

## Intro to ESS Data Management

### Our Mission:

The Exceptional Student Services (ESS) Data Management 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).

### Contact Information:

- [Visit our Website](#)
- [Send us an Email](#)
- [Subscribe to our Alerts](#)
- Give us a call: (602) 542-3962

### Training Videos:

Learn the basics of SPED data reporting by viewing our training videos on our [YouTube channel](#). Please join us to discuss a variety of ESS data topics, updates and live Q&A during our [Special Education Data Updates Webinars](#). These webinars will be held every 3rd Wednesday of the month from 2pm - 3pm (subject to change). Registration for each webinar is sent two weeks prior via our [ESS Data Management Alerts](#).

### Getting Started:

First, you will need access to [ADEConnect](#). Contact your local ADEConnect entity administrator for permissions to the following applications listed below in the ESS portal for SPED data reporting purposes. Don't know who that is? Find your local ADEConnect entity administrator [here](#). A list of permissions for each application can be found in our [checklist document](#).

- AzEDS Portal / [AzEDS SPED Reporting](#)
- [October 1 Data Collection \(ODC\)](#)
- [Discipline Data Collection \(DDC\)](#)
- [Special Education Data Dashboard \(SEDD\)](#)

Need help? Please review the [ADEConnect FAQs](#) document or contact [ADE Support](#) for further assistance.

## Application Overviews:

### AzEDS

The AzEDS portal gives users the ability to review SPED, enrollment and integrity rule feedback for data submitted through their Public Education Agency's (PEAs) Student Information System (SIS). Each AzEDS portal report serves a unique purpose, mostly to help users identify missing data or integrity errors. You can access the AzEDS portal from your applications list on your ADEConnect homepage.

New for FY24, discipline data will be stored in AzEDS. This will help improve the collection, use, and reporting of safety and discipline incident data for use in IDEA data reporting. Discipline data is extracted to pre-populate data within the SEDD application (coming soon) for PEAs to validate prior to submission. Instructions for reporting are available on Data Management's webpages.

## **October 1 Data Collection (ODC)**

The purpose of the October 1 Data Collection (ODC) application is to gather a child count of special education students who were served on or about October 1 and report full-time equivalency (FTE) counts for personnel that serve students with disabilities. This is a multi-step process.

### **Phase I: Verification Count**

- October 1 is a "snapshot" count date. Count the number of SPED students served on or about October 1 and report the number of FTE personnel employed and contracted to provide special education and related services on or about October 1. Enter this data via the ESS ODC application available through the ESS portal within ADEConnect. This submission requires an electronic signature.

### **Phase II: Reconciliation**

- The reconciliation process compares the number on the verification count submission with the data submitted to AzEDS. PEAs are responsible for ensuring reconciliation by comparing the special education data successfully processed (and reflected in the updated SPED07 report available within the ESS ODC application) with their verified count. Enter or correct special education data for students in AzEDS before the reconciliation due date.

### **Phase III: Non-Reconciliation (If Applicable)**

- After the reconciliation deadline has passed, PEAs will be notified if their counts did not reconcile. If your verification count submission does not match the special education data in AzEDS that is reflected on the final SPED07 report, an explanation will need to be provided for the discrepancy. The explanation must be submitted prior to the non-reconciliation deadline through the ESS ODC application available through the ESS portal within ADEConnect.

## **Special Education Data Dashboard (SEDD)**

The Special Education Data Dashboard (SEDD) comprises several different components that require review of data collected over the entire fiscal year. Instructions for reporting are available on the homepage of the SEDD application available through the ESS portal within ADEConnect. The online application will open in the Spring, and the final data is due at the beginning of the next school year, which includes the submission of an electronic signature.

### **Planned FY24 Improvements (subject to change):**

- Assessments
- Discipline (DDC)
- Preschool Outcomes
- SPP/APR Indicators:
  - Indicator 4 - Discipline
  - Indicators 5 & 6 - LRE
  - Indicator 7 - Preschool Outcomes
- PEA Determinations & Risk Analysis
- Data Visualization

**Student Exit Data**

- Based on data extracted from AzEDS, ADE will report an unduplicated count of students with disabilities ages 14-21, by age, disability, race/ethnicity, gender, and EL status who are identified as a qualified SPED exiters as outlined in the [SPED Exit Flow Chart](#).

**Preschool Transition Data**

- Report on the number of children referred for transition by Part C prior to age three who are found eligible for Part B AND who have an IEP developed AND implemented by their third birthday or after OR were found not eligible by their third birthday or after.
- If the student was found eligible or not eligible after the third birthday, additional data is required in the application for those students.

**Students Without Disabilities**

- Report if educational services were provided for students without disabilities (SWOD) in grades K-12 during expulsion as identified by the enrollment exit code in AzEDS reporting.