



District of Columbia
Office of the State Superintendent of Education

FY22 USED ESSER REPORTING

Phase II - LEA Instructional Guide

February 6, 2023

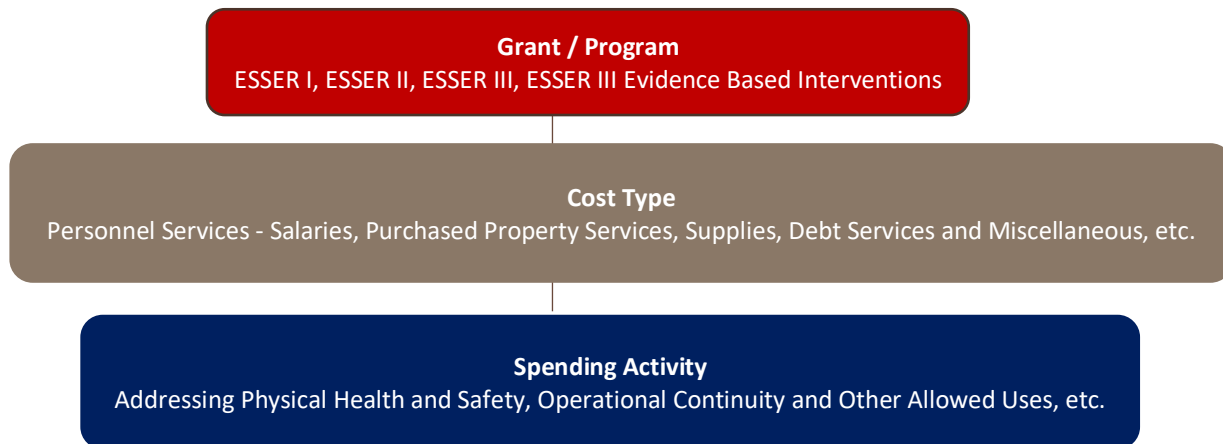
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Overview

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.

Phase II ESSER Reporting requires LEAs to report detailed expenditure data by:



To streamline the ESSER reporting data collection process, LEAs will use the [Qlik Application](#) and [Integrated Data Submissions \(IDS\) Portal](#). These applications will not only support the data upload but also will provide near real-time data validation and give LEAs insight into data errors instantaneously during the submission process.

Timeline

March 7 – 21, 2023: LEAs will have the opportunity to download their Enterprise Grants Management System (EGMS) reimbursement data from Qlik and upload their reporting data to IDS. LEAs should also review the student enrollment and full-time equivalent (FTE) data in the Qlik App to ensure it reconciles to certified data and submit corrections, if needed. LEA leaders must upload a Phase II template completed with expenditure data in IDS and submit tickets for student enrollment and FTE data by **March 21, 2023**.

March 22 – 24, 2023: Office of the State Superintendent of Education (OSSE) grant managers will review LEA data and request changes, if necessary. LEAs can expect to receive information about any needed changes via email.

March 31 – April 3, 2023: 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. LEA leaders must certify the data by **5 p.m. on April 3, 2023**.

Support

For instructions on how to use the Qlik Application, IDS portal and complete the template, please refer to the ESSER Annual Reporting – Phase II Webinar in the "Data and Reporting" section of [ESSER Recovery Funding](#) webpage.

If you have issues logging in to the IDS [Application Portal](#), confirm that your LEA Data Manager has assigned you as the "Finance/Grants Manager" in All Staff IDS. If you need any technical support related to the application, please submit a ticket via the [OSSE Support Tool](#) (OST).

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

Using the Applications

Logging in to Qlik

OSSE provided Qlik credentials to the person(s) designated as a “LEA Finance/Grant Manager” in All Staff IDS. If you do not have access to these credentials, please confirm that you are assigned as the “Finance/Grant Manager” in All Staff IDS. If you still have questions, please reach out to your LEA’s OSSE ESSER grant manager.

Click [here](#) to log in to the Qlik Application and be able to view and download spreadsheets with itemized FY22 reimbursements from EGMS.

The Qlik Application

On the landing page, identify the *Streams* dropdown on the left side of the screen. Click the *LEA* button to access the ESSER folder.

Click the *ESSER* folder and it will open to six data spreadsheets:

- Enrollment
- Faculty and Staff
- ESSER I and II – Salary and Benefits
- ESSER I and II – All other EGMS spend categories
- ESSER III – Salary and Benefits
- ESSER III – All other EGMS spend categories

This section only focuses on reviewing and using the ESSER spreadsheets. You will refer to the Enrollment and Faculty and Staff sheets in the [Certifying the Data](#) section below. Each ESSER spreadsheet includes the following columns to help you organize each expenditure:

Program Type Code: This column will name the grant, i.e. CARES_Act (ESSER I), ESSER II (ESSER II), ESSER_III_ARP (ESSER III)

Evidence-Based Interventions: This column will only be in the ESSER III spreadsheets. This column will indicate if the cost was used to support an evidence based intervention.

Budget Code: This code represents the EGMS budget code and will be matched under one of the four USED Reporting tool *spending activities*.

EGMS Budget Category: This code represents the EGMS object code and will be matched with the USED reporting tool *cost type*.

Accessing the Expenditure Sheets

To open a spreadsheet, simply click the icon. You may sort each expenditure on this sheet by using the filter in the Qlik App. OSSE recommends downloading the spreadsheet into Excel using the following directions:

1. Click the three dots at the top right corner of the sheet;
2. Click Download As from the dropdown menu;
3. Click Data to export the data. Within seconds, a screen will pop up;
4. Click the hyperlink to download the selected sheet;
5. Click Open File in the top right section to save the sheet to your computer; and
6. Click the right/left arrow to go to the next sheet and repeat these steps until all four sheets have been downloaded to your computer.

Expenditure Pre-Work

Mapping the Expenditures

LEAs must report detailed expenditure data by **grant/program**, **spending activity** and **cost type**. Please note, the budget codes from EGMS for ESSER I-CARES, ESSER II-CRRSA and ESSER III-ARP vary from the spending activities and cost types in the USED reporting document. This section will support LEAs in mapping expenditures from EGMS, using the FY22 expenditure spreadsheets in the Qlik Application to the USED ESSER Phase II reporting template from the IDS Portal.

For each table below, the **USED** column represents the grant name, spending activity and cost type listed on the FY22 ESSER Phase II reporting template in the IDS portal. The **Qlik** column represents the corresponding taxonomy used in EGMS and its corresponding column in Qlik. Using the method below, LEAs can find all data necessary from their FY22 expenditure spreadsheets and report them accurately on the FY22 ESSER Phase II reporting template.

Step 1: Review FY22 Expenditure Sheets in Qlik and download or filter in Qlik, as preferred. Each LEA's expenditures have been separated onto four sheets.

- ESSER I – Salary and Benefits
- ESSER I – All other EGMS spend categories
- ESSER II/III – Salary and Benefits
- ESSER II/III – All other EGMS spend categories

All expenditures have been coded by grant. Use the table below to match USED reporting documents with the grant names listed on the expenditure sheets from Qlik.

USED Grant Name	Qlik (Program Type Code)
ESSER I (CARES)	Cares_Act
ESSER II (CRRSA)	ESSER_II
ESSER III (ARP)	ESSER_III_ARP

ESSER III-ARP Evidence Based Interventions	ESSER_III_ARP + filter on “Evidence Based Interventions” column for anything not labelled “N/A”
--	---

Step 2: One Expenditure Sheet at a time, use the table below to sort line items by budget code to align it to the corresponding USED spending activity. The below tables are meant to serve as a guide to help you map from the EGMS budget codes in each reimbursement line item to the USED Spending Activity. However, **these mapping are not absolute and some EGMS Budget Codes do not have a 1 to 1 relationship with USED Spending Activities**. Please still review the definition of each Spending Activity from the FY22 [Phase II Federal Reporting Webinar](#) and ensure you are categorizing the line items correctly.

ESSER I-CARES Budget Codes	USED Spending Activity
ASSESS	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
DEV	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
ELL	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
EXPA	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
HUPD	Addressing Physical Health and Safety
	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	Mental Health Supports for Students and Staff
HURCVY	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
HUSUPP	Addressing Physical Health and Safety
	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	Mental Health Supports for Students and Staff
HUTEACH	Addressing Physical Health and Safety
	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	Mental Health Supports for Students and Staff
INST	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
MEALS	Addressing Physical Health and Safety
MENT	Mental Health Supports for Students and Staff
OPS	Addressing Physical Health and Safety
	Operational Continuity and Other Allowed Uses
OTHER	Addressing Physical Health and Safety
	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	Operational Continuity and Other Allowed Uses
	Other Allowed Uses
REM	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
SAN	Operational Continuity and Other Allowed Uses
SAN	Addressing Physical Health and Safety
SPECPOP	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
SWD	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
WIFI	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports

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EGMS ESSER II-CRRSA and ESSER III-ARP Budget Codes	USED Spending Activities
A1 – AIR QUAL	Addressing Physical Health and Safety
A2 – UPGRADE	Addressing Physical Health and Safety
A3 – SUPP STAFF OPS	Addressing Physical Health and Safety
A4 – TEST	Addressing Physical Health and Safety
A5 – SAFE SUPPLIES	Addressing Physical Health and Safety
A6 – SAN SERVICES	Addressing Physical Health and Safety
A7 – HEALTH CONSULT	Addressing Physical Health and Safety
A8 – REOPEN OTHER	Addressing Physical Health and Safety
B1 – PHYS HEALTH AND SUPP	Addressing Physical Health and Safety
B2 – MENT STUDENT	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	Mental Health Supports for Students and Staff
B3 – MENT STAFF	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	Mental Health Supports for Students and Staff
B4 – DEVICES	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
B5 – INTERNET	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
B6 – DIGS SERVICES	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
B7 – ADDRESS SPECIFIC NEEDS OTHER	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	Mental Health Supports for Students and Staff
	Operational Continuity and Other Allowed Uses
C1 – SUPP STAFF INSTR	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
C2 – ASSESSMENT	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
C3 – CURRICULUM	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
C4 – INTERVENTION	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
C5 – PROF DEV	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
C6 – SUMMER	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
C7 – AFTERSCHOOL	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
C8 – TUTOR	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
C9 – LL OTHER	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
D1 - OTHER	Addressing Physical Health and Safety
	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	Operational Continuity and Other Allowed Uses

Step 3: For each spending activity, sort each line item in the Expenditure Report by budget category to align it to the corresponding USED cost type using the table as a reference. Note that **the mapping is not absolute and some EGMS Budget Categories do not have a 1 to 1 relationship with USED Cost Type.**

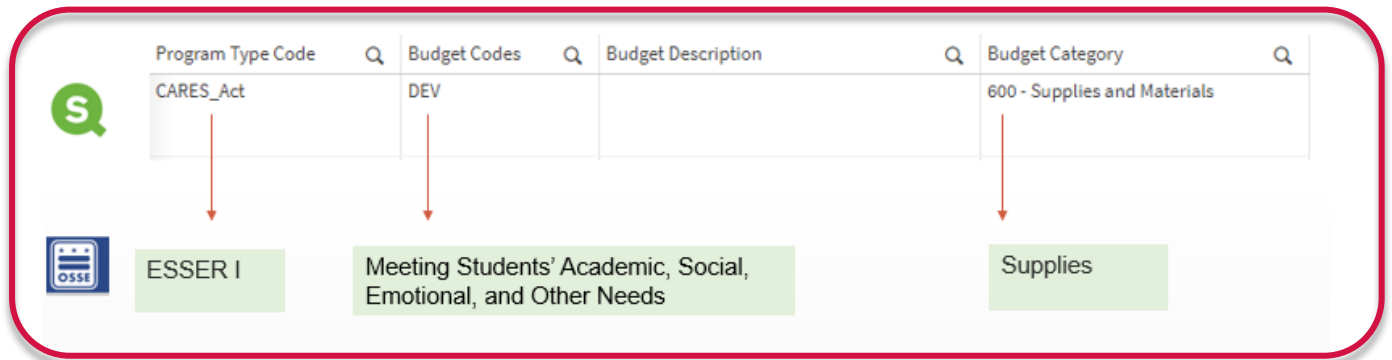
EGMS (Budget Category)	USED Cost Type
100 – Salaries and Benefits	Personnel Services – Salaries
	Personnel Services – Benefits
300 – Professional Services	Purchased Professional and Technical Services
	Other Purchased Services
500 – Equipment	
600 – Supplies and Materials	Supplies
700 – Fixed Property Cost	Property
	Purchased Property Services
	Other Purchased Services
800 – Other Objects	Debt Services and Miscellaneous
	Other Items

LEAs should use their internal formula to split EGMS **100 – Salaries and Benefits** expenditures. Ex: If an LEA calculates benefits at 12% of the total salary, then the following calculation would represent the USED reporting expenditure for an employee earning \$75,000.

Personnel Services - Salary (75,000 x .88)

Personnel Services - Benefits

The following example compares a properly mapped expenditure from Qlik to the USED reporting tool.



Step 5: Repeat steps 2 – 3 for ESSER II expenditures.

Step 6: Repeat steps 2 – 3 for ESSER III expenditures.

Step 7: Repeat steps 2 – 3 for ESSER III Evidence-Based intervention expenditures. These expenditures will be listed on the ESSER II/III spreadsheets and coded with “1-5” in the **Evidence-Based Intervention** category to indicate that the expense is related to an intervention.

Totaling the Expenditures

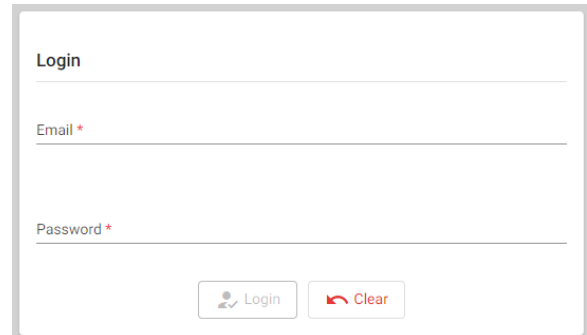
Once expenditures have been mapped, LEAs must total expenditures by spending activity by cost type per grant and for ESSER III-ARP evidence-based interventions. Each total will be input on the FY22 ESSER Phase II

reporting template in the IDS portal. For more information, please see the [Completing the Template](#) section below.

Logging in to IDS

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

Once you're logged in, the application opens to the main landing page. A moving notification bar at the top of the page includes deadline details for various data collections supported by the application. An example is shown below.

A login form with a title "Login". It contains two input fields: "Email *" and "Password *". Below the fields are two buttons: "Login" with a user icon and "Clear" with a red X icon.

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

e IDS Portal

On the landing 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 FY22 Phase II**.

Please be mindful of the listed [Due Date](#) for the collection. You will not be able to provide data for the collection after March 21, 2023.

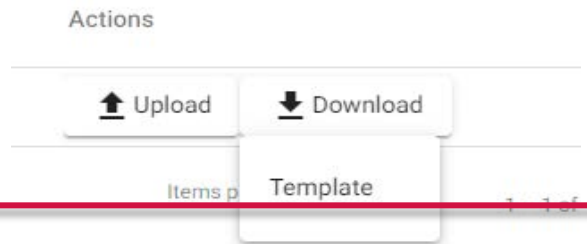
Entity		Collection	
LEA 1			

Collection	Due Date	Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions
ESSER FY22 Phase II	3/21/2023						Upload Download

Items per page: 5 1

Downloading the Template

1. Locate the [Download](#) button in the **ESSER FY22 Phase II** collection row and click it.
2. Select [Template](#). The **ESSER FY22 Phase II** 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 descriptions for each field. **Please enter numbers up to two decimal places.**

OSSE Element Name	Tab	Required?	Definition	Directions
ESSER I (CARES)	ESSER I (CARES)		This sheet refers to the total amount expended by the LEA from the ESSER I mandatory subgrant award in the current reporting period (October 1, 2020 - September 30, 2021) and planned uses of the remaining funds. .	
ESSER II (CRRSA)	ESSER II (CRRSA)		This sheet refers to the total amount expended by the LEA from the ESSER II mandatory subgrant award in the current reporting period and planned uses of the remaining funds.	Provide the amount of the LEA expenditures by ESSER Subgrant fund and expenditure category for the current reporting period. Report any expenditure ONLY ONCE. For each ESSER grant (ESSER I-CARES, ESSER II-CRRSA, ESSER III-ARP) the sum of expenditures should equal the LEA's total fiscal year 2021 (October 1, 2020-September 30, 2021) expenditures for that ESSER grant. Please use the most appropriate and most specific applicable expenditure category/object for each expenditure.
ESSER III (ARP)	ESSER III (ARP)		This sheet refers to the total amount expended by the LEA from the ARP ESSER mandatory subgrant award in the current reporting period and planned uses of the remaining funds (not including the amount expended toward required set-aside to address learning loss).	
ESSER III Mandatory Set-Aside	ESSER III Mandatory Set-Aside		This sheet refers to the total amount expended by the LEA from the ARP ESSER mandatory subgrant award required set-aside to address learning loss in the current reporting period.	
				Activities may include: - Building and facilities upgrades and maintenance, including ventilation systems and new construction - Assistance for meals with students - Cleaning and/or sanitization supplies

Data Elements Descriptions

Completing the Template

Each **red heading** in this section corresponds to a spending activity on the FY22 ESSER Phase II reporting template. Each section includes screenshots and directions on how to complete that section. **All fields are mandatory and require a response.**

Input all responses as follows:

Grant	Row
ESSER I (CARES)	7
ESSER II (CRRSA)	8
ESSER III (ARP)	9
ESSER III (ARP) mandatory set-aside to address learning loss	10

Addressing Physical Health and Safety

For each cost type, enter the total amount the LEA expended on each grant to address physical health and safety during fiscal year 2022 (FY22) from Oct. 1, 2021-Sept. 30, 2022.

1	Grant		Addressing Physical Health and Safety				
2	Grant Category	Amount Expended Addressing Physical Health and Safety	a. Personnel Services – Salaries	b. Personnel Services – Benefits	c. Purchased Professional and Technical Services	d. Purchased Property Services	e. Other Purchases
3	Grant Category	Amount Expended Addressing Physical Health and Safety	Physical Health and Safety Salaries	Physical Health and Safety Benefits	Physical Health and Safety Professional Technical Services	Physical Health and Safety Property Services	Physical Health and Safety Other Purchases
4	Required	<auto-calc: SUM(E:M)>	Required	Required	Required	Required	Required
5	Option Set	Numeric	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)
6	ESSER I (CARES)	0					
7	ESSER II (CRRSA)	0					
8	ESSER III (ARP)	0					
9	ESSER III Reservations for Evidence-based Interventions						
10							
11							
12							

Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)

For each cost type, enter the total amount the LEA expended on each grant to meet students' academic, social, emotional, and other needs (excluding mental health) during FY22.

1	Total Amount Expended by Activity							
2	Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)							
3	k. Personnel Services – Benefits	l. Purchased Professional and Technical Services	m. Purchased Property Services	n. Other Purchased Services	o. Supplies	p. Property	q. Debt Service and Miscellaneous	r. Other Items
4	Student Needs Benefits	Student Needs Professional Technical Services	Student Needs Property Services	Student Needs Other Purchased Services	Student Needs Supplies	Student Needs Property	Student Needs Debt Service	Student Needs Other
5	Required	Required	Required	Required	Required	Required	Required	<auto-calc: SUM(Y:AG)>
6	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric
7								0
8								0
9								0
10								
11								
12								
13								

Mental Health Supports for Students and Staff

For each cost type, enter the total amount the LEA expended on each grant for mental health supports for students and staff during FY22.

1								
2	Mental Health Supports for Students and Staff							
3	t. Personnel Services – Benefits	u. Purchased Professional and Technical Services	v. Purchased Property Services	w. Other Purchased Services	x. Supplies	y. Property	z. Debt Service and Miscellaneous	aa. Other Items
4	Mental Health Support Benefits	Mental Health Support Professional Technical Services	Mental Health Support Property Services	Mental Health Support Other Services	Mental Health Support Supplies	Mental Health Support Property	Mental Health Support Debt Service	Mental Health Support Other
5	Required	Required	Required	Required	Required	Required	Required	
6	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)
7								0
8								0
9								0
10								
11								
12								

Operational Continuity and Other Allowed Uses

For each cost type, enter the total amount the LEA expended on each grant for operational continuity and other allowed uses during FY22.

1								
2	Operational Continuity and Other Allowed Uses							
3	bb. Personnel Services – Salaries	cc. Personnel Services – Benefits	dd. Purchased Professional and Technical Services	ee. Purchased Property Services	ff. Other Purchased Services	gg. Supplies	hh. Property	ii. Debt Service and Miscellaneous
4	Operational Continuity Salaries	Operational Continuity Benefits	Operational Continuity Professional Technical Services	Operational Continuity Property Services	Operational Continuity Other Purchased Services	Operational Continuity Supplies	Operational Continuity Property	Operational Continuity Debt Service
5	Required	Required	Required	Required	Required	Required	Required	Required
6	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal)	Numeric (2 decimal places)
7								
8								
9								
10								
11								

Planned Uses of Remaining Funds

For each grant, enter the percentage of the remaining funds the LEA plans to expend on each spending activity. You may enter up to two decimal places.

1	Expenditure	Planned Uses of Remaining Funds (% of Remaining Funds)				
2		Note: Categories must sum to 100%				
3	Total Expenditure FY21	% Remaining Funds Planned for Addressing Physical Health and Safety	% Remaining Funds Planned for Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)	% Remaining Funds Planned for Mental Health Supports for Students and Staff	% Remaining Funds Planned for Operational Continuity and Other Uses	% Remaining Funds Not Planned for Specific Uses
4	Total Expenditure FY21	% Remaining Funds Planned for Addressing Physical Health and Safety	% Remaining Funds Planned for Meeting Students' Academic, Social, Emotional, and Other Needs	% Remaining Funds Planned for Mental Health Supports for Students and Staff	% Remaining Funds Planned for Operational Continuity and Other Uses	% Remaining Funds Not Planned for Specific Uses
5	Auto Calculated	Required	Required	Required	Required	Required
6	Numeric	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)
7						
8						
9						
10						

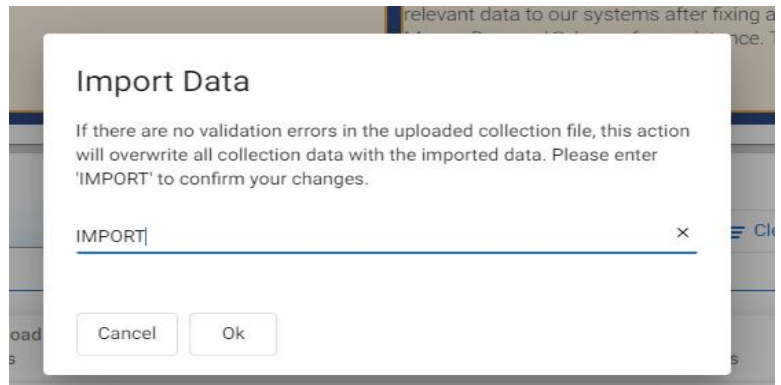
LEAs should only input responses for ESSER I (row 7), ESSER II (row 8), and ESSER III (row 9). The total for each grant must equal 100.

Uploading the Data

Save the completed workbook template as an Excel spreadsheet on your computer. On the main landing page of the application, locate the [Upload](#) button in the row for the FY22 ESSER Phase II Reporting collection.

1. Click 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 2 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

Collection	Due Date	Last Upload Status
✓ ESSER FY22 Phase II	3/21/2023	Success



the row to reflect a successful data upload with 0 errors.

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 FY22 Phase II	3/21/2032	Failed (7 Errors)	i

Resolving Errors

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

Last Uploaded DateTime	Total Records	Failed Records	Actions
3/21/2023 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><</div> </div> <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

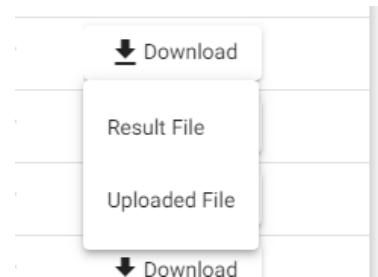
After you have uploaded a data file at least one time, the application will provide you with a [View History](#) button for that particular collection. Click on the button and the application will display a window with all

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 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](#).



Student Enrollment and FTE Data Review

Log in to the Qlik Application and select the “Enrollment” sheet and then the “Faculty and Staff” sheet to review the LEA’s student enrollment and faculty and staff data that will be submitted as a part of the ESSER reporting to USED. The numbers in these sheets should reconcile to the certified data that the LEA has previously submitted to OSSE. If they do not match the previously certified data, *you must submit a ticket via the [OSSE Support Tool](#)* to have the data in Qlik updated.

