

# Phoenix Basic Navigation

## Login Information

Web address: <https://phoenix.ssdmo.org/>

Phoenix user name and password are the same as SSD Life/SSD email/network

## The Dashboard

### 1. Header Navigation

	<b>Phoenix logo</b> Return to Dashboard
<input type="text" value="Student Search"/>	<b>Student Search</b> Search by SSD Number, last name, or MOSIS ID
	<b>Format picker</b> Change color of Phoenix interface
	<b>Caseload Management</b> Manage Caseload and Watch List
	<b>Staff Management</b> View/ Change provider assignments for a Staff Member
	<b>Reports</b> Opens Power BI to create reports
	<b>Help</b> Opens Phoenix Help site
	<b>User Profile</b> User details and Logout

### 2. Student List Panel

	<b>Collapse/Expand</b> Collapses and expands the Student List Panel
	<b>Classlist</b> Not used by SSD
	<b>Last 10 Students</b> Last ten students whose profile was accessed
	<b>Watch List (default list)</b> Students the user, or another user, has added to the list
	<b>Caseload</b> Students assigned to the user as Case Manager, event Primary Staff, Service Provider, or Goal Responsible Staff
	<b>Case Manager</b> Students for whom the user is assigned in Phoenix as Case Manager

### 3. Program Compliance

The Program Compliance charts include information to assist with compliance. Issues are included for students based on the filter selected (Case Manager, Caseload, District).

- **Staff Unassigned:** Unassigned Case Managers, Service Providers, and Goal Responsible Staff for active services and goals
- **Meetings:** Meetings due in 8-30 days, 0-7 days, or Past Due
- **Progress Reports:** Reports due in 8-30 days, 0-7 days, or Past Due

Select a link to view the specific issues.

- **Unassigned Staff** can be assigned by selecting “Unassigned” then using the Staff Editor to select yourself or search for the correct provider
- **Meetings** can be opened by selecting the name of the event
- **Progress Reports** can be completed by expanding the date, selecting the reports, then selecting “Go To Progress Reports”

# Phoenix Basic Navigation

## Student Profile

Summary Student Details Program Summary Events Logs Student Audits Watch List

### Student Alerts

**STAFF UNASSIGNED**

Case Manager, Service Providers, and Goal Responsible Staff have been assigned.

**MEETINGS**

Meetings due prior to today's date have been completed.

**PROGRESS REPORTS**

Progress Reports due prior to today's date have been completed.

### Program Snapshot

Special Ed

**SPECIAL EDUCATION PROGRAM SUMMARY**

Program Status : Active (Special Ed)  
 Current Plan Initiation : 03/17/2022 IEP  
 Current Evaluation : 03/19/2020  
 Case Manager : TRAINI2 TRAINI2

**DISABILITIES**

Other Health Impairment

**SERVICES**

Special Education

INST IN MATH  
 INST IN ORGANIZATIONAL SKILLS  
 INST IN READING

**CLASSROOM ACCOMMODATIONS**

Category	Description
Grading	Use Weekly Grade Checks
Test/Exams	Extended Time for Completion Tests/Exams

### Hot Tasks - Past Due and Due in the Next 7 Days

**EVENTS**

No Events are available

**PROGRESS REPORTS**

2022-05-05

Multistep Word Problems

[Go To Progress Reports](#)

### Summary

- **Student Alerts**  
Unassigned providers, Meetings past due, Progress Reports past due
- **Program Snapshot**  
Program Status, Current IEP *Initiation* Date, Current Evaluation Date, Case Manager, Disabilities, Services, Classroom Accommodations
- **Hot Tasks**  
Events/Meetings and Progress reports due in the next seven days or overdue

### Events

- **Scheduled Events**  
Unlocked events (IEP, Reevaluation Decision, Disciplinary Documentation, etc.) created by the system or by the user
- **Locked Events**  
All locked events including the current (active) IEP

### Student Details

- **Demographics**  
Basic student demographic information
- **Enrollment**  
School enrollment information including dates

### Logs

- **Student Attachments**  
To view all attachments select "All" from the school year list

### Program Summary

- **Special Ed**  
Information from the current IEP including Goals, Services, Accommodations, Progress Reports
- **Plan History**  
Information from previous IEPs including Progress Reports
- **Disabilities History**  
Student's disability history
- **Case Manager History**  
Current and past Case Managers

### Student Audits

- **Student Audit Logs**  
Listing of activity in the student's record including the User ID, User Name, IP address, Date, Time, Description/Activity, Type of activity (Viewed, Opened, Modified, Locked, etc.)  
  
Results can be limited by selecting a specific date range and/or entering a search word such as "locked"

### Watch List

- **Watch List**  
List of all staff members who have added the student to their Watch List  
  
Staff members with program permission can add students to another user's Watch List