



ACORN FAQ

Contents

ACORN FAQ 1

Accessing ACORN 3

How do I create a SAW account? 3

What is the link to the ACORN Training Environment? 3

After logging in, the website just spins; now what? 3

What if I see a local host error when I log into ACORN? 3

What if I don't see the Case Management Module when log into ACORN? 3

What should I do if I have multiple SAW Accounts? 3

User Profile..... 3

Are my credentials supposed to be accurate in the system? 3

What if I don't see the Case Management Module when log into ACORN? 3

Can you use different User Profiles in the same ACORN tab? 4

Accessing Your Caseload 4

I am able to log in but do not see the "Case Management Module" linked on the right side of my screen...... 4

My ACORN caseload is not the same as my DMS caseload. 4

Can you use different User Profiles in the same ACORN tab? 4

Entering Referrals..... 4

What information does and does not show on the printed IFSP when "Mask Information" is selected?..... 4

Evaluation..... 5

ACORN only allows two evaluators to be entered. Where do these display on the child's IFSP? 5

Where do the evaluators entered in the child present level of development section appear on the IFSP?..... 5

Why can't I add evaluators to the evaluation panel? 6

There is a part next to the test score that says "standard deviation", then in the drop down menu, the choices are "No Delay, -1.0 or less, -1.5 or less, -2 or less, or >-2. But what about kids who are ICO (where the SD do NOT capture the delay?) Is there no way to document that accurately?..... 8

There is a box that says "was child's behavior Optimal/Typical? If no, Explain." 9

Reports.....	9
Before when reports were talked about, there was an issue that we could only search the start dates up to 9 months ago, but not any further. has that been fixed, or will it be fixed prior to live? that will severely impact reports.....	9
Is there any way to save reports outside of ACORN?.....	9
The FRC caseload is important to recreate like the current DMS because of the contract requirement of a maximum number of active IFSPs. Something that's being monitored. We use this to track to see that FRC's caseloads are below the 55 max number required by the state.	9
In phase 1 roll out of ACORN, will there be an FRC Caseload Count report? Or is this something that we can create?	9
Is the custom report list available for the entire agency - or user specific?.....	9
Are there any thoughts around disabling the share feature for certain users?	9
Is there a way to save the reports outside of ACORN so that our co-workers can see them without having to save it to the list?	9
Why is reporting data not accurate in ACORN?	9
Will this training (ACORN custom reports) be available to share? Use a reference?	9
Going Live.....	10
Do you have an estimated date of when the next data migration will happen?	10
Do you have a go-live date for ACORN?	10
I have heard about a planned DMS outage prior to ACORN Go-Live. When will this happen?	10
Lessons, Trainings & Guidance.....	10
Where can we find recordings and training resources?	10
Where can we find the ACORN Micro Lessons?	10
School Districts – Transition Service Partners.....	10
How will our ESIT Partners know we are using a district shared sign-on?.....	10
Will ACORN change when we are able to see a child’s record?.....	11
Will ACORN tell us if a family needs interpreter services?	11
When will we have access to see the child’s IFSPs in ACORN?	11
Will we be able to see details about late referrals in ACORN?	11
When will we receive notification of potentially eligible children in our district?.....	11

Accessing ACORN

How do I create a SAW account?

Please follow [this guide](#) to create/validate your Secure Access Washington (SAW) account. It is important that you use the same email address that you use to log into the DMS. If you have multiple DMS accounts, please use the email address that you indicated to be your primary email address to create your SAW account.

What is the link to the ACORN Training Environment?

Please use [this link](#) to access the ACORN training environment.

After logging in, the website just spins; now what?

We recommend that you clear your web browser cache and try logging in again.

- [Training: Accessing ACORN](#)
- [Local Host Errors](#)

What if I see a local host error when I log into ACORN?

Please follow the guidance in this training to resolve the issue

- [Local Host Errors](#)

What if I don't see the Case Management Module when log into ACORN?

Please contact the Help Desk and we will add it back to your user profile!

What should I do if I have multiple SAW Accounts?

Your SAW account must match your current DMS email address. If you do not have one with this address you'll need to create a new one. If you are unsure how to move forward, please contact the Help Desk for further assistance.

User Profile

Are my credentials supposed to be accurate in the system?

Yes, your credentials are supposed to be accurate. If your credentials are not accurate, please contact the ESIT Help Desk so we can help you make the updates in the system.

- [ACORN User Roles](#)
- [Proxying as Another User](#)

What if I don't see the Case Management Module when log into ACORN?

Please contact the Help Desk and we will add it back to your user profile!

Can you use different User Profiles in the same ACORN tab?

Unfortunately, no. If you attempt to use different User Profiles on each ACORN tab an error message will appear, and you will lose any progress made in whichever User Profile was selected second.

Accessing Your Caseload

I am able to log in but do not see the “Case Management Module” linked on the right side of my screen.

If you do not see the link to our case management module on the right side of your screen, please contact the Help Desk. This is an easy fix and you will have access in no time!

My ACORN caseload is not the same as my DMS caseload.

Data in ACORN was migrated in the beginning of February. Your caseload today will look slightly different from your caseload in the DMS today. Users that were added to the DMS after June 5, 2024 may not have an active ACORN account. Please contact the Help Desk if your DMS account was created recently and we can add you to the ACORN training environment.

Can you use different User Profiles in the same ACORN tab?

Unfortunately, no. If you attempt to use different User Profiles on each ACORN tab an error message will appear, and you will lose any progress made in whichever User Profile was selected second.

Entering Referrals

What information does and does not show on the printed IFSP when “Mask Information” is selected?

The highlighted boxes below will be blank on the printed IFSP if “Mask Information” is selected:

 Washington State Department of
CHILDREN, YOUTH & FAMILIES
Individualized Family Service Plan (IFSP)

Under Part C of IDEA, the IFSP is required to enhance the capacity of families to meet the needs of children birth to age three who have developmental delays or disabilities.

IFSP Type: Initial IFSP Start Date: 7/15/2024 IFSP End Date: 1/15/2025

I. Child and Family Information

Child's Name: Child July Tweleve24	
Date of Birth: 9/1/2023	Gender: Female
Parent's/Guardian's Name(s):	[Redacted]
Address(es):	[Redacted]
City/State/Zip:	[Redacted]
Phone Number(s) & Type:	[Redacted]
Email Address(es):	[Redacted]

- [Entering Referrals](#)

Evaluation

ACORN only allows two evaluators to be entered. Where do these display on the child's IFSP?

The Assessment Team in the IFSP displays the two evaluators as show here who is entered as primary and secondary evaluators:

Assessment Team	
The following individuals participated in the evaluation and assessment:	
<i>Evaluator / Role</i>	<i>Assessment Activities</i>
→ David Clark Service Provider	Informed Clinical Opinion & Standardized Test
→ Lisa Norfolk Service Provider	Informed Clinical Opinion & Standardized Test

Where do the evaluators entered in the child present level of development section appear on the IFSP?

Any evaluator that participates will be printed on the IFSP either under Child's Present Levels of Development or under Assessment Team (see above).

III. Child's Present Levels of Development

Understanding a child's skills, as identified through evaluation and assessment (including observations, parent report, testing), assists the team (including parents) in planning supports and services that enhance the child's learning.

Developmental Area	Description of Skills/Status <i>(list child's skills in each developmental area/describe status' include information about sensory needs in each domain)</i>
<p>Domain: Physical - Hearing</p> <p>Developmental Level (% of delay, standard deviation, age equivalent) No Delay</p> <p>Information Source (Instrument(s), Parent report, observation) Informed Clinical Opinion & Standardized Test Other</p> <p>Evaluator's Name and Evaluation/ Assessment Date [Redacted] 7/11/2023</p>	<p>Migrated Data [Redacted] turns when his mother calls his name and responds to sounds in his environment. He reportedly babbles throughout the day in long strings of repeated sounds (dadada, nanana, etc). There are no hearing concerns at this time.</p>
<p>Domain: Communication - Expressive</p> <p>Developmental Level (% of delay, standard deviation, age equivalent) No Delay</p> <p>Information Source (Instrument(s), Parent report, observation) Informed Clinical Opinion & Standardized Test Developmental Assessment of Young Children (DAYC)</p> <p>Evaluator's Name and Evaluation/ Assessment Date [Redacted]</p>	<p>-0.06 In the area of expressive language and speech skills, [Redacted] demonstrates the following skills per parent report and/or clinical observation:</p> <ul style="list-style-type: none"> • Vocalizations/Babble: His mother reports that he babbles with early consonants and vowels, such as "dadada" and "nanana." She also noted that [Redacted] doesn't cry often, nor does he cry loudly, he never has. Additionally she reports that he has a unique laugh, that sounds more like a hiccup than a typical laugh. • Eye contact/Joint attention: Reportedly makes eye contact, joint attention needs additional assessment as he was asleep for most of the evaluation. • Imitation skills: [Redacted] sticking out his tongue and blowing raspberries. • Gestures: Reaches his arms up to be picked up, pulls blanket off his head for peekaboo • Expressive Vocabulary: Babbles with inflection, no true first words yet (not expected for this age) Some of the next expressive language and speech skills to look forward to include: <ul style="list-style-type: none"> • Imitating actions in play, facial expressions, and silly sounds • Using early gestures such as clapping, waving, pointing • Saying his first few words, including a word specifically for his mom

Why can't I add evaluators to the evaluation panel?

You most likely have completed the evaluation information panel correctly, start with the top drop down box "Pay Source" so it allows you to fill in the corresponding boxes (program, service type). A few things here: you need make sure to **include your agency** and you need to keep the **authorization status as "inactive"** when you initially add it so that you can assign the evaluator at the next panel:

Evaluation Information
 Evaluator Assignment

*Pay Source
 Part C of IDEA

*Program
 General Evaluations - Individual

*Service Type
 Speech/Language Pathology

IFSP Type
 IFSP Status
 IFSP Start Date
 IFSP End Date

Dates of Evaluation From
 07/01/2024
 Dates of Evaluation To
 07/01/2024

Agency
 Youthful Horizons

*Location Type
 Other

Agency Provider Sites
 -- Select --

*Authorization Status
 Inactive
 -- Select ---
 Active
 Inactive (highlighted)

Save the evaluation information panel with the inactive status.

Now move down to the evaluator assignment panel and you will see a drop down list of your agency providers available to you:

Select Primary Evaluator

Home / Child / there.howdy / Evaluation

Evaluation Edit

Evaluation Information
 Evaluator Assignment

Primary Evaluator
 PrimaryTherapistName
 Primary Evaluator Profession

Secondary Evaluator
 SecondaryTherapistName
 Secondary Evaluator Profession

Therapist
 -- Select Item --
 -- Select Item --
 Andrade, Yesica
 Bailey, Shana
 Bailey, Shana
 Barber, Elizabeth
 Beck, Jody
 Blankenburg, Samantha
 Carvo, Molly
 Clark, David
 Crawford, Rhylee
 Debroux, Phil
 Debroux, Phil
 Debroux, Phil
 Douglas, Nicole
 Duvall, Hannah (highlighted)
 Ellisen, Alece
 Ensign, Krystin
 Everson, Molly
 Fahland, Dianna
 Fenton, Madison

Once you have added your evaluator and save this panel, you will want to go back to the evaluation information panel and move the authorization status from inactive to active.

Evaluation Information	
Evaluator Assignment	
	*Pay Source Part C of IDEA
	*Program General Evaluations - Individual
	*Service Type Speech/Language Pathology
	IFSP Type
	IFSP Status
	IFSP Start Date
	IFSP End Date
	Dates of Evaluation From 07/01/2024
	Dates of Evaluation To 07/01/2024
	Agency Youthful Horizons
	*Location Type Other
	Agency Provider Sites --- Select ---
	*Authorization Status Active --- Select --- Active Inactive
	Referral Notes

There is a part next to the test score that says “standard deviation”, then in the drop down menu, the choices are “No Delay,-1.0 or less,-1.5 or less,-2 or less, or >-2. But what about kids who are ICO (where the SD do NOT capture the delay?) Is there no way to document that accurately?

The user needs to indicate the SD as derived from the test. If a child qualifies through ICO they will then indicate that in the appropriate text box and make the child eligible based on ICO. For example, is the score is -0.6, it would be -1.0 or less (no delay).

There is a box that says “diagnosed conditions” – but does that mean what I am diagnosing them with right now with this eval? Or does that mean any previous medical diagnosis they already came in with?

The user can select the ICD10 code and then that shows in the Diagnosed Conditions text box. This is not a required field on this panel but there to enter if pertains to the assessment.

There is a box that says “was child’s behavior Optimal/Typical? If no, Explain.”

We have requested that the vendor (PCG) remove this language from the system.

- [Adding Providers to an Evaluation](#)

Reports

Before when reports were talked about, there was an issue that we could only search the start dates up to 9 months ago, but not any further. has that been fixed, or will it be fixed prior to live? that will severely impact reports.

The reports have not been correctly configured in training. They work in UAT for children older than 9 months.

Is there any way to save reports outside of ACORN?

Yes! All report data can be downloaded into an Excel spreadsheet for further examination or sharing.

The FRC caseload is important to recreate like the current DMS because of the contract requirement of a maximum number of active IFSPs. Something that's being monitored. We use this to track to see that FRC's caseloads are below the 55 max number required by the state.

Ok, I think we can make that available

In phase 1 roll out of ACORN, will there be an FRC Caseload Count report? Or is this something that we can create?

You can create it with the custom option

Is the custom report list available for the entire agency- or user specific?

Yes, your agency as well as statewide users will be able to see it if the person selected to share the report (just the report settings, not your caseload/agency data).

Are there any thoughts around disabling the share feature for certain users?

Yes, we have definitely thought about it, but this would be a customization for a later release.

Is there a way to save the reports outside of ACORN so that our co-workers can see them without having to save it to the list?

Yes, you can download any report as an Excel spreadsheet

Why is reporting data not accurate in ACORN?

The reporting functions in ACORN are still under development. We will notify and train appropriately as these features become available.

Will this training (ACORN custom reports) be available to share? Use a reference?

All trainings are available on our website and we will update the FAQ with your questions as well!

- [Custom ACORN Reports](#)

Going Live

Do you have an estimated date of when the next data migration will happen?

The last data migration prior to go-live happened in the week of 11/12-11/14/2024. The data migrated into ACORN is reflective of the data in the ESIT DMS as of October 2024.

Do you have a go-live date for ACORN?

We will publish a go-live date for ACORN as soon as it is available. Prior to publishing a go-live date, we want to make sure that this date is solidified and the system is ready.

I have heard about a planned DMS outage prior to ACORN Go-Live. When will this happen?

The DMS will go dormant prior to ACORN going live. We need a 5 day window to make changes to the existing data tables and migrate them into the ACORN database before we can switch to using our new system. Once the ACORN goes live, we will not be entering data into the ESIT DMS any longer and the system will not be accessible to the public.

Lessons, Trainings & Guidance

Where can we find recordings and training resources?

Please visit our website and you will find all published supplementary trainings and resources in one place.

- [ACORN Training Resources](#)

Where can we find the ACORN Micro Lessons?

We have published a lot of ACORN Micro Lessons available for your review. Please visit the ESIT Website to review them all

- [Click here for ACORN Microlessons](#)

School Districts – Transition Service Partners

How will our ESIT Partners know we are using a district shared sign-on?

If your district opts to use a district shared sign-on, you'll want to share that information with your ESIT partners.

We suggest using a distinctive name when setting up a a district shared sign-on such as

- **First Name** -School district
- **Last Name** - ESIT Transition
 - *SpokaneSD ESIT Transition*

Will ACORN change when we are able to see a child's record?

Part C to Part B transition timelines remain the same. The transition plan is developed no more than nine months and no less than 90 days before the child's third birthday. If appropriate, this is when the FRC will connect with the school district to participate in the transition conference.

Will ACORN tell us if a family needs interpreter services?

Yes! If interpreter or translation service needs are included by the child's team, you'll be able to see it on the Family Members grid.

When will we have access to see the child's IFSPs in ACORN?

As soon as you are added to the child's team, you'll be able to see their entire record, including IFSP, in real time.

Will we be able to see details about late referrals in ACORN?

Yes! Once the FRC adds you to the child's team you'll be able to view all data from referral to transition. This access will allow you add information to your records as necessary to document exceptions for late evals or IEPs.

When will we receive notification of potentially eligible children in our district?

The ESIT Help Desk will send a School District Notification Report directly to your email each month. This will identify all potentially eligible children assigned to you or your district based on whether your organization is using a single user sign-on or district shared sign-on.