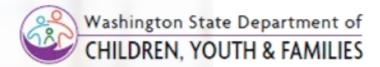


# **Accessing State-Level Reports**

This guide covers how to access State-Level Reports in ACORN *Powered* by El Hub.

**Disclaimer**: This training aims to enhance the knowledge, skills, and proficiency in using ACORN as it relates to Early Support Services and should not substitute required programmatic training. The information presented in this content reflects the system build at the time of training.



Job Aid

### Оноw то

• Access State-Level Reports in ACORN



#### **ABOUT THE ACORN'S STATE-LEVEL REPORTS**

 The Office of Special Education Programs (OSEP) requires all states develop and submit a six-year State Performance Plan (SPP). To aid WA ESIT in obtaining pertinent and federally required data, ACORN provides readily accessible State-Level Reports. This short guide covers how to access those reports.



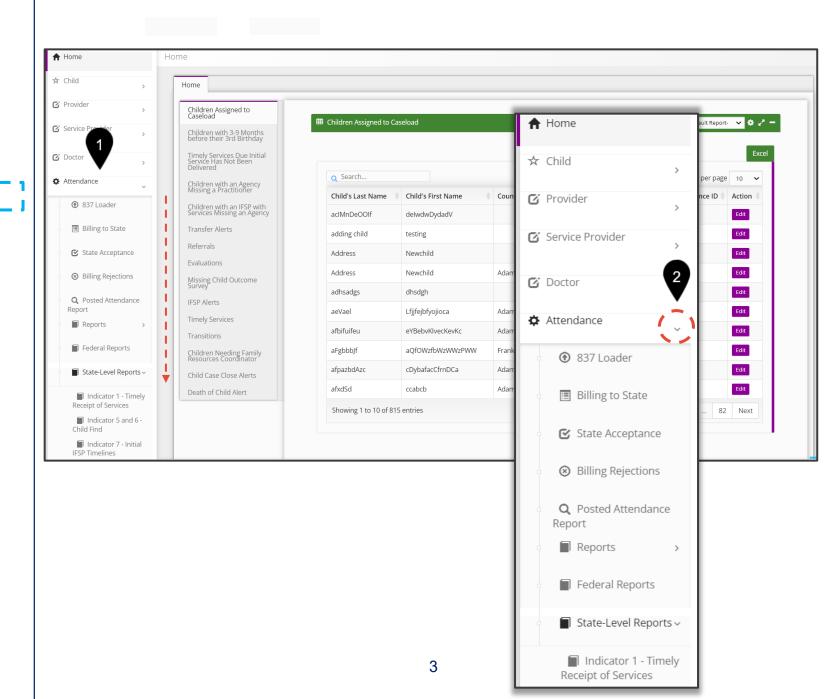
Job Aid

### OHOW TO

Access State-Level Reports in ACORN

#### Step/Action

- 1. From the ACORN **Case Management** Home page, locate the **Attendance** menu from the left panel.
- 2. Select the **Attendance** menu's expansion arrow. Upon selecting the expansion arrow, additional sub-menus display (i.e., 837 Loader, State Acceptance, Reports sub-menu).



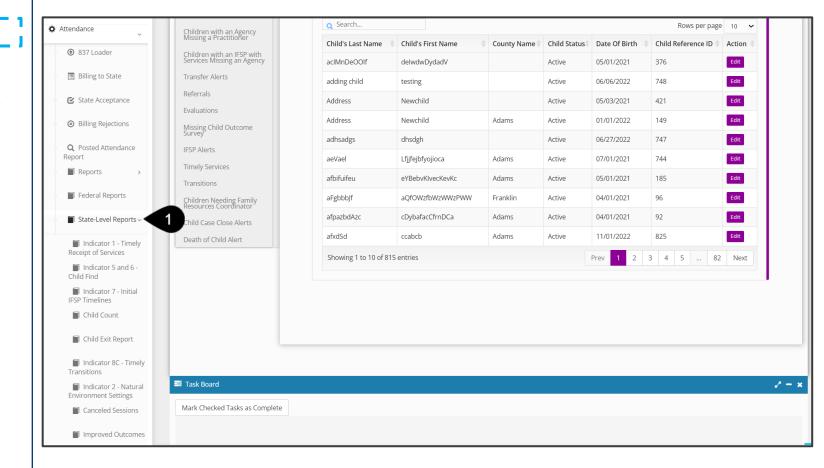
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Access State-Level Reports in ACORN

#### Step/Action

- Select the expansion arrow from the State-Level Report submenu. State-Level reports will populate. The following Statelevel reports are available:
  - Indicator 1- Timely Receipts of Services
  - Indicators 5 and 6 Child Find
  - Indicator 7 Initial IFSP Timelines
  - Child Count
  - Child Exit Report
  - Indicator 8C Timely Transitions
  - Indicator 2 Natural Environment Settings
  - · Cancelled Sessions
  - Improved Outcomes



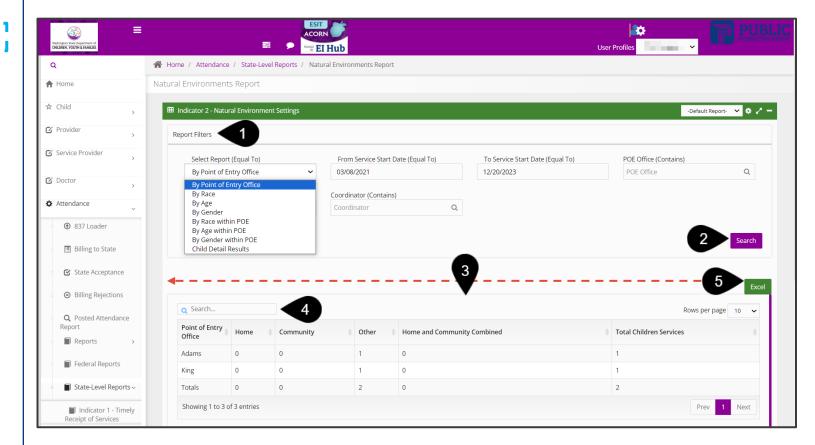
OHOW TO

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Navigate State-Level Reports

#### Step/Action

- Each report will have Report Filters allowing end-users to filter search results. Leaving all the Report Filters fields blank will show "all" results
- 2. Click the **Search** button for the system to generate a query.
- 3. If a query is found, the results are displayed/listed in the **Results** grid/tables.
- 4. To search the **Results** grid/table for a specific record, enter a keyword into the **Search** field.
- 5. Use the **Excel** button to export your results (based on the criteria you entered) to an MS Excel spreadsheet.





# **Revision History**

<b>Revision History</b>	Release Date	Author	Revision Summary
v.0.1.0	12.20.2023	C. Pittman	First Draft Release

