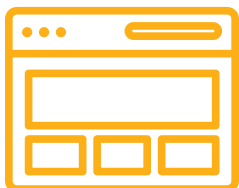# INTRODUCTION TO

ESS Operations
Exceptional Student Services

ESS Data Management

The Exceptional Student Services (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).

Contact Information

Website:
www.azed.gov/specialeducation/data-management

General e-mail inbox:
ESSDataMgmt@azed.gov

Main Phone:
(602) 542-3962

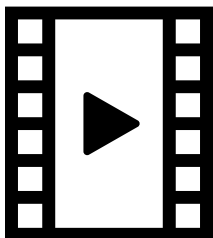# ESS Data Management Alerts

announcements   alerts   publications   reminders

To subscribe, visit: bit.ly/essdmalerts

Introduction to ESS DM Training Video

Learn about the basics of SPED data reporting to get you started. Topics reviewed:

ADEConnect & ESS Applications
AzEDS Portal & SPED Reports
SPED Tools & Resources
How to Solve SPED Integrity Errors

To watch, visit: bit.ly/essdmtrainingvideos

ADEConnect   https://adeconnect.azed.gov

Applications needed for SPED data reporting purposes:
› ESS Annual Data
› October 1 Data Collection
› AzEDS Portal
› Discipline Data Collection (DDC)

October 1 Data Collection

The purpose of this data collection requirement is to count how many special education students were served on the single day of October 1st and report FTE counts for personnel that serve students with disabilities. This is a multistep process.

Phase I

Verification Count:
October 1st is a "snapshot" count date. Count the number of SPED students served on October 1st <u>and</u> report the number of full-time equivalent (FTE) personnel employed and contracted to provide special education and related services on or about October 1st. Enter this data via the ESS October 1 Data Collection online application available through the ESS Portal within ADEConnect. This submission requires an electronic signature.

Phase II

Data Entry:
Enter special education data for students into AzEDS before the reconciliation due date.

Reconciliation:
The reconciliation process compares the number on the verification count submission with the data submitted to AzEDS. PEAs are responsible for ensuring reconciliation by comparing the special education data successfully processed (and reflected in the updated SPED07 report available within the ESS October 1 Data Collection online application) with their verified count.

Phase III

Non-Reconciliation (if applicable):
After the reconciliation deadline has passed, PEAs will be notified if their counts did not reconcile. If your verification count submission does not match the special education data in AzEDS that is reflected on the final SPED07 report, an explanation will need to be provided for the discrepancy. The explanation must be submitted prior to the Census Non-Reconciliation deadline through the ESS October 1 Data Collection application available through the ESS Portal within ADEConnect.

Exceptional Student Services
Arizona Department of Education

Annual SPED 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 through the ESS Portal within ADEConnect. The online application will open in the Spring, and the final data is due at the beginning of the next school year, which includes the submission of an electronic signature.

Agency Level Reports:

Parentally Placed Students (Districts Only)
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).

Preschool Transition (Districts Only)
Report on the number 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 AzEDS 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 EL Status.

Discipline Report
This report is "display only"; the data is extracted from the AzSAFE 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 EL Status.

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