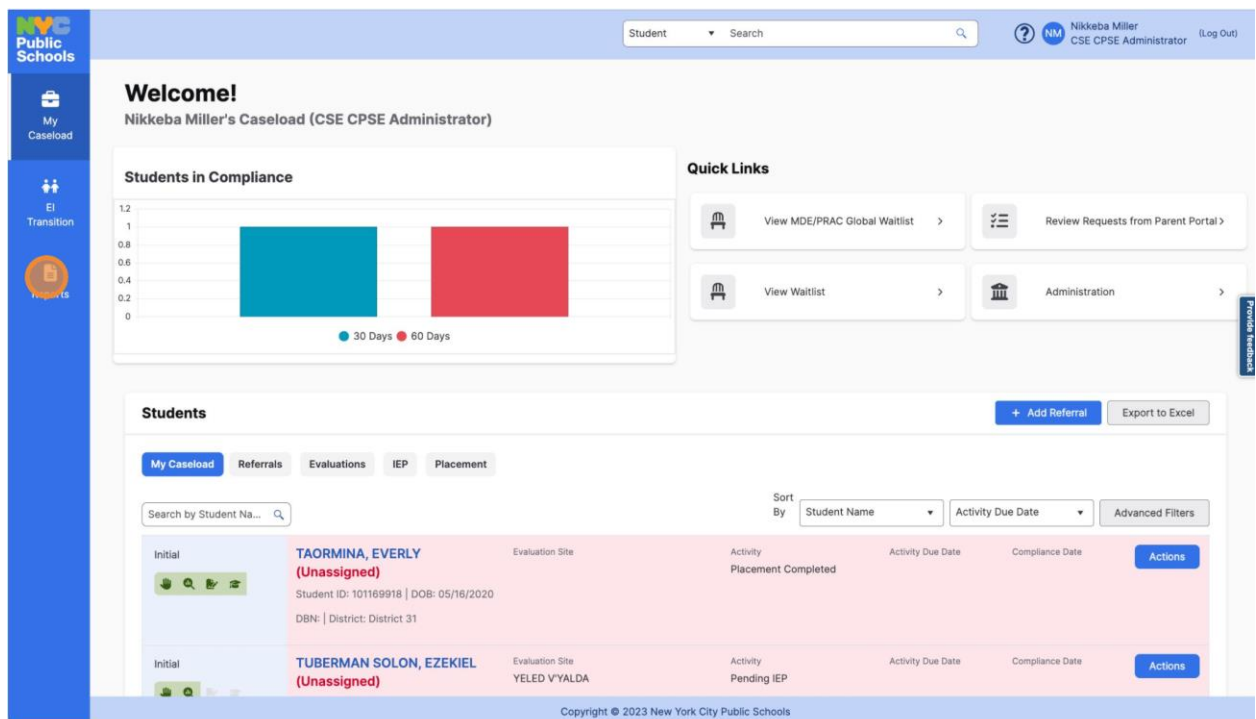


How to Navigate the Reports Function

This guide explains how to navigate the Reports function in ATLAS. It outlines steps for locating and interacting with various report types and introduces tools for filtering, sorting, and summarizing data.

Note: Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.

1. From the dashboard click on the **Reports** button on the blue vertical menu on the left side of the screen.



Tip: If the page doesn't load properly, you likely have a pop-up blocker enabled on your browser. Disable the pop-up blocker and reload the page.

2. You will be directed to *ATLAS Reports*. All reports are listed by category type in the menu on the left side.

Early Intervention

- EI Document Transfer Operational Report
- EI DQ/HM Operational Report
- EI Operational Report
- EI Outreach Operational Report
- EI Services Agency and staff
- KPIS - EI KPI Report
- Referral
- Evaluation
- IEP
- Placement

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CS
1	250103357	782861	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
2	250103357	930739	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
3	250162399	912674	AAHRON	CHAZAN	02/02/2022	2022	District 17		06
4		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
5		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
6		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
7		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
8		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
9		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
10		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
11		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
12		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
13		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
14		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
15		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
16		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
17		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
18		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
19		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
20	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03

3. Open each category by clicking on the down arrow to see the associated reports.

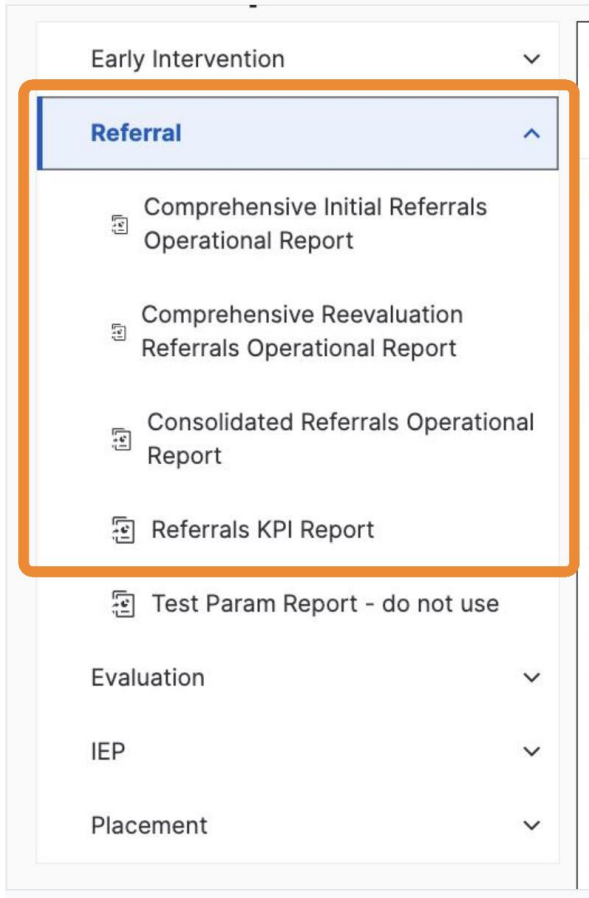
Early Intervention

- Referral
- Evaluation
- IEP
- Placement

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CS
1	250103357	782861	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
2	250103357	930739	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
3	250162399	912674	AAHRON	CHAZAN	02/02/2022	2022	District 17		06
4		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
5		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
6		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
7		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
8		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
9		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
10		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
11		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
12		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
13		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
14		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
15		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
16		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
17		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
18		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
19		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
20	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03

4. After you click the down arrow, you will be able to see all reports for that category.



- Click on the title of the report and the report information will populate on the screen.

Early Intervention Document Transfer Operational Report

El Case Is Active: Yes

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CSE
1	250103357	782861	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
2	250103357	930739	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
3	250162399	912674	AAHRON	CHAZAN	02/02/2022	2022	District 17		06
4		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
5		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
6		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
7		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
8		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
9		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
10		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
11		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
12		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
13		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
14		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
15		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
16		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
17		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
18		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
19		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
20	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03

- Use the horizontal scroll bar at the bottom of the grid to see all of the columns in the report.

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CSE
1	250103357	782861	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
2	250103357	930739	A MIRACLE	PETTIS LIVINGST	11/25/2021	2021	District 08		02
3	250162399	912674	AAHRON	CHAZAN	02/02/2022	2022	District 17		06
4		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
5		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
6		936969	Aalam	Zerbo	04/21/2022	2022	District 10		01
7		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
8		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
9		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
10		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
11		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
12		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
13		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
14		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
15		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
16		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
17		896715	Aaliyah	Staten	02/23/2022	2022	District 10		01
18		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
19		915847	Aamillah	Odtallah	05/09/2022	2022	District 31		10
20	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03

- Use the buttons at the bottom of the grid to see additional pages of the report. You can click **Page Up** or **Page Down** to see additional pages. To go directly to the first or last row of the report, click the **Top** or **Bottom** buttons.

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District
21	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03
22	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03
23	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03
24	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03
25	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
26	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
27	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
28	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
29	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
30		820208	Aaron	De Leon	02/22/2022	2022	District 10		01
31	250154450	902203	AARON	GOLD	02/23/2022	2022	District 18		06
32	250154450	902203	AARON	GOLD	02/23/2022	2022	District 18		06
33	250154450	902203	AARON	GOLD	02/23/2022	2022	District 18		06
34	250154450	902203	AARON	GOLD	02/23/2022	2022	District 18		06
35	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
36	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
37	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
38	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
39	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
40		888953	Aaron	Suazo Gonzalez	03/07/2022	2022	District 25		03

⏪ Top
⏩ Page up
⏴ Page down
⏵ Bottom

- A toolbar that allows you to access various functionalities will appear when you click on a column header.

Edit HTML Filters

El Case Is Active
 Yes

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CSE
21	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03
22	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03
23	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03
24	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28		03
25	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
26	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
27	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
28	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
29	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19		05
30		820208	Aaron	De Leon	02/22/2022	2022	District 10		01
31	250154450	902203	AARON	GOLD	02/23/2022	2022	District 18		06
32	250154450	902203	AARON	GOLD	02/23/2022	2022	District 18		06
33	250154450	902203	AARON	GOLD	02/23/2022	2022	District 18		06
34	250154450	902203	AARON	GOLD	02/23/2022	2022	District 18		06
35	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
36	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
37	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
38	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
39	250158621	941272	AARON	GINDI	03/04/2022	2022	District 21		07-BK
40		888953	Aaron	Suazo Gonzalez	03/07/2022	2022	District 25		03

Top Page up Page down Bottom

9. The tool bar contains six tools: *Filter, Sort, Summarize, Explore, Suppress and Group/Ungroup*. Hover over each tool icon for help text about the function.
- Filter – Filtering involves refining or limiting the data displayed in a report based on specific criteria or conditions.
 - Sort – Sorting arranges data in a specific order, typically either ascending or descending, based on selected attributes (e.g., alphabetically, numerically, or chronologically).
 - Summarize - Summarizing condenses detailed data into key metrics or overall insights, typically by aggregating information (e.g., totals, averages).

- Explore - Exploring involves analyzing the data in greater depth to discover trends, patterns, relationships, or outliers.
- Suppress - Suppressing hides specific data from being displayed in the report, particularly rows, columns, or categories that are not needed.
- Group/Ungroup - Grouping combines similar data points into categories based on shared attributes, while ungrouping breaks these categories back down into individual data points.

The screenshot shows a data analysis tool interface. At the top, there is a toolbar with icons for Edit, Filter, Sort, Sum, Refresh, and Grid. Below the toolbar, there is a dropdown menu labeled "EI Case Is Active" with the value "Yes" selected. Below the dropdown menu, there is a section titled "Early Intervention Document Transfer O" with a table of data.

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last N
21	250137018	940172	AARON	MOREIRA
22	250137018	940172	AARON	MOREIRA
23	250137018	940172	AARON	MORFIRA

10. Clicking each tool icon will bring up a menu with options to drill down into the report information.

The screenshot shows a report interface with a toolbar at the top. The toolbar includes icons for Edit, Save, Share, Undo, Redo, Play, Refresh, and HTML. Below the toolbar is a filter icon, a funnel icon, a sorting icon (highlighted in orange), a sum icon, a search icon, a refresh icon, and a table icon. A dropdown menu is open from the sorting icon, showing the following options: 'Sort in Layout', 'Ascending', 'Descending', 'Don't sort', 'Other Sort Options', and 'Edit layout sorting...'. Below the menu is a table with the following data:

Row Number	EI ID	Child First Name	
21	72	AARON	
22	72	AARON	
23	250137018	940172	AARON
24	250137018	940172	AARON
25	250144982	810538	AARON
26	250144982	810538	AARON

11. Select the function you would like to perform. The system will perform that function for the entire report, based on the column you have selected. For example, in this screenshot the column Child Home District was selected, then in the tool bar the Filter button was selected. This means that the entire report will filter based on the

criteria added to the Child Home District.

Filters
Filter selected data.

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE
21	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28	
22	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28	
23	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28	
24	250137018	940172	AARON	MOREIRA	01/04/2022	2022	District 28	
25	250144982	810538	AARON	NIEVES	01/06/2022	2022	District 19	

- After clicking the filter, choose from the filters listed or create a custom filter. For example, if you wanted to filter the report to show only student records who are in District 20, you would use the custom filter function.

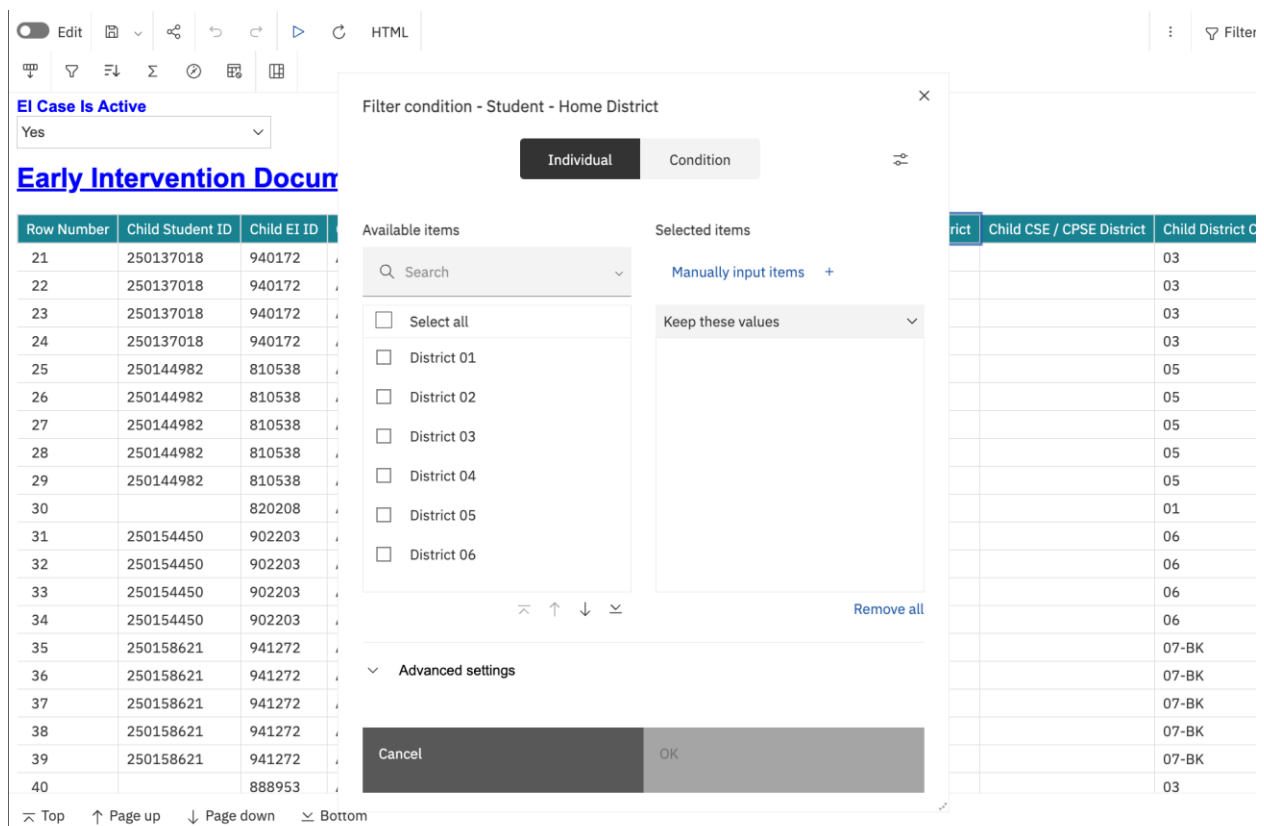
Filter menu options: Include Null, Exclude Null, Create Custom Filter...

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth
21	250137018	940172	AARON	MOREIRA	01/04/2022
22	250137018	940172	AARON	MOREIRA	01/04/2022
23	250137018	940172	AARON	MOREIRA	01/04/2022

13. When you select Create Custom Filter, a pop-up will appear. You can create custom filters based on individual criteria or condition criteria.

- Individual criteria: Filtering based on a **single specific attribute or value** within the dataset. Each criterion applies to **one field or column** in isolation.
 - Ex: Applying a filter to show rows where the “Student - District CSE/CPSE Office” column equals “08” This focuses on one attribute (Student – District CSE/CPSE Office) with a specific value (08). The result would be all students within CSE/CPSE 08.
- Condition criteria: Filtering based on **multiple conditions or a combination of criteria** across different columns or within a column. These conditions can be connected with logical operators such as **AND** or **OR**.
 - Ex: Applying a filter to show rows where the “Student - District CSE/CPSE Office” equals “08” **AND** “Student - Grade” is less than 3rd Grade. Here, you’re combining two different criteria across two columns. The result would be all students within CSE/CPSE 08 in grades below 3rd Grade.



14. In this example you want to filter the Student Home District column to show students who are in the Home District of District 20. In the first column, you will scroll down using the page down tool and click the checkbox next to District 20.

Then click **Ok**.

Edit HTML

EI Case Is Active

Yes

Early Intervention Docum

Row Number	Child Student ID	Child EI ID	Child CSE / CPSE Dis
21	250137018	940172	
22	250137018	940172	
23	250137018	940172	
24	250137018	940172	
25	250144982	810538	
26	250144982	810538	
27	250144982	810538	
28	250144982	810538	
29	250144982	810538	
30		820208	
31	250154450	902203	
32	250154450	902203	
33	250154450	902203	
34	250154450	902203	
35	250158621	941272	
36	250158621	941272	
37	250158621	941272	
38	250158621	941272	
39	250158621	941272	
40		888953	

Filter condition - Student - Home District ✕

Individual
Condition

Available items

Select all

District 19

District 20

District 21

District 22

District 23

District 24

Selected items

Manually input items +

Keep these values

District 20

[Remove all](#)

⏪ ↑ ↓ ⏩

⏏ **Advanced settings**

Cancel
OK

⏪ Top ↑ Page up ↓ Page down ⏩ Bottom

15. The report will then be filtered by the criteria. The report now shows you rows of students who are in the Child Home District 20.

Edit HTML : Filters

EI Case Is Active

Yes

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CSE
1	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
2	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
3	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
4	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
5	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
6	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
7	250139154	910164	ABRAHAM	LANDAU	01/09/2022	2022	District 20		07-BK
8	250139154	910164	ABRAHAM	LANDAU	01/09/2022	2022	District 20		07-BK
9	250174980	800179	ABRAHAM	WEISS	01/25/2022	2022	District 20		07-BK
10	250174980	800179	ABRAHAM	WEISS	01/25/2022	2022	District 20		07-BK
11	250174980	800179	ABRAHAM	WEISS	01/25/2022	2022	District 20		07-BK
12	250174980	800179	ABRAHAM	WEISS	01/25/2022	2022	District 20		07-BK
13	250089072	904707	ABRAHAM	FRIEDMAN	12/20/2021	2021	District 20		07-BK
14	250089078	880234	ADINA	HAIMOF	12/21/2021	2021	District 20		07-BK
15	250089078	880234	ADINA	HAIMOF	12/21/2021	2021	District 20		07-BK
16	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK
17	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK
18	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK
19	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK
20	250168144	929692	AHMED	ALMASHRAOI	02/08/2022	2022	District 20		07-BK

Top Page up Page down Bottom

16. To remove filters, click on the filters button on the top right corner of the grid.

Early Intervention Document Transfer Operational Report

Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home District	Child CSE / CPSE District	Child District CSE
1	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
2	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
3	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
4	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
5	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
6	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20		07-BK
7	250139154	910164	ABRAHAM	LANDAU	01/09/2022	2022	District 20		07-BK
8	250139154	910164	ABRAHAM	LANDAU	01/09/2022	2022	District 20		07-BK
9	250174980	800179	ABRAHAM	WEISS	01/25/2022	2022	District 20		07-BK
10	250174980	800179	ABRAHAM	WEISS	01/25/2022	2022	District 20		07-BK
11	250174980	800179	ABRAHAM	WEISS	01/25/2022	2022	District 20		07-BK
12	250174980	800179	ABRAHAM	WEISS	01/25/2022	2022	District 20		07-BK
13	250089072	904707	ABRAHAM	FRIEDMAN	12/20/2021	2021	District 20		07-BK
14	250089078	880234	ADINA	HAIMOF	12/21/2021	2021	District 20		07-BK
15	250089078	880234	ADINA	HAIMOF	12/21/2021	2021	District 20		07-BK
16	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK
17	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK
18	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK
19	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK
20	250168144	929692	AHMED	ALMASHRAQI	02/08/2022	2022	District 20		07-BK

⏪ Top ⏩ Page up ⏴ Page down ⏵ Bottom

17. A panel will appear on the right side of the grid with a list of all filters that you have applied to the report. Click on the circle icon to remove the filter.

Early Intervention Document Transfer Operational Report

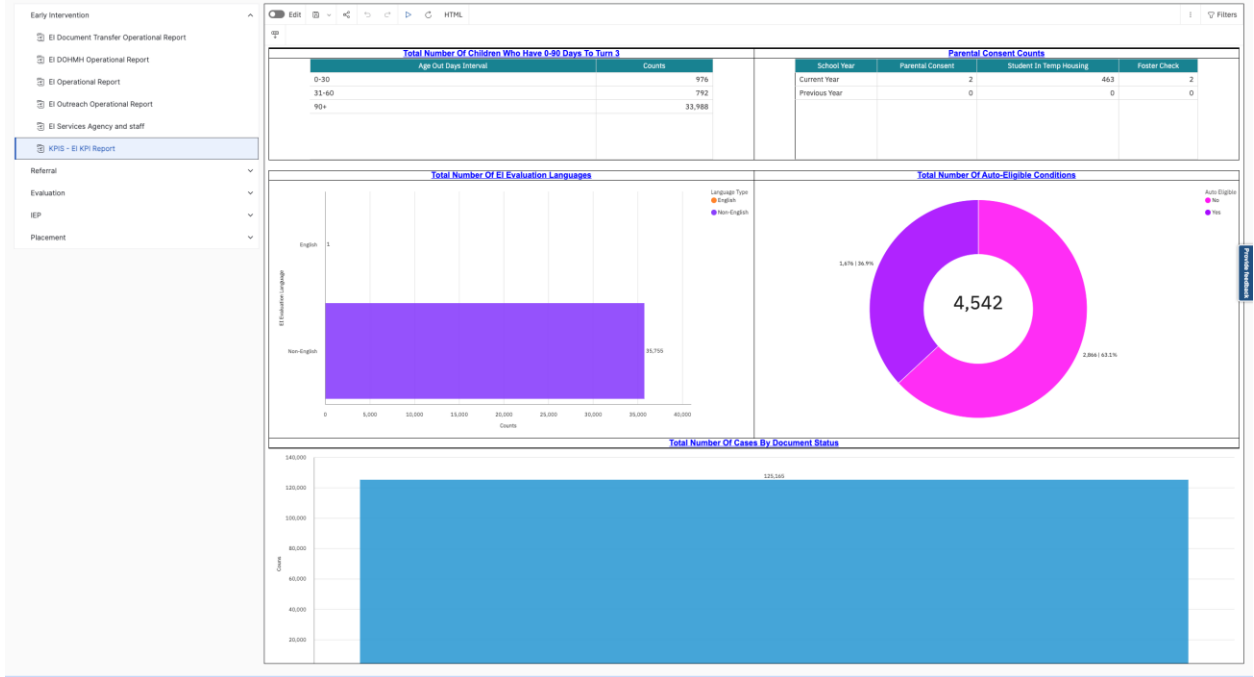
Row Number	Child Student ID	Child EI ID	Child First Name	Child Last Name	Child Date of Birth	Child Year of Birth	Child Home
1	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20
2	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20
3	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20
4	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20
5	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20
6	250099882	862579	ABIGAIL	GASPAR	12/04/2021	2021	District 20
7	250139154	910164	ABRAHAM	LANDAU	01/09/2022	2022	District 20
8	250139154	910164	ABRAHAM	LANDAU	01/09/2022	2022	District 20

Filters

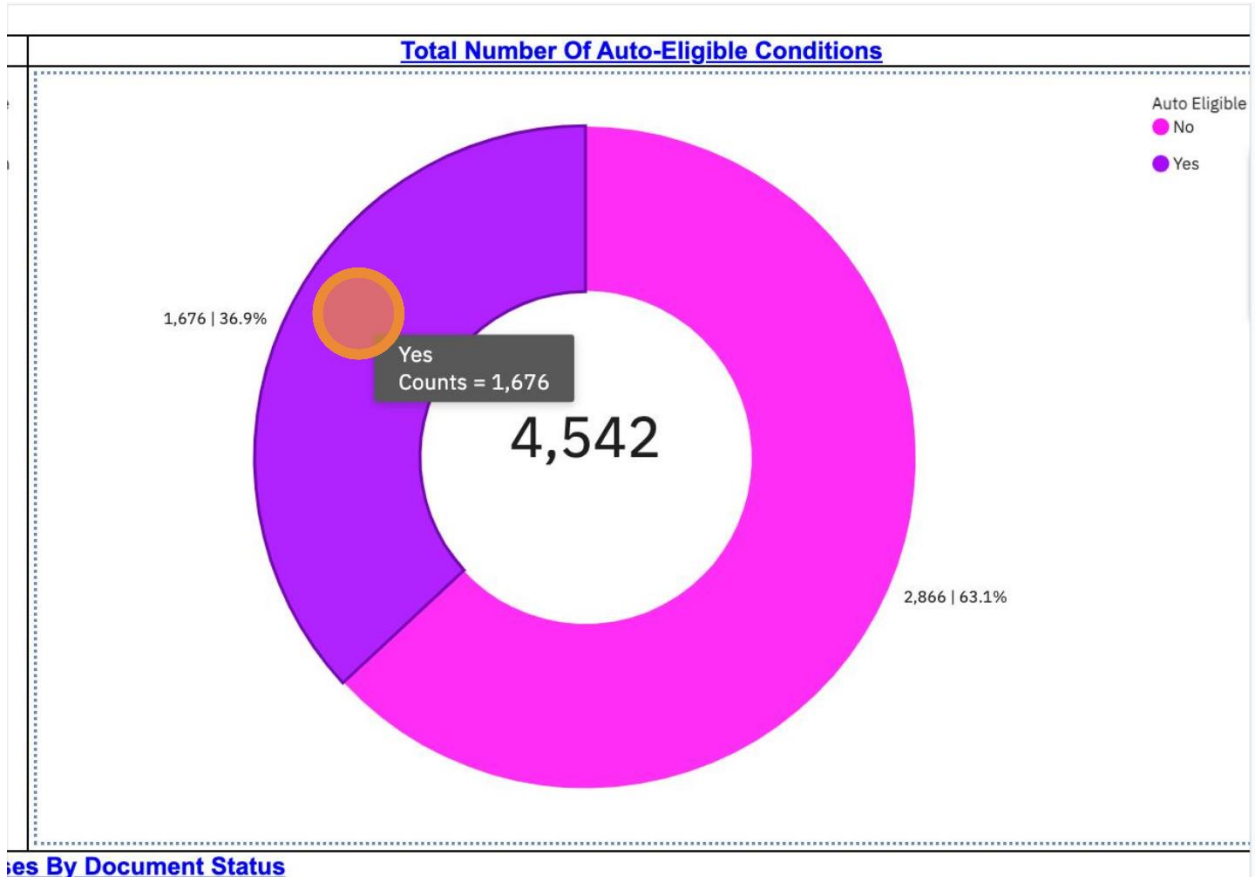
Showing "All"

[Child Home District] includes ("District 20")

- Click on the relevant KPI report, for example “KPIS-EI KPI Report” from the menu on the left side. KPI stands for Key Performance Indicator. The KPI Reports showcase data in a graph format, rather than the tabular format available in other reports. The types of graphs are unique to each KPI report, shown here is the Early Intervention KPI report.



19. Within the KPI report, hover over a section of the graph for more information. For example, the image below shows a circle graph of the total number of auto-eligible conditions, when you hover over a section of the graph (as shown with the light orange circle to indicate the hover over mouse) text will appear that defines the section. The text below shows “Yes Counts – 1,676”. This shows that 1,676 students of the 4,542 total did qualified under auto-eligible conditions.



20. Click on **My Caseload** in the blue vertical menu on the left side of the screen to return back to your Caseload Dashboard.

SEDMS Reports

Early Intervention

- EI Document Transfer Operational Report
- EI DOHMH Operational Report
- EI Operational Report
- EI Outreach Operational Report
- EI Services Agency and staff
- KPIS - EI KPI Report**

Referral

- Evaluation
- IEP
- Placement

Total Number Of Children Who Have 0-90 Days To Turn 3

Age Out Days Interval	Counts	School Year	Parental Consent
0-30	976	Current Year	2
31-60	792	Previous Year	0
90+	33,988		

Total Number Of EI Evaluation Languages

Language Type	Count
English	1
Non-English	35,755

Total Number Of Auto-EI

4,542

1,476 (36.9%)

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