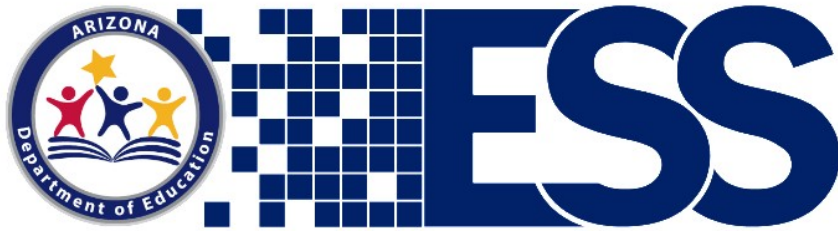


ESS Vouchers Application



Training for State Placing Agencies

vouchersunit@azed.gov



Last Updated 3/25/21

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



Voucher Role Assignments

Last Updated 2/6/21

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 "Find Entity Administrator" on the ADEConnect home page. If you have further questions or are having difficulties, contact the Vouchers Unit at vouchersunit@azed.gov.



The necessary roles for the ESS Vouchers application in ADE Connect 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 for your entity. You will receive an error message if you have multiple roles or if you are assigned the wrong type of role.

Too many roles or the wrong type of role assigned will result in this error message:

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.

Once the role is assigned, allow ADEConnect up to 30 minutes to refresh, then you will be able to access the application. [Entity Administrator Training Videos](#) are also available, click "Entity Admin Training."

Entity Administrators will need to assign roles for the ESS Vouchers application in ADEConnect. Contact vouchersunit@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.



[-] GILA RIVER INDIAN COMMUNITY - 10960 

- [AzEDS Identity ?](#)
- [Event Management System \(EMS\)](#)
- [Exceptional Student Services Portal](#)



The screenshot shows the top navigation bar with "Home", "ESS Portal - Events", and "ESS Portal - Data Visualization". Below the navigation bar is a dark blue banner with the text "Welcome to the Exceptional Student Services Application Portal". The main content area is divided into three columns:

- Administrative Applications:** Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications. A blue arrow points to the "ESS Vouchers" link in the list.
 - 1% Threshold
 - ESS Compensatory Services
 - ESS High Cost
 - ESS Special Education Program Approvals
 - ESS Surrogate
 - **ESS Vouchers**
- Data Collection & Reporting:** Applications that facilitate large scale data collection efforts to determine Federal IDEA Indicators and Student Alternate Assessments.
 - Alternate Assessments
 - ESS Annual Data
 - ESS Discipline Data
 - ESS October 1 Data Collection
- Indicator Surveys:** These include the Parent Involvement Survey, Teacher Attribution Survey, Early Childhood Survey and the Post School Outcomes Survey.
 - ESS Data Surveys
 - Post 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: 2021

Awaiting Your Approvals

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"/>	0000 0000 0000	0000 0000 0000	00 000 000	00000000 00000000 00000000	0000 0000 0000

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:*

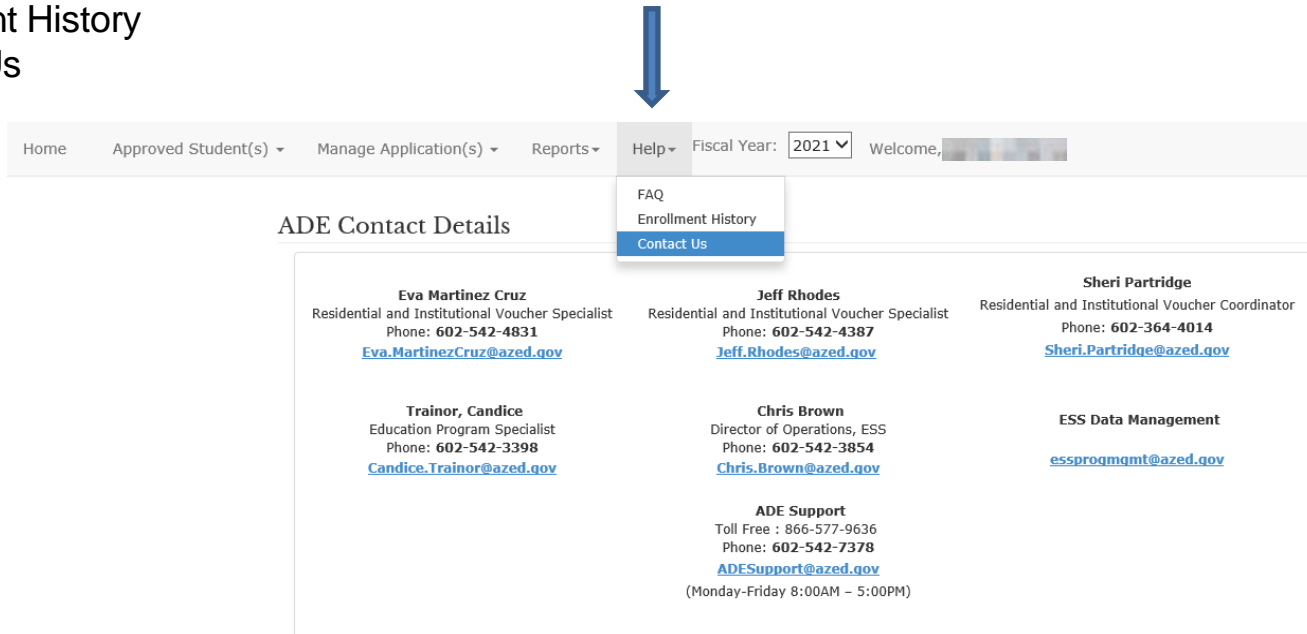
Search Contact Details



Help Options

Use the Help menu to select:

- FAQs
- Enrollment History
- Contact Us



The screenshot shows the top navigation bar of the ADE website. The 'Help' menu is open, displaying three options: 'FAQ', 'Enrollment History', and 'Contact Us'. The 'Contact Us' option is highlighted in blue. Below the navigation bar, the page content is titled 'ADE Contact Details' and lists several support contacts:

Contact Name	Role	Phone	Email
Eva Martinez Cruz	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
Sheri Partridge	Residential and Institutional Voucher Coordinator	602-364-4014	Sheri.Partridge@azed.gov
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			essproqgmt@azed.gov
ADE Support		866-577-9636 602-542-7378	ADESupport@azed.gov

(Monday-Friday 8:00AM – 5:00PM)



Logging Out

To exit ESS Vouchers, select Logout.

Home Approved Student(s) ▾ Manage Application(s) ▾ Reports ▾ Help ▾ Fiscal Year: 2021 ▾ Welcome, [User] ▾

ADEConnect
ESS Portal
Logout ←

ADE Contact Details

<p>Eva Martinez Cruz Residential and Institutional Voucher Specialist Phone: 602-542-4831 Eva.MartinezCruz@azed.gov</p>	<p>Jeff Rhodes Residential and Institutional Voucher Specialist Phone: 602-542-4387 Jeff.Rhodes@azed.gov</p>	<p>Sheri Partridge Residential and Institutional Voucher Coordinator Phone: 602-364-4014 Sheri.Partridge@azed.gov</p>
<p>Trainor, Candice Education Program Specialist Phone: 602-542-3398 Candice.Trainor@azed.gov</p>	<p>Chris Brown Director of Operations, ESS Phone: 602-542-3854 Chris.Brown@azed.gov</p>	<p>ESS Data Management essproqmgmt@azed.gov</p>
	<p>ADE Support Toll Free : 866-577-9636 Phone: 602-542-7378 ADESupport@azed.gov (Monday-Friday 8:00AM – 5:00PM)</p>	

