Exceptional Student Services (ESS) Data Management Overview

Presented by Adam Zogut

Agenda

- ESS Data Management Homepage
- Student Information System (SIS) & Arizona Education Data Standards (AzEDS)
- ADEConnect Portal
- <u>Federal Reporting Requirements</u>:
  - ✓ October 1 Data Collection (ODC)
  - ✓ Annual Data Collection (ADC)
  - ✓ Discipline Data Collection (DDC)
- AzEDS Portal
- Support & Resources

ESS Data Management Homepage

ESS Data Management Toolkit

- Most commonly used tools & resources
- All documents are subject to change
- Update as needed

ESS Data Management Toolkit

ESS Operations
Exceptional Student Services

Table of Contents

Last Updated: 10/06/2020

Link: http://bit.ly/dmtableofcontents

Note: All documents in the ESS Data Management Toolkit are subject to change.
To receive update notifications, please subscribe to the ESS Data Management listserv:
http://bit.ly/essdmlistserv
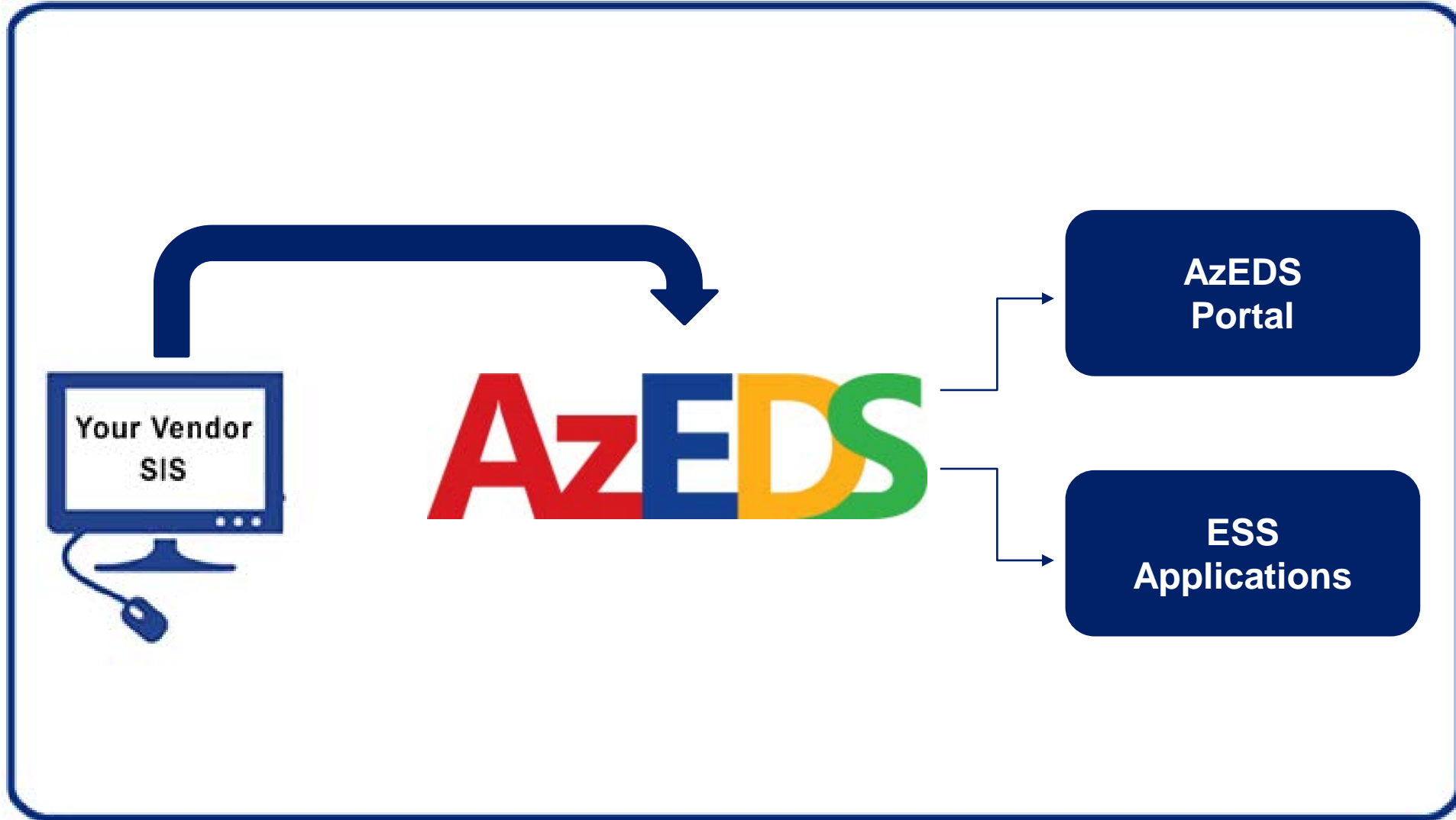
FY 2021 Important Dates

OCTOBER 1 DATA COLLECTION (ODC)

- Count Date: October 1, 2020 (*Not a Due Date)
- Open Date: October 6, 2020
  - **PHASE I: PERSONNEL & VERIFICATION COUNT**
    - **Verification Count, Personnel Data & Electronic Signature Due: November 18, 2020**
    - Verification count and/or personnel data can be submitted/modified anytime between October 6 - November 18, 2020
  - **PHASE II: RECONCILIATION**
    - **Reconciliation Due: January 15, 2021 in AzEDS by 5pm**
    - The SPED07 will be available November 23, 2020 and report will update daily after AzEDS integrity processing runs, until the final reconciliation due date
    - Continue checking the SPED07 report on a regular basis during this time, even if your PEA's counts reconcile early in the process
    - The preliminary final SPED07 report will be based on the data in AzEDS at the time of the reconciliation due date
  - **PHASE III: NON-RECONCILIATION**
    - **Non-Reconciliation Due: February 24, 2021**
    - PEAs that do not reconcile will be required to complete this phase and ADEConnect users will be notified via email
    - **TIPS TO AVOID PHASE III**
      - ➤ Start Early
      - ➤ Check Reports Regularly
      - ➤ Utilize ESS DM Tools & Resources
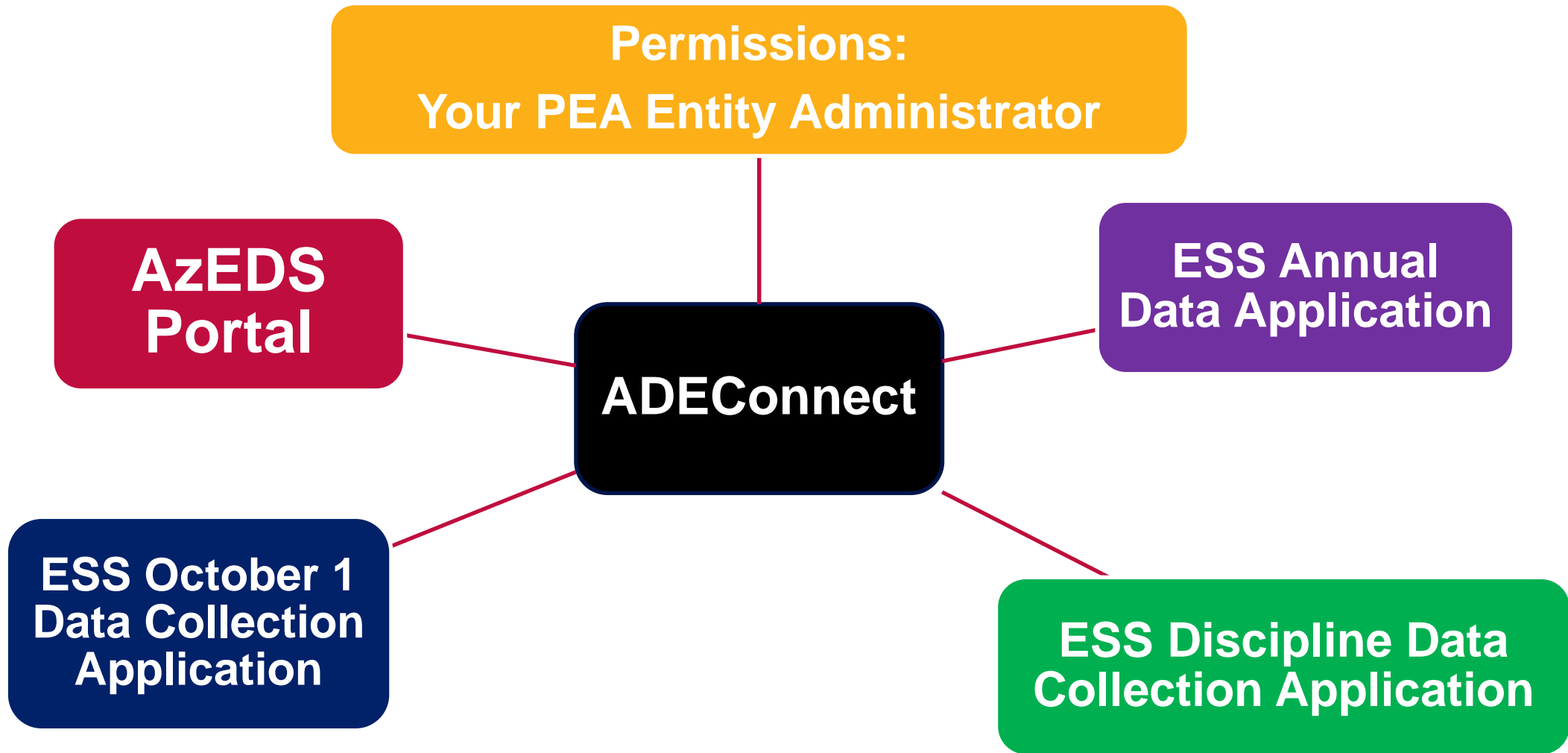   - ➤ Solve Integrity Errors Quickly

ANNUAL DATA COLLECTION (ADC)

- Open Date: April 12, 2021
- **Exit & Discipline Data Due: July 15, 2021 by 5pm**
- **Final Submission Begins: July 21, 2021**
- **ADC Due: August 4, 2021**
  - **REVIEW SCHOOL REPORTS**
    - **Exit Report**
      - Report of students with disabilities between the ages of 14-21 exiting special education
    - **Discipline Report**
      - Report of students with disabilities between the ages of 3-21 subject to disciplinary removal
    - **Final Extract**
      - The process of taking finalized data from the appropriate data source to populate the exit and discipline reports
    - **Discipline Data Collection (DDC)**
      - ESS Portal Application used to collect disciplinary incident data for students with disabilities and will populate the Discipline Report
    - **Parentally Placed Students**
      - Report of parentally placed student evaluated, found eligible and served
    - **Preschool Transition Report**
      - Report of children who participated in the Arizona Early Intervention Program (AzEIP) under IDEA Part C and whether they received a smooth transition to IDEA Part B
    - **TIPS**
      - ➤ Submit data to DDC & AzEDS throughout the reporting year
      - ➤ Electronic Signature Required
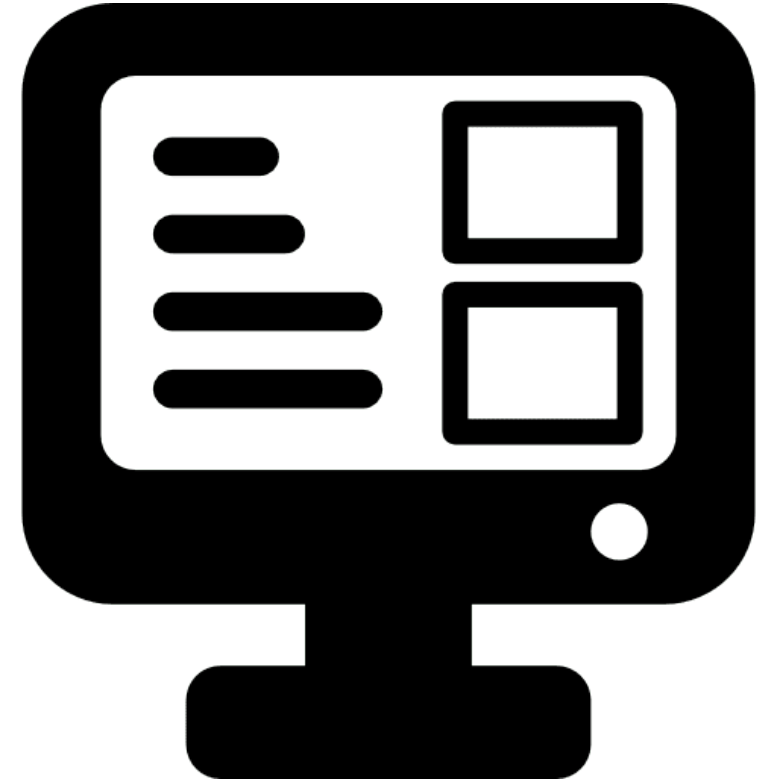
http://bit.ly/essdmdates

Your SIS & AzEDS

ADEConnect Portal

Permissions:
Your PEA Entity Administrator

AzEDS Portal

ADEConnect

ESS Annual Data Application

ESS October 1 Data Collection Application

ESS Discipline Data Collection Application

ADEConnect Portal

Permissions & Roles

- **Requires secondary approval**
  - ✓ SPED Director
  - ✓ Business Manager
  - ✓ CEO
  - ✓ Superintendent
- **LEA User role**
- **LEA Signer role**

ADEConnect Portal

Home.azed.gov/portal

AzEDS Portal

SPED Reports 101

http://bit.ly/spedreportsoverview

October 1 Data Collection (ODC)

October 1 Data Collection (ODC)

- Federal requirement under Individuals with Disabilities Education Act (IDEA) Section 618
- Includes:
  - Census
  - Personnel
- Electronic signature required
- Data is reported to the Office of Special Education Programs (OSEP)
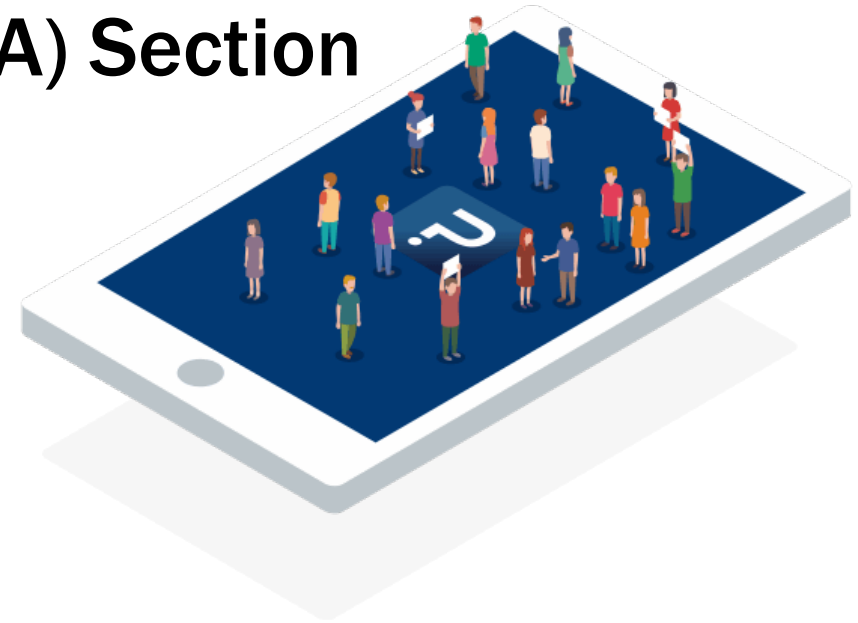
October 1 SPED Census

- Used to verify the unduplicated count of students receiving special education and related services on October 1 ages 3-21

- Used to determine base funding for all PEAs in Federal Part B allocations

October 1 Data Collection

Phase I

- October 1: Count your SPED students
- Student verification and personnel counts due in ESS October 1 Data Collection application with electronic signature

Phase II

- Reconciliation begins
- SPED07 report available
- SPED data due in AzEDS
- Reconciliation due
- ADE submits data to OSEP

Phase III

- Non–Reconciliation begins
- Submission due in ESS October 1 Data Collection application

October 1 Data Collection – Personnel

- Fully certified or not
- Providing SPED/related services
- Full-Time Equivalency (FTE)
- Three Sections:
  - ✓ Teachers
  - ✓ Paraprofessionals
  - ✓ Related service providers

October 1 Data Collection – Strategies

- ## Census
  - Start early and get your team involved
  - Save all documentation
  - Develop a plan to avoid non-reconciliation
  - Check reports regularly
- ## Personnel
  - Work with Human Resources
  - Double-check FTE calculations

Annual Data Collection (ADC)

Overview

Federal Reporting Requirement
IDEA Section 618

➡️ **ADC**

IF APPLICABLE TO YOUR PEA

School Level Reports (Display Only)

Exit (AzEDS)

Discipline (Discipline Data Application)

Agency Level Reports

Preschool Transition

Parentally Placed Students
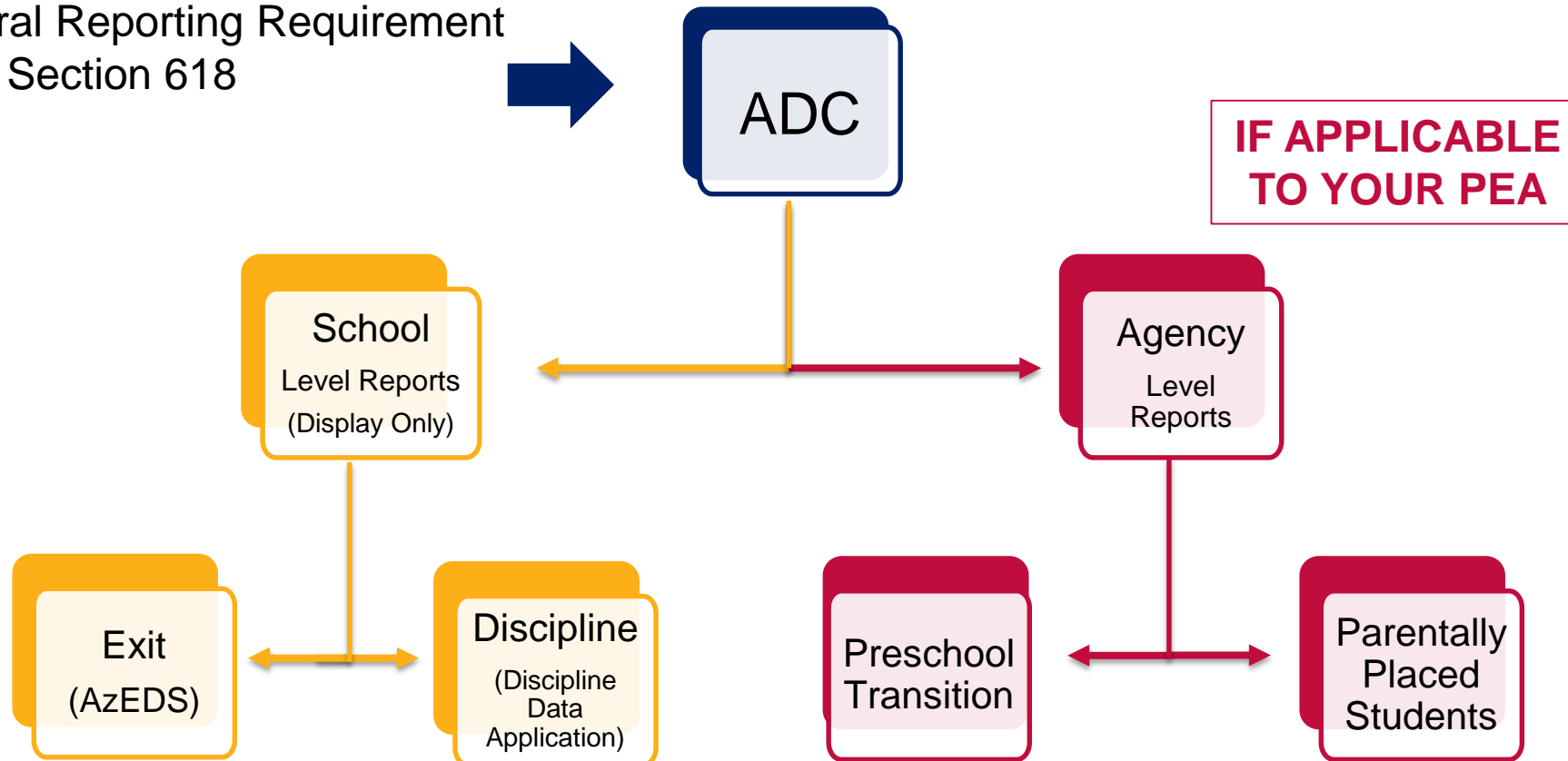
Reporting Requirements for PEA

Public School Districts

School Level Reports
- Exit
- Discipline
- Tuitioned Out Students (Exit/Discipline)*

Agency Level Reports
- Parentally Placed Students *
- Preschool Transition*

Charter Schools

School Level Reports
- Exit
- Discipline
- Tuitioned Out Students (Exit/Discipline)*

Secure Care Facilities

School Reports
- Exit*
- Discipline

* If applicable
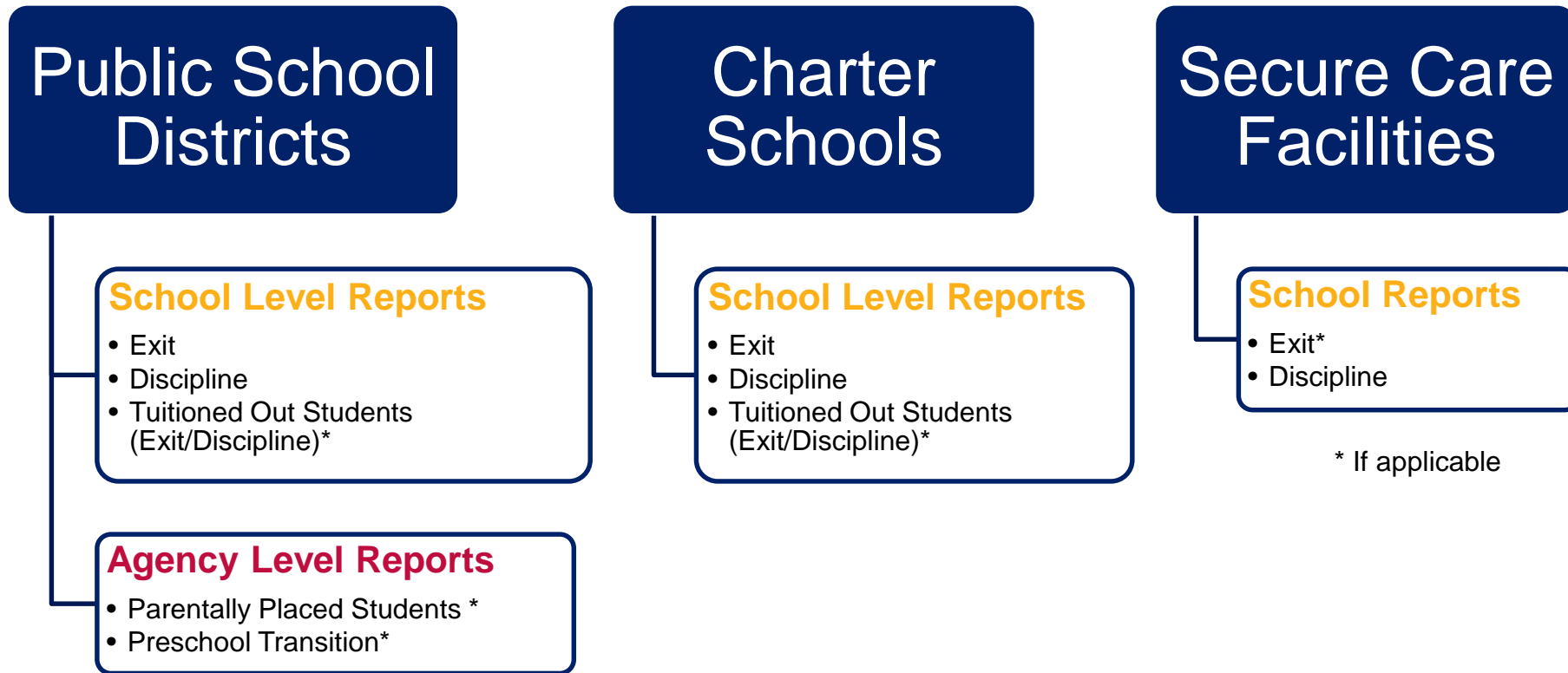
Agency Level Reports

- ## __Parentally Placed Students__
  - ### Report the number of parentally placed private school students who were located within the District's boundaries:
    - ➢ Evaluated and found eligible
    - ➢ Served by the public school during the school year (July 1 – June 30)
    - ➢ Include preschool & students who are home-schooled

- ## __Preschool Transition__
  - In-by-3
  - IEP developed and implemented by their third birthday (July 1 – June 30)
  - SPP/APR Indicator 12

School Level Reports

- ## Exit – extracted from AzEDS
  - Ages 14 – 21 as of October 1
  - Unduplicated count based on FPNI
  - Six exit categories

- ## Discipline – extracted from ESS DDC
  - Ages 3 – 21 covering entire school year
  - Unduplicated count based on the last disability submitted
  - Five data elements

Annual SPED Data Collection - Strategies

- Identify your PEA's reporting requirements (Agency vs School Reports)

- Enter Data Early & Accurately

- Ask Questions Early On

Discipline Data Collection (DDC)

Discipline Data Collection (DDC) - Overview

- Disciplinary incident data for students with disabilities

- ESS Annual Data Collection application

- Manually submit incident data or use the XML upload feature

DDC Application

- Accessed through the ESS Portal under ADEConnect

- ADEConnect permissions:
  - ➢ ESS DDC: Edit
  - ➢ ESS DDC: Read

- Legacy AzSAFE

- No Data Certifications

XML Upload Feature

- **Student Information Systems (SIS) > XML template**

- **Coordinate with vendors to implement extracts into a format for the DDC tool to use**

- **Uploads delete all the data at one or multiple schools and puts new data into the system**

Discipline Data Collection - Strategies

- Request permissions ahead of time

- If your PEA only has a few incidents to enter, manual data entry might be easier

- Utilize XML Upload feature for large PEA's

ADE Support & Resources

ADEConnect Support:

(602) 542-7378

adesupport@azed.gov

School Finance:

(602) 542-5695

SchoolFinance@azed.gov

ADEConnect Training:

http://www.azed.gov/aelas/adeconnect

ESS Program Management:

(602) 542-3398

ESSProgMgmt@azed.gov

ESS Data Management Support & Resources

✉ Subscribe to ESS Data Management Listserv

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

✉ Subscribe to ESS Data Management YouTube

https://www.youtube.com/channel/UCdMWKIU478XFG_ctw_l6Fjw?view_as=subscriber

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