



# Accessing State-Level Reports

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



# State-Level Reports

## *Job Aid*

### HOW TO

- 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.





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### HOW 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).

The screenshot shows the ACORN Case Management Home page. On the left, there is a navigation menu with the following items: Home, Child, Provider, Service Provider, Doctor, and Attendance. A red dashed arrow points to the Attendance menu, which is expanded to show a list of sub-menus: 837 Loader, Billing to State, State Acceptance, Billing Rejections, Posted Attendance Report, Reports, Federal Reports, and State-Level Reports. A red dashed arrow also points to the expansion arrow of the Attendance menu. In the background, there is a table titled "Children Assigned to Caseload" with columns for Child's Last Name, Child's First Name, and County. The table contains several rows of data, including "adding child", "Address", "adhsadgs", "aeVael", "afbifufe", "aFgbbbjf", "afpazbdAzc", and "afxdSd".

Child's Last Name	Child's First Name	County
adding child	testing	
Address	Newchild	
Address	Newchild	Adam
adhsadgs	dhsdgh	
aeVael	Lfjifejbfyojioca	Adam
afbifufe	eYBebvKlvecKevKc	Adam
aFgbbbjf	aQfOWzfbWzWWzPWW	Frank
afpazbdAzc	cDybafacCfrnDCa	Adam
afxdSd	ccabcb	Adam

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### HOW TO

- Access State-Level Reports in ACORN

#### Step/Action

1. Select the expansion arrow from the **State-Level Report** sub-menu. State-Level reports will populate. The following State-level 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

The screenshot displays the ACORN software interface. On the left, a navigation menu is open to 'Attendance' > 'Reports' > 'State-Level Reports'. A black callout bubble with the number '1' points to the expansion arrow next to 'State-Level Reports'. The main content area shows a list of report categories, including 'Children with an Agency Missing a Practitioner', 'Transfer Alerts', 'Referrals', 'Evaluations', 'Missing Child Outcome Survey', 'IFSP Alerts', 'Timely Services', 'Transitions', 'Children Needing Family Resources Coordinator', 'Child Case Close Alerts', and 'Death of Child Alert'. On the right, a data table is displayed with the following columns: Child's Last Name, Child's First Name, County Name, Child Status, Date Of Birth, Child Reference ID, and Action. The table contains 10 rows of data, each with an 'Edit' button. Below the table, it indicates 'Showing 1 to 10 of 815 entries' and includes pagination controls (Prev, 1, 2, 3, 4, 5, ..., 82, Next). At the bottom of the interface, there is a 'Task Board' section with a button labeled 'Mark Checked Tasks as Complete'.

Child's Last Name	Child's First Name	County Name	Child Status	Date Of Birth	Child Reference ID	Action
acIMnDeO0lf	delwdwDydadV		Active	05/01/2021	376	Edit
adding child	testing		Active	06/06/2022	748	Edit
Address	Newchild		Active	05/03/2021	421	Edit
Address	Newchild	Adams	Active	01/01/2022	149	Edit
adhsadgs	dhsdgh		Active	06/27/2022	747	Edit
aeVael	Lfjfejbfojioca	Adams	Active	07/01/2021	744	Edit
afbifufeuf	eYBebvKlvecKevKc	Adams	Active	05/01/2021	185	Edit
aFgbbbjf	aQfOWzfbWzWWzPWW	Franklin	Active	04/01/2021	96	Edit
afpazbdAzc	cDybafacCfrnDCa	Adams	Active	04/01/2021	92	Edit
afxdSd	ccabcb	Adams	Active	11/01/2022	825	Edit

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### HOW TO

- Navigate State-Level Reports

#### Step/Action

1. 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.

The screenshot displays the 'Natural Environments Report' interface. The top navigation bar includes the Washington State Department of Children, Youth & Families logo, a menu icon, 'ESIT ACORN' branding, 'EI Hub', and 'User Profiles'. The breadcrumb trail shows 'Home / Attendance / State-Level Reports / Natural Environments Report'. The main content area is titled 'Indicator 2 - Natural Environment Settings' and features a 'Report Filters' section with a dropdown menu (1) showing options like 'By Point of Entry Office', 'By Race', and 'By Age'. Filter fields include 'From Service Start Date (Equal To)' (03/08/2021), 'To Service Start Date (Equal To)' (12/20/2023), 'POE Office (Contains)', and 'Coordinator (Contains)'. A 'Search' button (2) is located to the right. Below the filters is a search bar (4) and an 'Excel' button (5). A red dashed arrow (3) points from the search bar to the results table. The table has columns for 'Point of Entry Office', 'Home', 'Community', 'Other', 'Home and Community Combined', and 'Total Children Services'. The data rows are for 'Adams', 'King', and 'Totals'. A 'Showing 1 to 3 of 3 entries' message and 'Prev 1 Next' navigation are at the bottom.

Point of Entry Office	Home	Community	Other	Home and Community Combined	Total Children Services
Adams	0	0	1	0	1
King	0	0	1	0	1
Totals	0	0	2	0	2



# Revision History

Revision History	Release Date	Author	Revision Summary
v.0.1.0	12.20.2023	C. Pittman	First Draft Release

