



District of Columbia
Office of the State Superintendent of Education

FY21 USED ESSER REPORTING

Phase I LEA Instructional Guide

March 16, 2022

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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 by sharing important data and information on how funds have been leveraged to support students.

To report grant data to OSSE and USED, LEAs will use the [Integrated Data Submissions \(IDS\) Application](#). From the IDS Application, LEAs will download the ESSER Reporting Template, complete it and then upload it back into the application as a submission of data. The IDS application will also provide near real-time data validation that gives LEAs insight into data errors instantaneously during the submission process. When errors are identified, LEAs will have the opportunity to make corrections until their upload is accepted as error free.

Support

For additional instructions on how to use the IDS Application and complete the template, please refer to the ESSER Annual Reporting Webinar (March 16, 2022) in the Webinar section of OSSE's [ESSER Recovery Funding](#) webpage.

If you have any issues logging in to the IDS Application or need technical support related to the application, please submit a ticket via the [OSSE Support Tool](#).

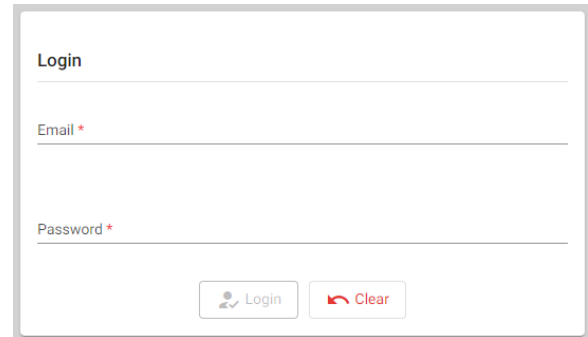
If you have questions or need assistance completing the ESSER Reporting Template after downloading it from the IDS Application, please contact OSSE.ESSER@dc.gov.

Using the Application

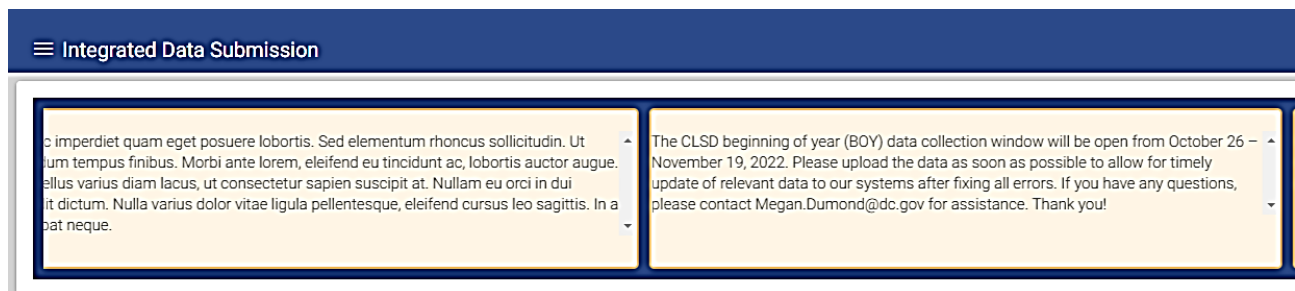
Logging In

OSSE provides IDS credentials to the person(s) designated as a “LEA Finance/Grant Manager” in [eSchoolPlus](#) on March 16, 2022. If you have not received an email confirmation with these credentials, please reach out to your LEA’s OSSE ESSER grant manager.

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



Once you’re logged in, the application opens to the home page. A moving notification bar at the top of the page includes deadlines for various data collections supported by the application. An example is shown below.



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

Getting Started

On the home page, you may identify the [Entity](#) you belong to and the [Collection](#) for which you would like to provide data to the agency.

By default, the [Entity](#) value will be pre-populated to represent your LEA and the section underneath will highlight all relevant collections that apply to your LEA. You can also use the dropdown icon beside the [Collection](#) field to select **ESSER FY21 Phase 1**.

Please be mindful of the listed [Due Date](#) for the collection. You will not be able to provide data for the collection after March 31, 2022.

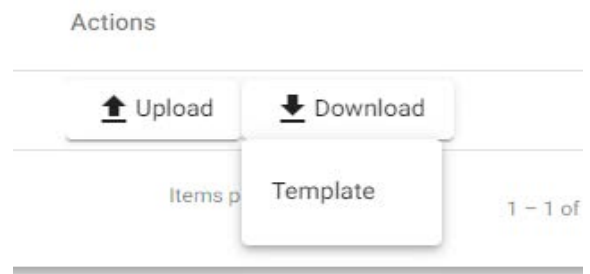
Entity: LEA 1 Collection: [dropdown]

Collection	Due Date	Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions
ESSER FY21	3/31/2022						Upload Download

Items per page: 5

Downloading the Template

1. Locate the [Download](#) button in the **ESSER FY21 Phase 1** collection row and click it.
2. Select [Template](#). The **ESSER FY21 Phase 1** Template workbook will download to your computer.
3. Open the file. Review the tabs and fields listed in the workbook.



Refer to the [Definitions](#) and [Permitted values](#) columns on the [Data Elements Definitions](#) tab to review the option sets and permitted values for each field. **You can only enter predefined allowable values from an option set.**

1	Tab	Element Type	OSSE	Required?	Drop-Down Menu?	Definition	Directions
2	Safe In Person Instruction		Did the LEA expend ESSER funds on any of the items below (note, ESSER refers to ESSER I, ESSER II, and ARP ESSER funds)	No	No	See Directions column	Select TRUE or FALSE to indicate if the LEA expended ESSER I-CARES, ESSER II-CRRSA, or ESSER III-ARP dollars during fiscal year 2021 (FY21) from October 1, 2020 – September 30, 2021, for each activity.
3	Safe In Person Instruction		Promoting vaccination	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds to promote vaccination	
4	Safe In Person Instruction		Consistent Correct mask use	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on consistent and correct mask use	
5	Safe In Person Instruction		Physical distancing	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on physical distancing	
6	Safe In Person Instruction		Screening testing	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on screening testing to promptly identify cases, clusters, and outbreaks	
7	Safe In Person Instruction		Ventilation	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on ventilation	
8	Safe In Person Instruction		Handwashing respiratory etiquette	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on handwashing and respiratory etiquette	
						Whether the LEA expended ESSER (SEA Reserve	

Navigation: < > ≡ Instruction Provide Internet Access Reengaging Students Allocation of ESSER Resources ESSER III Mandatory Requirements **Data Elements Descriptions**

Completing the Template

Each **red heading** in this section, corresponds to a sheet in the ESSER Reporting Template and includes directions on how to complete that sheet. The screenshot shows how that sheet appears in the workbook template. On each sheet, select the LEA Name in column B and input all responses on row 7. **All fields are mandatory and require a response.**

Safe In-Person Instruction

For each activity in columns C-K, select **TRUE** or **FALSE** to indicate if the LEA expended ESSER I-CARES, ESSER II-CRRSA, or ESSER III-ARP dollars during fiscal year 2021 (FY21) from Oct. 1, 2020-Sept. 30, 2021.

1	Category	LEA Details	Maintaining Safe In-Person Instruction. Did the LEA expend ESSER funds on any of the items below (note, ESSER refers to ESSER I-CARES, ESSER II-CRRSA, or ESSER III-ARP)					
2	Element	LEA Name	Promoting vaccination	Consistent and correct mask use	Physical distancing	Screening testing to promptly identify cases, clusters, and outbreaks	Ventilation	Handwashing and respiratory etiquette
3	Column Label	LEA Name	Promoting Vaccination	Consistent Correct Mask Use	Physical Distancing	Screening Testing	Ventilation	Handwashing Respiratory Etiquette
4	Required Field	Required	Required	Required	Required	Required	Required	Required
5	Format	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set
6								
7			TRUE					
8			FALSE					
9								

Safe In Person Instruction Provide Internet Access Reengaging Students Allocation of ESSER Resources ESSER III Mandatory Requirement +

Provide Internet Access

1. In column C, select **TRUE** or **FALSE** to indicate if the LEA expended ESSER I-CARES, ESSER II-CRRSA, or ESSER III-ARP funds to provide home internet access to students during FY21 (Oct. 1, 2020 – Sept. 30, 2021).
2. In columns D-G, select **TRUE** or **FALSE** for each internet service type.
3. In column H, select **TRUE** or **FALSE** to indicate if the LEA expended ESSER I-CARES, ESSER II-CRRSA, or ESSER III-ARP funds to provide internet access using an internet service type not indicated in columns D-G.
4. In Column I, type **NA** if column H is **FALSE**. If column H is **TRUE**, describe the internet service type in column I. (1500 characters max)

1	Category	LEA Details	ESSER Funds to Provide Internet Access				What types of home Internet services were provided by the district using ESSER funds? Internet Service Type	
2	Element	LEA Name	Did this LEA use ESSER funds to provide home Internet access for any students in fiscal year 2021?	Mobile hotspots with paid data plans	Internet connected devices with paid data plans	LEA pays for the cost of home Internet subscription for student	LEA provides home Internet access through a LEA-managed wireless network	Other
3	Column Label	LEA Name	ESSER Funds For Home Internet	Mobile Hotspots	Devices Paid Data Plans	Paid Home Internet	LEA Managed Wireless	Other Indicator
4	Required Field	Required	Required	Required	Required	Required	Required	Required
5	Format	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set
6								
7								
8								
9								

Safe In Person Instruction Provide Internet Access Reengaging Students Allocation of ESSER Resources ESSER III Mandatory Requirement Data Entry +

Reengaging Students

For all questions on this sheet, please select **TRUE** to any strategies that the LEA implemented in FY21 regardless of whether ESSER funds were used to support that strategy.

1. In column C, select **TRUE** or **FALSE** to indicate if the LEA implemented strategies to reengage students with poor attendance or participation.
2. In columns D-I, select **TRUE** or **FALSE** for each strategy.
3. In column J, select **TRUE** or **FALSE** to indicate if the LEA implemented any strategy not indicated in columns D-I.
4. In column K, type **NA** if column J is **FALSE**. If column J is **TRUE**, describe the strategy in column K. (1500 characters max)

Category	LEA Details	Funds to Reengage Students	How did the LEA seek to reengage students with poor attendance or participation?				
Element	LEA Name	Did the LEA seek to reengage students with poor attendance or participation? (Mark TRUE or FALSE) Mark TRUE if the LEA undertook any strategies to reengage students with poor attendance or participation, regardless of whether ESSER or other funding were used for these purposes.	Direct outreach to families	Engaging the school district homeless liaison	Partnering with community-based organizations	Offering home internet service and/or devices	Implementing curriculum interventions
Column Label	LEA Name	ESSER Funds For Reengagement	Outreach To Families	Homeless Liaison	Partnering CBO	Home Internet Offered	New Strategies
Required Field	Required	Required	Required	Required	Required	Required	
Format	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set	

Navigation: Provide Internet Access | Reengaging Students | Allocation of ESSER Resources | ESSER III Mandatory Requirement | Data Elements Descriptions

Allocation of ESSER Resources

If the LEA did not allocate a portion of ESSER funds directly to schools during FY21 (Oct. 1, 2020-Sept. 30, 2021), select **FALSE** in columns C-J and type **NA** in column K.

If the LEA did allocate a portion of ESSER funds directly to schools during FY21, select **TRUE** in Column C. Then select **TRUE** or **FALSE** in columns D-J to indicate how the LEA determined allocations. For example, if the LEA allocated funds using a weighted formula of total number of enrollments and total number of enrolled students with disabilities, the LEA should select **TRUE** to "a. Flat amount per school or per pupil" and "b. Number or proportion of students at the school with specific curricular needs, such as students with disabilities or English language learners."

In column K, type **NA** if column J is **FALSE**. If column J is **TRUE**, describe the allocation method in column K. (1500 characters max)

Category	LEA Details	Allocation of ESSER Resources within LEA		How did this LEA allocate ESSER funds?	
Element	LEA Name	Did this LEA allocate some portion of ESSER funds to schools in this reporting period? Note, ESSER refers to ESSER I, ESSER II, and ESSER III funds	Flat amount per school or per pupil	Number or proportion of students at the school with specific curricular needs, such as students with disabilities or English language learners	Number or proportion of students at the school who are eligible for Free or Reduced-Price Lunch and/or other indicators of low-income background
Column Label	LEA Name	ESSER Funds to Schools	Flat Amount School Pupil	Quantity Students Curricular Needs	Quantity Students FARMs
Required Field	Required	Required	Required	Required	Required
Format	Option Set	Option Set	Option Set	Option Set	Option Set

Navigation: Provide Internet Access | Reengaging Students | Allocation of ESSER Resources | ESSER III Mandatory Requirement | Data Elements Descriptions

ESSER III Mandatory Requirement

As a requirement of the ESSER III-ARP grant, LEAs must spend a minimum of 20 percent of their total allocation to address learning loss through evidence-based interventions and ensure that those interventions respond to students' social, emotional, and academic needs and address the disproportionate impact of COVID-19 on underrepresented student subgroups.

In columns C-P, select **TRUE** or **FALSE** for each evidence-based intervention the LEA supported using the ESSER III-ARP grant during FY21. If column P is **FALSE**, type **NA** in column Q. If the LEA implemented evidence-based intervention not listed in columns C-O, select **TRUE** in Column P and describe the intervention in column Q. (1500 characters max)

Category	LEA Details	Which activities or interventions did the LEA implement?				
Element	LEA Name	Summer learning or summer enrichment	Afterschool programs	Extended instructional time (school day, school week, or school year)	Tutoring	Additional classroom or out-of-school activities
Column Label	LEA Name	Summer Learning	After School Programs	Extended Instruction Time	Tutoring	Additional Classroom or Out-of-School Activities
Required Field	Required	Required	Required	Required	Required	Required
Format	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set

Navigation: < > ≡ uction Provide Internet Access Reengaging Students Allocation of ESSER Resources **ESSER III Mandatory Requirement** Data Elements Descriptions +

In Column R, please include the following in your response:

- Identify which underserved groups listed in the question represent students served at your LEA.
- Describe the impact of COVID-19 on those student groups.
- Explain how the evidence-based interventions, identified in columns C-Q, address those impacts. (3000 characters max)

Other (please specify):	Other (please specify):	Impact
		Please describe how the selected activities or interventions that the LEA implemented to satisfy the LEA's mandatory 20% set-aside requirements for ESSER III-ARP funds respond to students' academic, social, and emotional needs. Please describe how these activities or interventions address the disproportionate impact of COVID-19 on each listed underserved student groups, including each major racial and ethnic group, children from low-income families, children with disabilities, English learners, migratory students, students experiencing homelessness, youth in foster care, and other groups disproportionately impacted by the pandemic that have been identified by the SEA.
Other Indicator	Other	ESSER_IOI COVID Impact Statement
Required	Required	Required
Option Set	Open Text (Less than 1500 characters)	Open Text (More than 10 and less than 1500 characters)

Navigation: < > ≡ uction Provide Internet Access Reengaging Students Allocation of ESSER Resources **ESSER III Mandatory Requirement** Data Elements Descriptions +

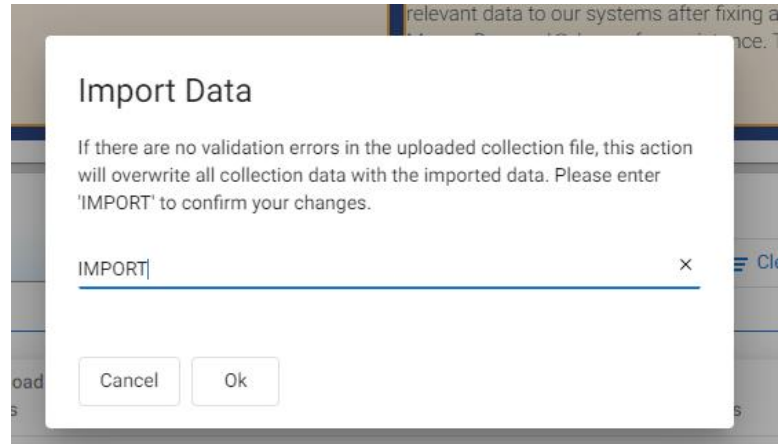
LEAs may refer to their ESSER III-ARP application or Continuing Education Plan (CEP) to complete the narrative for this section.

Uploading the Data


Save the completed workbook template as an excel spreadsheet on your computer. On the home page of the application, locate the [Upload](#) button in the row for the FY21 ESSER Reporting collection.

1. Click on the upload button and upload the saved file from your computer.
2. The application will then display a window requesting the user to confirm the import.
3. Type IMPORT in the given field and click [OK](#).
4. The application will then 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 1	3/31/2022	Success

If there are errors in the data validation, the [Last Upload Status](#) will indicate “Failure” along with 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 template and resubmit.

Collection	Due Date	Last Upload Status
 ESSER FY21 Phase 1	3/31/2022	Failed (7 Errors)

Resolving Errors

To view the data within the file that triggered errors, click on the [Download](#) button again and select [Last Result File](#).

Last Uploaded DateTime		Total Records	Failed Records	Actions		
3/31/2022	11:07:5 PM	7	7	<div> <div>Upload</div> <div>Download</div> <div>View History</div> </div>	<div> <div>Items per page</div> <div>Last Result File</div> <div>1 - 1 of 1</div> <div>Template</div> </div>	

The application will download the most recently uploaded file.

1. Open the file 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 file and upload the data file in the application again.

Error descriptions may still remain until you upload the new template with corrections. This upload will overwrite all existing collection data and resolve all errors or show any errors that remain.

Viewing Historical Uploads

After you have uploaded a data file at least one time, the application will provide a [View History](#) button for that particular collection. Click the button and the application will display a window with all upload attempts. Hence, everytime you upload a data file for the collection, the upload efforts will be logged and can be viewed via this window, along with the email address of the person who initiated the upload.

ESSER Reporting Integrated Data Submission User Guide

CLSD Collection Upload History

File Name ↑	Last Upload Status	Uploaded DateTime	Uploaded By	
CLSD_LEA_Data_Collection_Templates_cleanFile.xlsx	Failed (7 Errors)	10/19/2021 11:07:5 PM	irina.badu@dc.gov	Download
CLSD-CBO.xlsx	Failed (1 Errors)	10/19/2021 10:57:46 PM	irina.badu@dc.gov	Download
Copy_of_CLSD_CBO_Data_Collection_Template_Testfile_(1).xlsx	Failed (1 Errors)	10/19/2021 10:57:21 PM	irina.badu@dc.gov	Download

To view a file that was uploaded, click on the [Download](#) button and select [Uploaded File](#). In order to view the file after each upload attempt and application validation, select the [Result File](#).

