

# Phoenix Provider Reports (Teachers and Service Providers)

## PROVIDER REPORTS

Phoenix Provider Reports can be created by Special Education Teachers, SLPs, and related service providers. They are for the logged in user only.

Provider Reports are viewed in Power BI which is accessed by clicking the Reports link on the Phoenix Navigation bar, entering the direct web address, or clicking the tile in the SSD Portal. When the Home page opens, click through the tiles (Special Education Data, Phoenix Reports, Provider) to open Provider Reports, then click the tile for the specific report.

The report is created as a PDF on a new tab or in a new window depending on your browser settings. The reports can be exported to Excel to manipulate the data as needed.

Reports can be created for students the user is assigned to as Case Manager or Service Provider in Phoenix.

Report	Description
<b>Active Students – By Case Manager</b>	Attending School, SSD ID#, Student Name, Gender, Grade, Ethnicity, Age, DOB, Case Manager Name, SES %, LRE Code, Primary Disability, Secondary Disability, Transportation Eligible (Y/N), ESY Eligible (Y/N), IEP Due Date, Reeval Due Date, MOSIS ID#, Supervisor Name, Home School Name, Total IEP Minutes, Total Special Ed Minutes, MAP-A Eligible (True/False), BIP (Y/N)
<b>Active Students – By Service Provider</b>	Attending School, SSD ID#, Student Name, Gender, Grade, Ethnicity, Age, DOB, Case Manager Name, SES%, LRE Code, Primary Disability, Secondary Disability, IEP Due Date, Reeval Due Date, ESY Eligible (Y/N), BIP (Y/N)
<b>Audit Reports – By Case Manager</b>  Reminder: <i>An Audit report identifies a <u>potential problem</u></i> ; it does not always mean a true problem exists. For assistance with audit reports, contact the Service Desk.	Students that meet a certain audit condition; includes Audit Description, Explanation, Resolution Steps, Help Documentation URL, SSD ID#, Student Name, Attending School Name, Attending District Code, Case Manager Name, Supervisor Name, Case Manager School, IEP Due Date, Primary Disability, SES%, LRE Code, SES Minutes, Plan Status, Event Type, Phoenix Program Status, Grade
<b>Classroom Accommodations – By Case Manager</b>	A matrix including classroom accommodation information: Student Name, Frequency, Start Date, End Date, Accommodation, and Instructional Areas (Locations). Each student's accommodations appear on a separate page. When the report is exported to Excel, each student appears on a separate sheet.
<b>Classroom Accommodations – By Service Provider</b>	A matrix including classroom accommodation information: Student Name, Frequency, Start Date, End Date, Accommodation, and Instructional Areas (Locations). Each student's accommodations appear on a separate page. When the report is exported to Excel, each student appears on a separate sheet.
<b>Goals – By Case Manager</b>	Attending School Name, Supervisor Name, Case Manager Name, SSD ID#, Student Name, Grade, Goal Name, Goal Text, Start Date, End Date, Domain, Responsible Staff, and Addressed at ESY (Y/N)
<b>Goals – By Service Provider</b>	Attending School Name, Case Manager Name, SSD ID#, Student Name, Grade, Goal Name, Goal Text, Start Date, End Date, Domain, Responsible Staff, and Addressed at ESY (Y/N)
<b>Meetings Due – By Case Manager</b>  (IEPs and Reevaluations only)	SSD ID#, Student Name, Attending School Name, IEP/SP Due Date, Reeval Due Date, Current Eval Date, and Current IEP/SP Date. The report includes only IEP and Reevaluation due dates pulled from the data base, not from the Scheduled Events panel.

## Phoenix Provider Reports (Teachers and Service Providers)

PROVIDER REPORTS	
Report	Description
<b>Open Meetings – By Case Manager</b>	Unlocked events on a student's Scheduled Events panel: Supervisor Name, Case Manager Name, SSD ID#, Student Name, Event Type Name, Due Date, Scheduled Date, and Last Updated Date.
<b>Overdue Progress Reports – By Case Manager</b>	Progress reports overdue at the time the report is created: SSD ID#, Student Name, Report Due Date, Goal Name, Domain, Area of Concern, Responsible Staff, System Generated (Y/N)
<b>Overdue Progress Reports – By Service Provider</b>	Progress reports overdue at the time the report is created: SSD ID#, Student Name, Report Due Date, Goal Name, Domain, Area of Concern, Responsible Staff, Case Manager Name, System Generated (Y/N)
<b>SLP Caseload Analysis – By Provider</b>	Information about an SLP's caseload: 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 your EPS.
<b>Student Classlist – By Case Manager</b> Information about student services	SSD ID#, Student Name, Provider Name, Service Name, Environment (Special Ed/Regular Ed/Home-EC), Location (School Code) Frequency, Start Date, End Date, Active (Y/N), and Minutes.  Filters can be used to display ESY and/or inactive services.
<b>Student Classlist – By User (Provider)</b> Information about student services	SSD ID#, Student Name, Provider Name, Service Name, Environment (Special Ed/Regular Ed/Home-EC), Location (School Code) Frequency, Start Date, End Date, Active (Y/N), and Minutes.  Filters can be used to display ESY and/or inactive services.
<b>Student Contacts – By Case Manager</b> The information for this report is from ESI, the student data program.	Student Name, SSD ID#, Contact Name, Relationships, Home Address, City, State, Zip, Home/Cell Phone, Cell Phone, and Contact Email Address.
<b>Testing Accommodations – By Case Manager</b> Accommodations for state assessments as they appear on Form D	Attending School Name, SSD ID#, Student Name, Grade, Case Manager Name, Group (GLA, EOC, ACCESS, NAEP), Type (GLA, EOC, ACCESS, NAEP), Section (Subject/Subtest), Category (GLA, EOC, ACCESS, NAEP), Accommodation, and Note entered for 'Other' accommodations
<b>Testing Accommodations – By Service Provider</b> Accommodations for state assessments as they appear on Form D	Attending School Name, SSD ID#, Student Name, Grade, Provider Name, Case Manager Name, Group (GLA, EOC, ACCESS, NAEP), Type (GLA, EOC, ACCESS, NAEP), Section (Subject/Subtest), Category (GLA, EOC, ACCESS, NAEP), Accommodation and Note

Information about creating Phoenix Reports is available on the Phoenix Help site. Click the "Phoenix Reports" tile on the Phoenix Help Home Page, or search for 'Phoenix Reports', to view instructions for accessing Power BI from Phoenix or using the direct web address. The Phoenix Reports – Providers Quick Start Card can be downloaded from Phoenix Help > Resources > Phoenix Reports.