

Welcome to

Phoenix/ESI:

An Administrator's Perspective

July 2022



Who Are We?

Job Title: **SEIMS Facilitator** - Technology Services

- ❑ **Special Education Information Management and Support**
- ❑ **Phoenix and ESI training and support**

Tracy Turner

Contact Info:

☎ 314.989.8586

✉ tfturner@ssdmo.org

Experience: In IT for 22 years, 19 years providing training & support for special education information management systems

Mary Spires

Contact Info:

☎ 314.989.8558

✉ mspires@ssdmo.org

Experience: SSD IT for 5 years, 13+ years in educational settings providing reports and support



Outcomes

- Understanding of:
 - Basic Navigation in Phoenix and ESI
 - Phoenix and ESI as an Administrator
 - Report Functionality
 - Resources available

Agenda

ESI and Phoenix work together

Overview of ESI

Overview of Special Education Process in Phoenix

Demonstration

Using Power BI to create reports

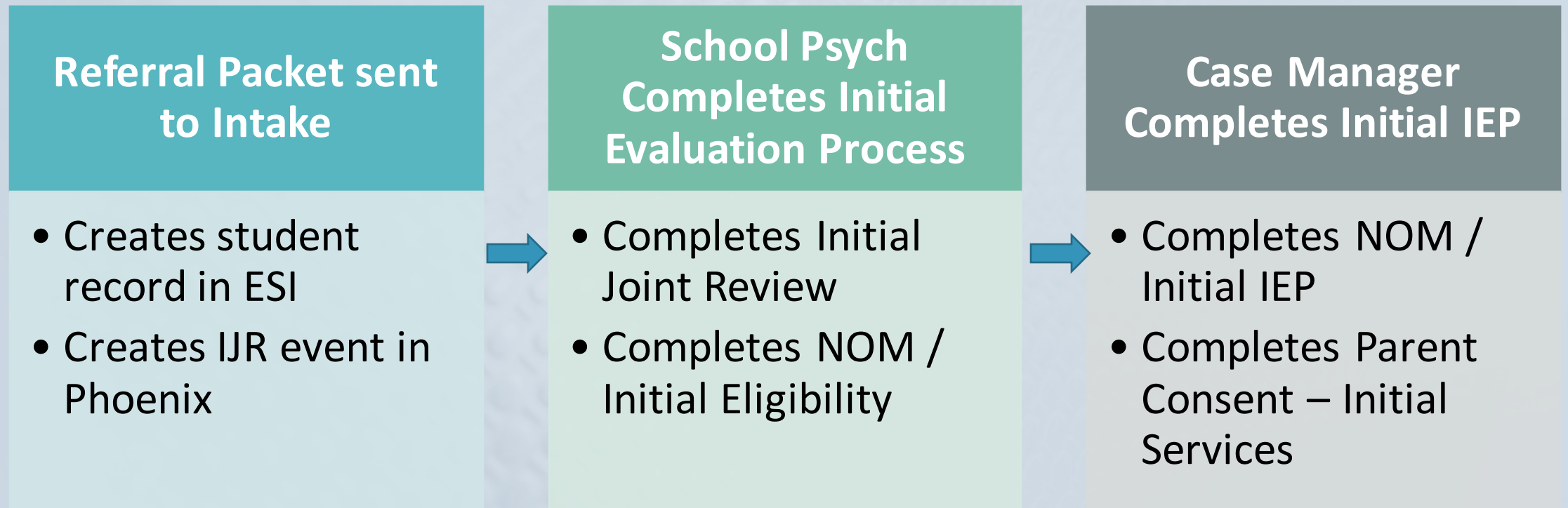
Support Resources

ESI and Phoenix

Two Systems Working Together



Special Ed Process – Initial Referral



Special Ed Process - Transfers

Transfer Documentation Sent to Intake

Intake	<ul style="list-style-type: none"> • Enters student information in ESI • Creates Transfer Event in Phoenix the next business day
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Completing and Locking the Transfer Event

School Psychologist	<ul style="list-style-type: none"> • Reviews evaluation report to accept or reject • Completes In-State/Out of State form based on information provided by case manager/AC
Case Manager	<ul style="list-style-type: none"> • Reviews IEP to accept or reject • Completes Transfer Interview & Comparable Services forms as needed
Area Coordinator (or designee)	<ul style="list-style-type: none"> • Locks Event

[Phoenix.ssdmo.org](https://phoenix.ssdmo.org)

- Can log in from SSD Portal
- Add to your Favorites/Bookmarks

Login: SSD Username and
Password

- Do not use @ssdmo.org or ssdco when entering your username

Accessing Phoenix

Common Administrator Questions



How are role changes handled for staff?



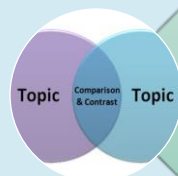
Do audit reports always indicate a problem?



What do you do when a teacher is assigned to a student but it doesn't show on reports?



What is the difference between a pending, pending active and active plan?



What is the difference between a correction and amendment to a plan?

Phoenix Support

1. Phoenix Help can be accessed by

Clicking the help icon in Phoenix



Using the direct link to help: <https://ssdmo.atlassian.net/wiki/spaces/TSKC/pages/57049146/Phoenix+Help>

Using the SSD Portal



2. Service Desk

Service Desk link on the SSD portal



SSD Help Center: <https://jira.ssdmo.org/servicedesk/customer/portals>

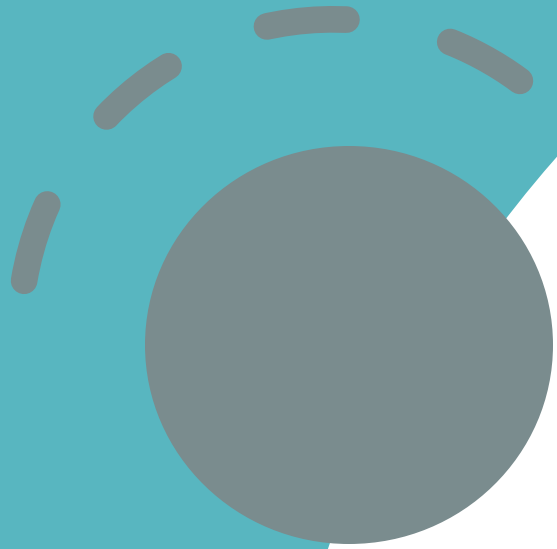
Email technologyservices@ssdmo.org - creates a ticket

Phone: 314-989-8686 – voicemail creates ticket

3. SEIMS Facilitators

a. Tracy Turner tfturner@ssdmo.org 314.989.8586

b. Mary Spires mSPIRES@ssdmo.org 314.989.8558

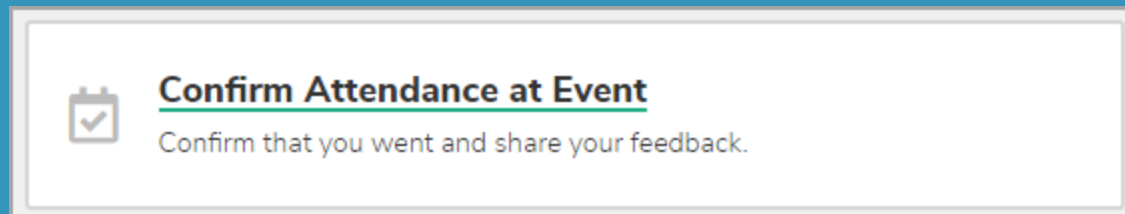



Questions?

Enter Attendance Confirmation Code

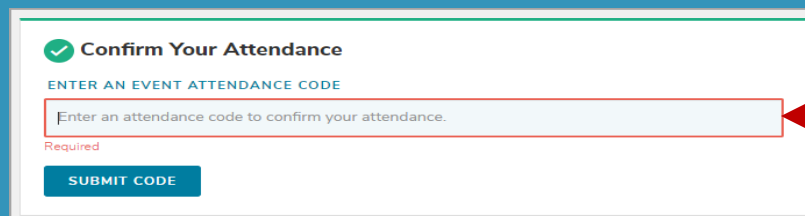
Login to KickUp


Select



 **Confirm Attendance at Event**
Confirm that you went and share your feedback.

Enter



 **Confirm Your Attendance**
ENTER AN EVENT ATTENDANCE CODE
Enter an attendance code to confirm your attendance.
Required
SUBMIT CODE

Enter cd

Submit Code