ARIZONA DEPARTMENT OF EDUCATION

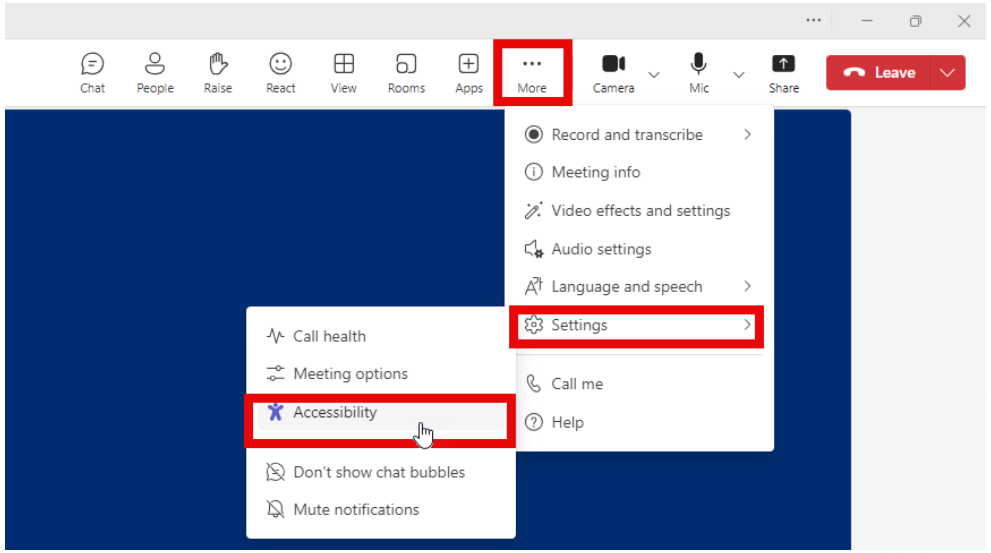
Special Education Data Updates

ESS Data Management

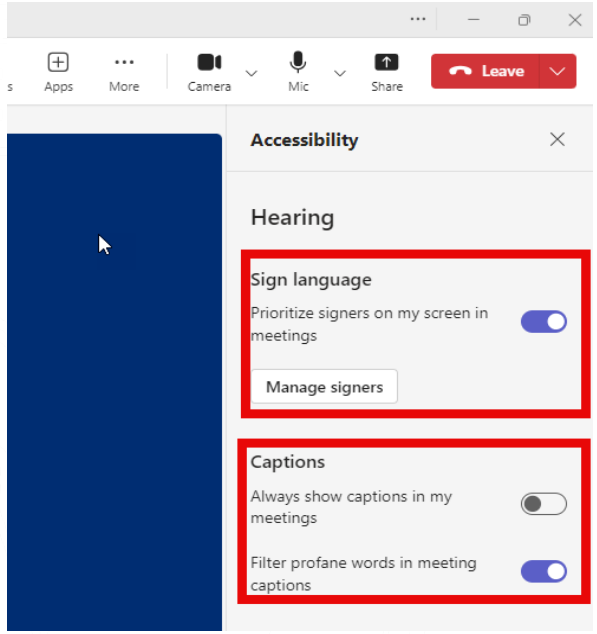
October 2024

Before we get started, here are a few reminders:

To use live captions in Teams, go to the meeting controls at the top of the screen and select More > Settings > Accessibility



In the Accessibility options, you can manage how you view the signers (interpreters), if applicable, and turn on captions



- Please stay muted throughout the presentation
- There will be a Q&A session at the end
- We will post this webinar recording on the ESS Data Management webpage

The use of AI meeting assistants, such as Otter.ai and Chorus.ai, that record audio of the meeting, write notes, capture action items, and generate meeting summaries for virtual meetings is prohibited.

Agenda

- Reminders
- Trending Topics
- Top 3 Integrity Errors
- SPED Reports 101
- Out-of-Scope Topics
- Q&A

Special Education Data Updates

Reminders

Reminders: October 1 Data Collection

October 1 Data Collection (ODC)

- Phase I
  - October 1: Count Date
  - October 2: ODC Application Opens
  - November 6: Due Date
- Phase II
  - November 11: SPED07 Report Available in ODC Application
  - December 11: Due Date

Please visit our Important Dates webpage for a list of upcoming data reporting deadlines.

Reminders: Upcoming Training

- ODC Phase I Training
  - Phase I for NPOs: October 17, 2024
- ODC Phase II Training
  - Virtual: November 21, 2024
  - In-Person: December 4, 2024

Special Education Data Updates

Trending Topics

Trending Topics: ODC Phase I Webinar (1 of 2)

- Run frequent data reports. Communicate with your staff. Keep integrity clean.
- Keep a separate spreadsheet for your Oct 1 count that is not an ADE Report. This will be your working spreadsheet that can be manipulated. It helps.
- Review data as often as you can up to the due date.
- Take your time and go through your data thoroughly.
- Talk with registrars and teachers on-site to ensure all students are identified and reported.

Trending Topics: ODC Phase I Webinar (2 of 2)

- Take your time and attend this training.
- Don't wait until the day of to get counts. Start your lists early and cross-check weekly!
- AzEDS should not be used to get student information since the data could not be fully updated.
- Make sure you remind IT and registrars not to touch any SPED students prior to the Phase I due date unless they discuss it with the SPED Director once the count has been submitted.
- Do not submit on Oct 1. Wait for the dust to settle. Submit later but in time for the deadline :)

Trending Topics: Concurrency/Orphan Data

- What is the difference?
  - SPED50 SPED Concurrency Report
    - Triggered by Integrity Error -40040
  - SPED99 Orphan Data Report
    - Triggered by Integrity Error -40057 and/or Integrity Error -40069

Special Education Data Updates

SPED Reports 101

SPED Reports 101: SPED50

Reports

- **Student Detail**
- **Accountability**
- **Special Education**
  - SPED10 - SPED Data Verification Report
  - SPED11 – Preschool Outcomes Report
  - SPED12 - SPED Preschool Outcomes History Report
  - SPED50 – SPED Concurrency Report
  - SPED72 – SPED Participation Report
  - SPED73 - October 1 FED SPED Report
  - SPED74 - SPED Exit Report
  - SPED99 - SPED Orphan Data Report
- **Student-Teacher-Course Connection**
- **Calendar**
- **OCT1**
- **Discipline**
  - DISC10 – Discipline Data Verification Report
  - DISC45 - In-School Suspension Data Report
  - DISC72 – Discipline Validation Report
  - INTEG55 - Discipline Incident Integrity Report

SPED50 | Your PEA | CTDS:

Fiscal Year: 2025 | **SPED Concurrency Report** | Page: 1 of 5

School Year: 2024 - 2025 | Report Date: 10/09/2024 10:21 AM

School CTDS:

School Name: Your School

State Student ID	Last Name	First Name	School	LRE Entry Date	LRE Exit Date	Concurrent School Site	Concurrent LRE Entry Date	Concurrent LRE Exit Date	Concurrent PEA
SSID	Your Student's Name		Your School	08/01/24	05/22/25	Other School	10/02/24	05/20/25	Other PEA

School - Total Unduplicated Students: 1

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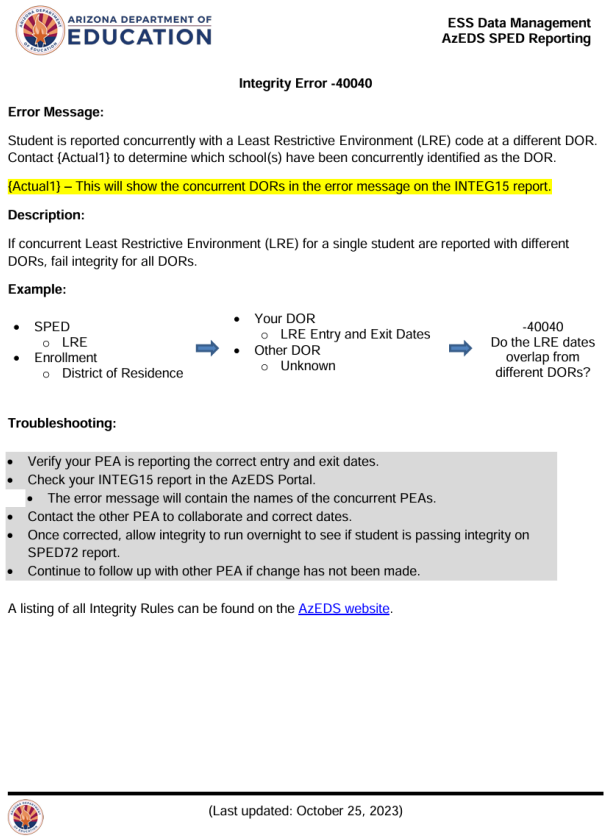
SPED50 Report Action Steps

- Review Integrity Tool -40040
- Collaborate with concurrent PEA
- Determine correct LRE dates for student
- Applicable PEA to make corrections
- If done correctly, the integrity error should clear



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ESS Data Management
AzEDS SPED Reporting

Integrity Error -40040

Error Message:

Student is reported concurrently with a Least Restrictive Environment (LRE) code at a different DOR. Contact {Actual1} to determine which school(s) have been concurrently identified as the DOR.

{Actual1} – This will show the concurrent DORs in the error message on the INTEG15 report.

Description:

If concurrent Least Restrictive Environment (LRE) for a single student are reported with different DORs, fail integrity for all DORs.

Example:

- SPED
  - LRE
- Enrollment
  - District of Residence

→

- Your DOR
  - LRE Entry and Exit Dates
- Other DOR
  - Unknown

→ -40040 Do the LRE dates overlap from different DORs?

Troubleshooting:

- Verify your PEA is reporting the correct entry and exit dates.
- Check your INTEG15 report in the AzEDS Portal.
  - The error message will contain the names of the concurrent PEAs.
- Contact the other PEA to collaborate and correct dates.
- Once corrected, allow integrity to run overnight to see if student is passing integrity on SPED72 report.
- Continue to follow up with other PEA if change has not been made.

A listing of all Integrity Rules can be found on the AzEDS website.

(Last updated: October 25, 2023)

SPED Reports 101: SPED99

Reports

- **Student Detail**
- **Accountability**
- **Special Education**
  - SPED10 - SPED Data Verification Report
  - SPED11 – Preschool Outcomes Report
  - SPED12 - SPED Preschool Outcomes History Report
  - SPED50 – SPED Concurrency Report
  - SPED72 – SPED Participation Report
  - SPED73 - October 1 FED SPED Report
  - SPED74 - SPED Exit Report
  - SPED99 - SPED Orphan Data Report
- **Student-Teacher-Course Connection**
- **Calendar**
- **OCT1**
- **Discipline**
  - DISC10 – Discipline Data Verification Report
  - DISC45 - In-School Suspension Data Report
  - DISC72 – Discipline Validation Report
  - INTEG55 - Discipline Incident Integrity Report

SPED99

Other PEA

CTDS: 10-02-01-000

Fiscal Year: 2025

SPED Orphan Data Report

Page: 1 of 10

School Year: 2024 - 2025

Report Date: 10/09/2024 11:54 AM

School CTDS:

School Name: Other School

District Student ID	State Student ID	Last Name	First Name	Type	Need/ LRE Code	Entry Date	Exit Date	SPED Fed Primary Need Indicator	Primary/ Secondary School	SPED Exit Reason	DOR CTDS	SourceID
DSID	SSID	Your Student's Name		Need	ED	09/04/24	05/22/25	Y				Source ID
				Prog	C	09/04/24	05/22/25		P	School is Out		Source ID

School - Total Unduplicated Students: 1

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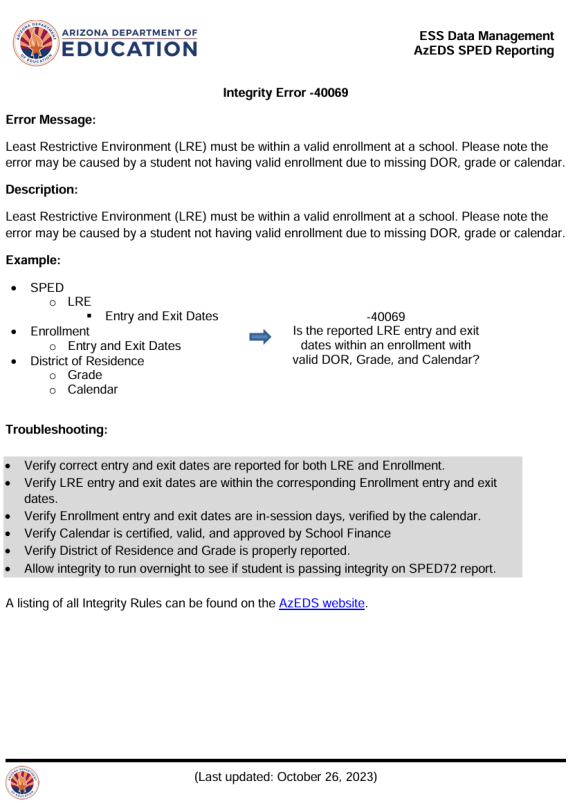
SPED99 Report Action Steps for -40069

- Review Integrity Tool -40069
- Verify data elements are not missing and reported correctly
- Make applicable corrections and allow integrity to run overnight



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ESS Data Management
AzEDS SPED Reporting

Integrity Error -40069

Error Message:

Least Restrictive Environment (LRE) must be within a valid enrollment at a school. Please note the error may be caused by a student not having valid enrollment due to missing DOR, grade or calendar.

Description:

Least Restrictive Environment (LRE) must be within a valid enrollment at a school. Please note the error may be caused by a student not having valid enrollment due to missing DOR, grade or calendar.

Example:

- SPED
  - LRE
    - Entry and Exit Dates
- Enrollment
  - Entry and Exit Dates
- District of Residence
  - Grade
  - Calendar

➡ -40069 Is the reported LRE entry and exit dates within an enrollment with valid DOR, Grade, and Calendar?

Troubleshooting:

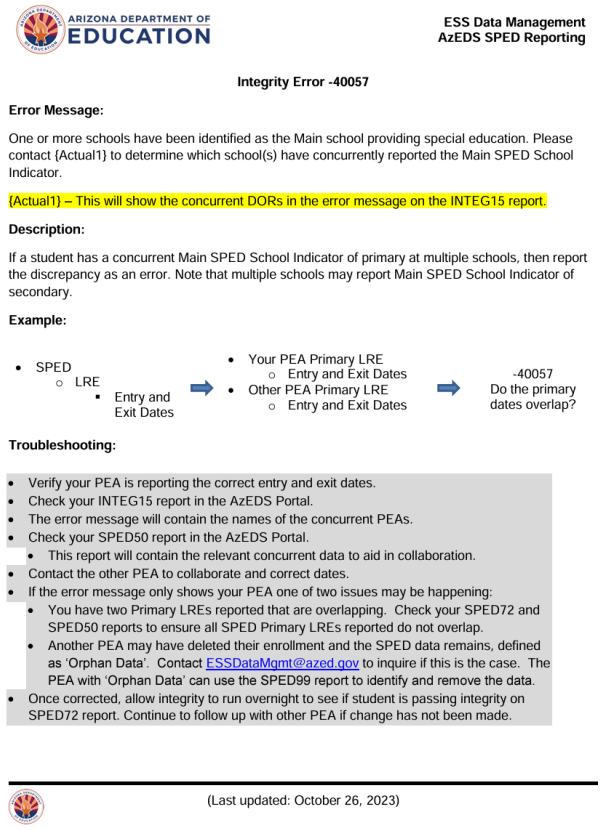
- Verify correct entry and exit dates are reported for both LRE and Enrollment.
- Verify LRE entry and exit dates are within the corresponding Enrollment entry and exit dates.
- Verify Enrollment entry and exit dates are in-session days, verified by the calendar.
- Verify Calendar is certified, valid, and approved by School Finance
- Verify District of Residence and Grade is properly reported.
- Allow integrity to run overnight to see if student is passing integrity on SPED72 report.

A listing of all Integrity Rules can be found on the AzEDS website.

(Last updated: October 26, 2023)

SPED99 Report Action Steps for -40057

- Review Integrity Tool -40057
- Verify accurate reporting of LRE dates for primary Main SPED school
- Integrity error will contain the name of concurrent PEA
- Collaborate with other PEA
- Determine if enrollment was deleted, but SPED remained
- Other PEA deletes SPED



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ESS Data Management
AzEDS SPED Reporting

Integrity Error -40057

Error Message:

One or more schools have been identified as the Main school providing special education. Please contact {Actual1} to determine which school(s) have concurrently reported the Main SPED School Indicator.

{Actual1} – This will show the concurrent DORs in the error message on the INTEG15 report.

Description:

If a student has a concurrent Main SPED School Indicator of primary at multiple schools, then report the discrepancy as an error. Note that multiple schools may report Main SPED School Indicator of secondary.

Example:

- SPED
  - LRE
    - Entry and Exit Dates

→

- Your PEA Primary LRE
  - Entry and Exit Dates
- Other PEA Primary LRE
  - Entry and Exit Dates

→

-40057
Do the primary dates overlap?

Troubleshooting:

- Verify your PEA is reporting the correct entry and exit dates.
- Check your INTEG15 report in the AzEDS Portal.
- The error message will contain the names of the concurrent PEAs.
- Check your SPED50 report in the AzEDS Portal.
  - This report will contain the relevant concurrent data to aid in collaboration.
- Contact the other PEA to collaborate and correct dates.
- If the error message only shows your PEA one of two issues may be happening:
  - You have two Primary LREs reported that are overlapping. Check your SPED72 and SPED50 reports to ensure all SPED Primary LREs reported do not overlap.
  - Another PEA may have deleted their enrollment and the SPED data remains, defined as 'Orphan Data'. Contact ESSDataMgmt@azed.gov to inquire if this is the case. The PEA with 'Orphan Data' can use the SPED99 report to identify and remove the data.
- Once corrected, allow integrity to run overnight to see if student is passing integrity on SPED72 report. Continue to follow up with other PEA if change has not been made.

(Last updated: October 26, 2023)

SPED Reports 101 Document

- Guide to all reports related to Special Education
- SPED Report 101 Document
  - Found on the ESS Data Management website
    - AzEDS SPED Reporting
    - Tools and Resources

How Do I Get Access to SPED Reports?

- You must have an ADEConnect account
- Request the **AzEDS Data Coordinator: SPED Reports** role from your local ADEConnect Entity Administrator to view AzEDS Reports
- Email the ADE Support Inbox for assistance with ADEConnect
- Email the ESS Data Management Inbox for assistance with ESS data applications

Please visit our SPED Reports 101 Document for more info on other SPED reports.

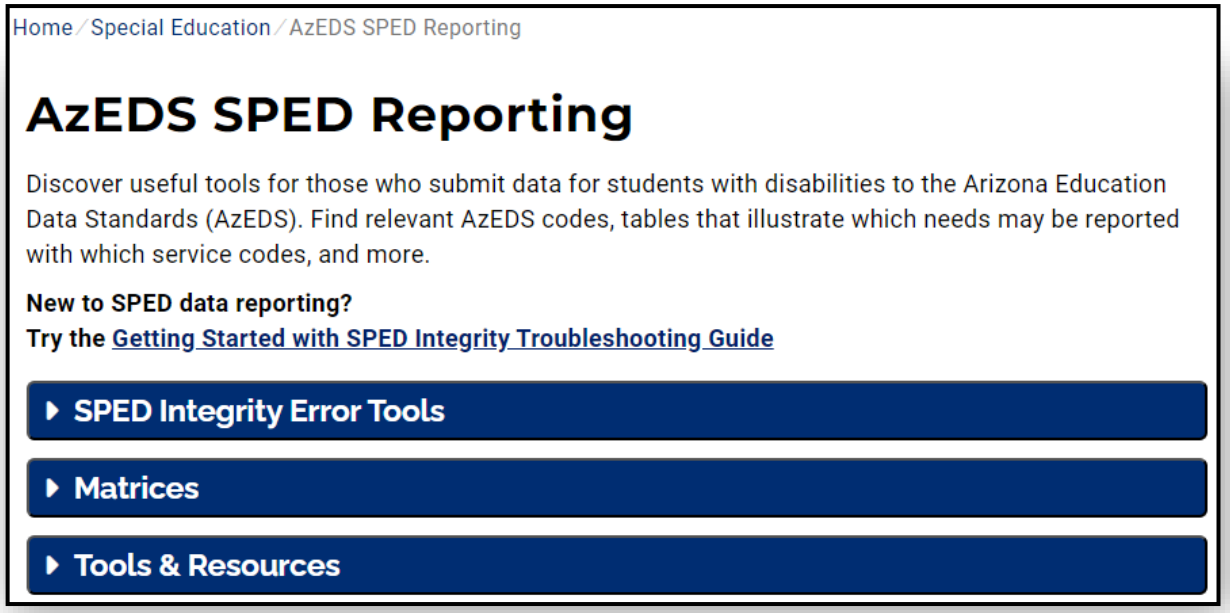
Special Education Data Updates

Top 3 Integrity Errors

Locate Your Tools (slide 1 of 2)

Bookmark our AzEDS SPED Reporting web page

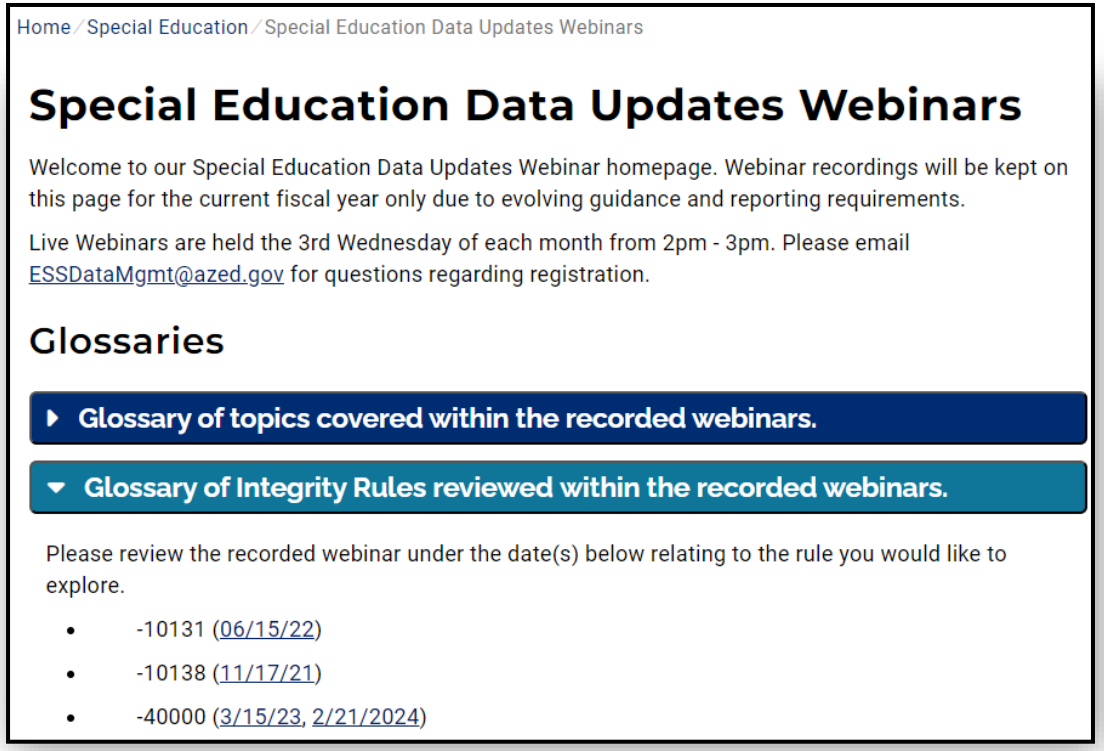
This page includes our SPED Integrity Error Tools, helpful matrices for concurrent reporting issues, and other resources for navigating your SPED reporting for AzEDS, including the Getting Started with SPED Integrity Troubleshooting Guide.



Locate Your Tools (slide 2 of 2)

Review our past Special Education Data Updates

This page includes links to all our past SEDU presentations. Easily navigate to your desired subject or integrity code using the provided chapter links.



Home / Special Education / Special Education Data Updates Webinars

Special Education Data Updates Webinars

Welcome to our Special Education Data Updates Webinar homepage. Webinar recordings will be kept on this page for the current fiscal year only due to evolving guidance and reporting requirements.

Live Webinars are held the 3rd Wednesday of each month from 2pm - 3pm. Please email ESSDataMgmt@azed.gov for questions regarding registration.

Glossaries

- Glossary of topics covered within the recorded webinars.
- Glossary of Integrity Rules reviewed within the recorded webinars.

Please review the recorded webinar under the date(s) below relating to the rule you would like to explore.

- -10131 (06/15/22)
- -10138 (11/17/21)
- -40000 (3/15/23, 2/21/2024)

Please visit our AzEDS SPED Reporting web page for more assistance troubleshooting integrity errors.

Identify Your Errors (slide 1 of 2)

Check your SPED72 Report in the AzEDS Portal

The SPED72 report will show all students reported to AzEDS with SPED needs and/or SPED Program participation, ELL participation, and whether they have passed FED SPED and State SPED integrity.

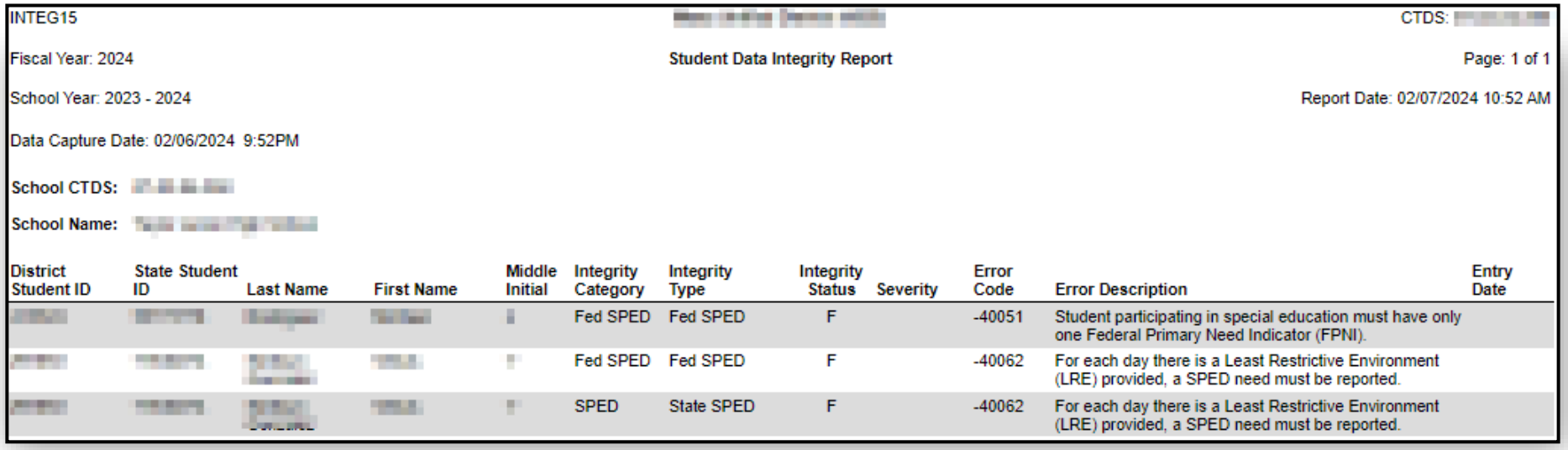
District Student ID	State Student ID	Last Name	First Name	Middle Initial	DOB	Gender	Ethnicity	Race	Grade	ELL*	DOR CTDS	FED SPED Pass/Fail	State SPED Pass/Fail	Warning
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	N	[redacted]	FAIL	FAIL	NO

Please visit our AzEDS SPED Reporting web page for more assistance troubleshooting integrity errors.

Identify Your Errors (slide 2 of 2)

Check your INTEG15 Report in the AzEDS Portal

The INTEG15 report displays a post-integrity list of student data related to membership and their integrity status results. Drill down using the filters to identify students at a specific site (optional), Integrity Status as 'Failed,' and Integrity Category of 'SPED' and 'Fed SPED.'



INTEG15 [redacted] CTDS: [redacted]

Fiscal Year: 2024 Student Data Integrity Report Page: 1 of 1

School Year: 2023 - 2024 Report Date: 02/07/2024 10:52 AM

Data Capture Date: 02/06/2024 9:52PM

School CTDS: [redacted]

School Name: [redacted]

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
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Fed SPED	Fed SPED	F		-40051	Student participating in special education must have only one Federal Primary Need Indicator (FPNI).	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Fed SPED	Fed SPED	F		-40062	For each day there is a Least Restrictive Environment (LRE) provided, a SPED need must be reported.	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	SPED	State SPED	F		-40062	For each day there is a Least Restrictive Environment (LRE) provided, a SPED need must be reported.	

Please visit our AzEDS SPED Reporting web page for more assistance troubleshooting integrity errors.

Integrity Error -40031

- Error Message
  - Site is not approved to provide this need code or is not approved within reported dates. If private placement, refer to Approved Private School lists.
- Common Issues
  - Site does not have need active during given timeframe.
- Possible Solution
  - For preschools and head starts, contact ESS Data Management
  - For all others, be sure to review the Approved Private School list found on the Private Special Education Schools page.

Please visit our AzEDS SPED Reporting web page for more assistance troubleshooting integrity errors.

Integrity Error -40048

- Error Message
  - Student must have a Least Restrictive Environment (LRE) with a start date > the latest exit date of a SPED Exit code 9.
- Common Issues
  - The LRE does not have a start date greater than the latest exit date of LRE with a SPED Exit code 9
- Possible Solution
  - Verify correct use of SPED09 exit code
  - Review SPED72 report for student's LRE entry and exit dates.

Please visit our AzEDS SPED Reporting web page for more assistance troubleshooting integrity errors.

Integrity Error -40004

- Error Message
  - The Least Restrictive Environment (LRE) code, grade, or need combination does not comply with the Concurrent Need and Least Restrictive Environment (LRE) Code Eligibility matrix.
    - Concurrent Need and LRE Code Eligibility Matrix
- Common Issues
  - Rollover from PS to Kindergarten
- Possible Solution
  - Review SPED72 for KG students
  - Contact your SIS vendor for assistance with PS to KG rollover process

Please visit our AzEDS SPED Reporting web page for more assistance troubleshooting integrity errors.

Special Education Data Updates

Out-of-Scope Topics

Homebound and Homeschool Reporting

Attendance

Contact ADE School Finance

SPED Services

April 2024 SEDU

Special Education Data Updates

Q&A

ADEConnect Support
(602) 542-7378

ESS Data Management Inbox
(602) 542-3962

Subscribe to stay informed:
Data Management Alerts
Data Management Vimeo Channel

Next SEDU Webinar: November 20, 2024

Thank You