Training for State Placing Agencies

For questions contact ESSVouchers@azed.gov

Last updated 1/30/25

Exceptional Student Services

Vouchers and Claims Role Assignments

Entity administrators at your state placing agency (SPA) will need to assign roles for the ESS Vouchers and Claims application in <u>ADEConnect</u>. To identify your entity administrator, click Search under Find an Administrator in the Help section. **If there is no entity administrator listed, contact <u>ESSVouchers@azed.gov</u> and we will assist you with access.**
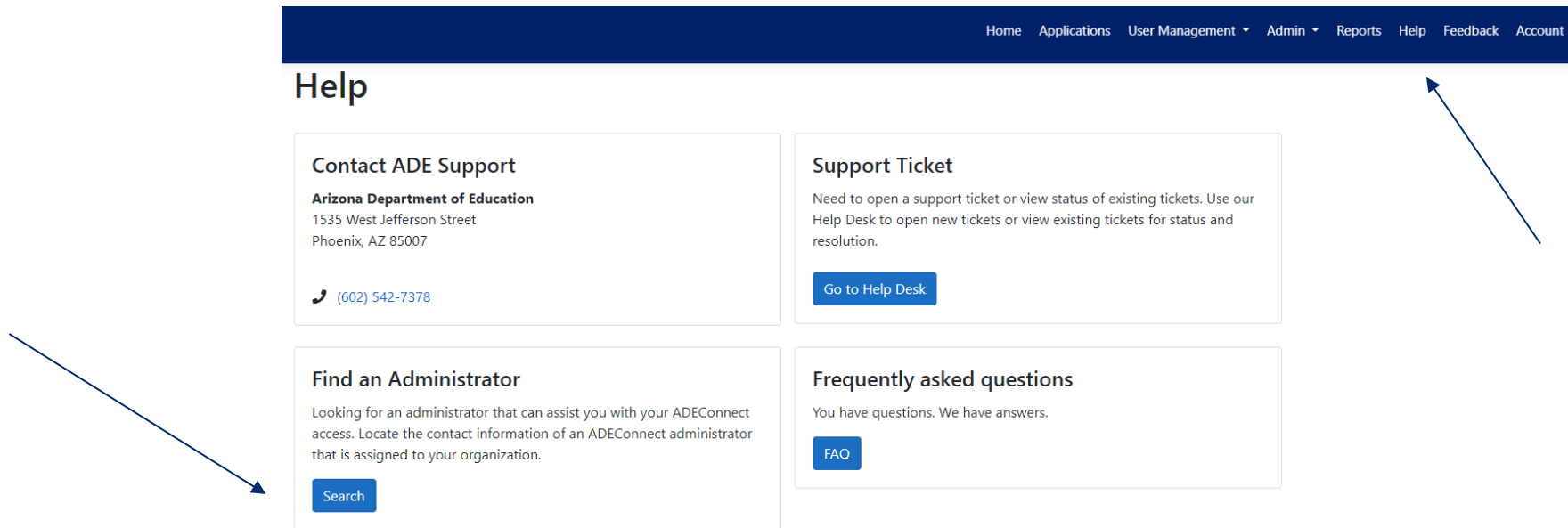
The necessary role for the ESS Vouchers and Claims application is **ESS Vouchers: SPA User.** Additional role assignments will cause access issues, for more information please view <u>ESS Vouchers and Claims Role Assignments</u>.

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Statutory Responsibilities of the State Placing Agency

A.R.S. § 15-1183 (B). *If a state placing agency places a child in a private residential facility for care, safety or treatment reasons,* **the state placing agency is responsible for requesting an initial residential education voucher and notifying the home school district of the placement.**

A.A.C. R7-2-404 (B)(2)(a)(i). *When a placement decision is reached,* **the State Placing Agency (SPA) shall complete a SPA Application for Voucher Funding, and forward a copy to the student's Home School District (HSD) for appropriate signatures within** **five days of placement.**

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Accessing the ESS Vouchers Application

Step 1: Log into ADEConnect

Step 2: Click the Exceptional Student Services Portal

Step 3: Click Vouchers

AHCCCS - Mercy Care (1000106)		[-]
ADE Professional Learning and Development (APLD)		☆ ⬈
AzEDS Identity		☆ ⬈
EMAC		☆ ⬈
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 ❶
Surrogate Parent ❶

Data Collection & Reporting
Applications that facilitate data collection efforts which determine Federal IDEA Indicators.

Legacy - Discipline Data Collection ❶
October 1 Data Collection ❶
Special Education Data Dashboard ❶

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 ❶
Monitoring
PEA Determinations ❶
Risk Analysis ❶

Surveys & Assurances
The Statement of Assurances and surveys for Parent Involvement, Teacher Attrition, Post School Outcomes, and other information.

Data Surveys ❶
Post School Outcomes Survey ❶
Statement of Assurances ❶

Vouchers & Claims
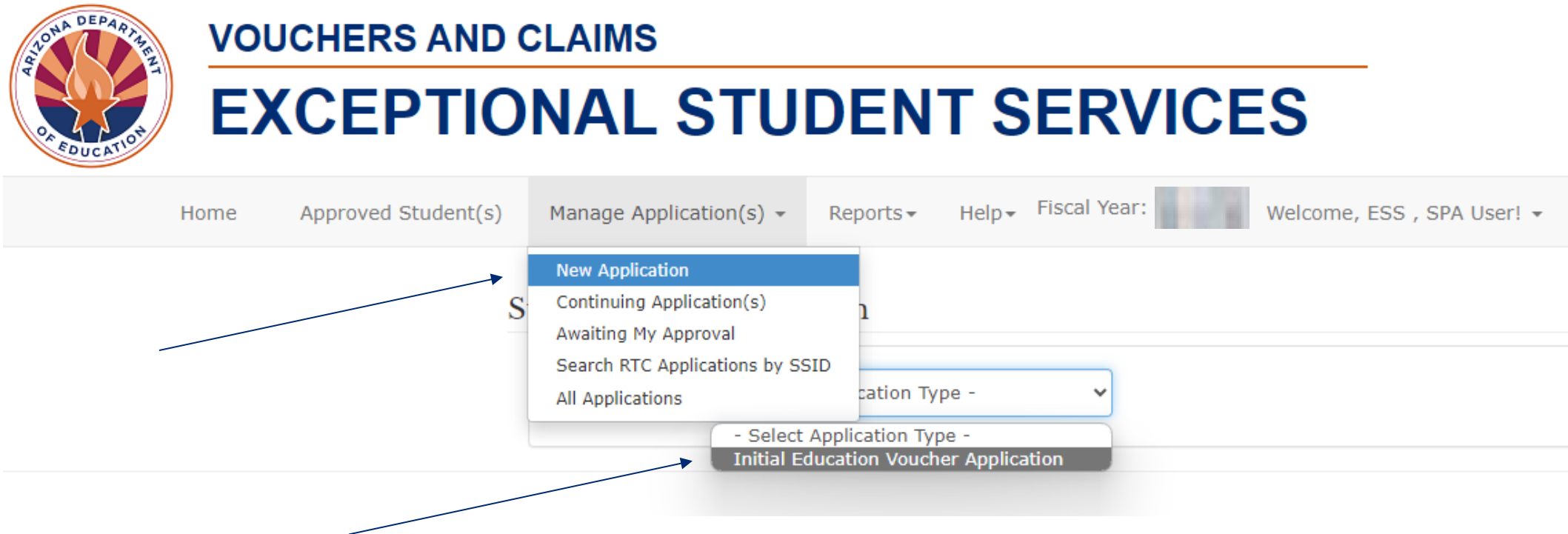Applications which provide funding for residential, institutional, and specific special education placements.

High Cost ❶
Vouchers ❶
Extraordinary Special Education Needs ❶

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Creating an Initial Application (1)

Go to Manage Application(s) and select New Application, then Initial Education Voucher Application.

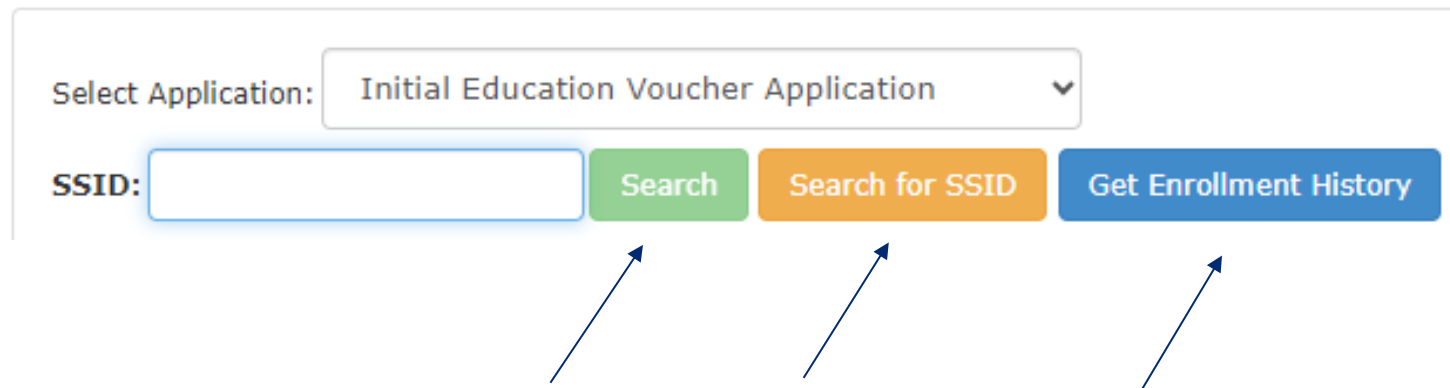**Exceptional Student Services**

Creating an Initial Application (2)

"Search" is how to begin an application with an SSID# (State Student Identification number), an SSID# is needed to create an application.

"Search for SSID" will allow you to search for the SSID# in AzEDS Identity.

"Get Enrollment History" is how to determine the home school district (an SSID# and DOB are needed to view an enrolment history) **The enrollment history tool is also located within the application under Help/Enrollment History and next to "Home School District Details."**

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Search for SSID/AzEDS Identity

Search for SSID will take you to AzEDS Identity.

AzEDS Identity's function is to locate an SSID#, it is not used to determine the enrollment history of a student, you will need to use "**Get Enrollment History"** to determine the HSD.

Get Enrollment History

Get Enrollment History takes you to "Student Enrollment History," an SSID# and date of birth (DOB) are needed. This is how to determine the home school district (HSD), which is the last age-appropriate district or charter attended, additional information is in slides 10-14.

Opens a new tab

Opens a new tab

Creating an Initial Application (3)

- **Student Details:** RTC Entry date (you may only go back 5 days per statute), grade level for FY25 (located in the Enrollment History, examples on slides 12-14), "Last School Attended" is the "School Name," also located in the Enrollment History
- **Parent Details:** Complete each field
- **SPA Voucher Contact Details:** The Authorized Voucher Approver is yourself or the person approving Continuing Applications and the case worker involved in the placement
- **RTC Details:** Select the RTC where the student was placed, RTC contacts will auto-populate from an ADE-uploaded contact sheet
- **Home School District Details:** Use the Enrollment History to determine the last age-appropriate district or charter, make sure to enter the correct Entity/HSD ID (see slides 10-14), HSD contacts will auto-populate from an ADE-uploaded contact sheet that is editable
- **Comments**: Add information that will help the HSD in their evaluation
- **Click Submit for Approval,** then click OK when asked if you want to continue with the changes

- You may write unknown for fields that you do not have information for (example: parent address or 000-000-000 for a phone number)

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Home School District Is Defined Under A.R.S. § 15-761(9)

"Home school district" means the (age-appropriate) school district or charter school that the child last attended or, if the child has not previously attended a public school in this state, the school district in which the person resides who has legal custody of the child, as provided in section 15-824, subsection B. If the child is a ward of this state and a specific person does not have legal custody of the child, or is a ward of this state and the child is enrolled in an accommodation school pursuant to section 15-913, the home school district is the district that the child last attended or, if the child has not previously attended a public school in this state, the school district within which the child currently resides.
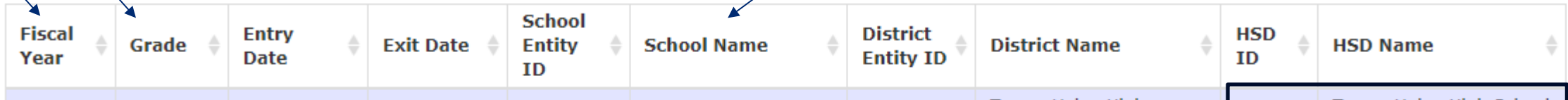
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Entities not Used When Determining the Home School District

- Juvenile detention centers
- Bureau of Indian Education schools
- Accommodation districts
- Private schools
- Parochial schools
- Correctional facilities
- Vocational schools

Determining the Home School District FAQs
Flowchart for Determining the HSD

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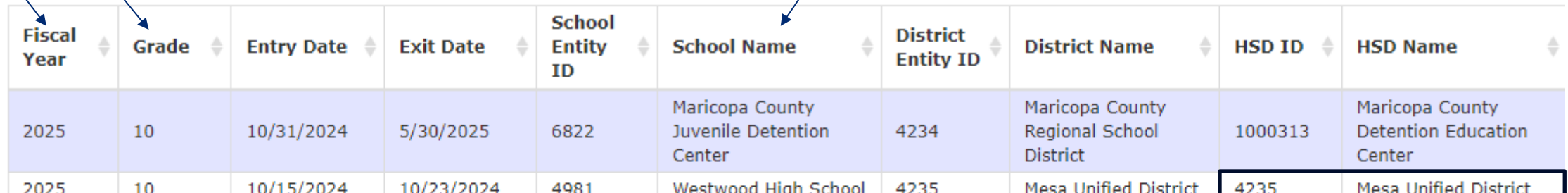
Example Enrollment History (1)

Student is in the 9th grade in FY25, Tempe Union High School District (9-12) is the HSD.

Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID	District Name	HSD ID	HSD Name
2025	9	9/18/2024	9/27/2024	5444	Tempe High School	4287	Tempe Union High School District	4287	Tempe Union High School District
2025	9	9/18/2024	9/27/2024	85998	EVIT - Tempe High School	4516	East Valley Institute of Technology	4516	East Valley Institute of Technology
2025	9	8/5/2024	8/6/2024	92246	Glenview College Preparatory High School	4342	Kaizen Education Foundation dba El Dorado High School	4342	Kaizen Education Foundation dba El Dorado High School
2024	8	8/8/2023	5/24/2024	1000041	Madrid Neighborhood School	4280	Alhambra Elementary District	4280	Alhambra Elementary District
2023	7	8/9/2022	5/26/2023	1000041	Madrid Neighborhood School	4280	Alhambra Elementary District	4280	Alhambra Elementary District
2022	6	8/2/2021	5/20/2022	5243	Pueblo Del Sol Middle School	4259	Isaac Elementary District	4259	Isaac Elementary District
2021	5	9/29/2020	5/21/2021	5243	Pueblo Del Sol Middle School	4259	Isaac Elementary District	4259	Isaac Elementary District

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Example Enrollment History (2)

Student is in the 10th grade in FY25, Mesa Unified District (K-12) is the HSD.
Maricopa County Detention Education Center is skipped in the HSD determination.

Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID	District Name	HSD ID	HSD Name
2025	10	10/31/2024	5/30/2025	6822	Maricopa County Juvenile Detention Center	4234	Maricopa County Regional School District	1000313	Maricopa County Detention Education Center
2025	10	10/15/2024	10/23/2024	4981	Westwood High School	4235	Mesa Unified District	4235	Mesa Unified District
2025	10	10/15/2024	10/23/2024	85933	EVIT - Westwood High School	4516	East Valley Institute of Technology	4516	East Valley Institute of Technology
2025	10	8/15/2024	9/23/2024	6822	Maricopa County Juvenile Detention Center	4234	Maricopa County Regional School District	1000313	Maricopa County Detention Education Center
2023	8	3/3/2023	4/13/2023	5343	Bicentennial South School	4271	Glendale Elementary District	4271	Glendale Elementary District
2023	8	8/8/2022	11/2/2022	5343	Bicentennial South School	4271	Glendale Elementary District	4271	Glendale Elementary District

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Example Enrollment History (3)

Student is in the 10th grade in FY25, American Virtual Academy (K-12) is the HSD. Coconino County Accommodation School District is skipped in the HSD Determination.

Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID	District Name	HSD ID	HSD Name
2025	10	8/15/2024	8/23/2024	85842	Ponderosa High School	10386	Coconino County Accommodation School District	10386	Coconino County Accommodation School District
2024	9	5/6/2024	6/14/2024	78915	Juvenile Detention - Coconino County Accommodation School District	10386	Coconino County Accommodation School District	10386	Coconino County Accommodation School District
2024	9	3/18/2024	5/3/2024	85842	Ponderosa High School	10386	Coconino County Accommodation School District	10386	Coconino County Accommodation School District
2024	9	1/29/2024	2/13/2024	81178	Primavera - Online	79461	American Virtual Academy	79461	American Virtual Academy
2024	9	1/8/2024	1/8/2024	4823	Williams High School	4193	Williams Unified District	4193	Williams Unified District
2024	9	1/8/2024	1/8/2024	79786	CAVIAT - Williams High School	79381	Coconino Association for Vocation Industry and Technology	79381	Coconino Association for Vocation Industry and Technology

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Recalling the Initial Application

Once the application is submitted, the Recall Application button becomes active at the bottom of the application. This allows you to recall and make corrections if needed. To locate the application, go to **Manage Application(s)/All Applications**.

Recall Application

The ESS Vouchers team screens the Initial applications after they are submitted, if you are asked to edit the home school district you will need to recall the application unless the application was already rejected by the HSD or ADE, in which case the application will be in **Manage Application(s)/Awaiting My Approval**.

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Continuing Applications (1)

- On July 1st, Residential Treatment Centers (RTCs) 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) and then 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 fund the student's educational services through the end of the new fiscal year.

RTC → **HSD** → **SPA**

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Continuing Applications (2)

- In Continuing Application(s) under Manage Application(s) 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.
- Once Approve is selected, the educational funding is approved until the end of the new fiscal year (June 30th) or until the student is discharged from the RTC.

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Continuing Applications (3)

- Clicking on the student's SSID number will also 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

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Help Options

Use the Help menu to select:

- FAQ
- Enrollment History
- Contact Us

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Questions?

Please send all questions to essvouchers@azed.gov.

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Logging Out

To exit ESS Vouchers and Claims, select Logout.

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