



Training for Residential Treatment Centers

For questions, [email us](mailto:ESSVouchers@azed.gov) at ESSVouchers@azed.gov

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Vouchers and Claims Role Assignments

Entity administrators at your residential treatment center (RTC) will need to assign roles for the ESS Vouchers and Claims application in ADEConnect. To identify your entity administrator, click Search under Find an Administrator in the Help section.

The screenshot shows the ADEConnect Help page. At the top is a dark blue navigation bar with the following items: Home, Applications, User Management (with a dropdown arrow), Admin (with a dropdown arrow), Reports, Help, Feedback, and Account (with a dropdown arrow). Below the navigation bar is the 'Help' section, which contains four white boxes with rounded corners. The first box is titled 'Contact ADE Support' and includes the Arizona Department of Education address and phone number. The second box is titled 'Support Ticket' and has a 'Go to Help Desk' button. The third box is titled 'Find an Administrator' and has a 'Search' button; a blue arrow points from the left to this box. The fourth box is titled 'Frequently asked questions' and has an 'FAQ' button. A blue arrow points from the 'Help' menu item in the navigation bar to the 'Find an Administrator' box.

The necessary role for the ESS Vouchers and Claims application is **ESS Vouchers: RTC User**. Additional role assignments will cause access issues. For more information, please [view the ESS Vouchers and Claims Role Assignments](#).

Accessing the ESS Vouchers Application

Step 1: [Log into ADEConnect](#)

Step 2: Open the Exceptional Student Services Portal

Step 3: Click Vouchers

| | |
|--|-------|
| Devereux Arizona - Sweetwater Campus (7296) | [-] |
| ADE Professional Learning and Development (APLD) | ☆ ↗ |
| AzEDS Identity | ☆ ↗ |
| Exceptional Student Services Portal | ☆ ↗ |



APPLICATION 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.

Legacy - 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

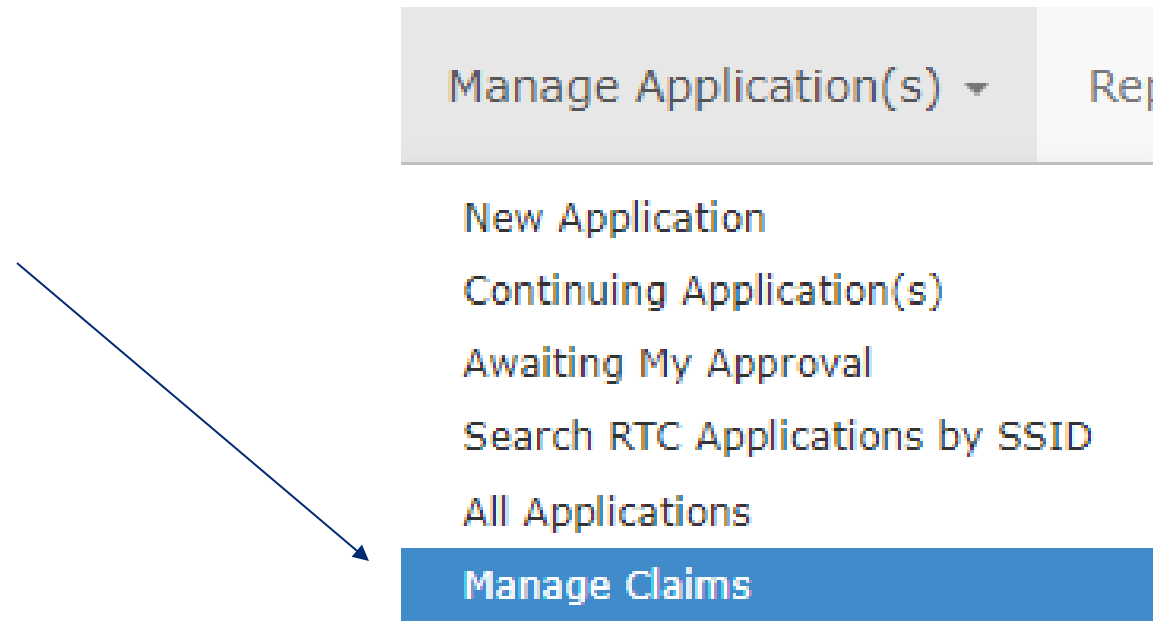
Applications which provide funding for residential, institutional, and specific special education placements.

High Cost ⓘ
Vouchers ⓘ
Extraordinary Special Education Needs ⓘ



Processing a Claim

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



The image shows a screenshot of a web application interface. At the top, there is a dropdown menu with the text "Manage Application(s)" and a small downward arrow. To the right of this menu is a partially visible button labeled "Rep". Below the dropdown menu, a list of options is displayed: "New Application", "Continuing Application(s)", "Awaiting My Approval", "Search RTC Applications by SSID", "All Applications", and "Manage Claims". The "Manage Claims" option is highlighted with a blue background. A blue arrow points from the left side of the slide towards the "Manage Claims" option in the dropdown menu.

Processing a Claim (part 2)

Under **Manage Claims**, you can:

- Enter an **Exit Date**, **Exit Reason**, **Save Changes** (blue button) for processing later, or **Submit for Payment Processing** (green button).
- See the status of a processed claim.

Claims need to be submitted between the 1st and 10th of the month for the previous month's claim.

| | | | | | | | |
|--|--|--|------|-----------|-----------|----------------------|------------------------|
| | | | NSE | 7/29/2025 | 6/30/2026 | <input type="text"/> | - Select Exit Reason - |
| | | | OHI | 7/21/2025 | 9/19/2025 | <input type="text"/> | - Select Exit Reason - |
| | | | NSE | 7/1/2025 | 6/30/2026 | 7/25/2025 | Discharged |
| | | | MIID | 6/19/2025 | 9/18/2025 | <input type="text"/> | - Select Exit Reason - |

Submit for payment processing

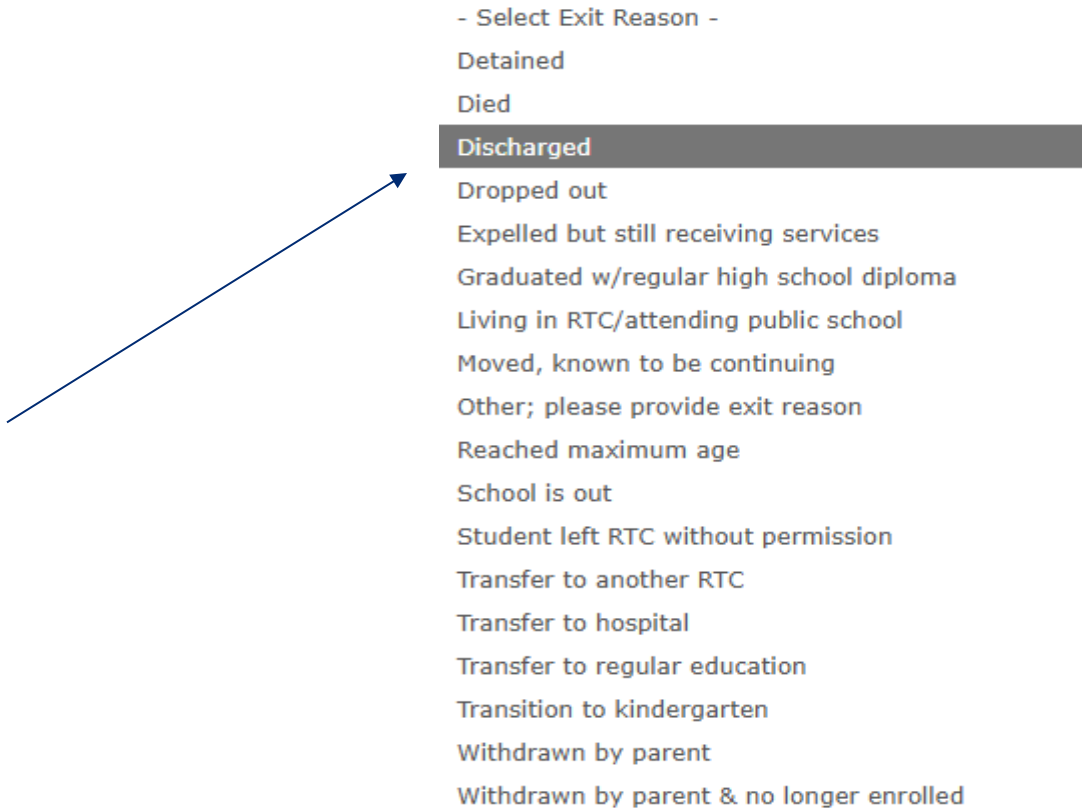
Save Changes

Cancel



Processing a Claim (part 3)

Click on the date field to select the **Exit Date**, then select the **Exit Reason** and **Save Changes at the bottom.**



Processing a Claim (part 4)

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 student vouchers that were included in the claim.

Payment status will be: **Waiting for Approval**

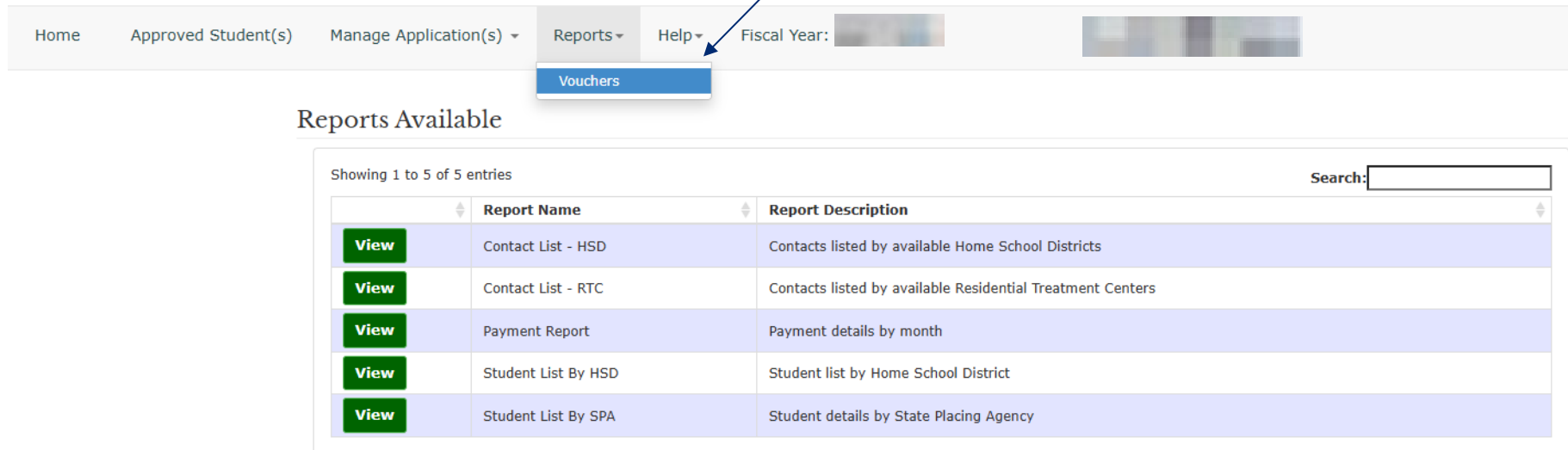
The **Payment Status** will say **Approved** after it has gone through the multi-level approval process.

Accessing Reports

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

The three types of reports you can view are:

- **Contact List - HSD**
- **Contact List - RTC**
- **Payment Report**
- **Student List by HSD**
- **Student List by SPA**



The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: Home, Approved Student(s), Manage Application(s) (with a dropdown arrow), Reports (with a dropdown arrow), Help (with a dropdown arrow), and Fiscal Year: (with a dropdown arrow). The Reports dropdown menu is open, showing a blue button labeled "Vouchers". An arrow points from the text "Reports/Vouchers" in the instructions to the Reports dropdown menu.

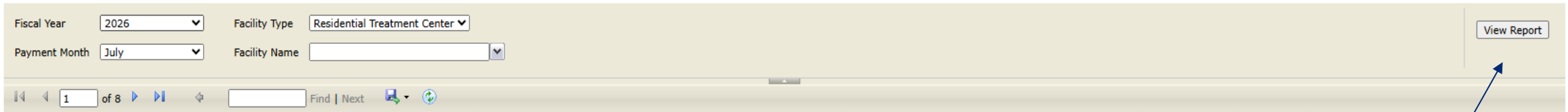
Below the navigation bar, the text "Reports Available" is displayed. Underneath, there is a table with the following structure:

Showing 1 to 5 of 5 entries Search:

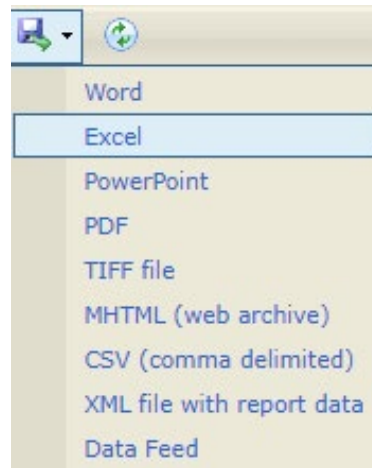
| | Report Name | Report Description |
|----------------------|---------------------|--|
| View | Contact List - HSD | Contacts listed by available Home School Districts |
| View | Contact List - RTC | Contacts listed by available Residential Treatment Centers |
| View | Payment Report | Payment details by month |
| View | Student List By HSD | Student list by Home School District |
| View | Student List By SPA | Student details by State Placing Agency |

Payment Report

The payment report shows the payments for each month. Notice that you have the choice of the **Fiscal Year** and **Payment Month**. Click on **View Report** to view the itemized list. The application also gives you the option to save the payment report in several different file formats.





The screenshot shows the top section of the application interface. It includes several filter fields: 'Fiscal Year' set to '2026', 'Facility Type' set to 'Residential Treatment Center', 'Payment Month' set to 'July', and an empty 'Facility Name' field. To the right of these fields is a 'View Report' button. Below the filters is a navigation bar with '1 of 8' and 'Find | Next' options.

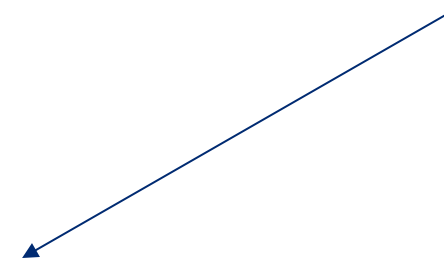
- 
- Word
 - Excel
 - PowerPoint
 - PDF
 - TIFF file
 - MHTML (web archive)
 - CSV (comma delimited)
 - XML file with report data
 - Data Feed

Updating Contact Information (for one application)

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

- Scroll 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 application.

| Exit | Exit Reason | |
|-----------|-------------|---|
| 2/19/2026 | Discharged |  |
| 2/17/2026 | Discharged |  |



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 - RTC

Current Email Address: *

Search Contact Details

Help Options

Use the Help menu to select:

- FAQ
- Enrollment History
- Contact Us

The screenshot shows a navigation bar with the following items: Home, Approved Student(s), Manage Application(s) with a dropdown arrow, Reports with a dropdown arrow, Help with a dropdown arrow, Fiscal Year: [blurred], and Welcome, [blurred]. The Help dropdown menu is open, showing three options: FAQ, Enrollment History (highlighted in blue), and Contact Us. A blue arrow points from the text 'Use the Help menu to select:' to the Help menu. Below the navigation bar is the 'Student Enrollment' page. It features a form with 'SSID:' and 'Birth Date:' labels, input fields for 'Enter SSID' and 'Select DOB', and a green 'Get Enrollment History' button. Below the form, it says 'Showing 0 to 0 of 0 entries' and has a 'Search:' field. A table with the following headers is shown: Fiscal Year, Grade, Entry Date, Exit Date, School Entity ID, School Name, District Entity ID, District Name, HSD ID, and HSD Name. The table body is empty, and a message at the bottom of the table reads 'No data available in table'.

Logging Out

To exit ESS Vouchers and Claims, select Logout.



VOUCHERS AND CLAIMS

EXCEPTIONAL STUDENT SERVICES

Home


Approved Student(s)

Manage Application(s) ▾

Reports ▾

Help ▾

Fiscal Year:

Welcome, 

ADEConnect
ESS Portal
Logout

Student Enrollment History

SSID:

Birth Date:

Showing 0 to 0 of 0 entries

Search:

| Fiscal Year | Grade | Entry Date | Exit Date | School Entity ID | School Name | District Entity ID | District Name | HSD ID | HSD Name |
|----------------------------|-------|------------|-----------|------------------|-------------|--------------------|---------------|--------|----------|
| No data available in table | | | | | | | | | |