District of Columbia
Office of the State Superintendent of Education

FY23 USED ESSER Reporting

Certifying the Data - LEA

April 2024

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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 2023 (FY23) 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, Phase II, or Phase III FY23 ESSER reporting data.

Timeline

Date	Action	Estimated Time to be Spent
April 11 – April 12	OSSE grant managers review LEA data and request changes, if necessary. LEAs can expect to receive information about any needed changes via email.	1-2 hours (dependent on number of corrections)
April 15 – April 26	LEAs will have a final chance to upload changes to their expenditure data via the IDS portal and review all data in the Qlik App.	1-2 hours (dependent on number of corrections)
May 6	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 (February 13, 2024) 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.
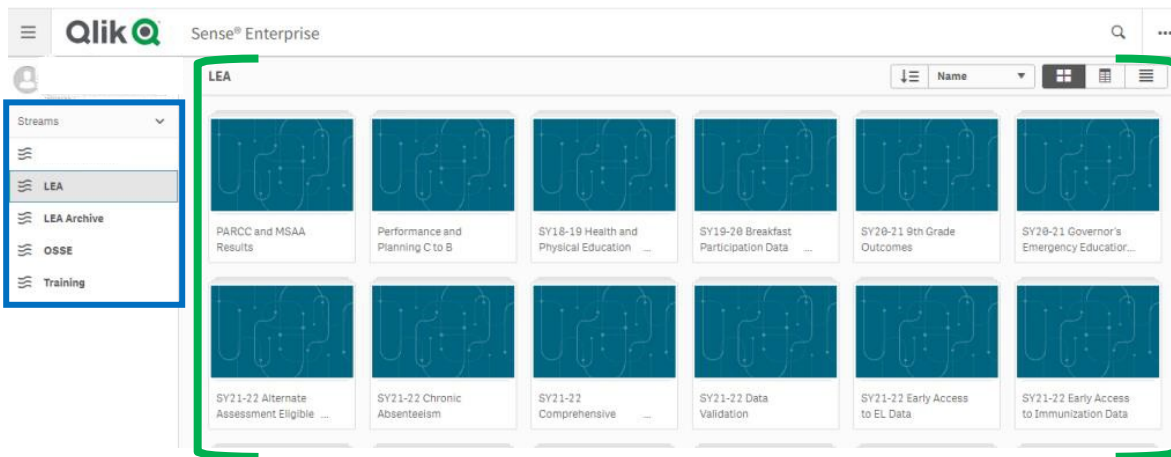
4. Click the **ESSER** folder. A new screen will open with icons for eight data sheets. Please focus on the ESSER Phase I (IDS), ESSER Phase II (IDS), and ESSER Phase III (IDS) Summary, only.
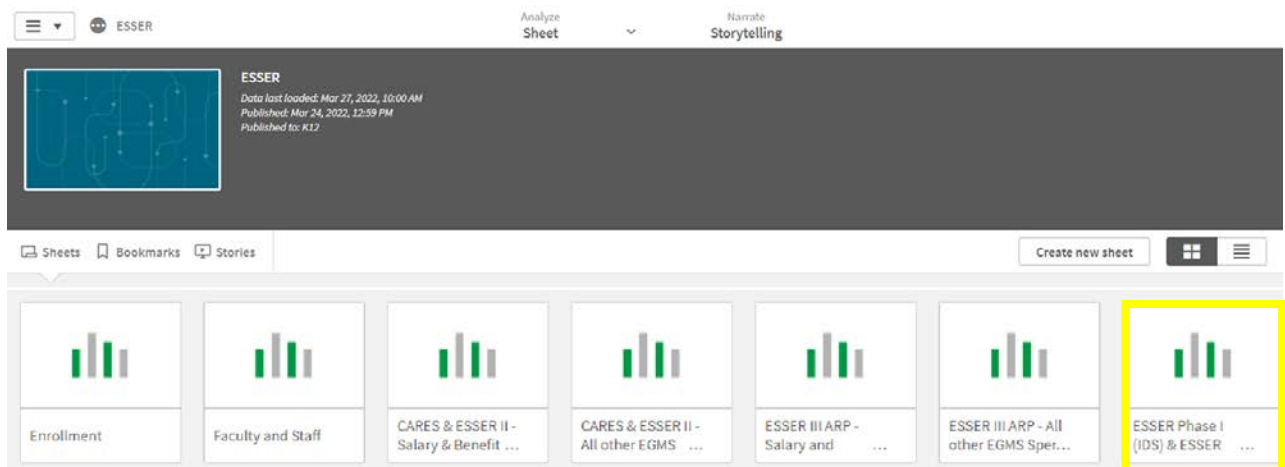
5. Click the ESSER Phase I (IDS), ESSER Phase II (IDS), and ESSER Phase III (IDS) Summary, to review and confirm accurate reporting data on all sheets.

- 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.

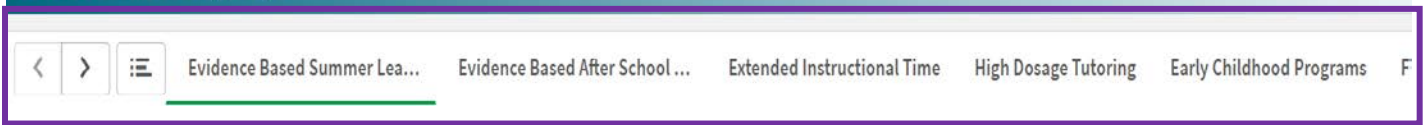- Data submitted on the ESSER Phase III IDS template is on the tab in the purple
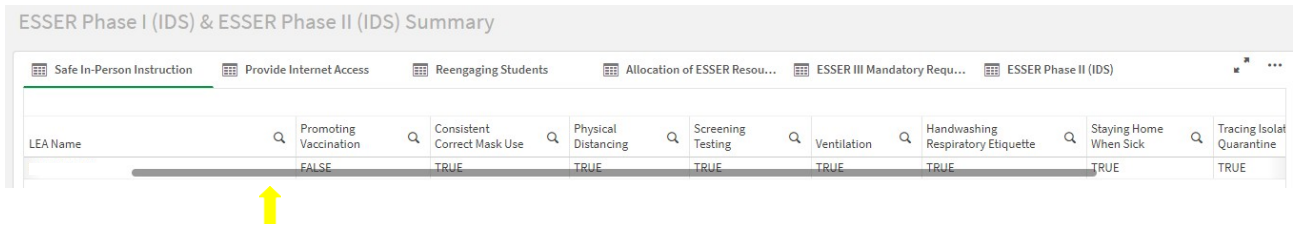
ESSER Phase I (IDS)

| ⊞ Safe In-Person Instruction | ⊞ Provide Internet Access | ⊞ Reengaging Students | ⊞ Allocation of ESSER Resou... |

ESSER Phase II (IDS)

| ⊞ ESSER Exp by Accounting ... | ⊞ ESSER Exp by Activities | ⊞ ESSER III Mandatory Requ... |

ESSER Phase III (IDS)

| ‹ › ☰ | Evidence Based Summer Lea... | Evidence Based After School ... | Extended Instructional Time | High Dosage Tutoring | Early Childhood Programs | F |

6. Once the ESSER Phase I (IDS), ESSER Phase II (IDS), and ESSER Phase III (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.

ESSER Phase I (IDS) & ESSER Phase II (IDS) Summary

| ⊞ Safe In-Person Instruction | ⊞ Provide Internet Access | ⊞ Reengaging Students | ⊞ Allocation of ESSER Resou... | ⊞ ESSER III Mandatory Requ... | ⊞ ESSER Phase II (IDS) | | | | |

LEA Name	Q	Promoting Vaccination	Q	Consistent Correct Mask Use	Q	Physical Distancing	Q	Screening Testing	Q	Ventilation	Q	Handwashing Respiratory Etiquette	Q	Staying Home When Sick	Q	Tracing Isolat Quarantine
		FALSE		TRUE		TRUE		TRUE		TRUE		TRUE		TRUE		TRUE

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), ESSER Phase II (IDS), and ESSER Phase III (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, Phase II, and Phase III data submissions.

## Submitting Corrections in the IDS Portal

1. Submit all corrections in the IDS Portal by **April 26, 2024.**

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 *FY23 ESSER Phase I, FY23 ESSER Phase II* or *FY23 ESSER Phase III*.

    Use the chart below to determine the which Collection template you should download.

IDS Collection Template	Qlik Data Tab Error
FY23 ESSER Phase I	• Safe In-Person Instruction • Provide Internet Access • Allocation of ESSER Resources • Reengaging Students
FY23 ESSER Phase II	• Expenditures by Accounting Object • Expenditures by Activity • ESSER III Mandatory Requirements
FY23 ESSER Phase III	• Evidence-based summer learning or summer enrichment program • Evidence-based afterschool program • Extended instructional time • Evidence-based high dosage tutoring • Early childhood education program expansion or enhancement • Full-service community schools • Purchasing educational technology • Faculty and Staff data

Retrieving Historical Uploads

4. Click the Download button and select Last Uploaded File to access the data template reflected in Qlik.
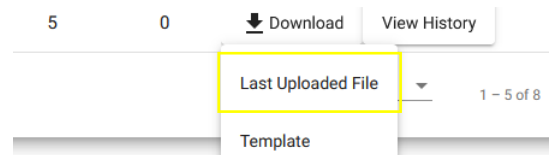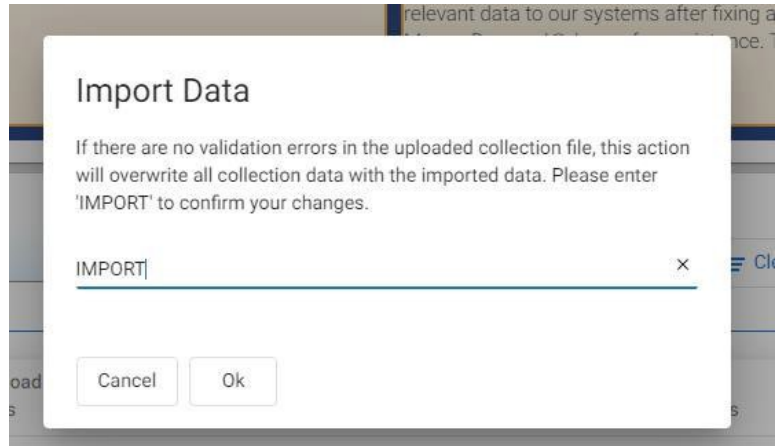
Correcting the Error

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.

Import Data

If there are no validation errors in the uploaded collection file, this action will overwrite all collection data with the imported data. Please enter 'IMPORT' to confirm your changes.

IMPORT   ×

Cancel   Ok

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 FY23 Phase II	2/16/2024	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 FY23 Phase II	2/16/2024	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		
2/16/2024	11:07:5 PM	7	7	⬆ Upload	⬇ Download	View History

Last Result File

Template

Items per p⬚   1 – 1 of 1   ‹

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), ESSER Phase II (IDS), and ESSER Phase III (IDS) Summary sheet.
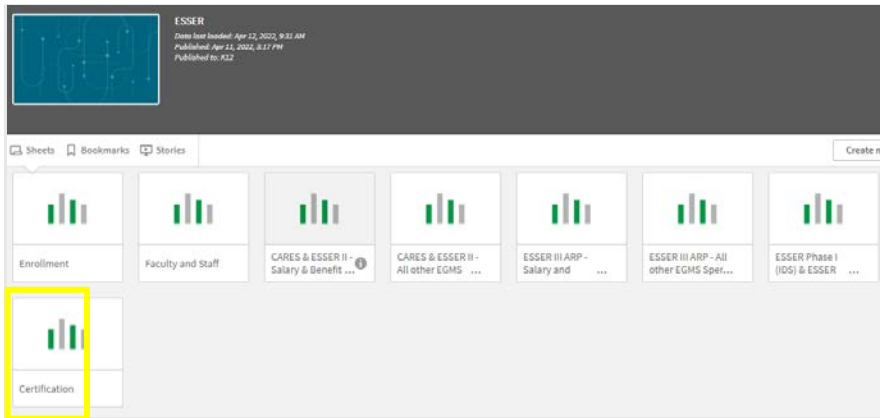
Certifying Data

To access the Certification sheet in the Qlik Application, LEA Leaders must be listed as the Head of School in All Staff Collection in IDS 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 All Staff Collection 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**.
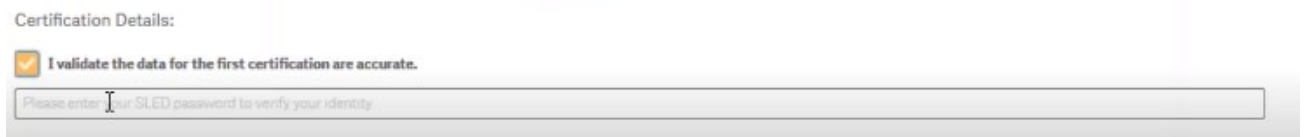
Qlik Application

The certification window opens on **May 6 at 9 a.m. and closes 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 6, 2024** 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 **June 5, 2024**. 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.