



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**
- **Federal Reporting Requirements:**
 - ✓ **October 1 Data Collection (ODC)**
 - ✓ **Annual Data Collection (ADC)**
 - ✓ **Discipline Data Collection (DDC)**
- **AzEDS Portal**
- **Support & Resources**



ESS Data Management Homepage

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



ARIZONA DEPARTMENT OF EDUCATION

[Students & Families](#) [Educators](#) [Administrators](#) [Programs & Supports](#) [About ADE](#) [ADEConnect](#) [Q](#)

[Home](#) / [Exceptional Student Services](#) / [Data Management](#)

Data Management



The ESS Data Management (DM) 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).

[Introduction to DM](#)

[Important Dates](#)

[FY21 Data Reporting Updates](#)

[Glossary of Acronyms & Terms](#)

[▶ ESS DM Toolkit Updates](#)

[▶ Historical Data](#)

[▶ Resources](#)

[AzEDS](#)

[Oct 1 Data Collection](#)

[Annual Data](#)

[Training Opportunities](#)

[Training Videos](#)

[Subscribe to DM Listserv](#)

Data Management Contact Information

For general questions, please contact:

[ESS Data Management Inbox](#)

Main Phone: (602) 542-3962

[ESS Home](#) ▼

[Schools](#)

[Parents & Families](#) ▼

[Conferences](#) ▼

[Public Info](#) ▼

[Quick Links](#)

[Assessment](#)

[Assistive Technology](#)

[AZ FIND/Child Find](#)

[AZ-TAS Documents](#)

[Dispute Resolution](#)

[Early Childhood Special Education](#)

[Secondary Transition](#)

[Private & Public Programs](#)

Contact

ESS Reception Desk

(602) 542-4013

ESSInbox@azed.gov



ESS Data Management Toolkit

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



ESS Data Management Toolkit



Table of Contents

Last Updated: 10/06/2020

Link: <http://bit.ly/dmtableofcontents>

- **General Information**
 - o [Introduction to ESS Data Management](#)
 - o [Important Dates](#)
- **AzEDS**
 - o [AzEDS SPED Codes](#)
 - o [SPED Reports 101](#)
 - o [SPED Integrity Rules Reference](#)
 - o [Concurrent Need & Least Restrictive Environment \(LRE\) Code Eligibility Matrix](#)
 - o [Concurrent Need Eligibility Matrix](#)
 - o [Concurrent PEA & Least Restrictive Environment \(LRE\) Code Eligibility Matrix](#)
 - o [SPED Exit Validation Matrix](#)
- **October 1 Data Collection**
 - o [October 1 Data Collection SPED Do's & Don'ts](#)
 - o [October 1 Data Collection SPED Checklist](#)
 - o [SPED07 Reconciliation Checklist](#)
- **Annual Data Collection**
 - o [Annual SPED Data Collection Reports & Federal Citations](#)
 - o [Reporting Requirements for PEA Types](#)
 - o [SPED Exit Flow Chart](#)
 - o [ESS Annual Data Collection - Discipline](#)
- **Other Resources**
 - o [Glossary of Acronyms & Terms](#)

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

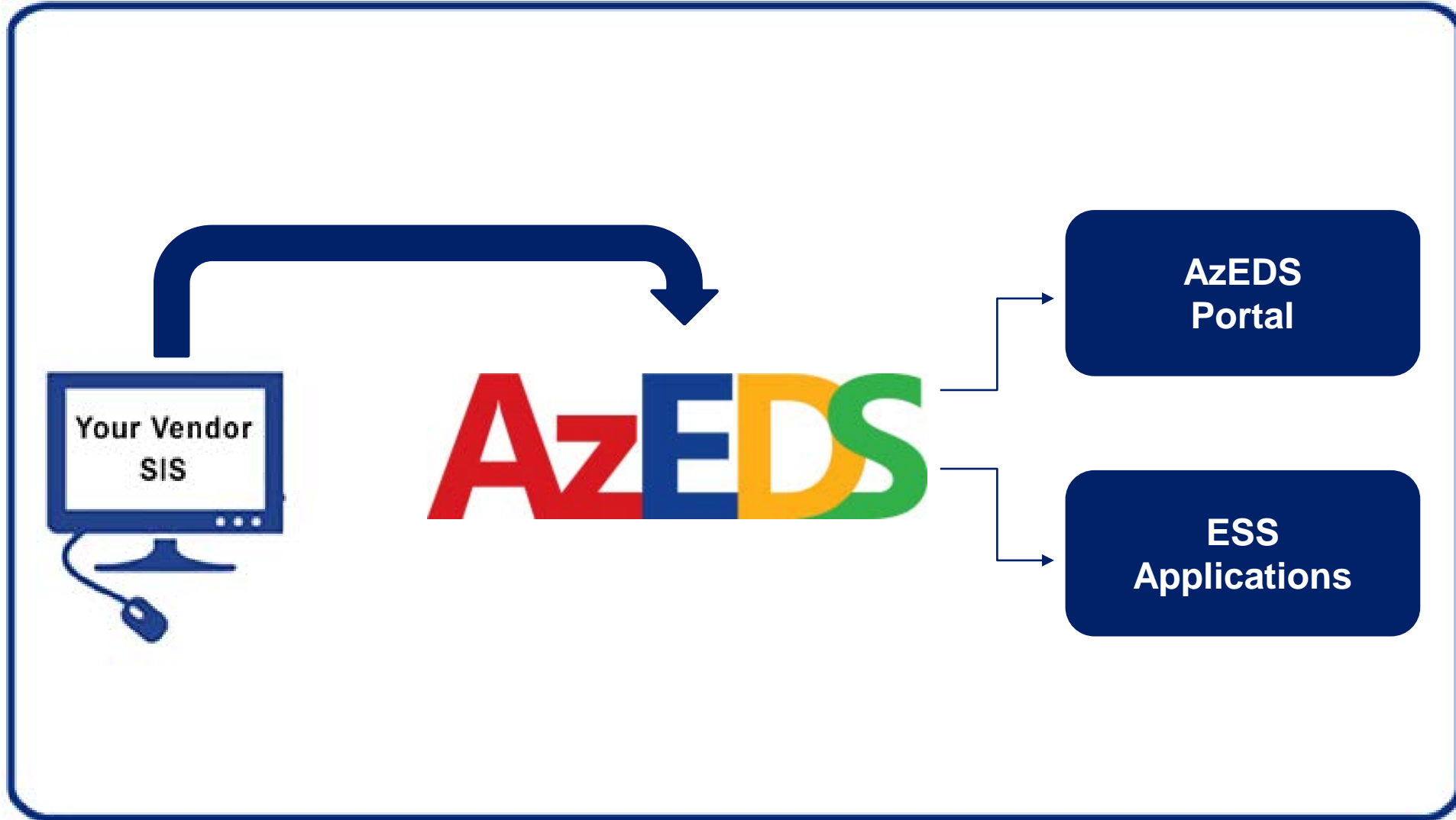
OCTOBER 1 DATA COLLECTION (ODC)

- 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

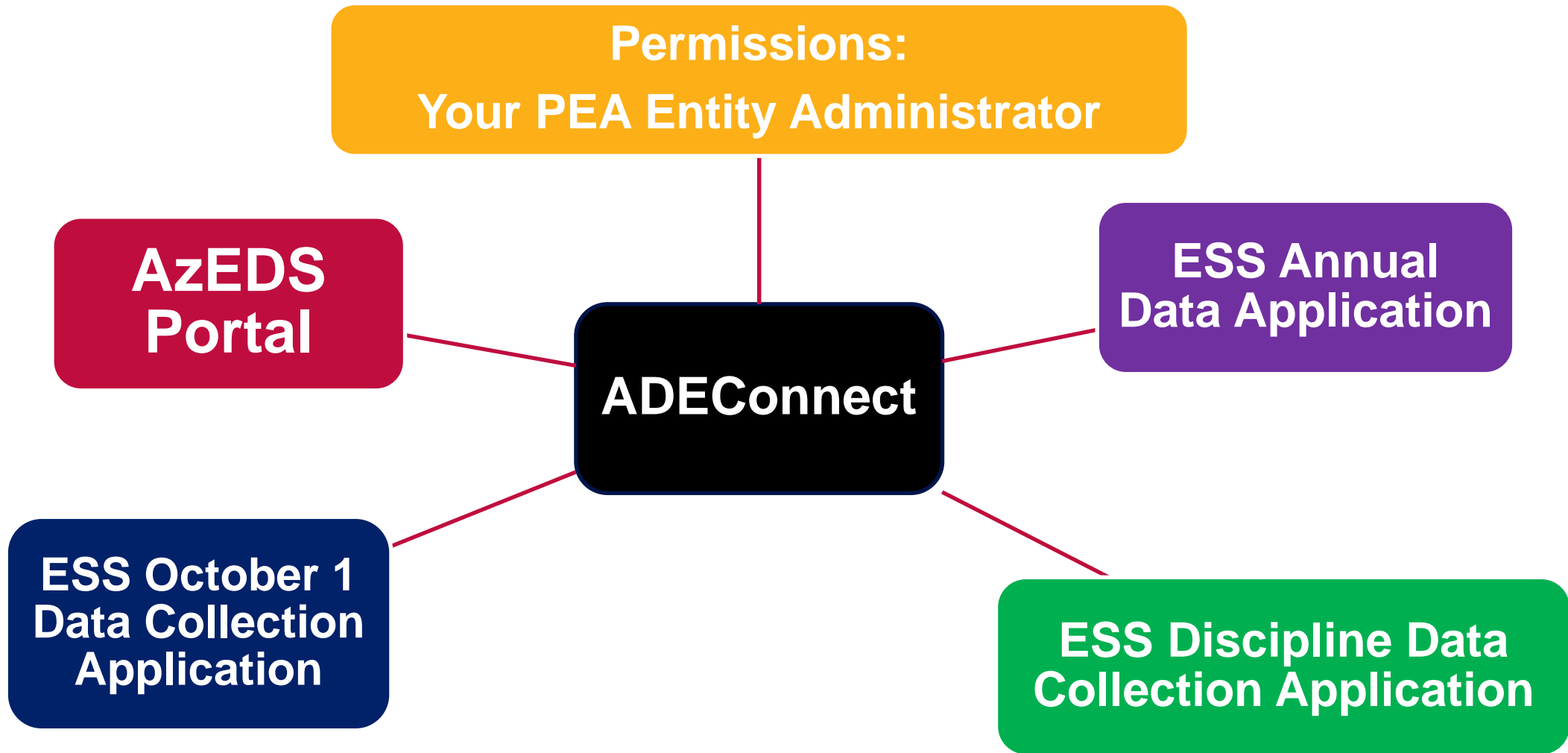
ANNUAL DATA COLLECTION (ADC)

- 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

Your SIS & AzEDS



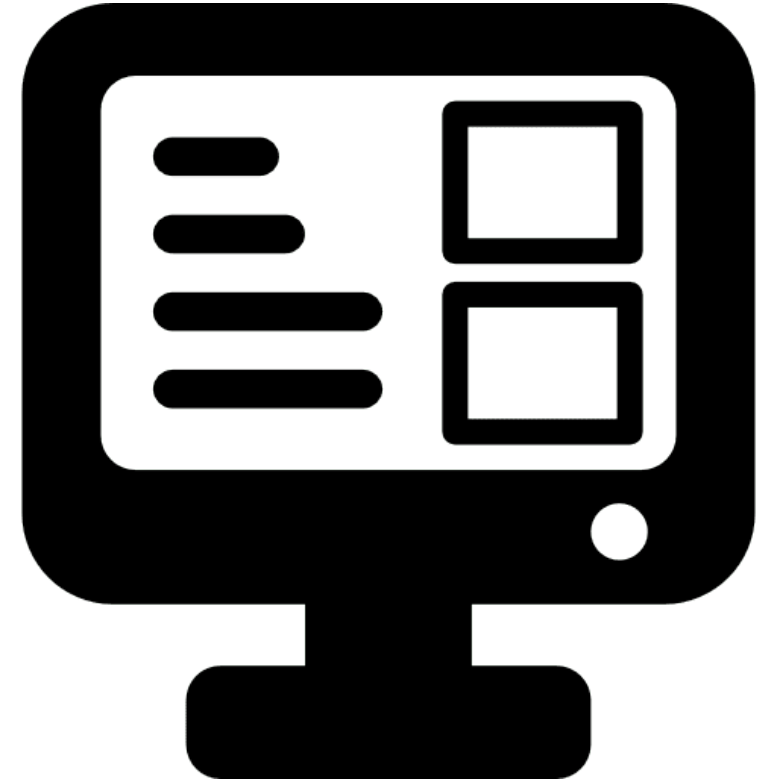
ADEConnect Portal



ADEConnect Portal

Permissions & Roles

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



ADEConnect Portal

ADE seal

Welcome **Adam** [Sign Out](#)

[Find Entity Administrator](#)
[Role Approvals](#)
[Self Service Portal](#)

ADEConnect

[Home](#) [News](#) [Reports](#)

[View entire news](#)

ADESupport@azed.gov, Grants@azed.gov and ESA@azed.gov email addresses will no longer accept new issue submissions and an auto-response email will direct you to **Help Desk** ticketing system. However, all outstanding issues that have been or will be submitted prior to June 1 will be answered via the method in which they were received. More information on how to utilize the new system can be found by viewing this [video tutorial](#) or referencing this [training document](#).

New Applications [Hide]

- [+] ADE Motor Pool Reservation System**
 - Arizona Department of Education - 79275
- [+] AzEDS Portal UAT**
 - Arizona Department of Education - 79275
- [+] Grants Management**
 - Arizona Department of Education - 79275

[Hide All]

[+] Arizona Department of Education - 79275

- NEW ADE Motor Pool Reservation System**
 - [AZDash ?](#)
 - [AzEDS Identity ?](#)
 - [AzEDS Identity ?](#)
 - [AzEDS Portal](#)
- NEW AzEDS Portal UAT**
 - [EOS Portal](#)
 - [ESS Portal](#)
 - [Event Management System \(EMS\)](#)
- NEW Grants Management ?**

[+] Independent Applications - 1

- [Certification Portal](#)
- [ESA Applicant Portal](#)
- [Event Management System \(EMS\)](#)



Home.azed.gov/portal

AzEDS Portal



System Status

Reports

Student Analysis

Calendar

Adam Zogut

Reports

Fiscal Year:

2021

Local Education Agency:

Select an Option

Reports

Please select a report from the menu.

Student Detail

TRANS10 - Data Transmission Summary Report

TRANS15 - Data Transmission Detail Report

STUD10 - Student Data Verification Report

INTEG15 - Student Data Integrity Report

STUD74 - Student Excessive Absence Report

DRP10 - Dropout Recovery Program Data Verification Report

ABSATT10 - Absence / Attendance Minutes Verification Report

STUD78 - Student Cohort Verification Report

STUD15 - Student Data Verification Detail Report

STUD72 - Student Membership Information by DOA / DOR Report

MEM10 - Shared Student Enrollment Report

Student Detail

Accountability

Special Education

SPED73 - October 1 FED SPED Report

SPED10 - SPED Data Verification Report

SPED74 - SPED Exit Report

SPED72 - SPED Participation Report

Student-Teacher-Course Connection

ADM


Calendar

OCT1



SPED Reports 101

SPED REPORTS 101



ESS Operations
Exceptional Student Services

What report should I use?

With all the ADE reports available, you may be asking yourself this often when working on ESS data management requirements. This document provides a description of the reports related to Special Education to help determine when to use them and where they are located.

ADEConnect Portal

AzEDS Portal

ESS October 1

ESS Annual Data

*Does not have reports for troubleshooting purposes. Existing data is extracted from AzEDS.

> AzEDS Portal

Special Education

SPED10- SPED Data Verification Report - Verify raw data uploaded to AzEDS, pre-integrity. Updated: Up to 1 hour after your Student Information System syncs with AzEDS.

SPED72- SPED Participation Report filtered by DOA or DOR - View student's SPED need(s) and Least Restrictive Environment (LRE), **post-integrity**. Details if student is passing/failing SPED/Fed SPED Integrity. Updated: Daily after integrity processing.

SPED73- October 1 FED SPED Report filtered by DOA or DOR - Verify SPED students served on October 1 for Census. Students are categorized in three sections: Included in October 1 count, excluded due to failing FED SPED and/or Membership Integrity, & unknown error pool. Updated: Daily after integrity processing.

ADEConnect role needed to request access to these reports: **AzEDS Data Coordinator - SPED Reports Student Detail**

INTEG15- Student Data Integrity Report - View students failing integrity, details error and message. To view SPED students, select Integrity Categories: SPED & Fed SPED. Updated: Daily (6PM-9PM).

ADEConnect role needed to request access to this report: **AzEDS Data Coordinator - Base Reports**

*Does not require secondary approval, access is immediate.

<http://bit.ly/spedreportsoverview>

> ESS October 1 Reports

Post-integrity report of SPED students served over October 1. Available after verification count due date and used for reconciliation. Updated: Daily after integrity processing.

ADEConnect role needed to request access to these reports:

ESS Oct. 1 - LEA Signer

ESS Oct. 1 - LEA User

*Requires secondary approval from SPED Director.

?

How do I get access?

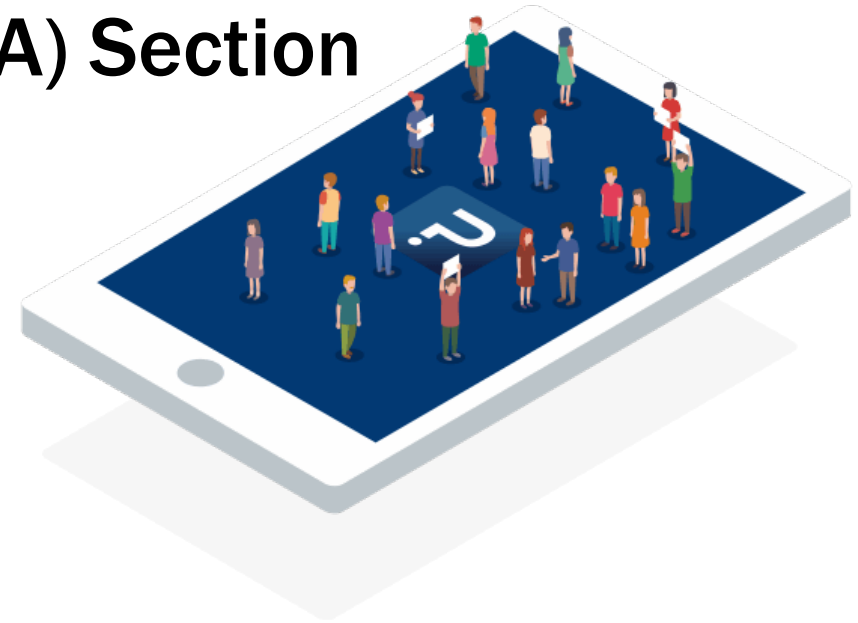
- You must have an ADEConnect account.
- Request access to the applications from your LEA's **Entity Administrator**.
- Roles are detailed for each application, request appropriately.
- All ESS applications require secondary approval, access may not be immediate.
- LEA Signer roles are reserved for SPED Directors.
- Need help with ADEConnect?: ADESupport@azed.gov
- Need help with ESS DM applications?: ESSDataMgmt@azed.gov



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

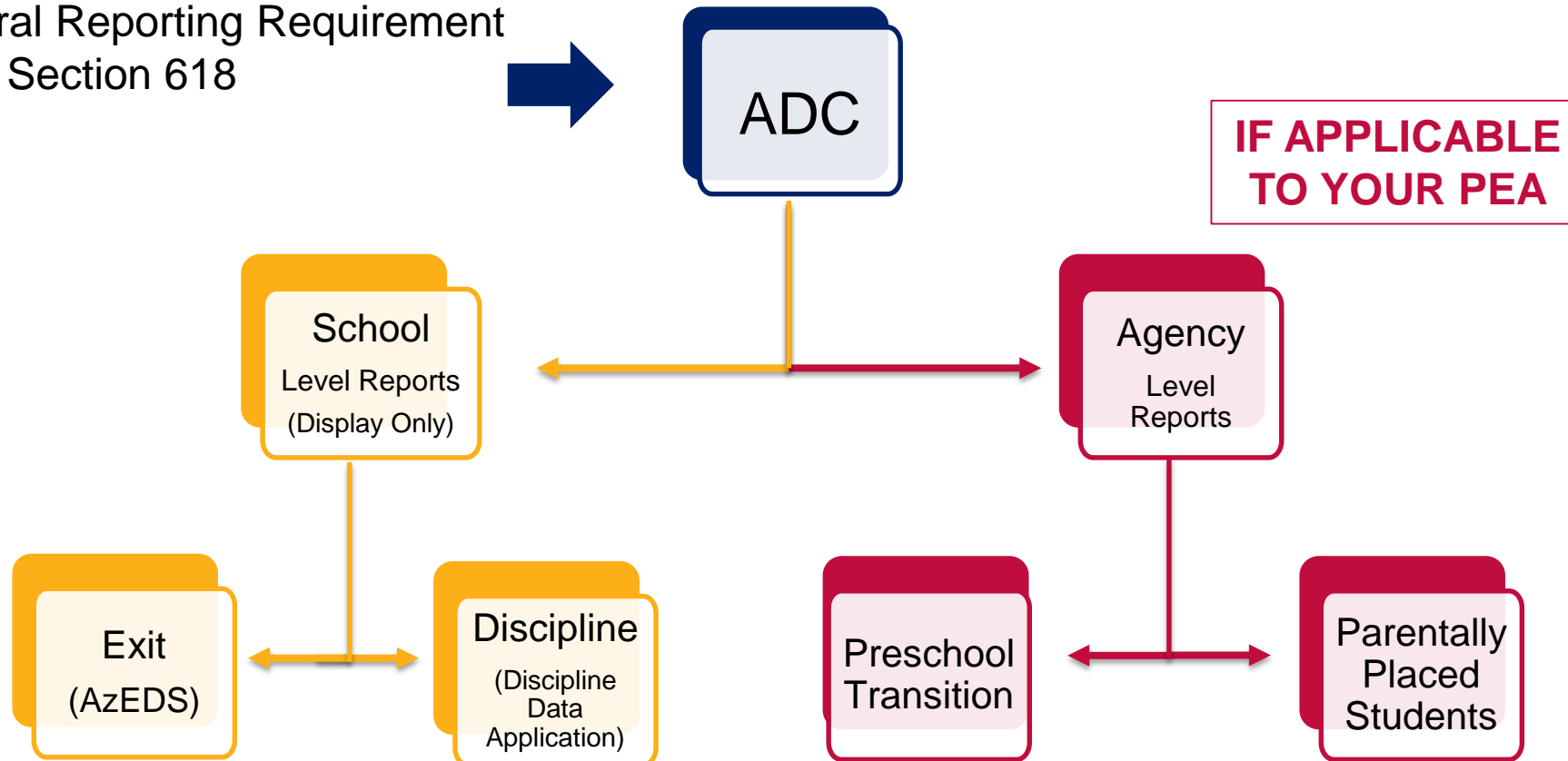




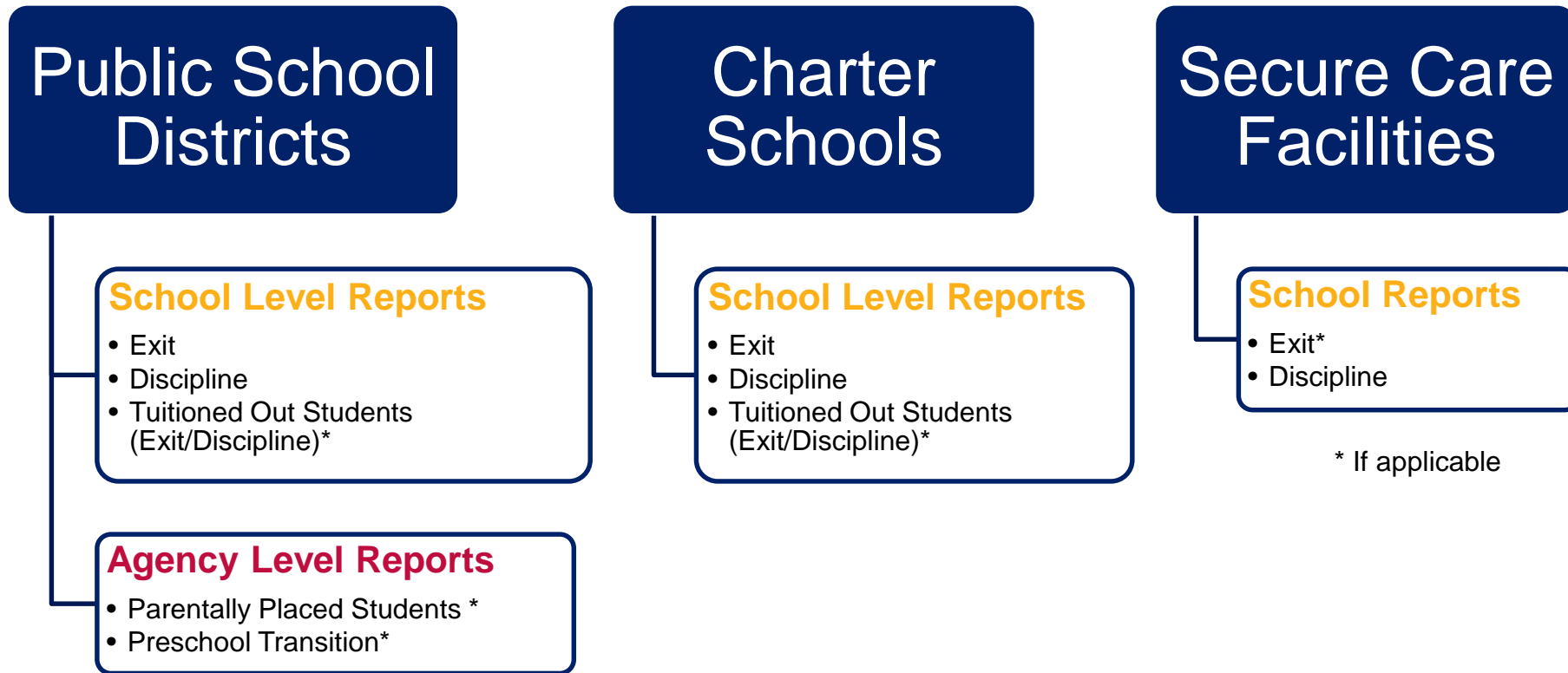
Annual Data Collection (ADC)

Overview

Federal Reporting Requirement
IDEA Section 618



Reporting Requirements for PEA



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

ESS Data Management:



(602) 542-3962



ESSDataMgmt@azed.gov

Peggy Staples
Maria Durazo
Eric Ashenfelter
Chris Brown
Adam Zogut
Louie Reyes

Lead Data Management Specialist
Data Management Specialist
Business and Program Liaison
Director of Operations
Data Management Specialist
Data Management Specialist

Peggy.Staples@azed.gov
Maria.Durazo@azed.gov
Eric.Ashenfelter@azed.gov
Chris.Brown@azed.gov
Adam.Zogut@azed.gov
Louie.Reyes@azed.gov