



Training for Residential Treatment Centers

ESSVouchers@azed.gov

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Vouchers and Claims Role Assignments

Entity administrators at your residential treatment center (RTC) will need to assign roles for the ESS Vouchers and Claims application in ADEConnect. To identify your entity administrator, click Search under Find an Administrator in the Help section.

The screenshot shows the ADEConnect Help page. At the top is a dark blue navigation bar with links for Home, Applications, User Management, Admin, Reports, Help, Feedback, and Account. Below the navigation bar is the 'Help' section. It contains four white boxes with rounded corners. The first box is 'Contact ADE Support' with contact information for the Arizona Department of Education. The second box is 'Support Ticket' with a 'Go to Help Desk' button. The third box is 'Find an Administrator' with a 'Search' button. The fourth box is 'Frequently asked questions' with an 'FAQ' button. A blue arrow points from the 'Help' menu item in the navigation bar to the 'Find an Administrator' box. Another blue arrow points from the 'Search' button in the 'Find an Administrator' box to the left.







The necessary role for the ESS Vouchers and Claims application is **ESS Vouchers: RTC User**. Additional role assignments will cause access issues, for more information please view the [ESS Vouchers and Claims Role Assignments](#).

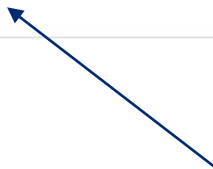
Accessing the ESS Vouchers Application

Step 1: Log into [ADEConnect](#)

Step 2: Open the Exceptional Student Services Portal

Step 3: Click Vouchers

Devereux Arizona (7295) [-]
ADE Professional Learning and Development (APLD)  
AzEDS Identity  
Exceptional Student Services Portal  



APPLICATION PORTAL



EXCEPTIONAL STUDENT SERVICES

Home Admin ESS Portal - Data Visualization

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
Special Education Program Approvals 
Surrogate Parent 

Data Collection & Reporting

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

Legacy - Discipline Data Collection 
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.

Maintenance of Effort 
Monitoring
PEA Determinations 
Risk Analysis 

Surveys & Assurances

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

Data Surveys 
Post School Outcomes Survey 
Statement of Assurances 

Vouchers & Claims

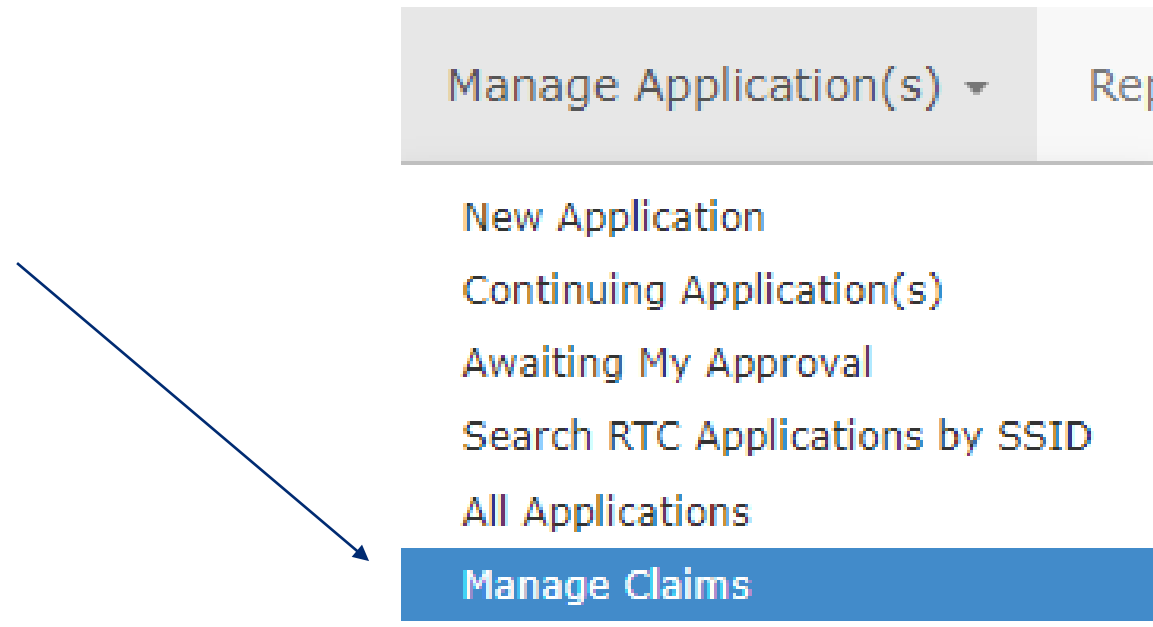
Applications which provide funding for residential, institutional, and specific special education placements.

High Cost 
Vouchers 
Extraordinary Special Education Needs 



Processing a Claim

Under **Manage Application(s)**, select **Manage Claims**.



Processing a Claim (part 2)

Under **Manage Claims**, you can:

- Enter an **Exit Date**, **Exit Reason**, **Save Changes** (blue button) for processing later, or **Submit for Payment Processing** (green button).
- See the status of a processed claim.

Claims need to be submitted between the 1st and 10th of the month for the previous month's claim.

			NSE	10/13/2023	12/12/2023	<input type="text"/>	- Select Exit Reason -
			NSE	7/1/2023	6/30/2024	7/31/2023	Discharged
			NSE	7/1/2023	6/30/2024	8/14/2023	Discharged
			NSE	7/1/2023	6/30/2024	8/12/2023	Transfer to another RTC
			SLD	11/1/2023	12/31/2023	<input type="text"/>	- Select Exit Reason -
			ED	7/1/2023	6/30/2024	<input type="text"/>	- Select Exit Reason -
			NSE	7/1/2023	6/30/2024	11/10/2023	Discharged
			NSE	6/29/2023	6/30/2024	10/21/2023	Discharged

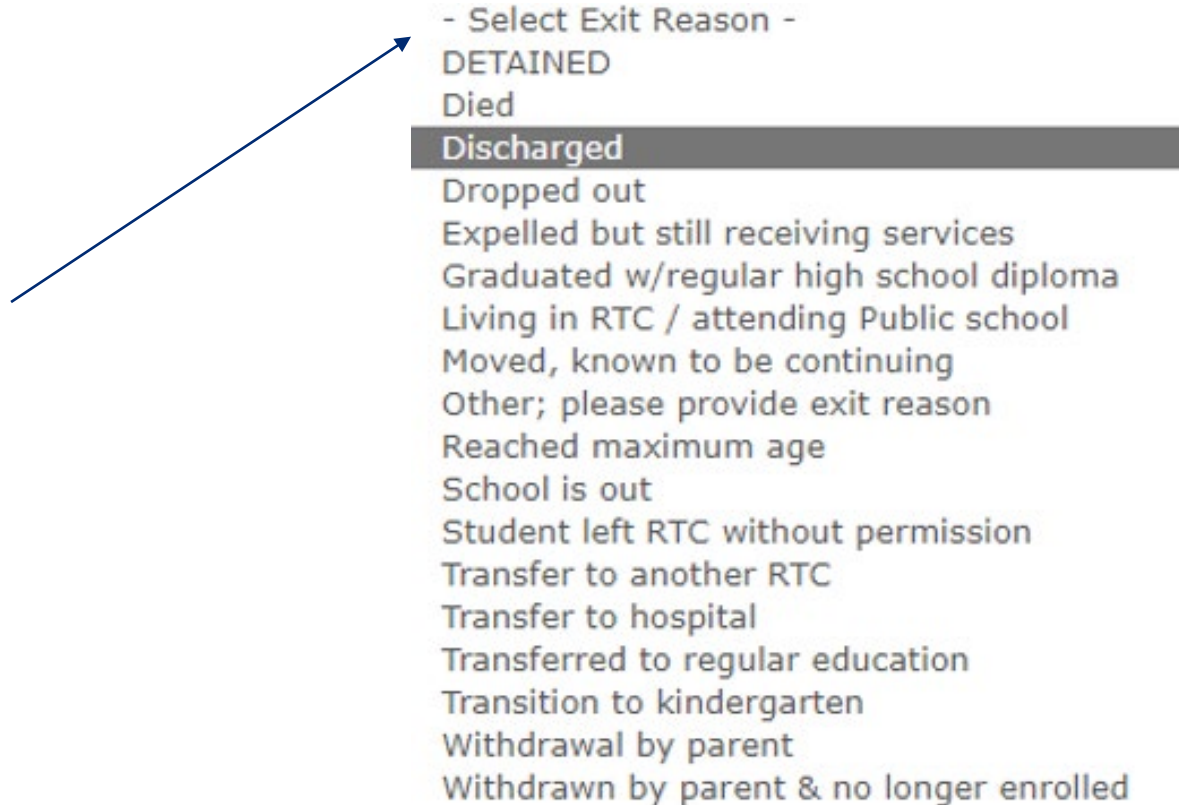
Submit for payment processing

Save Changes

Cancel

Processing a Claim (part 3)

Click on the date field to select the **Exit Date**, then select the **Exit Reason** and **Save Changes at the bottom.**



Processing a Claim (part 4)

When the claim has been submitted, you will receive the message, “**Your claim has been submitted for processing.**”

You will also see a list of the student vouchers that were included in the claim.

Payment status will be: **Waiting for Approval**

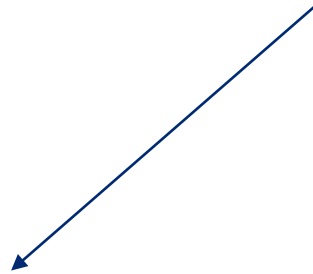
The **Payment Status** will say **Approved** after it has gone through the multi-level approval process.

Accessing Reports

To access reports, click on **Reports/Vouchers**.

The three types of reports you can view are:

- **Payment Report**
- **Student List by HSD**
- **Student List by SPA**



Home Approved Student(s) Manage Application(s) ▾ **Reports ▾** Help ▾ Fiscal Year: [blurred] Welcome, [blurred]

Vouchers

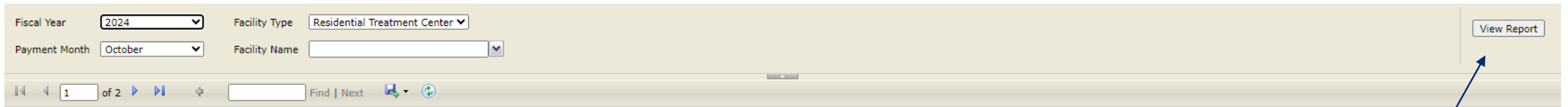
Reports Available

Showing 1 to 3 of 3 entries Search:

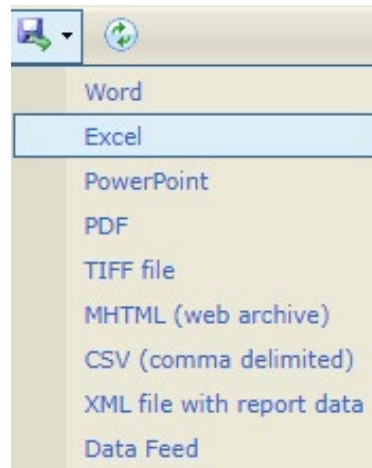
	Report Name	Report Description
View	Payment Report	Payment details by month
View	Student List By HSD	Student list by Home School District
View	Student List By SPA	Student details by State Placing Agency

Payment Report

The payment report shows the payments for each month. Notice that you have the choice of the **Fiscal Year** and **Payment Month**. Click on **View Report** to view the itemized list. The application also gives you the option to save the payment report in several different file formats.



The screenshot shows the top section of the application interface. It includes several filter fields: 'Fiscal Year' set to '2024', 'Facility Type' set to 'Residential Treatment Center', 'Payment Month' set to 'October', and an empty 'Facility Name' field. A 'View Report' button is located on the right side of this section. Below the filters is a navigation bar with a search box, 'Find | Next' text, and navigation icons.

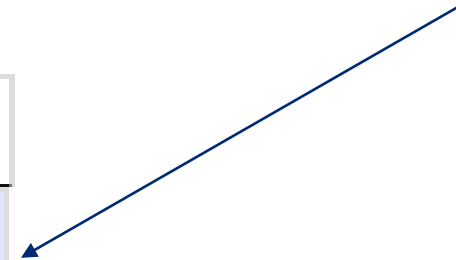
- 
- Word
 - Excel
 - PowerPoint
 - PDF
 - TIFF file
 - MHTML (web archive)
 - CSV (comma delimited)
 - XML file with report data
 - Data Feed

Updating Contact Information (for one application)

To update contact information, click on Approved Students on the upper left side of your screen.

- Scroll over to the right of the application.
- Click on the green modify button to open the application.
- Update the contact information and click save at the bottom of the application.

Exit	Exit Reason	
2/12/2024	Discharged	Modify
2/12/2024	Discharged	Modify



Updating Contact Information (for multiple applications)

The vouchers application will allow you to update contact information for multiple applications by clicking on the blue link at the top labeled “Click here to update the contact information for multiple students.”

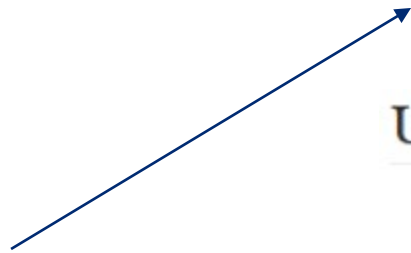
Clicking on this link will prompt the user to enter an email address. A search will generate the contact information for this user. It can then be updated and saved.

[Click here to update the contact information for multiple students](#)

Update Contact Details

Current Email Address:*

Search Contact Details



Help Options

Use the Help menu to select:

- FAQs
- Enrollment History
- Contact Us

Home Approved Student(s) Manage Application(s) Reports Help Fiscal Year: Welcome,

Student Enrollment History

FAQ
Enrollment History
Contact Us

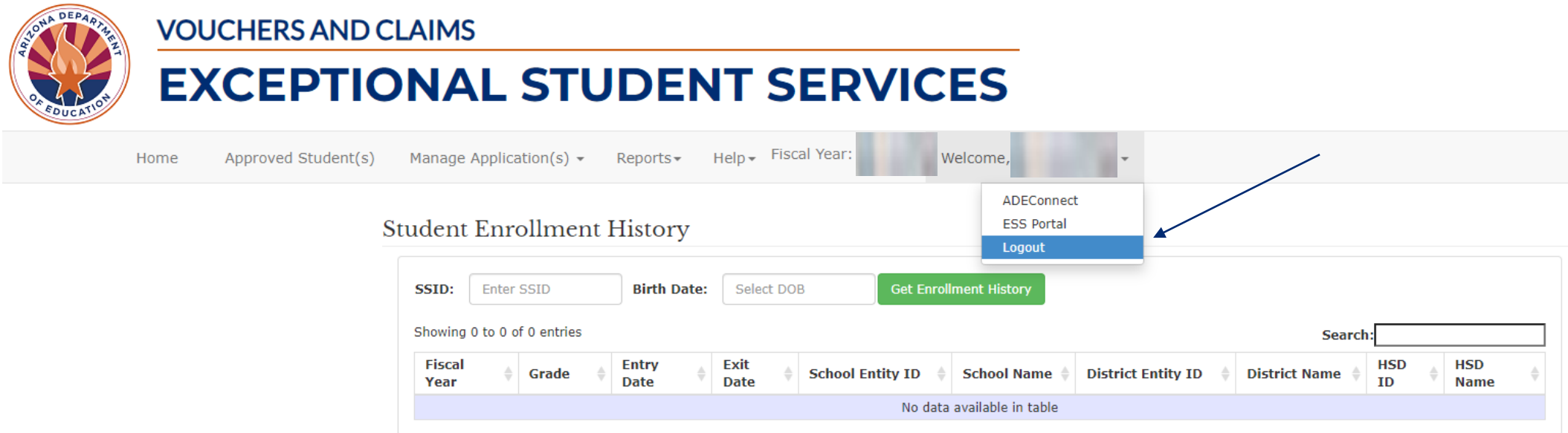
SSID: Enter SSID Birth Date: Select DOB Get Enrollment History

Showing 0 to 0 of 0 entries Search:

Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID	District Name	HSD ID	HSD Name
No data available in table									

Logging Out

To exit ESS Vouchers and Claims, select Logout.



The screenshot displays the user interface for the "VOUCHERS AND CLAIMS" section of the "EXCEPTIONAL STUDENT SERVICES" portal. The header includes the Arizona Department of Education logo and navigation links: Home, Approved Student(s), Manage Application(s), Reports, Help, Fiscal Year, and a user profile dropdown. The dropdown menu is open, showing options for ADEConnect, ESS Portal, and Logout, with the Logout option highlighted in blue. Below the navigation is the "Student Enrollment History" section, which contains input fields for SSID and Birth Date, a "Get Enrollment History" button, and a table with columns for Fiscal Year, Grade, Entry Date, Exit Date, School Entity ID, School Name, District Entity ID, District Name, HSD ID, and HSD Name. The table currently shows "No data available in table".