

Phoenix Non-Provider Reports (Administrators and Secretaries)

NON-PROVIDER REPORTS

Phoenix Non-Provider Reports can be created by administrators and secretaries. They contain information about multiple students and can be filtered in a variety of ways (by administrator, provider, district, school, student group - e.g. Early Childhood, Homebound, SNAP, etc.). Non-Provider Reports are viewed by clicking the Reports link on the Phoenix Navigation bar and logging into Power BI. Then click through the tiles to open the Non-Provider Reports section. Click the tile for the specific report. On the next page, choose your filtering options and click View Report (at the top right) to create the report.

Report	Viewed by	Description
Active Students	<ul style="list-style-type: none"> • Attending District • Case Manager • Home District • Primary Disability • SSD Administrator-Case Manager • SSD Administrator-Service Provider • Dually Enrolled • EC • EC Coalition • Half-day Indicator • Homebound • Homeless • Low Incidence • POS • SNAP • Split Indicator • SSD Buildings • Tech Schools • Tuition • Vocational Skills • VTS 	<p>Information about active students including Attending District ID, Attending School, SSD ID#, Student Name, Gender, Grade, Ethnicity, Age, DOB, Case Manager Name, SES %, LRE Code, Primary Disability, Secondary Disability, Transportation Information, ESY Eligibility (Y/N), IEP Due Date*, Reeval Due Date*, MOSIS ID#, Supervisor Name, Home School, Total IEP Minutes*, MAP-A Eligibility (Y/N)*, Total Special Ed Minutes*, ESY minutes*, VTS*, ELL*, BIP*</p> <p>*NOTE: The specific information included in a report varies depending on the filter option chosen. These fields do not appear on every report.</p> <p>NOTE: This report contains many fields and will not print on a single sheet. If a printed copy is needed it is recommended that the report be exported to Excel where unneeded columns can be hidden or deleted, and document print orientation adjusted to landscape.</p>
All Students	<ul style="list-style-type: none"> • Case Manager – All Users 	<p>Students currently enrolled and assigned in Phoenix to the selected Case Manager; includes Attending District ID, Attending School, SSD ID#, Student Name, Case Manager Name, ESI Status, Phoenix Program Status, Phoenix Program Status Effective Date</p> <p>Can view students assigned to Administrator as Case Manager</p>
Attending School Name and LRE	<ul style="list-style-type: none"> • Attending District 	<p>The number of students in a selected District by LRE code; includes the name of the schools in the selected district, the LRE codes for the students in that school, and the number of students in each LRE category, including No LRE.</p>
Audit Reports Reminder: An Audit report identifies a potential problem, it does not always mean there is an actual problem. For assistance with audit reports, contact the Service Desk.	<ul style="list-style-type: none"> • Attending District • Audit • Case Manager • SSD Administrator 	<p>Students with <i>potential</i> audit issues; includes Audit Description, Explanation, Resolution Steps, SSD ID#, Student name, Attending School Name, Case Manager Name, Supervisor Name, Case Manager School, IEP Due Date, Attending District ID, Primary Disability, SES %, LRE Code, SES Minutes, Plan Status, Event Type, Phoenix Program Status, Grade</p> <p>Choose District, Group (EC Student Data, Secretary, Student Data or Technology Services) and specific audit reports, Case Manager Name, or SSD Administrator/Group/Audit Reports</p>

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Blind-VI Comprehensive Service List	<ul style="list-style-type: none"> All active students in Phoenix 	Students receiving a service in specific areas; includes Attending School, SSD ID#, Student Name, Gender, Grade, Ethnicity, Age, DOB, Case Manager Name, Case Manager School, CM Matches Attending School (Y/N), SES%, LRE, Primary Disability, Secondary Disability, Transportation Eligible (Y/N), Receiving Transportation (T/F), ESY Eligibility (Y/N), IEP Due Date, Reevaluation Due Date, MOSIS ID#, CM Supervisor Name, Home School Name, Total IEP Minutes, Total SES Minutes, ESY Minutes, MAPA (T/F), VTS (T/F), ELL (Y/N), BIP (Y/N), Service VI (Y/N), Goal VI (Y/N), SPC VI (Y/N), Primary Disability State Code
Caseload - (formerly AC Caseload Brief)	<ul style="list-style-type: none"> Provider SSD Administrator 	This report (formerly referred to as AC Caseload Brief) lists caseload information including Supervisor Name, Provider Name, Specialty Type, Location Name, # of Students, # Assigned, # of Students Case Managed, Total Contact Minutes, Contact #, Duty, Plan Time, Advisory, Travel, Available Time and Total Caseload #Caseload Number
Classroom Accommodations	<ul style="list-style-type: none"> Attending School 	All classroom accommodations in the Active Plan (IEP or Amendment) for students in the selected attending school; displays as a matrix including Student Name, Frequency/Date, Accommodation, and Locations
Deaf-HI Comprehensive Service List	<ul style="list-style-type: none"> All active students in Phoenix 	See Blind-Vi Comprehensive List. All fields are the same except Service HI, Goal HI and SPC HI.
ELL – Contact Information	<ul style="list-style-type: none"> All active students in Phoenix 	Students with English Learners (EL) selected on Special Considerations; includes SSD ID#, Student Name, Contact First/Last Name, Contact Email, Relationship, Address, City, State, Zip, Address Type, Contact Phone, Phone Type
ELL - Students	<ul style="list-style-type: none"> All active students in Phoenix 	Students with English Learners (EL) selected on Special Considerations; includes SSD ID#, Student Name, DOB, Grade, Spoken Language, Attending District, Attending School
ESY Contacts	<ul style="list-style-type: none"> Attending District Attending School Special Populations 	All ESY eligible students; includes SSD ID#, Student Name, Attending School, EDM Name, EDM Address, EDM City, State, Zip, and Case Manager
	<ul style="list-style-type: none"> Attending District – with Special Ed Fields 	All fields in other ESY Contacts reports plus ESY minutes for OT, Adult support and PT, Transportation Information, IEP Due Date, Supervisor Name, Is VTS?, Home School and Grade
ESY TBD	<ul style="list-style-type: none"> Attending District SSD Administrator 	Students for which “ESY services will be addressed at a later date” is selected on the Special Considerations form; includes Supervisor Name, Case Manager Name, Attending School, Student ID#, Student Name, ESY TBD Date

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Exited Students	<ul style="list-style-type: none"> Attending District (Current School Year) Home District (Current School Year) 	All students exited from Special Education during the current school year for a date range specified by the user; includes Attending School, Home School, SSD ID#, Student name, DOB, Exit Code, Exit Description, Exit Date, EC? (T/F)
	<ul style="list-style-type: none"> Attending District (Previous School Years) 	All fields included in Current School Year report plus Attending District, MOSIS ID#, Grade, VTS? (T/F)
Goals	<ul style="list-style-type: none"> Attending School SSD Administrator – Case Manager 	Goal information including Attending School, Supervisor Name, Case Manager, SSD ID#, Student Name, Grade, Goal Text, Domain, and Addressed at ESY (Y/N). AOC*, Domain* *Only when filtered by Attending School
Meetings Completed	<ul style="list-style-type: none"> District 	List of selected event types completed in the selected District, for students in the selected Status, during date range specified by the user; includes SSD ID#, MOSIS #, Student Name, Event Type, Due Date, Completed On (Date locked), Actual Date (Meeting Date), Completed By (Staff member who locked the event), Meeting School, Attending School, Home School, Grade, Age, Invitation Count (# of stored NOMs), First Attempt Date (from NOM), Status Category (Student Status), and Deleted (T/F).
	<ul style="list-style-type: none"> User 	List of selected event types completed by the selected user, during date range specified by the user; includes Student Name, SSD ID#, Event Type, Due Date, Scheduled Date, Actual Date (Meeting Date), Completed On (Date locked), and Completed By (Staff member who locked the event)
Meetings Due	<ul style="list-style-type: none"> Attending District Attending School Case Manager SSD Administrator Special Populations 	IEPs and Reevaluations due by user specified date; Due Dates are pulled from CRF data base, not the Scheduled Events; includes Attending School, Supervisor Name, Case Manager, SSD ID#, Student Name, IEP Due Date, Reeval Due Date, Case Manager E-mail Address
Non-Resident Plan - Students	<ul style="list-style-type: none"> All active students in Phoenix 	All students with a “Non-Resident Plan” student code in ESI; includes SSD ID#, Student Name, Grade, Attending School, Home School, MOSIS ID#, ESI Status, Phoenix Program Status, Tuition Description, Tuition Start Date, Parent Resident District, Non-Resident Code (Y/N), Case Manager, Supervisor Note: These students will NOT appear on any other reports when the Non-Resident code is active.
Open Meetings	<ul style="list-style-type: none"> Attending District Attending School Case Manager SSD Administrator Special Populations 	Listing of all events appearing on a student's Scheduled Events panel even if they have never been opened; filtered by selected SSD Administrator and due by the user specified date; includes Supervisor Name, Case Manager, SSD ID#, Student Name, Event Type Name, Due Date, Scheduled Date and Last Updated Date

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Over 50% SES	<ul style="list-style-type: none"> Attending District Attending School 	All students over 50% SES percentage; includes Attending District, Attending School, SSD ID#, Student Name, Phoenix SES Minutes, Phoenix Instructional Minutes, Phoenix SES%, Calculated SES Minutes, Calculated Instructional Minutes, Calculated SES %, VTS (T/F), and MOSIS ID#
Overdue Progress Reports	<ul style="list-style-type: none"> Attending District Attending School Case Manager SSD Administrator 	<p>Progress reports which are overdue at the time the report is run for students assigned to a Service Provider; includes SSD ID#, Student Name, Report Due Date, Goal Name, Domain, Area of Concern, Responsible Staff, Case Manager Name, Attending District, Attending School, Responsible Staff Supervisor, Supervisor, System Generated (Y/N)*</p> <p>*NOTE: The specific information included in a report varies depending on the filter option chosen. These fields do not appear on every report.</p>
Parent Choice	<ul style="list-style-type: none"> Confirmed Pending 	All students with “Parent Choice – Confirmed” or “Parent Choice – Pending” student code in ESI; includes Attending School Name, SSD ID#, Name, Gender, Grade, Ethnicity, Age, DOB, Case Manager Name, SES%, LRE Code, Primary Disability, Secondary Disability, Transportation information, ESY Eligibility (Y/N), MOSIS ID#, Supervisor Name, Home School Name, Total IEP Minutes, Parent Resident District ID, Parent Choice Pending District ID, Parent Choice Confirmed District ID
	<ul style="list-style-type: none"> Student Classlist – By SSD Administrator – Service Provider 	Students that have the Parent Choice student code in ESI and with services assigned to Providers that are supervised by selected SSD Administrator; includes Supervisor Name, SSD ID#, Student Name, Provider Name, Service Name, Environment, Location (School Code), Frequency, Start Date, End Date, Active Service (Y/N), and Minutes
SLP Caseload Analysis	<ul style="list-style-type: none"> District 	Information about an SLP's caseload; includes School Type (Elementary, Middle, etc.), School Name, Provider Name, Total Caseload, Total Case Managers, 150 min+, and Total Minutes. For further information about this report please consult with an SLP EPS.
Social Worker – Caseload	<ul style="list-style-type: none"> All of SSD 	All Social Workers; includes District Name, Supervisor Name, Provider Name, Available Time, Total Minutes, Direct Minutes, Indirect Minutes, Other Minutes, Total # of Students, Total # of Locations, Travel Time, Plan Time, Duty Time, Number of Non-IEP Students, Non-IEP Minutes

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Student Classlist		Student Classlist reports includes student services and providers; include SSD ID#, Student Name, Provider Name, Service Name, Environment, Location, Frequency, Start Date, End Date, Active (Y/N), Minutes, Grade, Attending District Code, Attending School Name. User can filter Service Type (Regular or ESY) and Active Services (Y/N). Default is Regular/Active services.
	<ul style="list-style-type: none"> Attending School 	Students assigned to the selected Attending School
	<ul style="list-style-type: none"> Case Manager 	Students assigned to the selected Case Manager
	<ul style="list-style-type: none"> Provider 	Students with services assigned to the selected Provider
	<ul style="list-style-type: none"> Service 	All students in SSD receiving the selected service
	<ul style="list-style-type: none"> Service Location 	Students with services assigned to the selected Service Location
	<ul style="list-style-type: none"> SSD Administrator-Service Provider 	Students with services assigned to Providers that are supervised by selected SSD Administrator
Student Contacts	<ul style="list-style-type: none"> Attending District Attending School Special Populations SSD Administrator 	All Contacts associated with a Student; includes, Attending School, SSD ID#, Student Name, Contact Name, Home Address, City, State, Zip, E-Mail Address, Relationship(s), Home/Cell Phone, Cell Phone, MOSIS ID#, Home School, Grade
	<ul style="list-style-type: none"> Attending School 	State assessment accommodations on Form D for all students at the selected Attending School; includes Attending School, SSD ID#, Student Name, Grade, Primary Disability, Secondary Disability, Case Manager Name, Group (Assessment – GLA, EOC or ACCESS), Type (Assessment – GLA, EOC or ACCESS), Section (Subject/Subtest), Category (Assessment – GLA, EOC or ACCESS), Accommodation and Note
Testing Accommodations	<ul style="list-style-type: none"> Attending School 	State assessment accommodations on Form D for all students at the selected Attending School; includes Attending School, SSD ID#, Student Name, Grade, Primary Disability, Secondary Disability, Case Manager Name, Group (Assessment – GLA, EOC or ACCESS), Type (Assessment – GLA, EOC or ACCESS), Section (Subject/Subtest), Category (Assessment – GLA, EOC or ACCESS), Accommodation and Note
Universal Tools	<ul style="list-style-type: none"> Attending School 	Universals selected on Form D-Part 1 or Form D-Part 2 for all students at the selected Attending School; includes Attending School, SSD ID, Student Name, Grade, Primary Disability, Secondary Disability, Case Manager Name, Subject, Universal Tool
Watchlist – All Users	<ul style="list-style-type: none"> All Users 	All students on a selected user’s Watchlist; includes SSD ID#, Student Name, Reason, Added By, Created Date, Start Date, and End Date

Information about creating Phoenix Reports is available on the Phoenix Help site. Click the “Phoenix Reports” tile on the Phoenix Help Home Page to view instructions for logging to Power BI. The Phoenix Reports – Non-Providers Quick Start Card can be downloaded from Phoenix Help > Resources > Phoenix Reports.