Arizona Department of Education

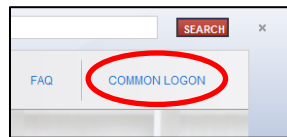| Exceptional Student Services (ESS) / Data Management	Last Updated: February 2014

SAIS Online for Secure Care Facilities with Students Served on October 1

Secure care facilities that do not use a student management system to submit students' special education participation information to the Student Accountability Information System (SAIS) must use SAIS Online to report data for students receiving special education and related services on October 1, the federal SPED census date. This document provides step-by-step instructions for individuals submitting student SPED census data via SAIS Online. Before you begin to enter information, obtain each student's personal information and special education details, such as the SAIS ID, date of birth, special education entry date, service type, etc.

SAIS Online is an application available under the Arizona Department of Education's Common Logon, the secure area on the ADE website where student-level data entry occurs. Individuals entering student data must have a common logon username and password to access SAIS Online. The ADE Support Center administers access to SAIS Online and other common logon applications. Individuals who need a username and/or password to access the common logon, or who need SAIS Online added to their list of available applications, must contact the ADE Support Center to request changes. Contact the Support Center via email at adesupport@azed.gov or via telephone at either 602-542-7378 or 866-577-9636.
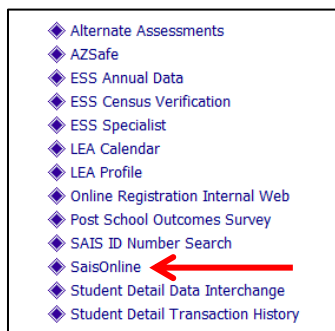
1. Access the common logon from the ADE homepage at http://www.azed.gov. Click on the **COMMON LOGON** link in the upper right corner of the page.

2. Enter the username and password, then click on the **Continue** button or press the Enter key.

3. Choose **SAIS Online** from the application menu. If SAIS Online is not in the list, contact the ADE Support Center to request access.

4. When you log in to SAIS Online, the School List screen will display. This screen lists each school in your agency. Most secure care agencies only have one school, but if there are multiple schools and they are not shown, click the **All** button to show the complete list. Initially, no students will be associated with the school, so the **Students** column will be blank. To add students in the school, click on the magnifying glass icon in the **View** column on the right.

SAIS Online defaults to the current fiscal year.

ESS Data Management recommends ignoring the filter boxes at the top of the screen and the Tuition Out/Private School List link.

Click here to add a student.

5. Clicking the magnifying glass icon in the **View** column brings the user to the Student List. Initially, at the beginning of each fiscal year, the student list will be blank. Click on the **Add a New Student** link to add a student to the list for this school. Students must be added individually to SAIS Online. Follow these steps to add each student one at a time.

ESS Data Management recommends ignoring the filter boxes at the top of the screen.

Click here to add a student to the list.

6. Enter the student's personal information on the Add Student screen. All fields are explained in the descriptions below, and all fields are required unless otherwise noted *in italic*. Click the **Submit** button to save the data in SAIS.

SAIS Online - FY 2013

Jail - Yavapai County Sheriffs Office - Add Student

Application Menu ::   **LEA List | School List | Student List | Status | Reports | Help**   **:: Fiscal Year:** 2013 ▼

ⓘ *Enter the requested information in the form below and click the Submit button to record the new student. Click the Cancel button to abort and return to the View Student Details page.*

Student Personal Information

SAIS ID:	🔍
School Student Id:	
Name (L,F,M):	**Extension:**
Goes By (L,F):	(Optional if same as First Name above)
Resp. Party (L,F):	
Birth Date:	(MM/DD/YYYY) **Gender:** ▼
Country of Birth:	US - United States of America ▼
State of Birth:	▼ **Home Language:** ▼
Cohort Year:	**Tribal Name:**
Prev School CTDS:	
Prev School Student ID:	
Prev School State:	▼

Ethnicity
Hispanic/Latino: No ▼
Race
☐ White
☐ Black or African American
☐ Asian
☐ American Indian or Alaskan Native
☐ Native Hawaiian or other Pacific Islander

[Submit] [Cancel]

- **SAIS ID:** Each student who has been in an Arizona school will have a SAIS ID. If you do not have the student's SAIS ID, click the binoculars button next to this field to search the system for the SAIS ID. ESS Data Management can also assist you with finding the student's SAIS ID if you have information from the student's prior school.
- **School Student ID:** This is the identification number used in your school.
- **Name (Last, First, Middle):** Student's full name; *middle name is not required.*
- **Extension:** If a student has a name extension such as "Jr." or "III," enter it here. *This field may be left blank.*
- **Goes By (Last, First):** The last and first name that the student goes by. *Only the last name is required.*
- **Responsible Party (Last, First):** The last and first name of the person responsible for the student; if the student is 18 or over, this may be the student him- or herself.
- **Birth Date:** Student's birth date.
- **Country of Birth:** The country in which the student was born.
- **State of Birth:** *Only required when the Country of Birth is the United States of America.*

- **Previous School CTDS:** The CTDS number for the school in which the student was previously enrolled; *may be left blank - if the next field, "Previous School Student ID" is not known, then leave this field blank.*
- **Previous School Student ID:** *Required only if "Previous School CTDS" is submitted.*
- **Previous School State:** *Required only for students who transfer from a school outside of Arizona, but within the United States of America.*
- **Ethnicity - Hispanic/Latino:** Select "Yes" or "No."
- **Race:** Select one or more races for the student, *if applicable.*
- **Gender:** The student's gender: male or female.
- **Home Language:** The language spoken at the student's home.
- **Tribal Name:** *Only required if the student has a tribal name.*

Note: If the data are not accepted by the system or if required fields are left blank, SAIS Online will generate an error message, which will be displayed at the top of the screen. The message should explain the issue. Correct the data and click **Submit** again to save the data in SAIS.

Once the student's personal information is successfully added to and saved in SAIS, the student's name, school student ID, SAIS ID, and birth date will appear in the student list. The next step in the process is adding the student's special education participation information:

7. From the student list, click on the magnifying glass icon in the **Needs** column to access the Needs area in SAIS Online.

8. The Needs screen displays the student's personal information at the top. Scroll down the screen past the *Student Needs* area to the *Student SPED Service Participation* area. Click on the **Add New SPED Service Participation** link on the right side.

Note: The *Student Needs* area appears directly below the student's personal information on the Needs screen before the *Student SPED Service Participation* area. You *do not* need to add the student's special education need in this area: entering the student's SPED service participation will populate the *Student Needs* area automatically.

9. The screen displays the student's personal information at the top of the screen. Enter the student's special education service participation data on the bottom portion of the screen. All fields are explained in the descriptions below. Click on the **Submit** button to save the data in SAIS. If the student receives special education for multiple needs, complete this step for each need code for which the student is being serviced.

SPED Service Participation Information

Track Number: _____

Grade: _____

Need Code: _____

SPED Service (Type) Code: _____

Service Entry Date: _____ (MM/DD/YYYY)

Service Exit Date: _____ (MM/DD/YYYY)

Program Exit Reason: _____

Funded DOR: _____

Special Enrollment Code: _____

Federal Primary Indicator: No

SPED School Concurrency: _____

Submit   Cancel

- **Track Number:** This refers to the student's calendar track; enter "1."
- **Grade:** The student's grade level - the screen will refresh after a grade is selected.
- **Need Code:** The student's special education need that is being serviced - the screen will refresh after a need code is selected.
- **SPED Service (Type) Code:** The student's level of special education service: FA, FB, or FC. Refer to the complete descriptions of service codes found on the ESS Data Management website to determine the applicable code for each student: http://www.azed.gov/special-education/files/2013/03/sais-codes-for-fy141.pdf.

Note: If the student receives special education for multiple needs at the same time, the service code must be the same for each need.

- **Service Entry Date:** The date the student began receiving special education at this school this year.
- **Service Exit Date:** The date the student exited from special education - *this field may be left blank if the student has not exited.*
- **Program Exit Reason:** The reason why the student exited from this school's special education program - *this field may be left blank if the student has not exited.*

Note: There is a SAIS rule that if either an exit date or exit reason is submitted, then both fields must be submitted, so an exit date cannot be submitted without an exit reason, and vice versa.

- **Funded DOR:** This field automatically populates with this PEA's CTDS number.
- **Special Enrollment Code:** Leave this field blank; special enrollment codes do not apply to secure care facilities.
- **Federal Primary Indicator:** If the student receives special education for only one need, choose "Yes"; if the student receives special education for multiple needs, choose "Yes" for the sole need that has the

greatest adverse impact on the student's ability to access and progress through the general curriculum and choose "No" for all other needs.

- **SPED School Concurrency:** Choose "Primary."

Note: If the student receives special education for multiple needs, this field must be "Primary" for all of them.

Once the student's special education participation is successfully added and saved in SAIS, the data appear on the Needs screen in the *Student SPED Service Participation* area:

Track #	Need Code	SPED Service Code	Entry Date	Exit Date	Exit Reason	SPED Grade	Funded SPED Service DOR	Special Enrollment Code	Federal Primary Indicator	SPED Concurrency Type	Change	Remove
1	SLD	FA - Correctional Facilities with code A.	9/23/2012		-	10 - Tenth Grade	026002000	-	True	P - Primary	✏️	🗑️

Student SPED Service Participation — ✨Add New SPED Service Participation

Some elements can be changed by clicking on the pencil icon in the **Change** column. When the student exits from your school's special education program, click on the pencil icon to enter the student's exit date and exit reason.

Some elements can only be changed by deleting the student's special education record and re-adding the information with the corrections. To delete a student's SPED participation, click on the trash can icon in the **Remove** column. If a student's SPED participation is accidentally entered in the wrong school, use the Remove icon to delete the participation. The student's name will continue to appear in the student list for that school even though there is no SPED service participation. Once a student's personal information is added to SAIS Online, the data cannot be deleted from the student list for that school.

After adding a student's SPED participation, the student's need(s) will automatically update in the *Student Needs* area on the Needs screen:

Student Needs — ✨Add New Need

Need Group	Need Code	Need Description	Primary Nighttime Residence	Start Date	End Date	Change	Remove
SPED	SLD	Specific Learning Disability		9/23/2012			🗑️

It is not necessary to make any modifications in the *Student Needs* area; ESS Data Management uses only the information in the *Student SPED Service Participation* area for federal reporting purposes.

Checking Reports

After the students' special education participation is submitted, wait a few days and then verify that the data appear in SAIS. Do this by checking the SDSPED71-1 report for each school in your agency.

1. Return to the Common Logon and select **Student Detail Reports** from the list of applications. If this application does not appear in your list, contact the ADE Support Center to request that it be added.

◆ SAIS ID Number Search
◆ SaisOnline
◆ Student Detail Data Interchange
◆ Student Detail Reports ←
◆ Student Detail Transaction History

2. Student Detail Reports will default to your agency in the *District* area. Choose a school from the *School* dropdown list.

3. After selecting a school, click on the **Pull School Level Reports** button.

4. Click on the option **SDSPED71-1 Report by DOA**.

5. The SPED71-1 report displays all students' special education participation information that is currently in the SAIS database. Use the report to ensure that all students' data appear on the report and that the information is complete and accurate, with no integrity failures. Students' records failing integrity must be investigated and corrected. In the sample report shown below, note that Huckleberry Finn's record is passing integrity, but Tom Sawyer's is failing.

SdSPED71-1				**Arizona Department of Education**									Page: 1		
				SPED Report By District of Attendance									Report Date: 01/07/13 10:10:10		
				Fiscal Year 2014 / School Year 2013-2014											

Requesting District ID: 02-60-02
Requesting District Name: Cochise County Sheriff's Office
Fiscal Year: 2013

School CTDS	School Name
02-60-02-001	Jail - Cochise County Sheriff's Office

Integrity Result
State SPED Passed, Federal SPED Failed, Oct 1 SPED Failed

SAIS ID	Name	Gender	Ethnicity	Race	Date Of Birth	Need	ELL	Track	Grade	Srvc Code	Spec. Enroll.	School	Srvc Entry	Srvc Exit	Withdrawal Reason	DOR CTD	FPNI
134679	Sawyer, Tom	M	Non-H	WH	02/06/1997	ED	No	1	10	FA	N/A	P	09/28/12	11/30/12	Moved, known to be continuing	13-02-01	No

Integrity Result
State SPED Passed, Federal SPED Passed, Oct 1 SPED Passed

| 178003 | Finn, Huckleberry | M | Non-H | WH | 04/03/1997 | SLD | No | 1 | 10 | FA | N/A | P | 09/23/12 | - | N/A | 02-60-02 | Yes |

* Student has a valid Need, but no associated program/service for this Need.
NOTE: Some students listed in this report may not be eligible for State funding. Please, refer to the SPED instructions.

Student records fail SAIS integrity processing when there is a problem with the data. Integrity processing involves SAIS' evaluating the data that were submitted to ensure that they meet all of the criteria established by business units at the ADE. For special education, there are three types of integrity processing that occur in SAIS: State SPED, Federal SPED, and Oct 1 SPED. Secure care facilities can ignore State SPED failures, but must make an effort to resolve Federal SPED and Oct 1 SPED failures. Students' records failing either of these integrity types will not be included on relevant reports used by ESS Data Management, including the SPED07 report, which determines a PEA's final federal child count numbers, and the Exit Report in the ESS Annual Data collection application.

To investigate integrity failures, use the **Student Integrity Status Report**, which is available in the **Download Area** of the **Student Detail Data Interchange** (SDDI), another Common Logon application. This report provides specific error messages for students with records failing SAIS integrity processing so that users will know what information in SAIS requires modification. Follow the next steps to access the **Student Integrity Status Report**.

6. Return to the Common Logon and select **Student Detail Data Interchange** from the list of applications.

◆ SAIS ID Number Search
◆ SaisOnline
◆ Student Detail Data Interchange ←
◆ Student Detail Reports
◆ Student Detail Transaction History

7. The SDDI display defaults to the PEA level. From this screen, select a school from the dropdown list.

8. After selecting a school, click on the **Download Area** hyperlink.

9. The reports available in SDDI are listed on the left side of the screen. The **Student Integrity Status Report** is the first option in the list in the Reports section. Click on the name of the report.

10. After clicking on the report name, the screen refreshes and shows options for viewing the report. Toward the top of the screen, leave the default selection at XML. Toward the bottom of the screen, either leave the default dropdown list selection at All, or use the dropdown list to select the integrity type of FED SPED or Oct1 FED SPED. Leave the second dropdown at the default Yes selection, then click on the Go button. Your Internet browser may open a separate window asking to open or save the report. Open it.

Status and Download Area

Student Integrity Status Report

All Integrity Types (Failures Only)

Jail-Cochise County Sheriffs Office

02-60-02-001

See below the results of your request

Download Instructions: Go to the **File->Save As** menu to store the XML file in your local disk (use XML as the file extension).

Sort Transaction By: ◯ Student Last Name ◉ SAIS ID

Expand All   Collapse All

- SAIS ID=**134679**, Student Name=**Tom Sawyer**, School Student ID=**1234** Student Status=**Invalid**
  - Integrity Type=**Integrity Check for Fed SPED Aggregation**, Frequency=**N/A**, Period=**N/A**, Status=**Invalid**
    - Error Code=**-44366**, Error=**Student participating in SPED service(s) must have one Federal Primary Indicator.; ProgramCode=16709556**, Transaction Id=**773940190**, Date= **2013-01-06T11:19:26.880** Severity=**Failure**

Errors for each student with records failing SAIS integrity processing appear in the list. The error message provides more detail about the problem with the student's data. In the example shown above, the error message indicates that there is a problem with Tom Sawyer's Federal Primary Need Indicator. Refer to the sample SPED71 report on page 8: Tom Sawyer is receiving special education for need ED and no other needs, but ED is not indicated as his federal primary need in the FPNI column. To correct this error, the FPNI for Tom Sawyer's need ED must be changed to "Yes" since there is a SAIS rule that each student must have one, and only one, need identified as the federal primary need at any given time the student is participating in special education.

If an error message does not provide enough information or if you are unsure how to correct the problem, contact ESS Data Management at essdatamgmt@azed.gov with the student's SAIS ID.