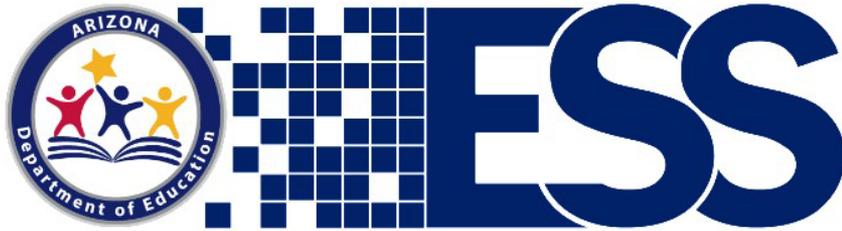


# ESS Vouchers Application



## Training for State Placing Agencies

[essvouchers@azed.gov](mailto:essvouchers@azed.gov)



Last Updated 2/6/23

# Continuing Applications

- On July 1<sup>st</sup>, Residential Treatment Centers (RTC) begin submitting Continuing Applications for approval by State Placing Agencies (SPA).
- You will receive an auto-generated email alerting you that there is an application awaiting your approval.
- Go to [ADEConnect](#) to log into the voucher system and approve the application.
- The application is first sent by the Residential Treatment Center to the Home School District (HSD).
- Once the Home School District approves the application, it goes to the State Placing Agency.
- Approval of the application by both the Home School District and the State Placing Agency allows the Arizona Department of Education to pay for the student's educational services through the end of the new fiscal year.



# ADEConnect Role Assignments



Exceptional  
Student Services

## Voucher Role Assignments

Last Updated 5/6/22

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 **Search** under **Find an Administrator** in the **Help** section of [ADEConnect](#). If you have further questions or are having difficulties, contact the ESS Vouchers team at [essvouchers@azed.gov](mailto:essvouchers@azed.gov).

The necessary roles for the ESS Vouchers application in [ADEConnect](#) 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. You will receive the below error message if you have multiple roles or assigned the wrong type of role.

**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.**

Entity Administrators will need to assign roles for the ESS Vouchers application in ADEConnect. Contact [essvouchers@azed.gov](mailto:essvouchers@azed.gov) with any questions. You only need the role of ESS Vouchers/SPA User.

Review the [Voucher Role Assignments](#) guide to assist you in gaining access to the Voucher application.

Additional information is located at the [ESS Vouchers Website](#).



# Open the ESS Vouchers Application

- To approve the application, log into [ADEConnect](#).
- Open the Exceptional Student Services Portal and then the ESS Vouchers application.



AHCCCS - Mercy Care (1000106) [-]

[AzEDS Identity](#) ☆ ↗

[Entity Administration](#) ☆ ↗

[Event Management System \(EMS\)](#) ☆ ↗

[Exceptional Student Services Portal](#) ☆ ↗

**Exceptional Student Services**

Home Admin ESS Portal - Data Visualization

Welcome to the Exceptional Student Services Application Portal

**Administrative Applications**  
Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.

- Dispute Resolution
- Public Comment
- Special Education Program Approvals**
- Surrogate Parent

**Data Collection & Reporting**  
Applications that facilitate data collection efforts which determine Federal IDEA Indicators.

- Discipline Data Collection
- October 1 Data Collection
- Special Education Data Dashboard

**Monitoring & Compliance**  
Monitoring activities that are based on risk analysis outcomes that are aligned to the SPP/APR and reflect the importance of indicator data.

- Maintenance of Effort
- Monitoring**
- PEA Determinations
- Risk Analysis

**Surveys & Assurances**  
The Statement of Assurances and surveys for Parent Involvement, Teacher Attrition, Post School Outcomes, and other information.

- Data Surveys
- Post School Outcomes Survey
- Statement of Assurances

**Vouchers & Claims**  
Applications which provide funding for residential, institutional, and specific special education placements.

- High Cost
- Vouchers**
- Extraordinary Special Education Needs



# Approvals

- In Continuing Applications (in the drop box) under Manage Applications you will see a list of applications to approve. Place a check in the box next to the application to be approved (more than one application can be approved at a time). Then, place a check in the box for your signature. The system identifies your name from the login.
- Once Approve is selected, the educational funding is approved until the end of the fiscal year or until the student is discharged from the RTC.

Home Approved Student(s) Manage Application(s) Reports Help Fiscal Year: [User Profile]

Awaiting Your Approval

tries

- Continuing Application(s)
- Awaiting My Approval
- Search RTC Applications by SSID
- All Applications

	SSID	Student Name	Disability	RTC Name	SPA Name
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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

\* Field is mandatory.

Comments:

Approve Reject Cancel



# Approvals (part 2)

- Clicking on the student's SSID number will give you the option to view the application.
- You can sign and approve the application from this page as well.
- If the student was not placed by your agency, enter this in the comments field and click the Reject button. This will send the application back to the RTC for resubmission.

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

\* Field is mandatory.

Comments:

Approve

Reject

Cancel



# Updating Contact Information (for one application)

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

- Scroll 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.

Search:

Exit	Exit Reason	
2/6/2023	Discharged	Modify
2/4/2023	Discharged	Modify



# 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.

[Click here to update the contact information for multiple students](#)

## Update Contact Details

Current Email Address:\*

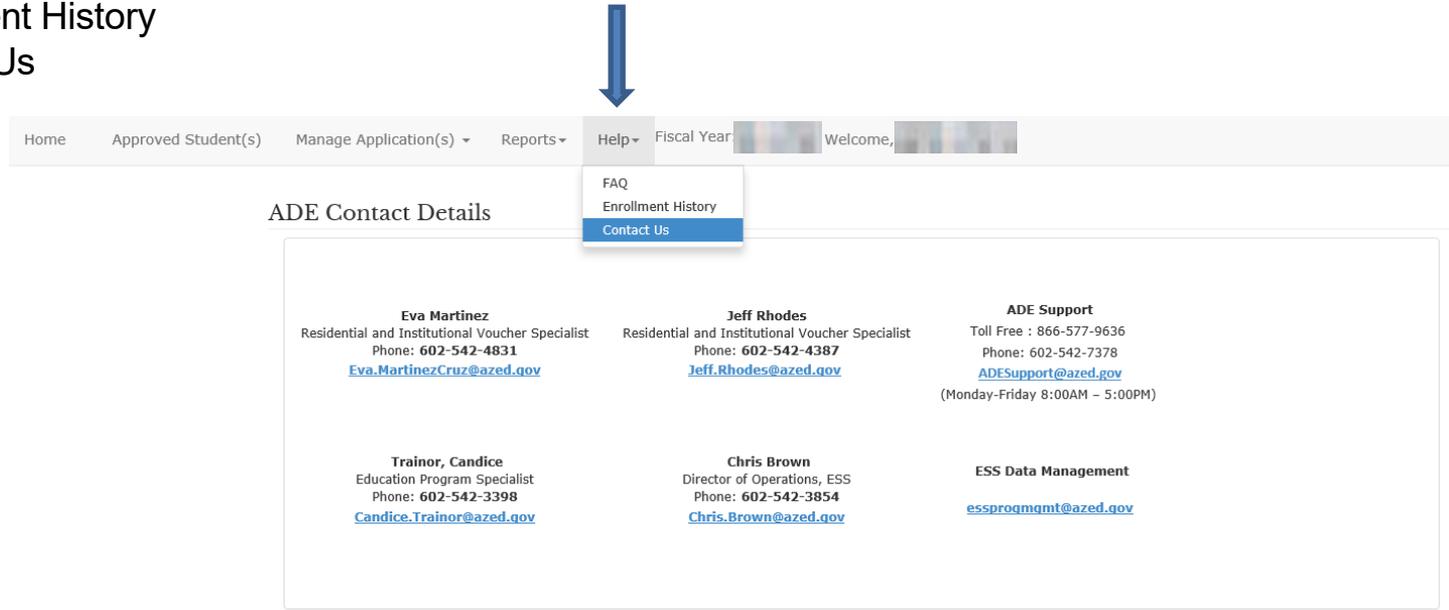
Search Contact Details



# Help Options

Use the Help menu to select:

- FAQs
- Enrollment History
- Contact Us



The screenshot shows a navigation bar with the following items: Home, Approved Student(s), Manage Application(s) ▾, Reports ▾, Help ▾, Fiscal Year: [dropdown], and Welcome, [dropdown]. The 'Help' dropdown menu is open, displaying three options: FAQ, Enrollment History, and Contact Us. Below the navigation bar, the page title is 'ADE Contact Details'. The main content area contains contact information for several staff members:

<b>Eva Martinez</b> Residential and Institutional Voucher Specialist Phone: 602-542-4831 <a href="mailto:Eva.MartinezCruz@azed.gov">Eva.MartinezCruz@azed.gov</a>	<b>Jeff Rhodes</b> Residential and Institutional Voucher Specialist Phone: 602-542-4387 <a href="mailto:Jeff.Rhodes@azed.gov">Jeff.Rhodes@azed.gov</a>	<b>ADE Support</b> Toll Free : 866-577-9636 Phone: 602-542-7378 <a href="mailto:ADESupport@azed.gov">ADESupport@azed.gov</a> (Monday-Friday 8:00AM – 5:00PM)
<b>Trinor, Candice</b> Education Program Specialist Phone: 602-542-3398 <a href="mailto:Candice.Trinor@azed.gov">Candice.Trinor@azed.gov</a>	<b>Chris Brown</b> Director of Operations, ESS Phone: 602-542-3854 <a href="mailto:Chris.Brown@azed.gov">Chris.Brown@azed.gov</a>	<b>ESS Data Management</b> <a href="mailto:essprogmt@azed.gov">essprogmt@azed.gov</a>



# Logging Out

To exit ESS Vouchers, select Logout.

Home Approved Student(s) Manage Application(s) ▾ Reports ▾ Help ▾ Fiscal Year:  Welcome, 

ADEContact  
ESS Portal  
**Logout**

**ADE Contact Details**

<b>Eva Martinez</b> Residential and Institutional Voucher Specialist Phone: <b>602-542-4831</b> <a href="mailto:Eva.MartinezCruz@azed.gov">Eva.MartinezCruz@azed.gov</a>	<b>Jeff Rhodes</b> Residential and Institutional Voucher Specialist Phone: <b>602-542-4387</b> <a href="mailto:Jeff.Rhodes@azed.gov">Jeff.Rhodes@azed.gov</a>	<b>ADE Support</b> Toll Free : 866-577-9636 Phone: 602-542-7378 <a href="mailto:ADESupport@azed.gov">ADESupport@azed.gov</a> (Monday-Friday 8:00AM – 5:00PM)
<b>Trainor, Candice</b> Education Program Specialist Phone: <b>602-542-3398</b> <a href="mailto:Candice.Trainor@azed.gov">Candice.Trainor@azed.gov</a>	<b>Chris Brown</b> Director of Operations, ESS Phone: <b>602-542-3854</b> <a href="mailto:Chris.Brown@azed.gov">Chris.Brown@azed.gov</a>	<b>ESS Data Management</b> <a href="mailto:essproqmgmt@azed.gov">essproqmgmt@azed.gov</a>

