records.

Click on the green column headings (e.g., **School**) to sort by that column and easily find a specific group record.

Click on any heading to sort by column.

Edit	Group Type	Group Start Date	# Of Students	# Of Sessions	School	Description	
	TRAILS - Coping with COVID	03/13/2023	4	1	Timberline High School	CR-T Timberline HS TRAILS 10th Grade	

Click here to **edit** group details, particularly the **# of Students** and **# of Sessions** fields as the group progresses.

Click here to **delete** a group. Next, click **Delete Group** on the following page to confirm the deletion. If you reach this page in error, click the back button on your internet browser to return to the previous page without deleting the record.

- **Use caution** when deleting groups. Consider keeping a record of all activities (print PDF, copy to Word or Excel) prior to deleting in case the wrong information gets deleted.