District of Columbia
Office of the State Superintendent of Education

FY22 USED ESSER REPORTING

Phase I - LEA Instructional Guide

February 6, 2023

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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 that funds have been leveraged to support students.

To streamline the ESSER Reporting data collection process, the Office of the State Superintendent of Education (OSSE) is using the Integrated Data Submissions (IDS) Application. From the IDS Application, LEAs will download the ESSER Reporting Template, complete it and then submit the completed template by uploading it back into the application. This application will not only support the data upload but also will provide near real-time error validation that gives LEAs insight into data errors instantaneously during the submission process. Furthermore, LEAs will have the opportunity to correct the errors and upload their data until all validation issues are resolved.

Support

For instructions on how to use the IDS Application and complete the template, please refer to the ESSER Annual Reporting Webinar *in the Data and Reporting section of OSSE's* ESSER Recovery Funding *webpage.*

If you have any issues logging into 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

This is a web-based application that is designed to work best on the Chrome browser. To access the Integrated Data Submission application, click here. Please use your OSSE-provided Statewide Longitudinal Education Data (SLED) credentials. If you have not received an email confirmation with these credentials, please confirm that you are the LEA ESSER Reporting Point of Contact and you submitted this Google form. To log in, you will need to accept a confidentiality agreement. **Please read and digest the privacy policy.**

Once you're logged in, the application takes you to the main landing page. Take note of the moving notification bar at the top of the page. It includes deadline details for various data collections supported by the application.

Getting Started

The landing page allows you to 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 agency and the section underneath will highlight all relevant collections that apply to your agency. You can also use the dropdown icon beside the *Collection* field to select fiscal year 2022 (FY22) ESSER Reporting collection.

Please be mindful of the listed *Due Date* for the collection. You will not be able to provide data for the collection after March 7, 2023.
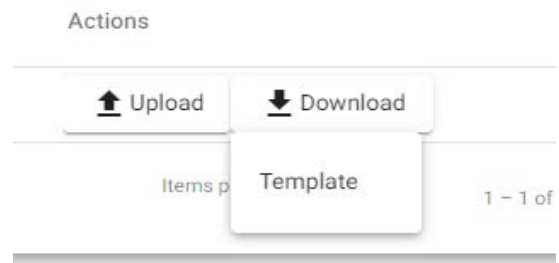
Downloading the Template

Locate the *Download* button in the FY22 ESSER Reporting collection row and click it. Select "*Template*." The ESSER Reporting Template will download to your computer. Open the file. Review all the fields listed in the *Template* sheet. You can refer to the definitions of these fields in the *Data Elements Defintions* sheet in the same workbook. Likewise, for some of these fields you can only enter predefined allowable values from an option set. Refer to the *Option values* sheet to know more about the option set.

Tab	Element Type	OSSE Descriptive Element Name	Required?	Drop-Down Menu?	Definition	Directions	Permitted Values
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.	NONE
Safe In Person Instruction		Promoting vaccination	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds to promote vaccination		True/False
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		True/False
Safe In Person Instruction		Physical distancing	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on physical distancing		True/False
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		True/False
Safe In Person Instruction		Ventilation	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on ventilation		True/False
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.		True/False
Safe In Person Instruction		Staying home when sick	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on staying home when sick and getting tested		True/False
Safe In Person Instruction		Tracing Isolation Quarantine	Yes	Yes	Whether the LEA expended ESSER (SEA Reserve and/or mandatory subgrant) funds on contact tracing, in combination with isolation and quarantine		True/False

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

Completing the Template

Each red heading in this section corresponds to a sheet with its same name in the ESSER Reporting Template. Below each red heading, there are additional directions on how to complete that sheet. The screenshot shows how that sheet appears in the workbook template. All fields are mandatory and require a response. For each sheet, input the response on row six.

Safe In-Person Instruction

Select **TRUE** or **FALSE** to indicate if the LEA expended ESSER I-CARES, ESSER II-CRRSA, or ESSER III-ARP dollars during FY22 from Oct. 1, 2021 – Sept. 30, 2022, for each activity.

Category	LEA Details	Maintaining Safe In-Person Instruction. Did the LEA expend ESSER funds on any of the items below (note, ESSER refers to ESSE					
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
Column Label	LEA Name	Promoting Vaccination	Consistent Correct Mask Use	Physical Distancing	Screening Testing	Ventilation	Handwashing Respiratory Etiquette
Required Field	Required	Required	Required	Required	Required	Required	Required
Format	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set

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

Provide Internet Access

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 FY22 (Oct. 1, 2021 – Sept. 30, 2022). In columns D – G, select **TRUE** or **FALSE** for each internet service type.

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. If column H is **FALSE**, type **NA** in column I. If column H is **TRUE**, describe the internet service type in column I. *(1,500 characters max)*

Category	LEA Details	ESSER Funds to Provide Internet Access	What types of home Internet services were		
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
Column Label	LEA Name	ESSER Funds For Home Internet	Mobile Hotspots	Devices Paid Data Plans	Paid Home Internet
Required Field	Required	Required	Required	Required	Required
Format	Option Set	Option Set	Option Set	Option Set	Option Set

e In Person Instruction   **Provide Internet Access**   Reengaging Students   Allocation of ESSER Resources   ESSER III Mandator   +

Reengaging Students

For all questions on this sheet, please select **TRUE** to any strategies that the LEA implemented in FY22 regardless of whether ESSER funds were used to support that strategy.

In column C, select **TRUE** or **FALSE** to indicate if the LEA implemented strategies to reengage students with poor attendance or participation. In columns D – I, select **TRUE** or **FALSE** for each strategy. In column J, select **TRUE** or **FALSE** to indicate if the LEA implemented any strategy not indicated in columns D – I. If column J is **FALSE**, type **NA** in column K. If column H is **TRUE**, describe the strategy in column K. *(1,500 characters max)*

Allocation of ESSER Resources

If the LEA did not allocate a portion of ESSER funds directly to schools during FY22 (Oct. 1, 2021 – Sept. 30, 2022), 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 FY22, 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."*

If column J is **TRUE**, describe the allocation method in column K. *(1,500 characters max)*

ARP ESSER 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 coronavirus (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 FY22. 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. *(1,500 characters max)*

Category	LEA Details	Which activities or interventions did the LEA implement to satisfy the LEA's mandatory 20% set-aside requirements of ESSER III-ARP funds, which respond to students' academic, social, and emotional needs and address th					
Element	LEA Name	Summer learning or summer enrichment	Afterschool programs	Extended instructional time (school day, school week, or school year)	Tutoring	Additional classroom teachers	Other additional staffing and/or activities to assess and support social-emotional well-being (excluding mental health supports), for students, educators and/or families
Column Label	LEA Name	Summer Learning	After School Programs	Extended Instruction Time	Tutoring	Additional Teacher	Additional Staffing
Required Field	Required	Required	Required	Required	Required	Required	Required
Format	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set	Option Set

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. *(3,000 characters max)*

Note: LEAs may refer to their ESSER III-ARP application or Continuing Education Plan (CEP) to complete the narrative for this section.
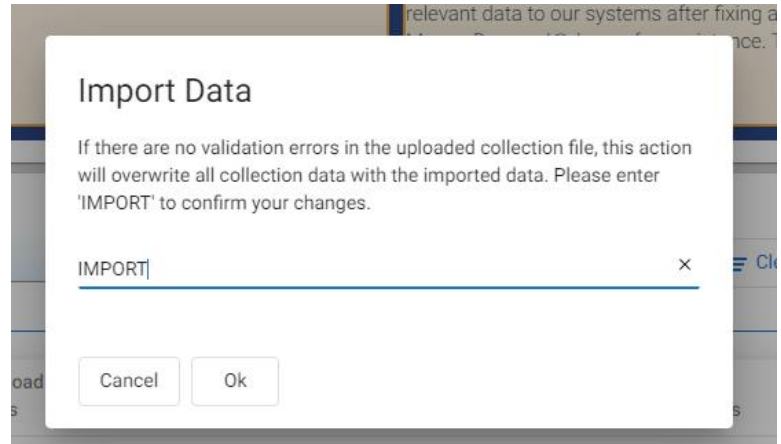
Impact
Please describe how the selected activities or interventions that the LEA implemented to satisfy the LEA's mandatory 20% set-aside requirements for ESSER III-ARP funds respond to students' academic, social, and emotional needs. Please describe how these activities or interventions address the 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.
ESSER_IOI COVID Impact Statement
Required
Open Text (More than 10 and less than 3000 characters)

Uploading the Data

Save the completed workbook template on your computer. In the landing page of the application (i.e., the first page you see upon logging in), locate the *Upload* button in the row of the FY22 ESSER Reporting collection. Click on the upload button and upload the saved file from your computer. The application will then display a window requesting the user to confirm the import. Type IMPORT in the given field and click *OK.* The application will then run a data validation process on the data in the template.

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

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

If the upload is successful, the application provides the message *"File Submitted. Status will be updated soon."*

	Collection	Due Date	Last Upload Status
✅	ESSER	3/31/2022	Success

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	3/31/2022	Failed (7 Errors)

If there are errors in the data validation, the *Last Upload Status* will indicate "Failure" along with the number of errors in parentheses and a red warning symbol at the beginning of the row. Please see the section below called "Resolving Errors" for instructions on how to edit the template and resubmit.

Resolving Errors

To view what data within the file triggered errors, click the *Download* button again and select "*Last Result File*."

Last Uploaded DateTime	Total Records	Failed Records	Actions
10/19/2021 11:07:5 PM	7	7	⬆ Upload ⬇ Download View History

⬇ Download
    Last Result File   1 – 1 of 1   ‹

Items per p

    Template

The application will download the most recently uploaded file. Open the file and scroll to the right on each sheet until you reach the column that describes the individual errors. Review the individual errors and fix the data accordingly. Save the file and upload the data file in the application again. Remember that when you upload an updated template, it will overwrite all existing data for that collection.

Viewing Historical Uploads

After you have uploaded a data file at least one time, the application will provide you with a *View History* button for that particular collection. Click on 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 in and can be viewed via this window, along with who initiated the upload.

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.* Likewise, in order to view the file after it was validated by the application after each upload attempt select the "Result File."

⬇ Download

Result File

Uploaded File

⬇ Download