

Running Encore IEP Caseload Reports

VERSION 1.0 • UPDATED AUGUST 29, 2007

This job aid will assist principals in running and reviewing the Encore report titled “IEP Caseload by Provider”. This report is to be reviewed monthly as a part of the Special Education Compliance Report.

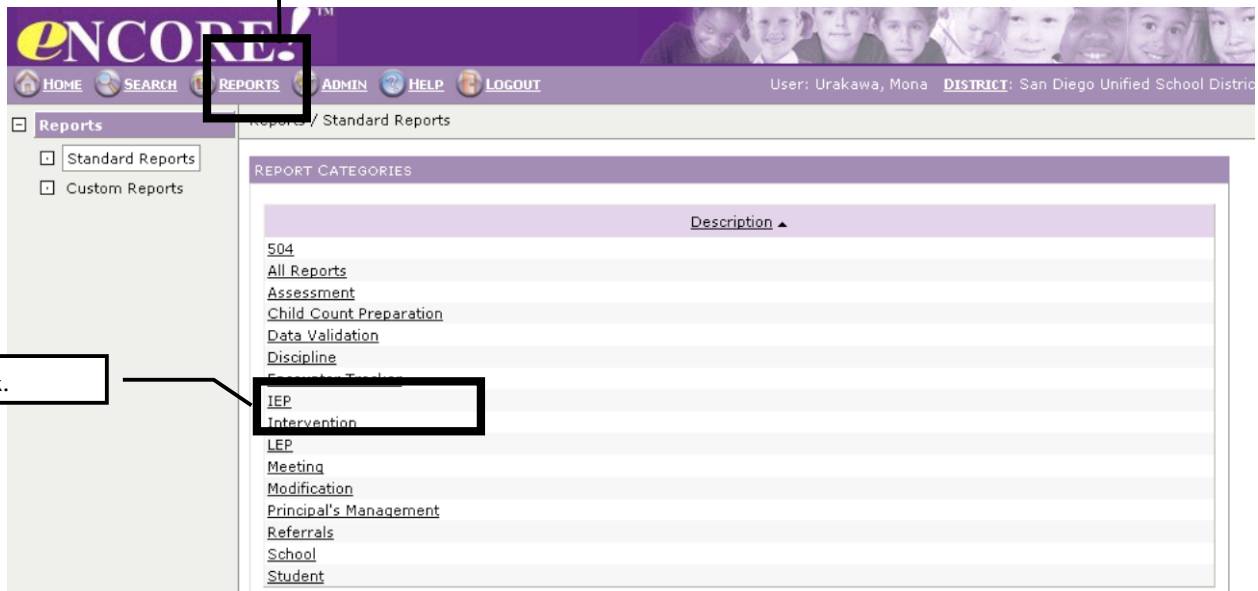
Information in this report includes Student Name, ID, Grade, Date of Birth, Last Evaluation Date, Last IEP Date, Service, Servicing School, Latest Date to Start, Time (amount/hours or amount/minutes), Session (per week, per month or per year).

The report may be filtered on Attending School, School Group, Service, or Service Provider.

Follow the steps below to run the IEP Caseload by Provider for your school.

- Open Encore. Log in and navigate to the **Reports** link. Click **Reports** and then click the **IEP** link. Click the link for **IEP Caseload by Provider**.

Click Reports link.



The screenshot shows the Encore application interface. At the top, there is a navigation bar with links for HOME, SEARCH, REPORTS, ADMIN, HELP, and LOGOUT. The user is identified as Urakawa, Mona, and the district is San Diego Unified School District. Below the navigation bar, there is a sidebar with a 'Reports' section containing 'Standard Reports' and 'Custom Reports'. The main content area displays a list of report categories under the heading 'REPORT CATEGORIES'. The categories listed are: 504, All Reports, Assessment, Child Count Preparation, Data Validation, Discipline, IEP, Intervention, LEP, Meeting, Modification, Principal's Management, Referrals, School, and Student. The 'IEP' link is highlighted with a black box.

Click IEP link.

ENCORE!
HOME SEARCH REPORTS ADMIN HELP LOGOUT
User: Urakawa, Mona DISTRICT: San Diego Unified School District

Reports / Standard Reports / List
Report Category: IEP

LIST REPORTS
Records 1 - 4 of 4

Report Name	Description
IEP Case Load By Provider	This report identifies students and their provider with the duration and frequency of the services required. Principals and providers will run this report to manage the provider hours.
IEPs Assigned to Manager	This report shows the Manager those IEP components due to start within 30 school days that, as of the date printed, still have no Provider Assigned. It also shows the status of Prevention Plan Request and parent signature. This report is sorted by the Latest start date for each component.
IEPs Started Late or Not At All	This report shows all IEP services due to start last quarter that started late or not at all. It also shows the Delay Reason code, if any. Enter the date range of the quarter that just ended. You can also run this for the current quarter to identify problems and fix them. This report will pick up problems with original implementations, transfers, provider changes, etc.
Initial IEPs Lacking Parent Signatures - Within 20 School Days	This report shows all Initial IEPs for which the 20 school day target for obtaining parent signature is approaching. This report is sorted by student last name. The report shows how many days are remaining until the timeline runs out.

Records 1 - 4 of 4

Click IEP Caseload by Provider link.

- Select your School from the drop down list. You may also specify a service code or service provider to further filter your report. To prepare the list for the entire school, choose ONLY the School criteria.

ENCORE!
HOME SEARCH REPORTS ADMIN HELP LOGOUT
User: Urakawa, Mona DISTRICT: San Diego Unified School District

Reports / Standard Reports / List / Criteria
Report: IEP Case Load By Provider

REPORT CRITERIA

School:

School Group:

Service:

Provider:

PREVIEW

Click Preview link.

- Select a format for export or click the print icon for output.

ENCORE!
Report Category: IEP Report Name: IEP Case Load By Provider [RETURN TO REPORT CRITERIA](#)

9 of 29 100% Find | Next Select a format Export

IEP Caseload By Provider

San Diego Unified School District
Angier Elementary
Provider: F
Managing School: 0007A-Angier Elementary

Student Name	Student ID	DOB	Grade	Last Evaluation	IEP Date	Service	Servicing School	Session ID	Latest Date to Start	Time	Session	Hours Per Week
Names of students and service providers have been omitted from this example.	E		03	11/17/2003	11/17/2004	Speech-Language Pathology	Angier Elementary		12/8/2004	27/H	0/Y	0
	C		01	3/18/2004	3/21/2006	Speech-Language Pathology	Angier Elementary		4/17/2006	27/H	0/Y	0
	C		I 05	12/13/2005	12/13/2005	Speech-Language Pathology	Angier Elementary		1/17/2006	14/H	0/Y	0
	T		05	2/22/2006	2/14/2007	Speech-Language Pathology	Angier Elementary		3/7/2007	24/H	1/Y	0

Total Students: 4
Grand Total of Students: 4

Total Hours Per Week: 0.46
Grand Total Hours per Week 0.46

- Click link [Return to Report Criteria](#) when finished.