



District of Columbia
Office of the State Superintendent of Education

FY23 ESSER ANNUAL REPORTING

Phase I - LEA Instructional Guide

January 4, 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 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.

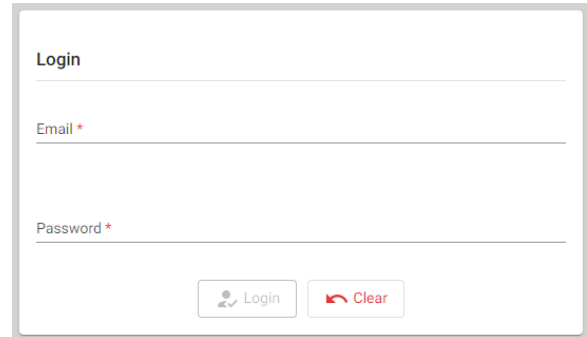
If you have any issues logging into the IDS Application or need technical support related to the application, please submit a ticket via the [OSSE Support Tool](#).

- *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.**



The login form is titled "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).

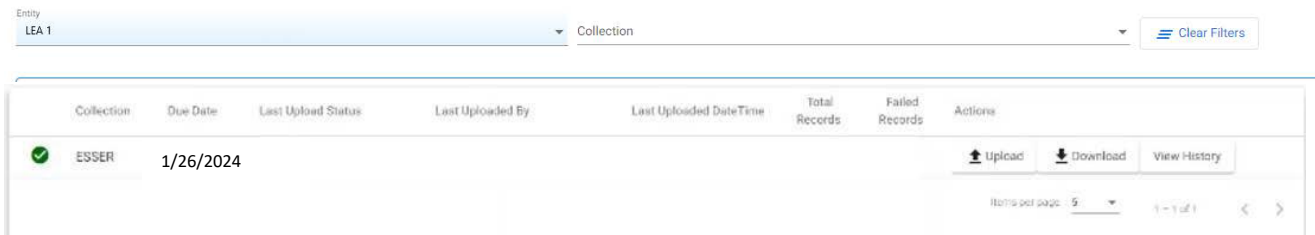
Once you're logged in, the application takes you to the main landing page. Take note of the moving notification bar at the top of the page. It includes deadline details for various data collections supported by the application.

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 2023 (FY23) 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 **Jan. 26, 2024**.

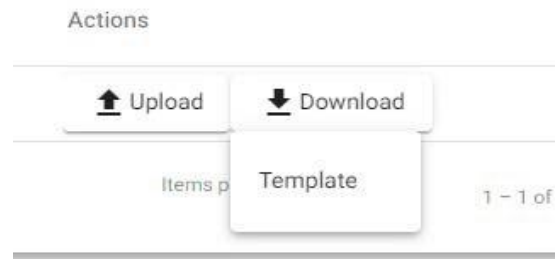


The screenshot shows the application interface. At the top, there are filters for "Entity" (set to "LEA 1") and "Collection". Below the filters is a table with the following columns: "Collection", "Due Date", "Last Upload Status", "Last Uploaded By", "Last Uploaded DateTime", "Total Records", "Failed Records", and "Actions". The table contains one row for "ESSER" with a due date of "1/26/2024" and a status of "100%". The "Actions" column for this row includes "Upload", "Download", and "View History" buttons. At the bottom right, there is a "Items per page" dropdown set to "5" and a "1 - 1 of 1" indicator.

Collection	Due Date	Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions
ESSER	1/26/2024	100%					Upload Download View History

Downloading the Template

Locate the [Download](#) button in the FY23 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 Definitions* 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.



Data Elements Definitions							
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-CRRISA, 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

Category	LEA Details	ESSER Funds to Provide Internet Access	Did this LEA use ESSER to provide home internet acces for any st provided by th		
Element	LEA Name	Did this LEA use ESSER funds to provide home Internet access for any students in fiscal year 2022?	Mobile hotspots with paid data plans	Internet connected devices with paid data plans	LEA pays for the cost o Internet subscription student
Column Label	LEA Name	ESSER Funds For Home Internet	Mobile Hotspots	Devices Paid Data Plans	Paid Home Intern
Required Field	Required	Required	Required	Required	Required
Format	Option Set	Option Set	Option Set	Option Set	Option Set

Reengaging Students

For all questions on this sheet, please select **TRUE** to any strategies that the LEA implemented in FY23 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)

Category	LEA Details	Funds to Reengage Students	How did the LEA Reengage Students?		
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
Column Label	LEA Name	ESSER Funds For Reengagement	Outreach To Families	Homeless Liaison	Partnering with Community-Based Organizations
Required Field	Required	Required	Required	Required	Required
Format	Option Set	Option Set	Option Set	Option Set	Option Set

Safe In Person Instruction Provide Internet Access **Reengaging Students** Allocation of ESSER Resources Data Elements ... + | < >

Allocation of ESSER Resources

If the LEA did not allocate a portion of ESSER funds directly to schools during FY23 (Oct. 1, 2022 – Sept. 30, 2023), 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 FY23, 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)

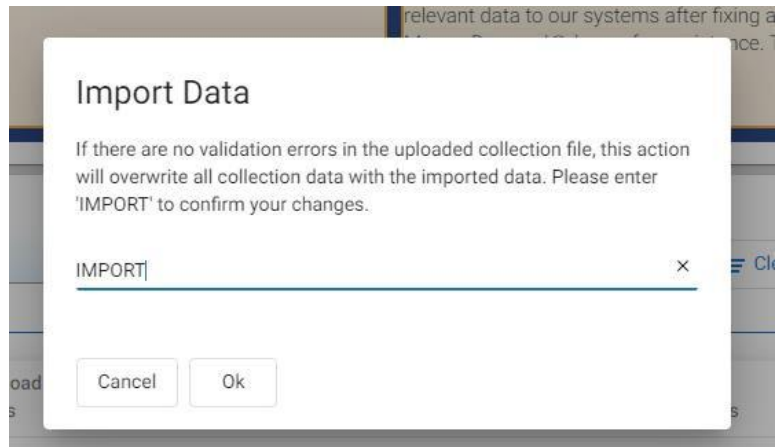
Category	LEA Details	Allocation of ESSER Resources within LEA		
Element	LEA Name	Did this LEA allocate some portion of ESSER funds to schools in this reporting period (10/1/22-9/30/23)? Note, ESSER refers to ESSER I, ESSER II, and ESSER III funds	Flat amount per school or per pupil	Number or proportion of students at the school with specific curricular needs, such as students with disabilities or English language learners
Column Label	LEA Name	ESSER Funds to Schools	Flat Amount School Pupil	Quantity
Required Field	Required	Required	Required	
Format	Option Set	Option Set	Option Set	

Safe In Person Instruction Provide Internet Access Reengaging Students **Allocation of ESSER Resources** Data Elements ... + | < >

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 FY23 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.

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	1/26/2024	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	1/26/2024	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	<div> <div> Upload </div> <div> Download </div> <div>View History</div> </div>	<div> <div>Items per page</div> <div>1 - 1 of 1</div> <div><</div> </div> <div> <div>Last Result File</div> <div>Template</div> </div>

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, every time 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	<div> Download </div>
CLSD-CBO.xlsx	Failed (1 Errors)	10/19/2021 10:57:46 PM	irina.badu@dc.gov	<div> Download </div>
Copy_of_CLSD-CBO_Data_Collection_Template_Testfile_(1).xlsx	Failed (1 Errors)	10/19/2021 10:57:21 PM	irina.badu@dc.gov	<div> Download </div>

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."

