

ESS October 1 Data Collection



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Superintendent of Public Instruction

Exceptional Student Service (ESS)

Phase III: Non-Reconciliation

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Outline

- Overview
- Demo
- Next Steps

Overview

Phase I

Verification Count

PEAs submit a student count in the application



Phase II

Reconciliation

PEAs submit SPED student data in AzEDS



Phase III

Non-Reconciliation

Provide the reason(s) as to why the verification count was not reconciled



Who & How

Who is required to participate?

All Public Education Agencies (PEA) that did not reconcile their verification count with the SPED07 report derived from AzEDS by the due date.

How will I know that my PEA is required to complete this phase of the October 1 Data Collection process?

All October 1 Data Collection application users (LEA Signers/Users role) identified through the ADEConnect Portal have been notified by email.

Why, What & Where

Why do I need to complete Non-Reconciliation?

Documentation is required for audit purposes.

What are the consequences of failing to reconcile?

PEA Determinations will be affected and may result in ADM audit.

Where do PEAs go to complete Non-Reconciliation?

October 1 Data Collection application using the ESS Portal via ADEConnect.

When

When is Non-Reconciliation due?

- **Will be embedded in the automated email.**
- **Found on the ESS Data Management Website. (Important Dates)**

*If you do not complete this data requirement on time, Exceptional Student Services will place your **IDEA funds** on hold until submitted.*

ESS October 1 Data Collection Application Demo

<http://www.azed.gov/>



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

The screenshot shows the ADEConnect website interface. At the top, there is a navigation bar with tabs for "Home", "News", and "Reports". Below this, there is a "View entire news" button. The main content area features a blue box with text and a list of links under the heading "[-] Arizona Department of Education - 792". The links include "ADE News Feed", "ADE Connect", "ADE Connect Help", "ADE Connect Support", "ADE Connect Support", "ADE Connect Support", "ADE Connect Support", "ADE Connect Support", and "Exceptional Student Services Portal". The "Exceptional Student Services Portal" link is circled in red. A red arrow points from the "ADEConnect" link in the top navigation bar to this circled link in the main content area.

ESS Portal

ESS Application Portal
Exceptional Student Services

Entity
Arizona Department of Education

Home Admin ESS Portal - Data Visualization Help Welcome, [User Name]

Welcome to the Exceptional Student Services Application Portal

Administrative Applications
Systems that facilitate administrative business processes such as the submission, review and approval of an initial or renewal application.

- 1% Threshold
- ESS Private Day and RTC Approval
- 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 Attrition Survey, Early Childhood Survey and the Post School Outcomes Survey.

- ESS Data Surveys
- Post School Outcomes Survey

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.

- ESS Maintenance of Effort
- ESS Monitoring
- ESS PEA Determinations
- ESS Risk Analysis

● Application Closed ● Application Open ● Contact your Entity Administrator for permission to the application Dashboard Link

Non-Reconciliation Button on Homepage

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

Important: The student count reported in your agency's Verification Count does not agree with your AzEDS student records.
Please click the button below to go to the Non-Reconciliation page and enter an explanation.

[Non-Reconciliation](#)

Phase	Due Date	Status
Phase 1	11/18/2020 5:00 PM	Due date passed
Phase 2	01/15/2021 5:00 PM	Due date passed
Phase 3	02/24/2021 5:00 PM	Due in 34 days

Phase 3 Countdown:

34 **03** **01** **42**
DD HH MM SS

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

Non-Reconciliation Page

Data Source:

AzEDS Counts = SPED07 Report
Verification Counts = Phase I

Data Source	Age 3-21
AzEDS Counts	230
Verification Counts	260

Please check all the reasons for non-reconciliation below that apply to your Agency.

Non-reconciliation Reasons
<input type="checkbox"/> Phase I verification count inaccurate
<input type="checkbox"/> Failed to resolve integrity errors
<input type="checkbox"/> SPED data incorrect, data passing integrity
<input type="checkbox"/> * Tuitioned-out students reported incorrectly by DOA
<input type="checkbox"/> * Valid SPED concurrency error was not resolved by other PEA
<input type="checkbox"/> * Unable to resolve due to bug in AzEDS recognized by ADE
<input type="checkbox"/> **Vendor unable to resolve SIS sync issues with AzEDS

These options, if checked, require supporting documentation that ADE can use to investigate and validate.

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SSIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

Reasons: Select all true/appropriate reason as to why your PEA did not reconcile.

Comments: (Max. # characters: 1500)

Comments: Provide any necessary comments/explanation as to why your PEA did not reconcile.

File Attachments (max # files: 10; max size each: 20 MB)

Delete	File Name	Upload Date	Uploaded By
<input type="checkbox"/>	No files attached		

Choose File No file chosen

[Uploaded File Guidelines](#)

Upload

Del Selected

File Attachments: Upload any supporting documentation showing attempts/communication to resolve any data reporting issues.

Non-Reconciliation Reasons

Please check **all the reasons** for non-reconciliation below that apply to your Agency.

	Non-reconciliation Reasons
<input type="checkbox"/>	Phase I Verification count inaccurate
<input type="checkbox"/>	Failed to resolve integrity errors
<input type="checkbox"/>	SPED data incorrect, data passing integrity
<input type="checkbox"/>	* Tuitioned-out students reported incorrectly by DOA
<input type="checkbox"/>	*Valid SPED concurrency error was not resolved by other PEA
<input type="checkbox"/>	*Unable to resolve due to bug in AzEDS recognized by ADE
<input type="checkbox"/>	**Vendor unable to resolve SIS sync issues with AzEDS

*SSID, comments & supporting documentation **REQUIRED**

Comments & supporting documentation **REQUIRED

Phase I Verification count inaccurate

DO:

- Select if your verification count was incorrect because either:
 - students were omitted
 - or
 - students were overcounted

Failed to resolve integrity errors

DO:

- Select if your PEA failed to correct integrity errors before the reconciliation due date.

DON'T:

- Select if your PEA did not submit SPED participation in AzEDS.
- Select if your student information system had a valid issue.

SPED data incorrect; data passing integrity

DO:

- Select if your PEA did not submit SPED participation in AzEDS.
- Select if modifications should have been made prior to reconciliation.

DON'T:

- Select if your PEA failed to resolve integrity errors.

* *Tuitioned-out students reported incorrectly by DOA*

DO:

- Select if you are the DOR and attempted to get this resolved with the DOA
- Select if another PEA mistakenly reported your PEA as the DOR

DON'T:

- Select if you reported incorrectly for students attending Private Day Schools
- Select if you are the DOR and did not count tuitioned out students
- Select if you are the DOA and mistakenly included the students in your count

*SSID, comments & supporting documentation **REQUIRED**

**Valid SPED concurrency error was not resolved by other PEA*

DO:

- Select if your PEA had a SPED concurrency error (-40057)
- Select if your PEA reported the data correctly by the due date.
- Select if your PEA has documentation showing the attempts made to correct the data with the other PEA

DON'T:

- Select if your PEA failed to contact the entity the student had a concurrency with
- Select if the student had other integrity issues that were not corrected by due date

*SSID, comments & supporting documentation **REQUIRED**

**Unable to resolve due to bug in AzEDS recognized by ADE*

DO:

- Select if you contacted ESS Data Management regarding issues with AzEDS
- Select if your PEA attempted to resolve the issue and was unsuccessful.

DON'T:

- Select if your SIS didn't upload the data
- Select if an integrity error did not clear (unless it's a known bug)

*SSID, comments & supporting documentation **REQUIRED**

****** *Vendor unable to resolve SIS sync issues with AzEDS*

DO:

- Select if your student information system had a valid SIS issue
- Select if you attempted to resolve the issue with your vendor prior to the due date.
- Select if you notified ESS Data Management in writing.

DON'T:

- Select if you simply did not resync/refresh the data to AzEDS.

****** Comments & supporting documentation **REQUIRED**

Comment, File Upload & Submit

Please check all the reasons for non-reconciliation below that apply to your Agency.

<input type="checkbox"/>	Non-reconciliation Reasons
<input type="checkbox"/>	Phase I verification count inaccurate
<input type="checkbox"/>	Failed to resolve integrity errors
<input type="checkbox"/>	SPED data incorrect, data passing integrity
<input checked="" type="checkbox"/>	* Tuitioned-out students reported incorrectly by DOA
<input type="checkbox"/>	valid SPED concurrency error was not resolved by other PEA
<input type="checkbox"/>	* Unable to resolve due to bug in AzEDS recognized by ADE
<input checked="" type="checkbox"/>	**Vendor unable to resolve SIS sync issues with AzEDS

These options, if checked, require supporting documentation that ADE can use to investigate and validate.

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SISIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

Comments: (Max. # characters: 1500) **Required**

Student information system not uploading correctly to AzEDS. My vendor and the AzEDS team have been working on the issue. Communication documentation attached.

You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 student IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which student IDs refer to each issue.

Student ID#1	<input type="text"/>
Student ID#2	<input type="text"/>
Student ID#3	<input type="text"/>
Student ID#4	<input type="text"/>
Student ID#5	<input type="text"/>
Student ID#6	<input type="text"/>
Student ID#7	<input type="text"/>
Student ID#8	<input type="text"/>
Student ID#9	<input type="text"/>
Student ID#10	<input type="text"/>

File Attachments (max # files: 10; max size each: 20 MB) **Required**

Delete	File Name	Upload Date	Uploaded By
<input type="checkbox"/>	No files attached		

Choose File | No file chosen
[Uploaded File Guidelines](#)

Upload | Del Selected

Invalid SSID Error

Please check all the reasons for non-reconciliation below that apply to your Agency.

Non-reconciliation Reasons
<input type="checkbox"/> Phase I verification count inaccurate
<input type="checkbox"/> Failed to resolve integrity errors
<input type="checkbox"/> SPED data incorrect, data passing integrity
<input checked="" type="checkbox"/> * Tuitioned-out students reported incorrectly by DOA
<input type="checkbox"/> * Valid SPED concurrency error was not resolved by other PEA
<input type="checkbox"/> * Unable to resolve due to bug in AzEDS recognized by ADE
<input type="checkbox"/> ** Vendor unable to resolve SIS sync issues with AzEDS

These options, if checked, require supporting documentation that ADE can use to investigate and validate.

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SSIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

The highlighted Student IDs are not valid (not integers or not found in AzEDS). Please correct or remove them.

Comments: (Max. # characters: 1500) **Required**

You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 student IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which student IDs refer to each issue.

Student ID#1	<input type="text" value="12345"/>
Student ID#2	<input type="text"/>
Student ID#3	<input type="text"/>
Student ID#4	<input type="text"/>
Student ID#5	<input type="text"/>
Student ID#6	<input type="text"/>
Student ID#7	<input type="text"/>
Student ID#8	<input type="text"/>
Student ID#9	<input type="text"/>
Student ID#10	<input type="text"/>

Non-Reconciliation Completed

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Non-reconciliation Status: Reasons have been entered.

Phase	Due Date	Status
Phase 1	11/18/2020 5:00 PM	Due date passed
Phase 2	01/15/2021 5:00 PM	Due date passed
Phase 3	02/24/2021 5:00 PM	Due in 34 days

Phase 3 Countdown:

34 : **03** : **13** : **45**
DD HH MM SS



Non-Reconciliation Report

Home Data Entry **Reports** Help Welcome, Signer , Mt Humphrey ▾


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

Census and Personnel Reports

Census Reports

Fiscal Year: 2020 ▾

- SPED07 Report (active when data is available)
- Verification Count Report (active when e-signature is completed)
- Non-Reconciliation Responses (not available prior to 2010-2011 School Year)**



Allow 2-4 weeks to view the Non-Reconciliation Responses report

Report Viewer

Arizona Department of Education - Special Education Census

AzEDS - Verified Count Non-Reconciliation Responses

Fiscal Year: 2020

Print Date: 1/24/2020

Agency: Mt Humphrey Unified District

CTDS: 16-02-56-000

Reasons Selected

Reason ID	Reason Description
1059	Verification count inaccurate

Number of Attachments: 0

PEA Details and ADE Response

Submission Date	PEA Comment	ADE Response	Non-Recon Determination
01/23/20 03:41P	Did not include 2 students	[No ADE Response currently available]	

Next Steps

- Be proactive and plan ahead
- Inform ALL personnel involved
- Attend training opportunities
 - <http://www.azed.gov/specialeducation/data-management/dmtraining/>
- Ask questions
- Work with SIS vendor
- **HAVE A PLAN!**

ESS Data Management Info



ESSDataMgmt@azed.gov



(602) 542-3962



ESS Data Management Website:

<http://www.azed.gov/specialeducation/data-management/>



ESS Data Management Listserv

Peggy Staples	Lead Data Management Specialist
Maria Durazo	Data Management Specialist
Adam Zogut	Data Management Specialist
Louie Reyes	Data Management Specialist
Kristin Merritt	Data Management Specialist
Eric Ashenfelter	Program & Business Liaison
Chris Brown	Director of Operations