



Navigating the Annual Data Collection

Presented by ESS Data Management

Private Schools

Agenda

- Overview
 - Personnel Data Reporting
 - Common FAQs
 - Example FTE calculations
- Demo
 - Agency Reports
 - Print Reports
- Final Submission
- Compass Points
- Wrap-Up



OVERVIEW

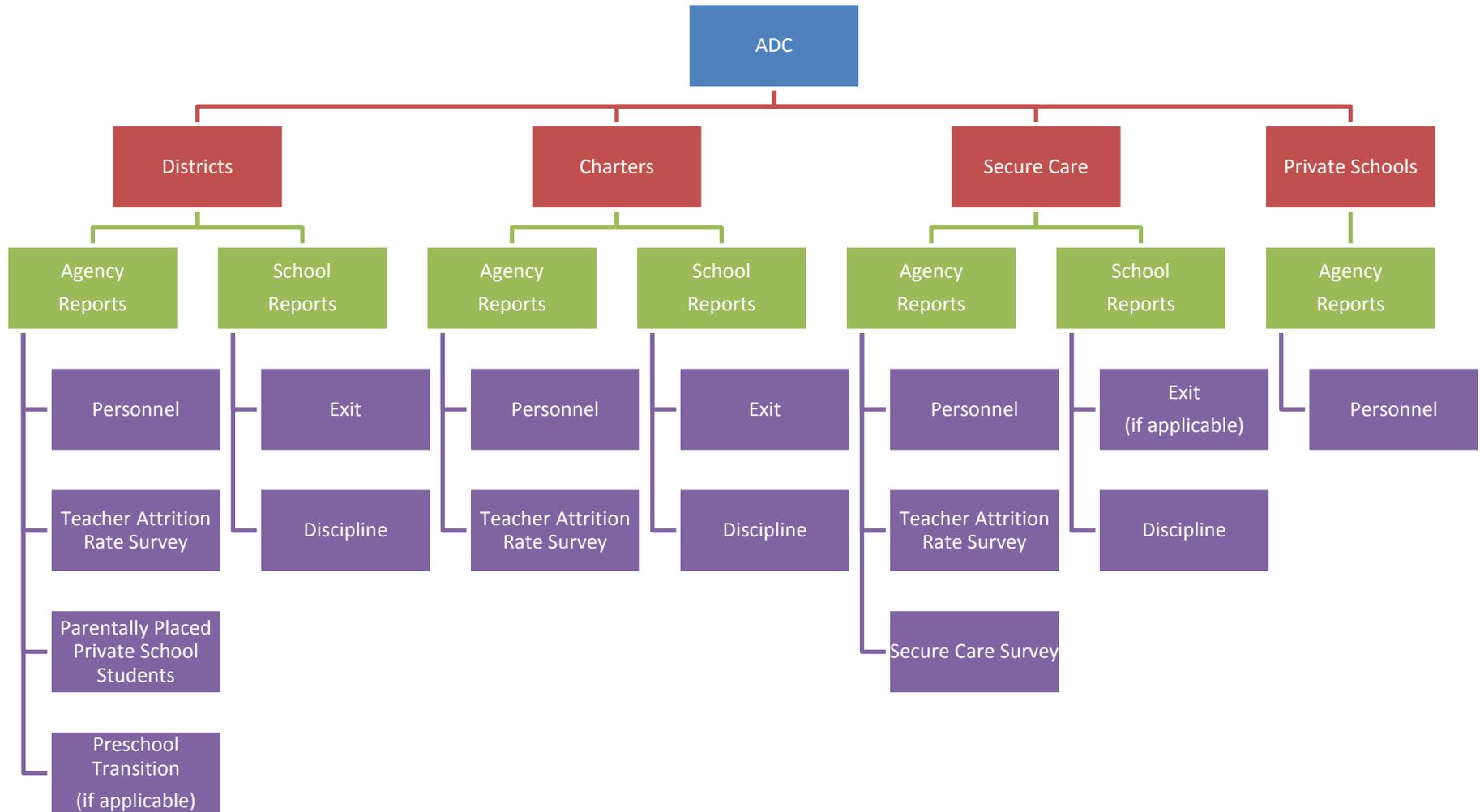
What is ADC?

- Agency Reports
 - Personnel only for approved private school providing special education and related services to students with disabilities
- Final Submission

Why do we do ADC?

- IDEA 2004, Section 618
- OSEP
- Annual Report to Congress
- SPP/APR

Who has to do ADC?



When is ADC due?

- **Thursday, May 21:** ADC opens to PEAs
- **Friday, August 21:** Signature due

Where can I find ADC?

- ADEConnect
- Email and password
- ESS Annual Data

What exactly is ADEConnect?

- Replaces Common Logon
- <https://home.azed.gov/Portal/>
- Contact your Private School Entity Administrator for access to ADC
- Select role = LEA User
- FAQs
- For assistance, contact the ADE Support Center

Personnel: Sections A, B & C

Provide the number of full-time equivalent (FTE) personnel *employed and contracted* to provide special education and related services to students with disabilities (SWD) on or about *October 1, 2014*

NOTE: This report is not intended to be a comprehensive count of all types of personnel providing services to SWD. Report only the personnel specified.

- Teachers (Section A) for SWD ages 3-5 & 6-21
- Paraprofessionals (Section B) for SWD ages 3-5 & 6-21
- Related Service Providers (Section C)

Full-time Equivalency (FTE)

- Full-time employees are reported as 1.0 FTE
- Part-time employees are reported according to the amount of time they work.

For example:

- A half-time employee is reported as 0.5 FTE
- A quarter-time employee is reported as 0.25 FTE

NOTE: For reporting special education personnel whose service time is divided between SWD and students in the general population, base the reported FTE only on the percentage of time the special education personnel works with specifically with students receiving special education and related services.

Common FAQs

Q: How do I report FTE for personnel (employed or contacted) who only provide a few hours of service periodically during the school year?

A: FTE can be calculated by day, week, month, or even year.

Calculating FTE

- Determine the number of hours in a school day, week, month, or year and divide the number of hours calculated into the number of service hours provided. Report the resulting FTE accordingly.
- If the FTE result is .009 or less, you will not be able to report this FTE since the application does not accept figures with more than 2 decimal places.

Examples of FTE Calculations

- Example 1: calculate based on a school day
 - A part-time resource room teacher working 4 hours per day (in a 6-hour school day)

$$4 / 6 = 0.67$$

- Example 2: calculate based on a school week
 - An SLP visits once a week for 4 hours. Take 5 days in a school week x 6 hours per day = 30 hours

$$4 / 30 = 0.13$$

More FTE Examples

- Example 3: calculate based on a school month
 - An OT visits twice a month for a total of 12 hours.
Take 20 school days x 6 hours per day = 120 hours.

$$12 / 120 = 0.10$$

- Example 4: calculate based on a school year
 - An audiologist visits a few times during the school year for a total of 15 hours. Take 180 school days x 6 hours per day = 1,080 hours

$$15 / 1080 = 0.01$$



DEMO: ESS ANNUAL DATA



SEARCH



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FAQ

SCHOOL REPORT CARDS

COMMON LOGON

ADECONNECT



AzMERIT | Arizona's Statewide Achievement Assessment for English Language Arts and Mathematics

DEPARTMENT MENU

Superintendent

About Department of Education

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Educator Certification

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Special Education



Students



Parents



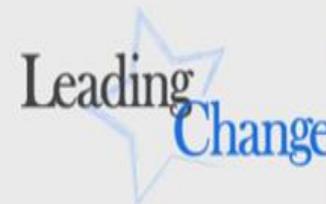
Teachers



Admins



Public



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Online Certification Portal Now Available

The Arizona Department of Education is pleased to announce the release of a public certification portal, which will allow members of the public to verify the certificate information of Arizona educators. OACIS, the Online Arizona Certification and Information System, ... [\[Read More...\]](#)

LATEST HEADLINES

Superintendent Douglas' "We Are Listening" Tour Makes Successful Stops in Kingman and Lake Havasu City

ADEConnect Single Sign On



Sign in with your organizational account

Sign in

Please login with your Email address

If you forgot your password you can reset it [here](#)

For help contact [ADESupport](#)

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ADEConnect Application Menu



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Home

User Information

(18-21-03-000) SOS Academy: 2013-2014

Due Date: 08/15/2014

User Documents: Home

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[Data Dictionary](#)

Technical Assistance documents will be available in this area on the **Home** page.

Contacts:

Peggy Staples
Phone: 602-364-4024
peggy.staples@azed.gov

ESS Data Management
1535 W. Jefferson, Bin #24
Phoenix, AZ 85007
Fax: 602-364-1999
ESSDataMgmt@azed.gov

Required



You must have Adobe Acrobat Reader in order to view and print reports. If you do not have Adobe Acrobat Reader, click [here](#) to download and install it for FREE from the Adobe website.

[Common Logon Menu](#) [ESS Home Page](#) [ESS Feedback](#)

Links for the Common Logon, ESS Home Page, and "ESS Feedback" – to email ESS Data Management – are available on many pages in the application.

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(18-21-03-000) SOS Academy: 2013-2014

* = required fields

First Name *	<input type="text" value="Minerva"/>
Last Name *	<input type="text" value="McGonagall"/>
Title	<input type="text"/>
Email Address *	<input type="text" value="mcg@gryffindor.edu"/>
Phone Number *	<input type="text" value="800-555-1212"/>
Phone Extension	<input type="text"/>
Fax Number	<input type="text"/>

Enter contact information (fields with an asterisk are required), then click **Submit**.

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ESS Annual Data - Annual Special Education Data Collection

87275

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* = required fields

Profile Change Saved

After contact information is submitted, the **Data Entry** and **Print Reports** tabs are available.

First Name *	Minerva
Last Name *	McGonagall
Title	
Email Address *	mcg@gryffindor.edu
Phone Number *	800-555-1212
Phone Extension	
Fax Number	

Submit Cancel

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Hover the cursor over the **Home** tab to select Instructions, FAQs, or print blank reports.

Home	Data Entry	Print Reports	User Information	
(18-21-03-000) SOS Academy: 2013-2014				
Due Date: 08/15/2014				

User Documents: home

- [Users Guide](#)
- [Data Dictionary](#)

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ESS Data Management recommends printing blank reports and filling them in by hand before entering the data into the application.

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AGENCY REPORTS

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Agency Reports (18-21-03-000) SOS Academy: 2013-2014

School Reports
Not Req'd/Avail ▶

Status &
Final Submit

Click on **Data Entry** and **Agency Reports**.

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[Data Dictionary](#)

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(18-21-03-000) SOS Academy: 2013-2014

Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Incomplete	N/D
Personnel - Sect B - For Private Schools	Incomplete	N/D
Personnel - Sect C - For Private Schools	Incomplete	N/D

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Initially, report status is "Incomplete." As information is entered and saved, the status will change.

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ESS Annual Data - Annual Special Education Data Collection

ADC_LEA_7355@test.com

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64-000) ACCEL: 2014-2015

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* indicates a required field

Click here to go back to the list of reports.

Personnel - Sect A - For Private Schools

[Data Entry Guidelines for this Form](#)

Click here to view guideline for this section.

	(1) Fully Certified	(2) Not Fully Certified	(3) Highly Qualified	(4) Total
Special Education Teachers for Ages 3 - 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Special Education Teachers for Ages 6 - 21	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00	0.00

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Click here to send an email to ESS Data Management.

Click [hyperlinks](#) on the screen to view definitions of terms.

Special Education Annual Data Collection

Guidance and Definitions

[Click here to close](#)

Special Education Teachers for Ages 3 - 5

Special Education teachers include teachers employed/contracted to provide special education to children with disabilities, including preschool teachers, itinerant/consulting teachers and home/hospital teachers, and teachers of separate schools and facilities.

Clicking the hyperlink [Special Education Teachers for Ages 3 – 5](#) opens a pop-up box with the definition.

[Data Collection](#)

ADC_LEA_7355@test.com

Log Out

CEL: 2014-2015

for Private Schools

	(1) Fully Certified	(2) Not Fully Certified	(3) Highly Qualified	(4) Total
Special Education Teachers for Ages 3 - 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Special Education Teachers for Ages 6 - 21	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00	0.00

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ADC_LEA_7355@test.com

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(07-21-64-000) ACCEL: 2014-2015

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* indicates a required field

Personnel - Sect A - For Private Schools

Totals are limited to two decimal places.

[Data Entry Guidelines for this Form](#)

	(1) Fully Certified	(2) Not Fully Certified	(3) Highly Qualified	(4) Total
Special Education Teachers for Ages 3 - 5	2.5			2.50
Special Education Teachers for Ages 6 - 21	4.25		1.75	6.00
Total	6.75	0.00	1.75	8.50

Click **Check Form** to do the math and populate totals.

Check Form

Submit

Click **Submit** to save the data and return to the list of reports.

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	04/02/14 11:59A
Personnel - Sect B - For Private Schools	Incomplete	N/D
Personnel - Sect C - For Private Schools	Incomplete	N/D

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- Personnel Section A shows a status of "Complete" and the date and time of the most recent update.
- Reports may be updated at any time until the Final Submission process begins: return to this list and click on the report name to edit.

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* indicates a required field

Personnel - Sect B - For Private Schools

[Data Entry Guidelines for this Form](#)

	(1) Fully Certified Paraprofessional	(2) Not Fully Certified Paraprofessional	(3) Total
Special Education Paraprofessionals for Ages 3 - 5	<input type="text" value="3"/>	<input type="text"/>	3.00
Special Education Paraprofessionals for Ages 6 - 21	<input type="text" value="36"/>	<input type="text"/>	36.00
Total	39.00	0.00	39.00

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	04/02/14 11:59A
Personnel - Sect B - For Private Schools	Complete	04/02/14 12:06P
Personnel - Sect C - For Private Schools	Incomplete	N/D

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* indicates a required field

Personnel - Sect C - For Private Schools

[Data Entry Guidelines for this Form](#)

	(1) <u>Fully Certified</u>	(2) <u>Not Fully Certified</u>	(3) <u>Total</u>
Audiologists	<input type="text" value=".5"/>	<input type="text"/>	0.50
Speech-Language Pathologists	<input type="text" value="5"/>	<input type="text"/>	5.00
Interpreters	<input type="text" value="1.5"/>	<input type="text"/>	1.50
Psychologists	<input type="text" value=".75"/>	<input type="text"/>	0.75
Occupational Therapists	<input type="text"/>	<input type="text"/>	0.00
Physical Therapists	<input type="text" value="2"/>	<input type="text"/>	2.00
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	<input type="text"/>	<input type="text"/>	0.00
Social Workers	<input type="text" value="2.333"/>	<input type="text"/>	2.33
Medical/Nursing Staff	<input type="text" value="4"/>	<input type="text"/>	4.00
Counselors and Rehabilitation Counselors	<input type="text"/>	<input type="text"/>	0.00
Orientation and Mobility Specialists	<input type="text"/>	<input type="text"/>	0.00
Total	16.08	0.00	16.08

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	04/02/14 11:59A
Personnel - Sect B - For Private Schools	Complete	04/02/14 12:06P
Personnel - Sect C - For Private Schools	Complete	04/02/14 12:25P

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PRINT REPORTS

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School Reports Not Req'd/Avail ▶			Date: 08/15/2014		

User Documents: Home

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Required



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Report Year

Agency Print Reports

Report Title	Description
<input type="radio"/> Personnel - Sect A - For Private Schools	
<input checked="" type="radio"/> Personnel - Sect B - For Private Schools	
<input type="radio"/> Personnel - Sect C - For Private Schools	

Select a report to print, then click on the **Submit** button. Note that only one report can be selected and printed at a time.



FINAL SUBMISSION

Final Submission Details

- Commences on **Wednesday, August 5**
- Data confirmation
- Comments
- Electronic signature – **NEW**
- Complete by **Friday, August 21**
- Instructional webinars will be offered



COMPASS POINTS

(RESOURCES AND SUPPORT)

ADE Support Center

- For ADEConnect support
- Monday – Friday 8:00 a.m. – 5:00 p.m.
- 602.542.7378
- 866.577.9636
- adesupport@azed.gov

ESS Specialist

Chris Lane

Education Program Specialist

ED-P and Approved Private Schools

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chris.lane@azed.gov

ESS Data Management

<http://azed.gov/special-education/funding/data-management/>

ESSDataMgmt@azed.gov

La'Thea Nevills

Data Collection Coordinator

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ESS Data Management cont'd

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Lead Data Management Specialist

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Chris Brown

Data Management Specialist

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WRAP UP

Wrap Up

- Questions?
- Future training opportunity
 - July/August 2015: Final Submission Process
- Course evaluations
- Certificates
- Implementation Survey



QUESTIONS?

THANK YOU!