ESS Vouchers Application

Residential Treatment Centers

ESS Vouchers
vouchersunit@azed.gov

Last Updated 8/21/20

ADE Connect Roles

ESS Exceptional Student Services

Voucher Role Assignments

Last Updated 3/2/20

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 or ADE Support at ADESupport@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.

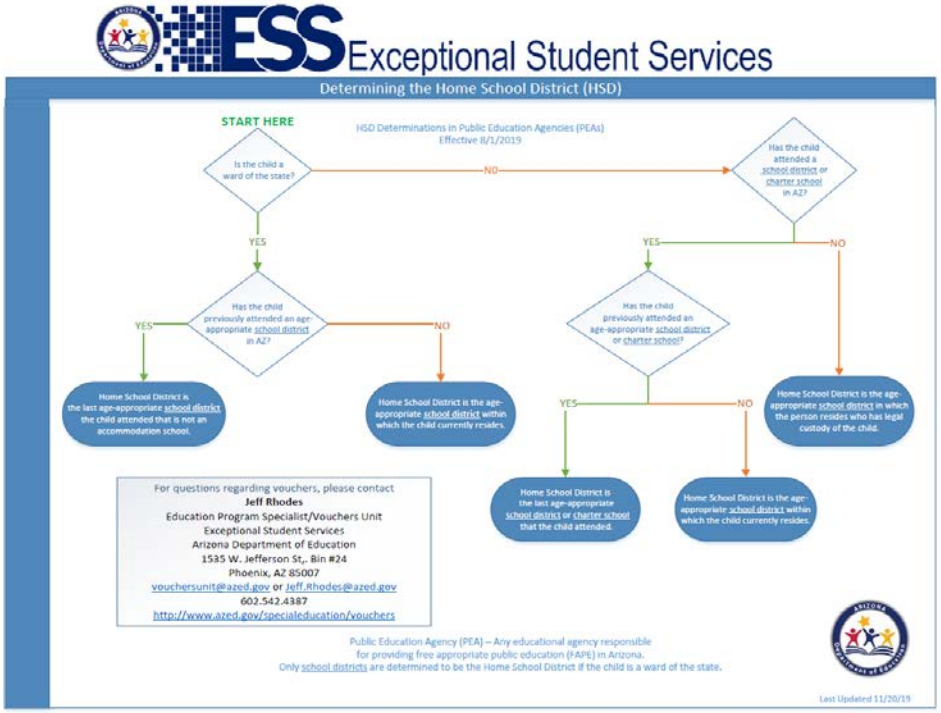
Once the role is assigned, allow ADEConnect up to 30 minutes to refresh, then you will be able to access the application. Entity Administrator training videos are available online at http://www.azed.gov/aelas/adeconnect/ then click "Entity Admin Training."

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

ESS Vouchers webpage:
http://www.azed.gov/specialeducation/vouchers/

Direct link: Voucher Role Assignments

Determining the Home School District



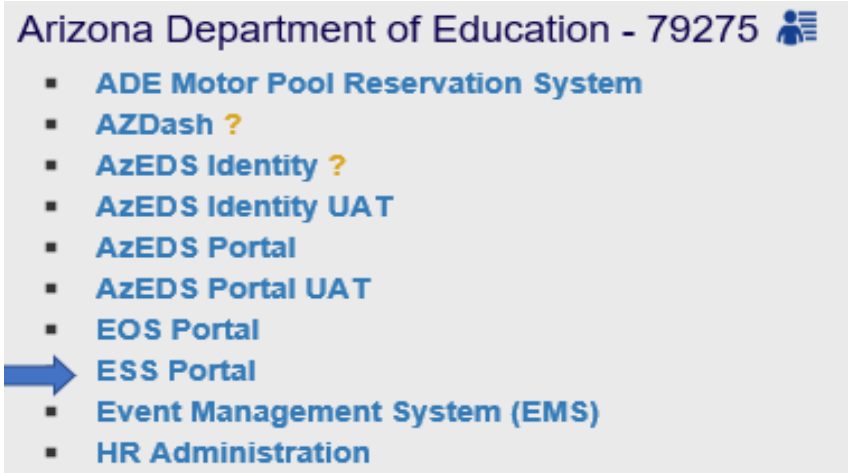
The Flowchart for Determining the Home School District can be found on the ESS Vouchers webpage:

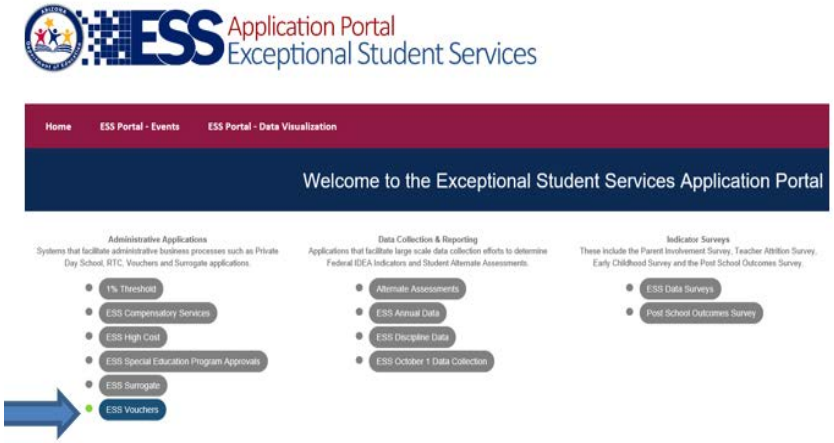
http://www.azed.gov/specialeducation/vouchers/

Direct link: Flowchart

Open the ESS Vouchers Application

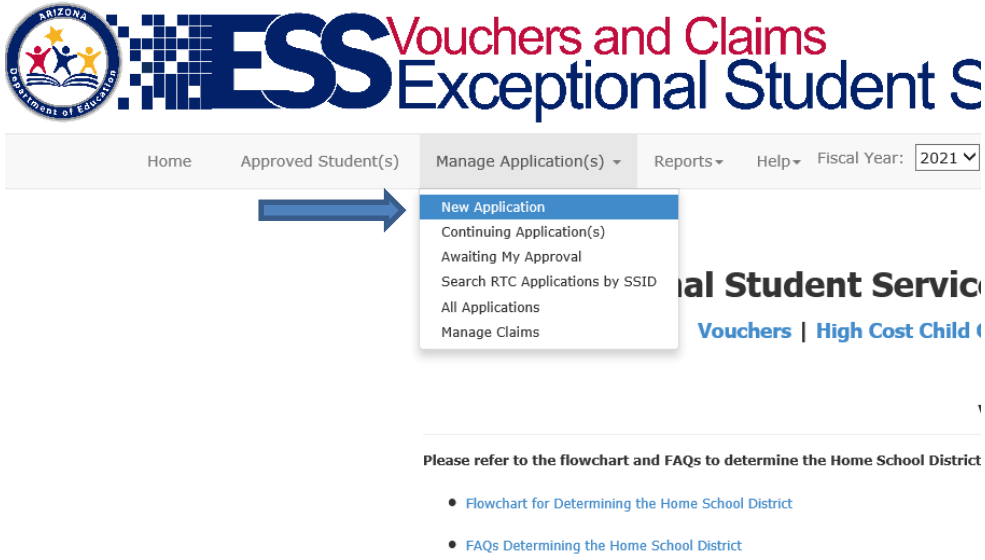
- Locate ESS Vouchers in ADE Connect https://home.azed.gov/Portal/.
- Open ESS Portal and then the ESS Vouchers application.





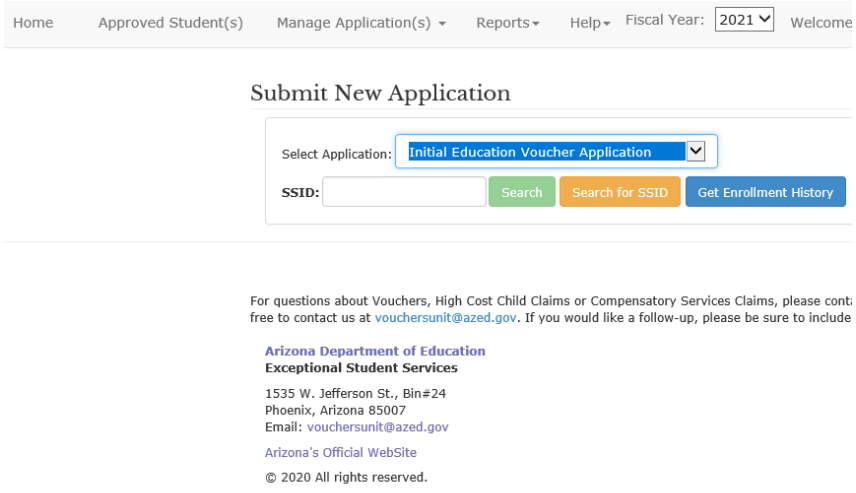
New Application

- To enter an Initial Education Voucher Application, select New Application from Manage Application(s) in the drop-down menu.



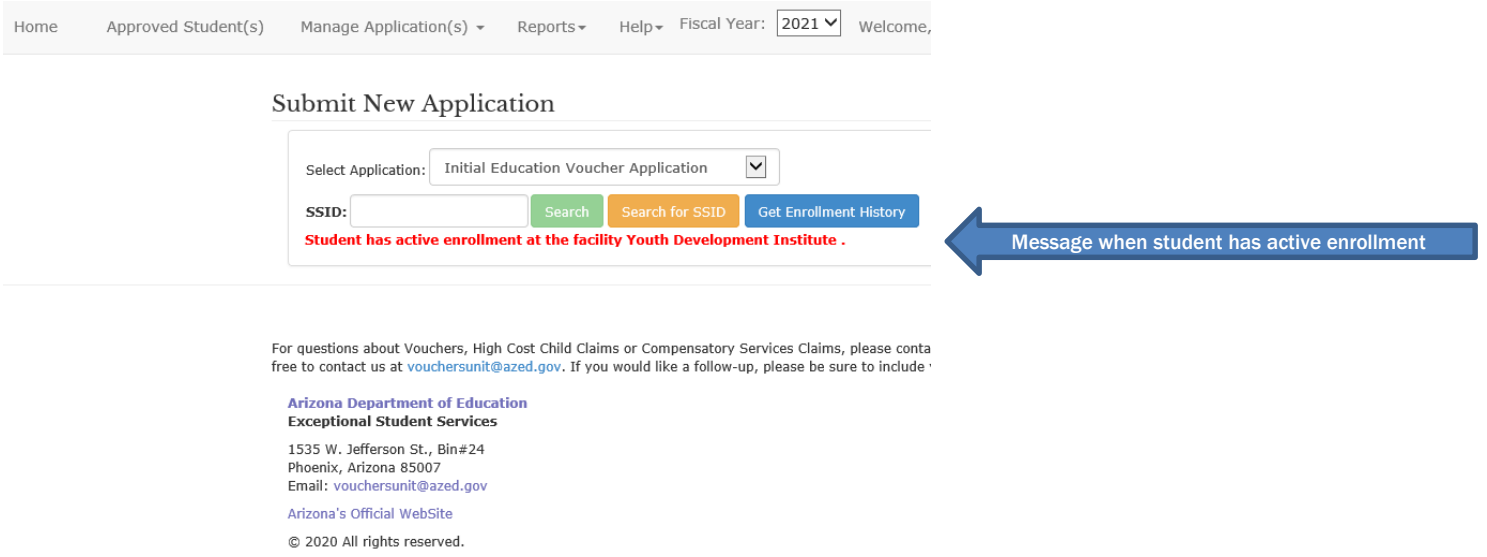
New Application

- Select Initial Application and enter an SSID number.
- Click on the green Search button.
- The **SSID database** will return with pre-populated information.
- If you do not have the SSID number, use the AzEDS Identity application to identify the student:
  https://azedsidentity.azed.gov/AzEDSIdentities/Search



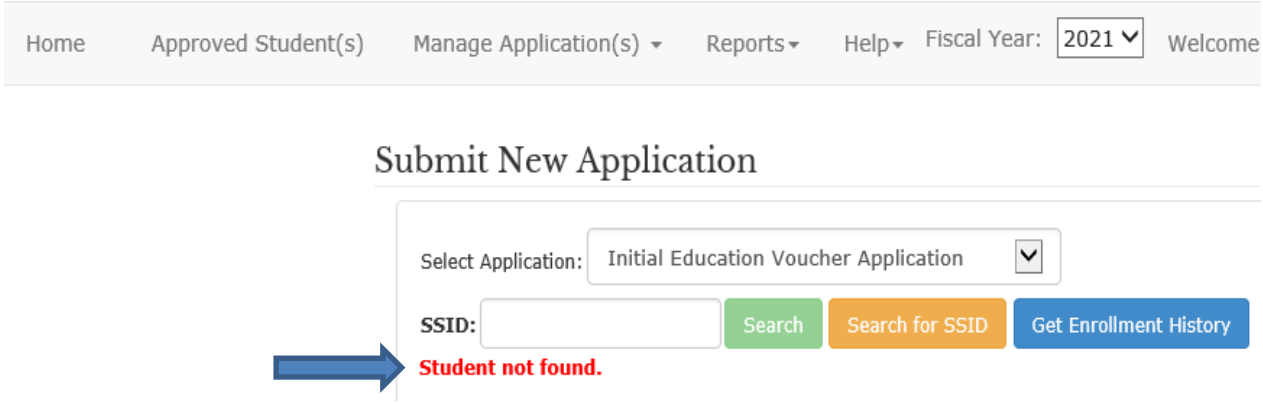
Active Enrollment

- If a student is still actively enrolled in another facility, the form will not populate and will return an error message.
- If a student is actively enrolled at another RTC, contact that facility to have them exit the student one day before entry at your facility.



No Matching Students

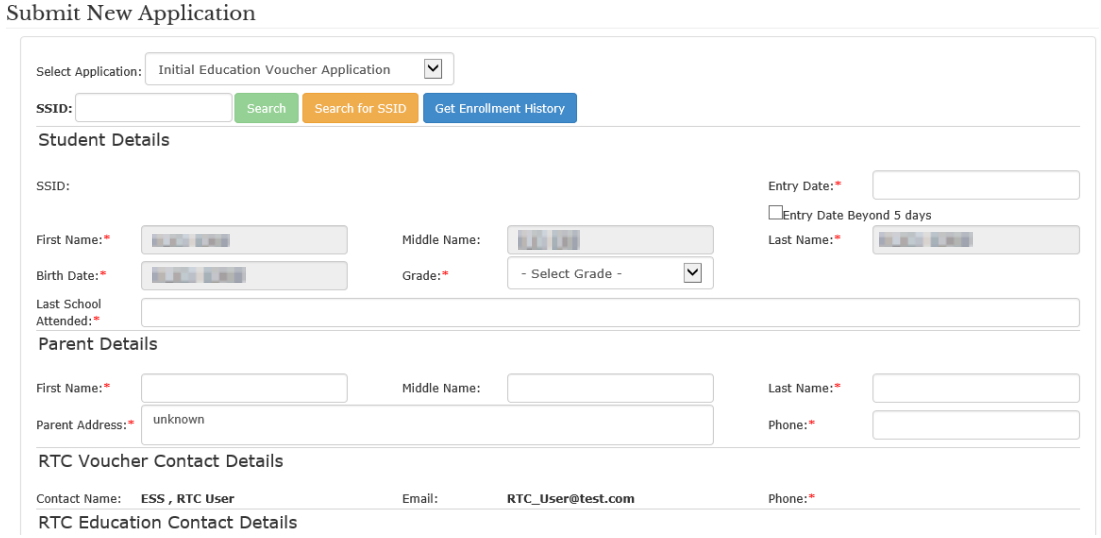
- If the student details you provide do not match any students in the system, you will receive the message below.
- If no matching students are found, please contact vouchersunit@azed.gov and they will generate a SSID number if the student hasn't attended a school in Arizona.



New Application

- As the RTC user, you must complete the fields that have not been pre-populated. Note: Fields with an asterisk are required fields. The application cannot be processed until all required fields have been completed.

- To determine the HSD please refer to the Flowchart. HSD information will auto-populate from AzEDS.



FAQs

Q: What if I don't know the parent information?

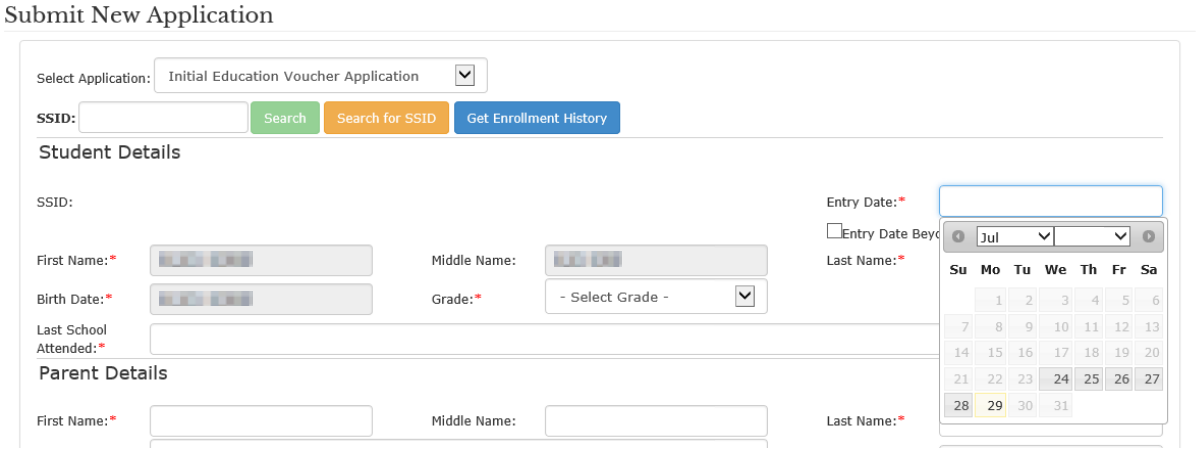
- A: The system requires parent information. It will allow you to put *unknown* for the address and zeros for the phone number. **This information is very important for the Home School District.** If you receive the information after the application has been submitted, either recall and re-submit it or update it after the application is approved.

Q: What if I can't figure out the HSD within the five-day window?

- A: Follow the flowchart to find the Home School District. For flowchart questions contact the VouchersUnit@azed.gov. If you need further enrollment information, please contact ESS Data Management ESSDataMgmt@azed.gov for assistance.

Entry Date

- **For payment purposes, you must enter voucher applications within five days of student entry.**
- **The five-day window will not allow you to input an entry date that is more than five days before the date you enter.** A.A.C. R7-2-404(B)(2)
- For example, an application entered on 7/29/20, would not allow an entry date earlier than 7/24/20.



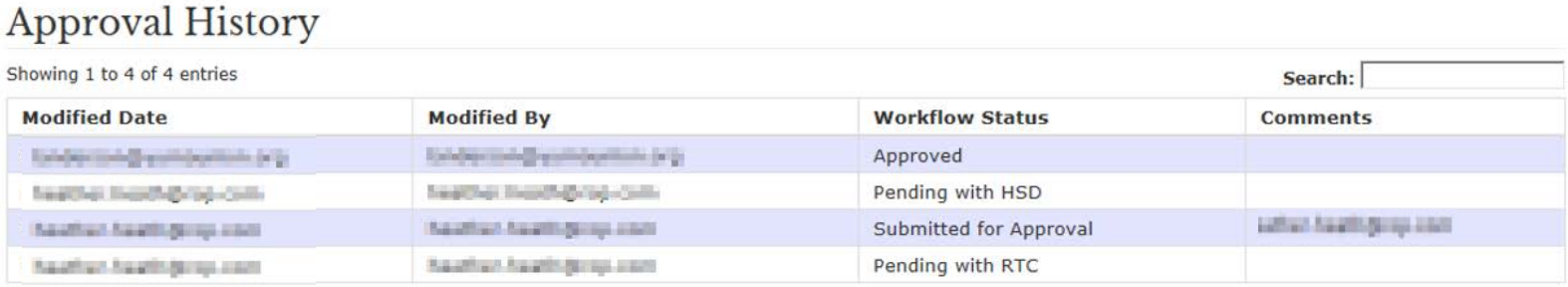
Tips

- All **required fields** are marked with a red * (asterisk). If you do not enter information, you will receive a red error box around the missing field.
- You can change some of the **pre-populated information**, including parent information.
- **Date fields** are all drop-down calendars.
- **Telephone number fields** require only numbers, no dashes (**ex., 7774743282**).
- Using your **Tab** key will take you to the next field except for the HSD field; there you must place your cursor in the **Email** field.
- **You cannot save a partially completed application.**
- Once all the fields are completed, select **Submit for Approval** or **Cancel** if you don't want to proceed.
- The application will time out at **60 minutes**. Incomplete applications will not be saved.

Successful Entry

When an application is completed and entered into the database you will see:

- An application ID number at the top of the application.
- **Approval History** is at the bottom of the page.



Approval History

Showing 1 to 4 of 4 entries

Search:

Modified Date	Modified By	Workflow Status	Comments
[redacted]	[redacted]	Approved	
[redacted]	[redacted]	Pending with HSD	
[redacted]	[redacted]	Submitted for Approval	[redacted]
[redacted]	[redacted]	Pending with RTC	

Confirmation

- Once the **Initial Education Voucher Application** has been submitted, two emails will be generated.

- One email will be sent to the **RTC user** to confirm that the **Initial Education Voucher Application** has been initiated (your verification).

- One email will be sent to the **home school district (HSD) user** requesting approval of the application.

Example Email to RTC

From: vouchersunit@azed.gov
To:
Cc:
Subject: ESS Vouchers: You have successfully initiated INITIAL EDUCATION VOUCHER APPLICATION request for [redacted] for approval

Hello,

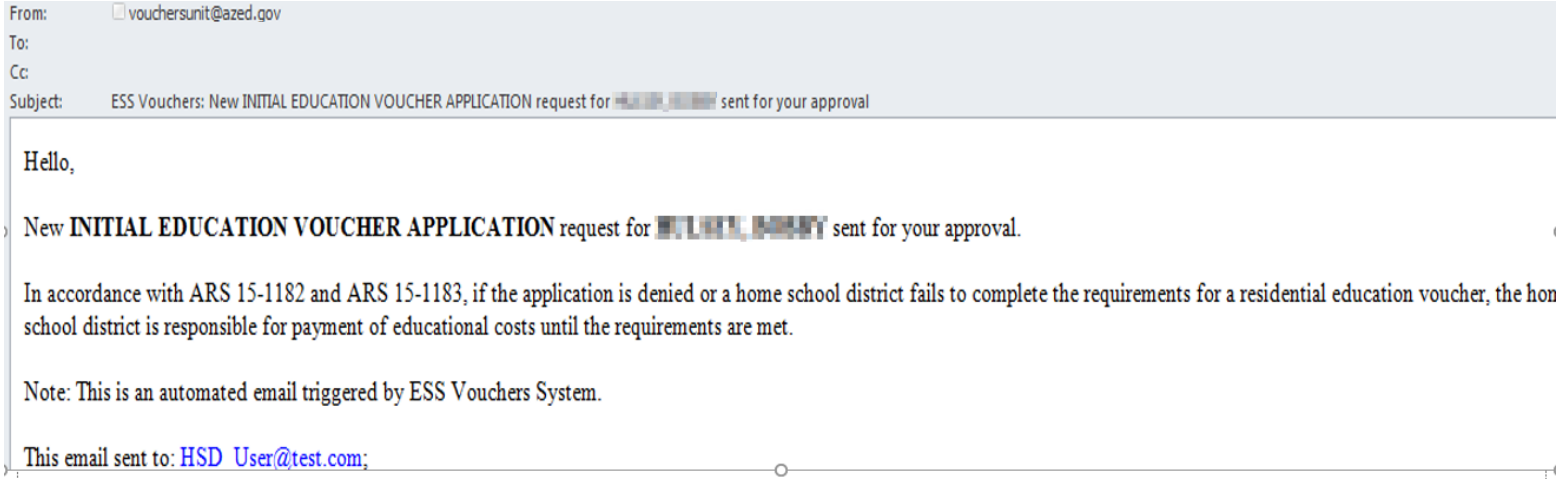
You have successfully initiated **INITIAL EDUCATION VOUCHER APPLICATION** request for [redacted] for approval.

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 home 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: RTC_User@test.com;

Example Email to HSD



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 hon school district is responsible for payment of educational costs until the requirements are met.

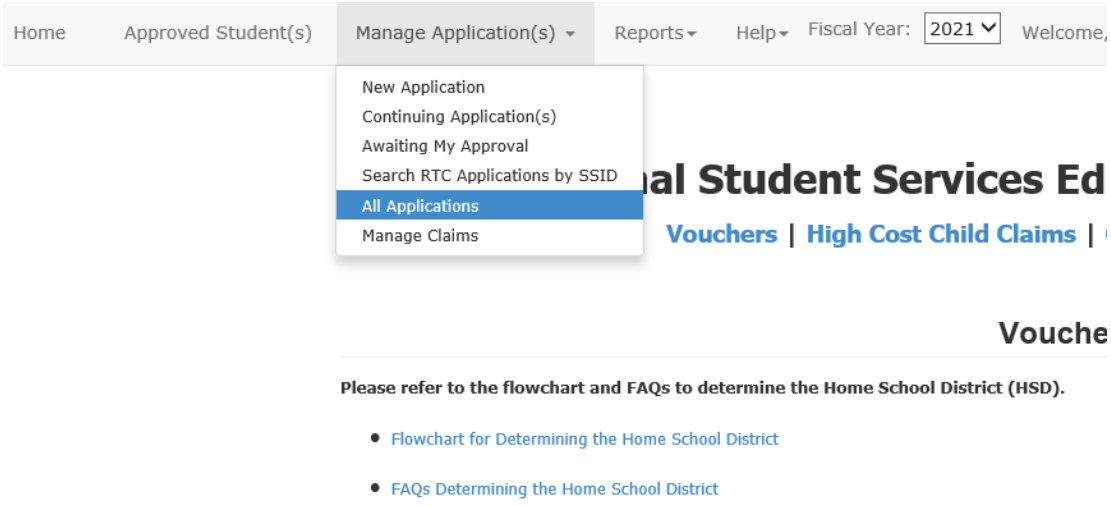
Note: This is an automated email triggered by ESS Vouchers System.

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

Manage Applications

View **All Applications** under **Manage Applications.**

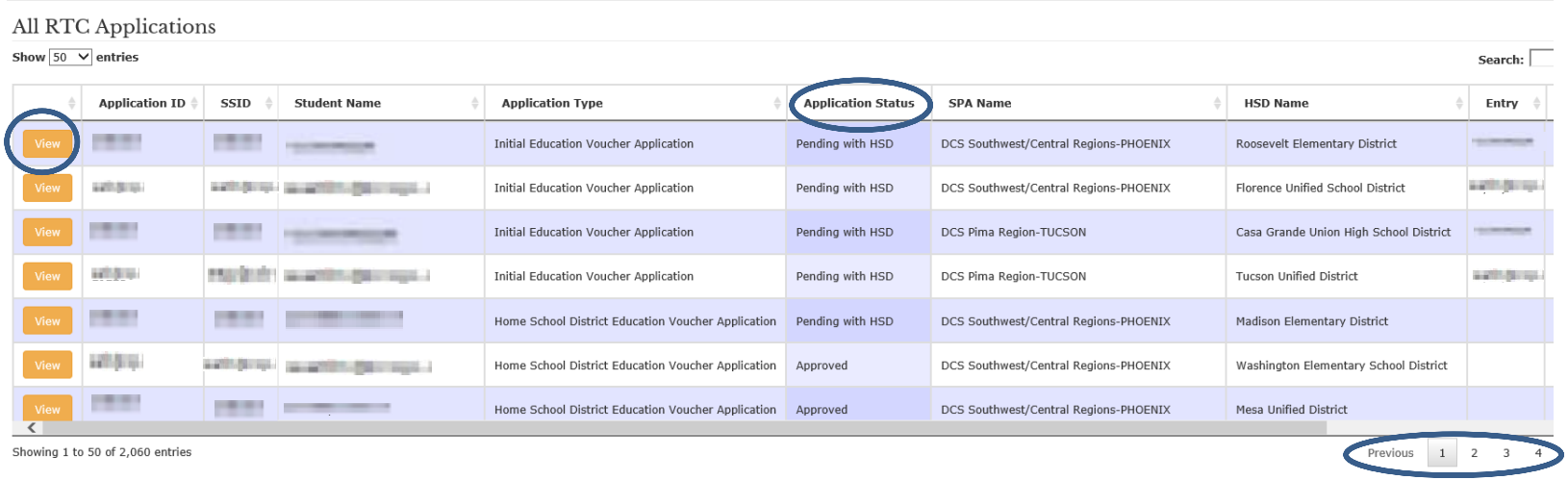
Notice that there is a drop-down menu to select the fiscal year. The previous fiscal year is read-only.



Manage Applications

All Applications lists students for each HSD and SPA, as well as the status of every application.

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	[redacted]	[redacted]	[redacted]	Initial Education Voucher Application	Pending with HSD	DCS Southwest/Central Regions-PHOENIX	Roosevelt Elementary District	[redacted]
View	[redacted]	[redacted]	[redacted]	Initial Education Voucher Application	Pending with HSD	DCS Southwest/Central Regions-PHOENIX	Florence Unified School District	[redacted]
View	[redacted]	[redacted]	[redacted]	Initial Education Voucher Application	Pending with HSD	DCS Pima Region-TUCSON	Casa Grande Union High School District	[redacted]
View	[redacted]	[redacted]	[redacted]	Initial Education Voucher Application	Pending with HSD	DCS Pima Region-TUCSON	Tucson Unified District	[redacted]
View	[redacted]	[redacted]	[redacted]	Home School District Education Voucher Application	Pending with HSD	DCS Southwest/Central Regions-PHOENIX	Madison Elementary District	
View	[redacted]	[redacted]	[redacted]	Home School District Education Voucher Application	Approved	DCS Southwest/Central Regions-PHOENIX	Washington Elementary School District	
View	[redacted]	[redacted]	[redacted]	Home School District Education Voucher Application	Approved	DCS Southwest/Central Regions-PHOENIX	Mesa Unified District	

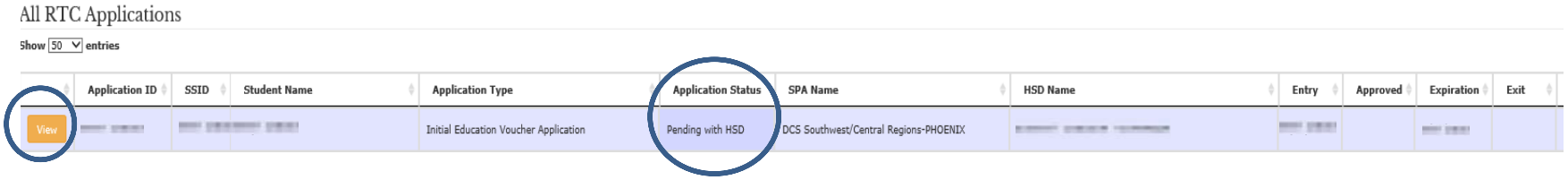
Showing 1 to 50 of 2,060 entries

Previous 1 2 3 4

View the Application

- Click on the **View** button next to the application to see the application information.

- In the field **Application Status,** you will see where the application is in the approval process. In the example below, it is **Pending with HSD** (waiting for the HSD to approve the application you submitted). At this point, there is nothing else for the RTC to do other than to wait for the HSD to approve the application. **However, you may contact them to make sure they have access to the application.**

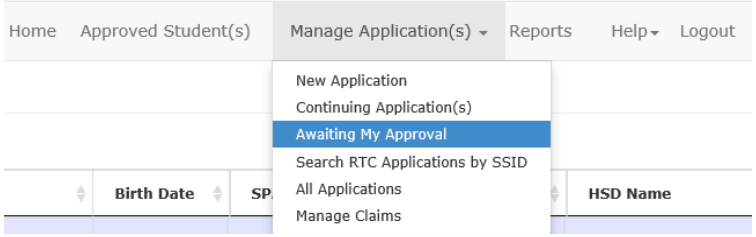

All RTC Applications

Show 50 entries

	Application ID	SSID	Student Name	Application Type	Application Status	SPA Name	HSD Name	Entry	Approved	Expiration	Exit
View	[redacted]	[redacted]	[redacted]	Initial Education Voucher Application	Pending with HSD	DCS Southwest/Central Regions-PHOENIX	[redacted]	[redacted]		[redacted]	

Manage Applications

- Remember to check the **Awaiting My Approval** tab under **Manage Applications.**
- When a state placing agency or home school district rejects an application, it will appear under this tab with the status: **Pending with RTC.**



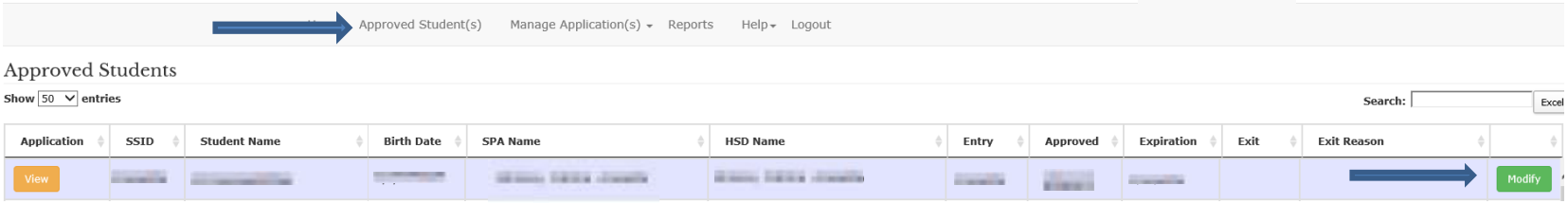
Show 50 entries

Search:

	Application ID	SSID	Student Name	Application Type	Application Status	RTC Name	SPA Name	HSD Name
View	[redacted]	[redacted]	[redacted]	Continuing Education Voucher Application	Pending with RTC	Canyon State Academy	DCS Northern Region-FLAGSTAFF	Flagstaff Unified District
View	[redacted]	[redacted]	[redacted]	Initial Education Voucher Application	Pending with RTC	Canyon State Academy	DCS Central Region-CASA GRANDE	Queen Creek Unified District

Manage Applications

- As an RTC user, you will be able to modify some of the details of the **Initial Education Voucher Application** once it has been approved by the HSD.
- Once the application has been approved, you can modify the state placing agency (SPA) contact details and enter **Exit** information for the student.
- You can view all the applications that have been approved for your site by selecting the **Approved Student(s)** tab.
- Select the green modify button on the far right to make updates or changes.

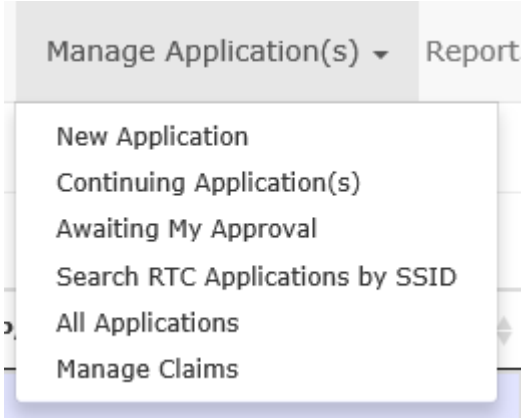


Errors

- Before you submit an application, **double-check everything**.
- If you realize that you submitted an incorrect application, you can recall it to make corrections and re-submit.
- If you cannot recall the application, for whatever reason, contact the home school district (HSD) immediately and ask them to **Reject** the application (red button).
- When it comes back to you, you can correct the information and resubmit the application.
- If the application is approved by the HSD and ADE, you will not be able to recall or delete the application.

Continuing Applications

- The RTC user will also initiate **Continuing Application(s)**.
- Continuing Applications are **only** for students who have a complete HSD application approved until June 30th in the previous fiscal year.
- You will submit the continuing application to the HSD and to the state placing agency (SPA) much like the **Initial Education Vouchers** beginning July 1st.
- Continuing applications will have a 30-day window beginning July 1st.

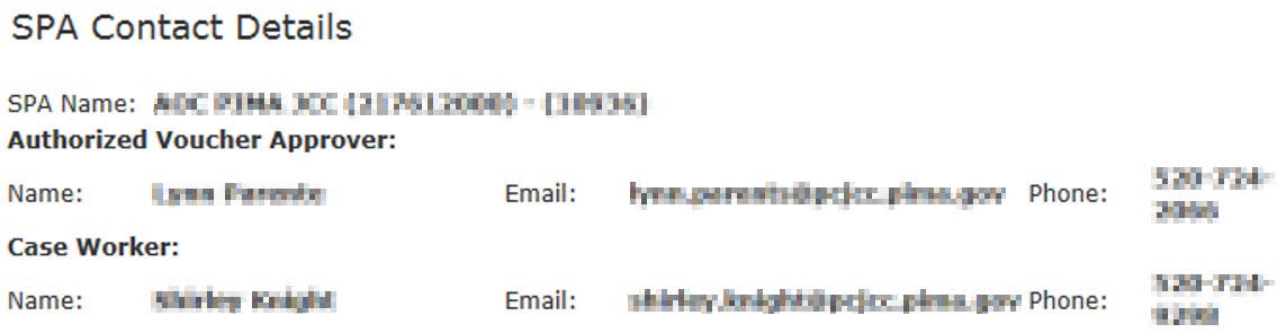


Continuing Applications

- Complete **Continuing Applications** in the same way as **Initial Education Vouchers**.
- Email notifications are sent out just as with Initial vouchers.
- Submitted **Continuing Applications** go to the home school district (HSD) for approval, then to the state placing agency (SPA) for approval.
- Continuing Applications can be recalled prior to the HSD's or SPA's approval.
- **Approval History** will show the status of each application.

State Placing Agency Contacts

- Note that there are two contacts given for state placing agency (SPA) information.
- The first is the approver of Continuing Applications.
- The second is the case manager who initiated the placement and the point of contact for the SPA.


SPA Contact Details

SPA Name: [redacted]

Authorized Voucher Approver:

Name: [redacted] Email: [redacted] Phone: [redacted]

Case Worker:

Name: [redacted] Email: [redacted] Phone: [redacted]

Approved Students

- You can view all the applications for an individual student under **Approved Student(s)**. Clicking on the student name will bring up all applications for that student.
- Select the orange **View** button beside each application to display all information in the application.



ED-P Funding

Requirements for ED-P Funding:

- The RTC must agree to the Statement of Assurances. *Failure to comply with the Statement of Assurances will result in revocation of approval status.
- The HSD and RTC must agree that this placement is the least restrictive environment to meet the student's needs.
- 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 environment.

*Not all ED students need ED-P services. An ED-P student may exit the ED-P program during their 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 be clearly stated in the PWN.**

Updating Contact Information (for one application)

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

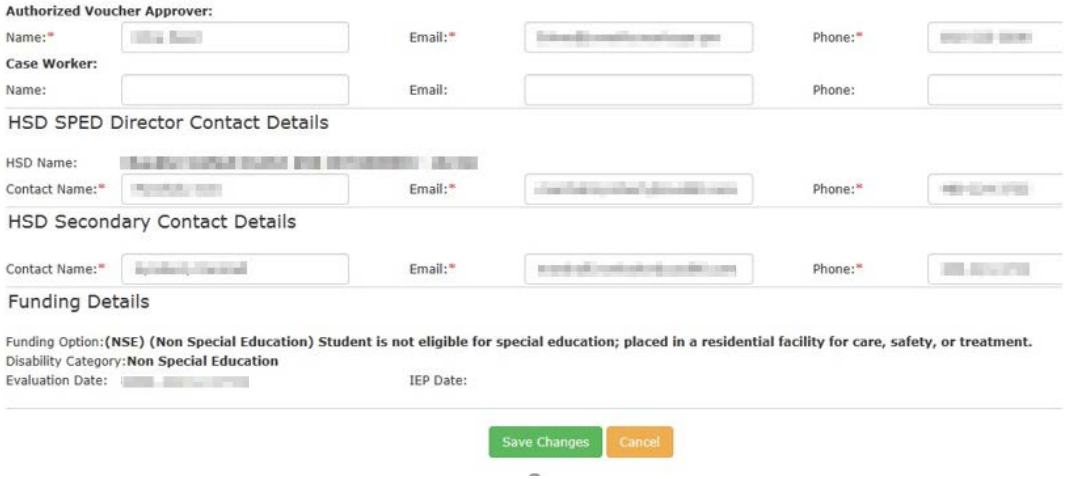
- Scroll all the way over to the right of the application.
- Click on the green modify button to open the application.
- Update the contact information and click save at the bottom of the screen.



Updating Contact Information (for one application)

The RTC User can modify parent information, RTC contact information, state placing agency information, and home school district information.

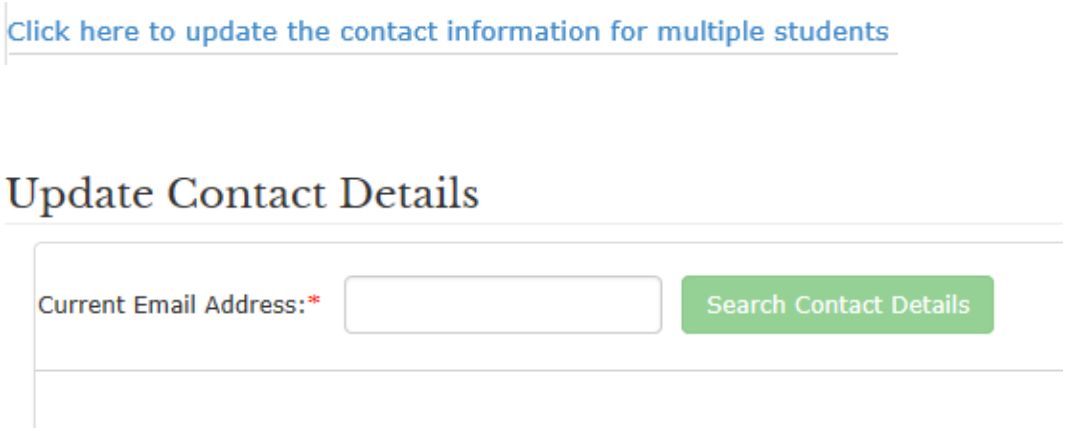
Once you update the appropriate fields, be sure to click on the green **Save Changes** Button.



Updating Contact Information (for multiple applications)

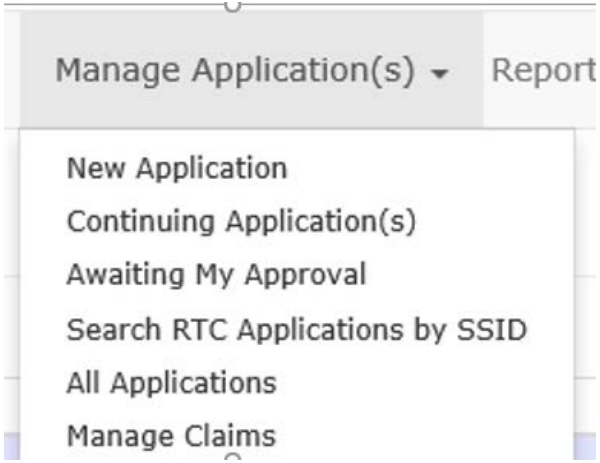
The vouchers application will allow you to update contact information for multiple applications by clicking on the blue link at the top labeled “Click here to update the contact information for multiple students.”

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.



Processing a Claim

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



Processing a Claim

Under **Manage Claims**, you can:

A. Enter an **Exit Date, Exit Reason,** and **Save Changes** (blue button) for processing later.

B. **Submit for Payment Processing** (green button).

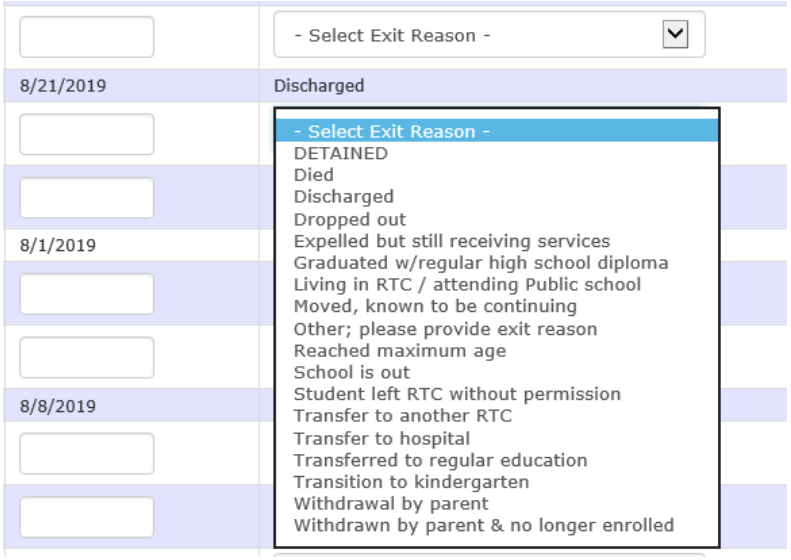
C. **View** the claim's **Workflow History**.

D. See the status of a processed claim.



Processing a Claim

- To enter an **Exit Date** and **Exit Reason**, click on the date field.
- Select the exit date.
- Click on **Select Exit Reason**.
- Select the appropriate exit reason.
- Click on **Save Changes**.



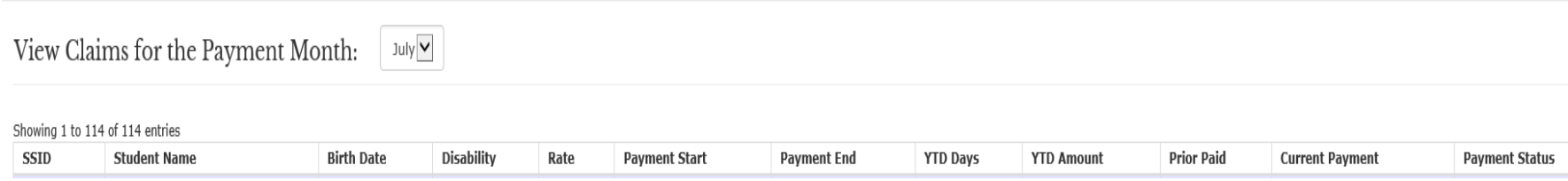
Processing a Claim

- Select **Submit for Payment Processing** (green button) to process the monthly claim.
- Claims need to be submitted between the 1st and 10th of each month.
- Make sure you select the correct month in the drop-down menu.



Processing a Claim

- When the claim has been submitted, you will receive the message "**Your claim has been submitted for processing.**"
- You will also see a list of the vouchers that were included in the claim.
- Payment status will be: **Waiting for Approval**.


View Claims for the Payment Month: July

Showing 1 to 114 of 114 entries

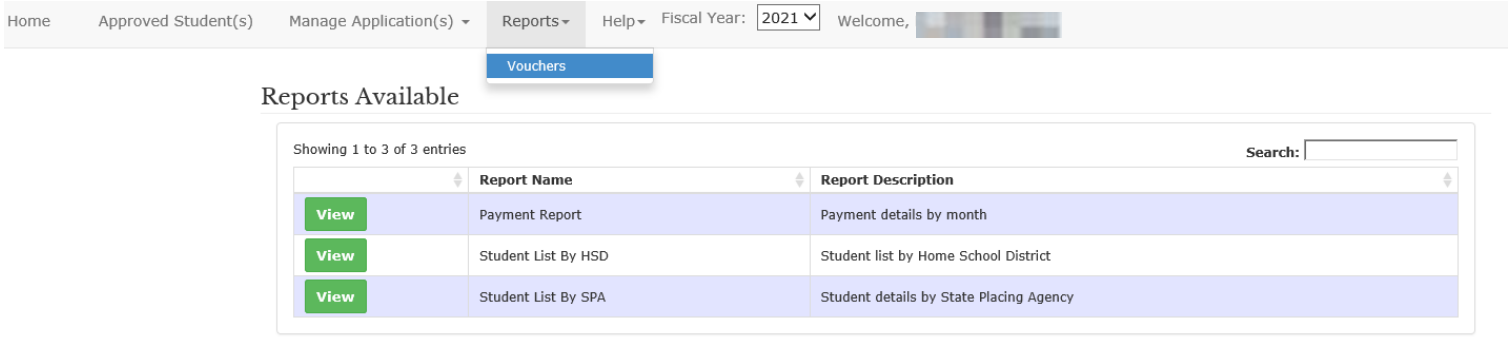
SSID	Student Name	Birth Date	Disability	Rate	Payment Start	Payment End	YTD Days	YTD Amount	Prior Paid	Current Payment	Payment Status

Accessing Reports

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

The three types of reports you can view are:

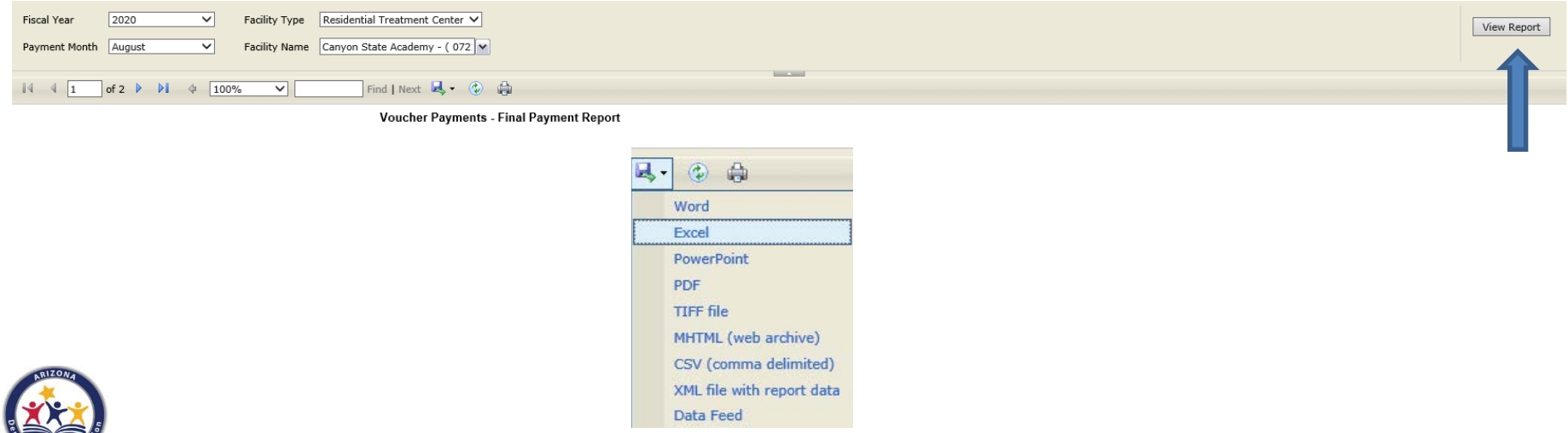
1. **Payment Report**
2. **Student List by HSD**
3. **Student List by SPA**



Payment Report

The payment report shows the payments for each month. Notice that you have the choice of the **Fiscal Year** or the **Payment Month**. Click on **View Report** to view the itemized list.

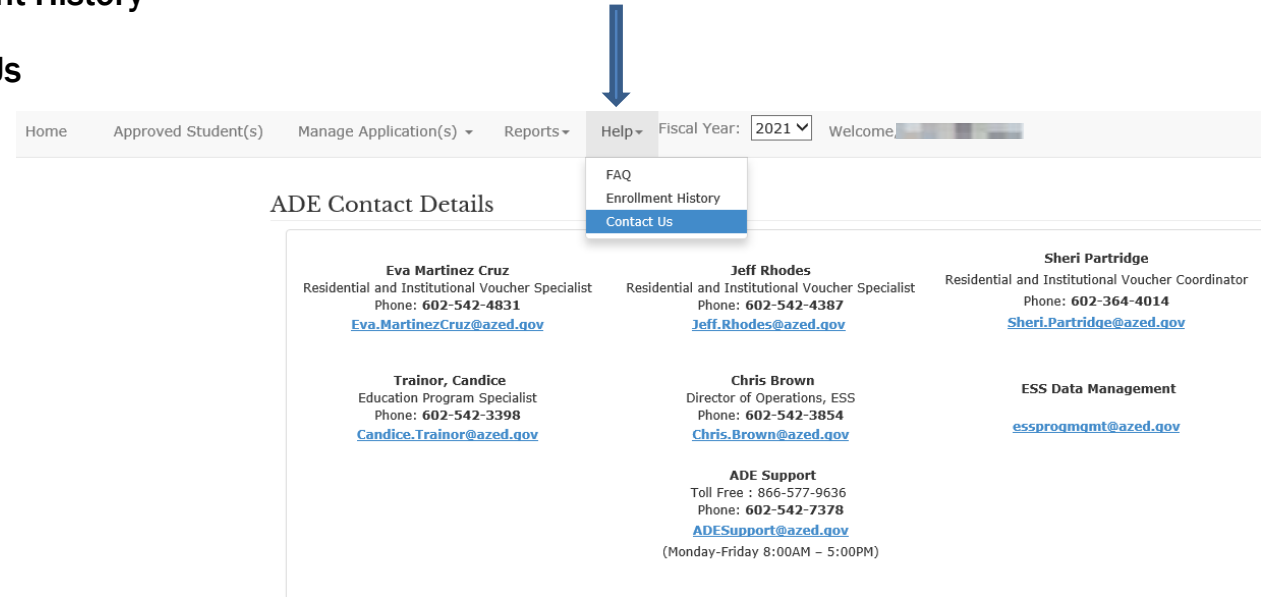
The application also gives you the option to save the document in several different file formats. You also have the option to print the file.



Help Options

Use the **Help** menu to select:

- FAQ
- Enrollment History
- Contact Us



Log Out

To exit the ESS Vouchers, select Logout.

