ESS DATA MANAGEMENT

The ESS Data Management team is responsible for the collection, review, validation, verification, and analysis of special education data in Arizona as required under Section 618 of the Individuals with Disabilities Education Act (IDEA).

CONTACT INFORMATION

ESS Data Management website: www.azed.gov/special-education/funding/data-management/

ESS Data Management general e-mail inbox: ESSDataMgmt@azed.gov

Peggy Staples, Lead Data Management Specialist – Phone: 602.364.4024 E-mail: peggy.staples@azed.gov

Nicole Armstrong, Data Management Specialist – Phone: 602.542.3854 E-mail: nicole.armstrong@azed.gov

La'Thea Nevills, Data Collection Coordinator – Phone: 602.542.3057 E-mail: lathea.nevills@azed.gov

ADE Support Center is able to help with Common Logon, ADEConnect and SAIS issues.
Phone: 602.542.7378 or 866.577.9636 E-mail: adesupport@azed.gov

The ESS Data Management list serv is used to post alerts, reminders, announcements, publications, etc. regarding the submission of SPED data. If you would like to be a part of this distribution list, please e-mail ESSDataMgmt@azed.gov.

COMMON LOGON / ADECONNECT

The Common Logon is found at the following website: www.ade.az.gov/commonlogon. A user ID and a password are required to access the Common Logon. For assistance with your PEA's account, contact ADE Support Center at adesupport@azed.gov .

- Applications or menu items needed for ESS Data Collection purposes:
  - ESS Annual Data
  - ESS Census Verification
  - SAIS Online
  - SAIS ID Number Search
  - Student Detail Data Interchange (SDDI)

Note that the ADE is in the process of phasing out the ADE Common Logon and it is being replaced by ADEConnect. The ESS Annual Data application will be the first of the two ESS Data Management applications that will transition to ADEConnect in the spring of 2015.

DATES OF IMPORTANCE

Special Education Census Count date – October 1st

ESS Census application opens – October 2, 2014

Census Verification Letter due – December 19, 2014

Census Reconciliation deadline – March 2, 2015

Census Non-Reconciliation deadline – May 8, 2015

SPED Annual Data Collection due – August 2015

As due dates are confirmed and training opportunities become available, e-mail alerts will be sent via the ESS Data Management list serv.

OCTOBER 1ST SPECIAL EDUCATION CENSUS

The purpose of this data collection requirement is to count how many special education students were served on the single day of October 1st. This is a multistep process.

Step 1 – On-Site Count:
October 1st is a "snapshot" count date. Count the number of SPED students served on October 1st and enter this number into a verification letter via the ESS Census Verification online application available through the Common Logon.
A hard copy must also be signed and faxed; scanned and e-mailed; or USPS mailed to our offices.

Step 2 – SAIS Data Entry:
Enter SPED participation data for students into SAIS before the reconciliation deadline in January.

Step 3 – Reconciliation:
The reconciliation process compares the number on the verification letter with the data submitted to SAIS. PEAs are responsible for ensuring reconciliation by comparing the SPED participation data successfully processed (and reflected in the updated SPED07 report available within the ESS Census Verification online application) with their verified count.

Step 4 – Non-Reconciliation (if applicable):
After the reconciliation deadline has passed, your PEA will be notified if your counts did not reconcile. If your verification letter does not match the SPED participation data in SAIS that is reflected on the final SPED07 report, you will need to provide an explanation for the discrepancy. The explanation must be submitted prior to the Census Non-Reconciliation deadline through the ESS Census Application available on the Common Logon.

ANNUAL SPECIAL EDUCATION DATA COLLECTION

The Annual Special Education Data Collection comprises several different reports that require submission of data collected over the entire fiscal year. Instructions for reporting are available on the home page of the ESS Annual Data online application available via the Common Logon. The online application will open in April, and the fiscal year data is due in August, which includes submitting a hard copy signature form.

Agency Level Reports:

- **Personnel Report** – This report asks PEAs to provide the number of full-time equivalent (FTE) personnel *employed* and *contracted* to provide special education and related services on or about October 1. Personnel includes Teachers and Paraprofessionals, highly qualified or not; and Related Services Providers, fully certified or not.

- **Teacher Attrition Rate Survey** – This survey identifies critical elements of personnel shortages. It contains multiple questions and is divided into four sections: Teachers; Special Education Personnel; Related Services Providers; and Special Education Directors.

- **(Districts Only) Parentally Placed Private School Students –** Report the number of parentally placed private school students who were evaluated, found eligible, and served by the public school during the school year (July 1–June 30).

- **(Districts Only) Preschool Transition –** Report the percent of children referred for transition by Part C prior to age three who are found eligible for Part B and who have an IEP developed and implemented by their third birthday or were found not eligible by their third birthday.

School Level Reports:

- **Exit Report** – This report is "display only"; it is generated using data extracted from SAIS and will be populated with the last known special education exit reason code for students ages 14–21 exiting SPED. The data will also show the information by Disability, Race/Ethnicity, Gender, and ELL Status.

- **Discipline Report** – This report is "display only"; the data is extracted from the Az SAFE database and reports the number of disciplinary removals, unilateral removals, in-school/out-of-school suspensions, and expulsions. Counts should cover the entire school year and include children ages 3–21 served under IDEA Part B. Children are reported by: Disability, Race/Ethnicity, Gender, and ELL Status.