

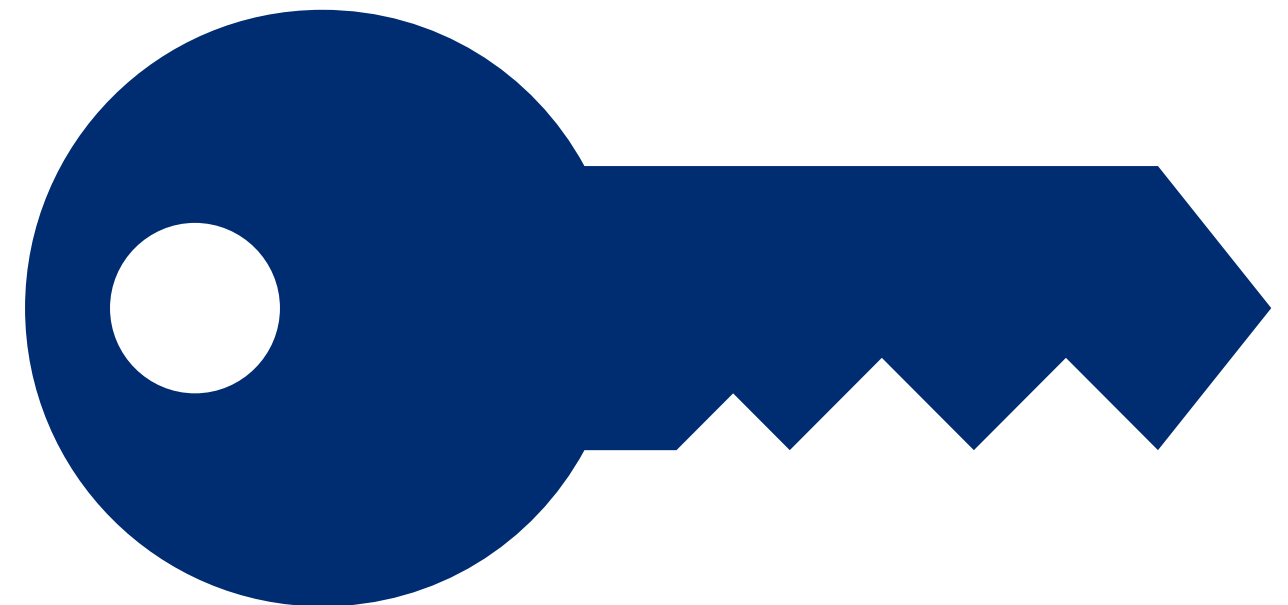


# FY24 ESS Data Management Overview

Presented by: Adam Zogut

# Key Takeaways

1. Federal data reporting requirements
2. Data systems and applications
3. Resources
4. Attend and view our trainings




# Agenda


- ESS Data Management Homepage
- Student Information System (SIS) & Arizona Education Data Standards (AzEDS)
- ADEConnect Portal
- **Federal Reporting Requirements:**
  - October 1 Data Collection (ODC)
  - Discipline Data Collection (AzEDS)
  - Special Education Data Dashboard (SEDD)
- Support & Resources



# ESS Data Management Homepage



ARIZONA DEPARTMENT OF  
**EDUCATION**

SY 2023-2023 Students & Families Educators Administrators Programs & Supports About ADE ADEConnect 

Home / Exceptional Student Services / ESS Data Management

## ESS Data Management

### About ESS Data Management

The ESS Data Management team is responsible for the collection, review, validation, verification, and analysis of Special Education Data in Arizona as required under Section 612 of the Individuals with Disabilities Education Act (IDEA).

The [Important Dates](#) document outlines the various deadlines for ESS Data Management data collections.

### ESS Data Management Toolkit

Comprised of our most used tools and resources, the ESS Data Management toolkit is a quick reference guide for data managers to access the tools needed for SPED data reporting.

[ESS Data Management Toolkit](#)

### ESS Data Management Alerts

Subscribe to stay informed with all ESS Data Management SPED reporting data changes and updates.

[Subscribe to ESS Data Management Alerts](#)

[ESS Data Management Alert Archive](#)

### 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 various reporting scenarios, integrity error tools and more.

[Arizona Education Data Standards \(AzEDS\) SPED Reporting](#)

### Special Education Data Dashboard

The Special Education Data Dashboard (SEDD) is a one stopshop for public education agencies (PEAs) to securely view their own special education data as well as the provision of public statewide data with redaction.

[Special Education Data Dashboard \(SEDD\)](#)

### October 1 Data Collection

Annually, the Arizona Department of Education (ADE) is required to report Special Education data to the federal government. The October 1 Data Collection is part of that process and occurs in three phases.

[October 1 Data Collection \(ODC\)](#)







[▶ ESS Data Management](#)[▶ Resources](#)[▶ Training Opportunities](#)[▶ Historical Data](#)

### ESS Data Management Contact Information

With general questions, please contact:

[ESS Data Management Inbox](#)

Main Phone: (602) 502-2962

[ESS Home](#) [ESS Blog Updates](#)[Special Ed Info for Schools](#)[Parents & Families](#) [Conferences](#) [Public Info](#) [Quick Links](#)[Assessment](#)[Assistive Technology](#)[AZ RIND/Child Find](#)[AZ-TAS Documents](#)[Data Management](#) [Dispute Resolution](#)[Early Childhood Special Education](#)[Secondary Transition](#)[Private & Public Programs](#) 

#### Contact

ESS Reception Desk  
(602) 502-6012  
[ESSInbox@azed.gov](mailto:ESSInbox@azed.gov)


[Public Comment](#)

# ESS Data Management Toolkit

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



# ESS Data Management Toolkit (Cont'd)




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## ESS Data Management Toolkit

- General Information
  - [FY23 Important Dates](#)
  - [FY24 Data Reporting Updates](#) - **NEW!**
  - [FY23 DM Year-End Checklist](#) - **NEW!**
  - [Special Education Data Updates Webinars](#)
  - [Subscribe to our ESS Data Management Alerts](#)
  - [Visit our YouTube Channel](#)
- For New SPED Directors / Data Managers
  - [FY24 Checklist](#) - **NEW!**
  - [Intro to ESS Data Management](#) - **NEW!**
  - [Glossary of Acronyms & Terms](#)
  - [FY23 Overview Video](#)
  - [FY23 Overview Slides](#)
  - [Important Links](#)
- AzEDS
  - [Getting Started with SPED Integrity Troubleshooting](#)
  - [AzEDS SPED Codes](#)
  - [SPED Reports 101](#)
  - [SPED Integrity Rules Reference](#)
  - Validation Matrices
    - [SPED Exit Validation Matrix](#)
    - [Concurrent Need Eligibility Matrix](#)
    - [Concurrent PEA & LRE Code Eligibility Matrix](#)
    - [Concurrent Need & Least Restrictive Environment \(LRE\) Code Eligibility Matrix](#)
- October 1 Data Collection (ODC)
  - [ODC Manual](#)
  - [Personnel Blank Report Form](#)
- Special Education Data Dashboard (SEDD)
  - [SPED Exit Flow Chart](#)
  - [Instructions: Exiting Students](#)
  - [Instructions: Preschool Transition](#)
- Discipline Data Collection (DDC)
  - [DDC Manual](#)
  - [XML Schema](#)
- ESS Data Surveys
  - [Instructions: Parentally Placed Private School Students](#)
  - [FAQs: Parentally Placed Private School Students](#)

*Please note, all documents in the ESS Data Management Toolkit are subject to change.*  
Questions? [ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov)  
Last Updated: May 5, 2023

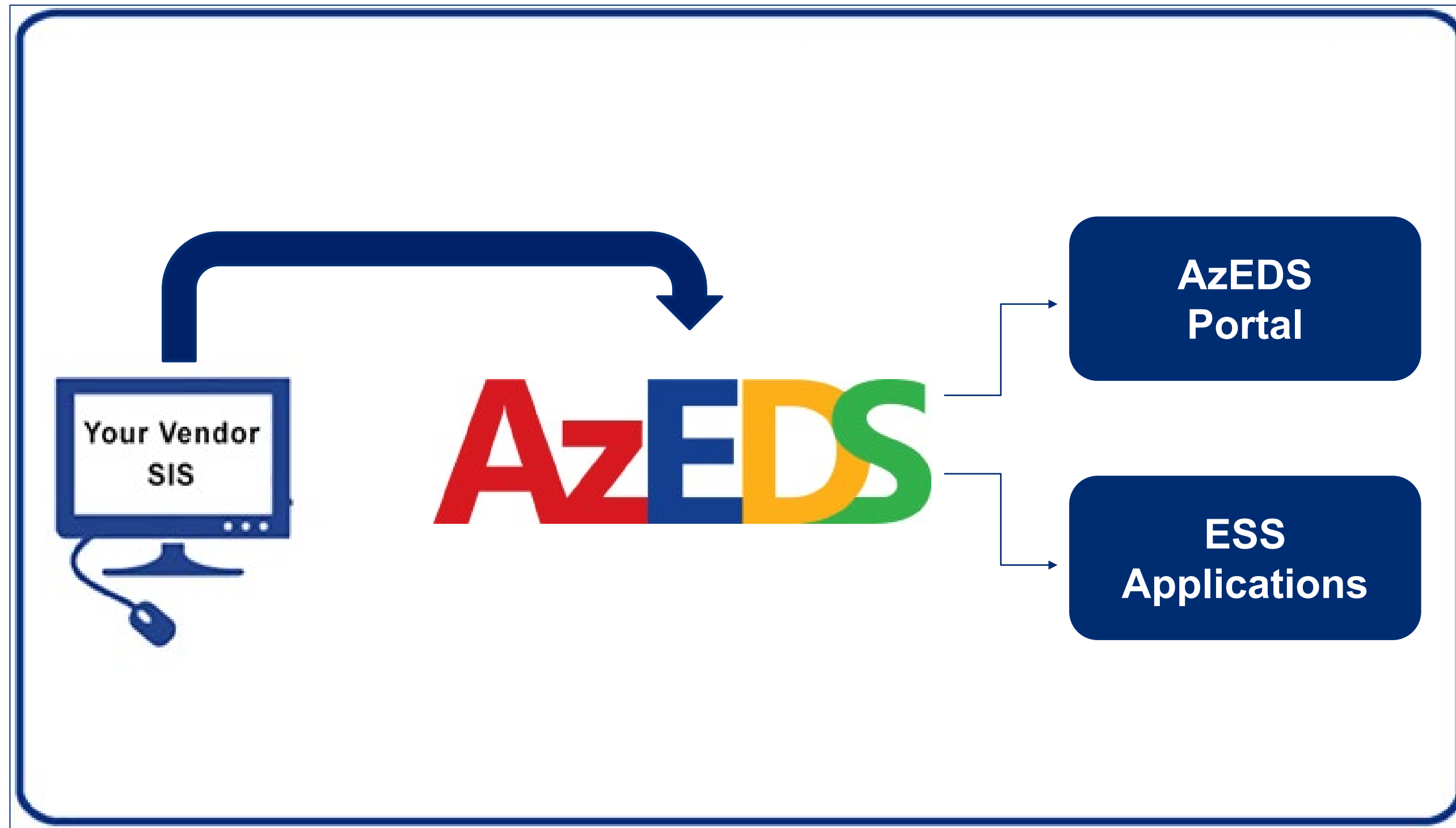


# FY24 Important Dates

<div><div>ARIZONA DEPARTMENT OF EDUCATION</div></div> <div>ESS Data Management</div> <div><h3>ESS Data Management FY 2024 Important Dates</h3><p><i>Dates are subject to change at any time. Subscribe to the <a href="#">ESS DM Alerts</a> for updates.</i></p><h4><u>ESS OCTOBER 1 DATA COLLECTION (ODC)</u></h4><ul style="list-style-type: none"><li>Count Date: October 1, 2023 (*Not a Due Date)</li><li>Open Date: <b>October 2, 2023</b></li></ul><ul style="list-style-type: none"><li><u>PHASE I: PERSONNEL &amp; VERIFICATION COUNT</u><ul style="list-style-type: none"><li>Verification Count, Personnel Data &amp; Electronic Signature Due: <b>November 15, 2023, by 5:00 pm</b></li><li>Verification count and/or personnel data can be submitted/modified anytime between October 2 - November 15, 2023</li></ul></li><li><u>PHASE II: RECONCILIATION</u><ul style="list-style-type: none"><li>Reconciliation Due: <b>January 17, 2024, in AzEDS by 5:00 pm</b></li><li>The SPED07 report will be available November 20, 2023, and the report will update daily after AzEDS integrity processing runs until the final reconciliation due date</li><li>Continue checking the SPED07 report regularly during this time, <b>even if your PEA's counts reconcile early in the process</b></li><li>The preliminary final SPED07 report will be based on the data in AzEDS at the time of the reconciliation due date</li></ul></li><li><u>PHASE III: NON-RECONCILIATION (IF APPLICABLE)</u><ul style="list-style-type: none"><li>Open Date: <b>March 13, 2024</b></li><li>Non-Reconciliation Due: <b>April 24, 2024, by 5:00 pm</b></li><li>PEAs that do not reconcile will be required to complete this phase, and ADEConnect users will be notified via email</li><li><u>TIPS TO AVOID PHASE III</u><ul style="list-style-type: none"><li>Start Early</li><li>Check Reports Regularly</li><li>Utilize <a href="#">ESS DM ODC Resources</a></li><li>Solve Integrity Errors Quickly</li></ul></li></ul></li></ul><h4><u>SPECIAL EDUCATION DATA DASHBOARD (SEDD)</u></h4><ul style="list-style-type: none"><li>Open Date: <b>May 8, 2024</b></li><li>Exit Data Due: <b>July 15, 2024, by 5:00 pm</b></li><li>Discipline Data Due: <b>July 15, 2024, by 5:00 pm</b></li><li>Preschool Transition Data Entry Opens: <b>July 1, 2024</b></li><li>Students Without Disabilities Data Entry Opens: <b>July 1, 2024</b></li><li>SEDD Data Certification Opens: <b>July 22, 2024</b></li><li>SEDD Data Certification Due: <b>August 5, 2024, by 5:00 pm</b></li></ul><div><div>(Last Updated: May 22, 2023)</div><div>1</div></div></div>	<div><div>ARIZONA DEPARTMENT OF EDUCATION</div></div> <div>ESS Data Management</div> <div><h4><u>ESS DATA SURVEYS</u></h4><ul style="list-style-type: none"><li><b>FY25 IDEA STATEMENT OF ASSURANCES (SOA)</b><p><i>*All PEAs must submit a Statement of Assurance before submitting data to any ESS Data Collection &amp; Reporting Applications or approval of IDEA Grant applications in FY25.</i></p><ul style="list-style-type: none"><li>Open Date: <b>April 3, 2024</b></li><li>Close Date: <b>June 12, 2024</b></li></ul></li><li><b>PARENTALLY PLACED PRIVATE SCHOOL STUDENT (PPPSS) SURVEY</b><ul style="list-style-type: none"><li>Open Date: <b>May 15, 2024</b></li><li>Close Date: <b>August 14, 2024, by 5:00 pm</b></li></ul></li></ul><div><div>(Last Updated: May 22, 2023)</div><div>2</div></div></div>
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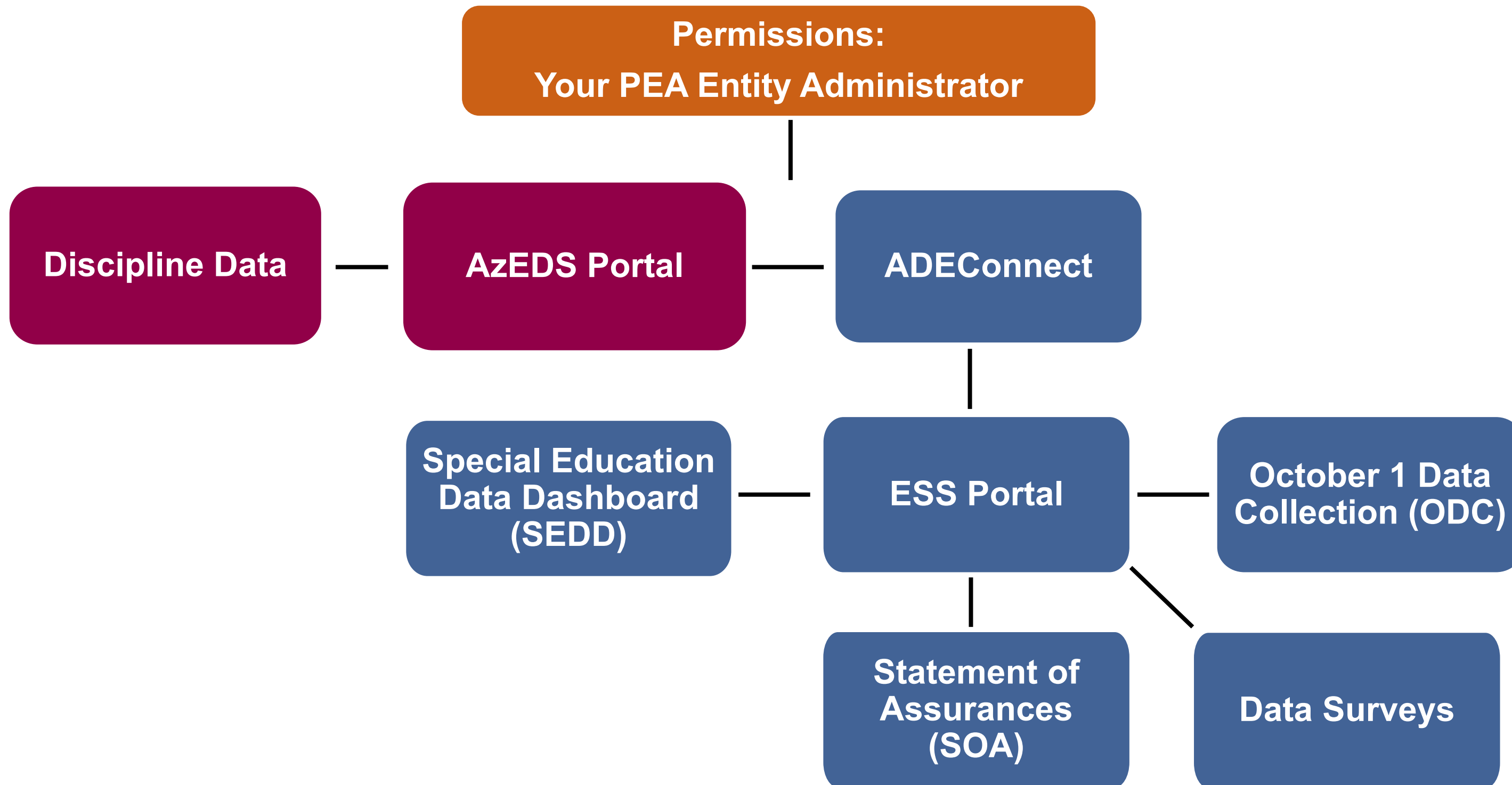


# Your Vendor SIS & AzEDS





# ADEConnect Portal



# ADEConnect Portal

## ODC & SEDD Roles:

- LEA User role
- LEA Signer role

## SOA Roles:

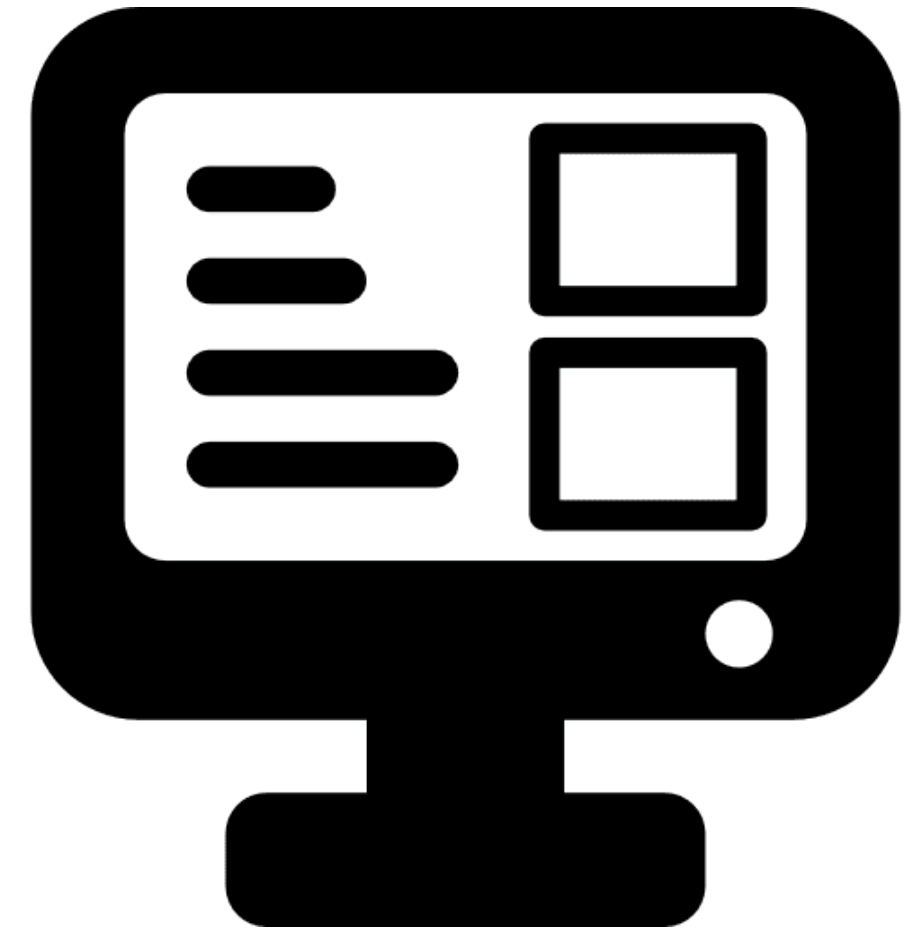
- Edit role

## Data Surveys Roles:


- ESS Data Surveys User role

## Discipline Roles:


- AzEDS Data Coordinator (Discipline Reports)



# ADEConnect Portal

 ADEConnect

Home Applications User Management ▾ Application Role Approvals Help Feedback Account ▾



# ADEConnect

Your connection to all ADE applications

Welcome

No announcements available

### Applications

Access and use ADE applications.

[View Applications](#)

### My Profile

Manage your profile.

[View My Profile](#)

### User Management

Manage users in your education organization.

[Go to User Management](#)


### Help

Find help regarding the portal.

[Help and FAQ's](#)



# ESS Portal



## Exceptional Student Services

Entity  
Arizona Department of Education

HomeAdminESS Portal - Data VisualizationHelpWelcome, [User Name]

Welcome to the Exceptional Student Services Application Portal

### Administrative Applications

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

- Dispute Resolution
- Public Comment
- i ● Special Education Program Approvals
- i ● Surrogate Parent

### Data Collection & Reporting

Applications that facilitate data collection efforts which determine Federal IDEA Indicators.

- i ● Discipline Data Collection
- i ● October 1 Data Collection
- i ● 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.

- i ● Maintenance of Effort
- Monitoring
- i ● PEA Determinations
- i ● Risk Analysis

### Student Assessments

Applications pertinent to the administration of the Alternate Assessment.

- i ● 1% Threshold
- i ● Alternate Assessments

### Surveys & Assurances

The Statement of Assurances and surveys for Parent Involvement, Teacher Attrition, Post School Outcomes, and other information.

- i ● Data Surveys
- i ● Post School Outcomes Survey
- i ● Statement of Assurances

### Vouchers & Claims

Applications which provide funding for residential, institutional, and specific special education placements.

- i ● High Cost
- i ● Vouchers
- i ● Extraordinary Special Education Needs

● Application Closed● Application Open● Contact your Entity Administrator for permission to the application

Dashboard LinkInformation Link

# AzEDS Portal

Student Detail
ABSATT10 - Absence / Attendance Minutes Verification Report
DRP10 - Dropout Recovery Program Data Verification Report
INTEG15 - Student Data Integrity Report
MEM10 - Shared Student Enrollment Report
STUD10 - Student Data Verification Report
STUD10_DES - Student Data Verification Report
STUD15 - Student Data Verification Detail Report
STUD15_DES - Student Data Verification Detail Report
STUD25 - Student Name/DOB Variance Report
STUD35 - Duplicate Student ID Report
STUD72 - Student Membership Information by DOA / DOR Report
STUD74 - Student Excessive Absence Report
STUD78 - Student Cohort Verification Report
TRANS10 - Data Transmission Summary Report
TRANS15 - Data Transmission Detail Report
TRANS20 - Data Submission Frequency Report

AzEDS

System Status

Reports

Student Analysis

Calendar ▾

Reports

Fiscal Year: 2023 ▾

Local Education Agency: Select an Option ▾

Student Detail

Accountability

Special Education

Student-Teacher-Course Connection

ADM

Calendar

OCT1


Discipline

Reports

Please select a report from the menu.



# SPED Reports 101

**Exceptional  
Student Services**

ESS Data Management  
AzEDS SPED Reporting

## 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.

ADEConnect Portal

AzEDS Portal

ESS October 1

ESS Special Education Data Dashboard

**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.

**SPED11** - Preschool Outcomes Report - Verify raw data for preschool outcomes uploaded to AzEDS, **pre-integrity**.

**SPED50** - SPED Concurrency Report - Shows only concurrently reported SPED Primary LRE Entry and Exit Dates reported by another PEA to aid collaboration in correcting the concurrency.  
Updated: Daily after integrity processing.


**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.

**SPED74** - The SPED Exit Report shows student exit data to determine valid exits for the Special Education Data Dashboard (SEDD). Data within the report is by District of Residence only and displays students ages 13-22 based on Calculated Age for Exit. This report will outline each condition to be a valid exit for SEDD and provide feedback for any condition not met. Updated: Daily after integrity processing.

**SPED99** - The Orphan Data Report shows SPED records reported to AzEDS that are not associated with an enrollment. This commonly occurs when enrollments are deleted and SPED data remains, typically resulting in concurrency errors. Updated: Daily after integrity processing.

*ADEConnect role needed to request access to these reports: **AzEDS Data Coordinator – SPED Reports**.*

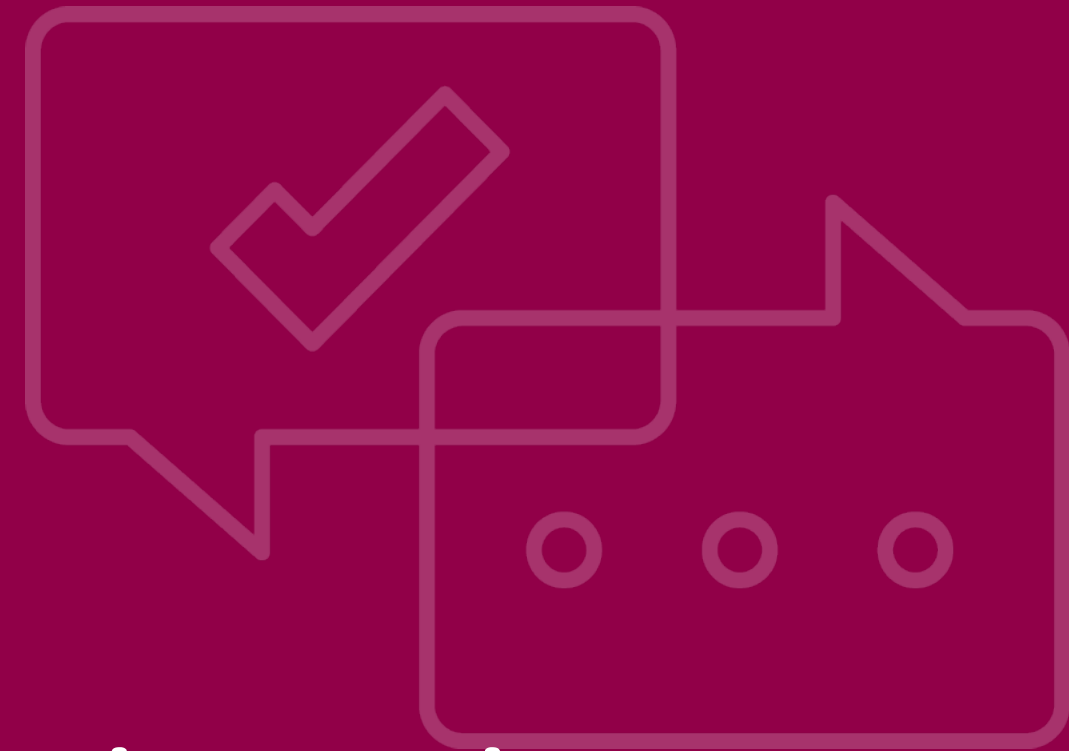


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ESS Data Management Overview

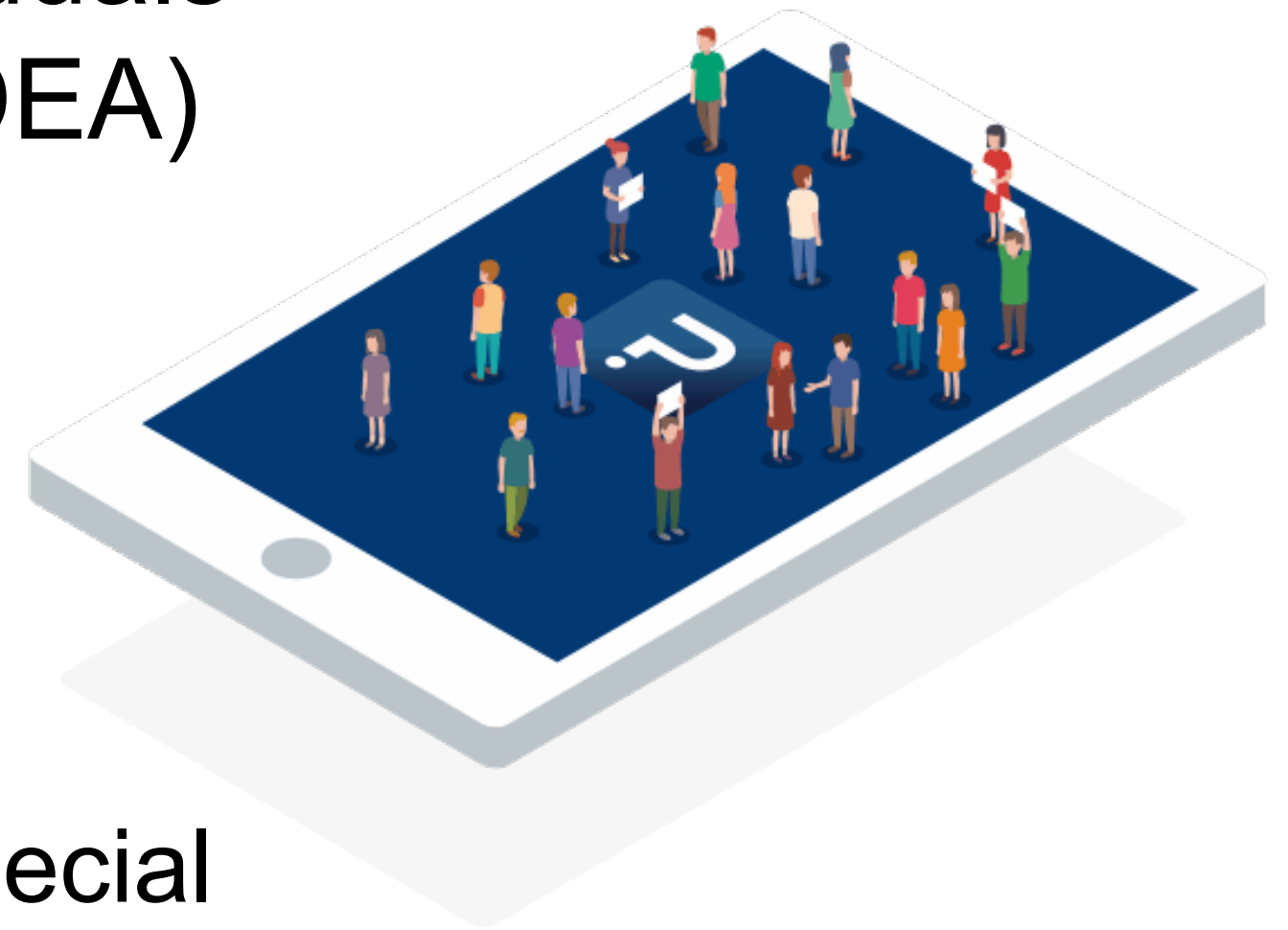
# October 1 Data Collection (ODC)





# October 1 Data Collection (ODC)

- Federal requirement under Individuals with Disabilities Education Act (IDEA) Section 618.
- Includes:
  - Child Count Verification
  - Personnel
  - Electronic signature required
  - Data is reported to the Office of Special Education Programs (OSEP)



# October 1 Child Count Verification Count

- 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 – Phases

## Phase I

- SPED child verification count
- Personnel
- Electronic Signature
- Due in the ODC application
- Child verification count can no longer be changed

## Phase II

- Reconciliation begins
- SPED07 report available
- SPED data due in AzEDS
- Reconciliation due (SPED07 count must align with child verification count)
- SPED07 report will not update after due date
- ADE submits data to OSEP

## Phase III

- Non-Reconciliation begins
- Provide a reason as to why the SPED07 count did not align with the Child Verification count
- Submission due in the ODC 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



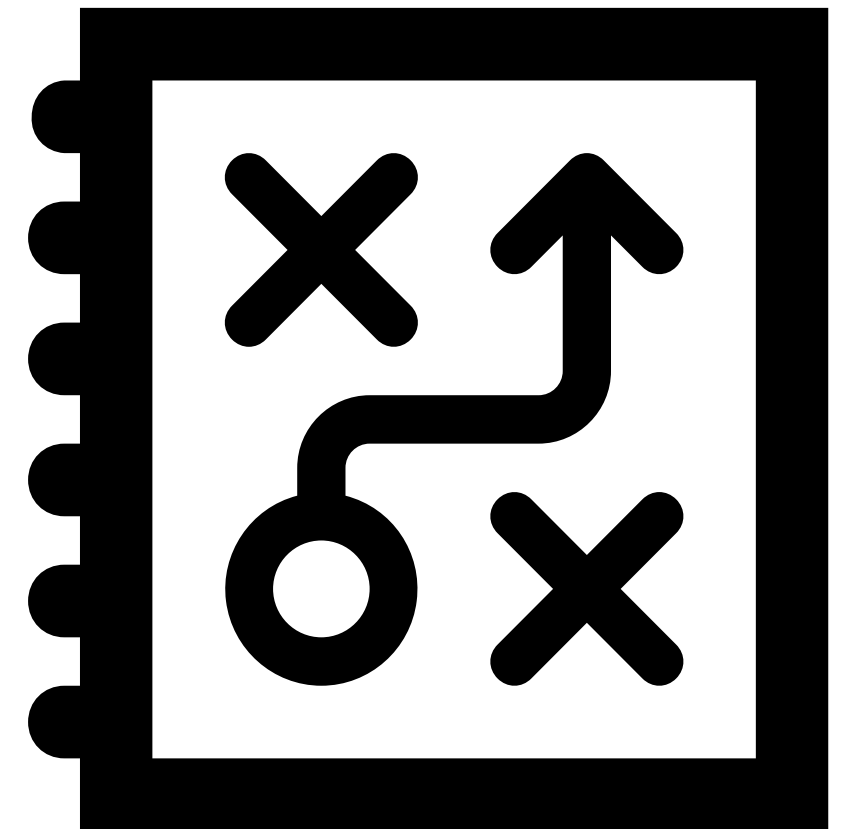
# October 1 Data Collection – Strategies

## Verification Count

- Start early and get your team involved
- Save all documentation
- Develop a plan to avoid non-reconciliation
- Check reports regularly

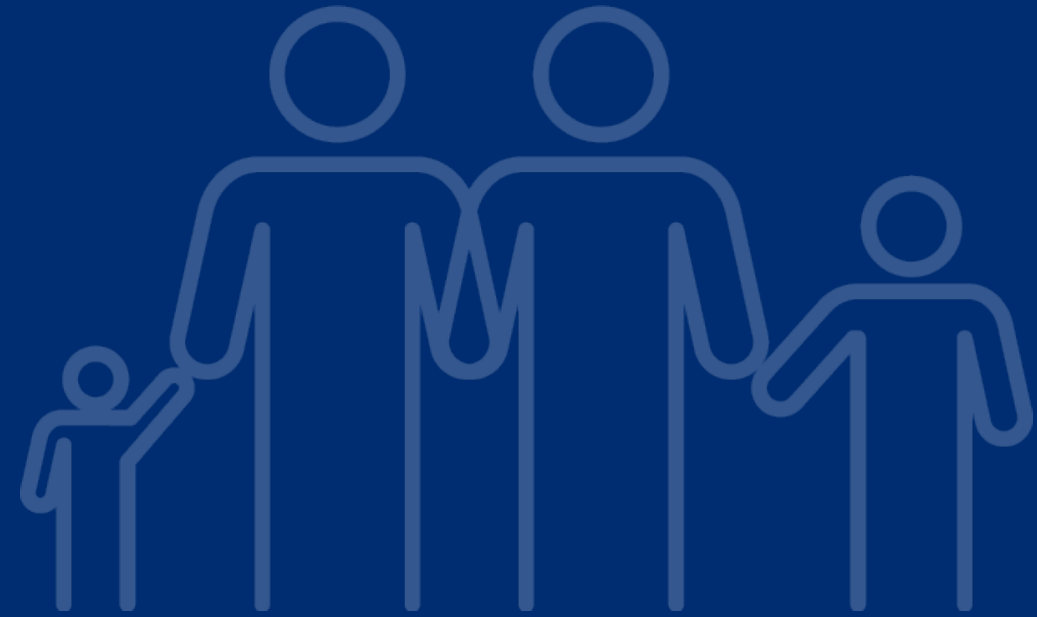
## Personnel

- Work with Human Resources
- Double-check FTE calculations



Data Management Overview

# Discipline Data Collection (DDC)



# Discipline Data Collection – Overview

- Disciplinary incident data for students with disabilities
  - Ages 3 – 21 as of October 1
  - Reporting year is from July 1 – June 30
- Student Information Systems (SIS) > AzEDS
  - AzEDS is the source of truth
- Data must be submitted by July 15, 2024

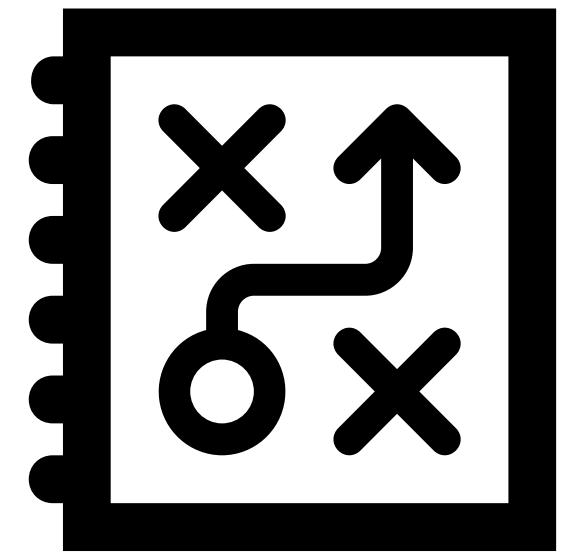


# Discipline Data Collection

- ESS Special Education Data Dashboard (FY24)
  - Display Only
- Discipline Data AzEDS Reports
  - ADEConnect Role:
    - AzEDS Data Coordinator (Discipline Reports)

# Data Collection Strategies

- Validate your data is uploading correctly to AzEDS
  - DISC10 – Discipline Data Verification Report
  - Collaborate with your vendor if having issues
- Incident information is passing integrity
  - DISC72 – Discipline Validation Report
  - INTEG55 – Discipline Incident Integrity Report
- Make necessary changes and upload the data in AzEDS by the due date



Data Management Overview

# Special Education Data Dashboard (SEDD)

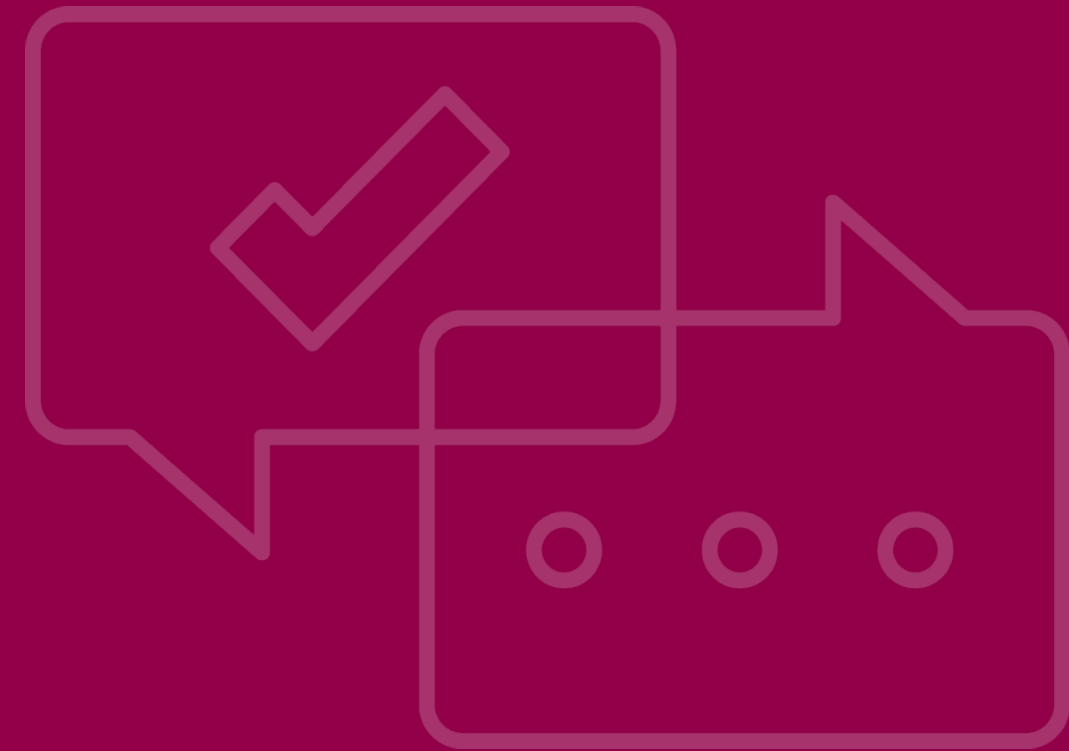


# Special Education Data Dashboard

FY 2023	New in FY 2024	New in FY 2025
Exit data	Discipline data	Assessments (Ind. 3)
Expulsions for SWOD	Graduation rate (Ind. 1)	Discipline (Ind. 4)
LRE data (Oct 1)	Dropout rate (Ind 2)	LRE (Ind. 5)
Personnel data (Oct 1)		PEA Determinations & Risk Analysis
Preschool Transition		Data Visualization

Data Management Overview

# Data Quality and Next Steps



# Importance of Data Quality

"You can have data without information, but you cannot have information without data."

~ Daniel Keys Moran

"Data-driven decision making is understood and appreciated, however the quality and application of it needs to mature in consistency."

~ Adrian McKnight

"It is quality rather than quantity that matters."

~ Seneca

# Next Steps

1. Start Early
2. Document processes
3. View trainings
4. Attend monthly Special Education Data Updates (SEDU) Webinars ([recorded webinars](#))



# Support & Resources

**ADEConnect Support:**  
(602) 542-7378

**ESS Data Management:**  
(602) 542-3962  
[ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov)

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  - [Data Management YouTube Channel](#)