Purposes of ATLAS Reports

ATLAS reports are designed to provide real-time or periodic insights into timeliness of referrals, evaluations, IEP creation, and placement. Their purpose is to support decision-making by offering detailed, up-to-date data that helps monitor and manage ongoing operations efficiently. This guide provides information about the function of each report.

Note: *This document is comprehensive as of 09/04/24.*

Early Intervention

1. **Early Intervention Document Transfer Operational Report:** This report contains information about documents that were provided to NYCPS as part of the early intervention process.
   - Sample Fields: *Agency Name, Agency Address, Agency Phone, Staff Name, Staff Email, Staff Phone*

2. **Early Intervention DOHMH Operational Report:** The purpose of this report is to provide information about early intervention children who are transitioning to the DOE special education process.
   - Sample Fields: Agency Name, Autoeligible Condition, Child Name, Child EI ID, Child Home Address, CPSE Region, Date of Referral to EIP

3. **Early Intervention Operational Report:** This report contains information about children transitioning from Early Intervention to the DOE.
   - Sample Fields: *First Name, Last Name, CPSE Administrator, CPSE Region, Days to 3rd Birthday, Date EI Extension Ends, IEP Conference Date*

4. **Early Intervention Outreach Operational Report:** This report contains information about outreach to parents during the Early Intervention transition process.
   - Sample Fields: Community Coordinator Assigned, Child Name, Days to 3rd Birthday, Date of Outreach, Outreach To/From, Outreach Status

5. **Early Intervention Services Agency and Staff Report:** This report contains information about Early Intervention service agencies and providers.
   - Sample Fields: *Agency Name, Agency Phone, Agency ID, Staff Name, Staff Email, Staff Phone*

6. **KPIs - Early Intervention Key Performance Indicator Report:** This report provides an overview of Early Intervention performance indicators in graphs of several key metrics.
   - Sample Graphs: *Total No. Of Extended EI Cases, Total No. Of Auto-Eligible Conditions, Total No. Of Child Cases By Document Level Status*

Referrals

1. **Comprehensive Initial Referrals Operational Report:** This report contains information about initial referrals for students who have open special education cases. It focuses specifically on the approval status of requests and provides a insight into compliance status.
   - Sample Fields: *Request for Initial Referrals Awaiting Approval, Status of Initial Referrals in Process, Status of Request for Initial Referrals. /Additional Reevals.*

2. **Comprehensive Reevaluation Referrals Operational Report:** This report provides information about reevaluation requests for students who have open special education cases
   - Sample Fields: *Request for Reeval Awaiting Approval, Request for Additional Reeval Awaiting Approval, Status of 3-Year Mandated Reevaluation in Process*

3. **Consolidated Referrals Operational Report:** This report provides a snapshot of the number of IEPs in and out of compliance. It includes information for Initial Referrals, Requests for Initial Referrals, Requests for Reevaluation, Requests for Additional Reevaluations, and Mandated Three-Year Reevaluations for students who do not yet have a finalized IEP/IESP/SP/Ineligible/Declassification associated with the request.
   - Sample Fields: *Status of Initial Referrals in Process, Status of 3-Year Mandated Reevaluations in Process, Status of Nursing Referrals, Status of Assistive Technology Recommendations*

4. **Referrals Key Performance Indicator Report:** This report provides visual insights into the status of referrals across New York City Public Schools by displaying graphs of several key metrics.
   - Sample Graphs: Total Number of Counts by Referral Type, Total Number of Counts by Compliance, Total Number of Counts by Reason for Delay

Evaluations

1. **Comprehensive Assessment Operational Report:** This report displays assessment information associated with students who have not completed the evaluation process.
   - Sample Fields: *Compliance Report for Completed Assessments YTD, Compliance Report for Incomplete Assessments, Evaluations to Be Completed (which includes Assessments to be completed, the party responsible for completing the assessment, the date by which the IEP meeting must be held, the status of the assessment report, and the reason for any delay in completing the assessment).*

2. **Consolidated Evaluations Operational Report:** This report displays case status information for students who have not completed the evaluation process.
   - Sample Fields: *Status of 3 Year Mandated Reevaluations in Process, List of CPSE Incomplete Evaluations, Change to Evaluator – Authorized Evaluator Required, CPSE Assessment Workload*

IEP

1. **Comprehensive Annual Review IEPs Operational Report:** This report provides information about the IEP process for students who have annual reviews in progress.
   - Sample Fields: *Status of Annual Reviews, Status of Annual Reviews NYSED Approved NPS, Annual Review Report (which includes data regarding student IEPs to facilitate timeliness of required yearly review, including details on specific IEP services for which progress reports must be collected, as well as family information for ease of contact)*

2. **Consolidated IEPs Operational Report:** This report provides information about the IEP process for students who have referrals or annual reviews in progress.
   - Sample Fields: *IEPs Not Completed by IEP Meeting Date, Status of Cases Deferred to Central, Students Eligible for Alternate Assessment*

3. **Consolidated Preschool IEPs Operational Report:** This report provides information about the preschool IEP process for preschool students who have referrals or annual reviews in progress.
   - Sample Fields: *IEPs Not Completed by Meeting Date, Related Service Recommendations, Status of Annual Reviews, Status of IEPs for Turning 5, Compensatory Service Recommendations*

Placement

1. **Consolidated Placement Operational Report:** This report displays placement and related information, it highlights students who may be out of compliance for placement and assists users in understanding the volume of placements and efficiency of the placement process.

   - Sample Fields: *Placement Status, Reconvene IEP Meeting Parent/DOE requested, Status of Students Declassified, Seat Projection Report, State Approved NPS Student Tracking, CPSE Awaiting Authorization – First Attends, Partially Served Indicator*