



District of Columbia
Office of the State Superintendent of Education

Fiscal Year 21
Elementary and Secondary School
Emergency Relief Annual Reporting
Certifying the Data - LEA Instructional Guide

May 2, 2022

Table of Contents

Overview.....	1
Timeline	1
Support	1
Reviewing the Data	2
Qlik Application	2
Resolving Data Discrepancies.....	3
Submitting Corrections in the IDS Portal.....	3
Resolving IDS Validation Errors	5
Certifying Data.....	6
Qlik Application	6
Appeals.....	7

Overview

Local education agencies (LEAs) are required to complete annual reporting to the United States Department of Education (USED) as a condition of receiving Elementary and Secondary School Emergency Relief (ESSER) funds. This reporting provides transparency to the public on this historic investment as well as important data and information on the ways funds have been leveraged to support students.

In this final step, LEA leaders will need to certify all fiscal year 2021 (FY21) ESSER reporting data (both Phase I and Phase II) in the [Qlik application](#). LEAs may use the [Integrated Data Submissions \(IDS\) Portal](#) to correct any errors they identify during the certification process in their Phase I or Phase II FY21 ESSER reporting data.

Timeline

Date	Action	Estimated Time to be Spent
May 6, 2022	LEAs review Phase I and Phase II data in Qlik for accuracy. In addition, OSSE will reach out if specific actions are required.	1-2 hours (dependent on number of corrections)
May 9-10, 2022	LEAs submit OSSE Support Tool (OST) ticket to request IDS to be reopened to make data corrections, if needed, by May 10 .	2 minutes (24 hours to resolve ticket)
May 9-13, 2022	LEAs submit data corrections via IDS by 5 p.m. on May 13, 2022 , if needed.	1 hour (dependent on number of corrections)
May 16, 2022	LEAs review final data for Phase I and Phase II in Qlik .	30 minutes (data takes 24 hours to refresh in Qlik)
May 17, 2022	LEAs Leaders must certify data in Qlik by 5 p.m. Eastern time .	15-30 minutes

Support

For a walkthrough of how to use the Qlik application, the IDS portal and the ESSER Reporting Template, please refer to the ESSER Annual Reporting – Phase II Webinar (April 1, 2022) in the webinar section of OSSE’s [ESSER Recovery Funding](#) webpage.

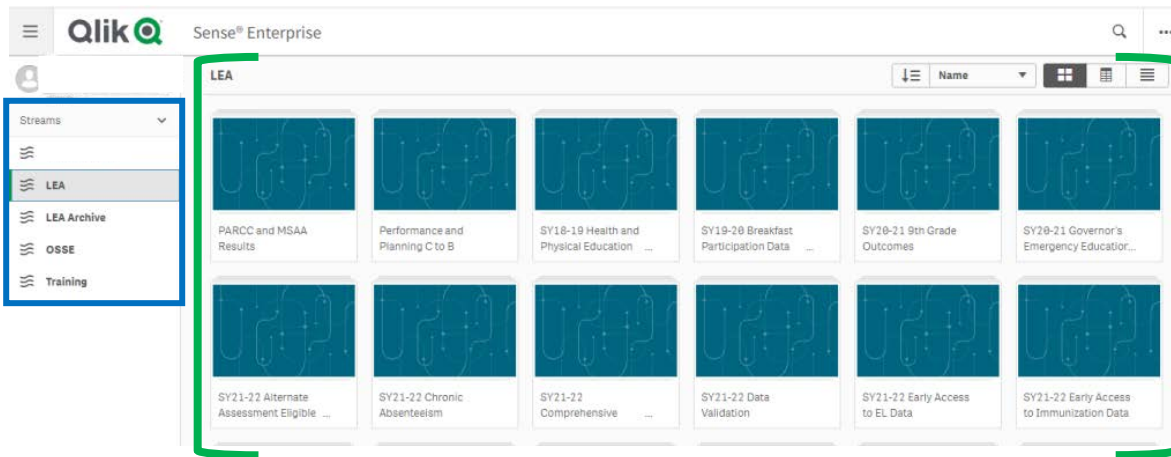
If you need any technical support related to IDS or Qlik, including issues logging in, please submit a request for support via the [OSSE Support Tool](#).

If you have questions or need assistance with completing the ESSER Reporting Template after downloading it from the IDS portal, please contact OSSE.ESSER@dc.gov.

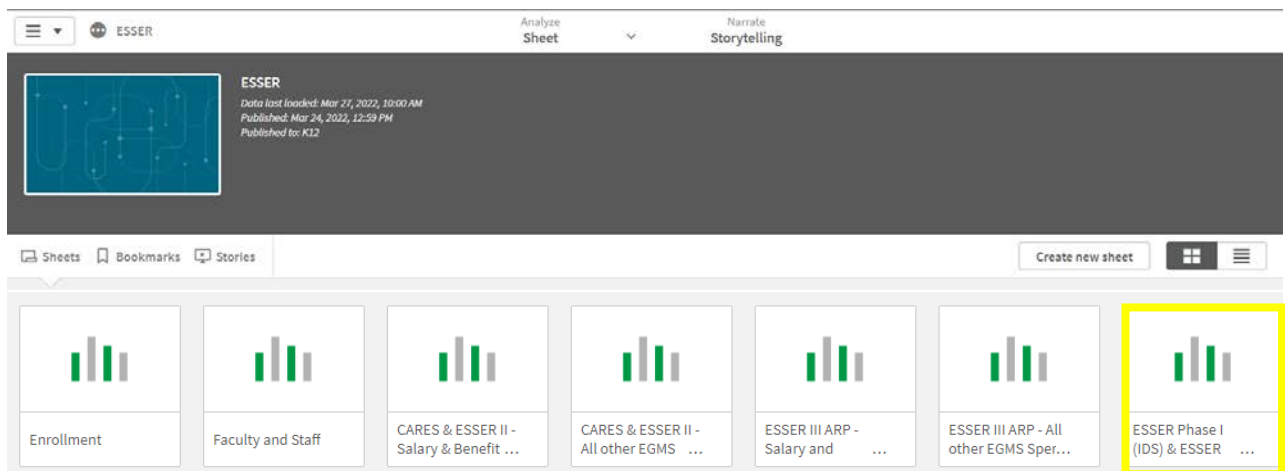
Reviewing the Data

Qlik Application

1. Click [here](#) to log in to the Qlik application.
2. On the landing page, identify the **Streams** dropdown on the left side of the screen. Click the **LEA** button.
3. In the LEA window, scroll down to find the **ESSER** folder.



4. Click the **ESSER** folder. A new screen will open with icons for eight data sheets. Please focus on the **ESSER Phase I (IDS)** and **ESSER Phase II (IDS) Summary**, only.

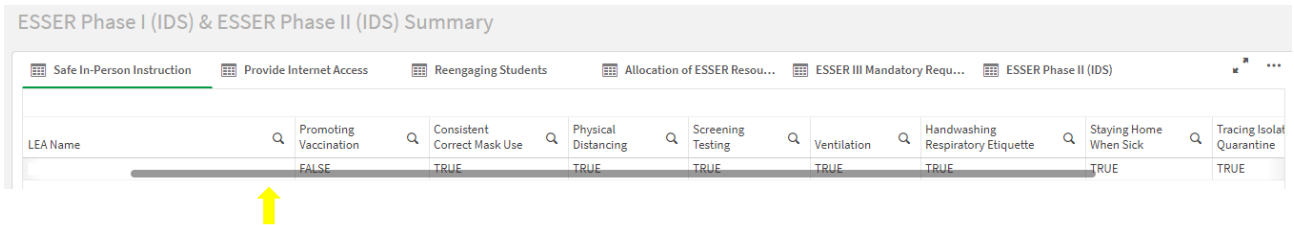


5. Click the **ESSER Phase I (IDS)** and **ESSER Phase II (IDS) Summary** to review and confirm accurate reporting data on all five sheets. Data submitted on the ESSER Phase I IDS template is on the tabs in

the blue rectangle. Data submitted on the ESSER Phase II IDS template is on the tab in the red rectangle.



6. Once the [ESSER Phase I \(IDS\) and ESSER Phase II \(IDS\) Summary](#) sheet is open, review the data directly on each tab. To view all responses on the tab, hover beneath the responses and the scroll bar will appear.



If all data are accurate, go directly to the [Certifying the Data](#) section for next steps. If there are data errors [ESSER Phase I \(IDS\) and ESSER Phase II \(IDS\) Summary](#), go directly to the directions in the [Resolving Data Discrepancies](#) section below.

Resolving Data Discrepancies

Please follow the directions below to submit corrections to Phase I or Phase II data submissions.

Submitting Corrections in the IDS Portal

1. Submit a request to open the IDS portal through the [OSSE Support Tool](#). It will take up to one business day for OSSE to reopen IDS. Submit this request by **May 10** to ensure you have enough time to upload a new IDS template.

The IDS is a web-based application that is designed to work best on the **Chrome** browser.

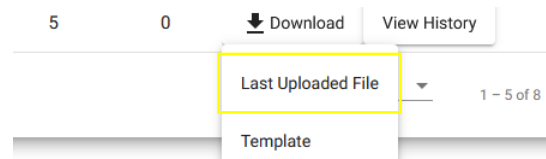
2. [Click here](#) to log in to the IDS application portal using the credentials provided by OSSE. Once logged in, you will need to accept a confidentiality agreement before you can begin. **Please read the privacy policy.**

3. Once you're logged in, the application opens to the main landing page. On the landing page, identify the [Entity](#) you belong to and use the dropdown icon beside [Collection](#) to select *ESSER* or *ESSER FY21 Phase II*. Use the chart below to determine the which [Collection](#) template you should download.

IDS Collection Template	Qlik Data Tab Error
ESSER	<ul style="list-style-type: none"> • Safe In-Person Instruction • Provide Internet Access • Allocation of ESSER Resources • Reengaging Students • ESSER III Mandatory Requirements
ESSER FY21 Phase II	<ul style="list-style-type: none"> • ESSER Phase II (IDS)

Retrieving Historical Uploads

4. Click the [Download](#) button and select [Last Uploaded File](#) to access the data template reflected in Qlik.



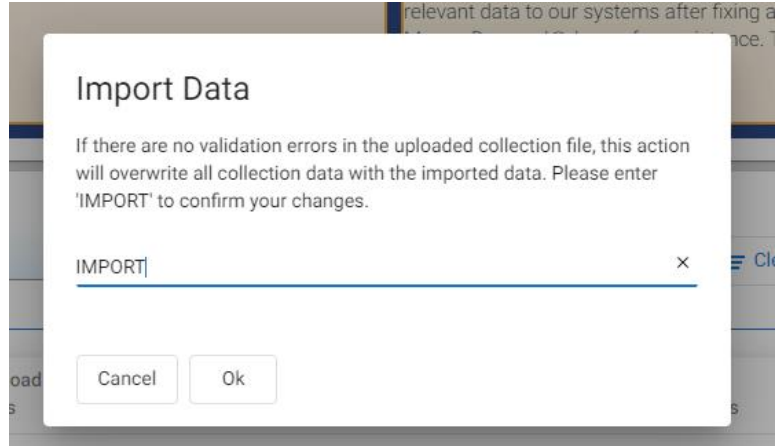
Correcting the Error

5. Correct the error in the downloaded workbook and save the completed workbook to your files as an Excel spreadsheet.

Uploading the Corrected Template

On the main landing page of the application, locate the [Upload](#) button in the row for the applicable collection.

6. Click the upload button and upload the saved workbook file from your computer.
7. The application will display a window requesting the user to confirm the import.
8. Type **IMPORT** in the given field and click **OK**.
9. The application will run a data validation process on the data in the template.



Note: Once the data is imported, it will overwrite all existing data for that collection.

If the upload is successful, the application will display the message *“File Submitted. Status will be updated soon.”* **It may take up to two minutes to upload the data.** If there are no errors, the **Last Upload Status** will reflect *“Success”* along with a green check at the beginning of the row to reflect a successful data upload with 0 errors.

Collection	Due Date	Last Upload Status
✓ ESSER FY21 Phase II	4/21/2022	Success

Resolving IDS Validation Errors

If there are errors in the data validation, the **Last Upload Status** will indicate *“Failed”* along with the number of errors in parenthesis and a red warning symbol at the beginning of the row. Please see the section below, [Resolving Errors](#), for instructions on how to edit the workbook and resubmit.

Collection	Due Date	Last Upload Status
! ESSER FY21 Phase II	4/21/2022	Failed (7 Errors)

To view which data triggered errors, click the **Download** button again and select **Last Result File**. The application will download the most recently uploaded workbook file.

Last Uploaded DateTime	Total Records	Failed Records	Actions
4/21/2022 11:07:5 PM	7	7	<div style="display: flex; gap: 10px;"> ↑ Upload ↓ Download View History </div> <div style="margin-top: 5px;"> Items per page <div style="border: 1px solid black; padding: 2px; display: inline-block;">Last Result File</div> 1 - 1 of 1 </div> <div style="margin-top: 5px;"> Template </div>

1. Open the workbook and scroll to the right on each sheet until you reach the column that describes the individual errors.
2. Review the individual errors on each sheet.
3. Resolve the errors and ensure that all cells have allowable responses. Refer to the [Required](#) and [Permitted values](#) columns and on the [Data Elements Definitions](#) tab.
4. Save the workbook and upload the workbook file in the application again.
5. Error descriptions may still remain until you upload the new workbook file with corrections. **This upload will overwrite all existing collection data and resolve all errors or show any errors that remain.**

Once the corrected IDS template has successfully uploaded, it will take 24 hours to be reflected in the Qlik Application. After 24 hours, return to Qlik to [review the data](#) and confirm all updates on the [ESSER Phase I \(IDS\) and ESSER Phase II \(IDS\) Summary](#) sheet.

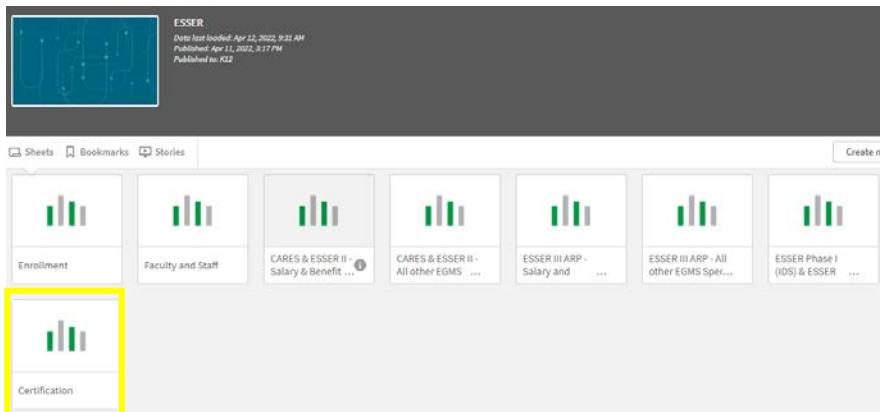
Certifying Data

To access the Certification sheet in the Qlik Application, LEA Leaders must be listed as the Head of School in eSchoolPlus and have Statewide Longitudinal Education Data (SLED) credentials. If you do not have SLED credentials, confirm that you are listed as Head of School in eSchoolPLUS and ask your data manager to submit a request for SLED credentials in the OSSE Support Tool. If you do not remember your SLED credentials, send an email to SLED.info@dc.gov. **Only the Head of School may certify the data.**

Qlik Application

The certification window opens on **May 17 at 9 a.m. and close at 5 p.m.** Follow these steps to certify:

1. Log into the [Qlik Application](#).
2. Click on the [LEA](#) stream.
3. Click [ESSER](#). The application will open to all the sheets that have been released.
4. Click the [Certification](#) sheet.



5. Click the box to certify the data are accurate.



Certification Details:

I validate the data for the first certification are accurate.

Please enter your SLED password to verify your identity

6. Type in your SLED password to validate the data.
7. A green certify button will appear. Click the button to certify.



Certification Details:

I validate the data for the first certification are accurate.

CERTIFY

8. A message will appear to confirm full certification with your username and the time you certified.

Only the Head of School will have access to certify. The LEA data manager may be able to view the Certification sheet, but they will not be able to complete the certification submission.

Appeals

LEAs that do not certify by **5 p.m. on May 17, 2022**, must request an appeal to redress data errors. Appeals for OSSE to accept new or corrected data after Head of School certification or no certification will only be considered in extremely limited circumstances. LEAs wishing to appeal must submit a formal letter to the State Superintendent from the LEA Leader/Head of School and if relevant, Board Chair.

Appeal letters must be submitted within five business days of the certification deadline, and must include, as applicable, reasons for the delayed submission and/or data errors, relevant documentation, and corrective action plan to address these issues in the future.

Appeals will not be accepted after **May 24, 2022**. OSSE retains sole discretion over whether to accept such appeals and whether and when to update publicly reported data. Depending on the circumstances, OSSE may also pursue additional oversight actions such as an audit of the LEA’s data management practices. If you have questions relating to this policy, please contact Stephanie Davis, OSSE’s deputy chief information officer, at Stephanie.Davis3@dc.gov.