



# Exceptional Student Services (ESS) Data Management Overview

Presented by Adam Zogut

# Agenda

- **Student Information System (SIS)**
- **ADEConnect Portal**
- **Arizona Education Data Standards (AzEDS) Portal**
- **Support & Resources**
- **Federal Reporting Requirements:**
  - ✓ **Special Education Data Dashboard (SEDD)**
  - ✓ **Discipline Data Collection (DDC)**
  - ✓ **October 1 Data Collection (ODC)**
- **ESS Data Management Homepage**



# ESS Data Management Homepage

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

Select Language



COVID-19 Students & Families Educators Administrators Programs & Supports About ADE

ADEConnect

Home / Exceptional Student Services / Data Management

## Data Management



The ESS Data Management (DM) team is responsible for the collection, review, validation, verification and analysis of Special Education Data in Arizona as required under Section 618 of the Individuals with Disabilities Education Act (IDEA).

Annual Data Collection

AzEDS SPED Reporting

October 1 Data Collection

Discipline Data Collection

DM Toolkit

Subscribe to DM Alerts

ESS Data Management

Resources

Training Opportunities

Historical Data

### Data Management Contact Information

For general questions, please contact:

[ESS Data Management Inbox](#)

Main Phone: (602) 542-3962

ESS Home

ESS Updates

Schools

Parents & Families

Conferences

Public Info

Quick Links

Assessment

Assistive Technology

AZ FIND/Child Find

AZ-TAS Documents

Data Management

Dispute Resolution

Early Childhood Special Education

Secondary Transition

Private & Public Programs



# ESS Data Management Toolkit

- Most commonly used tools & resources
- All documents are subject to change
- Update as needed



# ESS Data Management Toolkit



## Table of Contents

Last Updated: 07/07/2021

- **General Information**
  - [Introduction to ESS Data Management](#)
  - [Important Dates](#)
  - [Data Reporting Updates](#)
  - [DM YouTube Homepage](#)
- **AzEDS**
  - [AzEDS SPED Codes](#)
  - [SPED Reports 101](#)
  - [SPED Integrity Rules Reference](#)
  - [Concurrent Need & Least Restrictive Environment \(LRE\) Code Eligibility Matrix](#)
  - [Concurrent Need Eligibility Matrix](#)
  - [Concurrent PEA & Least Restrictive Environment \(LRE\) Code Eligibility Matrix](#)
  - [SPED Exit Validation Matrix](#)
- **October 1 Data Collection**
  - [October 1 Data Collection SPED Do's & Don'ts](#)
  - [October 1 Data Collection SPED Checklist](#)
  - [SPED07 Reconciliation Checklist](#)
- **Annual Data Collection**
  - [Annual SPED Data Collection Reports & Federal Citations](#)
  - [Reporting Requirements for PEA Types](#)
  - [SPED Exit Flow Chart](#)
- **Discipline Data Collection**
  - [XML Schema](#)
- **Other Resources**
  - [Glossary of Acronyms & Terms](#)

**Note: All documents in the ESS Data Management Toolkit are subject to change.**  
To receive update notifications, please subscribe to the ESS Data Management listserv:  
<http://bit.ly/essdmlistserv>

# FY 2022 Important Dates

## ESS Data Management FY 2022 Important Dates

Dates are subject to change at any time. Subscribe to the [ESS DM Alerts](#) for updates.

### OCTOBER 1 DATA COLLECTION (ODC)

- Count Date: October 1, 2021 (\*Not a Due Date)
- Open Date: October 6, 2021
  - **PHASE I: PERSONNEL & VERIFICATION COUNT**
    - **Verification Count, Personnel Data & Electronic Signature Due: November 17, 2021**
    - Verification count and/or personnel data can be submitted/modified anytime between October 6 - November 17, 2021
  - **PHASE II: RECONCILIATION**
    - **Reconciliation Due: December 15, 2021 in AzEDS by 5pm**
    - The SPED07 will be available November 22, 2021 and report will update daily after AzEDS integrity processing runs, until the final reconciliation due date
    - Continue checking the SPED07 report on a regular basis during this time, **even if your PEA's counts reconcile early in the process**
    - The preliminary final SPED07 report will be based on the data in AzEDS at the time of the reconciliation due date
  - **PHASE III: NON-RECONCILIATION**
    - **Opens April 13, 2022**
    - **Non-Reconciliation Due: May 25, 2022**
    - PEAs that do not reconcile will be required to complete this phase and ADEConnect users will be notified via email
    - **TIPS TO AVOID PHASE III**
      - Start Early
      - Check Reports Regularly
      - Utilize [ESS DM ODC Resources](#)
      - Solve Integrity Errors Quickly



### SPECIAL EDUCATION DATA DASHBOARD (SEDD)

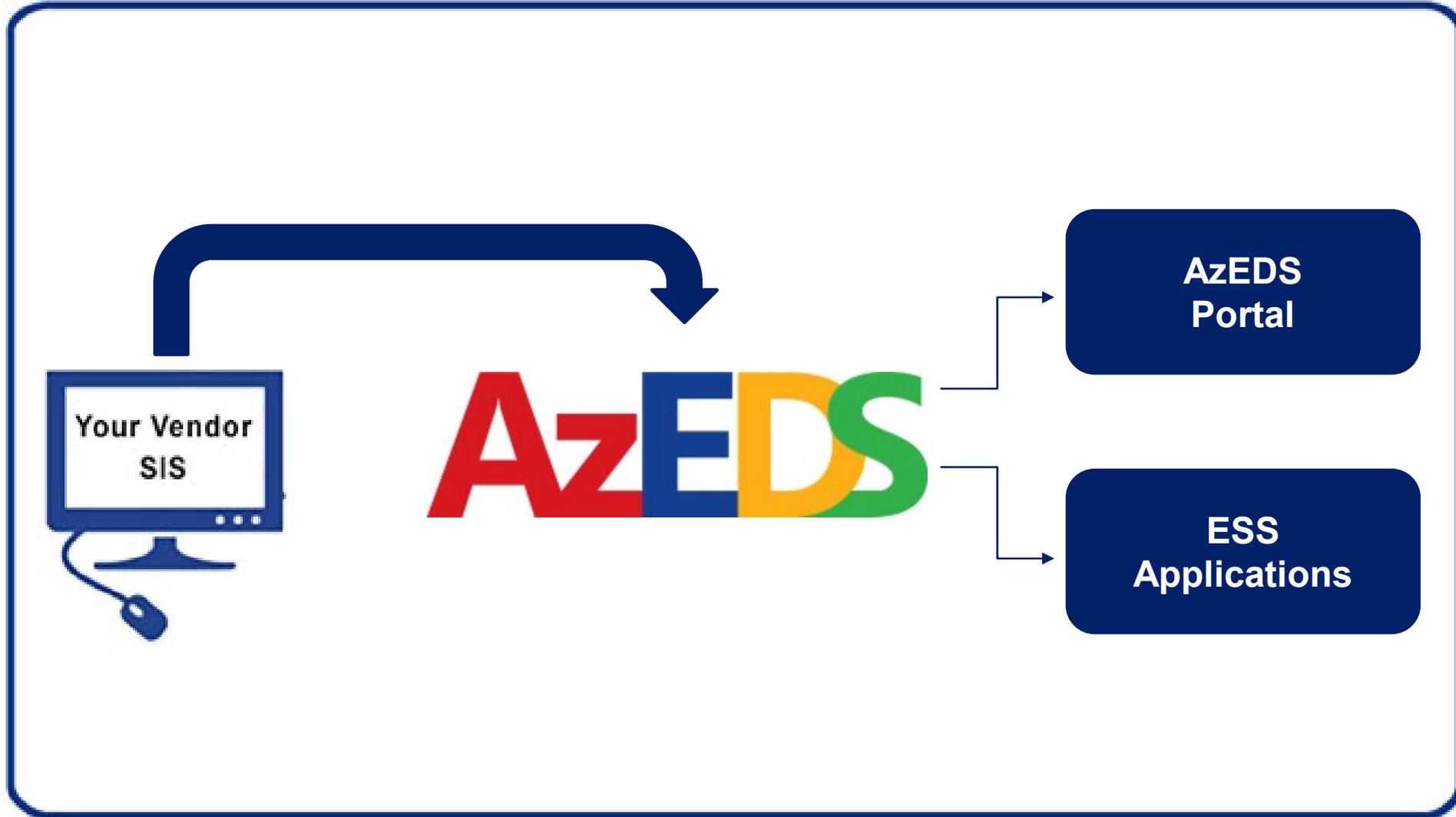
- Open Date: April 20, 2022
- **Exit Data Due: July 15, 2022 by 5pm**
- **SEDD Due: July 20, 2022**
  - Transitioning to state reporting app; data to be housed:
    - Exit
    - Discipline
    - LRE / placement data (Oct 1)
    - Personnel
    - Alternate Assessment results
    - PEA Determinations
    - Parentally Placed Students
    - Preschool Transition
    - Risk Analysis
    - Indicator data
  - **Preschool Transition Report**
    - Report of children who participated in the Arizona Early Intervention Program (AzEIP) under IDEA Part C and whether they received a smooth transition to IDEA Part B. Electronic signature required.

### DISCIPLINE DATA COLLECTION (DDC)

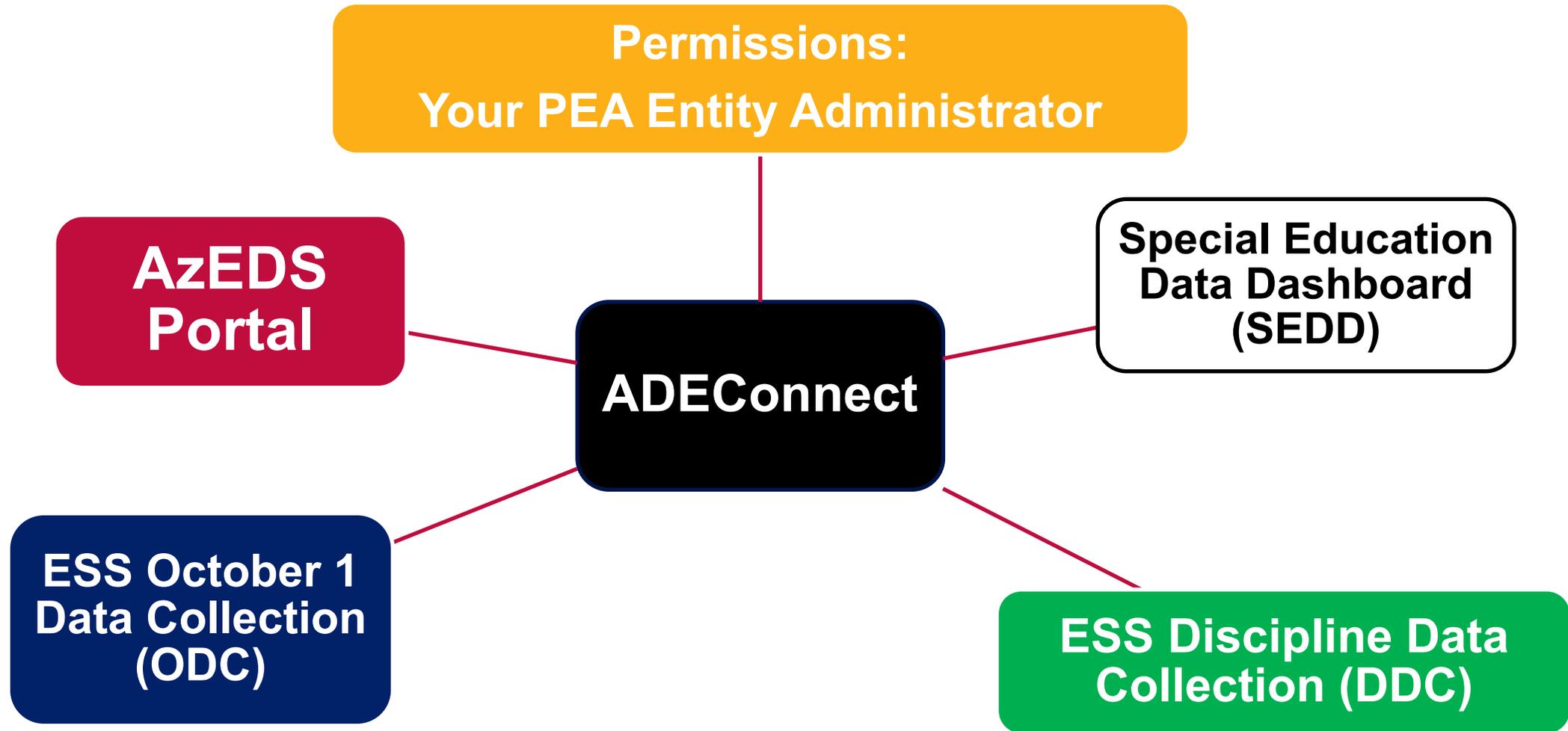
- **Discipline Data Due: July 15, 2022 by 5pm**
  - ESS Portal Application used to collect disciplinary incident data for students with disabilities and will populate the Discipline Report.



# Your SIS & AzEDS



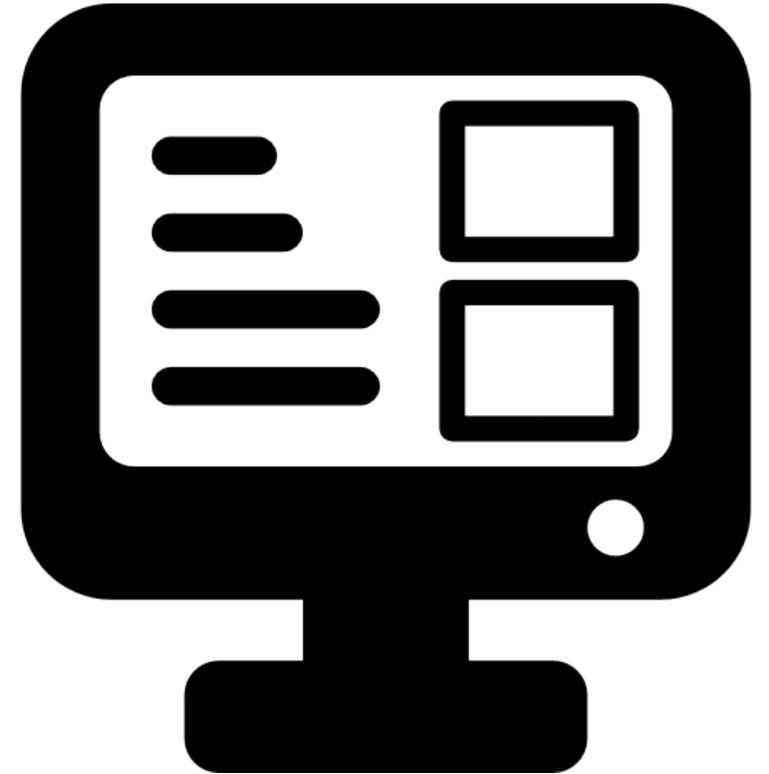
# ADEConnect Portal



# ADEConnect Portal

## Permissions & Roles

- **Requires secondary approval**
  - ✓ **SPED Director**
  - ✓ **Business Manager**
  - ✓ **CEO**
  - ✓ **Superintendent**
- **LEA User role**
- **LEA Signer role**
- **DDC Edit role**
- **DDC Read role**



# ADEConnect Portal



Welcome .

No announcements available

**Applications**  
Access and use ADE applications.  
[View Applications](#)

**My Profile**  
Manage your profile.  
[View My Profile](#)

**Help**  
Find help regarding the portal.  
[Help and FAQ's](#)

# AzEDS Portal



System Status

Reports

Student Analysis

Calendar ▾

Adam Zogut ▾

## Reports

Fiscal Year:

2021 ▾

Local Education Agency:

Select an Option ▾

### Reports

Please select a report from the menu.

#### Student Detail

TRANS10 - Data Transmission Summary Report

TRANS15 - Data Transmission Detail Report

STUD10 - Student Data Verification Report

INTEG15 - Student Data Integrity Report

STUD74 - Student Excessive Absence Report

DRP10 - Dropout Recovery Program Data Verification Report

ABSATT10 - Absence / Attendance Minutes Verification Report

STUD78 - Student Cohort Verification Report

STUD15 - Student Data Verification Detail Report

STUD72 - Student Membership Information by DOA / DOR Report

MEM10 - Shared Student Enrollment Report

#### Student Detail

#### Accountability

#### Special Education

SPED73 - October 1 FED SPED Report

SPED10 - SPED Data Verification Report

SPED74 - SPED Exit Report

SPED72 - SPED Participation Report

#### Student-Teacher-Course Connection

ADM

Calendar

OCT1



# SPED Reports 101

## SPED Reports 101

### What report should I use?

With all the ADE reports available, you may be asking yourself this often when working on ESS data management requirements. This document provides a description of the reports related to Special Education to help determine when to use them and where they are located.



*\*Does not have reports for troubleshooting purposes. Exiting data is extracted from AzEDS.*

### AzEDS Portal

**SPED10** - SPED Data Verification Report - Verify raw data uploaded to AzEDS, **pre-integrity**.  
Updated: Up to 1 hour after your Student Information System syncs with AzEDS.

**SPED72** - SPED Participation Report filtered by DOA or DOR - View student's SPED need(s) and Least Restrictive Environment (LRE), **post-integrity**. Details if student is passing/failing SPED/Fed SPED Integrity. Updated: Daily after integrity processing.

**SPED73** - October 1 FED SPED Report filtered by DOA or DOR - Verify SPED students served on October 1 for Census. Students are categorized in three sections: Included in October 1 count, excluded due to failing FED SPED and/or Membership Integrity, and unknown error pool. Updated: Daily after integrity processing.

*ADEConnect role needed to request access to these reports: **AzEDS Data Coordinator – SPED Reports**.*

**INTEG15** - Student Data Integrity Report - View students failing integrity, details error and message. To view SPED students, select Integrity Categories: SPED & Fed SPED. Updated: Daily (6PM - 9PM).

*ADEConnect role needed to request access to this report: \*Does not require secondary approval, access is immediate. **AzEDS Data Coordinator - Base Reports**.*

### ESS October 1

**SPED07** - **Post-integrity** report of SPED students served over October 1. Available after verification count due date and used for reconciliation. Updated: Daily after integrity processing.

*ADEConnect role needed to request access to these reports: \*Requires secondary approval from SPED Director. **ESS October 1 - LEA Signer and/or LEA User**.*

<http://bit.ly/spedreportsoverview>



# October 1 Data Collection (ODC)

# October 1 Data Collection (ODC)

- Federal requirement under Individuals with Disabilities Education Act (IDEA) Section 618
- Data is reported to the Office of Special Education Programs (OSEP)
- Includes:
  - Personnel
  - Census
- Electronic signature required



# October 1 SPED Census

- Used to verify the unduplicated count of students receiving special education and related services on October 1 ages 3-21
- Used to determine base funding for all PEAs in Federal Part B allocations



# October 1 Data Collection

## Phase I

- October 1: Count your SPED students
- Student verification and personnel counts due in ESS October 1 Data Collection application with electronic signature

## Phase II

- Reconciliation begins
- SPED07 report available
- SPED data due in AzEDS
- Reconciliation due
- ADE submits data to OSEP

## Phase III

- Non-Reconciliation begins
- Submission due in ESS October 1 Data Collection application

# October 1 Data Collection – Personnel

- Fully certified or not
- Providing SPED/related services
- Full-Time Equivalency (FTE)
- Three Sections:
  - ✓ Teachers
  - ✓ Paraprofessionals
  - ✓ Related service providers



# October 1 Data Collection – Strategies

- **Child Count**
  - Start early and get your team involved
  - Save all documentation
  - Develop a plan to avoid non-reconciliation
  - Check reports regularly
- **Personnel**
  - Work with Human Resources
  - Double-check FTE calculations





# Discipline Data Collection (DDC)

# Discipline Data Collection (DDC) - Overview

- **Disciplinary incident data for students with disabilities**
- **Special Education Data Dashboard (SEDD)**
- **Manually submit incident data or use the XML upload feature**

# DDC Application

- Accessed through the ESS Portal under ADEConnect
- ADEConnect permissions:
  - ESS DDC: Edit
  - ESS DDC: Read
- Role of LEA Signer can be assigned (Mostly SPED Director) to provide digital signature for data submitted
- If no disciplinary incidents at a school; users can certify through the “No Data Certification” option

# XML Upload Feature

- **Student Information Systems (SIS) > XML template**
- **Coordinate with vendors to implement extracts into a format for the DDC tool to use**
- **Uploads delete all the data at one or multiple schools and puts new data into the system**

# Discipline Data Collection - Strategies

- Request permissions ahead of time
- If your PEA only has a few incidents to enter, manual data entry might be easier
- Utilize XML Upload feature for large PEAs





# Special Education Data Dashboard (SEDD)

# Special Education Data Dashboard (SEDD)

## Overview

- IDEA Part B Section 618

New for FY22	
Exit (AzEDS)	Discipline (DDC)
LRE/Placement Data (Oct. 1)	Personnel
PEA Determinations	Alternate Assessment Results
Parentally Placed Students	Risk Analysis
Preschool Transition	Indicator Data
IDEA Statement of Assurances	

# ADE Support & Resources

**ADEConnect Support:**

**(602) 542-7378**

**[adesupport@azed.gov](mailto:adesupport@azed.gov)**

**ADEConnect Training:**

**<http://www.azed.gov/aelas/adeconnect>**

**ESS Program Management:**

**(602) 542-3398**

**[ESSProgMgmt@azed.gov](mailto:ESSProgMgmt@azed.gov)**

# ESS Data Management Support & Resources



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<http://bit.ly/essdmalerts>



Subscribe to ESS Data Management YouTube

[https://www.youtube.com/channel/UCdMWKIU478XFG\\_ctw\\_I6Fjw?view\\_as=subscriber](https://www.youtube.com/channel/UCdMWKIU478XFG_ctw_I6Fjw?view_as=subscriber)

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