ESS Vouchers Application

Home School Districts

ESS Vouchers

vouchersunit@azed.gov

Last Updated 10/8/20

ADE Connect Roles

ESS Exceptional Student Services

Voucher Role Assignments

Last Updated 10/4/20

Entity Administrators at your district, charter, state placing agency, residential treatment center, or institution will need to assign roles for the ESS Vouchers application in ADEConnect. To identify your entity administrator, click "Find Entity Administrator" on the ADEConnect home page. If you have further questions or are having difficulties, contact the Vouchers Unit at vouchersunit@azed.gov.

The necessary roles for the ESS Vouchers application in ADE Connect are as follows:

- **Residential Treatment Centers** only need the role of **ESS Vouchers: RTC User**
- **Home School Districts** only need the role of **ESS Vouchers: HSD User**
- **State Placing Agencies** only need the role of **ESS Vouchers: SPA User**
- **Institutional/ASDB** only need the role of **ESS Vouchers: Institutional User**

Please be sure your entity administrator assigns you the correct role for your entity. You will receive an error message if you have multiple roles or if you are assigned the wrong type of role.

Too many roles or the wrong type of role assigned will result in this error message:

This user is not authorized to access the system, at this time. Please view the Voucher Role Assignments guide, then contact the ESS Vouchers team if needed.

Once the role is assigned, allow ADEConnect up to 30 minutes to refresh, then you will be able to access the application. Entity Administrator training videos are available online at http://www.azed.gov/aelas/adeconnect/ then click "Entity Admin Training."

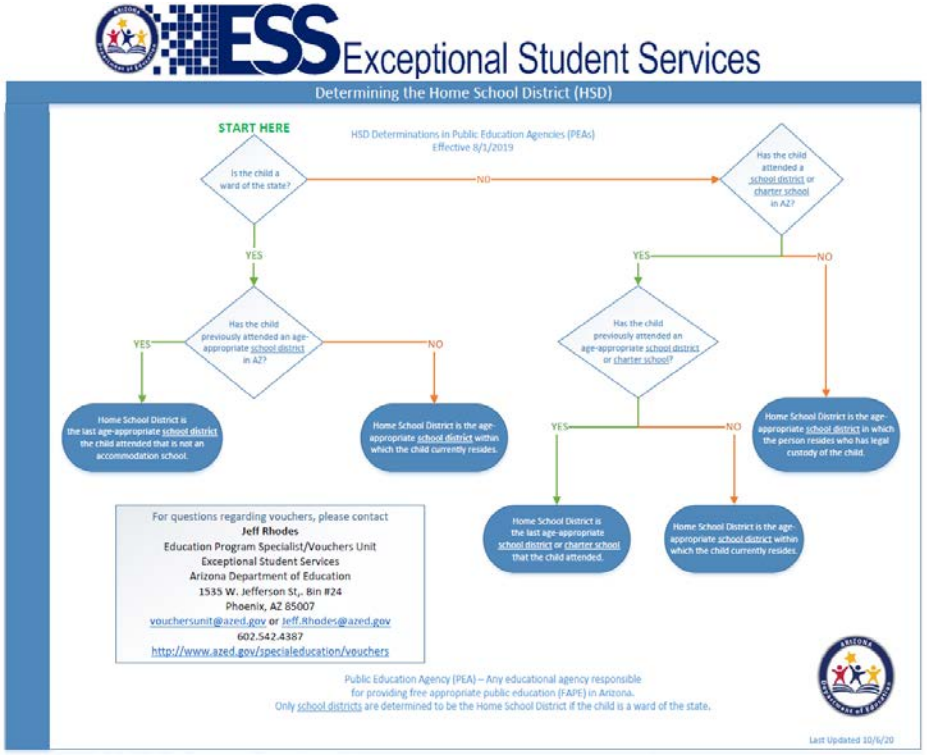
Entity Administrators at your district or charter will need to assign roles for the ESS Vouchers application in ADE Connect. You only need the role of ESS Vouchers/HSD User.

ESS Vouchers webpage:

http://www.azed.gov/specialeducation/vouchers/

Direct Link: Voucher Role Assignments

Determining the Home School District



The Flowchart for Determining the Home School District can be found on the ESS Vouchers webpage:

http://www.azed.gov/specialeducation/vouchers/

Direct link: Flowchart

FAQs Determining the HSD

ESS Exceptional Student Services

Frequently Asked Questions
Determining the Home School District

Last Updated 10/4/20

General

The Exceptional Student Services (ESS) Vouchers team receives many questions every year on how to properly identify the Home School District (HSD) for purposes of determining responsibility for an educational voucher. This document attempts to clarify certain questions or areas pertaining to the HSD flowchart.

Following the passage of Senate Bill 1177, the definition of Home School District in A.R.S. § 15-761 changed; this change was implemented 8/1/19

"Home School District" means the **school district or charter school** that the child last attended or, if the child has not previously attended a public school in this state, the school district in which the person resides who has legal custody of the child as provided in section 15-824, subsection B.

The following entities cannot be used to determine the home school district for purposes of an educational voucher when looking up previously attended school districts

When utilizing the flowchart and determining the appropriate home school district, these entities should be ignored when trying to determine the most recent schools attended:

- Accommodation schools
- Juvenile detention centers
- Bureau of Indian Affair Education schools
- Parochial schools
- Private schools
- Correctional facilities

Children that are wards of the state

If a specific person does not have legal custody of the child and parental rights have been severed, he or she is a ward of the state. To meet the best interest of the child within Every Student Succeeds Act (ESSA), if a parent still retains educational rights the child is not considered a ward of the state in terms of the flowchart.

The FAQs for Determining the Home School District can be found on the ESS Vouchers webpage:

http://www.azed.gov/specialeducation/vouchers/

Direct link: FAQs Determining the HSD

Required Documents for Home School Districts

ESS Exceptional Student Services

Required Documents for Home School Districts

Last Updated 10/5/20

Your Multidisciplinary Evaluation Team (MET) should determine if the student is currently receiving special education services, if not the MET must complete a Review of Existing Data.

- Signing the Initial Application is the responsibility of the Home School District. **You must then complete a Home School District (HSD) application** and upload the required documents (**within the HSD application**) in **ADE Connect/ESS Portal/ESS Vouchers** within 60 days of the student's entry to the Residential Treatment Center (RTC)
- Convene MET meeting
- Review existing data, gather additional data (if needed), determine eligibility (Child Find)

Minimum required documents for students not eligible for special education services:

- MET Report/Review of Existing Data (RED)
- PWN for the Referral/Evaluation
- Non-Eligibility Determination
- PWN for Non-Eligibility
- MET participant names

If the student is referred for further evaluation, then determined eligible for special education services, write an IEP with appropriate services in the least restrictive environment with the participation of the RTC and upload the required documents in an ESS Vouchers HSD application in ADE Connect.

Minimum required documents for students receiving special education services:

- MET Report
- MET participant names
- PWN for the MET evaluation
- Eligibility Determination
- PWN for Eligibility
- IEP with participant names
- PWN for IEP must indicate change of placement to the RTC and that it will be implemented by the RTC

If the student is currently receiving special education services, collaborate with the RTC and review/revise (if needed) the current IEP with your team to implement at the RTC.

You can also visit ADE's website at http://www.azed.gov/specialeducation/vouchers/, click **Training for Home School Districts** under Home School Districts. This will walk you through the process of approving the Initial application and completing an HSD application to cover the funding for the student. If you need further assistance, please contact the ESS Vouchers team at vouchersunit@azed.gov.

The voucher process and required documents for Home School Districts can be found on the ESS Vouchers webpage:

http://www.azed.gov/specialeducation/vouchers/

Direct link: Required Documents for Home School Districts

Student Enters an RTC

- The residential treatment center (RTC) enters the student information in the ESS Vouchers, Initial Education Voucher Application.
- The home school district (HSD) receives an email indicating that a voucher application is awaiting approval.

From: vouchersunit@azed.gov
To:
Cc:
Subject: ESS Vouchers: New INITIAL EDUCATION VOUCHER APPLICATION request for [redacted] sent for your approval

Hello,

New **INITIAL EDUCATION VOUCHER APPLICATION** request for [redacted] sent for your approval.

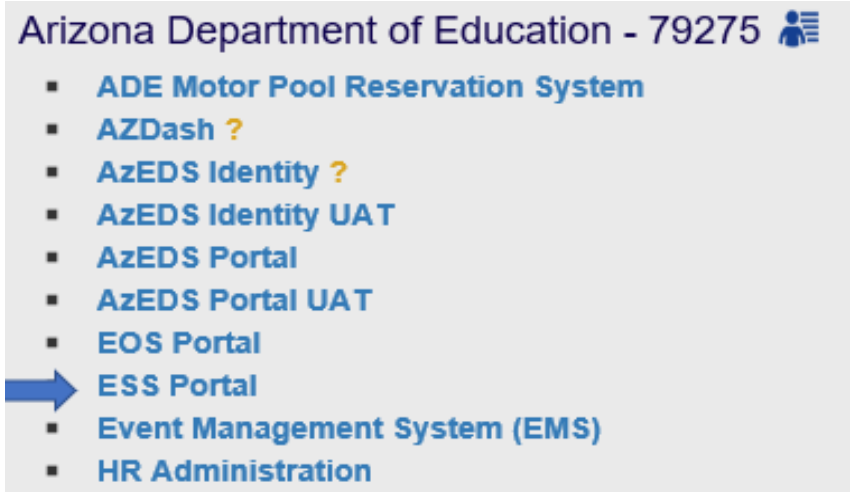
In accordance with ARS 15-1182 and ARS 15-1183, if the application is denied or a home school district fails to complete the requirements for a residential education voucher, the hom school district is responsible for payment of educational costs until the requirements are met.

Note: This is an automated email triggered by ESS Vouchers System.

This email sent to: HSD User@test.com;

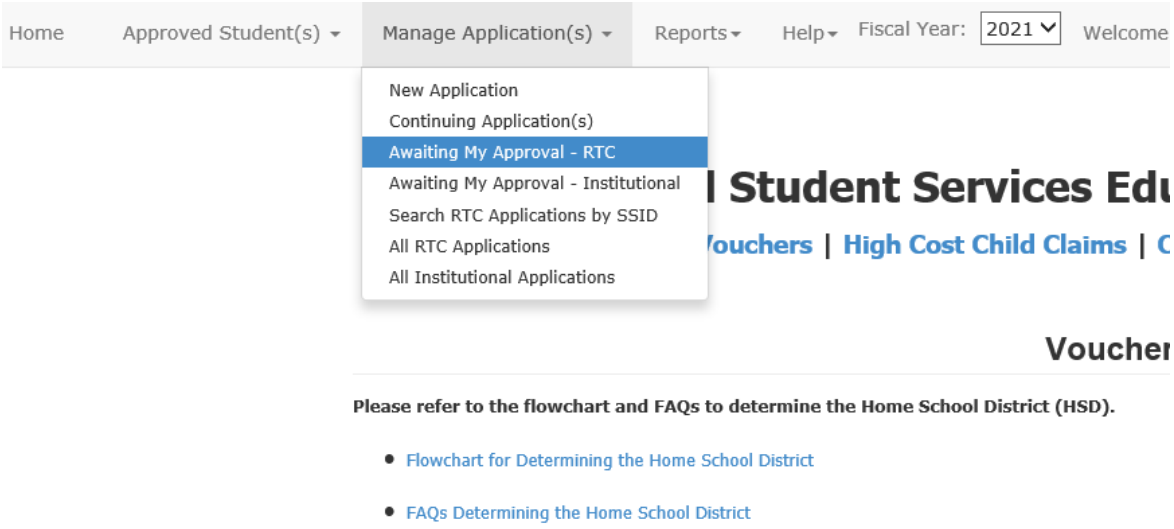
Approving the Initial Application

- To approve the application, log into ADEConnect at https://home.azed.gov/Portal/.
- Open ESS Portal and then the ESS Vouchers application.



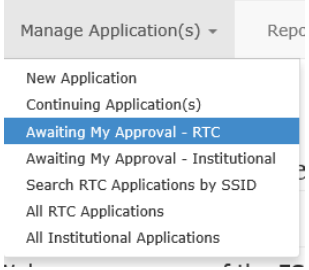
Approving the Initial Application

- Select **Manage Applications/Awaiting My Approval – RTC.**



Approving the Initial Application

- Clicking on **Awaiting My Approval - RTC** will pull up all applications that have been sent to you for approval.
- Here you will see the SSID number, Student Name, Application Type, Application Status, etc.
- You can filter the applications by any of the headings.



		Application ID	SSID	Student Name	Application Type	Application Status	RTC Name	SPA Name
View		[illegible]	[illegible]	[illegible]	Initial Education Voucher Application	Pending with HSD	Youth Development Institute	AOC MARICOPA JCC
View		[illegible]	[illegible]	[illegible]	Continuing Education Voucher Application	Pending with HSD	Mingus Mountain Academy	Arizona Complete Health

Application Status

- The Application Status term **Pending with HSD** indicates that you (the home school district) must address the application and complete the voucher responsibilities.
- To view the application, click on the **View** button.

		Application ID	SSID	Student Name	Application Type	Application Status
View		[illegible]	[illegible]	[illegible]	Initial Education Voucher Application	Pending with HSD
View		[illegible]	[illegible]	[illegible]	Continuing Education Voucher Application	Pending with HSD

Initial Education Voucher Application

- The top half of the application shows all the information entered by the residential treatment center.
- The “Last School Attended” is the HSD in most cases, but please refer to the Flowchart and FAQs to Determine the Home School District.

Application: Initial Education Voucher Application **Application ID #** **SSID#**

Student Details

Student Name: Birth Date: Grade:
Entry Date: Approved Date: Expiration Date:
Entry Date Justification:
Parent Name: Parent Phone:
Parent Address:
Last School Attended:

RTC Voucher Contact Details

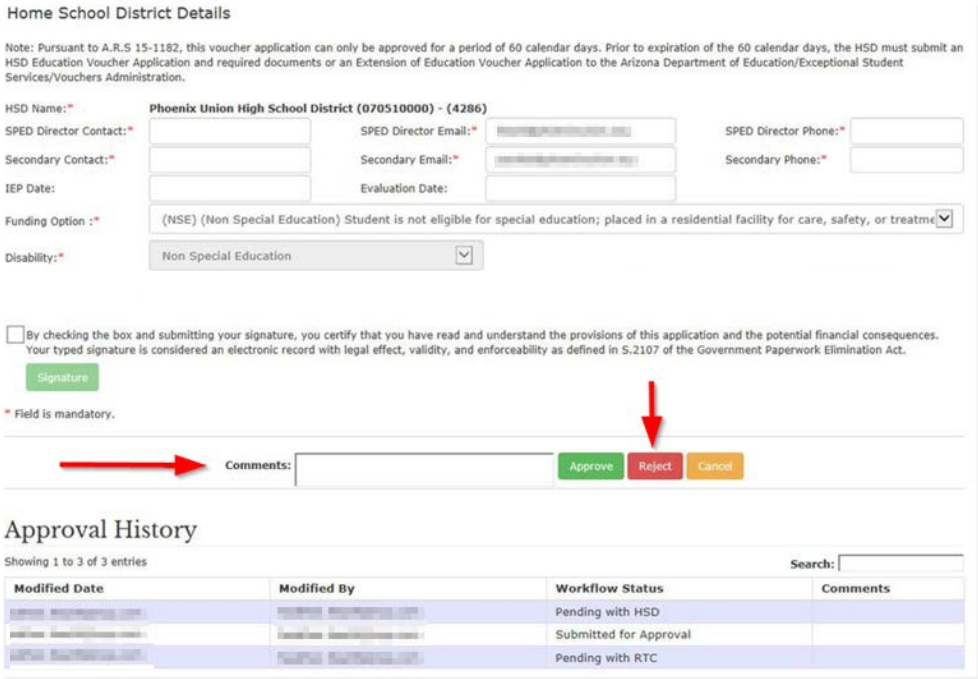
RTC Name: **Devereux (072102001) - (7296)**
Name: Email: Phone:

RTC Education Contact Details

Name: Email: Phone:

What if this is not my student?

- You have the option to reject the application to send it back to the RTC.
- Be sure to add in the **Comments** the reason you are rejecting it.



If the RTC Asks to Generate a SSID Number

- Occasionally RTCs receive students who have never attended a public education agency (PEA) in Arizona.

- Please contact vouchersunit@azed.gov regarding an SSID number if the student hasn't attended a PEA in Arizona.

- You may also contact vouchersunit@azed.gov if you have questions regarding identification of the home school district.

State Placing Agency Contacts

- Note that there are two contacts for state placing agency (SPA) contact information.
- The first is the approver of Continuing Applications only.
- The second is the case manager who was involved in the placement of the student.

SPA Contact Details

SPA Name: **DES DIST I ACYF-PHOENIX (217618000) - (10942)**

Authorized Voucher Approver:

Name: [illegible] Email: [illegible] Phone: [illegible]

Case Worker:

Name: [illegible] Email: [illegible] Phone: [illegible]

Home School District Details

The bottom portion of the application (Home School District Details) needs to be completed by the home school district.

Home School District Details

Note: Pursuant to A.R.S 15-1182, this voucher application can only be approved for a period of 60 calendar days. Prior to expiration of the 60 calendar days, the HSD must submit an HSD Education Voucher Application and required documents or an Extension of Education Voucher Application to the Arizona Department of Education/Exceptional Student Services/Vouchers Administration.

HSD Name:*	**Tolleson Union High School District (070514000) - (4288)**				
SPED Director Contact:*		SPED Director Email:*	[redacted]	SPED Director Phone:*	
Secondary Contact:*		Secondary Email:*	[redacted]	Secondary Phone:*	
IEP Date:		Evaluation Date:			
Funding Option :*	(NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatme				
Disability:*	Non Special Education				

☐ By checking the box and submitting your signature, you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

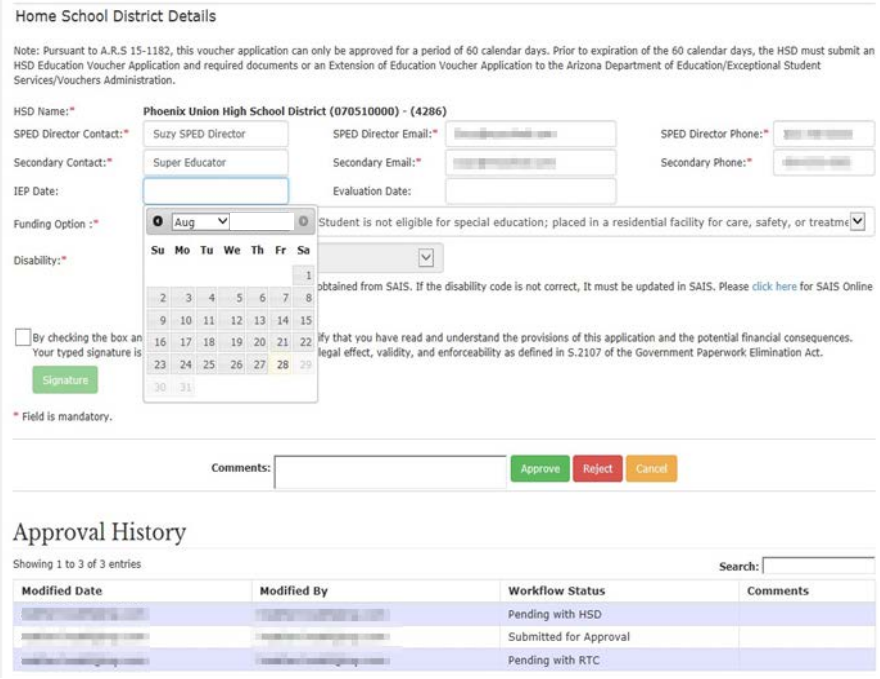
Signature

* Field is mandatory.

Comments: Approve Reject Cancel

Home School District Details

- Complete each field as indicated.
- Red asterisks indicate required information.



Selecting Funding Option

- The Funding Option choices are NSE, CSE, or RSE.
  - NSE - Non-Special Education; placed by a state agency
  - CSE - Care Special Education; placed by a state agency
  - RSE - Residential Special Education; placed by an IEP team

Services/Vouchers Administration.

HSD Name:*

SPED Director Contact:*	Director, Suzy Sped	SPED Director Email:*	suzy@education.com	SPED Director Phone:*	999-999-9999
Secondary Contact:*	Educator, Super	Secondary Email:*	super@education.com	Secondary Phone:*	888-888-8888

IEP Date:

Funding Option :*

- Select Funding Option -
(NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatment.
(CSE) Student is eligible for special education, placed in a residential facility for care, safety, or treatment.
(RSE) Student is eligible for special education and requires a residential facility for educational reasons.

Disability:* - Select Disability -

☐ By checking the box and submitting your signature, you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

Signature

* Field is mandatory.

Comments: Approve Reject Cancel

Selecting Disability Category

If the student is eligible for special education services, you must select the primary disability from the Disability drop-down menu. If the disability category isn't listed, the RTC isn't approved for that disability category.

Home School District Details

Note: Pursuant to A.R.S 15-1182, this voucher application can only be approved for a period of 60 calendar days. Prior to expiration of the 60 calendar days, the HSD must submit an HSD Education Voucher Application and required documents or an Extension of Education Voucher Application to the Arizona Department of Education/Exceptional Student Services/Vouchers Administration.

HSD Name:* **Phoenix Union High School District (070510000) - (4286)**

SPED Director Contact:* Suzy SPED Director | SPED Director Email:* Suzy@myschool.com | SPED Director Phone:* 333-242-5555

Secondary Contact:* Super Educator | Secondary Email:* Suzy@myschool.com | Secondary Phone:* 424-353-4352

IEP Date: | Evaluation Date:

Funding Option :* (CSE) Student is eligible for special education, placed in a residential facility for care, safety, or treatment.

Disability:*

- Select Disability -
A - Autism
ED - Emotional Disability
HI - Hearing Impairment
MD - Multiple Disabilities
MDSSI - Multiple Disabilities - Severe Sensory Impairment
MIID - Mild Intellectual Disability
MOID - Moderate Intellectual Disability
OHI - Other Health Impairment
OI - Orthopedic Impairment
PMD - Preschool - Moderate Delay
PSD - Preschool - Severe Delay
PSL - Preschool - Speech/Language Delay
SHI - Severe Hearing Impaired
SID - Severe Intellectual Disability
SLD - Specific Learning Disability
SLI - Speech/Language Impairment
SVI - Severe Visually Impaired
VI - Visual Impairment

code is not correct, It must be updated in SAIS. Please click here for SAIS Online

By checking the box an nd the provisions of this application and the potential financial consequences.
Your typed signature is ity as defined in S.2107 of the Government Paperwork Elimination Act.

Signature

* Field is mandatory.

Approve Reject Cancel

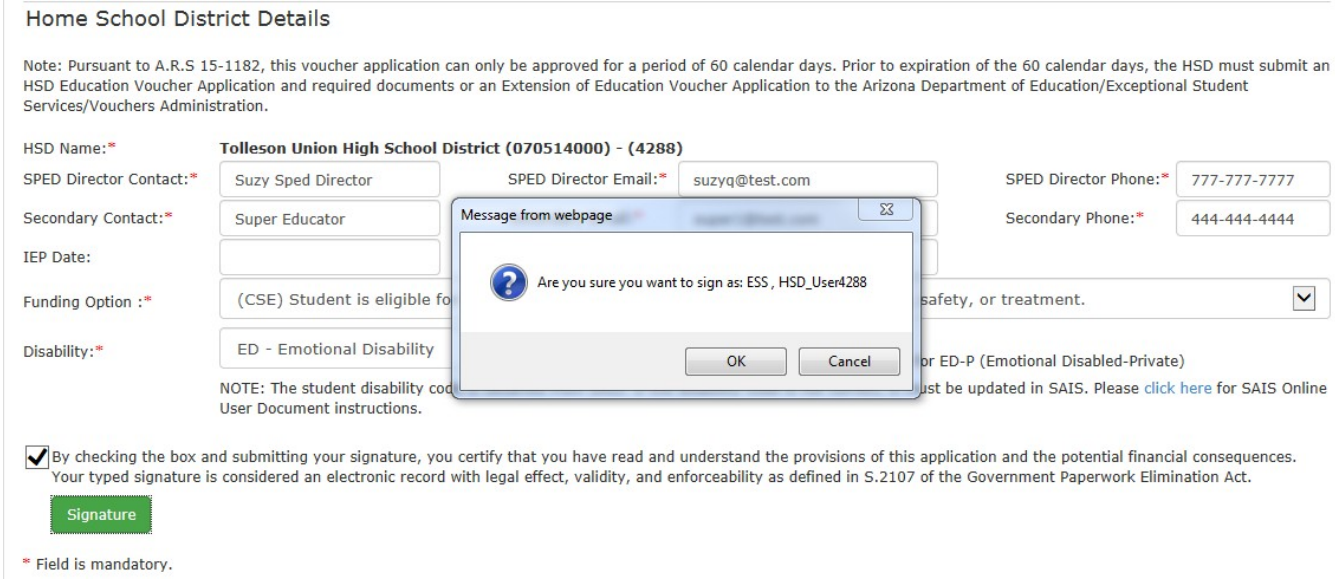
Approval History

Showing 1 to 3 of 3 entries

Search:

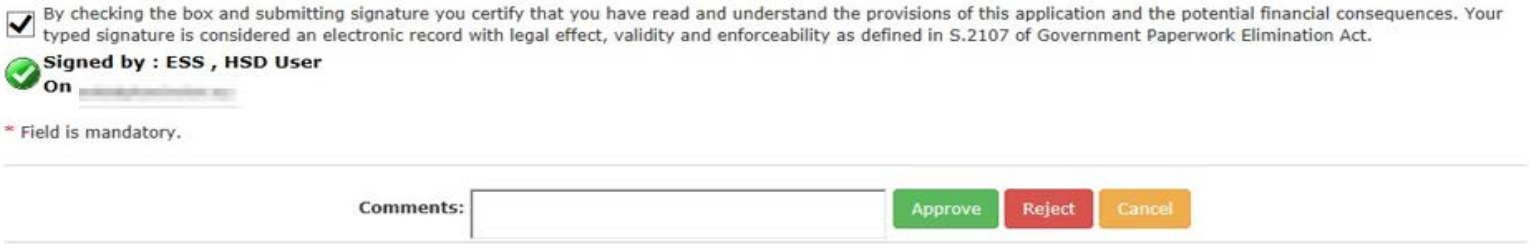
Signing the Voucher

- After completing all fields, check the box for the electronic Signature.
- A dialogue box will appear.
- Click OK to complete the signature as the HSD user.



Approving the Initial Application

- Once you have completed the signature, you may enter comments in the **Comments** box.
- You must then select either **Approve, Reject, or Cancel**.
- Clicking reject will send the application back to the RTC.
- You must enter **Comments** if you are rejecting the application.
- **Note**: Clicking Cancel will not save any information you have entered on this page.



Approving the Initial Application

- If you click Approve, you will see this dialogue box.
- Clicking OK will approve the application.
- The Initial application will be valid for 60 days from the student's date of entry into the RTC.

Name : Terry SPA Email : terry.spa@test.com Phone : 555-444-6666

Home School District Details:

Note: Pursuant to ARS 15-1182, this voucher application can ... piration of the 60 calendar days, the HSD must submit a HSD Education Voucher Application & required documents, or ... Department of Education/ Exceptional Student Services/Vouchers Administration.

Message from webpage

Are you sure you want to continue with changes ?

OK Cancel

Agency Name:* Tucson Unified District

Primary Contact :* Sandy Beaches

Primary Phone:* 777-777-7777

Secondary Contact :* Suzy Q

Secondary Phone:* 888-888-8888

Effective Date :

IEP Date :

Evaluation Date :

Funding Option :* (NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatment.

Disability:* Non Special Education

☑ By checking the box and submitting signature you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity and enforceability as defined in S.2107 of Government Paperwork Elimination Act.

Signed by : ESS , HSD User

Approving the Initial Application

- Once the Initial Application has been signed and approved, the next step is to **complete the Home School District Education Voucher Application.**

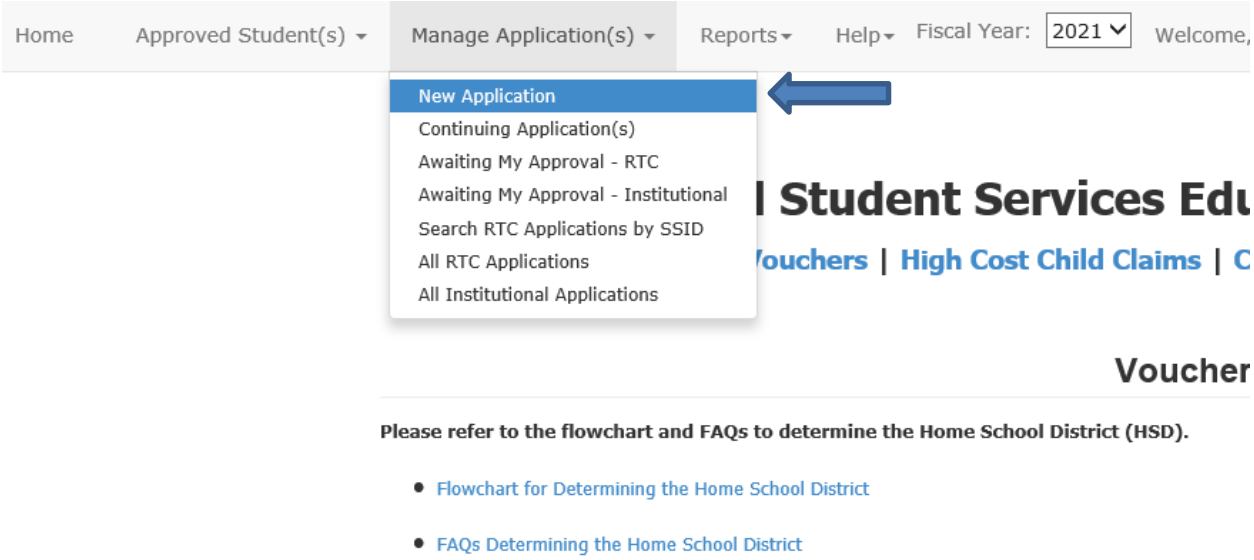
- The public education agency (PEA) has 60 days from the student's entry date to the RTC to complete, upload, and submit the HSD application with the required documents.

HSD Extension

- If it is not possible to complete the HSD Application (with the required documents) within 60 days, you may submit an Extension of Education Voucher (for ADE approved reasons).

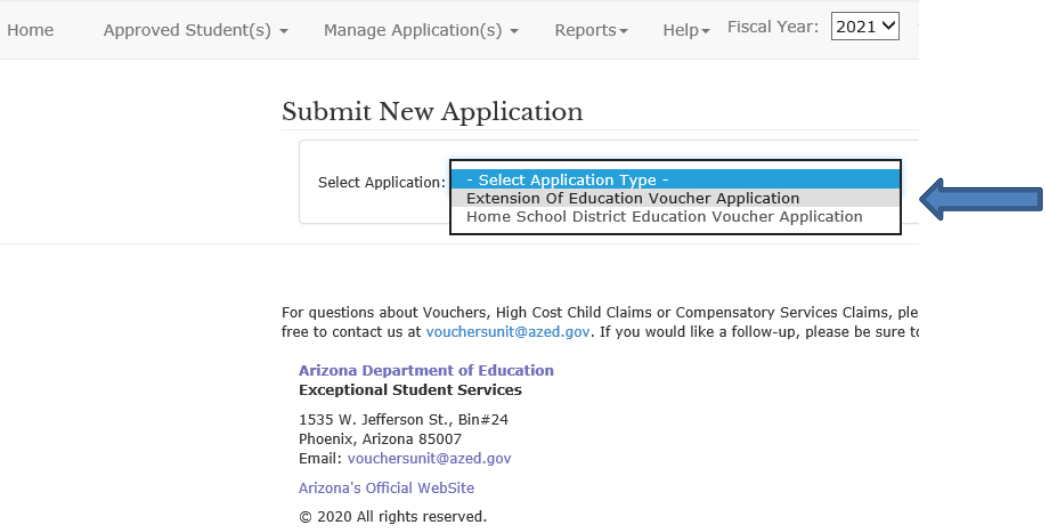
Extension of Education Voucher

- To apply for an extension, click on **New Application** on the **Manage Application(s)** drop-down menu.



Extension of Education Voucher

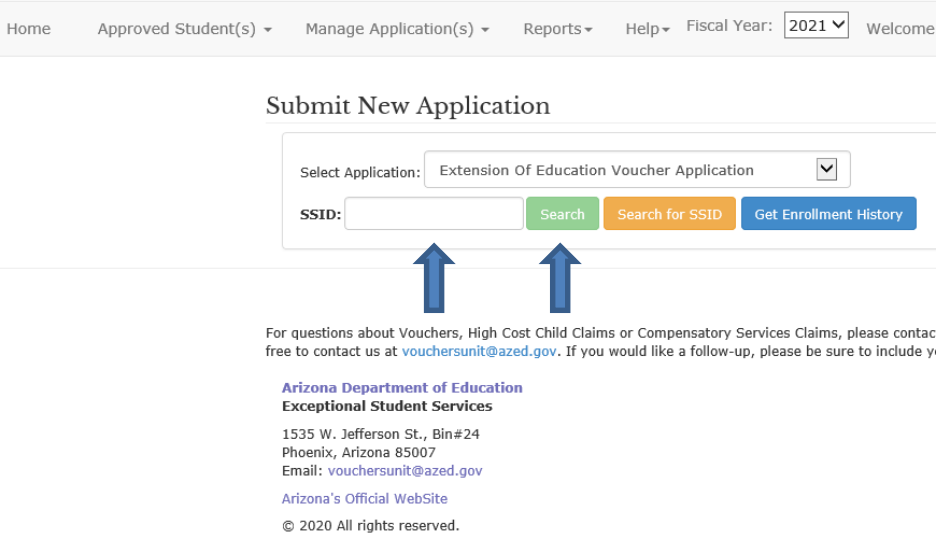
Select the Extension of Education Voucher Application.



Extension of Education Voucher

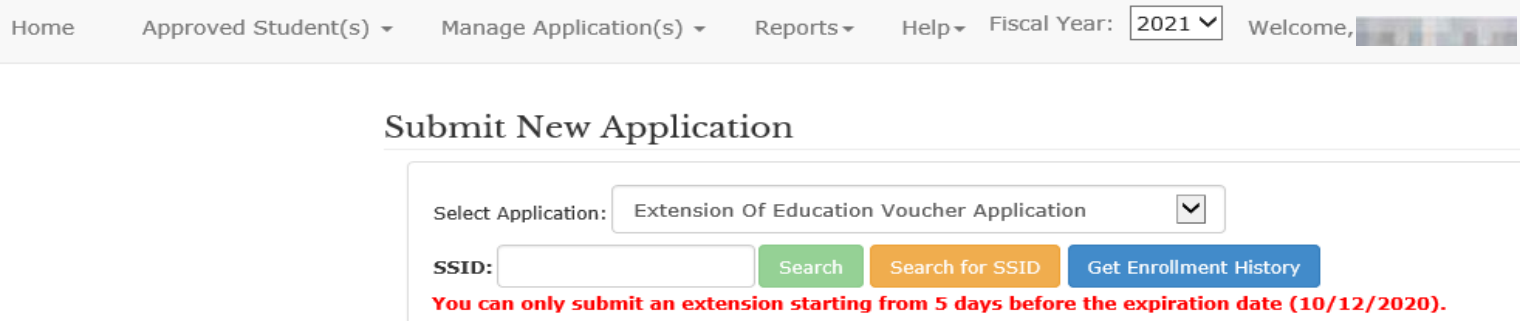
Once **Extension of Education Voucher Application** is selected, the application will prompt you to enter an **SSID number.** Click the **Search** button after entering the number.

Note: Search by name is not an option.



Extension of Education Voucher

Extensions can only be submitted starting five days prior to the expiration date of the Initial Application. If you try to create an extension application before five days, you will see an error message in **red.**



Extension of Education Voucher

Once the **SSID number** is entered and the **Search** button is selected, the voucher system will display the **Initial Application Details** for the student.

Submit New Application

Select Application: Extension Of Education Voucher Application

SSID: Search Search for SSID Get Enrollment History

SSID#

Initial Application Details

Student Name:		Birth Date:		Entry Date:	
RTC Name:					
RTC Voucher Contact:		Email:		Phone:	
RTC Education Contact:		Email:		Phone:	

Extension of Education Voucher

You must check at least one reason for the delay and enter comments. The application will alert you if you try to continue without completing these steps. School breaks including summer or lack of personnel are not acceptable statutory justifications and the extension will be denied.

Select Justification(s)

- This form must be completed by the home school district (HSD), when a student is placed by a state placing agency (SPA) into a residential treatment center (RTC) for care, safety, treatment reasons or cannot be evaluated within 60 calendar days.
- School breaks—including summer or lack of personnel—are not acceptable justifications for extensions and will be denied. This may result in HSD fiscal liability for the time period involved.
- In accordance with A.R.S 15-1183, the HSD is requesting an extension of voucher funding for the above-named student because: (Please check all that apply and provide a complete explanation for each.)

☐ **Delay in receiving reports, e.g., teacher progress/social development, cumulative records.**

☐ **MET/IEP is in progress. Please enter meeting scheduled date in comments.**

☐ **MET/RED is in progress. Please enter meeting scheduled date in comments.**

☐ **The home school district has not yet obtained a surrogate parent.**

☐ **The Home School District is having difficulty locating/contacting parent/guardian.**

☐ **The student was unavailable for testing, e.g., AWOL, hospitalized.**

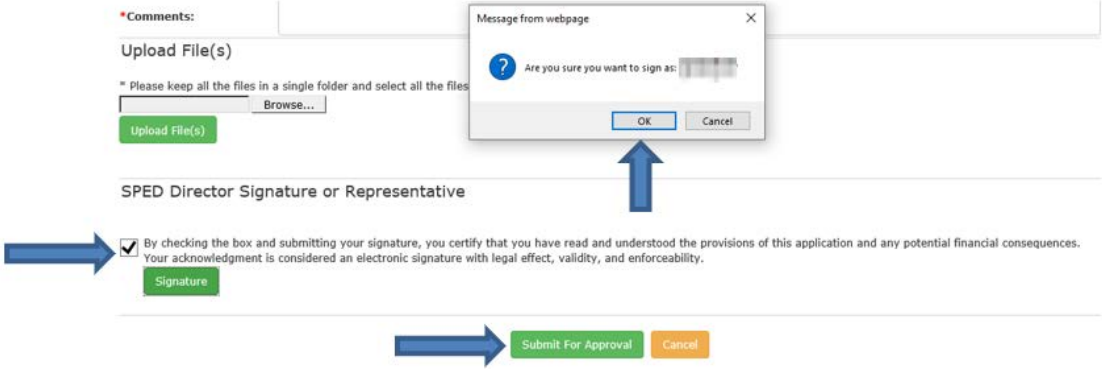
☐ **Other**

***Comments:**

Extension of Education Voucher

The next step is the **SPED Director Signature or Representative.** Check the box and a dialogue box will appear. **Click OK** to complete the **Signature,** your name will then appear below the checked box.

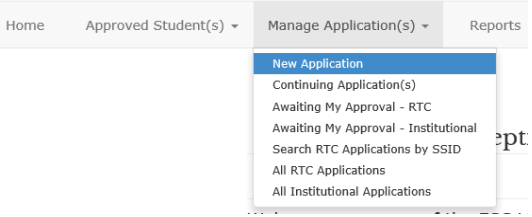
- Use the green **Upload File(s)** button to provide **Justification(s)** for the extension. (Examples include emails, PWNs, or other documents related to the justification).
- Click **Submit for Approval** to complete the extension application. The extension will expire 60 days from the expiration of the Initial Application. You can view the application under **All RTC Applications**.

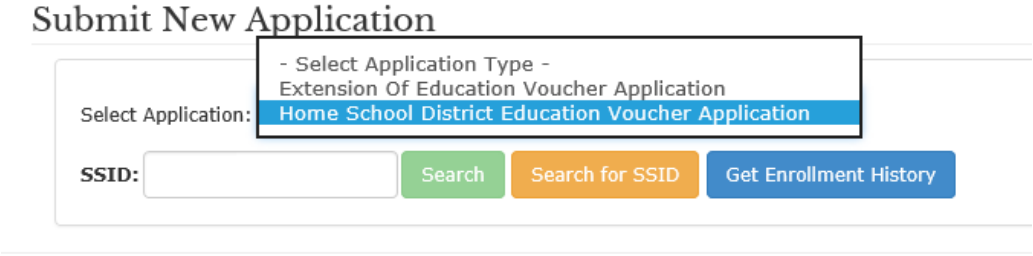


Creating an HSD Application and Uploading Documents

- Use the drop-down menu under **Manage Application(s)** to create an HSD application.
- Select **New Application** then **Home School District Education Voucher Application**.

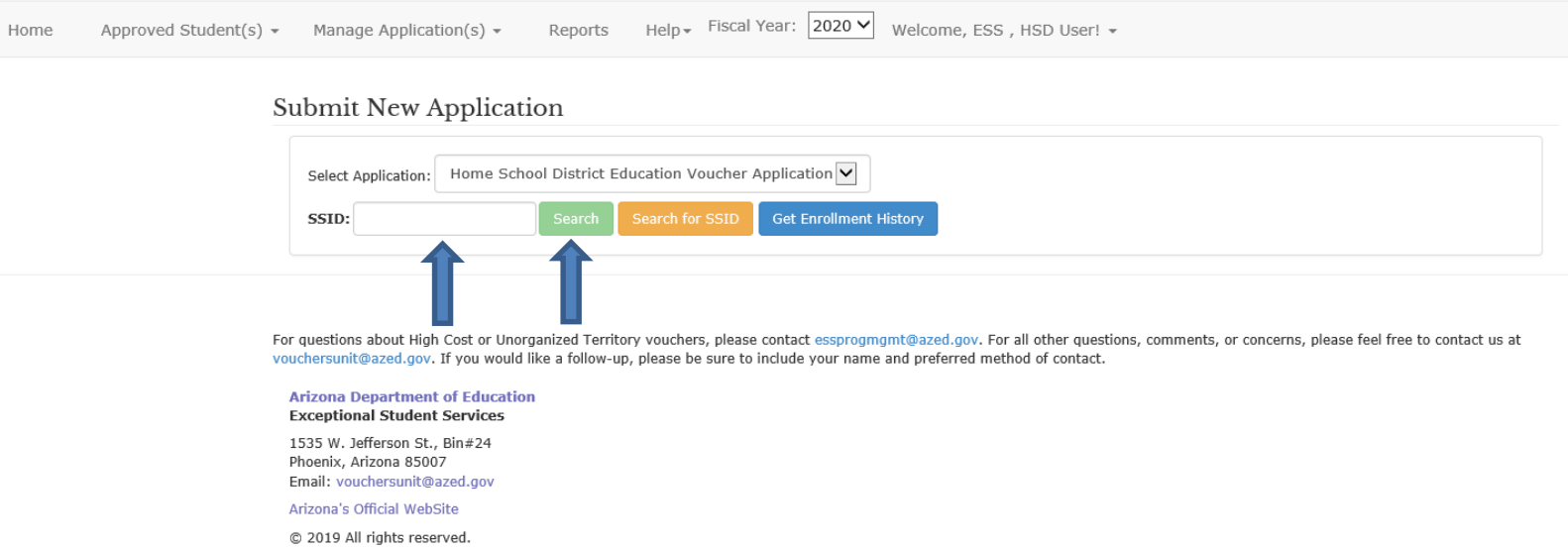
(If the student has an HSD application already approved and you need to upload a new IEP or evaluation, go through this same process of creating a new HSD application).





Creating an HSD Application and Uploading Documents

Enter an **SSID number** and click **Search.**



Creating an HSD Application and Uploading Documents

If the application is valid, you will see the **Submit New Application** page. Click **Create HSD Application**. The top part of the page shows the **Initial Application Details** for the student.

Submit New Application

Select Application : HOME SCHOOL DISTRICT EDUCATION VOUCHER APPLICATION

: Search

Initial Application Details

Student Name :	[redacted]	Birth Date:	[redacted]	Entry Date :	[redacted]
RTC Name :	**Youthworks Inc**				
RTC Contact :	**ESS , RTC User**	Email :	**RTC_User@test.com**	Phone :	**111-111-2222**
RTC Education Contact :	**Mark RTC**	Email :	**mark.rtc@test.com**	Phone :	**222-222-3333**
Current Funding Option:	**(CSE) Student is eligible for special education, placed in a residential facility for care, safety, or treatment.**				
IEP Date :	[redacted]	Evaluation Date :	[redacted]		

- The home school district (HSD) is responsible for ensuring that this form is completed for any student requiring placement in a residential treatment center (RTC).
- This application and required documentation must be submitted to the Arizona Department of Education (ADE)/Exceptional Student Services (ESS)/Voucher Administration within 60 calendar days of the student's entry into the RTC.
- Failure to submit this information or a request for extension within that time frame will result in the HSD assuming responsibility for the payment of educational costs through the date the voucher documentation is received by ESS-Voucher Administration.

Creating an HSD Application and Uploading Documents

The bottom section of the application is the **Educational Placement and Funding Options.**

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

☐ Check if student does not have all the required documents and still requires temporary approval.

IEP Date: Evaluation Date:

Funding Option :* (NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatm

Disability:* Non Special Education

Comments:

Upload Document:

Select Document Type(s):*

☐ Eligibility ☐ IEP ☐ MET ☐ Non-Eligibility ☐ PWN ☐ Other

Browse...

Upload File(s)

Creating an HSD Application and Uploading Documents

Use the checkbox if you would like to start the application, **but** do not have all of your documents. Comments may be entered to let the Vouchers Unit know which documents are missing. This will allow ADE to give temporary approval while waiting for your additional documents (**<u>This feature should only be used beyond the expiration of an extension application and must include a minimum of a MET Report/RED).</u>**

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

☑ Check if student does not have all the required documents and still requires temporary approval.

IEP Date: 08/18/2020 Evaluation Date: 08/12/2020

Funding Option :* (CSE) Student is eligible for special education, placed in a residential facility for care, safety, or treatment.

Disability:* OHI - Other Health Impairment

Comments:

Creating an HSD Application and Uploading Documents

Complete the date fields on this page.

Note: You are required to enter the **Evaluation Date**.

The **IEP Date** applies only if the student is **eligible for special education services**. The application will only accept current **IEP** and **MET** dates.

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

☐ Check if student does not have all the required documents and still requires temporary approval.

IEP Date: Evaluation Date:

Funding Option :* (NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatme

Disability:* Non Special Education

Comments:

Educational Placement and Funding Options

The **Funding Option** field is a drop-down menu with three options:

- **Non-Special Education; placed by a state agency (NSE)**
  - If the student was previously NSE, but has subsequently been determined eligible for services, the HSD user will need to change the category in their Student Information System.
- **Special Education for Care & Safety; placed by a state agency (CSE)**
- **Special Education for Educational Reasons; placed by an IEP team (RSE)**

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

☐ Check if student does not have all the required documents and still requires temporary approval.

IEP Date:

Funding Option :*

- Select Funding Option -
(NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatment.
(CSE) Student is eligible for special education, placed in a residential facility for care, safety, or treatment.
(RSE) Student is eligible for special education and requires a residential facility for educational reasons.

Disability:*

- Select Disability -

Comments:

Upload Document:

Select Document Type(s):*

☐ Eligibility ☐ IEP ☐ MET ☐ Non-Eligibility ☐ PWN ☐ Other

Browse...

Upload File(s)

Selecting the Disability Category

If you selected NSE as the Funding Option, the application would default to NSE under the Disability.

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

☐ Check if student does not have all the required documents and if you still required to get temporary approval from voucher unit.

IEP Date: Evaluation Date:

Funding Option :* (CSE) Student is eligible for special education, placed in a residential facility for care, safety, or treatment.

Disability:*

- Select Disability -
A - Autism
ED - Emotional Disability
HI - Hearing Impairment
MD - Multiple Disabilities
MDSSI - Multiple Disabilities - Severe Sensory Impairment
MIID - Mild Intellectual Disability
MOID - Moderate Intellectual Disability
OHI - Other Health Impairment
OI - Orthopedic Impairment
PMD - Preschool - Moderate Delay
PSD - Preschool - Severe Delay
PSL - Preschool - Speech/Language Delay
SHI - Severe Hearing Impaired
SID - Severe Intellectual Disability
SLD - Specific Learning Disability
SLI - Speech/Language Impairment
SVI - Severe Visually Impaired
VI - Visual Impairment

code is not correct, It must be updated in SAIS before you can complete this

Comments:

Upload Document:

Select Document Type(s):*

☐ Eligibility ☐ IEP ☐ ME

SPED Director Sign

☐ By checking the box and submitting your signature, you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

Signature

ED-P Students

Requirements for ED-P Funding:

- The HSD and RTC must agree that this placement is the least restrictive environment to meet the student's needs.
- The HSD needs to update the SSID with the ED category in their SIS (contact ESS Data Management for more information).
- The HSD and the RTC should work together to update the IEP to reflect the ED-P needs/services, including exit criteria and transition plan to a less restrictive placement.

***Not all ED students need ED-P services. An ED-P student may exit the ED-P program during the time at the RTC. It is the responsibility of the RTC to notify the HSD if the student exits ED-P placement.**

ED-P Students

Note that there are important IEP components for students receiving ED-P services:

- Appropriate IEP goals with objectives
- Transition and exit criteria
- Functional Behavior Assessment (recommended)
- Behavior Intervention Plan (recommended)

*The IEP must be updated to reflect the delivery of ED-P services at the RTC and clearly stated in the PWN.

Selecting ED-P

- Select ED - Emotional Disability in the Disability drop-down.
- Then check the box beside it to indicate ED-P eligibility.

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

☐ Check if student does not have all the required documents and still requires temporary approval.

IEP Date: 08/18/2020 Evaluation Date: 08/12/2020

Funding Option :* (CSE) Student is eligible for special education, placed in a residential facility for care, safety, or treatment.

Disability:* ED - Emotional Disability ☑ Check if student is eligible for ED-P (Emotional Disabled-Private)

Comments:

Creating an HSD Application and Uploading Documents

The next section, **Select Document Type(s)**, has check boxes.

You can **combine documents** and **Upload File(s)** as one document. However, you still need to check each box for each item included in the document (instructions on next slide).

Upload Document:

Select Document Type(s):*

☐ Eligibility ☐ IEP ☐ MET ☐ Non-Eligibility ☐ PWN ☐ Other

Browse...

Upload File(s)

SPED Director Signature OR Representative

☐ By checking the box and submitting signature you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity and enforceability as defined in S.2107 of Government Paperwork Elimination Act.

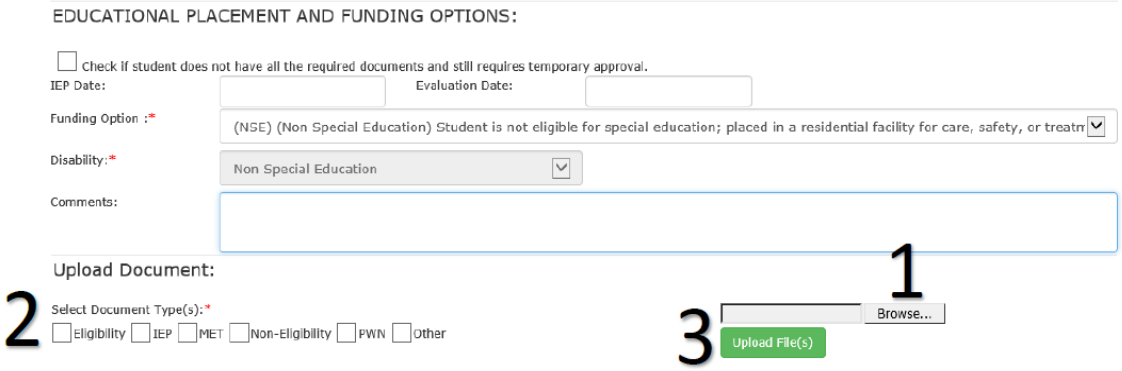
Signature

Creating an HSD Application and Uploading Documents

If you try to submit the application without the required documents, you will see an error message.

- **Step 1** Select Browse/choose file(s)
- **Step 2** Check boxes, MET/Non-Eligibility & PWN (& others if needed)
- **Step 3** Click Upload File(s)

Once the 3 steps are completed the check marks for MET/Non-Eligibility & PWN will automatically uncheck. You then Sign/Approve/Submit.



Creating a HSD Application and Uploading Documents

For a **Non-Special Education (NSE)** student, the minimum documents **required** are:

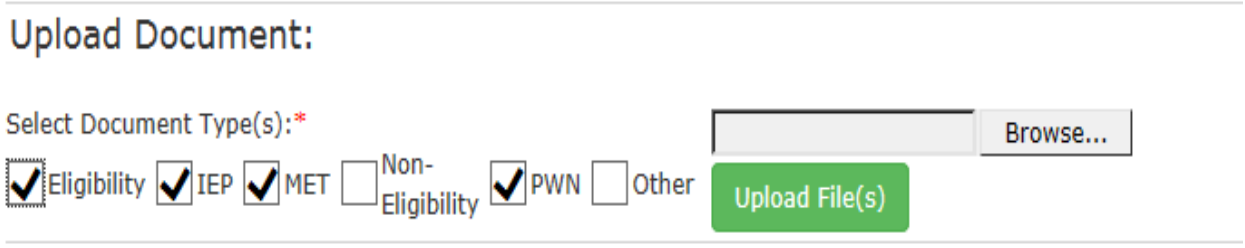
- **Multidisciplinary Evaluation Team (MET) report or Review of Existing Data (RED)**
- **Non-Eligibility Determination**
- **Prior Written Notice for Non-Eligibility (PWN)**

Creating an HSD Application and Uploading Documents

For a **student eligible for special education services**, the required documents are:

- **Eligibility Determination**
- **Prior Written Notice for Eligibility (PWN)***
- **Multidisciplinary Evaluation Team (MET) Report/Review of Existing Data (RED) with PWN**
- **Individualized Education Program (IEP) with PWN**

*If the student was receiving special educational services at the home school district, the PWN should indicate the RTC as a "change of placement." It should also reflect that the IEP was reviewed, revised, and/or developed with the RTC staff for implementation at the residential treatment center.



Creating an HSD Application and Uploading Documents

Once you've uploaded your documents, you will see this Attachments box.

Notice that under **Document Type(s)** is a list of the **documents you checked to upload**.

Upload Document:

Select Document Type(s):*

☐ Eligibility ☐ IEP ☐ MET ☐ Non-Eligibility ☐ PWN ☐ Other

Browse...

Upload File(s)

Attachments:

	Document Name	Document Type	Uploaded On	
☐	Test IEP.docx	PWN MET IEP Eligibility		Delete

Download Selected File(s)

Important Notes

- All documents must be current.
- IEPs and MET Reports must have complete team participation.
- PWNs must be included with the MET report and the IEP.
- The MET Report/RED must include a clear Eligibility Determination.

Comments Box

Remember to enter in the comments box any pertinent information for this student including effective dates for eligibility and if an ED-P decision was reached by the IEP team.

Funding Option :*

(CSE) Student is eligible for special education, placed in a residential facility for care, safety, or treatment.

Disability:*

ED - Emotional Disability

Check if student is eligible for ED-P (Emotional Disabled-Private)

Comments:

Upload Document:

Select Document Type(s):*

Eligibility IEP MET Non-Eligibility PWN Other

Browse...

Upload File(s)

Attachments:

	Document Name	Document Type	Uploaded On	
	MET 9-10-18.pdf	PWN MET Eligibility	8/20/2020 10:05:31 AM	Delete
	IEP 3-31-20.PDF	PWN IEP	8/20/2020 10:05:32 AM	Delete

Download Selected File(s)

SPED Director Signature or Representative

By checking the box and submitting your signature, you certify that you have read and understood the provisions of this application and any potential financial consequences. Your acknowledgment is considered an electronic signature with legal effect, validity, and enforceability.

Signature

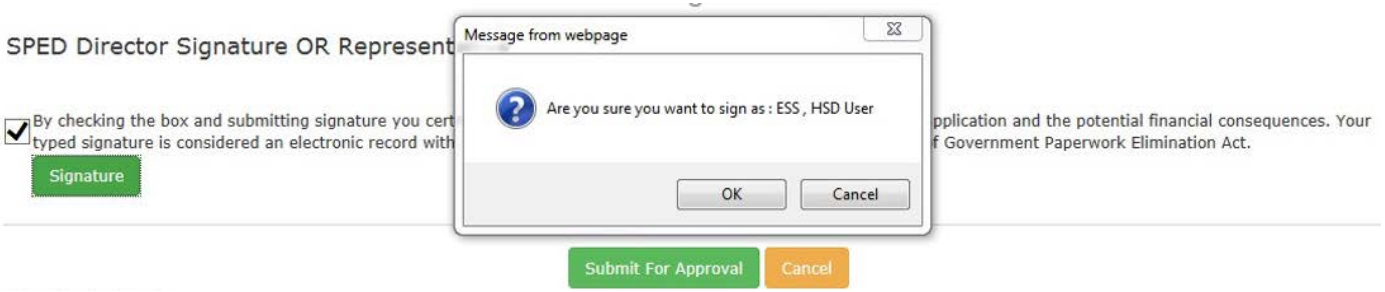
Submit For Approval Cancel

* Field is mandatory.

Submitting the HSD Application

The final step for the HSD user (special education director or the representative) is to check the box by Signature.

- Clicking the **Signature** button will generate the dialogue box shown above.
- Click **OK** to complete the signature.



Submitting the HSD Application

When the signature has been accepted, the green circle with the check mark will appear with the name of the person who signed it, along with the date of the signature.

The final step is to click the **Submit for Approval** button.

SPED Director Signature OR Representative

☑ By checking the box and submitting signature you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity and enforceability as defined in S.2107 of Government Paperwork Elimination Act.

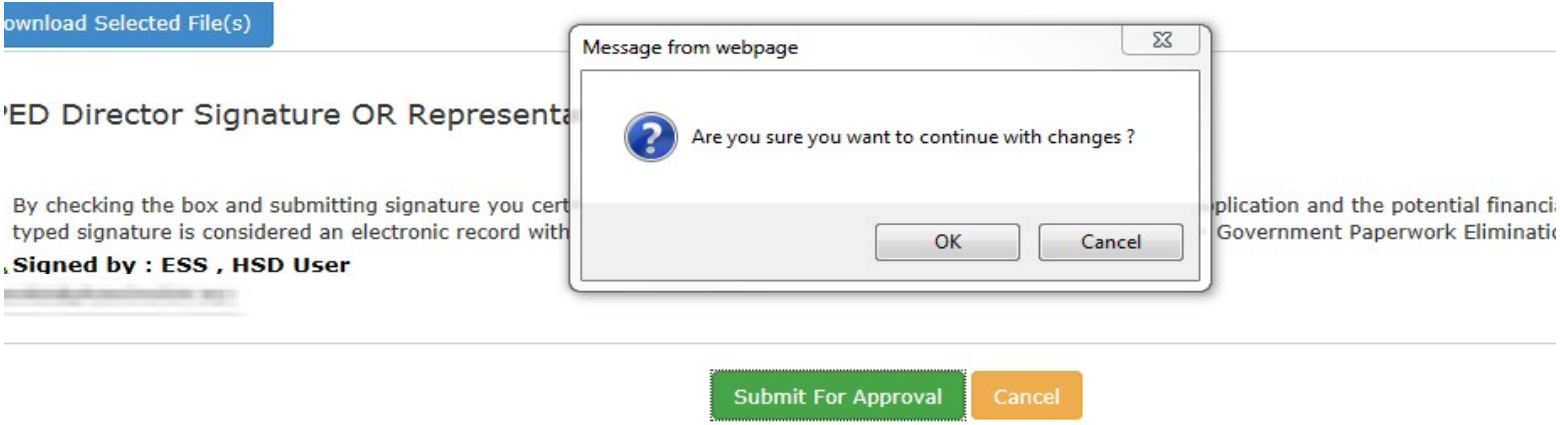
Signed by : ESS , HSD User

Submit For Approval | Cancel

* Field is mandatory.

Submitting the HSD Application

A final dialogue box will ask if you want to continue. Click **OK** to submit for approval.



Submitting the HSD Application

Once the application is submitted, the Recall Application button becomes active.

This allows you to recall and make corrections if needed.

*** Remember to re-submit the application after the changes are made.**

Initial Application Details

Student Name: Birth Date: Entry Date:
RTC Name: **Devereux (072102001) - (7296)**
RTC Voucher Contact: Email: Phone:
RTC Education Contact: **Education Team** Email: Phone:
HSD Name: **Mesa Unified District (070204000) - (4235)**
SPED Director Name: Email: Phone:
Secondary Contact Name: Email: Phone:
Funding Option: **(NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatment.**
Disability Category: **Non Special Education**
IEP Date: Evaluation Date:

New Educational Placement And Funding Options:

Funding Option: **(NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatment.**
Disability Category: **Non Special Education**
Disability Effective Date: New IEP Date: New Evaluation Date:

Attachments:

	Document Name	Document Type	Uploaded On
	Test IEP.docx	PWN Non-Eligibility MET	

Download Selected File(s)

Recall Application

Important Note

- Once an HSD application with the required documents is submitted to the Vouchers Unit and approved, the student's educational services will be **approved for the remainder of the fiscal year (June 30th)**.

- If an application is rejected by the ESS Vouchers Unit, the HSD will receive an email. When you open the application, you will see in the notes section the reason for the rejection and what is needed (Under the Approval History).

- If a student remains in the facility after June 30th, a request for **Continuing Application(s)** will be initiated by the residential treatment center.

Pending with ADE

- Once you submit the application, the status will be **Pending with ADE First Level Approver** or **Pending with ADE.**
- The application must be approved at both levels.
- Once the application is approved, you will receive an auto-generated email:

  "Hello, Jeff.Rhodes@azed.gov approved your Home School District Education voucher application request for student name (record #)."

Approval History with comments are found at the bottom of the application.

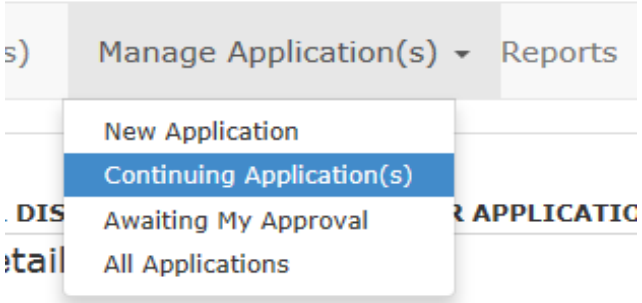
	Application ID	Application Type	Application Status	RTC Name	SPA Name	HSD Name
View		Home School District Education Voucher Application	Pending with ADE	Mingus Mountain Academy	DHS / CPSA	Mesa Unified District
View		Home School District Education Voucher Application	Pending with ADE	YOUTH DEVELOPMENT INSTITUTE	AOC MARICOPA JCC	Mesa Unified District
View		Home School District Education Voucher Application	Pending with ADE	Canyon State Academy	DES DIST I ACYF-PHOENIX	Mesa Unified District
View		Home School District Education Voucher Application	Pending with ADE First Level Approver	Canyon State Academy	DES DIST I ACYF-PHOENIX	Phoenix Union High School District

Continuing Applications

- The RTCs will submit **Continuing Application(s)** to the HSD much like the initial application beginning July 1st.

- The HSD will be responsible for approving the application with an electronic signature. After the HSD has approved the Continuing Application, it then must be approved by the State Placing Agency (SPA).

- This will fund the student's educational services through the rest of the fiscal year.



Important Note

- If the IEP or MET evaluation of a student who is eligible for special education expires while the student is at the RTC, it is the responsibility of the home school district's IEP team to schedule and develop the IEP.

- Remember to include the residential treatment center education staff in the development of the new IEP.

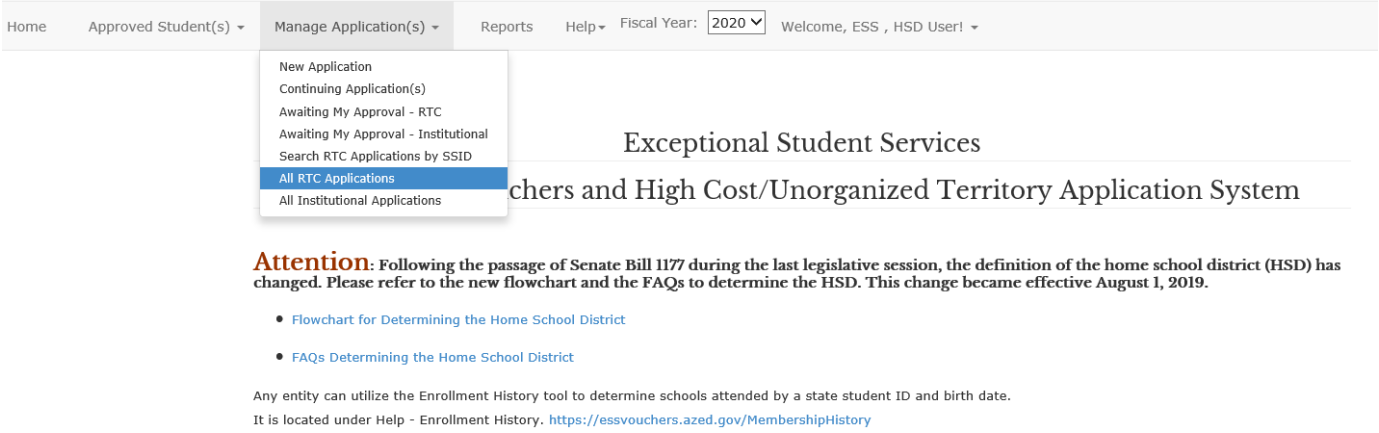
- IEP and MET report expiration dates will be listed in the ADE Reminder Emails.

Manage Applications

View all applications under **Manage Applications.**

Note: There are **All RTC Applications and All Institutional Applications (ASDB).**

Notice that there is a drop-down menu to select the fiscal year. The previous fiscal year is read-only.



Manage Applications

This lists **All Applications** for the HSD, as well as the status of each one.

You can view an application simply by clicking on the **View** button. Notice that you can also view applications by page number.

All RTC Applications

Show 50 entries

Search:

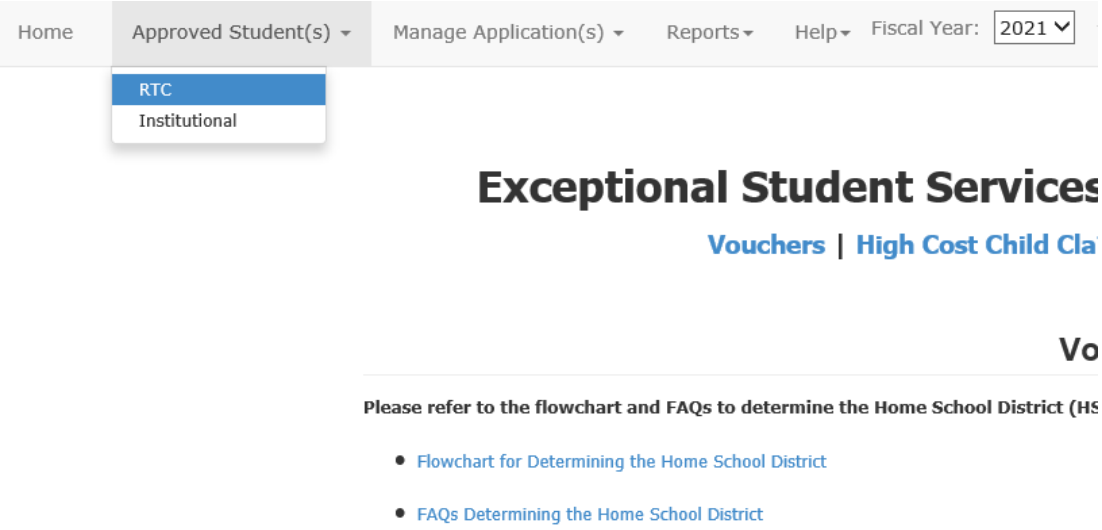
	Application ID	SSID	Student Name	Application Type	Application Status	SPA Name	HSD Name	Entry
View				Initial Education Voucher Application	Pending with HSD	DCS Southwest/Central Regions-PHOENIX	Roosevelt Elementary District	
View				Initial Education Voucher Application	Pending with HSD	DCS Southwest/Central Regions-PHOENIX	Florence Unified School District	
View				Initial Education Voucher Application	Pending with HSD	DCS Pima Region-TUCSON	Casa Grande Union High School District	
View				Initial Education Voucher Application	Pending with HSD	DCS Pima Region-TUCSON	Tucson Unified District	
View				Home School District Education Voucher Application	Pending with HSD	DCS Southwest/Central Regions-PHOENIX	Madison Elementary District	
View				Home School District Education Voucher Application	Approved	DCS Southwest/Central Regions-PHOENIX	Washington Elementary School District	
View				Home School District Education Voucher Application	Approved	DCS Southwest/Central Regions-PHOENIX	Mesa Unified District	

Showing 1 to 50 of 2,060 entries

Previous 1 2 3 4

Manage Applications

The vouchers application also allows you to view all of your approved students for both RTC and Institutional.



Updating Contact Information (for one application)

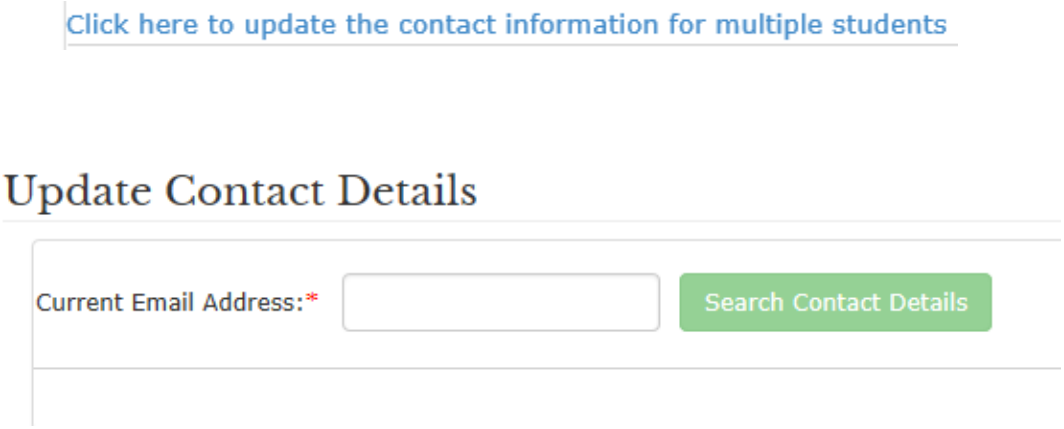
To update contact information, click on Approved Students on the upper left side of your screen.

- Scroll all the way 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 screen.

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.”

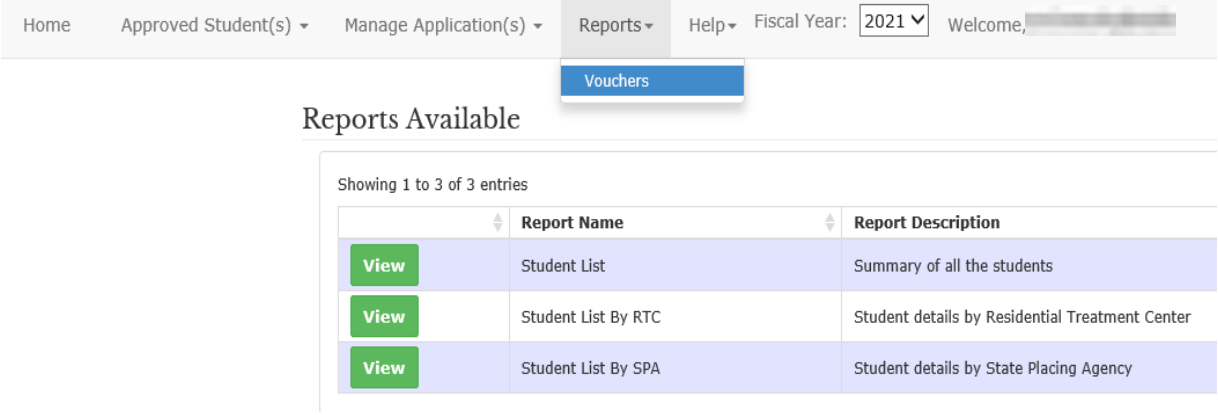
Clicking on this link will prompt the user to enter an email address. A search will generate the contact information for this user. It can then be updated and saved.



Accessing Reports

To access reports, click on **Reports/Vouchers.** The three types of reports you can view are:

1. Student List
2. Student List by RTC
3. Student List by SPA



Student Lists

- The **Student List** shows you an alphabetical list of all your voucher students.
- The **Student List by RTC** shows you an alphabetical list of all your voucher students sorted by residential treatment center.
- The **Student List by SPA** shows you an alphabetical list of all your voucher students sorted by state placing agency.

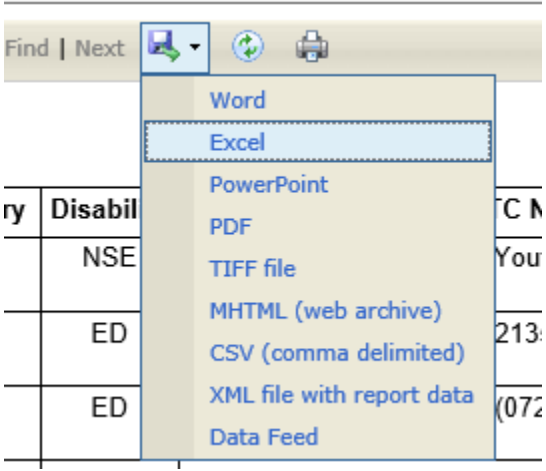
Showing 1 to 3 of 3 entries

	Report Name	Report Description
View	Student List	Summary of all the students
View	Student List By RTC	Student details by Residential Treatment Center
View	Student List By SPA	Student details by State Placing Agency

Student Lists

From the reports tab, you can save, refresh, or print the report. You can also choose the size for viewing. **Find** and **Next** allow you to search and navigate through pages if needed.

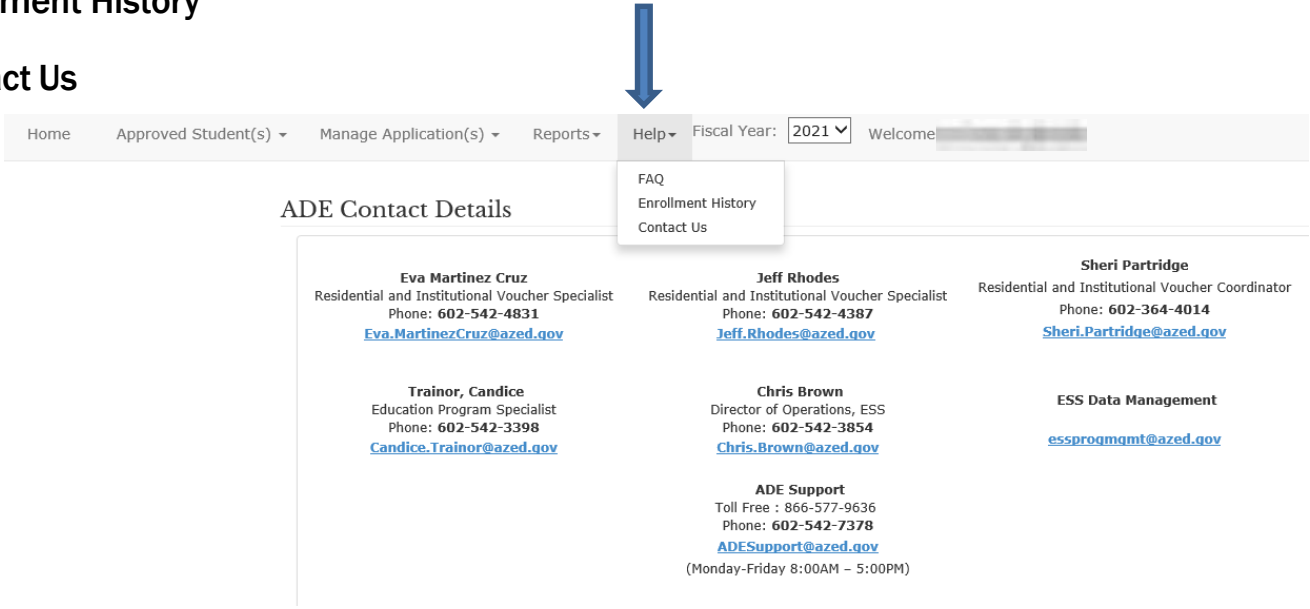
If you choose to save the report, you have several different file options, including **Word**, **PDF**, and **Excel.**

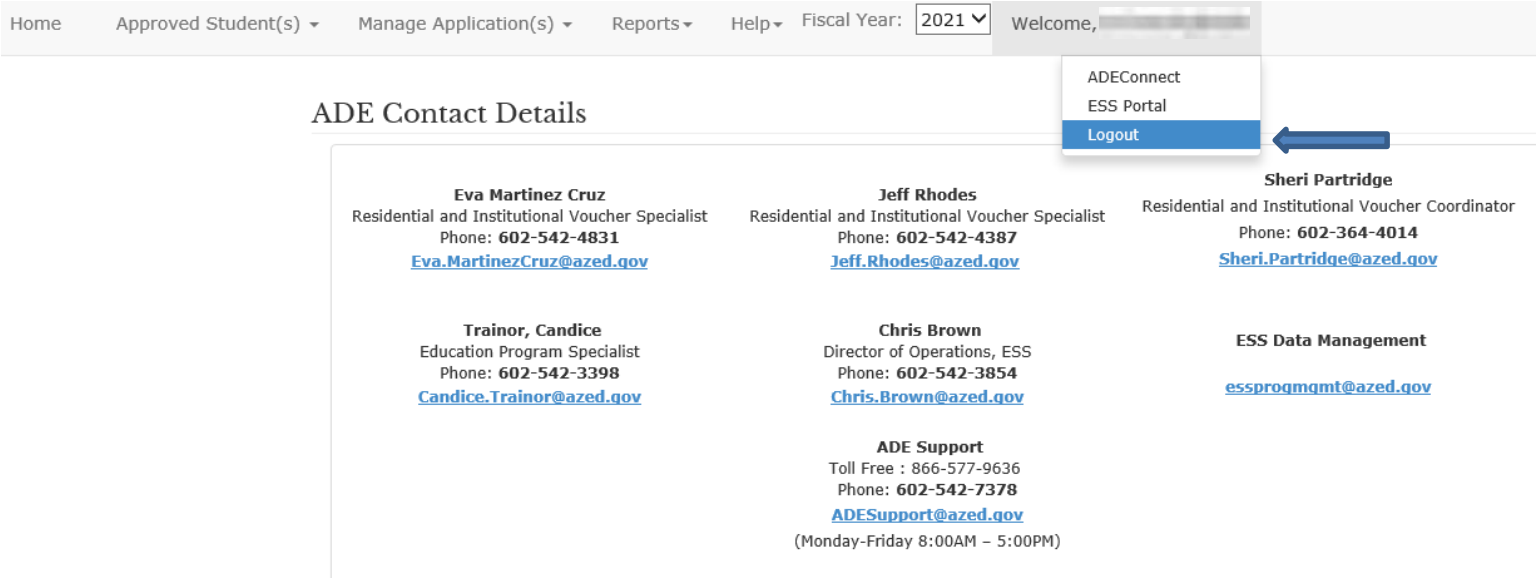


Help Options

Use the **Help** menu to select:

- **FAQ**
- **Enrollment History**
- **Contact Us**



Log Out

To exit ESS Vouchers, select **Logout**.