

Setting Up Arizona SPED Plans for Use in Ed-Fi

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Initial Plan Setup | Special Ed Data Changes | Exiting Special Education | Restarting Special Education after Exiting | Special Education Exit Status Logic | Turning off Special Education Reporting within Campus

This article was designed to walk users through the necessary steps needed to properly create and report Special Ed records within AzEDS. Special Education plans, either manually entered or scripted in, which follow these guidelines should report correctly to the state AzEDS system.

The plans created for reporting may be made available to district staff, following FERPA guidelines, but should not be considered fully compliant IEPs and may not properly trigger alerts or process workflow notifications within Campus reports.

- Special Education data is only reported to AzEDS from a locked plan entered within the Special Ed area of Campus. The plan sends both a need a program association.
- Flags are not used for Special Education reporting.
- Current Arizona SPED Plan formats do not allow districts to create an IEP without an End Date. If districts want to use this option, the 'azIEP13' Plan Type must be used. **Note:** Plans with no End Date report to AzEDS until the student is no longer enrolled in the district, an Exit Evaluation is created, an End Date is placed on the plan, or a new plan is created following the guidelines mentioned in this article.

Initial Plan Setup

The following steps will walk you through creating a new IEP plan for a student.

- 1. Create a new Special Education plan for the student.
 - Student Information > Special Ed > General > Documents > New Document

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▼ Special Gene Case > Bi: Student Lo	eral eload ank Forms							
Documents								

• Create New Plan > State Reporting or IEP > Create Document



Summary	Team Members	Documents	Contact Log
	Document Wizard		
Please	select one of the following d	ocuments:	
	New Evaluation: elect this to end services for	Arizona State Repor	ting
	New Plan: Select this to create a new A	ZIEP 014 for Arizona	State Reporting.
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DOCU	NENT SELECTED FOR CR	EATION: (no docum	ent selected)
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- 2. Once the document has been created, the plan must have the following data elements at a minimum:
 - Start Date
 - End Date
 - Primary Disability
 - Special Ed Status
 - Special Ed Setting
 - The following elements are optional:
 - Other Disabilities
 - Funded SPED Service DOR
 - SPED Enrollment Code
 - SPED Concurrency Type
 - All other data elements can be populated but do not report to AzEDS.

Summary Team Members	Documents Contact Log				
Summary Team Members Save & Save & Continue Encomment Status Encomment Status Encomment Status Encomment Status Parent/Guardian Demographics Team Meeting Present Levels of Academic Achievement and Function Spacial Brain Accommodations for InstructionAssessment Accommodations for InstructionAssessment Accommodations for InstructionAssessment Accommodations for Related Services Suppers To School Persones Related Services Suppers Schools Services Suppers Schools Services Suppers Services Course of Study I'market Annual Course Course of Study I'market Annual Course Course of Study I'market of Rejute	Print Efficiency Paint The ability to boot on mark a document as comple Cocimient table, outside of the plan editors. Reason for Meeting: Eligibility Determination Date	e has been relocated to the main view of the Date of next 3 year reevaluation:	Summary Team Members Supersonal State & Continue Education Plan Enrolment Status Enrolment Participation Enrolment Participation Enrolment Participation Enrolmentary Alds and Services Supports for School Personnel Service Least Rectific Enrolment Extended School Person Enrolmentary Alds and Services Enrolmentary Alds and Service	Procliment Status Note: All the point the plan is generated, a snapshot of the studen is alsone. To get a final copy, disk the button below: Get Speelad 55 distus from Enrolment The estable values only drange the disturb one for the IEP all responsible for getting the permanent Special Ed State Repo data changed in the Student System Primary Disability Primary Disability publity 2 Deability 3	You are orting
		Doocumer	nt		

3. Save and lock the IEP.



Special Ed Data Changes

Some IEPs may require adding and/or removing disabilities and making changes to a student's data. The following explains performing these tasks:

If the Original Plan was Created in a Previous School Year

1. Create a new IEP following the steps described in the Initial Plan Setup section above.

If the Original Plan was Created within the Current School Year

- 1. Amend the Existing Plan:
 - Go to Student Information > Special Ed > General > Documents, select the plan and click the **Amend** button.

Summary Team Members	Documents	Contact L	og		
🖆 Open 🧴 Lock/Unlock	🗘 Сору 🗘	Amend	Delete 🚍	Print 🖌 New Documer	t 🕹 Upload Document
Documents List Documents List Documents 2016-2017 (1) Documents 2016 (1) Documents 2016 (1) Documents 2016 (1) Documents 2016 (1) Documents 2016 (1) Documents 2016 (2) Documents	rent-2015 Format (09	/07/2016-09/06/20)17)		

- Amend Plan
- Select the **Amend Editor** button in each area to amend data, provide a reason for the amendment, and update the data.

Summary Team Members	Documents	Contact Log			
Save Save & Continue	合 Print				
Plan Outline sdIEP13	Amendment Opt	tions			
IEP Information Enrollment Status			🖹 Amend Editor 🍸 Review Amendments		
Enrollment Status	IEP Information				
Enrollment Status	The ability to lock or mark a document as complete has been relocated to the main view of the Documents tab, outside of the plan editors.				
Student Demographics	Documents tab, of	utside of the plan editors.			
Parent/Guardian Information Team Meeting	Meeting Purpose		*Meeting Date		
Present Levels of Performance			04/14/2014		

- Amend Editor
- Select the **Review Amendments** button, enter the amended Start Date, and press the **Complete Amendment** button.

Summary	Team Members	Documents	Contact Log				
Save	Save Complete Amendment O Back to Plan						
Review Am	endments						
*Ameno	dment Start Date	04/17/2014	Original Start Date: Plan End Date:	04/16/2014 04/20/2015			
Stephe	dment 1 (Current Ameno n Hallman / (ADVISORS		04/	17/2014 - 04/20/2015			
	rmation						
Reporting frequency updated per parent request.							
	Modified by Stephen Hallman / (ADVISORSTA						
Goals a	and Objectives						
Added	l a new goal			.4			
		Modified by Step	hen Hallman / (ADVISORS	TAFF) on 04/16/2014			
_		Amend	no o n t				

- The student's IEP is now amended with the correct information and is ready to send appropriate data to AzEDS.
- 2. Create a New Record Using the Following Steps

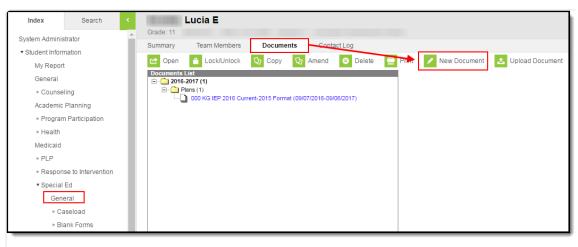
Infinite Campus

- Unlock the existing IEP, add the appropriate End Date, and Save and Lock the plan.
- Create a new IEP following the steps listed in the Initial Plan Setup section above (ensuring the Start Date of the new plan is at least a day after the End Date of the previous plan).

Exiting Special Education

To exit a student from Special Ed, an Exit Evaluation will need to be created.

- 1. Create a Special Education Exit Evaluation for the student
 - Student Information > Special Ed > General > Documents > New Document



New Document

Select Evaluation > Exit Evaluation



Index	Search	< 100	Lucia E		
System Adminis		Grad Sum		Documents	Contact Log
 Student Information 	mation				
My Repor	t	Cre	ate New Document Wizard		
General			Please select one of the following d	locuments	
▶ Counse	eling		Create New Evaluation:	our on our	
Academic	Planning		END: Select this to end services for	r Arizona State Reporti	ing.
▶ Program	m Participation		AZESR 14 Exit Evaluation		
▶ Health			C EM ESR 2010		
Medicaid			Create New Plan:		
► PLP			NEW: Select this to create e new A	ZIEP 014 for Arizona	State Reporting.
Respon	nse to Intervention		Create New Progress Report. Do Not Use		
 Special 	Ed		Create New Simple Form:	\mathbf{X}	
Gen	eral		Do Not Use	\mathbf{X}	
► Ca	aseload				
► BI	lank Forms		DOCUMENT SELECTED FOR CF	REATION: AZESR 14	Exit Evaluation
Student L	ocator			*	Create Document Cancel
▶ Reports	6				Charles Decanicity
		-	New Evaluat	tion	

- 2. The plan must contain at least the following data elements:
 - Exit Date
 - Exit Reason
 - All other data elements in the evaluation can be populated but do not report to AzEDS

Summary Team Members	Documents	Contact Log
Save Save & Contin Evaluation Information Student Demographics Parent/Guardian Demographics	Evaluation Editor The ability to lock or	r mark a document as complete has been relocated to the main view of the side of the evaluation editors. Evaluation Type Date Consent Received Exit ▼ *Exit Reason T
	Eva	aluation Editor

3. Save and lock the Exit Evaluation.

Restarting Special Education after Exiting

To restart Special Education for a student who has previously exited, perform the following steps:

1. Create a new IEP following the steps in the Initial Plan Setup section above.



The plan Start Date must be after the student's Exit Evaluation End Date.

Special Education Exit Status Logic

The following describes logic used reporting Special Education Exit Status values:

- A plan that does not have an end date within a school year will send an exit date of the last instructional day of the school year with an exit reason of 13 once an enrollment exit date is entered. Note: An end date and the correct exit reason will send to the state as soon as an enrollment exit date is entered on the enrollment so there is no need to re-send the resource at the end of the school year or create an exit evaluation to send this correctly to the state.
 Example: Assume that a student receives an IEP in October of the school year that is effective 10/22/2021-10/21/2022. Also assume the last instructional day of said school year is 5/27/2022. As soon as that IEP is locked, a SSEPA resource will be sent with a start date of 10/22/2021, but the end date and exit reason will not be sent. At the end of the school year, the district will enter an enrollment exit date of 5/27/2022 for the student. As soon as that exit date is saved, a change to the SSEPA resource will be sent and the end date will be updated to SPED13.
- Report based on the table below, when a student's enrollment is ended or a new or amended plan is created and locked.
- Report the Ed-Fi code from the Exit Reason selected in the Exit Evaluation.
 - Evaluation Exit Date must be after enrollment start date.
 - Evaluation Exit Date must be before enrollment end date or last instructional day and before IEP End Date.

Code	Business Rule
SPED02	Graduated with regular high school diploma
	 Reports when a student has an end status of W7, W14, W15, W17-W20, D2. If end status is NULL, but "Graduation (Year End Status) = 'G', also reports.)
SPED03	Reached maximum age
	Reports when a student has an end status of W6, but whose enrollment Grade Level is not mapped to one of the following state grade levels: 'PS, KG, UE'.
SPED04	Died
	Reports when a student has an end status of W8.



Code	Business Rule
SPED05	 Moved, known to be continuing Reports when a student has an end status of: W10, W21, W22 W1 There is NOT another consecutive enrollment in the same school year, in the same school, that starts the very next instructional day. W9 Is in grades PS, K, or UE.
SPED07	 Isn't 3-5 years old. Dropped out
	Reports when a student has an end status of W2, W3, W4, W5, W11, W12, W13, W41, W51.
SPED09	 Ends one LRE but starts another 1. Reports when: An IEP exists starting immediately after an existing plan and IEP end date is before enrollment end date. A student has an end status of: WK, WD, WP W1 There IS another consecutive enrollment in the same school year, in the same school, that starts the very next instructional day.
SPED10	Withdrawn by Parent and no Longer enrolled Reports when a student has and end status of: 'W9' Is in state mapped grades 'PS', 'K', or 'UE'. Is 3-5 years old. 2. 'W6 Is in state mapped grades 'PS', 'K', or 'UE'.
SPED11	Expelled but still receiving services Note: The SPED11 code is never sent, even though it is a valid code at the state.
SPED13	School is Out Reports when the enrollment end date is equal to the last instructional day of the year and the IEP is active as of the last instructional day of the year.



Code	Business Rule
SPED01	Transferred to Regular Education
	Reports when no other conditions above are met.1. If a new IEP is added within the same school year, this should be changed based on the information in the new IEP.

Turning off Special Education Reporting within Campus

You may turn off Special Education reporting within Campus by go to System Administration > Ed-Fi > Ed-Fi Configuration > Resource Preferences > Toggle the Student Special Education Program Association off in the Student Information section.

