ESS October 1 Data Collection

Exceptional Student Service (ESS)

**Phase III:
Non-Reconciliation**

Narrated by: Maria Durazo

Outline

- Overview
- Demo
- Next Steps

Overview

PHASE I – Verification Count

PEA submits a student count in the ODC application

LEA Signer must certify with an electronic signature

No changes to the student count can be made after the Phase I due date

PHASE II – Reconciliation

PEA submits SPED student data in AzEDS

Verifies all data is accurate on the SPED07 Report

No changes allowed to the SPED07 report after the Phase II due date

PHASE III – Non-Reconciliation

PEA provides the reason(s) as to why the verification count was not reconciled.

LEA User or LEA Singer can complete

PEA Determinations will be affected and may result in an ADM audit.

Who & How

Who is required to participate?

    All Public Education Agencies (PEAs) that did not reconcile their verification count with the SPED07 report (derived from AzEDS) by the due date.

How will I know that my PEA is required to complete this phase of the October 1 Data Collection process?

    All October 1 Data Collection application users (LEA Signers/Users role) identified through the ADEConnect Portal will be automatically notified by email when Phase III begins.

Why, What & Where

Why do I need to complete Non-Reconciliation?

Documentation is required for audit purposes.

What are the consequences of failing to reconcile?

PEA Determination score can be affected for valid and timely data and may result in an ADM audit.

Where do PEAs go to complete Non-Reconciliation?

The ESS October 1 Data Collection application within the ESS Portal of ADEConnect.
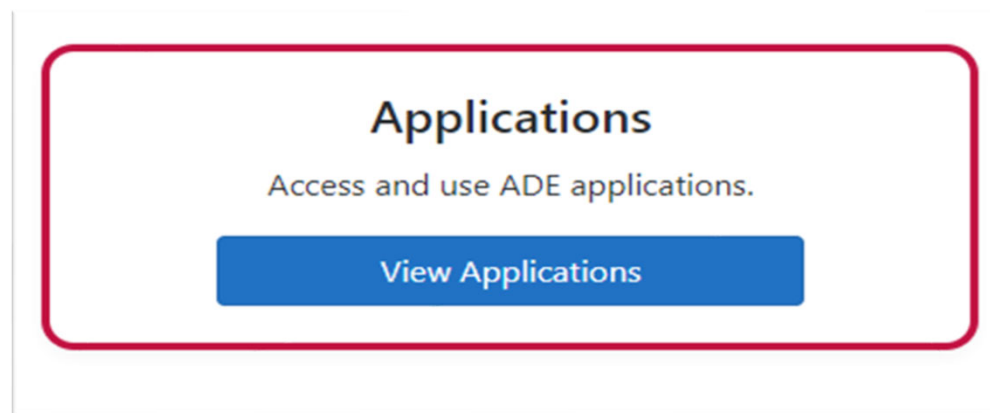
When

When is Non-Reconciliation due?

Typically Phase III: Non-Reconciliation begins in March and is due mid-April. Please review the important dates document on the [ESS October 1 Data Collection webpage](#) for exact dates in the current Fiscal Year.

*If you do not complete this data requirement on time, Exceptional Student Services will place your **IDEA funds** on hold until submitted.*

ESS October 1 Data Collection Application Demo

http://www.azed.gov/

ESS Portal

Non-Reconciliation Button on Homepage

NOTE: The Non-Reconciliation button is only available when Phase III opens.

Non-Reconciliation Page

Data Source:

AzEDS Counts = SPED07 Report
Verification Counts = Phase I

Data Source	Age 3-21
AzEDS Counts	230
Verification Counts	260

Please check all the reasons for non-reconciliation below that apply to your Agency.

Non-reconciliation Reasons
☐ Phase I verification count inaccurate
☐ Failed to resolve integrity errors
☐ SPED data incorrect; data passing integrity
☐ *Tuitioned-out students reported incorrectly by DOA
☐ *Valid SPED concurrency error was not resolved by other PEA
☐ *Unable to resolve due to bug in AzEDS recognized by ADE
☐ **Vendor unable to resolve SIS sync issues with AzEDS

These options, if checked, require supporting documentation that ADE can use to investigate and validate.

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SSIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

Reasons: Select all true/appropriate reason as to why your PEA did not reconcile.

Comments: (Max. # characters: 1500)

Comments: Provide any necessary comments/explanation as to why your PEA did not reconcile.

File Attachments (max # files: 10; max size each: 20 MB)

Delete	File Name	Upload Date	Uploaded By
☐	No files attached		

Choose File   No file chosen
Uploaded File Guidelines

Upload   Del Selected

File Attachments: Upload any supporting documentation showing attempts/communication to resolve any data reporting issues.

Non-Reconciliation Reasons

Please check <mark>all the reasons</mark> for non-reconciliation below that apply to your Agency.

	Non-reconciliation Reasons
☐	Phase I Verification count inaccurate
☐	Failed to resolve integrity errors
☐	SPED data incorrect, data passing integrity
☐	* Tuitioned-out students reported incorrectly by DOA
☐	*Valid SPED concurrency error was not resolved by other PEA
☐	*Unable to resolve due to bug in AzEDS recognized by ADE
☐	**Vendor unable to resolve SIS sync issues with AzEDS

*SSID, comments & supporting documentation REQUIRED
**Comments & supporting documentation REQUIRED

Phase I Verification count inaccurate

DO:

- Select if your verification count was incorrect because either:

  students were omitted

  or

  students were overcounted

Failed to resolve integrity errors

DO:

- Select if your PEA failed to correct integrity errors before the reconciliation due date.

DON'T:

- Select if your PEA did not submit SPED participation in AzEDS.
- Select if your student information system had a valid issue.

SPED data incorrect; data passing integrity

DO:

- Select if your PEA did not submit SPED participation in AzEDS.
- Select if modifications should have been made prior to reconciliation.

DON'T:

- Select if your PEA failed to resolve integrity errors.

*Tuitioned-out students reported incorrectly by DOA

DO:

- Select if you are the DOR and attempted to get this resolved with the DOA
- Select if another PEA mistakenly reported your PEA as the DOR

DON'T:

- Select if you reported incorrectly for students attending Private Day Schools
- Select if you are the DOR and did not count tuitioned-out students
- Select if you are the DOA and mistakenly included the students in your count

*SSID, comments & supporting documentation REQUIRED

Valid SPED concurrency error was not resolved by other PEA

DO:

- Select if your PEA had a SPED concurrency error (-40057)
- Select if your PEA reported the data correctly by the due date.
- Select if your PEA has documentation showing the attempts made to correct the data with the other PEA

DON'T:

- Select if your PEA failed to contact the entity the student had a concurrency with
- Select if the student had other integrity issues that were not corrected by due date

*SSID, comments & supporting documentation REQUIRED

Unable to resolve due to bug in AzEDS recognized by ADE

DO:

- Select if you contacted ESS Data Management regarding issues with AzEDS
- Select if your PEA attempted to resolve the issue and was unsuccessful.

DON'T:

- Select if your SIS didn't upload the data
- Select if an integrity error did not clear (unless it's a known bug)

*SSID, comments & supporting documentation REQUIRED

**Vendor unable to resolve SIS sync issues with AzEDS*

DO:

- Select if your student information system had a valid SIS issue
- Select if you attempted to resolve the issue with your vendor prior to the due date.
- Select if you notified ESS Data Management in writing.

DON'T:

- Select if you simply did not resync/refresh the data to AzEDS.

**Comments & supporting documentation REQUIRED

Comment, File Upload & Submit

Please check all the reasons for non-reconciliation below that apply to your Agency.

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☐ **Vendor unable to resolve SIS sync issues with AzEDS

These options, if checked, require supporting documentation that ADE can use to investigate and validate.

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SSIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 student IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which student IDs refer to each issue.

Student ID#1 ____
Student ID#2 ____
Student ID#3 ____
Student ID#4 ____
Student ID#5 ____
Student ID#6 ____
Student ID#7 ____
Student ID#8 ____
Student ID#9 ____
Student ID#10 ____

Comments: (Max. # characters: 1500)

Student information system not uploading correctly to AzEDS. My vendor and the AzEDS team have been working on the issue. Communication documentation attached.

File Attachments (max # files: 10; max size each: 20 MB)

Delete	File Name	Upload Date	Uploaded By
☐	No files attached		

Choose File | No file chosen

Uploaded File Guidelines

[Upload] [Del Selected]

[Submit] [Cancel]

Invalid SSID Error

Please check all the reasons for non-reconciliation below that apply to your Agency.

Non-reconciliation Reasons
☐ Phase I verification count inaccurate
☐ Failed to resolve integrity errors
☐ SPED data incorrect; data passing integrity
☑ *Tuitioned-out students reported incorrectly by DOA
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These options, if checked, require supporting documentation that ADE can use to investigate and validate.

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SSIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

The highlighted Student IDs are not valid (not integers or not found in AzEDS). Please correct or remove them.

You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 student IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which student IDs refer to each issue.

Student ID#1 12345

Student ID#2

Student ID#3

Student ID#4

Student ID#5

Student ID#6

Student ID#7

Student ID#8

Non-Reconciliation Completed

ESS October 1 Data Collection
Exceptional Student Services

Remaining Minutes: 20

Home   Data Entry▾   Reports   Help   Welcome, Signer , St Johns ▾

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

Non-reconciliation Status: Reasons have been entered.

Phase	Due Date	Status
Phase 1: Personnel and Verification	11/16/2022 5:00 PM	Due date passed
Phase 2: Reconciliation	01/25/2023 5:00 PM	Due today
Phase 3: Non-Reconciliation	04/26/2023 5:00 PM	Not started

Non-Reconciliation Report

Allow 2-4 weeks to view the Non-Reconciliation Responses report

Report Viewer

Arizona Department of Education - Special Education Census
AzEDS - Verified Count Non-Reconciliation Responses

Fiscal Year: 2023
Print Date: 01/18/2023

Agency: Mt Humphrey Unified District   **CTDS:**   16-02-56-000

Reasons Selected

Reason ID	Reason Description
1268	Phase I verification count inaccurate

Number of Attachments: 0

PEA Details and ADE Response

Submission Date	PEA Comment	ADE Response	Non-Recon Determination
01/18/23 01:52P	Did not include 2 students	[No ADE Response currently available]	

Next Steps

- Be proactive and plan ahead

- Inform ALL personnel involved

- Attend training opportunities

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

- Ask questions

- Work with SIS vendor

- HAVE A PLAN!

Support & Resources

ADEConnect Support:
(602) 542-7378
https://helpdesk.azed.gov

ESS Data Management:
(602) 542-3962
ESSDataMgmt@azed.gov

Subscribe to stay informed:
- Data Management Alerts
- Data Management YouTube Channel