



# ESS Data Management Beginning of the Year Training

An Overview for the 2024-2025 Reporting Year

# Agenda

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- Introduction and Overview
- Applications
- Resources
- SPP/APR
- Funding
- Q&A

# Who We Are

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ESS Data Management is tasked with carrying out the requirements of IDEA section 618, which include collecting, reviewing, validating, verifying, and analyzing special education data.

# What We Do

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- Provide technical support
- Offer data collection training and monthly data updates
- Create and maintain technical assistance documents
- Process data requests

# Programmatic vs. Data Reporting Questions

## **Programmatic**

- What LRE should my SPED student be in?
- Can professional development be used as part of my grant for CEIS?
- How do I assess a student for a Preschool Outcome entry?

## **Data Reporting Question**

- How do I report an LRE to AzEDS?
- What students do I report for CEIS?
- How do I report a student's Preschool Outcome entry?

# Why

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## Section 618

- Each State that receives assistance under this part, and the Secretary of the Interior, shall provide data each year to the Secretary of Education and the public on the following...

## 34 C.F.R. § 300

- Part B Child Count and Educational Environment
- Part B Exiting
- Part B Disciplining: Removals, Reasons, Type or Removal
- Part B Discipline: Incidence and Duration, Disability Status
- Any other information that may be required by the secretary

# Data Reporting Life Cycle

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- April – June: Statement of Assurances
- May – August: PPPSS Surveys
- October – December: October 1 data
- January – May: Parent Involvement Survey
- May – July: Exiting/Discipline/Preschool Transition/Students Without Disabilities
- **July 15: SPED Data Due in AzEDS**

Beginning of the Year Overview

# Applications



# ADEConnect

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- ADEConnect Login
  - Used to login to most ADE applications, and is used for all ESS applications
- Find an Entity Administrator
  - A local individual who can create an ADEConnect account and add roles

# ADEConnect Applications

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- AzEDS Portal
  - Reports
- Exceptional Student Services Portal
  - October 1 Data Collection
  - Special Education Data Dashboard
  - Data Surveys
  - Statement of Assurances

Beginning of the Year: FY2025

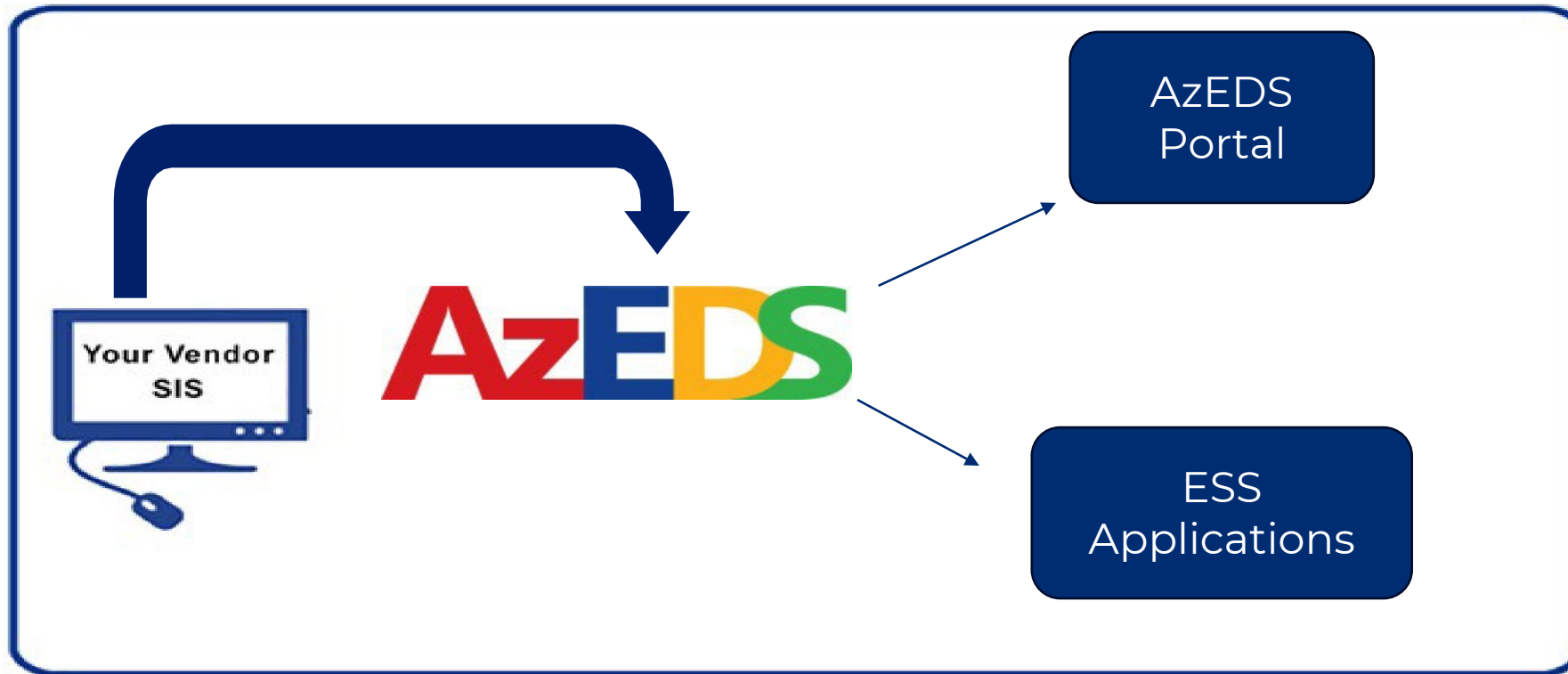
AzEDS

# AzEDS Basics

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- SIS Vendors
- SPED Participation
- Discipline
- Preschool Outcomes
- CEIS
- Data Reporting Resources

# AzEDS Diagram



# AzEDS Use Case

[AzEDS for Developers](#)

## REST API

### ▼ Use Case Scenarios

[How-To for AzEDS REST API Use Case Scenarios](#)

AzEDS Rest API Use Case Scenarios and Release Notes

	USE CASE	NOTES	USE CASE LAST UPDATED
FY2025	<a href="#">Use Case 10.0</a>	<a href="#">API 10.0</a> – Release Notes	1/19/2024

# AzEDS Portal



System Status

Reports

Student Analysis

Calendar ▾

## Reports

Student Detail

Accountability

Special Education

Student-Teacher-Course Connection

Support Program

ADM

Calendar

OCT1

Discipline

Reports

Please select a report from the menu.

# AzEDS Portal Report Permissions

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## Reports:

- Student Detail – AzEDS Data Coordinator – Base Reports
- Special Education – AzEDS Data Coordinator – SPED Reports
- Discipline – AzEDS Data Coordinator – Discipline



# AzEDS SPED Participation Reports

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- SPED10: SPED Data Verification Report
- SPED72: Participation Report

# AzEDS SPED10 Report

SPED10

Mt. Humphrey Unified District (9874)

CTDS 16-02-56-000

Fiscal Year: 2025

SPED Program Participation Data Verification Report

Page: 3 of 599

School Year: 2024 - 2025

Report Date: 08/01/2024 10:02 AM

School CTDS: 16-02-56-001

School Name: Mt. Humphrey Elementary School (1234)

District Student ID	State Student ID	Last Name	First Name	DOB	Gender	Ethnicity	Race	ELL <sup>1</sup>	Type	Need/LRE Code	Entry Date	Exit Date	SPED Fed Primary Need Indicator	Ancillary Need	Primary/Secondary School	SPED Exit Reason	DOR CTDS	Resident School ID
12896	987654321	Ranger	Blue	10/01/16	M	H/L	WH	N	LRE	A	08/01/24	05/22/25			P	N/A	16-02-56-000	
									Need	SLI	08/01/24	05/22/25	Y	N				
									ResID		08/01/24	05/22/25						9874

# AzEDS SPED72 Report

1 of 53 Find | Next

SPED72 Mt. Humphrey Unified District (9874) CTDS: 16-02-56-000  
 Fiscal Year: 2025 SPED Participation Report by DOR Page: 1 of 53  
 School Year: 2024 - 2025 Report Date: 08/01/2024 09:41 AM

School CTDS: 16-02-56-001  
 School Name: Mt. Humphrey Elementary School (1234)

District Student ID	State Student ID	Last Name	First Name	Middle Initial	DOB	Gender	Ethnicity	Race	Grade	ELL*	DOR CTDS	FED SPED Pass/Fail	State SPED Pass/Fail	Warning
12896	987654321	Ranger	Blue	W	10/01/16	M	H	White	3	N	16-02-56-000	PASS	PASS	NO

Need	Need Entry Date	Need Exit Date	FED Primary Need	Ancillary Need	LRE Code	LRE Entry Date	LRE Exit Date	LRE Exit Code <sup>2</sup>	Primary/Secondary School	Resident School ID
SLI	08/01/24	05/22/25	Y	N	A	08/01/24	05/22/25		P	9874

# AzEDS Student Integrity Error Report

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- INTEG15: Student Data Integrity Report

# AzEDS INTEG15 Report

## INTEG15 - Student Data Integrity Report ?

The INTEG15 Student Data Integrity Report displays a post-integrity list of student data related to membership and their integrity status results. The status and date of the latest integrity process run will be contained in the INTEG15. Integrity status is available on the AzEDS System Status page of the AzEDS Portal in ADEConnect.

School(s):  Integrity Status:  Integrity Category:

Page Break between Schools:

[View Report](#)

Check All
  Uncheck All

- ADM
- SPED
- ELL
- Fed SPED
- Support Program

[CSV](#) [Print](#)

1 of 49 Find | Next

INTEG15 Mt. Humphrey Unified District (9874) CTDS: 16-02-56-000  
 Fiscal Year: 2025 Student Data Integrity Report Page: 1 of 49  
 School Year: 2024 - 2025 Report Date: 08/01/2024 10:14 AM  
 Data Capture Date: 07/31/2024 7:35PM

School CTDS:   
 School Name:

District Student ID	State Student ID	Last Name	First Name	Middle Initial	Integrity Category	Integrity Type	Integrity Status	Severity	Error Code	Error Description	Entry Date
<input type="text" value="12574"/>	<input type="text" value="654987321"/>	<input type="text" value="Ranger"/>	<input type="text" value="Red"/>	C	Fed SPED	Fed SPED	F		-40062	For each day there is a Least Restrictive Environment (LRE) provided, a SPED need must be reported.	

# AzEDS Discipline Data Reports

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- DISC10: Discipline Data Verification Report
- DISC72: Discipline Validation Report
- INTEG55: Discipline Incident Integrity Report

# AzEDS DISC10 Report

1 of 2 Find | Next

DISC10  
Fiscal Year: 2025  
School Year: 2024 - 2025

Mt. Humphrey Unified District (9874)  
Discipline Data Verification Report

CTDS 16-02-56-000  
Page: 1 of 2  
Report Date: 08/01/2024 11:29 AM

School CTDS: 16-02-56-001  
School Name: Mt. Humphrey Elementary School (1234)

Incident ID	Incident Date	Referred By
1234-12536	08/01/24	Smith, John

District Student ID	State Student ID	Last Name	First Name
12574	987654321	Ranger	Blue

Behavior  
Other

Action ID	Action	Start Date	End Date	Length	Action Associated Behavior
45612	In School Suspension	08/01/24		2.00	Other

# AzEDS DISC72 Report

2 of 2 Find | Next

DISC72 Mt. Humphrey Unified District (9874) CTDS: 16-02-56-000  
 Fiscal Year: 2025 Discipline Validation Report by DOR Page: 2 of 2  
 School Year: 2024 - 2025 Report Date: 08/01/2024 11:34 AM

SchoolCTDS: 16-02-26-001  
 SchoolName: Mt. Humphrey Elementary School (1234)

**Violations With Actions Reported**

Other	1
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**Actions Reported**

<b>In School Suspensions</b>	1
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School CTDS: 16-02-26-001  
 School Name: Mt. Humphrey Elementary School (1234)

Incident ID	Incident Date	Referred By	Discipline Integrity Pass/ Fail
<span>1234-12536</span>	<span>08/01/24</span>	<span>Smith, John</span>	<span>PASS</span>

District Student ID	State Student ID	Last Name	First Name
<span>12574</span>	<span>987654321</span>	<span>Ranger</span>	<span>Red</span>

**Behavior**

Other

Action ID	Action	Start Date	End Date	Length	Action Associated Behavior
<span>45612</span>	<span>In School Suspension</span>	<span>08/01/24</span>	<span>08/03/24</span>	<span>2</span>	<span>Other</span>



# AzEDS INTEG55 Report

1 of 2 Find | Next

INTEG55

Fiscal Year: 2025

School Year: 2024 - 2025

Data Capture Date: 07/31/2024 7:25PM

Mt. Humphrey Unified District (9874)

Discipline Incident Integrity Report

CTDS: 16-02-56-000

Page: 1 of 2

Report Date: 08/01/2024 01:58 PM

School ID:

1234

School CTDS:

16-02-56-001

School Name:

Mt. Humphrey Elementary School (1234)

Integrity status:

Failed

Incident ID

Incident Date

Severity

Error Code

Error Description

1234-56789

08/01/24

Error

-52010

Incident must have a Violation and Action.

# Preschool Outcomes

- Three Entry Scores: Beginning LRE start date at a school
- Three Exit Scores: Ending LRE exit date at a school
- Progress Made: Yes or No reported on each exit outcome
- Example:

John starts preschool on 8/5/2024 and ends the preschool year on 5/2/2025.

Jane starts preschool on 8/5/2024 and ends on 12/31/2024, starts a new preschool within the district on 1/13/2024, and ends the preschool year on 5/2/2025.

<b>John</b>			
LRE Entry Date	LRE Exit Date	Entry Outcomes	Exit Outcomes
8/5/2024	5/2/2025	3	3

<b>Jane</b>			
LRE Entry Date	LRE Exit Date	Entry Outcomes	Exit Outcomes
8/5/2024	12/31/2024	3	3
1/13/2024	5/2/2025	3	3

# AzEDS SPED11

1 of 42 Find | Next

SPED11

Mt. Humphrey Unified District (9874)

CTDS: 16-02-56-000

Fiscal Year: 2025

SPED Preschool Outcomes Data Verification Report

Page: 1 of 42

School Year: 2024 - 2025

Report Date: 08/01/2024 02:14 PM

School CTDS: 16-02-26-001

School Name: Mt. Humphrey Elementary School (1234)

District Student ID	State Student ID	Last Name	First Name	DOB	Entry / Exit	Category Code	Category	Assessment Code	Assessment Outcome	Progress Made
456123	987456321	Ranger	Green	04/01/20	Entry	SPSC02	Acquisition and use of knowledge and skills (including early language/ communication and early literacy)	SPSOC03	Overall not age appropriate: Uses immediate foundational skills most or all of the time across settings and situations.	No
					Entry	SPSC01	Positive social-emotional skills (including social relationships)	SPSOC03	Overall not age appropriate: Uses immediate foundational skills most or all of the time across settings and situations.	No
					Entry	SPSC03	Use of appropriate behaviors to meet their needs	SPSOC04	Overall not age appropriate: Shows occasional age-appropriate functioning across settings and situations.	No

# Coordinated Early Intervening Services

- PEAs are allowed to use up to 15% of their IDEA grant fund to implement early intervening services
- All CEIS/CCEIS activities should be reported in AzEDS. All students impacted by these funds should be reflected.
- CEIS-CCEIS are reported in the support section, likely in the same area your SIS reports Title 1
- Verify entry on the SUPP10: Support Program Data Verification Report

SUPP10 - Support Program Data Verification Report ⓘ

This report provides a compilation of student Support Program data that has been submitted to ADE.

School(s):  Support Program(s):

Page Break between Support Programs:

Check All  Uncheck All

- Coordinated Early Intervening Services- Behavior
- Coordinated Early Intervening Services- Math
- Coordinated Early Intervening Services- Other
- Coordinated Early Intervening Services- Reading

# Data Management AzEDS Web Page

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- ESS Data Management AzEDS Web Page
  - SPED Reports 101
  - Getting Started with SPED Integrity Troubleshooting
  - Integrity Error Tools
  - AzEDS SPED Codes
  - Special Education Student Reporting Guidance
  - Matrices
  - Additional Tools & Resources

Beginning of the Year: FY2025

# October 1 Data Collection

# October 1 Data Collection (ODC)

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- Annual Student and Personnel Count
  - Why?
  - What?
  - Who?
  - Where?
  - When?

# October 1 Data Collection (Why)

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## Why must I complete ODC?

- Determines base funding for Federal Part B
  - Allocations for PEAs and the State
- Individuals with Disabilities Education Act (2004), Section 618
  - Office of Special Education Programs (OSEP)
- Adjustments for new or expanding charter schools
- Government Performance and Results (GPRA) Indicators



# October 1 Data Collection (What)

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## What (who) am I counting?

- Students
  - Enrolled and receiving SPED services on October 1
  - Ages 3 – 21 as of October 1
  - Data collected by District of Residence (DOR)
  - Unduplicated count by Federal Primary Need Indicator (FPNI)
- Personnel
  - Teachers, paraprofessionals, and related service providers on October 1
  - Based on FTE status

# October 1 Data Collection (Who)

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## Who is required to complete ODC?

- Student counts
  - Public School Districts
  - Public Charters
  - Secure Care Facilities
  - Arizona Department of Corrections
  - Arizona Department of Juvenile Corrections
  - County Juvenile Detention Centers
  - County Jails
- Personnel counts
  - All agencies above, in addition to approved private special education schools and approved residential treatment centers.

# October 1 Data Collection (How) 1 of 3

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How do I count my students and personnel?

- Students
  - Head count
  - Rosters
  - Internal reports/queries
- Personnel
  - Employed or contracted
  - Works with SPED students ages 3-21
  - Total FTE

Do not rely on AzEDS reports.

# October 1 Data Collection (How) 2 of 3

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## How do I access the ODC application?

- ADEConnect Role
  - ESS October 1 Data Collection: LEA User
    - Allows access to the ODC application
    - Ability to enter and review data and reports in ODC
  - ESS October 1 Data Collection: LEA Signer
    - All the above, in addition to sign off on submitted data.
    - Reserved only for SPED Directors, Superintendents, CEOs, Business Managers, Charter Holders, or equivalent titles
- Find your ADEConnect Administrator

# October 1 Data Collection (When)

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## When do I need to complete ODC?

- Phase I: Verification Count
  - **5:00 PM, November 6, 2024**
- Phase II: Reconciliation
  - **5:00 PM, December 11, 2024**
- Phase III: Non-Reconciliation (Conditional)
  - **5:00 PM, February 5, 2025**
- [ESS Data Management - Important Dates](#)

# October 1 Data Collection (How) 3 of 3

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## How do I submit this data and complete ODC?

- Phase I: Verification Count
  - Manually enter data in the ODC application
- Phase II: Reconciliation
  - Ensure proper reporting in your SIS
    - No integrity errors
    - Needs and Programs (LREs) are accurate
  - Cross-reference your records with reports available in AzEDS and ODC
- Phase III: Non-Reconciliation (Conditional)
  - Justify mismatch between Phase I and Phase II counts in ODC

# October 1 Data Collection (Where) 1 of 4



ARIZONA DEPARTMENT OF  
**EDUCATION**

Select Language ▾



[Students & Families](#) [Educators](#) [Administrators](#) [Programs & Supports](#) [About ADE](#) [ADEConnect](#) 

- ADEConnect
- Common Logon



# October 1 Data Collection (Where) 2 of 4



ADEConnect

Home **Applications** Reports Help Feedback Account ▾



No announcements available

**Applications**  
Access and use ADE applications.

[View Applications](#)

**My Profile**  
Manage your profile.

[View My Profile](#)

**Help**  
Find help regarding the portal.









[Help and FAQ's](#)



# October 1 Data Collection (Where) 3 of 4

## Applications

[Hide All]

Arizona Department of Education (79275)	[-]
AzEDS Portal	★ 
Exceptional Student Services Portal	★ 
Education Organization System	★ 
ADE Professional Learning and Development (APLD)	☆ 
AZDash	☆ 
AzEDS Identity	☆ 
AzEDS Portal UAT	☆ 
LEA Calendar	☆ 

# October 1 Data Collection (Where) 4 of 4

 **APPLICATION PORTAL**  
**EXCEPTIONAL STUDENT SERVICES**

Home Admin ▾ ESS Portal - Data Visualization ? Help Welcome

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.

- 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 ⓘ | 

**Student Assessments**

Applications pertinent to the administration of the Alternate Assessment.

- 1% Threshold ⓘ
- Alternate Assessments ⓘ

Beginning of the Year: FY2025

# Special Education Data Dashboard

# Special Education Data Dashboard (SEDD)

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- Federal Reporting Requirement under IDEA Section 618
- All Public Education Agencies (PEAs) are required to complete SEDD, which includes Data Certification
- Data Review
  - SPED Discipline Data
  - SPED Exit Data
- Data Entry (if applicable)
  - Preschool Transition
  - Students Without Disabilities (SWOD)

# SEDD: Discipline

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- Removals to an Interim Alternative Educational Setting (IAES) for drugs, weapons, and/or serious bodily injury for not more than 45 days
- Hearing officer removals regarding the likely injury to student or others
- In-school suspensions
- Out-of-school suspensions
- Expulsions

# SEDD Discipline: AzEDS Reports

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- INTEG15: Student Data Integrity
- INTEG55: Discipline Integrity
- DISC10: Discipline Verification
- DISC72: Discipline Validation

# SEDD: Exit

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- Only students enrolled in SPED services on the first day of the school year AND not enrolled in SPED services at the end of the reporting year
  - Arizona Online Instruction (AOI) and Dropout Recovery Program (DRP): eight weeks
- Ages 14–21 (based on October 1)
- Unduplicated count of SPED Students based on Federal Primary Need
- Last known exit must be one of these six Federal Exit Categories
  - Transferred to regular education
  - Graduated with a high school diploma
  - Reached maximum age
  - Died
  - Moved (known to be continuing) and did not continue in a SPED program until the end of the year at another PEA
  - Dropped out

# SEDD Exit: AzEDS Reports

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- INTEG15: Student Data Integrity
- SPED72: SPED Participation
- SPED74: SPED Exit



# SEDD: Students Without Disabilities (SWOD)

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- Grades K–12
- Expulsion is an action taken by the PEA to remove a student from their regular school for disciplinary purposes for the remainder of the school year
- Educational services during expulsion (W3 exit code)
- Did or did not receive services during removal

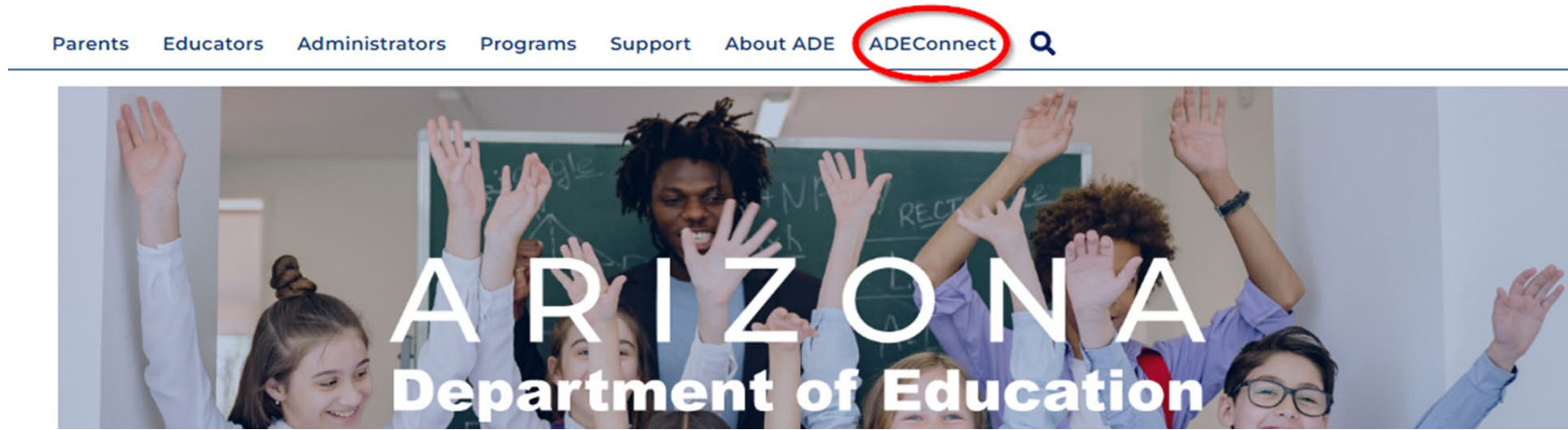
# SEDD: Preschool Transition

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Children referred by Part C before age 3 who were found to be eligible for Part B

- Have an IEP developed and implemented by their 3rd birthday
- Were found to be not eligible by their 3rd birthday
- Children who have reached their 3rd birthday between July 1 – June 30 of the reporting year
- Children for whom the school district received a PEA (public education agency) notification

# SEDD: Accessing the Application



- Make sure you select the Parent Entity
- Exceptional Students Services Portal
- Two roles available:
  - ESS SEDD: LEA User or LEA Signer role
  - LEA Signer should be assigned to SPED Director

# SEDD: Application



APPLICATION PORTAL

## EXCEPTIONAL STUDENT SERVICES

Home

Admin ▾

ESS Portal - Data Visualization

Help

Welcome, McLeod, Bekah ▾

### 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 \(Closed Application\)](#)  
[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](#)

#### Student Assessments

Applications pertinent to the administration of the Alternate Assessment.

[1% Threshold](#)  
[Alternate Assessments](#)

# SEDD: Important Dates

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- Data entry and validation occurs throughout the year
- Application Opens: May 7, 2025
- **Data Validation/Entry Period Closes: July 15, 2025**
- Certification Period: July 23 –August 6, 2025

# July 15, 2025: AzEDS Data is Final

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- Student Level Special Education Data Reporting Deadline
- Special Education Discipline Data Incident Reporting Deadline

Beginning of the Year: FY2025

# Surveys

# Annual Surveys to Complete

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- Statement of Assurance
  - All PEAs must complete before the beginning of the reporting year
    - Due June 11, 2025
- Parentally Placed Private School Student Survey
  - Due August 13, 2025
- Parent Involvement Survey
  - Due May 31, 2025



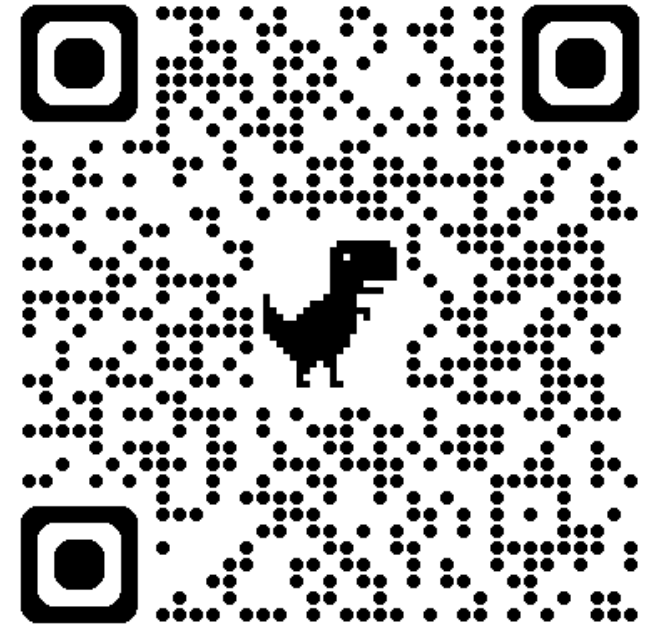
Beginning of the Year: FY2025

# Resources

# Available Resources

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- [Data Management Website](#)
  - Bookmark!
  - Disclaimer
  - Data Management Alerts
  - Important Dates
  - Training Videos
  - Special Education Data Updates (SEDU)



Beginning of the Year: FY2025

SPP/APR

# State Performance Plan Annual Performance Report

## State Performance Plan (SPP)/Annual Performance Report (APR)

- Required annual federal special education data collection
- Overseen by the Office of Special Education Programs (OSEP)
- Outlined under a variety of sections in the Individuals with Disabilities Education Act (IDEA)

Exceptional Student Services (ESS) reports on portions of this information to stakeholders throughout the year.

**STATE PERFORMANCE PLAN / ANNUAL PERFORMANCE REPORT: PART B**  
for STATE FORMULA GRANT PROGRAMS under the Individuals with Disabilities Education Act

For reporting on  
FFY 2020

Arizona

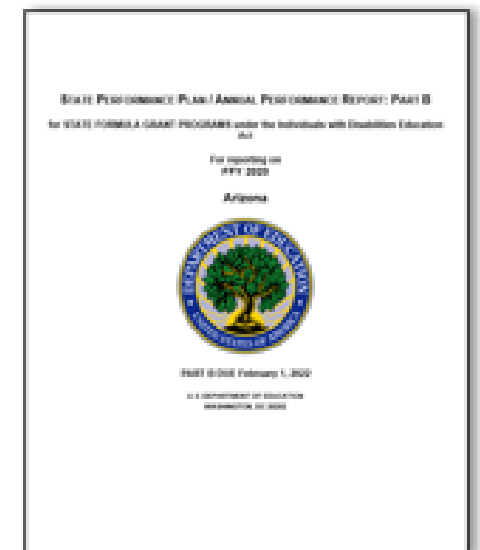
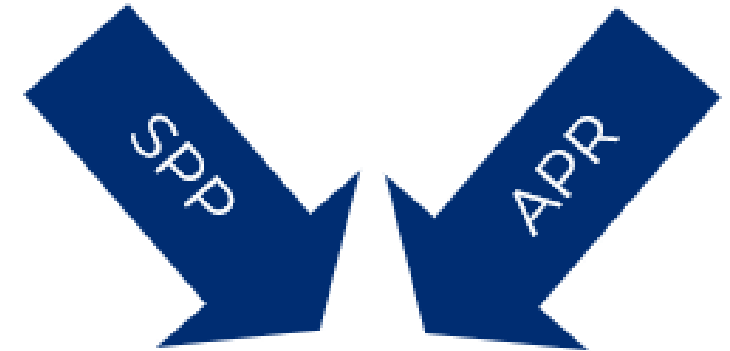


PART B DUE February 1, 2022

U.S. DEPARTMENT OF EDUCATION  
WASHINGTON, DC 20202

# How the SPP Is Different From the APR

- State Performance Plan (SPP) is a six-year performance plan
- Evaluates the State's efforts to implement the requirements and purposes of the IDEA
- Includes updates through the Annual Performance Report (APR), submitted each February to OSEP
- SY 2020-2021 was the start of the next six-year reporting cycle



# How the SPP/APR Data Is Used

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- Data is reported on our website and in stakeholder meetings
- Information is used in identifying and exploring trends and fluctuations
- Data-informed decisions on how to best assist children with disabilities in Arizona



Beginning of the Year: FY2025

Q&A

## ADEConnect Support

(602) 542-7378

## ESS Data Management Inbox

(602) 542-3962

### **Subscribe to stay informed:**

[Data Management Alerts](#)

[Data Management Vimeo Page](#)



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# Thank you.