



# OCTOBER 1 DATA COLLECTION

## Exceptional Student Services (ESS)

### Phase I – Verification

### Step 2: Counting Your Students

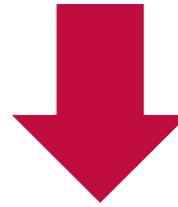
Presented by: Adam Zogut

# ADEConnect – ODC Application



ARIZONA DEPARTMENT  
OF EDUCATION

Students & Families Educators Administrators Programs & Supports About ADE **ADEConnect** 🔍



Or **SIS**

- **ESS October 1 Data Collection**

# ESS October 1 Data Collection Application Demo - Homepage

2020-2021



Remaining Minutes: 20

Home Data Entry Reports Help Welcome, Signer , St Johns

(16-02-56-000) Mt Humphrey Unified District - 4153

Phase	Due Date	Status
Phase 1	11/18/2020 5:00 PM	Due in 30 days
Phase 2	01/15/2021 5:00 PM	Not started
Phase 3	02/24/2021 5:00 PM	Not started

Phase 1 Countdown:

30:01:30:10  
DD HH MM SS

Help Welcome, Signer , St Johns

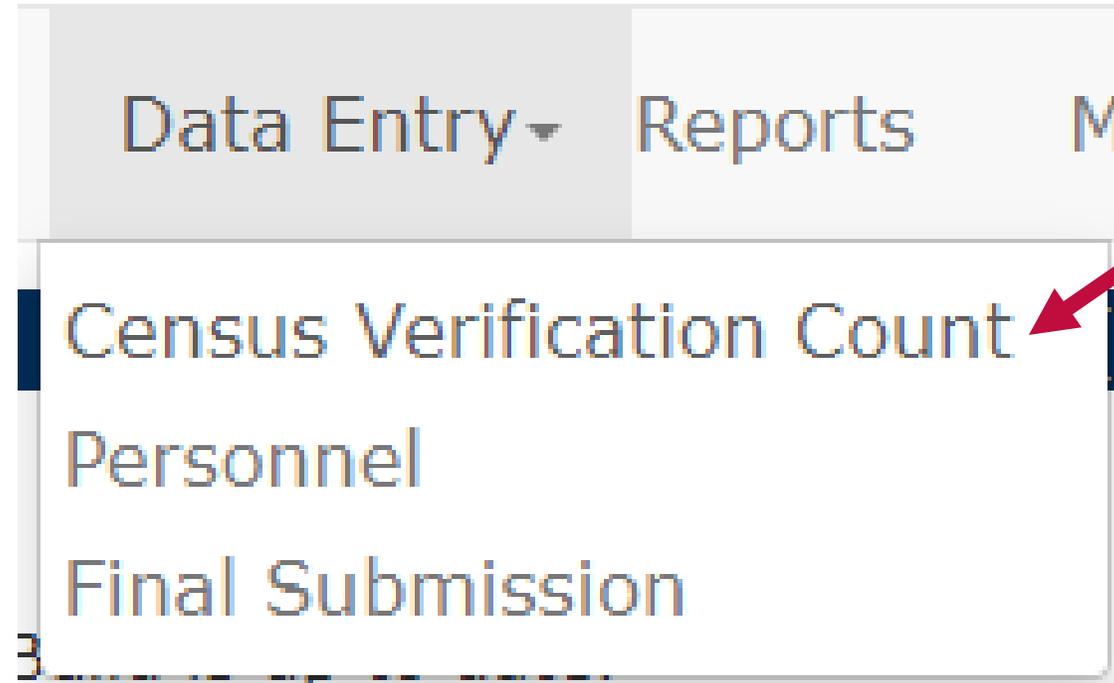
- Instructions
- FAQs
- Tools
- ESS Data Management Website

## Contact Info

**ESS Data Management**  
1535 W. Jefferson Street  
Bin #24  
Phoenix, AZ 85007  
Phone: 602-542-3962  
Fax: 602-364-1999  
[essdatamgmt@azed.gov](mailto:essdatamgmt@azed.gov)



# Submit your student count



# ODC Count Verification

2020-2021



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**(16-02-56-000) Mt Humphrey Unified District - 4153**

## Census Verification Count

The verification count submission should reflect the number of students with disabilities who were ages 3–21 with current evaluations, Individual Education Programs (IEPs) or Individual Service Plans (ISPs), and were receiving special education (SPED) services in your public education agency (PEA) on October 1 of the current reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1.

ADE reports October 1 SPED counts that are extracted from AzEDS to the Office of Special Education Programs (OSEP) in Washington, D.C., therefore it is imperative that PEAs ensure that final counts extracted from AzEDS during Phase II (reconciliation) match the counts as verified in the verification count submission.

The final extracted count is used to determine base funding for all PEAs, and adjustments for new or expanding charter schools for Federal Part B allocations under the Individuals with Disabilities Act (IDEA).

Please see Verification and Reconciliation Instructions for complete details.

**Special education students served on October 1, 2020**  
Required for districts, charter schools, secure care facilities, and state institutions

**Total number of 3-21 year old students:**

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

0



# Enter/Submit Count



2020-2021

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**(16-02-56-000) Mt Humphrey Unified District - 4153**

## Census Verification Count

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Please see Verification and Reconciliation Instructions for complete details.

**Special education students served on October 1, 2020**  
Required for districts, charter schools, secure care facilities, and state institutions

**Total number of 3-21 year old students:**

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

260



Save

Cancel

# Confirmation



2020-2021

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## (16-02-56-000) Mt Humphrey Unified District - 4153

censustrainingaps.azurewebsites.net says

Are you sure you want to submit the counts ?

OK

Cancel

The verification count submission should reflect the number of students with Individual Education Plans (ISPs), and were receiving special education (SPED) during the reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as the

Individual Education Programs (IEPs) or Individual Service Plans (ISPs) were current as of the reporting year. Students whose re-evaluations and/or IEP

ADE reports October 1 SPED counts that are extracted from AzEDS during Phase II (reconciliation) match the counts as verified in the verification count submission.

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Please see Verification and Reconciliation Instructions for complete details.

## Special education students served on October 1, 2020 Required for districts, charter schools, secure care facilities, and state institutions

### Total number of 3-21 year old students:

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

260



# Verify Count



2020-2021

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**(16-02-56-000) Mt Humphrey Unified District - 4153**

## Census Verification Count

Please inform the Special Education Director, Business Manager, or Superintendent/Charter School Administrator/PEA Administrator that the ESS Census Verification Count is ready for their electronic signature. This individual must be authorized to sign on of this data collection requirement and will need access to the ESS Census Verification application as an LEA Signer.

Data saved

- ▶ **LEA Signer will receive email notification**
  - ▶ **If there is no LEA signer**
    - ▶ **Contact your entity administrator to have the SPED Director, Business Manager, or PEA Administrator assigned to this role**
- ▶ **To complete step 2, an electronic signature is required**



# Personnel Counts

# Fully Certified vs Not Fully Certified



## How do I Calculate FTE?

- Full-time employees are reported as **1.0 FTE**.
- Part-time employees are reported according to the amount of time they work.
- FTE can be calculated by day, week, month, or even year.

For example, a half-time employee is reported as **0.5 FTE** and a quarter-time employee is reported as **0.25 FTE**. A part-time resource room teacher working 4 hours per day (in a 6-hour school day) would be  $4 / 6 = .67$ . Up to 2 decimal places may be used.

# Personnel Resources

## Instructions for Personnel

<https://www.azed.gov/sites/default/files/2020/10/Instructions%20Personnel%20%28Approved%29.pdf>

## Instructions for Personnel Private Schools

<https://www.azed.gov/sites/default/files/2020/10/Instructions%20Personnel%20Private%20Schools%20%28Approved%29.pdf>

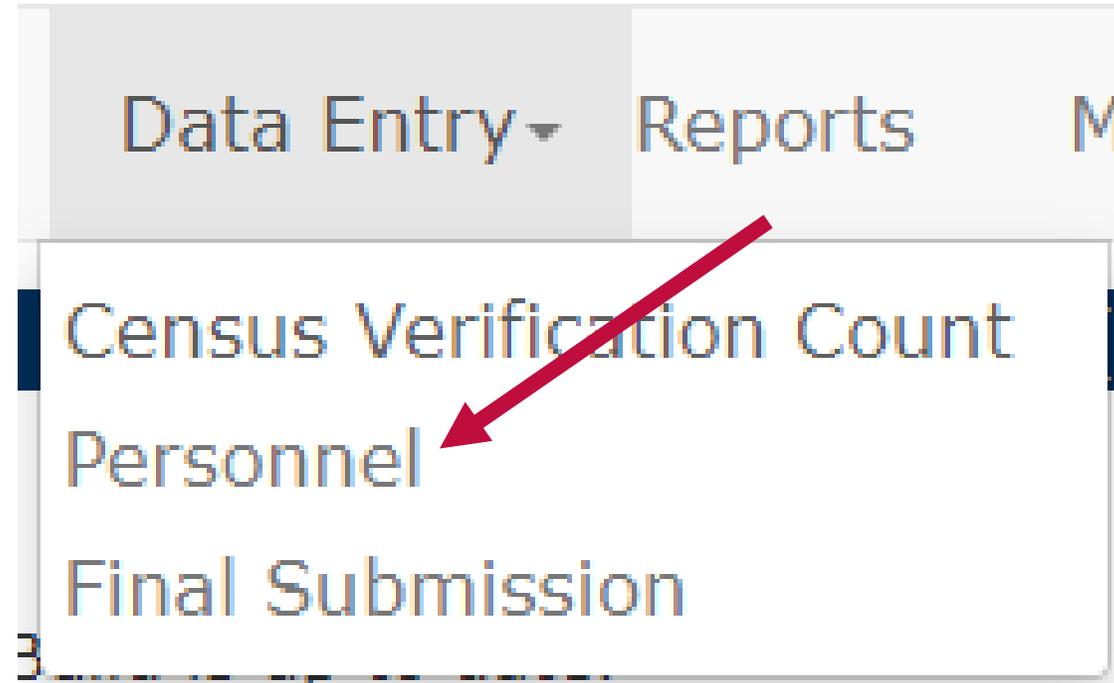
## FAQ: Personnel

<https://www.azed.gov/sites/default/files/2020/10/FAQs%20Personnel%20%28Approved%29.pdf>

## FAQ: Personnel Private Schools

<https://www.azed.gov/sites/default/files/2020/10/FAQs%20Personnel%20Private%20Schools%20%28Approved%29.pdf>

# Submitting your Personnel Count



# ODC Personnel Count



**ESS** October 1 Data Collection  
Exceptional Student Services

2020-2021

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(16-02-56-000) Mt Humphrey Unified District - 4153

## Personnel

Provide the number of full-time equivalent (FTE) personnel employed and contracted to provide special education and related services to students with disabilities ages 3–21 on or about October 1 of the reporting year, regardless of funding source (i.e., Part B of IDEA, State, or local). Please see Personnel instructions for complete details.

### Section A - Teachers

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Fully Certified	Not Fully Certified	Total
Special Education Teachers for Ages 3-5 (Preschool only)	<input type="text"/>	<input type="text"/>	0.00
Special Education Teachers for Ages 5-21 (Grades K-12 only)	<input type="text"/>	<input type="text"/>	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Section B - Paraprofessionals

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Qualified	Not Qualified	Total
Special Education Paraprofessionals for Ages 3-5 (Preschool only)	<input type="text"/>	<input type="text"/>	0.00
Special Education Paraprofessionals for Ages 5-21 (Grades K-12 only)	<input type="text"/>	<input type="text"/>	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Section C - Related Service Providers

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Fully Certified	Not Fully Certified	Total
Audiologists	<input type="text"/>	<input type="text"/>	0.00
Speech-Language Specialists	<input type="text"/>	<input type="text"/>	0.00
Interpreters	<input type="text"/>	<input type="text"/>	0.00
Psychologists	<input type="text"/>	<input type="text"/>	0.00
Occupational Therapists	<input type="text"/>	<input type="text"/>	0.00
Physical Therapists	<input type="text"/>	<input type="text"/>	0.00
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	<input type="text"/>	<input type="text"/>	0.00
Social Workers	<input type="text"/>	<input type="text"/>	0.00
Medical/Nursing Staff	<input type="text"/>	<input type="text"/>	0.00
Counselors and Rehabilitation Counselors	<input type="text"/>	<input type="text"/>	0.00
Orientation and Mobility Specialists	<input type="text"/>	<input type="text"/>	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



Save

Cancel



# ODC Personnel Count

**(16-02-56-000) Mt Humphrey Unified District - 4153**

Provide the number of full-time equivalent employees ages 3-21 on or about October 1 of the reporting year, regardless of their certification status.

Provide the number of full-time equivalent employees ages 3-21 on or about October 1 of the reporting year, regardless of their certification status.

censustrainingaps.azurewebsites.net says

Are you sure you want to submit the counts ?

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

			Total
Special Education Teachers for Ages 3-5 (Preschool only)	8.00	4.00	12.00
Special Education Teachers for Ages 5-21 (Grades K-12 only)	55.00	35.00	90.00
<b>Total</b>	<b>63.00</b>	<b>39.00</b>	<b>102.00</b>

**Section B - Paraprofessionals**

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Qualified	Not Qualified	Total
Special Education Paraprofessionals for Ages 3-5 (Preschool only)	25.00	5.00	30.00
Special Education Paraprofessionals for Ages 5-21 (Grades K-12 only)	40.00	22.00	62.00
<b>Total</b>	<b>65.00</b>	<b>27.00</b>	<b>92.00</b>

**Section C - Related Service Providers**

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

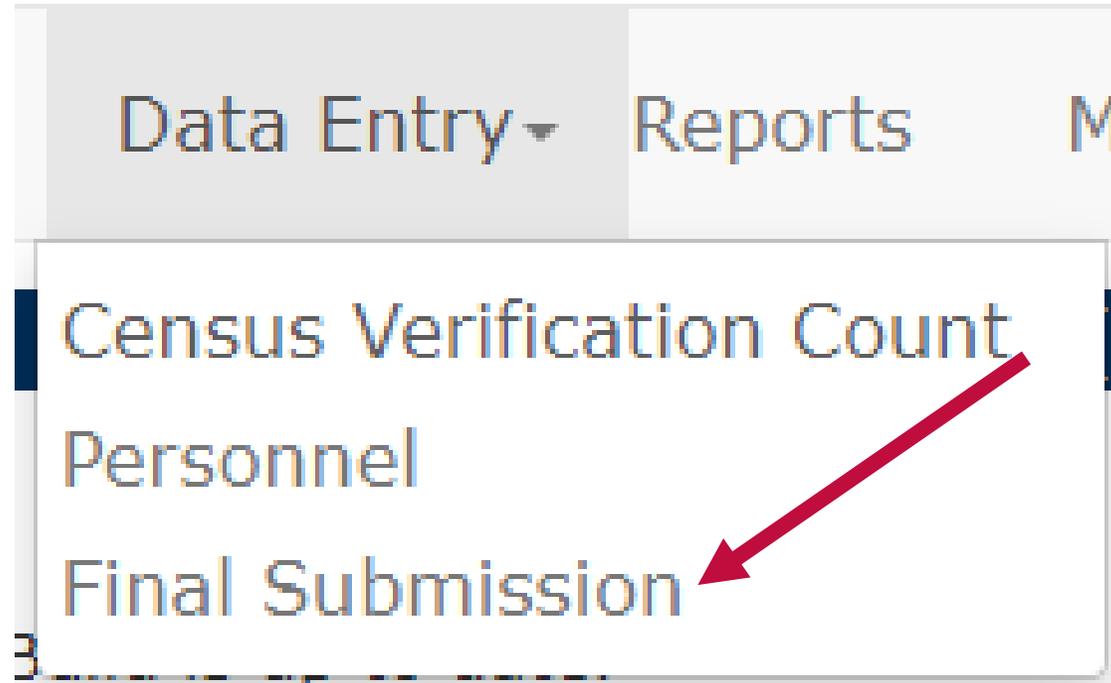
	Fully Certified	Not Fully Certified	Total
Audiologists	5.00	3.00	8.00
Speech-Language Specialists	5.00	3.00	8.00
Interpreters	5.00	3.00	8.00
Psychologists	5.00	3.00	8.00
Occupational Therapists	5.00	3.00	8.00
Physical Therapists	5.00	3.00	8.00
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	5.00	3.00	8.00
Social Workers	5.00	3.00	8.00
Medical/Nursing Staff	5.00	3.00	8.00
Counselors and Rehabilitation Counselors	5.00	3.00	8.00
Orientation and Mobility Specialists	5.00	3.00	8.00
<b>Total</b>	<b>55.00</b>	<b>33.00</b>	<b>88.00</b>

# Verification Count

# Verification

- ▶ **Verify Count – LEA Signers ONLY**
  - ▶ **Review your count**
    - ▶ **Use the October 1 Checklist:**
      - ▶ <http://bit.ly/FY21ODCChecklist>
      - ▶ **Revise count (if needed)**
  - ▶ **Verify with Electronic Signature**

# Final Submission



# Review & Electronic Signature



2020-2021

Remaining Minutes: 18

Home Data Entry▼ Reports Help▼ Welcome, Signer , St Johns ▼

(16-02-56-000) Mt Humphrey Unified District - 4153

## Final Submission

### Data Entry Status

Description	Status	Last Modified On	Last Modified By
Count Verification Data Entry	Complete	10/19/2020 11:44 AM	ESSCensusLEA3Signer@test.com
Personnel	Complete	10/19/2020 12:19 PM	ESSCensusLEA3Signer@test.com

### Signature Status

Description	Status	Last Modified On	Last Modified By
Current Status	Awaiting Signature	N/D	

# LEA Signer Review

## Count Verification Data Details

The verification count submission should reflect the number of students with disabilities who were ages 3–21 with current evaluations, Individual Education Programs (IEPs) or Individual Service Plans (ISPs), and were receiving special education (SPED) services in your public education agency (PEA) on October 1 of the current reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1.

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The final extracted count is used to determine base funding for all PEAs, and adjustments for new or expanding charter schools for Federal Part B allocations under the Individuals with Disabilities Act (IDEA).

Please see Verification and Reconciliation Instructions for complete details.

Based upon the verification counts submitted, the first box displays the total number of students with disabilities, ages 3-21, and the second, third, fourth boxes display parentally placed private school student counts, ages 3-21 and 3-5. This count should include home schooled students.

Verification Description	Value	Last Modified On
SPED07 count		
Total number of 3-21 year old Special Education students	260	
Total enrollment of parentally-placed students in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21)	0	
Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21)	0	
Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-5)	0	

## Personnel Data Details

### Section A: Teachers

Personnel Type	Fully Certified	Not Fully Certified	Total
Special Education Teachers for Ages 3-5 (Preschool only)	8.00	4.00	12.00
Special Education Teachers for Ages 5-21 (Grades K-12 only)	55.00	35.00	90.00
<b>Total</b>	<b>63.00</b>	<b>39.00</b>	<b>102.00</b>

### Section B: Paraprofessionals

Personnel Type	Qualified	Not Qualified	Total
Special Education Paraprofessionals for Ages 3-5 (Preschool only)	25.00	5.00	30.00
Special Education Paraprofessionals for Ages 5-21 (Grades K-12 only)	40.00	22.00	62.00
<b>Total</b>	<b>65.00</b>	<b>27.00</b>	<b>92.00</b>

### Section C: Related Service Providers

Personnel Type	Fully Certified	Not Fully Certified	Total
Audiologists	5.00	3.00	8.00
Speech-Language Pathologists	5.00	3.00	8.00
Interpreters	5.00	3.00	8.00
Psychologists	5.00	3.00	8.00
Occupational Therapists	5.00	3.00	8.00
Physical Therapists	5.00	3.00	8.00
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	5.00	3.00	8.00
Social Workers	5.00	3.00	8.00
Medical/Nursing Staff	5.00	3.00	8.00
Counselors and Rehabilitation Counselors	5.00	3.00	8.00
Orientation and Mobility Specialists	5.00	3.00	8.00
<b>Total</b>	<b>55.00</b>	<b>33.00</b>	<b>88.00</b>

# LEA Signer Review

Personnel Year-to-Year Change Report

[Click here to access the Personnel Year-to-Year Report](#)

Personnel  
the differ

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anation of  
ns only.

Thank you. Your comments have been saved.

There wa

OK

By checking this box and submitting your comments, you certify that you have:

*Reviewed the Personnel Year-to-Year Report, researched the flagged categories that contributed to the comments provided, and will commit to increased data validation efforts.*

Save Personnel Data Comments

Certify Data

# LEA Signer Review

Personnel Year-to-Year Change Report

[Click here to access the Personnel Year-to-Year Report](#)

Personnel categories marked with an asterisk (\*) have been flagged for comment. Please provide an explanation of the difference in count(s) between the current and prior year data submissions. Required for flagged items only.

(Max. # characters: 1500)

There was a surge in students enrolling this year, requiring the need for extra personnel staff.

By checking this box and submitting your comments, you certify that you have:

***Reviewed the Personnel Year-to-Year Report, researched the flagged categories that contributed to the comments provided, and will commit to increased data validation efforts.***

Save Personnel Data Comments

Certify Data

# Submit to ADE



**ESS** October 1 Data Collection  
Exceptional Student Services

2020-2021

Remaining Minutes: 20

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**(16-02-56-000) Mt Humphrey Unified District - 4153**

## Special Education Count Verification

*Failure to return the verification count report by the due date may result in an interruption of your federal funds and may impact your PEA Determination.*

By checking this box and submitting your electronic signature, you certify that you have:

- ✓ Read and understand the Special Education Census Verification process and verified the total number count of SPED students served over October 1 as displayed on the Final Submission page.
- ✓ Read and understand the Personnel instructions, including FTE calculations, and verified the total FTE counts in sections A, B, C as displayed on the Final Submission page.
- ✓ Reviewed and entered required comments in response to the flagged categories in the Personnel Year-to-Year Review as displayed on the Final Submission page..

Your electronic signature is considered an electronic record with legal effect, validity and enforceability, as defined in S.2107 of the Government Paperwork Elimination Act.

**Signer's Title**

-- Choose One --

Signature must be from one of the following: SPED Director, Business Manager, or Superintendent / Charter School Director / CEO.

Submit to ADE



# Submit to ADE

2020-2021



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(16-02-56-000) Mt Humbrey Unified District - 4152

censustrainingaps.azurewebsites.net says  
Are you sure you want to submit the data to ADE ?

OK Cancel

**Failure to return the verification count report by the due date**

**may impact your PEA Determination.**

By checking this box and submitting your electronic signature, you

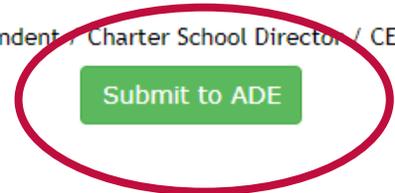
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### Signer's Title

Special Education Director ▾

\* Signature must be from one of the following: SPED Director, Business Manager, or Superintendent, Charter School Director, / CEO.



# Congratulations – Completed Phase I



2020-2021

Remaining Minutes: 20

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(16-02-56-000) Mt Humphrey Unified District - 4153

## Oct 1 Data Collection Status

**Status:** Submitted to ADE

**Date:** Monday, October 19, 2020

Congratulations! You have successfully submitted your Oct 1 Data.



# Optional: Print Verification Count Report

2020-2021



Remaining Minutes: 20

Home Data Entry **Reports** Help Welcome, Signer , St Johns

(16-02-56-000) Mt Humphrey Unified District - 4153

## Census and Personnel Reports

The final version of the SPED07 report will be available in early April of 2021.

### Census Reports

Fiscal Year:

2021

- SPED07 Report (available after e-signature)
- Verification Count Report**
- Non-Reconciliation Responses (active when Non-reconciliation results are available; not available prior to 2010-2011 School Year)

Run Report

### Personnel Reports

Fiscal Year:

2021

- Personnel Sections A - C
- Personnel Year-to-Year Change

Run Report



## Important Tips to Remember

- ▶ **No Resets** after the due date
- ▶ Get your team involved
- ▶ Save all reports/documentation
- ▶ Use the October 1 Checklist
- ▶ Designate an LEA Signer
  - ▶ Authorized to submit electronic signature



# Support & Resources

## ADEConnect Support:



(602) 542-7378



<https://helpdesk.azed.gov>

## ESS Data Management:



(602) 542-3962



[ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov)

Chris Brown

Peggy Staples

Eric Ashenfelter

Maria Durazo

Louie Reyes

Adam Zogut

Director of Operations

Lead Data Management Specialist

Business and Program Liaison

Data Management Specialist

Data Management Specialist

Data Management Specialist

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[Adam.Zogut@azed.gov](mailto:Adam.Zogut@azed.gov)