



Training for Home School Districts

Residential Vouchers

ESSVouchers@azed.gov

Last updated 5/1/24

Vouchers and Claims Role Assignments

Entity administrators at your district or charter will need to assign roles for the ESS Vouchers and Claims application in [ADEConnect](#). To identify your entity administrator, click Search under Find an Administrator in the Help section.

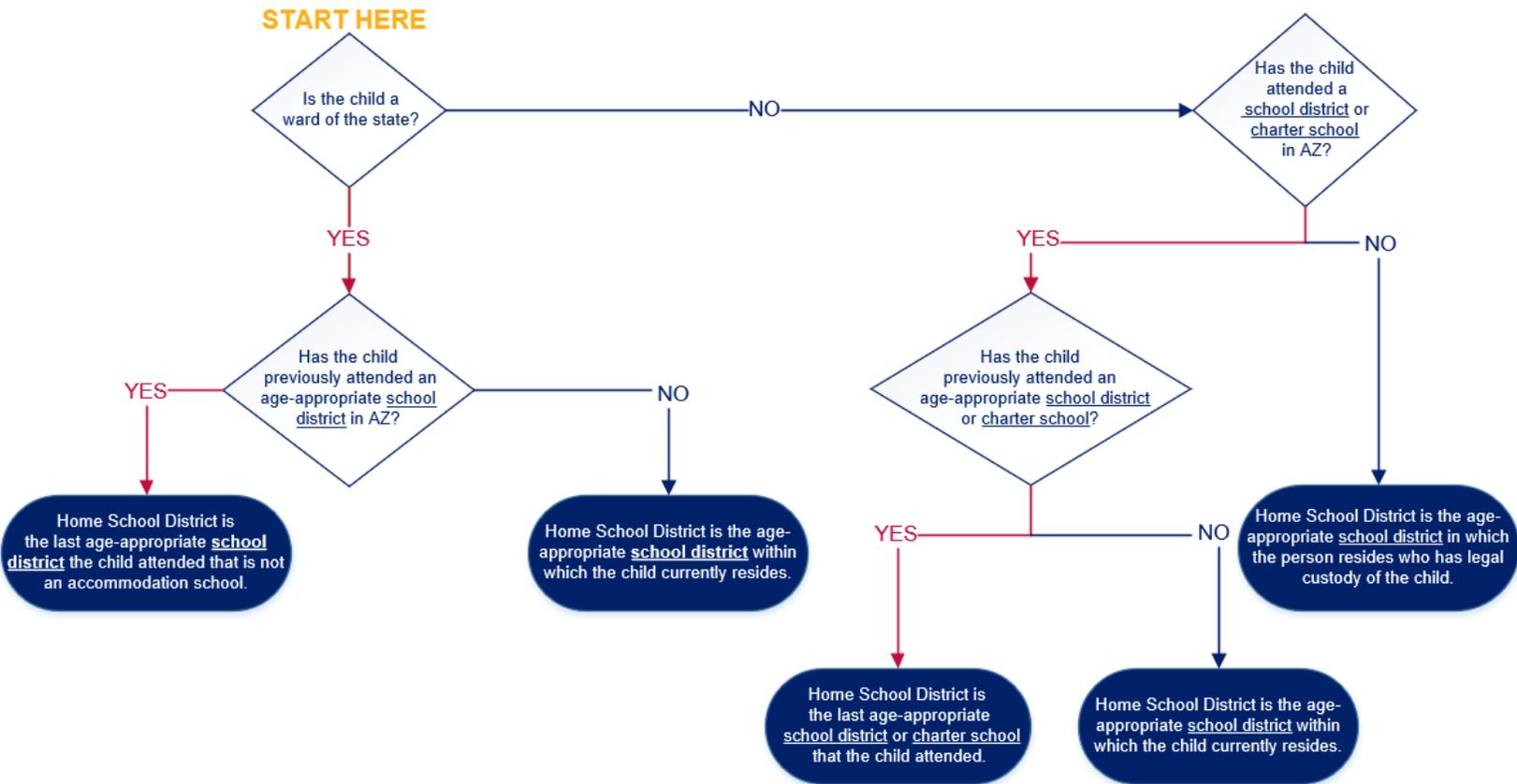
The screenshot shows the ADEConnect user interface. At the top is a dark blue navigation bar with the following menu items: Home, Applications, User Management, Admin, Reports, Help, Feedback, and Account. Below the navigation bar is the 'Help' section, which contains four white cards with rounded corners. The first card is titled 'Contact ADE Support' and provides contact information for the Arizona Department of Education, including a phone number (602) 542-7378. The second card is titled 'Support Ticket' and includes a 'Go to Help Desk' button. The third card is titled 'Find an Administrator' and includes a 'Search' button. The fourth card is titled 'Frequently asked questions' and includes an 'FAQ' button. Two blue arrows are overlaid on the image: one points from the 'Help' menu item in the navigation bar to the 'Support Ticket' card, and the other points from the 'Find an Administrator' card to the 'Search' button.

The necessary role for the ESS Vouchers and Claims application is **ESS Vouchers: HSD User**. Additional role assignments may cause access issues, for more information please view the [ESS Vouchers and Claims Role Assignments](#).

ESS Vouchers Toolkit

- [Residential Vouchers FAQs](#)
- [Required Documents for HSDs](#)
- [Creating an HSD Application and Uploading Documents](#)
- [Determining the Home School District FAQs](#)
- [Determining the HSD Flowchart](#)
- [Residential Treatment Center Placement website](#)
- [Reporting Special Education Students Who Attend RTCs, Approved Private Day Schools, or Head Starts](#)

Determining the Home School District



[Determining the Home School District FAQs](#)
[Determining the HSD Flowchart](#)

Accessing the ESS Vouchers Application

Step 1: Log into [ADEConnect](#)

Step 2: Open the Exceptional Student Services Portal

Step 3: Click Vouchers

Phoenix Union High School District (4286) [-]
ADE Professional Learning and Development (APLD) ☆ ↗
AzEDS Identity ☆ ↗
Exceptional Student Services Portal ☆ ↗



APPLICATION PORTAL
EXCEPTIONAL STUDENT SERVICES

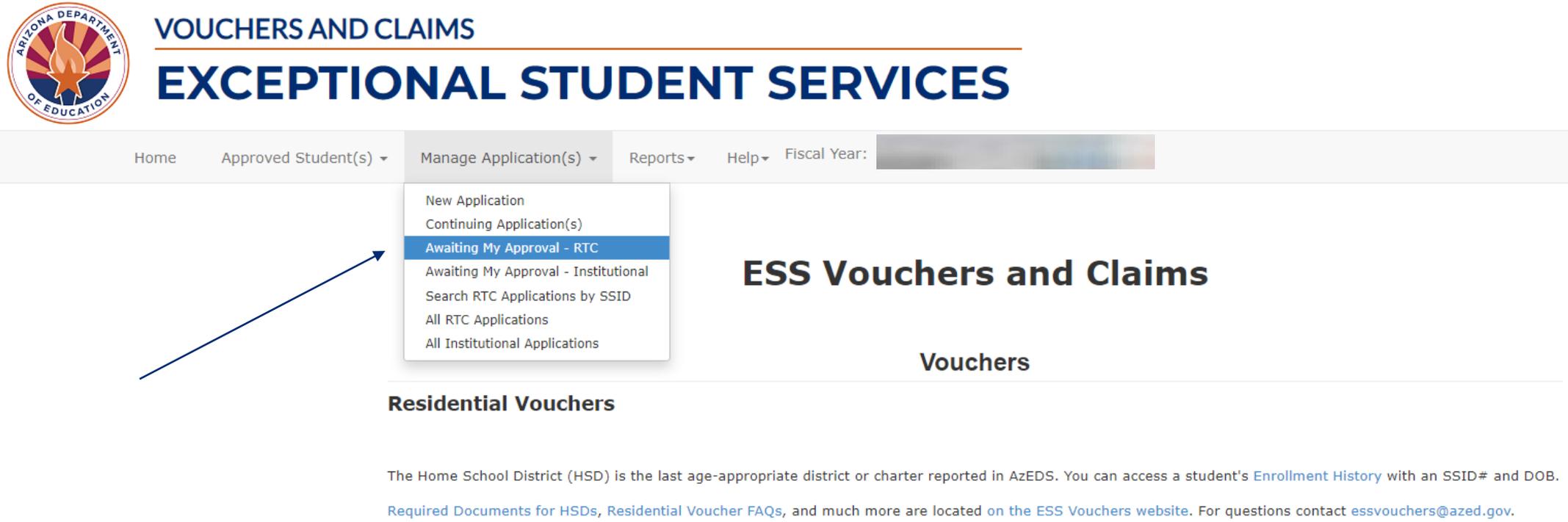
Home Admin ESS Portal - Data Visualization

Welcome to the Exceptional Student Services Application Portal

- Administrative Applications**
Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.
 - Dispute Resolution
 - Public Comment
 - Special Education Program Approvals
 - Surrogate Parent
- Data Collection & Reporting**
Applications that facilitate data collection efforts which determine Federal IDEA Indicators.
 - Legacy - Discipline Data Collection
 - October 1 Data Collection
 - Special Education Data Dashboard
- Monitoring & Compliance**
Monitoring activities that are based on risk analysis outcomes that are aligned to the SPP/APR and reflect the importance of indicator data.
 - Maintenance of Effort
 - Monitoring
 - PEA Determinations
 - Risk Analysis
- Surveys & Assurances**
The Statement of Assurances and surveys for Parent Involvement, Teacher Attrition, Post School Outcomes, and other information.
 - Data Surveys
 - Post School Outcomes Survey
 - Statement of Assurances
- Vouchers & Claims**
Applications which provide funding for residential, institutional, and specific special education placements.
 - High Cost
 - Vouchers
 - Extraordinary Special Education Needs

Approving the Initial Application

Select **Manage Application(s)/Awaiting My Approval – RTC**. Clicking this will pull up all applications that have been sent to you for approval, “Pending with HSD.”



VOUCHERS AND CLAIMS
EXCEPTIONAL STUDENT SERVICES

Home Approved Student(s) Manage Application(s) Reports Help Fiscal Year: [input field]

- New Application
- Continuing Application(s)
- Awaiting My Approval - RTC**
- Awaiting My Approval - Institutional
- Search RTC Applications by SSID
- All RTC Applications
- All Institutional Applications

ESS Vouchers and Claims

Vouchers

Residential Vouchers

The Home School District (HSD) is the last age-appropriate district or charter reported in AzEDS. You can access a student's [Enrollment History](#) with an SSID# and DOB. [Required Documents for HSDs](#), [Residential Voucher FAQs](#), and much more are located on the [ESS Vouchers website](#). For questions contact essvouchers@azed.gov.

Initial Education Voucher Application

The top half of the application shows the information entered by the state placing agency (SPA) including the “Last School Attended.” Please refer to the Enrollment History in ESS Vouchers (Under Help/Enrollment History) to verify that you are the last age-appropriate district or charter attended.

Application: Initial Education Voucher Application **Application ID #** [REDACTED] **SSID#** [REDACTED]

Student Details

Student Name:	[REDACTED]	Birth Date:	[REDACTED]	Grade:	Tenth Grade
Entry Date:	[REDACTED]	Approved Date:	[REDACTED]	Expiration Date:	1/2/2024
Parent Name:	[REDACTED]	Parent Phone:	[REDACTED]		
Parent Address:	[REDACTED]				
Last School Attended:	[REDACTED]				

A blue arrow points from the left side of the page to the "Parent Address:" field in the form.

Selecting Funding Option

The Funding Option choices are NSE, CSE, and RSE.

- NSE - Non-Special Education; placed by a state agency
- CSE - Care Special Education; placed by a state agency
- RSE - Residential Special Education; placed by an IEP team

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

IEP Date: Evaluation Date:

Funding Option :*

Disability:*

Comments:

Selecting the Disability Category on an Initial Application

If the student is eligible for special education services, you must select the primary disability from the drop-down menu. If the disability category isn't listed, the RTC isn't approved for that category.

- Select Disability -

A - Autism

DD - Developmental Delay

ED - Emotional Disability

HI - Hearing Impairment

MD - Multiple Disabilities

MIID - Mild Intellectual Disability

MOID - Moderate Intellectual Disability

OHI - Other Health Impairment

OI - Orthopedic Impairment

SID - Severe Intellectual Disability

SLD - Specific Learning Disability

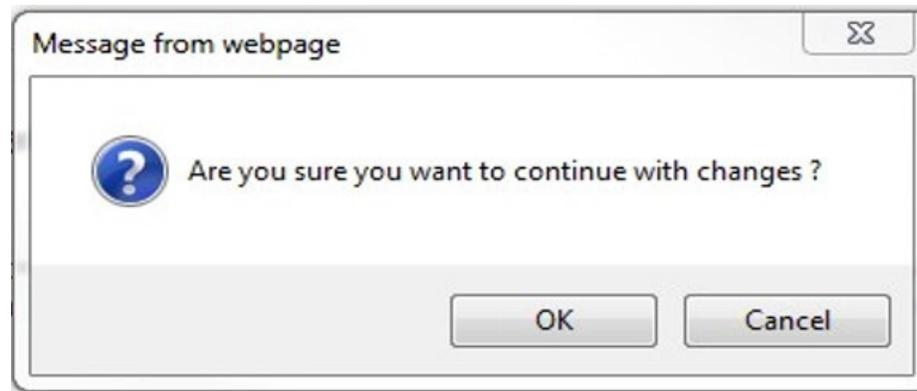
SLI - Speech/Language Impairment

Signing the Voucher

After completing all fields, check the box for the electronic signature.

A dialogue box will appear, click OK to complete the signature as the HSD user and then click Approve.

The Initial application is valid for 60 days from the student's date of entry to the RTC.



After Initial Application is Approved

Once the Initial Application has been signed and approved, the next step is to **complete the Home School District Education Voucher Application within 60 days of the student's entry into the RTC.** Creating an HSD Application and Uploading Documents will show you how to submit the Required Documents.

Extension Application

If it is not possible to complete the HSD Application (with the required documents) within 60 days, you may submit an Extension of Education Voucher (for ADE-approved reasons), instructions are located at Extension Application Instructions.

Required Documents for Home School Districts

Minimum required documents for students not eligible for special education services:

- MET Report/Review of Existing Data (RED)
- Non-Eligibility Determination
- PWN for Non-Eligibility
- MET participant names

Minimum required documents for students receiving special education services:

- MET Report
- MET participant names
- PWN for the MET evaluation
- Eligibility Determination
- PWN for Eligibility
- IEP with participant names
- PWN for IEP must indicate a change of placement to the RTC and that it will be implemented there

Required Documents for Home School Districts

ED-P Funding

Requirements for ED-P Funding:

- The HSD and RTC must agree that an ED-P placement is the least restrictive environment to meet the student's needs.
- The HSD and the RTC should work together to update the IEP to reflect the ED-P needs/services, including exit criteria and a transition plan to a less restrictive placement.

There are important IEP components for students receiving ED-P services:

- Appropriate IEP goals with objectives
- Transition and exit criteria
- Functional Behavior Assessment (recommended)
- Behavior Intervention Plan (recommended)

Note that not all ED students require ED-P services.

Selecting ED-P

Select ED - Emotional Disability in the Disability drop-down.
Then check the box beside it to indicate ED-P eligibility.
Enter comments for clarity including an ED-P effective date.

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

IEP Date: Evaluation Date:

Funding Option :*

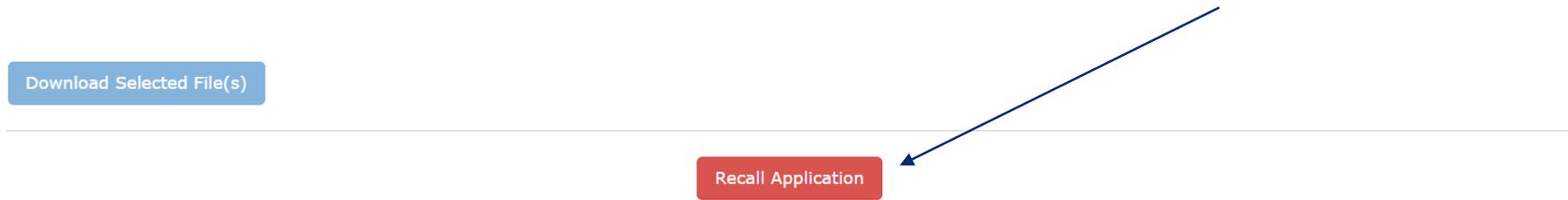
Disability:* For care, safety, and treatment placements by a state placing agency (SPA), the home school district (HSD) should only check the ED-P box if the HSD could not provide appropriate educational services in their traditional resource and self-contained special education classes. By checking this box, you are verifying that the student would not have a feasible program within your HSD if the SPA did not place the student at the residential treatment center. When selecting the ED-P box, the HSD must report the disability code as ED-P in AzEDS and upload supporting documentation below.

Comments:



Recalling the HSD Application

Once the application is submitted, the Recall Application button becomes active. This allows you to recall and make corrections if needed. Remember to re-submit the application after the changes are made.



Approval History

Showing 1 to 3 of 3 entries

Search:

Modified Date	Modified By	Workflow Status	Comments
11/7/2023 8:56:48 AM	hsd_user@test.com	Pending with ADE First Level Approver	
11/7/2023 8:56:47 AM	hsd_user@test.com	Approved by HSD	Submitted for Approval
11/7/2023 8:56:43 AM	hsd_user@test.com	Pending with HSD	

Important Note

Once an HSD application with the required documents is submitted to the ESS Vouchers team (and approved), the student's educational funding will be **authorized for the remainder of the fiscal year (June 30th)**.

If an application is rejected, the HSD will receive an automated email. When you open the application, you will see in the comments section the reason for the rejection and what is needed (under the Approval History).

If a student remains in the facility after June 30th, a **Continuing Application** will be initiated and sent by the residential treatment center.

Pending with ADE

Once you submit the application, the status will be **Pending with ADE First Level Approver** or **Pending with ADE**.

The application must be approved at both levels.

Once the application is approved, you will receive an automated email:

“Hello, Jeff.Rhodes@azed.gov approved your Home School District Education voucher application request for SSID# (record #).”

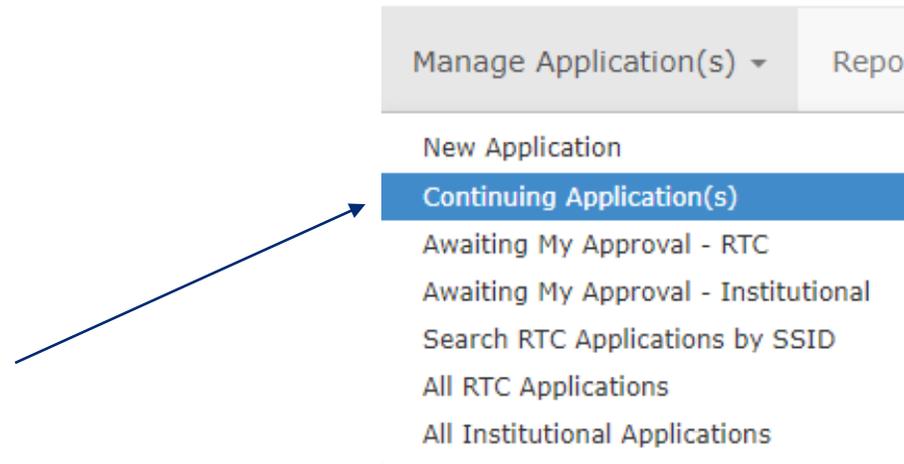
The **Approval History** with comments are found at the bottom of the application.

Continuing Applications

Continuing Application(s) will be sent to the HSD beginning July 1st.

The HSD will be responsible for approving the application with an electronic signature.

This will fund the student's educational services through the new fiscal year.



Important Note for IEP and MET Updates

It is the responsibility of the home school district to keep the IEP and/or MET current while the student is at the RTC. Remember to include the residential treatment center education staff in the development of the new IEP and/or MET.

IEP and MET Report expiration dates will be listed in the weekly automated HSD Reminder Emails.

Manage Applications

View all applications under Manage Applications.

Note: There are All RTC Applications and All Institutional Applications (ASDB).

Notice that there is a drop-down menu to select the fiscal year. The previous fiscal year is read-only.

ARIZONA DEPARTMENT OF EDUCATION

VOUCHERS AND CLAIMS

EXCEPTIONAL STUDENT SERVICES

Home Approved Student(s) Manage Application(s) Reports Help Fiscal Year: Welcome

- New Application
- Continuing Application(s)
- Awaiting My Approval - RTC
- Awaiting My Approval - Institutional
- Search RTC Applications by SSID
- All RTC Applications**
- All Institutional Applications

ESS Vouchers

Vouch

Residential Vouchers

The Home School District (HSD) is the last age-appropriate district or charter reported i

Required Documents for HSDs, Residential Voucher FAQs, and much more are located o

Manage Applications/All RTC Applications

This lists all applications for the HSD, as well as the status and **expiration date** of each one. You can view an application simply by clicking on the **View** button.



All RTC Applications

Show 50 entries

	Application ID	SSID	Student Name	Application Type	Application Status	RTC Name	SPA Name
View	[REDACTED]	[REDACTED]	[REDACTED]	Home School District Education Voucher Application	Approved	[REDACTED]	AHCCCS - Mercy Care
View	[REDACTED]	[REDACTED]	[REDACTED]	Initial Education Voucher Application	Approved	[REDACTED]	DCS Southwest/Central Regions-PHOENIX
View	[REDACTED]	[REDACTED]	[REDACTED]	Initial Education Voucher Application	Approved	[REDACTED]	AHCCCS - United Healthcare Community Plan
View	[REDACTED]	[REDACTED]	[REDACTED]	Exit Education Voucher Application	Approved	[REDACTED]	DCS Southwest/Central Regions-PHOENIX
View	[REDACTED]	[REDACTED]	[REDACTED]	Initial Education Voucher Application	Approved	[REDACTED]	AHCCCS - American Indian Health Plan
View	[REDACTED]	[REDACTED]	[REDACTED]	Exit Education Voucher Application	Approved	[REDACTED]	AHCCCS - BCBSAZ Health Choice
View	[REDACTED]	[REDACTED]	[REDACTED]	Initial Education Voucher Application	Approved	[REDACTED]	DCS Southwest/Central Regions-PHOENIX

Approved Students

The ESS Vouchers application also allows you to view all of your approved students for both RTC and Institutional.

VOUCHERS AND CLAIMS
EXCEPTIONAL STUDENT SERVICES

Home Approved Student(s) Manage Application(s) Reports Help Fiscal Year: [dropdown]

RTC
Institutional

ESS Vouchers and Claims

Vouchers

Residential Vouchers

The Home School District (HSD) is the last age-appropriate district or charter reported in AzEDS. You can access a student's DOB.

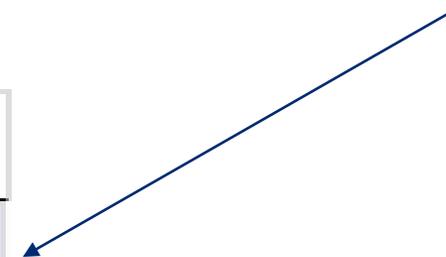
Required Documents for HSDs, Residential Voucher FAQs, and much more are located [on the ESS Vouchers website](#). For que:

Updating Contact Information (for one application)

To update contact information, click on Approved Students on the upper left side of your screen.

- Scroll over to the right of the application.
- Click on the green modify button to open the application.
- Update the contact information and click save at the bottom of the application.

Exit	Exit Reason	
2/12/2024	Discharged	Modify
2/12/2024	Discharged	Modify



Updating Contact Information (for multiple applications)

The voucher system will allow you to update contact information for multiple applications by clicking on the blue link at the top labeled “Click here to update the contact information for multiple students.”

Clicking on this link will prompt the user to enter an email address. A search will generate the contact information for this user. It can then be updated and saved.

[Click here to update the contact information for multiple students](#)

Update Contact Details

Current Email Address:*

Search Contact Details

Accessing Reports

The **Student List** shows you an alphabetical list of all your voucher students.

The **Student List by RTC** shows you an alphabetical list of all your voucher students sorted by residential treatment center.

The **Student List by SPA** shows you an alphabetical list of all your voucher students sorted by state placing agency.

Reports Available

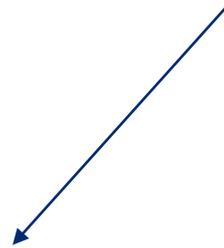
Showing 1 to 3 of 3 entries

	Report Name	Report Description
View	Student List	Summary of all the students
View	Student List By RTC	Student details by Residential Treatment Center
View	Student List By SPA	Student details by State Placing Agency

Help Options

Use the Help menu to select:

- FAQs
- Enrollment History
- Contact Us



Home Approved Student(s) ▾ Manage Application(s) ▾ Reports ▾ **Help ▾** Fiscal Year: Welcome,

- FAQ
- Enrollment History**
- Contact Us

Student Enrollment History

SSID: Birth Date:

Showing 0 to 0 of 0 entries Search:

Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID	District Name	HSD ID	HSD Name
No data available in table									

Logging Out

To exit ESS Vouchers and Claims, select Logout.

The screenshot displays the top navigation bar of the application. The menu items are: Home, Approved Student(s) (with a dropdown arrow), Manage Application(s) (with a dropdown arrow), Reports (with a dropdown arrow), Help (with a dropdown arrow), Fiscal Year: (with a dropdown arrow), and Welcome (with a user profile picture). A dropdown menu is open under the Welcome button, showing three options: ADEConnect, ESS Portal, and Logout. A blue arrow points to the Logout option. Below the navigation bar is the main content area titled "ADE Contact Details". This area contains contact information for three individuals: Laura DeLoach (Voucher Education Program Specialist), Jeff Rhodes (Voucher Education Program Specialist), and Candice Trainor (ESS Director of Finance). Each contact entry includes their name, title, phone number, and email address.

Home Approved Student(s) ▾ Manage Application(s) ▾ Reports ▾ Help ▾ Fiscal Year: ▾ Welcome ▾

ADEContact
ESS Portal
Logout

ADE Contact Details

ESS Vouchers essvouchers@azed.gov	Laura DeLoach Voucher Education Program Specialist Phone: 602-364-4014 Laura.DeLoach@azed.gov	Jeff Rhodes Voucher Education Program Specialist Phone: 602-542-4387 Jeff.Rhodes@azed.gov
ESS Program Management essprogmgmt@azed.gov	Candice Trainor ESS Director of Finance Phone: 602-542-3398 Candice.Trainor@azed.gov	