

October 1 Data Collection

Phase I: Census Verification & Personnel



Presented by: 
ESS Data Management

Agenda

- ▶ **Timeline**
- ▶ **ADEConnect and ESS Portal**
- ▶ **Census Verification**
 - ▶ **Overview**
 - ▶ **Use Case Review**
 - ▶ **Tools**
- ▶ **Personnel**
 - ▶ **Overview**
 - ▶ **FTE Calculations**
- ▶ **Demo**
- ▶ **Resources and Support**
- ▶ **Public School Districts ONLY**
 - ▶ **Parentally Placed Students**



TIMELINE



October 1 Data Collection application opens on **Wednesday, October 2, 2019**.

Phase 1:

Submission of Census Verification Counts and Personnel data due by **Wednesday, November 13, 2019**.



Phase 2:

Reconciliation of AzEDS data and Census Verification Counts due by **Wednesday, January 15, 2020**.

Phase 3:

Submission of Non-Reconciliation reasons due by **Wednesday, March 18, 2020** (if applicable).



Dates are subject to change:

For the most recent dates, see
IMPORTANT DATES document found
here: <http://bit.ly/essdmdates>

Be sure to add these dates to your
calendar!



ADEConnect and ESS Portal

- ▶ **ESS October 1 Data Collection Application**
 - **ADEConnect**
 - Accessible via ADE homepage or SIS
 - ESS Portal
 - See screenshots beginning on Slide 31

- ▶ **ADEConnect Access**
 - **Contact your PEA's Entity Administrator**
 - Select roles / permissions:
 - ESS October 1 Data Collection: LEA User
 - ESS October 1 Data Collection: LEA Signer
 - Requires secondary approval



Census Verification Overview – What?

- ▶ **Students receiving SPED services**
 - ▶ **Ages 3 - 21**
- ▶ **Census count date = October 1**
- ▶ **By district of residence (DOR)**
- ▶ **Unduplicated (by FPNI (Federal Primary Need Indicator))**
- ▶ **Snapshot of students served over October 1**



Census Verification Overview – Why?

- ▶ **IDEA 2004 Section 618**
- ▶ **Used to verify the unduplicated count of students receiving special education and related services on October 1**
- ▶ **ADE is required to submit data to OSEP**
- ▶ **Used to determine base funding for Federal Part B allocations distributed to State and PEAs**
 - ▶ **Adjustments for new or expanding charter schools**



Census Verification Overview – Who Participates?

- ▶ **Public School Districts**
- ▶ **Public Charters**
- ▶ **State Institutions: ASDB and ASH**
 - Arizona State School for the Deaf and Blind
 - Arizona State Hospital
- ▶ **Secure Care Facilities**
 - AZ Department of Corrections
 - AZ Department of Juvenile Corrections
 - County Juvenile Detention Centers
 - County Jails



Census Process Flow Chart

PHASE I: Verification

Count your students!

October 1 Count date

Verification count due to
ESS

PHASE II: Reconciliation

Reconciliation begins

SPED07 report available

AzEDS data due to ADE

Reconciliation due

ADE/ESS submits data to
OSEP

PHASE III: Non-Reconciliation

Non-Reconciliation begins

Submit reasons for failure
to reconcile



Failure to Submit

- ▶ **May result in withholding of IDEA federal funds**
- ▶ **Late submissions may impact PEA Determinations**
 - ▶ **ESS DM oversees Valid and Timely Data**
 1. **Verification count submission (Phase I Census)**
 2. **Verification counts reconcile with final data extracted from AzEDS (Phase II Census)**
 3. **Submission of Annual Data Collection**
 4. **Submission of discipline data through AzSAFE application**



PHASE I – Verification Steps

- ▶ **Step 1: Count your SPED students**
 - ▶ Ages 3 – 21
 - ▶ Receiving SPED services on October 1
 - ▶ Required by all PEAs
 - ▶ Public School Districts ONLY
 - ▶ Parentally Placed Private/Home School Students
 - ▶ See instructions beginning on Slide 55 for this extra requirement
- ▶ **Step 2: Verify your count**
 - ▶ LEA Signers Only
 - ▶ Electronic Signature



Census Verification Overview – How?

- ▶ Student must be receiving SPED services on October 1
 - ▶ Use the October 1 Census Do's and Don'ts tool:
 - ▶ <http://bit.ly/censusdosanddonts>
- ▶ Use student rosters
- ▶ Ask every teacher to conduct a head count
- ▶ Query Student Information System (SIS)
- ▶ Any method that works for you

DO NOT USE AZEDS!!!



SPED Students: Include or Not?

AS THE DOR, DO INCLUDE

Attend school within PEA



Attend other PEA (not thru open enrollment)



Attend approved private schools (day or RTC)



Attend Head Start Program



Parentally placed students on ISP



AS THE DOR, DON'T INCLUDE



Duplicates based on disability



Tuitioned-in students



2-year-olds



22-year-olds



Remember to Include SPED Students:

- that are not physically present on October 1
- that have an expired IEP or evaluation if they are receiving services (does not apply to initial IEP)
- that are enrolled or withdrawn on October 1
- that attend your PEA and reside in a transporting district or state institution/station



ASDB Students: Include or Not?

AS THE DOR, DO INCLUDE

AS THE DOR, DON'T INCLUDE



If identified as a fee-for-service



If identified as vouchered

If October 1 falls on a non-session day

- ▶ **Student is included if**
 - ▶ **Enrolled on the last day school was in session before October 1**
 - ▶ **Continued in SPED services on the first day school was in session following October 1**
- ▶ **The PEA the student was enrolled prior to October 1 will count the student**
- ▶ **Collaborate with other PEAs when in-session and non-session days need to be verified**



How to determine student's age

- ▶ Students must be between the ages of 3 and 21 years of age
 - ▶ October 2, 1997 through October 1, 2016
 - ▶ Resources to calculate student age
 - ▶ <http://www.calculator.net/age-calculator.html>
 - ▶ Excel spreadsheet:

	A	B
1	Birthdate	xx/xx/xxxx
2	Census Count Date	10/01/2019
3	Age	=DATEDIF(B1,B2,"y")



Use Case 1 – Exit Prior to October 1

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 🚶➡️					

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LEGEND
In-Session Day
Exit Date
Fall Break

- ▶ Student exits SPED program on or before September 30
- ▶ Does not continue in SPED beyond this date
- ▶ **DO NOT** include student in the verification count



Use Case 2 – Next In-Session Day

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 					

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LEGEND
 In-Session Day
 Exit Date
 Fall Break

- ▶ Student exits SPED program on September 30
- ▶ Re-Enrolls in a different PEA on the next in-session day
- ▶ Has no break in service
- ▶ **Do** include student in verification count

Use Case 3 – After First In-Session Day

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LEGEND
In-Session Day
Exit Date
Fall Break

- ▶ Student exits SPED program on September 30
- ▶ Re-enrolls after the first in-session day
- ▶ **Do Not** include student in verification count
- ▶ Student had break in service over the October 1 date



Use Case 4 – Fall Break

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LEGEND
In-Session Day
Exit Date
Fall Break

- ▶ Student exits SPED program on September 27
- ▶ Re-Enrolls the next in-session day after fall break
- ▶ **Do** include student in verification count
- ▶ Student had no break in service over the October 1 date
- ▶ PEA where the student was enrolled prior to October 1 will count the student



Use Case 5 – After Fall Break

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Exit Date	28
29	30 Fall Break					

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 Fall Break	2 Fall Break	3 Fall Break	4 Fall Break	5
6	7 In-Session Day	8	9 Wheelchair	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LEGEND
In-Session Day
Exit Date
Fall Break

- ▶ Student exits SPED program on September 27
- ▶ Re-Enrolls after the first in-session day after fall break
- ▶ **Do Not** include student in verification count
- ▶ Student had a break in service over the October 1 date

Important Tips to Remember

- ▶ Check birthdates
- ▶ Check start/withdrawal dates
 - ▶ October 1 is on a Tuesday this year
 - ▶ Note any breaks in SPED services
- ▶ Use the October 1 Census Do's and Don'ts tool
- ▶ Count is due by **November 13, 2019**
- ▶ Save all reports/documentation



Tools

- ▶ **School Calendars:**

- ▶ Approved Private Day Schools
- ▶ Residential Treatment Centers
- ▶ Head Start Programs
- ▶ <http://www.azed.gov/specialeducation/non-public-organization-calendars/>

- ▶ **Technical Assistance Documents:**

- ▶ **October 1 Census Do's and Don'ts tool:**
 - ▶ <http://bit.ly/censusdosanddnts>
- ▶ **October 1 Census Checklist:**
 - ▶ <http://bit.ly/censuschecklist>

- ▶ **Calculate Student Age**

<http://www.calculator.net/age-calculator.html>



Personnel

- **Unduplicated data for employed and contracted personnel**
 - Provide special education and related service to students with disabilities (SWD) on **October 1**
- **Three sections (A, B, & C)**
 - **Section A: Teachers – *fully certified or not***
 - **Section B: Paraprofessionals – *Qualified or not***
 - **Section C: Related Service providers - *fully certified or not***
 - **Reported by student age group for sections A & B**
 - 3 – 5 years of age & 6 – 21 years of age

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



Personnel

- Report by *full-time equivalency (FTE)*
- Report according to the amount of time worked
 - A full-time employee is reported as 1.0 FTE
 - 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 specifically with students receiving special education and related services



Personnel

- FTE can be calculated by the day, week, month or year.
- Determine the number of school hours.
(Day, Week, Month, or Year)
- Divide the number of service hours provided into the number of school hours calculated.

$$\text{Service Hours} \div \text{School Hours} = \text{FTE}$$



Personnel

Based on a 6 hour school day

- **Example 1:** calculated based on a *school day*
 - A part-time resource room teacher working 4 hours per day.

$$\text{Service Hours } \underline{4} \div \text{School Hours } \underline{6} = \underline{0.67} \text{ FTE}$$

- **Example 2:** calculate based on a *school week*
 - A Speech Language Pathologist visits once a week for 5 hours.
 - 5 days in a school week \times 6 hours per day = 30 hours.

$$\text{Service Hours } \underline{5} \div \text{School Hours } \underline{30} = \underline{0.16} \text{ FTE}$$



Personnel

- **Example 3:** calculated based on a *school month*
 - A Occupational Therapist visits twice a month for a total of 12 hours.
 - 20 school days in a month x 6 hours per day = 120 hours.
Service Hours 12 ÷ School Hours 120 = 0.10 FTE
- **Example 4:** calculate based on a *school year*
 - An Audiologist visits a few times during the school year for a total of 15 hours.
 - 180 days in a school year x 6 hours per day = 1,080 hours.
Service Hours 15 ÷ School Hours 1080 = 0.01 FTE

NOTE: 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.



Personnel

- **Example 5:** calculated based on a *split* FTE in both age groups
 - A full time kindergarten teacher
 - 5 students in the classroom
 - 3 students are 5 years old & 2 students are 6 years old

Students age group (3 – 5)

Number of Students 3 ÷ Total number of students 5 = 0.6 FTE

Students age group (6 – 21)

Number of Students 2 ÷ Total number of students 5 = 0.4 FTE

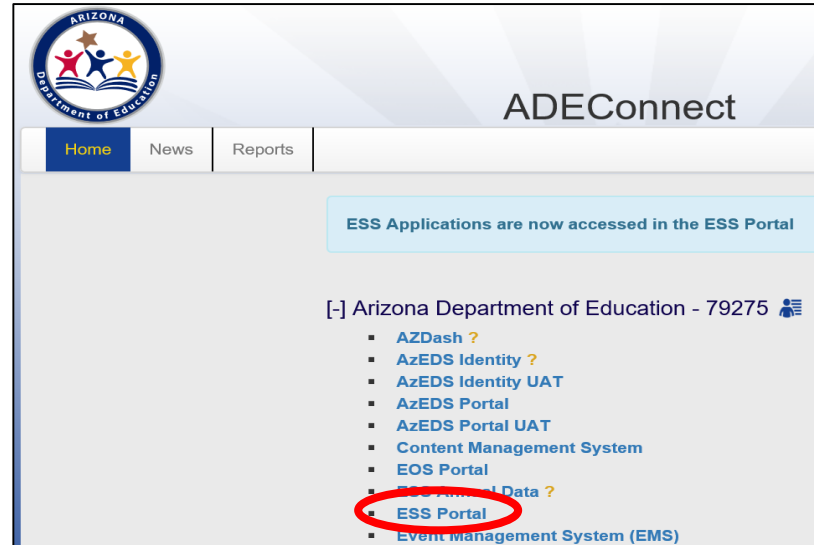


ADEConnect



Navigation bar with the following items: ADE, PARENTS & STUDENTS, SCHOOLS & TEACHERS, ADE CALENDAR, COMMON LOGON, and ADECONNECT (circled in red). Below the navigation bar is the Arizona Department of Education logo and a secondary navigation bar with: HOME, ALL PROGRAMS, SCHOOL REPORT CARDS, and EDUCATION PROGRESS METER. The main heading reads "Arizona Department of Education".

Or SIS



ADEConnect user interface. The top navigation bar includes Home, News, and Reports. A blue notification box states: "ESS Applications are now accessed in the ESS Portal". Below this is a user profile section: "[-] Arizona Department of Education - 79275". A menu of links is displayed, with "ESS Portal" circled in red:

- AZDash ?
- AzEDS Identity ?
- AzEDS Identity UAT
- AzEDS Portal
- AzEDS Portal UAT
- Content Management System
- EOS Portal
- ESS Portal Data ?
- ESS Portal**
- Event Management System (EMS)



ESS Portal



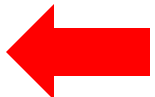
Welcome to the Exceptional Student Services Application Portal.

Administrative Applications
Agency approvals that involve administrative documentation and reviews between ADE and PEAs in a timely manner.

- ESS Maintenance of Effort - UAT
- ESS Private Day and RTC Approval (UAT)
- ESS Surrogates (UAT)
- ESS Vouchers - UAT
- Exception to the 1% Cap (UAT)

Data Collection & Reporting
Applications that facilitate large scale data collection efforts necessary to determine Federal indicators and provide State reporting information.

- Alternate Assessments (UAT)
- Az SAFE (UAT)
- ESS Annual Data - UAT
- **ESS October 1 Data Collection (Training)**



Indicator Surveys
Surveys that collect data specific to Parent Involvement, Teacher Attrition, Early Childhood and Post School Outcomes.

- ESS Data Surveys(UAT)
- Post School Outcomes Survey (UAT)

Monitoring & Compliance
Applications that assist with inspections and compliance of State mandates and Federal IDEA requirements.

- ESS Monitoring (UAT)
- ESS Pea Determinations - UAT
- **ESS Risk Analysis - UAT**

Upcoming Data Events



Current Risk Analysis Score

-

Current Monitoring

-

Current Monitoring Cycle

-

Home Page

2019-2020



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(16-02-56-000) Mt Humphrey Unified District - 4153

Phase	Due Date	Status
<i>Phase 1</i>	<i>11/13/2019 5:00 PM</i>	<i>Due in 63 days</i>
<i>Phase 2</i>	<i>01/15/2020 5:00 PM</i>	<i>Not started</i>
<i>Phase 3</i>	<i>03/18/2020 5:00 PM</i>	<i>Not started</i>

Phase 1 Countdown:

63 · **04** : **19** : **17**
DD HH MM SS

Contact Info

ESS Data Management
1535 W. Jefferson, BIN #24
Phoenix, AZ 85007
Phone: 602-542-3962
Fax: 602-364-1999

ESSDataMgmt@azed.gov

Help Tab



ESS October 1 Data Collection
Exceptional Student Services

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(16-0)

Instructions

FAQs

Tools

Blank Reports

ESS Data Management Website

ed District - 4153

Phase

Status

Phase 1

Due in 63 days

Phase 2

01/15/2020 5:00 PM

Not started

Phase 3

03/18/2020 5:00 PM

Not started



Data Entry Tab



ESS October 1 Data Collection
Exceptional Student Services

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- Count Verification
- Personnel
- Final Submission

(6-02-56-000) Mt Humphrey Unified District - 4153

Phase	Due Date	Status
<i>Phase 1</i>	<i>11/13/2019 5:00 PM</i>	<i>Due in 63 days</i>
<i>Phase 2</i>	<i>01/15/2020 5:00 PM</i>	<i>Not started</i>
<i>Phase 3</i>	<i>03/18/2020 5:00 PM</i>	<i>Not started</i>



Census Verification Count Page

2019-2020



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(16-02-56-000) Mt Humphrey Unified District - 4153

Census Count Verification

The verification count submission should reflect the number of students with disabilities who were ages 3–21 with current evaluations, Individual Education Programs (IEPs) or Individual Service Plans (ISPs), and were receiving special education (SPED) services in your public education agency (PEA) on October 1 of the current reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1.

ADE reports October 1 SPED counts that are extracted from AzEDS to the Office of Special Education Programs (OSEP) in Washington, D.C., therefore it is imperative that PEAs ensure that final counts extracted from AzEDS during Phase II (reconciliation) match the counts as verified in the verification count submission.

The final extracted count is used to determine base funding for all PEAs, and adjustments for new or expanding charter schools for Federal Part B allocations under the Individuals with Disabilities Act (IDEA).

Please see Verification and Reconciliation Instructions for complete details.

Special education students served on October 1, 2019
Required for districts, charter schools, secure care facilities, and state institutions

Total number of 3-21 year old students:

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

0



Census Verification Count Submission

2019-2020



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(16-02-56-000) Mt Humphrey Unified District - 4153

Census Count Verification

Please inform the Special Education Director, Business Manager, or Superintendent/Charter School Administrator/PEA Administrator that the ESS Census Verification Count is ready for their electronic signature. This individual must be authorized to sign on of this data collection requirement and will need access to the ESS Census Verification application as an LEA Signer.

Data saved

Special education students served on October 1, 2019

Required for districts, charter schools, secure care facilities, and state institutions

Total number of 3-21 year old students:

260

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.



Personnel

Provide the number of full-time equivalent (FTE) personnel employed and contracted to provide special education and related services to students with disabilities ages 3–21 on or about October 1 of the reporting year, regardless of funding source (i.e., Part B of IDEA, State, or local). Please see Personnel instructions for complete details.

Section A - Teachers

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Fully Certified	Not Fully Certified	Total
Special Education Teachers for Ages 3 - 5			0.00
Special Education Teachers for Ages 6 - 21			0.00
Total	0.00	0.00	0.00

Section B - Paraprofessionals

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Qualified	Not Qualified	Total
Special Education Paraprofessionals for Ages 3 - 5			0.00
Special Education Paraprofessionals for Ages 6 - 21			0.00
Total	0.00	0.00	0.00

Section C - Other Specialists

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Fully Certified	Not Fully Certified	Total
Audiologists			0.00
Speech-Language Specialists			0.00
Interpreters			0.00
Psychologists			0.00
Occupational Therapists			0.00
Physical Therapists			0.00
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists			0.00
Social Workers			0.00
Medical/Nursing Staff			0.00
Counselors and Rehabilitation Counselors			0.00
Orientation and Mobility Specialists			0.00
Total	0.00	0.00	0.00

Save

Cancel

Personnel Data Submission

Provide the number of full-time equivalent (FTE) personnel employed and contracted to provide special education and related services to students with disabilities ages 3–21 on or about October 1 of the reporting year, regardless of funding source (i.e., Part B of IDEA, State, or local). Please see Personnel instructions for complete details.

Data saved

Section A - Teachers

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Fully Certified	Not Fully Certified	Total
Special Education Teachers for Ages 3 - 5	32.8	3.45	0.00
Special Education Teachers for Ages 6 - 21	10.25	.75	0.00
Total	0.00	0.00	0.00

Section B - Paraprofessionals

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Qualified	Not Qualified	Total
Special Education Paraprofessionals for Ages 3 - 5	15.2		0.00
Special Education Paraprofessionals for Ages 6 - 21	1.63		0.00
Total	0.00	0.00	0.00

Section C - Other Specialists

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Fully Certified	Not Fully Certified	Total
Audiologists	.56		0.00
Speech-Language Specialists	2.1		0.00
Interpreters		.75	0.00
Psychologists			0.00
Occupational Therapists	2		0.00
Physical Therapists		1.5	0.00
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists			0.00
Social Workers	3.25		0.00
Medical/Nursing Staff			0.00
Counselors and Rehabilitation Counselors			0.00
Orientation and Mobility Specialists	.6667		0.00
Total	0.00	0.00	0.00

Save

Cancel

Ready to do Final Submission



ESS October 1 Data Collection
Exceptional Student Services

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Welcome, Mt. Humphrey Unified District ▾

- Count Verification
- Personnel
- Final Submission



(16-02-56-000) Mt Humphrey Unified District - 4153

Phase

Due Date

Status

Phase 1

11/13/2019 5:00 PM

Due in 64

Phase 2

01/15/2020 5:00 PM

Not sta

Phase 3

03/18/2020 5:00 PM

Not sta



Final Submission - Status

Data Entry Status

Description	Status	Last Modified On	Last Modified By
Count Verification Data Entry	Complete	09/10/2019 10:54 AM	ESSCensusLEA3@test.com
Personnel	Complete	09/10/2019 11:09 AM	ESSCensusLEA3@test.com

Notify Signer

Signature Status

Description	Status	Last Modified On	Last Modified By
Current Status	Awaiting Signature	09/10/2019 2:09 PM	ESSCensusLEA3@test.com



Final Submission – Census Review

Count Verification Data Details

The verification count submission should reflect the number of students with disabilities who were ages 3–21 with current evaluations, Individual Education Programs (IEPs) or Individual Service Plans (ISPs), and were receiving special education (SPED) services in your public education agency (PEA) on October 1 of the current reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1.

ADE reports October 1 SPED counts that are extracted from AzEDS to the Office of Special Education Programs (OSEP) in Washington, D.C., therefore it is imperative that PEAs ensure that final counts extracted from AzEDS during Phase II (reconciliation) match the counts as verified in the verification count submission.

The final extracted count is used to determine base funding for all PEAs, and adjustments for new or expanding charter schools for Federal Part B allocations under the Individuals with Disabilities Act (IDEA).

Please see Verification and Reconciliation Instructions for complete details.

Based upon the verification counts submitted, the first box displays the total number of students with disabilities, ages 3-21, and the second, third, fourth boxes display parentally placed private school student counts, ages 3-21 and 3-5. This count should include home schooled students.

Verification Description	Value	Last Modified On
AzEDS count	0	N/D
Total number of 3-21 year old Special Education students	260	
Total enrollment of parentally-placed students in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21)	135	
Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21)	45	
Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-5)	5	

Final Submission – Personnel Review

Section A: Teachers

Personnel Type	Fully Certified	Not Fully Certified	Total
Special Education Teachers for Ages 3 - 5	32.80	3.45	36.25
Special Education Teachers for Ages 6 - 21	10.25	0.75	11.00
Total	43.05	4.20	47.25

Section B: Paraprofessionals

Personnel Type	Qualified	Not Qualified	Total
Special Education Paraprofessionals for Ages 3 - 5	15.20	0.00	15.20
Special Education Paraprofessionals for Ages 6 - 21	1.63	0.00	1.63
Total	16.83	0.00	16.83


Section C: Other Specialists

Personnel Type	Fully Certified	Not Fully Certified	Total
Audiologists	0.56	0.00	0.56
Speech-Language Pathologists	2.10	0.00	2.10
Interpreters	0.00	0.75	0.75
Psychologists	0.00	0.00	0.00
Occupational Therapists	2.00	0.00	2.00
Physical Therapists	0.00	1.50	1.50
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	0.00	0.00	0.00
Social Workers	3.25	0.00	3.25
Medical/Nursing Staff	0.00	0.00	0.00
Counselors and Rehabilitation Counselors	0.00	0.00	0.00
Orientation and Mobility Specialists	0.67	0.00	0.67
Total	8.58	2.25	10.83




Final Submission – Notify Signer

Message from webpage

 Please inform the Special Education Director, Business Manager or Superintendent/Charter School Administrator that the ESS Annual Data Collection is ready for their electronic signature. This individual must be authorized to sign off on this data collection requirement and will need to access the ESS Annual Data application as an LEA signer. If you are sure all data is valid, accurate, and entered correctly, click OK to notify your signer(s) to certify the data. Click Cancel to continue data entry and revision.

Last Modified By	
	ESSCensusLEA3@test.com
	ESSCensusLEA3@test.com
Last Modified By	
	ESSCensusLEA3@test.com

Description	
Count Verification Data Entry	
Personnel	
Notify Signer 	
Description	
Current Status	



Final Submission – Notification Sent

Data Entry Status

Description	Status	Last Modified On	Last Modified By
Count Verification Data Entry	Complete	09/10/2019 10:54 AM	ESSCensusLEA3@test.com
Personnel	Complete	09/10/2019 11:09 AM	ESSCensusLEA3@test.com

Notify Signer

Signature Status

Notification sent to signer(s)

Description	Status	Last Modified On	Last Modified By
Current Status	Awaiting Signature	09/10/2019 2:30 PM	ESSCensusLEA3@test.com

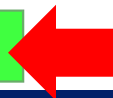


Final Submission – Certify Data (Signer)

Section C: Other Specialists

Personnel Type	Fully Certified	Not Fully Certified	Total
Audiologists	0.56	0.00	0.56
Speech-Language Pathologists	2.10	0.00	2.10
Interpreters	0.00	0.75	0.75
Psychologists	0.00	0.00	0.00
Occupational Therapists	2.00	0.00	2.00
Physical Therapists	0.00	1.50	1.50
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	0.00	0.00	0.00
Social Workers	3.25	0.00	3.25
Medical/Nursing Staff	0.00	0.00	0.00
Counselors and Rehabilitation Counselors	0.00	0.00	0.00
Orientation and Mobility Specialists	0.67	0.00	0.67
Total	8.58	2.25	10.83

Certify Data

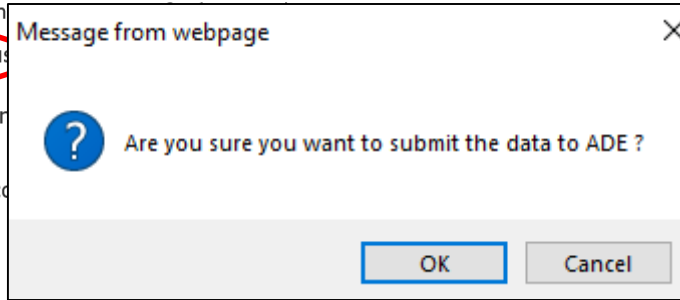


Electronic Signature

Special Education Count Verification

Failure to return the verification count report by the due date may result in an interruption of your federal funds and may impact your PEA Determination.

- By checking this box and submitting your electronic signature, I agree to the following:
 - ✓ Read and understand the Special Education Census Final Submission page.
 - ✓ Read and understand the Personnel Instructions, in the Special Education Census Final Submission page.



ED students served over October 1 as displayed on the
ctions A, B, C as displayed on the Final Submission
2107 of the Government Paperwork Elimination Act.

Your electronic signature is considered an electronic record.

Signer's Title

-- Choose One --

* Signature must be from one of the following: SPED Director, Business Manager, or Superintendent / Charter School Director / CEO.

I Agree

Submit to ADE

- Choose One --
- Special Education Director
- Business Manager
- Superintendent/Charter School Director/CEO



Final Submission – Certify Data (Signer)

Oct 1 Data Collection Status

Status: Submitted to ADE

Date: Weekday, Month, DD, YYYY

Congratulations! You have successfully submitted your Oct 1 Data.



Final Submission – Signature Received

Data Entry Status

Description	Status	Last Modified On	Last Modified By
Count Verification Data Entry	Complete	09/10/2019 10:54 AM	ESSCensusLEA3@test.com
Personnel	Complete	09/11/2019 12:12 PM	ESSCensusLEA3@test.com

Signature Status

Description	Status	Last Modified On	Last Modified By
Current Status	Signature Received	09/11/2019 12:16 PM	ESSCensusLEA3Signer@test.com



Important Tips

- ▶ **Changes to counts can be made anytime PRIOR to due date; reset not required**
- ▶ **Use available tools and resources**
- ▶ **Designate an LEA Signer**
 - ▶ **Authorized to submit electronic signature**



RESOURCES & SUPPORT

ADE Support Center

ADEConnect account set-up, username/password help, permissions, network issues and AzEDS support

Monday – Friday, 8:00 a.m. – 5:00 p.m.

602.542.2222

866.577.9636

adesupport@azed.gov



RESOURCES & SUPPORT

PEA Determinations

<https://www.azed.gov/specialeducation/pea-determinations/>

essoperations@azed.gov



About Us



ESSDataMgmt@azed.gov



(602) 542 - 3962



ESS Data Management Listserv:

<http://www.azed.gov/specialeducation/data-management/dmlistserv/>

Peggy Staples

Maria Durazo

Eric Ashenfelter

Nancy Chavarin

Chris Brown

Lead Data Management Specialist

Data Management Specialist

Business and Program Liaison

Administrative Support

Director of Operations



Any Questions?

Phase II – Reconciliation

Training Information

<http://bit.ly/essdmtraining>



October 1 SPED Census

Exceptional Student Services

Phase I – Verification

Parentally Placed Students

Public School Districts ONLY



What is Parentally Placed Student Count?

- ▶ **Parentally Placed Students Enrolled**
 - ▶ **Private non-profit**
 - ▶ Institutional day schools
 - ▶ Residential schools
 - ▶ Homeschooled
- ▶ **Required under IDEA**
 - ▶ Child Find Activities
- ▶ **Affects PEA's Entitlement Funds**



Who to count?

- ▶ **Parentally placed students as of October 1**
 - ▶ **ALL students (general & SPED)**
 - ▶ **Ages 3 - 21**
 - ▶ **Served by a K-12 school**
 - ▶ **Preschool students excluded**
 - ▶ **Within your district's boundaries**
 - ▶ **Overlapping boundaries – report only grades served**



How to count?

▶ Private School Students

▶ Child Find Activities

▶ <http://www.azed.gov/specialeducation/az-find/>

▶ The National Center for Educational Statistics

▶ <http://nces.ed.gov/surveys/pss/privateschoolsearch/>

▶ Homeschool Students

▶ Contact County Educational Service Agency

▶ <http://www.azed.gov/adeinfo/cesa/>



Parentally placed students enrolled in:

- Private **non-profit**:
 - Institutional day schools
 - Residential schools
 - Homeschooled

Report the total number of **ALL** parentally placed students **ages 3 – 21 attending K-12 as defined by elementary/secondary grades** as of October 1

135

General Ed students

SPED students (Eligible and/or receiving SPED services)

All students who are determined **Eligible** for SPED services (*Including students who are receiving SPED services*)

45

Report the total number of eligible students who are between **ages 3 – 21**

5

Report the total number of eligible students who are between **ages 3 – 5**

This resource tool can be found here:

<http://bit.ly/PPPSS>



How to submit your count

ONLY students who are **Receiving** SPED services on an ISP

10

Report the total number of parentally placed students receiving SPED services **ages 3 – 21** with your October 1 SPED Census count

Special education students served on October 1, 2019 Required for districts, charter schools, secure care facilities, and state institutions

Total number of 3-21 year old students:

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

250+10=260

Parentally Placed Students as of October 1, 2019 Required for districts only (not applicable to charter schools, secure care facilities, and state institutions) Preschool students, regardless of age, should be excluded.

Total enrollment of parentally-placed students in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21) served by a K-12 school as defined by elementary/secondary grades:

Note: This count should include ALL students enrolled, not SPED only, that are placed in private non-profit institutional day schools, residential schools, or are homeschooled.

135

Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21) served by a K-12 school as defined by elementary/secondary grades:

Note: This count should be less than or equal to the total enrollment of parentally-placed students in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21).

45

Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-5) served by a K-12 school as defined by elementary/secondary grades:

Note: This count should be less than or equal to the number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21).

5

Public School Districts
ONLY
(Box 2, 3 & 4)



Important Tips

- ▶ Include all students in general and SPED
- ▶ Include students within your district boundaries
- ▶ Determine how many parentally placed students are receiving SPED services on an ISP
 - ▶ Include them with your October 1 SPED census count
 - ▶ Do not include preschoolers

