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Getting Started with SPED Integrity Troubleshooting

To troubleshoot SPED integrity rules that have failed for your PEA in AzEDS, you will need a basic understanding of the integrity process and you must be granted ADEConnect roles to get you started.

Integrity Process:

Integrity rules in AzEDS run nightly. The AzEDS system will mark any new changes for the day and run all integrity rules on the new data. This means that any changes you make in your Student Information System (SIS) and then sync to AzEDS, will not clear a failing rule until integrity runs that evening.

ADEConnect Roles:

Your Local ADEConnect Entity Administrator can grant you the roles in ADEConnect to have access to reports needed to troubleshoot integrity errors. If you don't know who fills this role for your PEA, you can find this information on the [Find Administrator](#) page. Request the following roles:

- AzEDS Data Coordinator - Base Reports
- AzEDS Data Coordinator - SPED Reports

There are more types of AzEDS Data Coordinator roles available that grant access to more reports. You can discuss these additional roles with your Local ADEConnect Entity Administrator to determine if you need access to this additional information.

AzEDS Portal

Once the proper roles have been granted in ADE Connect, you can access the AzEDS Portal application from your applications list on your ADEConnect homepage.

The first page that will show in the AzEDS Portal is the System Status page. The last run date/time for the latest integrity run can be seen on the System Status page of the AzEDS Portal. Integrity rules process in sections dictated by the integrity rule type. On this page you can see that SPED rules run separately from the other types of rules, but generally all rule types process overnight unless there is a processing issue. This page can notify you if these issues occur.

Selecting Reports in the top menu of the AzEDS Portal will bring you to the reports page.

AzEDS Portal Reports

The green box on the left shows the available categories of reports available for your roles granted within ADE Connect for the AzEDS Portal.

'Student Detail' category will show you reports for enrollment data reported by your PEA. 'Special Education' will show you reports for SPED data reported by your PEA.

Under 'Student Detail,' you will see the INTEG15 report. This report will show you all students failing integrity for your PEA. This report gives you the option to view all types of integrity rules, or just certain categories. There are also options to select different types of errors. Most integrity rules are errors and must be fixed, but some are just informational or warnings that give you important information.

More detail about the function of the reports you will need to troubleshoot SPED integrity errors can be found on the SPED Reports 101 document.

Once you run any of these reports, you have the option to export them to CSV or Excel if you are more comfortable analyzing data in that format.

SPED Integrity Error Tools:

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ESS Data Management has created individual one-sheet tools for each integrity error that relates to SPED data. After reviewing your INTEG15 report, you can use these tools for the errors identified to troubleshoot the error. These tools can be found on our ESS Data Management AzEDS SPED Reporting webpage under SPED Integrity Error Tools.

AzEDS SPED Reporting

Discover useful tools for those who submit data for students with disabilities to the Arizona Education Data Standards (AzEDS). Find relevant AzEDS codes, tables that illustrate which needs may be reported with which service codes, and more.

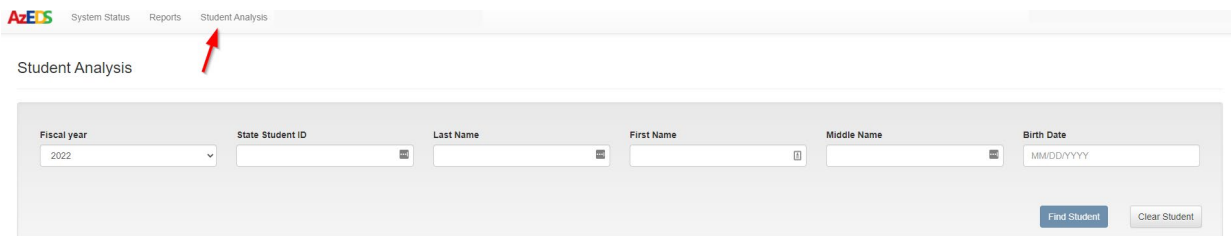▶ **SPED Integrity Error Tools**

▶ **Matrices**

Each tool contains the description/message of the rule, a visualization of the data elements validated in the rule, and a troubleshooting list for steps to take to try and resolve the error.

These troubleshooting steps will tell you the reports to review in the AzEDS Portal, and any supporting documents needed to validate the reported data to isolate the issue. Additionally, all the supporting documents linked within the individual tools can be found on our AzEDS SPED Reporting webpage.

A list of all SPED Integrity rules can be found in the SPED Integrity Rules Reference document. A listing of all Integrity Rules (not just SPED) can be found on the AzEDS website.

Student Analysis:

You can also use the 'Student Analysis' tool in the AzEDS Portal to review all of the data reported for the student by your PEA that reflects the various SPED and Enrollment reports. This can help give you a "side-by-side" view of enrollment and SPED data to try to isolate issues.

AzEDS System Status   Reports   Student Analysis

Student Analysis

Fiscal year	State Student ID	Last Name	First Name	Middle Name	Birth Date
2022					MM/DD/YYYY

Find Student   Clear Student

Resolving an Integrity Error:

Once you have used the tools above to isolate the issue, ensure you make the proper changes in your SIS and sync to AzEDS. Use the SPED10 report within minutes to ensure the new data is properly reported in AzEDS. Once integrity processes overnight, review your INTEG15 and SPED72 report to ensure the student is now passing integrity.

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We're here to help! The ESS Data Management team is happy to help you resolve integrity errors and ensure clean data for the State of Arizona. Email us at essdatamgmt@azed.gov and let us know the State Student ID(s) (No names or birthdates please) you need help with once you have tried the troubleshooting tips available in the tools.