

ESS Vouchers Application



Training for State Placing Agencies

essvouchers@azed.gov



Continuing Applications

- On July 1st, Residential Treatment Centers (RTC) begin submitting Continuing Applications for approval by State Placing Agencies (SPA).
- You will receive an auto-generated email alerting you that there is an application awaiting your approval.
- Go to [ADEConnect](#) to log into the voucher system and approve the application.
- The application is first sent by the Residential Treatment Center to the Home School District (HSD).
- Once the Home School District approves the application, it goes to the State Placing Agency.
- Approval of the application by both the Home School District and the State Placing Agency allows the Arizona Department of Education to pay for the student's educational services through the end of the new fiscal year.



ADEConnect Role Assignments



Exceptional
Student Services

Voucher Role Assignments

Last Updated 5/6/22

Entity Administrators at your district, charter, state placing agency, residential treatment center, or institution will need to assign roles for the ESS Vouchers application in [ADEConnect](#). To identify your entity administrator, click **Search** under **Find an Administrator** in the **Help** section of [ADEConnect](#). If you have further questions or are having difficulties, contact the ESS Vouchers team at essvouchers@azed.gov.

The necessary roles for the ESS Vouchers application in [ADEConnect](#) are as follows:

- **Residential Treatment Centers** only need the role of **ESS Vouchers: RTC User**
- **Home School Districts** only need the role of **ESS Vouchers: HSD User**
- **State Placing Agencies** only need the role of **ESS Vouchers: SPA User**
- **Institutional/ASDB** only need the role of **ESS Vouchers: Institutional User**

Please be sure your entity administrator assigns you the **correct** role. You will receive the below error message if you have multiple roles or assigned the wrong type of role.

This user is not authorized to access the system at this time. Please view the Voucher Role Assignments guide, then contact the ESS Vouchers team if needed.

Entity Administrators will need to assign roles for the ESS Vouchers application in ADEConnect. Contact essvouchers@azed.gov with any questions. You only need the role of ESS Vouchers/SPA User.

Review the [Voucher Role Assignments](#) guide to assist you in gaining access to the Voucher application.

Additional information is located at the [ESS Vouchers Website](#).



Open the ESS Vouchers Application

- To approve the application, log into [ADEConnect](#).
- Open the Exceptional Student Services Portal and then the ESS Vouchers application.

AHCCCS - Mercy Care (1000106) [-]

[AzEDS Identity](#) ☆ ↗

[Entity Administration](#) ☆ ↗

[Event Management System \(EMS\)](#) ☆ ↗

[Exceptional Student Services Portal](#) ☆ ↗



Home ESS Portal - Events ESS Portal - Data Visualization

Welcome to the Exceptional Student Services Application Portal

Attention: All PEAs need to submit a Statement of Assurance before submitting data to any of the ESS Data Collection & Reporting Applications. Please click on the link below to access the [PEA Statement of Assurances](#).

All public education agencies, regardless of IDEA funding status, must submit the IDEA Statement of Assurances. The Statement of Assurances can be accessed in the ESS Portal and must be completed by the Superintendent of the public education agency. **The PEA must assign the role of ESS Special Education : Signer in ADE Connect to the individual that will review, sign, and submit the statement of assurance.**

Administrative Applications	Data Collection & Reporting	Indicator Surveys
Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.	Applications that facilitate large scale data collection efforts to determine Federal IDEA Indicators and Student Alternate Assessments.	These include the Parent Involvement Survey, Teacher Attribution Survey, and the Post School Outcomes Survey.
<ul style="list-style-type: none">1% ThresholdDispute ResolutionESS Compensatory ServicesESS High CostESS Special Education Program ApprovalsESS SurrogateESS Vouchers	<ul style="list-style-type: none">Alternate AssessmentsESS Annual DataESS Discipline DataESS October 1 Data Collection	<ul style="list-style-type: none">ESS Data SurveysPost School Outcomes Survey



Approvals

- In Continuing Applications (in the drop box) under Manage Applications you will see a list of applications to approve. Place a check in the box next to the application to be approved (more than one application can be approved at a time). Then, place a check in the box for your signature. The system identifies your name from the login.
- Once Approve is selected, the educational funding is approved until the end of the fiscal year or until the student is discharged from the RTC.

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

Awaiting Your Approval

tries

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

	SSID	Student Name	Disability	RTC Name	SPA Name
<input checked="" type="checkbox"/>	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]

By checking the box and submitting your signature, you certify that you have read and understood the provisions of this application and any potential financial consequences. Your acknowledgment is considered an electronic signature with legal effect, validity, and enforceability.

Signature

* Field is mandatory.

Comments:

Approve Reject Cancel



Approvals (part 2)

- Clicking on the student's SSID number will give you the option to view the application.
- You can sign and approve the application from this page as well.
- If the student was not placed by your agency, enter this in the comments field and click the Reject button. This will send the application back to the RTC for resubmission.

By checking the box and submitting your signature, you certify that you have read and understood the provisions of this application and any potential financial consequences. Your acknowledgment is considered an electronic signature with legal effect, validity, and enforceability.

Signature

* Field is mandatory.

Comments:

Approve

Reject

Cancel



Updating Contact Information (for one application)

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

- Scroll 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 screen.

Exit	Exit Reason	
8/17/2020	Discharged	Modify
8/4/2020	Discharged	Modify

Updating Contact Information (for multiple applications)

The vouchers application 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:*

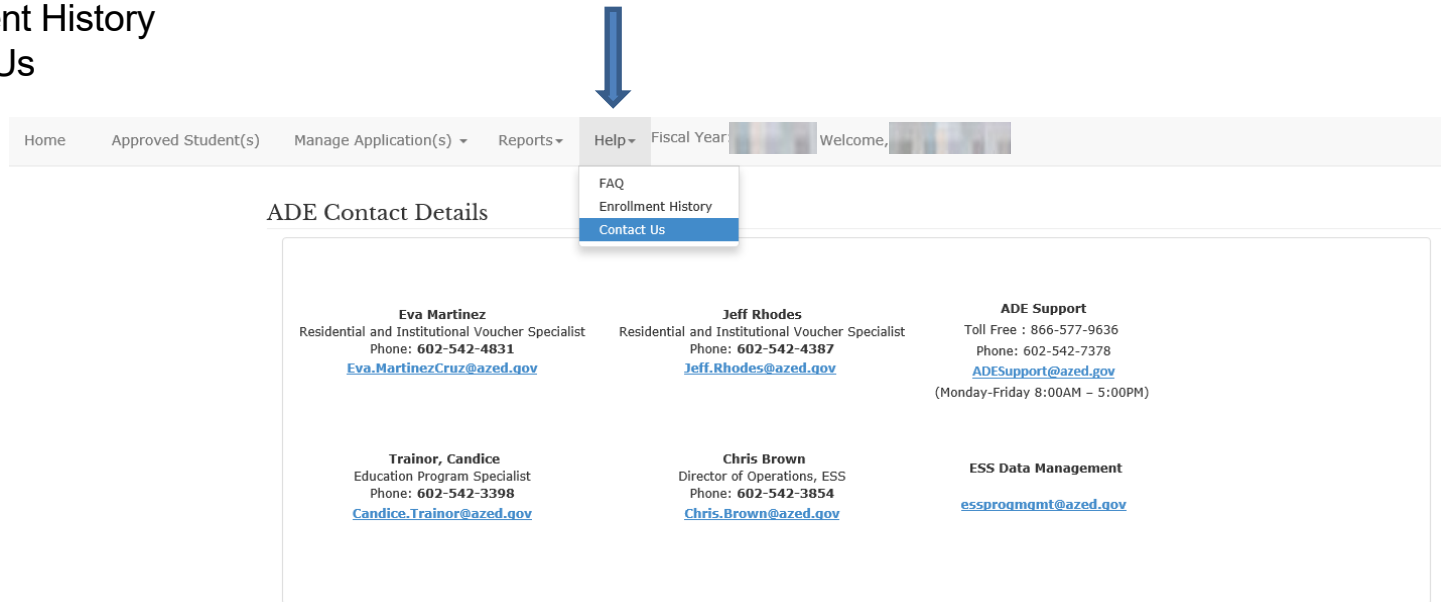
Search Contact Details



Help Options

Use the Help menu to select:

- FAQs
- Enrollment History
- Contact Us




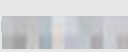
The screenshot shows a navigation bar with the following items: Home, Approved Student(s), Manage Application(s) ▾, Reports ▾, Help ▾, Fiscal Year: [dropdown], and Welcome, [dropdown]. The 'Help' dropdown menu is open, displaying three options: FAQ, Enrollment History, and Contact Us. Below the navigation bar, the page title is 'ADE Contact Details'. The main content area contains contact information for several staff members and support services.

Staff Member	Role	Phone	Email
Eva Martinez	Residential and Institutional Voucher Specialist	602-542-4831	Eva.MartinezCruz@azed.gov
Jeff Rhodes	Residential and Institutional Voucher Specialist	602-542-4387	Jeff.Rhodes@azed.gov
ADE Support		Toll Free : 866-577-9636 Phone: 602-542-7378	ADESupport@azed.gov (Monday-Friday 8:00AM – 5:00PM)
Trainer, Candice	Education Program Specialist	602-542-3398	Candice.Trainer@azed.gov
Chris Brown	Director of Operations, ESS	602-542-3854	Chris.Brown@azed.gov
ESS Data Management			essprogmgmt@azed.gov



Logging Out

To exit ESS Vouchers, select Logout.

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

ADEConnect
ESS Portal
Logout ←

ADE Contact Details

Eva Martinez Residential and Institutional Voucher Specialist Phone: 602-542-4831 Eva.MartinezCruz@azed.gov	Jeff Rhodes Residential and Institutional Voucher Specialist Phone: 602-542-4387 Jeff.Rhodes@azed.gov	ADE Support Toll Free : 866-577-9636 Phone: 602-542-7378 ADESupport@azed.gov (Monday-Friday 8:00AM – 5:00PM)
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