



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/>

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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](#)

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Data Management Contact Information

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ESS Data Management Toolkit

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



ESS Data Management Toolkit



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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



(Last Updated: August 4, 2021)

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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)

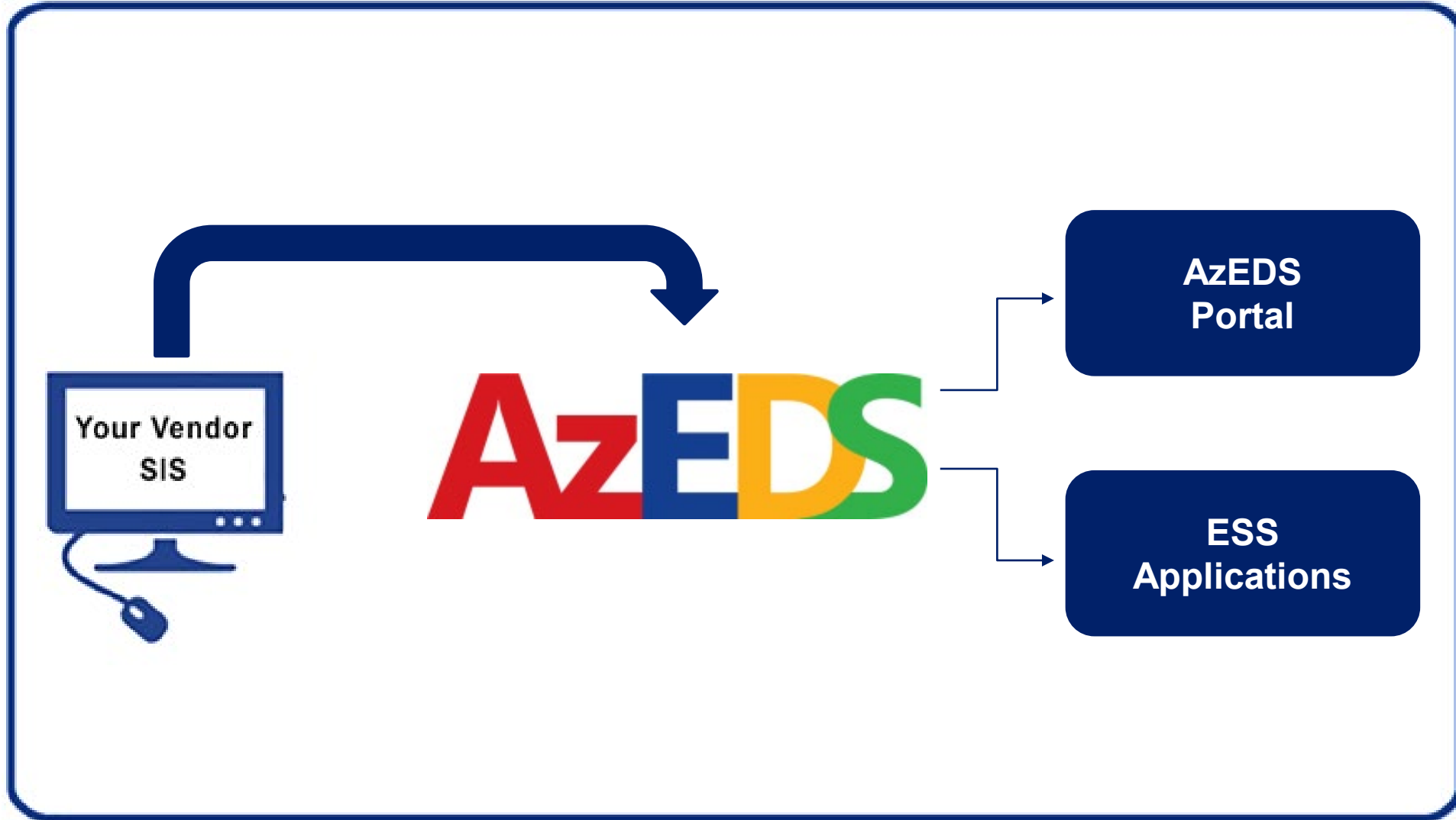
- **Discipline Data Due: July 15, 2022 by 5pm**
 - ESS Portal Application used to collect disciplinary incident data for students with disabilities and will populate the Discipline Report.



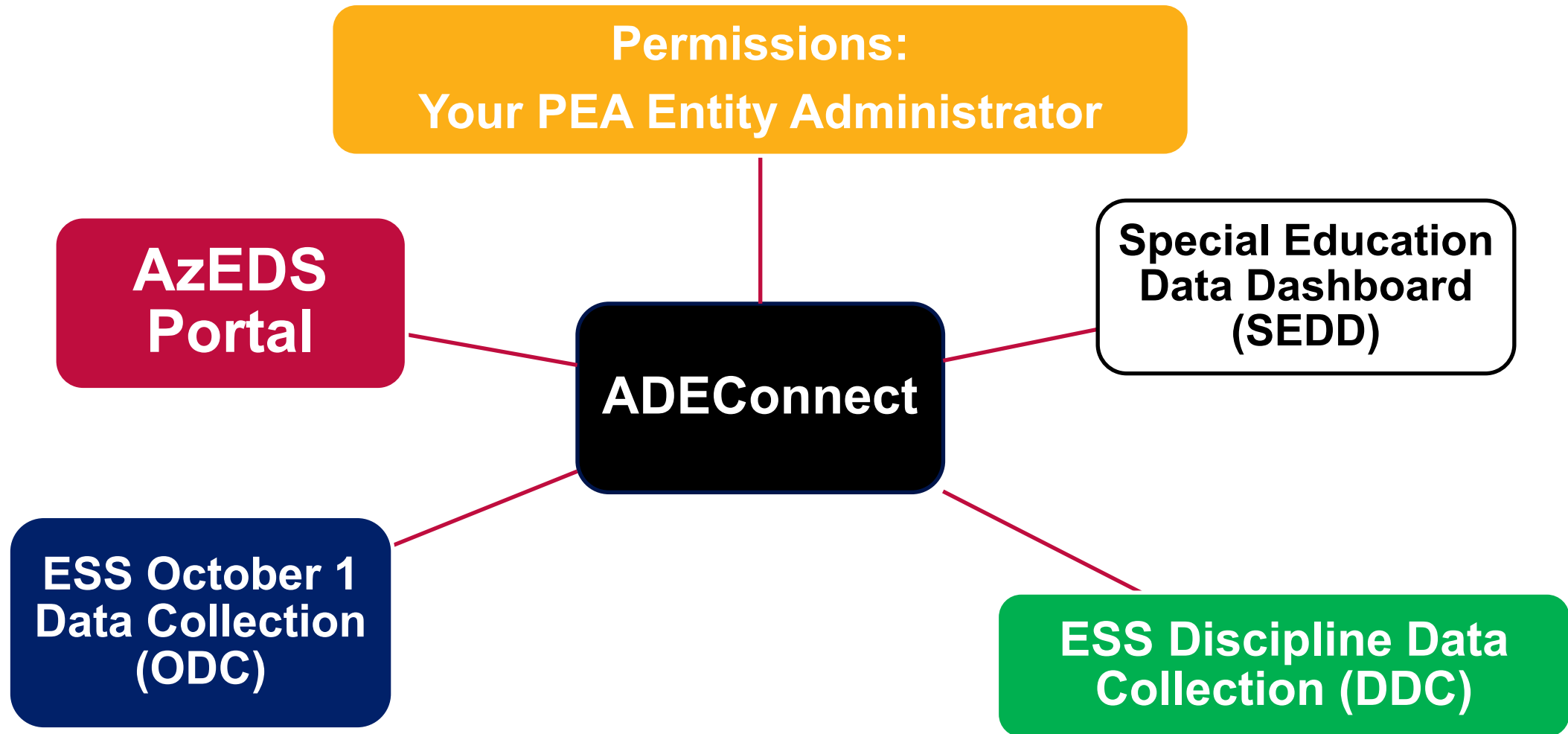
(Last Updated: August 4, 2021)

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Your SIS & AzEDS



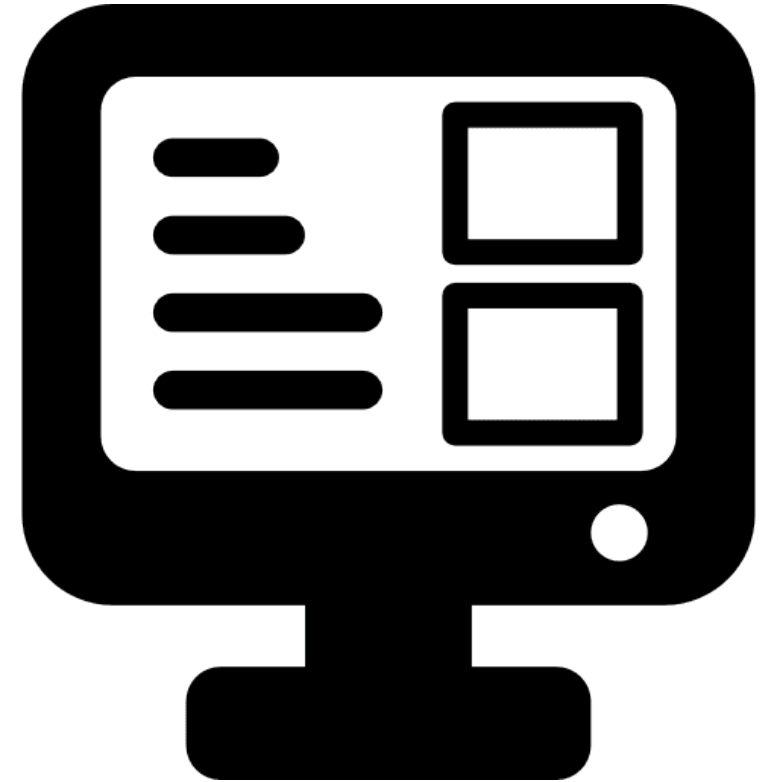
ADEConnect Portal




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

 ADEConnect

Home Applications Application Role Approvals Reports Help Feedback Account ▾



ADEConnect

Your connection to all ADE applications

Welcome ,

No announcements available

Applications

Access and use ADE applications.

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AzEDS Portal

[System Status](#)[Reports](#)[Student Analysis](#)[Calendar ▾](#)

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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



AzEDS

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

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ADEConnect Training:

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

ESS Program Management:

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ESS Data Management Support & Resources



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