

CHAPTER 2: GENERAL SUPERVISION

REVISION DATES: 07/01/2021, 12/14/2018

EFFECTIVE DATES: 04/01/2022, 07/01/2019

INTENDED USER(S): All ADES/AzEIP personnel, AzEIP Service Providing Agencies including all employees, contractors, subcontractors, and volunteers.

REFERENCES/AUTHORITY: 20 U.S.C. §1435(a)(10)(A); 34 C.F.R. §§303.11, 12, 120, 700, 704, 720 and 721, 20 U.S.C. §1416; 34 C.F.R. §§303.701 and 702, 20 U.S.C. §1431, et seq.; 34 C.F.R. §303.301, 20 U.S.C. §§1415(e); 1435(a); 1436(e); 1439; and 34 C.F.R. §303.430, 20 U.S.C. § 1435(a)(14); 34 C.F.R. §§ 303.124, 720 -724, 20 U.S.C. §§1416, 1417, 1418, and 1442; 34 C.F.R. §§303.700(a) (4) and 303.702, 20 U.S.C. §§1416, 1417, 1418, and 1442; 34 C.F.R. §303.700, 20 U.S.C. §§ 1416(a); 1435(a) (10) (A); and 1442; 34 C.F.R. §303.700, 20 U.S.C. §1434(a) (10) (A); 34 CFR §303.118; 34 C.F.R. §501, 20 U.S.C. §§1416(a) (1)(C), 1435(a)(10), and 1442, 20 U.S.C. §§1432, 1435, 1437 – 1438, and 1440 – 1441; 34 C.F.R.303.500

2.0 Data Requirements

2.0.1 ADES/AzEIP data processes for collecting and reporting data include the following:

- A. collection and verification: EIPs must ensure that the data collected and submitted to ADES/AzEIP are accurate and timely
 - 1) for data corrections, the Data Manager is responsible for ensuring the EIP contacts the AzEIP Helpdesk for assistance
- B. examination and analysis: ADES/AzEIP examines data to identify and determine patterns and trends as well as plan improvement activities
- C. reporting of data: data of the EIPs are reported in aggregate annually to the Office of Special Education Programs (OSEP) in the 618 data, the Annual Performance Report (APR), and local data for public reports
- D. status determination: ADES/AzEIP uses program data from all sources to make local program determinations, which are available to the public
- E. improvement data from Arizona's APR including the State Systemic Improvement Plan (SSIP): activities and program performance data are used for program improvement, progress measurement, and to assist in identifying technical assistance needs.

2.0.2 The service coordinator or designee ensures that all data is entered into the ADES data system(s) no later than ten (10) calendar days after the activity requiring data entry.