



Exceptional Student Services

October 1 Data Collection

Phase I – Verification Step 2: Counting your Students

ESS Data Management

Presented by Adam Zogut

Accessing the ODC Application – Step 1



SY 2022-2023 [Students & Families](#) [Educators](#) [Administrators](#) [Programs & Supports](#) [About ADE](#)



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Review Academic Standards



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Accessing the ODC Application – Step 2



Applications

[Hide All]

Arizona Department of Education (79275)	[-]
Event Management System (EMS)	★ ↗
Education Organization System	★ ↗
Exceptional Student Services Portal	★ ↗
AzEDS Portal	★ ↗
ADE Motor Pool Reservation System	☆ ↗
AZDash	☆ ↗
AzEDS Identity	☆ ↗
AzEDS Identity UAT	☆ ↗
AzEDS Portal UAT	☆ ↗
Grants Management	☆ ↗



Navigation 🔍

Search for entity

Arizona Department of Education (79275)

Independent Applications

Accessing the ODC Application – Step 3



Home ESS Portal - Events ESS Portal - Data Visualization Help Welcome, Signer, Coyote State

Welcome to the Exceptional Student Services Application Portal

Your access to all ESS applications may be restricted if you have not submitted your FY23 Statement of Assurance. To avoid this restriction, please click on the Statement of Assurances button, located below in the Surveys/Assurances application section of the ESS Portal.

Administrative Applications

Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.

- 1% Threshold
- Alternate Assessments
- Dispute Resolution
- ESS High Cost
- ESS Public Comment
- ESS Special Education Program Approvals
- ESS Surrogate
- ESS Vouchers
- Extraordinary Special Education Needs

Data Collection & Reporting

Applications that facilitate large scale data collection efforts to determine Federal IDEA Indicators and Student Alternate Assessments.

- ESS Discipline Data
- ESS October 1 Data Collection
- Special Education Data Dashboard

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

Surveys/Assurances

These include the Parent Involvement, Teacher Attrition, Post School Outcomes, Parentally Placed Private School Student Surveys and Statement of Assurances.

- ESS Data Surveys
- Post School Outcomes Survey
- Statement of Assurances

Application Homepage



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

Phase	Due Date	Status
<i>Phase 1: Personnel and Verification</i>	<i>11/16/2022 5:00 PM</i>	<i>Due in 51 days</i>
<i>Phase 2: Reconciliation</i>	<i>01/18/2023 5:00 PM</i>	<i>Not started</i>
<i>Phase 3: Non-Reconciliation</i>	<i>04/26/2023 5:00 PM</i>	<i>Not started</i>

Phase 1 Countdown:

51 · **07** : **48** : **01**
DD HH MM SS

Contact Info

ESS Data Management
1535 W. Jefferson Street
Bin #24
Phoenix, AZ 85007
Phone: 602-542-3962

essdatamgmt@azed.gov

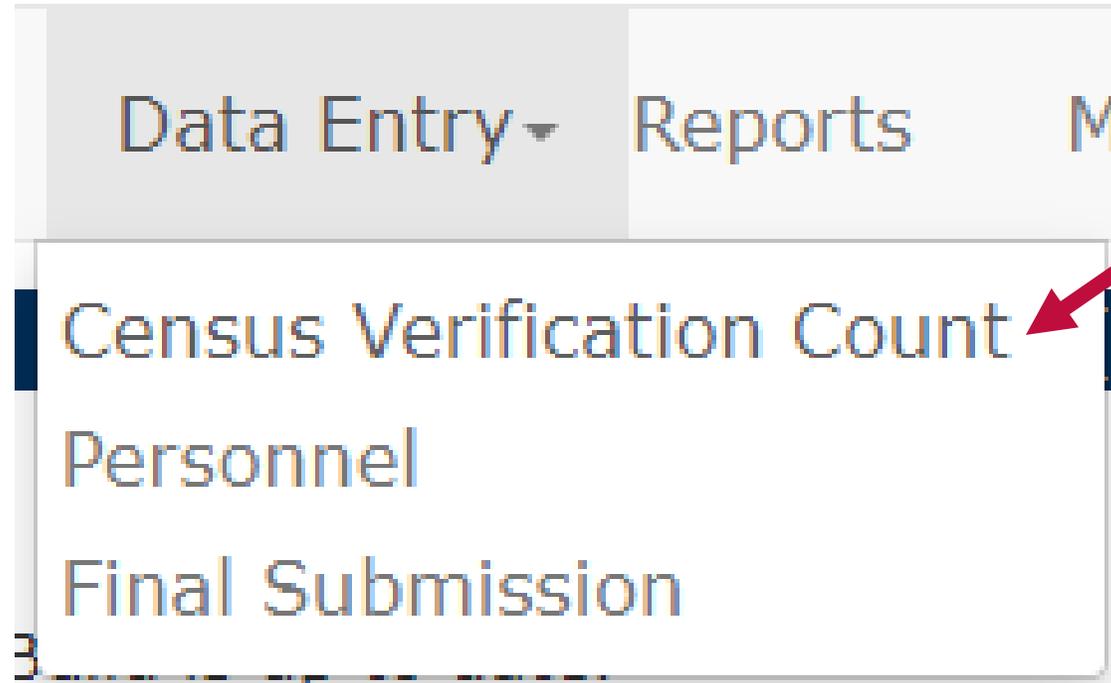
October 1 Data Collection

Phase I – Verification Step 2: Counting
your Students



Verification Counts

Submitting Your Student Count



Entering Your Census Verification Count



2022-2023

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Census Verification Count

Verification of the annual child count is required for all PEAs pursuant to 34 CFR § 300.645(c).

The verification count submission should reflect the number of students with disabilities who were ages 3–21 with current evaluations, Individual Education Programs (IEPs) or Individual Service Plans (ISPs), and were receiving special education (SPED) services in your public education agency (PEA) on October 1 of the current reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1.

ADE reports October 1 SPED counts that are extracted from AzEDS to the Office of Special Education Programs (OSEP) in Washington, D.C., therefore it is imperative that PEAs ensure that final counts extracted from AzEDS during Phase II (reconciliation) match the counts as verified in the verification count submission.

The final extracted count is used to determine base funding for all PEAs, and adjustments for new or expanding charter schools for Federal Part B allocations under the Individuals with Disabilities Act (IDEA).

Please see Verification and Reconciliation Instructions for complete details.

Special education students served on October 1, 2022
Required for districts, charter schools, secure care facilities, and state institutions

Total number of 3-21 year old students:

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

0

Enter/Submit Count

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Census Verification Count

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Please see Verification and Reconciliation Instructions for complete details.

Special education students served on October 1, 2022
Required for districts, charter schools, secure care facilities, and state institutions

Total number of 3-21 year old students:

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

260



Save

Cancel

Confirmation



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Census Verification Count

Verification of the annual child count is required for a

The verification count submission should reflect the number of students who were receiving special education (SPED) services during the reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these

ADE reports October 1 SPED counts that are extracted from the verification count submission. Counts extracted from AZEDS during Phase II (reconciliation) match the counts as verified in the verification count submission.

The final extracted count is used to determine base funding for all PEAs, and adjustments for new or expanding charter schools for Federal Part B allocations under the Individuals with Disabilities Act (IDEA).

Please see Verification and Reconciliation Instructions for complete details.

censustrainingaps.azurewebsites.net says

Are you sure you want to submit the counts ?

Individual Education Programs (IEPs) or Individual Service Plans (ISPs), and were receiving special education (SPED) services during the reporting year. Students whose re-evaluations and/or IEP

are not included in the verification count submission. Therefore, it is imperative that PEAs ensure that final

Special education students served on October 1, 2022
Required for districts, charter schools, secure care facilities, and state institutions

Total number of 3-21 year old students:

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

260

Census Verification Count – Ready for Review



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Census Verification Count

Please inform the Special Education Director, Business Manager, or Superintendent/Charter School Administrator/PEA Administrator that the ESS Census Verification Count is ready for their electronic signature. This individual must be authorized to sign on of this data collection requirement and will need access to the ESS Census Verification application as an LEA Signer.

Data saved

- ▶ **LEA Signer will receive email notification**
 - ▶ **If there is no LEA signer**
 - ▶ **Contact your entity administrator to have the SPED Director, Business Manager, or PEA Administrator assigned to this role**
- ▶ **To complete step 2, an electronic signature is required**

October 1 Data Collection

**Phase I – Verification Step 2: Counting
your Students**

Personnel Counts



Fully Certified vs Not Fully Certified



How do I Calculate FTE?

- Full-time employees are reported as 1.0 FTE.
- Part-time employees are reported according to the amount of time they work.
- FTE can be calculated by day, week, month, or even year.

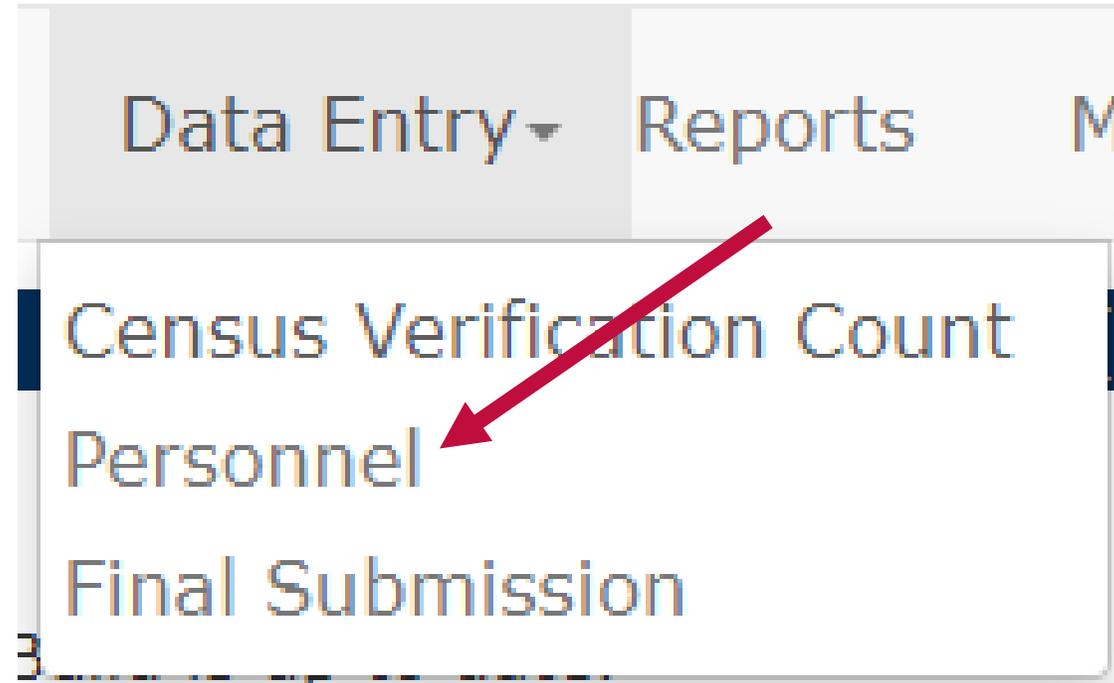
For example, a half-time employee is reported as 0.5 FTE and a quarter-time employee is reported as 0.25 FTE. A part-time resource room teacher working 4 hours per day (in a 6-hour school day) would be $4 / 6 = .67$. Up to 2 decimal places may be used.

Personnel Resources

Instructions for Personnel & FAQs

<https://www.azed.gov/sites/default/files/2021/07/Oct.%201%200Data%20Collection%20%20Technical%20Assistance%20Manual%2007.2021.pdf#Personnel>

Submitting your Personnel Count



Entering Your Personnel Count



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Personnel

Provide the number of full-time equivalent (FTE) personnel employed and contracted to provide special education and related services to students with disabilities ages 3-21 on or about October 1 of the reporting year, regardless of funding source (i.e., Part B of IDEA, State, or local). Please see Personnel instructions for complete details.

Section A - Teachers

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Fully Certified	Not Fully Certified	Total
Special Education Teachers for Ages 3-5 (Preschool only)	<input type="text"/>	<input type="text"/>	0.00
Special Education Teachers for Ages 5-21 (Grades K-12 only)	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00

Section B - Paraprofessionals

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Qualified	Not Qualified	Total
Special Education Paraprofessionals for Ages 3-5 (Preschool only)	<input type="text"/>	<input type="text"/>	0.00
Special Education Paraprofessionals for Ages 5-21 (Grades K-12 only)	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00

Section C - Related Service Providers

Enter whole or decimal values. For zeroes, leave boxes empty or enter zero.

	Fully Certified	Not Fully Certified	Total
Audiologists	<input type="text"/>	<input type="text"/>	0.00
Speech-Language Specialists	<input type="text"/>	<input type="text"/>	0.00
Interpreters	<input type="text"/>	<input type="text"/>	0.00
Psychologists	<input type="text"/>	<input type="text"/>	0.00
Occupational Therapists	<input type="text"/>	<input type="text"/>	0.00
Physical Therapists	<input type="text"/>	<input type="text"/>	0.00
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	<input type="text"/>	<input type="text"/>	0.00
Social Workers	<input type="text"/>	<input type="text"/>	0.00
Medical/Nursing Staff	<input type="text"/>	<input type="text"/>	0.00
Counselors and Rehabilitation Counselors	<input type="text"/>	<input type="text"/>	0.00
Orientation and Mobility Specialists	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00



Save Cancel

October 1 Data Collection

Phase I – Verification Step 2: Counting
your Students

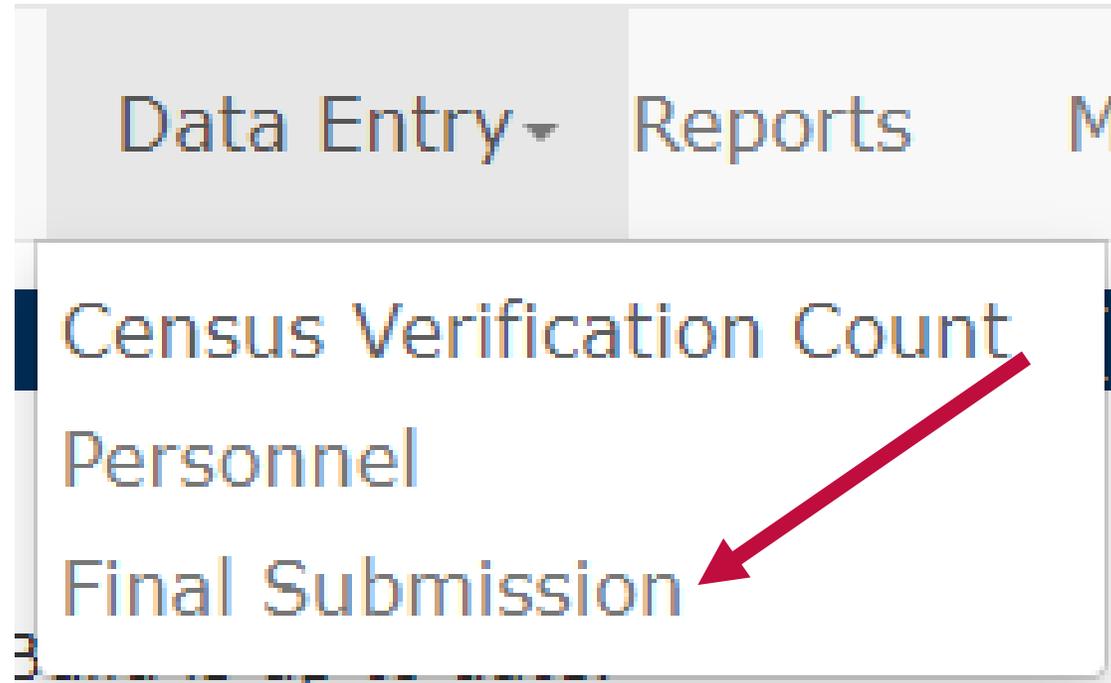
Certification



Verification

- ▶ **Verify Count – LEA Signers ONLY**
 - ▶ **Review your count**
 - ▶ Use the [October 1 Checklist](#):
 - ▶ **PEAs no longer counting ASDB Students attending ASDB campuses or Leased-Spaced Programs, unless fee-for-service or regional co-op**
 - ▶ [ODC Manual – ASDB Guidance](#)
 - ▶ **Revise count (if needed)**
 - ▶ **Verify with Electronic Signature**

Final Submission



Review & Electronic Signature

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

Final Submission

Data Entry Status

Description	Status	Last Modified On	Last Modified By
Count Verification Data Entry	Complete	10/19/2022 11:44 AM	ESSCensusLEA3Signer@test.com
Personnel	Complete	10/19/2022 12:19 PM	ESSCensusLEA3Signer@test.com

Signature Status

Description	Status	Last Modified On	Last Modified By
Current Status	Awaiting Signature	N/D	

LEA Signer Review

Count Verification Data Details

The verification count submission should reflect the number of students with disabilities who were ages 3-21 with current evaluations, Individual Education Programs (IEPs) or Individual Service Plans (ISPs), and were receiving special education (SPED) services in your public education agency (PEA) on October 1 of the current reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1.

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The final extracted count is used to determine base funding for all PEAs, and adjustments for new or expanding charter schools for Federal Part B allocations under the Individuals with Disabilities Act (IDEA).

Please see Verification and Reconciliation Instructions for complete details.

Based upon the verification counts submitted, the first box displays the total number of students with disabilities, ages 3-21, and the second, third, fourth boxes display parentally placed private school student counts, ages 3-21 and 3-5. This count should include home schooled students.

Verification Description	Value	Last Modified On
SPED07 count		
Total number of 3-21 year old Special Education students	260	
Total enrollment of parentally-placed students in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21)	0	
Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21)	0	
Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-5)	0	

Personnel Data Details

Section A: Teachers

Personnel Type	Fully Certified	Not Fully Certified	Total
Special Education Teachers for Ages 3-5 (Preschool only)	8.00	4.00	12.00
Special Education Teachers for Ages 5-21 (Grades K-12 only)	55.00	35.00	90.00
Total	63.00	39.00	102.00

Section B: Paraprofessionals

Personnel Type	Qualified	Not Qualified	Total
Special Education Paraprofessionals for Ages 3-5 (Preschool only)	25.00	5.00	30.00
Special Education Paraprofessionals for Ages 5-21 (Grades K-12 only)	40.00	22.00	62.00
Total	65.00	27.00	92.00

Section C: Related Service Providers

Personnel Type	Fully Certified	Not Fully Certified	Total
Audiologists	5.00	3.00	8.00
Speech-Language Pathologists	5.00	3.00	8.00
Interpreters	5.00	3.00	8.00
Psychologists	5.00	3.00	8.00
Occupational Therapists	5.00	3.00	8.00
Physical Therapists	5.00	3.00	8.00
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	5.00	3.00	8.00
Social Workers	5.00	3.00	8.00
Medical/Nursing Staff	5.00	3.00	8.00
Counselors and Rehabilitation Counselors	5.00	3.00	8.00
Orientation and Mobility Specialists	5.00	3.00	8.00
Total	55.00	33.00	88.00

LEA Signer Review

Personnel Year-to-Year Change Report [Click here to access the Personnel Year-to-Year Report](#)

Personnel
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Thank you. Your comments have been saved.

OK

By checking this box and submitting your comments, you certify that you have:

Reviewed the Personnel Year-to-Year Report, researched the flagged categories that contributed to the comments provided, and will commit to increased data validation efforts.

Save Personnel Data Comments

Certify Data

LEA Signer Review

Personnel Year-to-Year Change Report

[Click here to access the Personnel Year-to-Year Report](#)

Personnel categories marked with an asterisk (*) have been flagged for comment. Please provide an explanation of the difference in count(s) between the current and prior year data submissions. Required for flagged items only.

(Max. # characters: 1500)

There was a surge in students enrolling this year, requiring the need for extra personnel staff.

By checking this box and submitting your comments, you certify that you have:

Reviewed the Personnel Year-to-Year Report, researched the flagged categories that contributed to the comments provided, and will commit to increased data validation efforts.

Save Personnel Data Comments

Certify Data

Submit to ADE



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Special Education Count Verification

Failure to return the verification count report by the due date may result in an interruption of your federal funds and may impact your PEA Determination.

By checking this box and submitting your electronic signature, you certify that you have:

- ✓ Read and understand the Special Education Census Verification process and verified the total number count of SPED students served over October 1 as displayed on the Final Submission page.
- ✓ Read and understand the Personnel instructions, including FTE calculations, and verified the total FTE counts in sections A, B, C as displayed on the Final Submission page.
- ✓ Reviewed and entered required comments in response to the flagged categories in the Personnel Year-to-Year Review as displayed on the Final Submission page..

Your electronic signature is considered an electronic record with legal effect, validity and enforceability, as defined in S.2107 of the Government Paperwork Elimination Act.

Signer's Title

-- Choose One -- ▾

* Signature must be from one of the following: SPED Director, Business Manager, or Superintendent / Charter School Director / CEO.

Submit to ADE

Submit to ADE



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Home Data Entry▾ Reports Help Welcome, Signer , Coyote State ▾

censustrainingaps.azurewebsites.net says
Are you sure you want to submit the data to ADE ?

OK

Cancel

Failure to return the verification count report by the due date

may impact your PEA Determination.

By checking this box and submitting your electronic signature, you

- ✓ Read and understand the Special Education Census Verification process and verified the total number count of SPED students served over October 1 as displayed on the Final Submission page.
- ✓ Read and understand the Personnel instructions, including FTE calculations, and verified the total FTE counts in sections A, B, C as displayed on the Final Submission page.
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Your electronic signature is considered an electronic record with legal effect, validity and enforceability, as defined in S.2107 of the Government Paperwork Elimination Act.

Signer's Title

Special Education Director ▾

* Signature must be from one of the following: SPED Director, Business Manager, or Superintendent, Charter School Director / CEO.

Submit to ADE

Congratulations – You’ve Completed Phase I



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Oct 1 Data Collection Status

Status: Submitted to ADE

Date: Wednesday, October 19, 2022

Congratulations! You have successfully submitted your Oct 1 Data.

Optional: Print Verification Count Report



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Exceptional Student Services

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Census and Personnel Reports

Census Reports

Fiscal Year:

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



Run Report

Personnel Reports

Blank Report

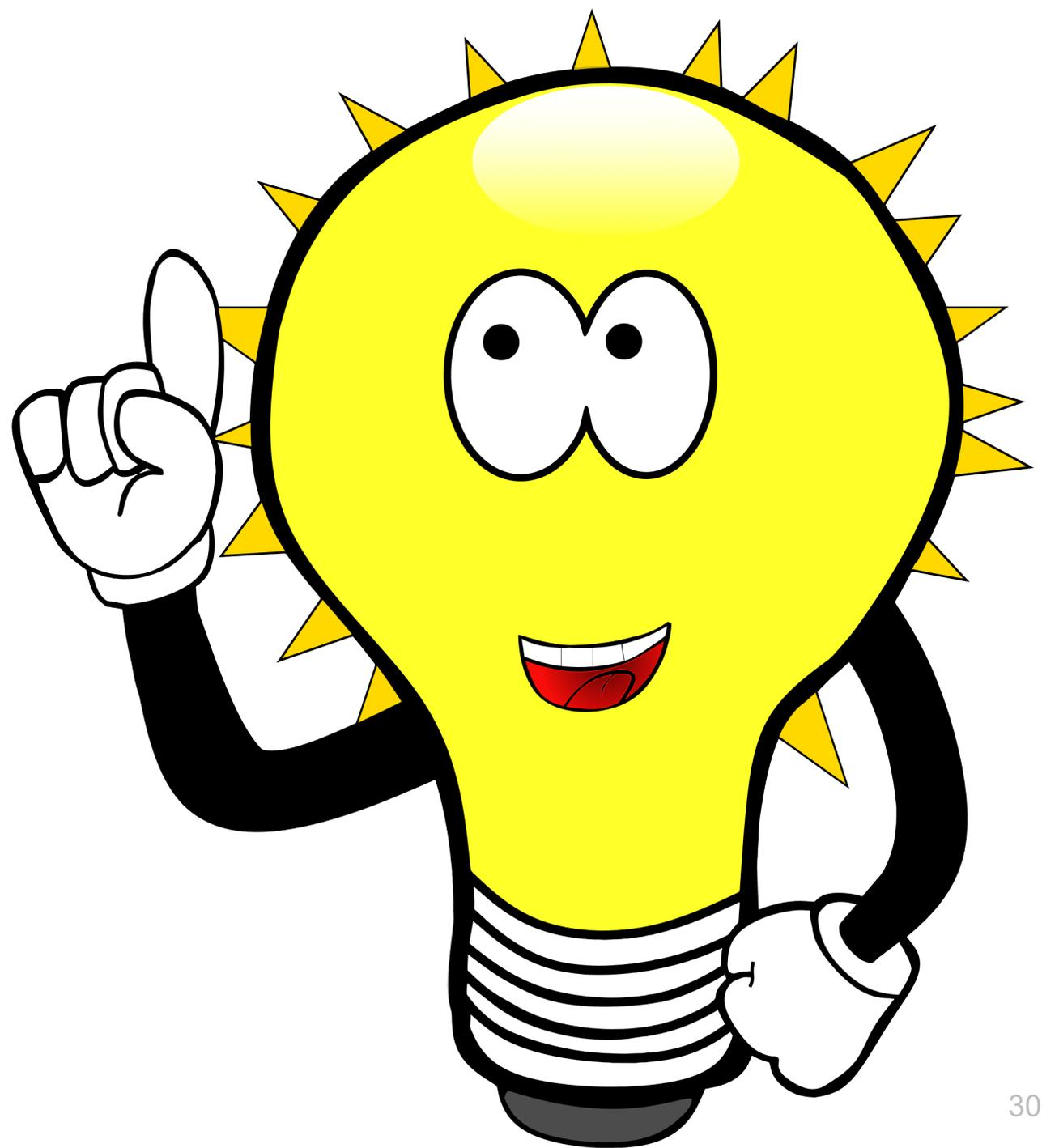
Fiscal Year:

- Personnel Sections A - C
- Personnel Year-to-Year Change

Run Report

Important Tips to Remember

- ▶ **No Resets** after the due date
- ▶ Get your team involved
- ▶ Save all reports and documentation
- ▶ Use the October 1 Checklist
- ▶ Designate an LEA Signer
 - ▶ Authorized to submit electronic signature



Support & Resources

ADEConnect Support:

(602) 542-7378

<https://helpdesk.azed.gov>

ESS Data Management:

(602) 542-3962

ESSDataMgmt@azed.gov

Subscribe to stay informed:

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