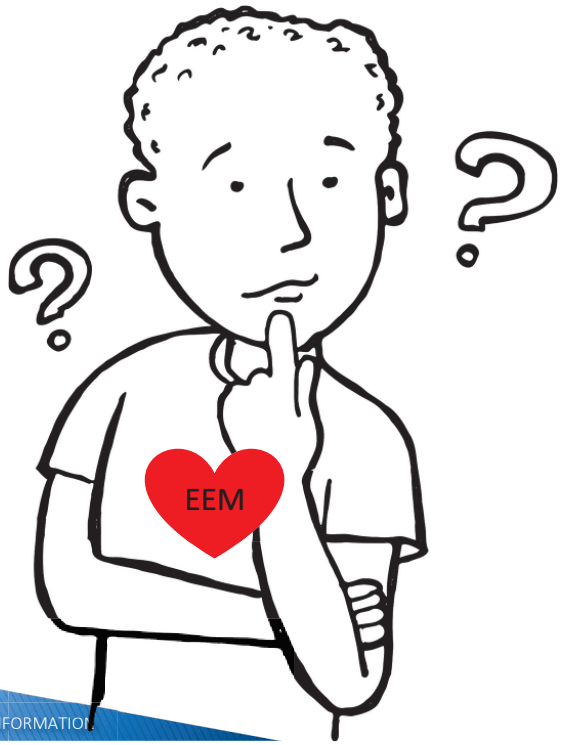
The Educational Entity Master Explained

Presenter: Caitlin Groom
Senior Data Analyst, CEPI

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

What's so great about the EEM?



The EEM provides the…

Who, what, where and why

for all educational entities in the State of Michigan

Who are Michigan's educational entities?







MI School Data



Who are Michigan's educational entities?

If you like seeing the numbers…

In September 2019, there were:

Approximately **5,700**

open and active PK-20 entities in Michigan.

904 public (SEA, ISD, LEA, PSA) **districts** with **3416 public** (ISD, LEA, PSA) **schools**.

678 nonpublic schools.

EEM data is consumed by other agencies and applications

MSDS

NCES National Center for Education Statistics



Michigan Electronic Grant System Plus - MEGS+
Michigan Department of Education

GAD

REP

SID

MICHIGAN CTEIS

DEPARTMENT OF EDUCATION

MDHHS Michigan Department of Health & Human Services

FID

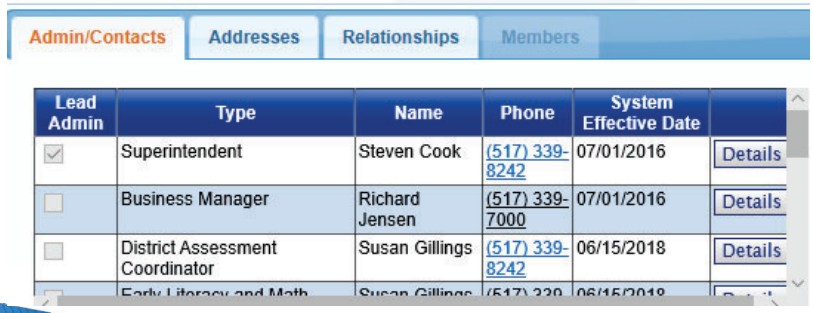
MI School Data

Secure Site
Michigan Department of Education

Important Contacts Within EEM

- **Lead Administrators**
  - Superintendent
  - Principal
- **Assessment Coordinators**
  - M-Step Coordinator
  - English Learner Assessment Coordinator
  - SAT Test Coordinator
  - And more…

- **Other Important Contacts**
  - Foster Care Liaison
  - School Accountability Contact *(formerly School Report card Contact)*
  - ***New: Title IX Coordinator***



What services do Michigan's educational entities offer?

Some questions that the EEM can answer…



Is the entity an elementary, middle or high school?

Does the entity offer virtual learning options?

Could the entity serve pupils with severe impairments?

Does the entity offer pupils before- and/or after-school activities?

Are there community services offered in the entity by DHHS?

Does the entity offer School-of-Choice options?

Does the entity offer all of its students free and reduced lunch (Community Eligibility Provision)?

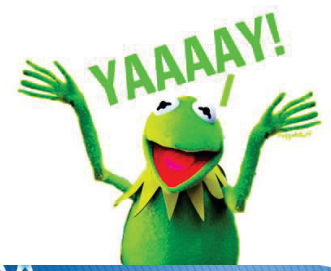
And *so* much more …

Data in the EEM

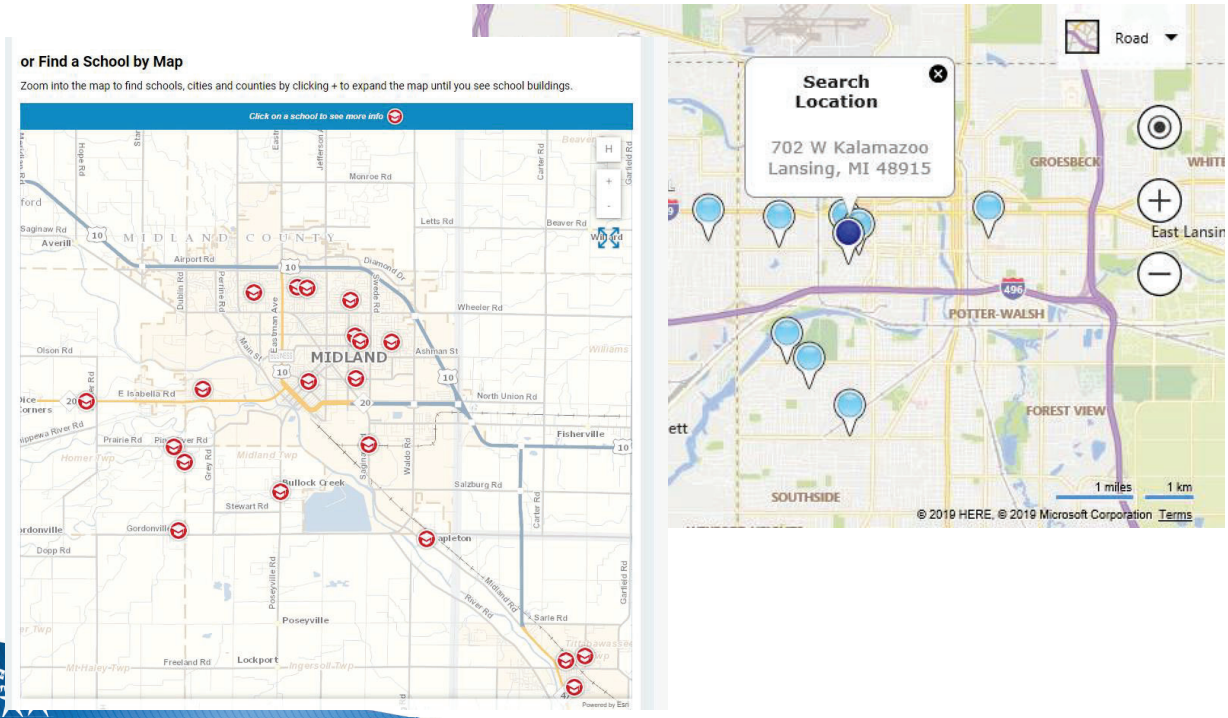
- ***Entity Codes***
- **Entity Type**
- **Contacts**
- **Addresses**
- **Grades**
- **Educational settings**
  - Virtual
  - Special education
  - Alternative education
  - School of choice
- **Shared education programs (i.e. EMC, SEE, etc.)**
- **Administrative contacts**
- **Assessment contacts**
- **School emphasis**
- **Open and close date**
- **Charter information (for Charter Schools)**
- **Community eligibility (for the free/reduced lunch program)**
- **Research codes (i.e. NCES)**
- **Points of Pride**
- **And more …**

What services do Michigan's educational entities offer?

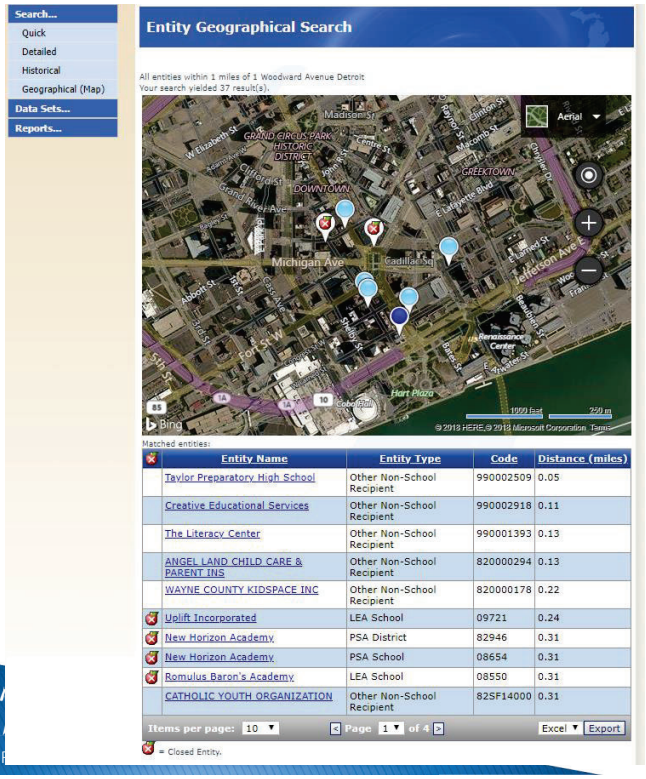
IB Program
Grades
Early Childhood
CEP
Program Participation
EMC
Educational Settings
YOU!
CTE
Migrant Education
Shared Time
Magnet School



Where are Michigan's educational entities located?



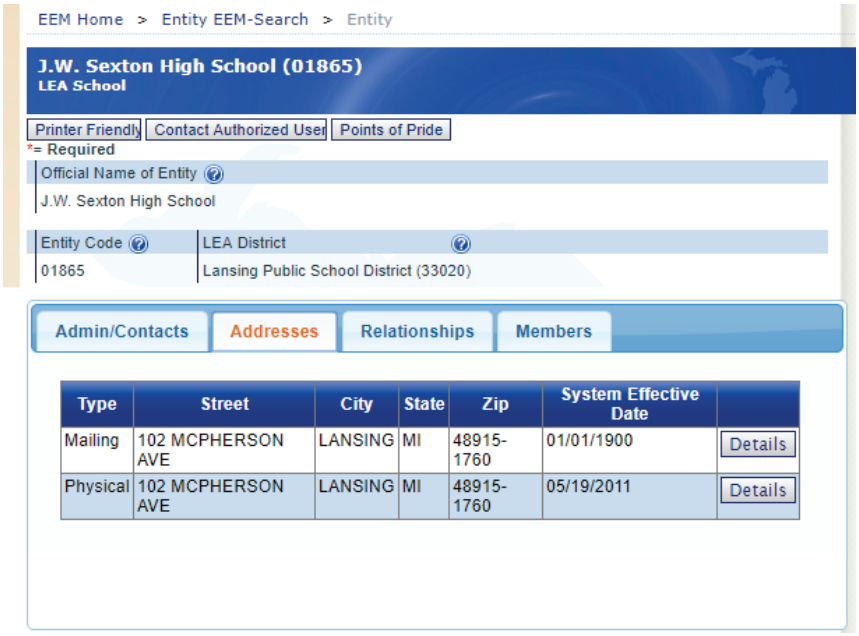
Where are Michigan's educational entities located?



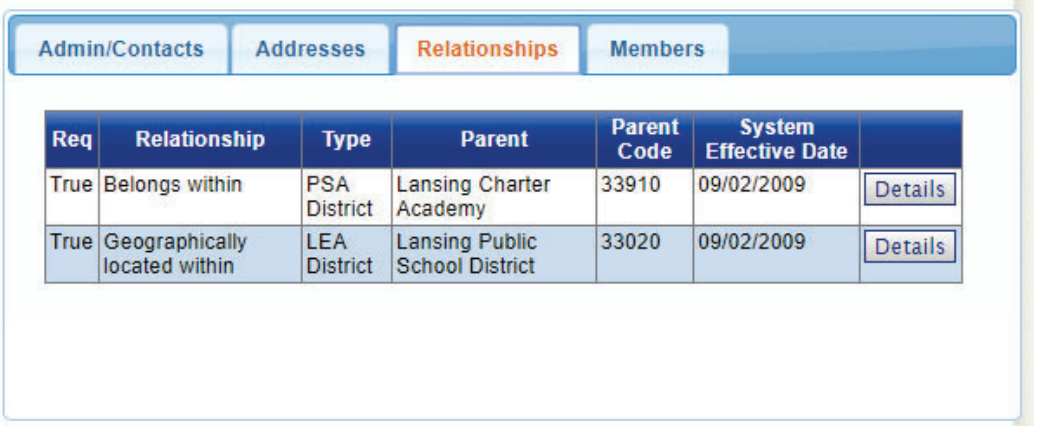
Input Address Details:

CGI Data Item	Value
School District:	82015
Block Group:	5208001
Civil Division:	22000
Congressional District:	14
Michigan Senate District:	01
Michigan House District:	006
X Coordinate:	743286.427088734
Y Coordinate:	201934.959415536
Latitude:	42.3289
Longitude:	-83.04537
County:	Wayne
County FIPS:	163
STD Address:	1 Woodward Ave
STD City:	Detroit
STD Zip:	48226

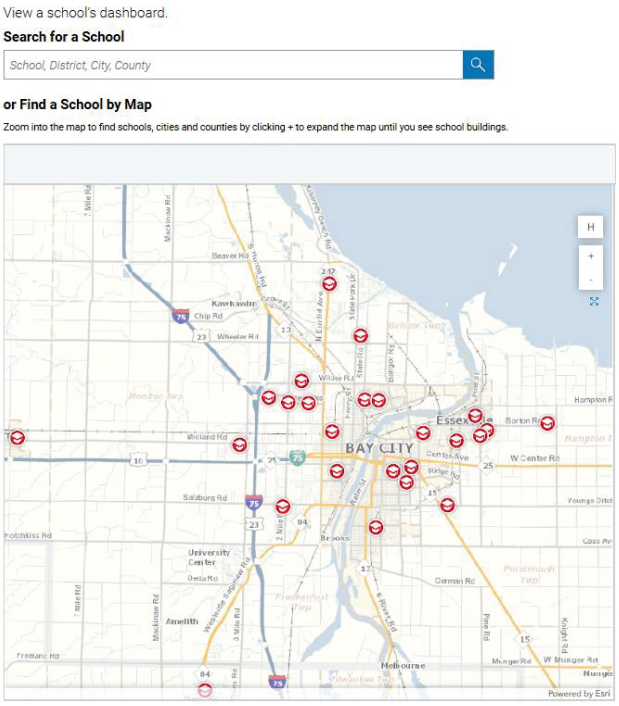
Where are Michigan's educational entities located?



Where are Michigan's educational entities located?



Location, Location, Location!



Your Location Matters!

MI School Data | Our Schools - At A Glance | HELP | LOGIN | Michigan's Official Web Site

Parent Dashboard | Early Childhood | Special Education | K-12th Grade | Postsecondary | Workforce | Other & Data Files

K-12th Grade › Our Schools - At A Glance

Edit Report | About This Report

Find Location

Search for a School, City, Michigan House, Senate or US District Number, or Office Holder's Na | Search

School District Name	County	MI House District	MI Senate District	US House District
Academic and Career Education Academy	Midland	MI House District 098	MI Senate District 36	US House District 04
Academy for Business and Technology	Wayne	MI House District 014 MI House District 015	MI Senate District 03	US House District 12 US House District 13
Academy of Warren	Macomb	MI House District 022	MI Senate District 09	US House District 09
ACE Academy (SDA)	Wayne	MI House District 002 MI House District 007	MI Senate District 01 MI Senate District 02	US House District 13 US House District 14
Achieve Charter Academy	Wayne	MI House District 021	MI Senate District 07	US House District 11
Adams Township School District	Houghton	MI House District 110	MI Senate District 38	US House District 01
Addison Community Schools	Lenawee	MI House District 057 MI House District 058 MI House District 065	MI Senate District 16 MI Senate District 17	US House District 07
Adrian Public Schools	Lenawee	MI House District 057	MI Senate District 17	US House District 07
Advanced Technology Academy	Wayne	MI House District 015	MI Senate District 03	US House District 12
AGBU Alex-Marie Manoogian School	Oakland	MI House District 035	MI Senate District 11	US House District 14
Airport Community Schools	Monroe	MI House District 017	MI Senate District 06 MI Senate District 17	US House District 07 US House District 12
				US House District 05



MI House District 094

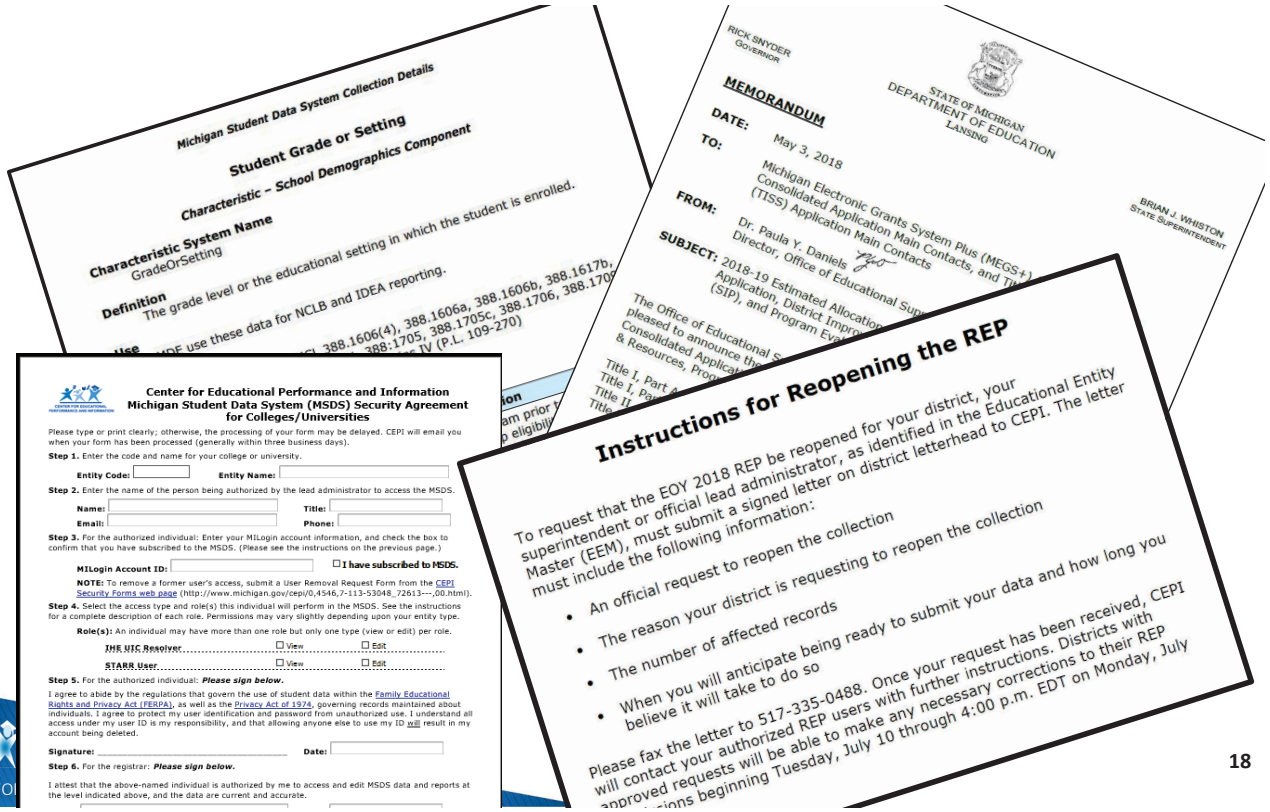
Representative Rodney Wakeman

Phone: (517) 373-0837
Email: rodneywakeman@house.mi.gov

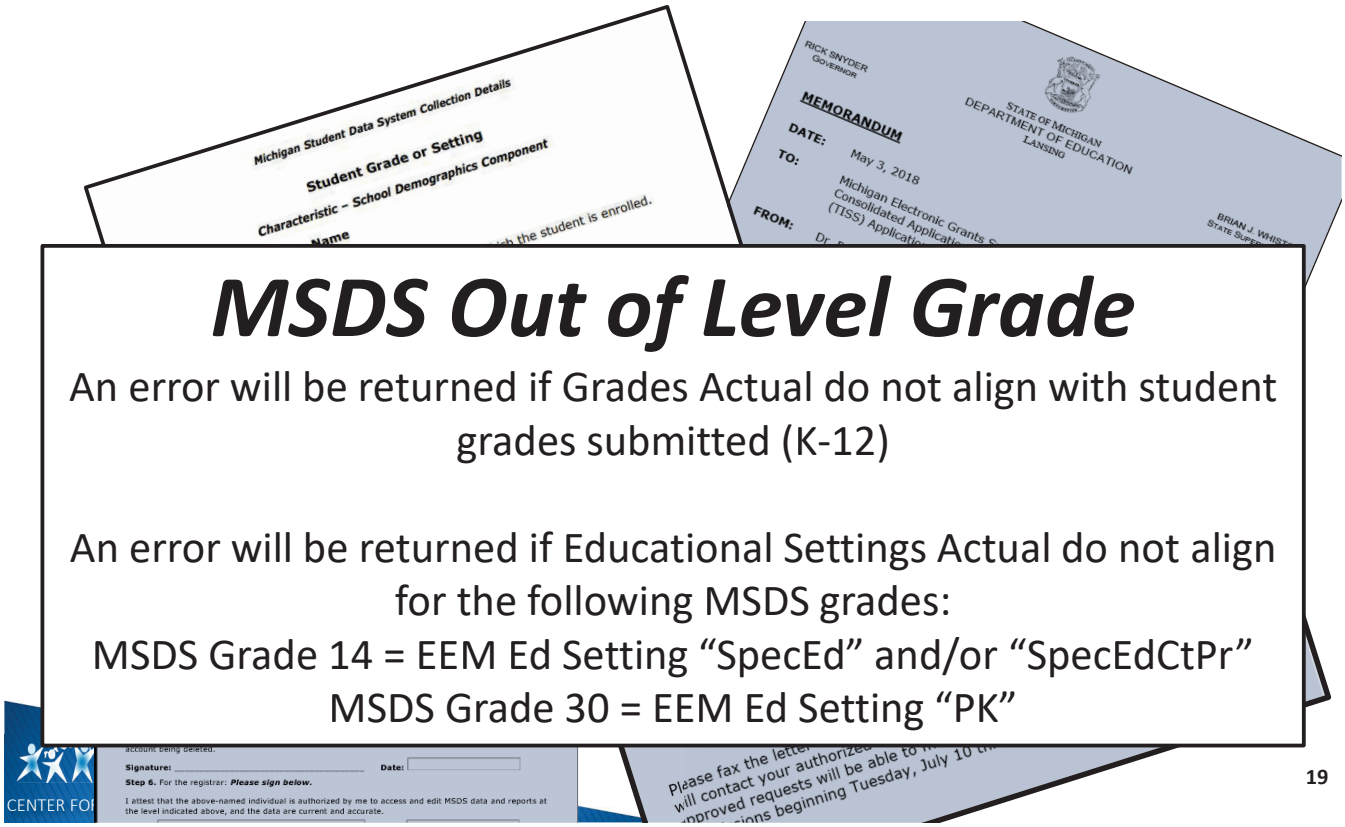
Operational Dashboard	Academic Dashboard

School District Name	Grad Rate (2017-18)	K-12 Enrollment Trend Low High	K-12 Enrollment (2018-19)	% Economically Disadvantaged (2018-19)	Pupil:Teacher Ratio (2017-18)	Foundation Allowance (per pupil) (2018-19)	Revenues (per pupil) (2017-18)	Instructional Expenditures (per pupil) (2017-18)	Fund Balance as % of Revenues Trend Low High	Fund Balance as % of Revenues (2017-18)
Bay City School District	81.97%		N/A	N/A	23:1	$7,871	$9,745	$6,181		10.4%
Birch Run Area Schools	86.36%		1,868	51.6%	24:1	$7,871	$9,428	$5,759		18.5%
Carrollton Public Schools	76.97%		1,816	78.9%	18:1	$7,871	$9,887	$6,178		28.9%
Chesaning Union Schools	84.55%		1,424	51.9%	21:1	$7,871	$9,900	$5,705		8.9%
Clio Area School District	65.36%		N/A	N/A	27:1	$7,871	$9,661	$6,036		11.6%
Frankenmuth School District	97.10%		1,314	20.6%	22:1	$8,121	$9,575	$5,603		35.9%
Freeland Community School District	93.79%		1,983	17.0%	22:1	$7,871	$8,975	$5,779		19.3%
Hemlock Public School District	71.00%		1,195	32.1%	23:1	$7,871	$9,845	$5,797		16.8%

"*Why* doesn't this work?!"



"*Why* doesn't this work?!"

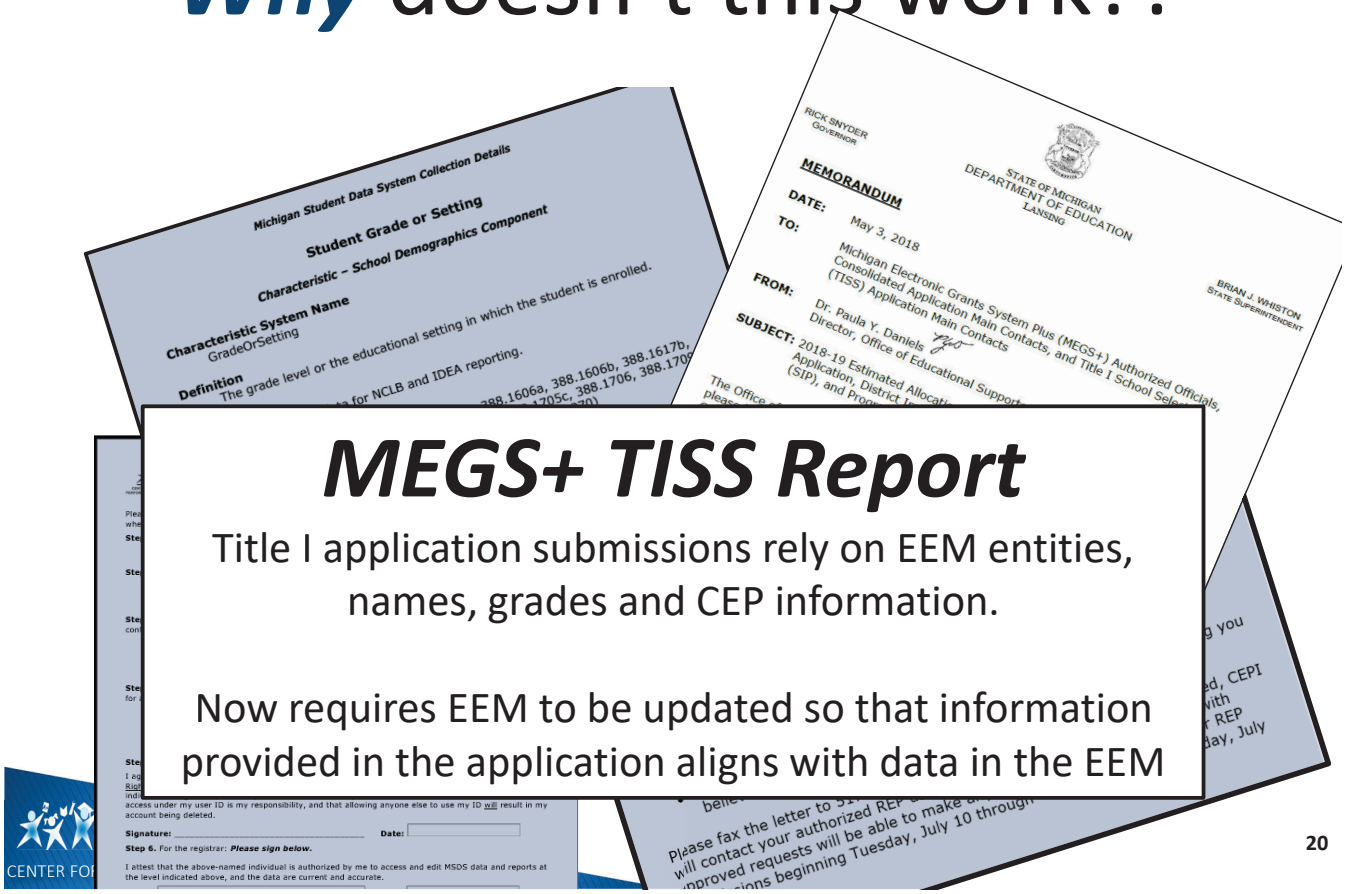


MSDS Out of Level Grade

An error will be returned if Grades Actual do not align with student grades submitted (K-12)

An error will be returned if Educational Settings Actual do not align for the following MSDS grades:
MSDS Grade 14 = EEM Ed Setting "SpecEd" and/or "SpecEdCtPr"
MSDS Grade 30 = EEM Ed Setting "PK"

"*Why* doesn't this work?!"



MEGS+ TISS Report

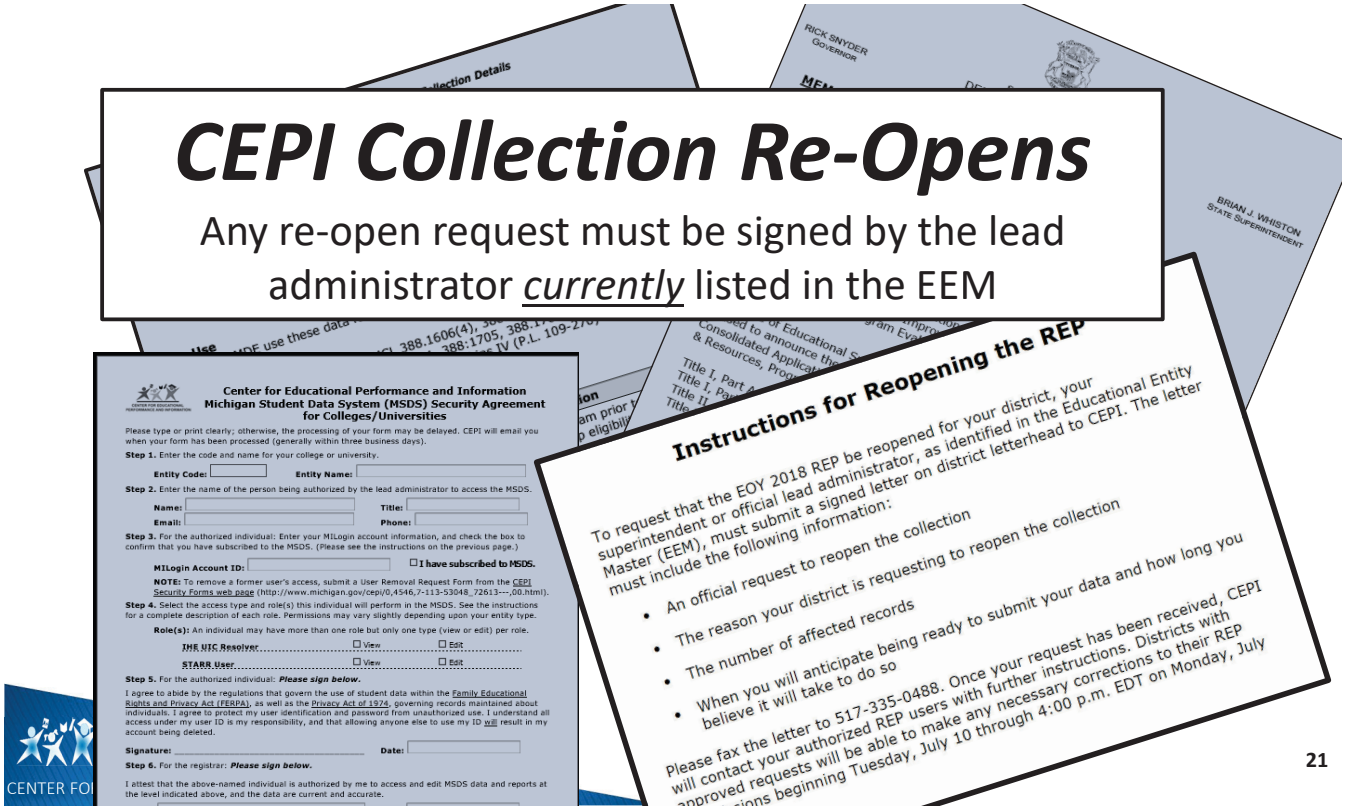
Title I application submissions rely on EEM entities, names, grades and CEP information.

Now requires EEM to be updated so that information provided in the application aligns with data in the EEM

“***Why*** doesn’t this work?!”

CEPI Collection Re-Opens

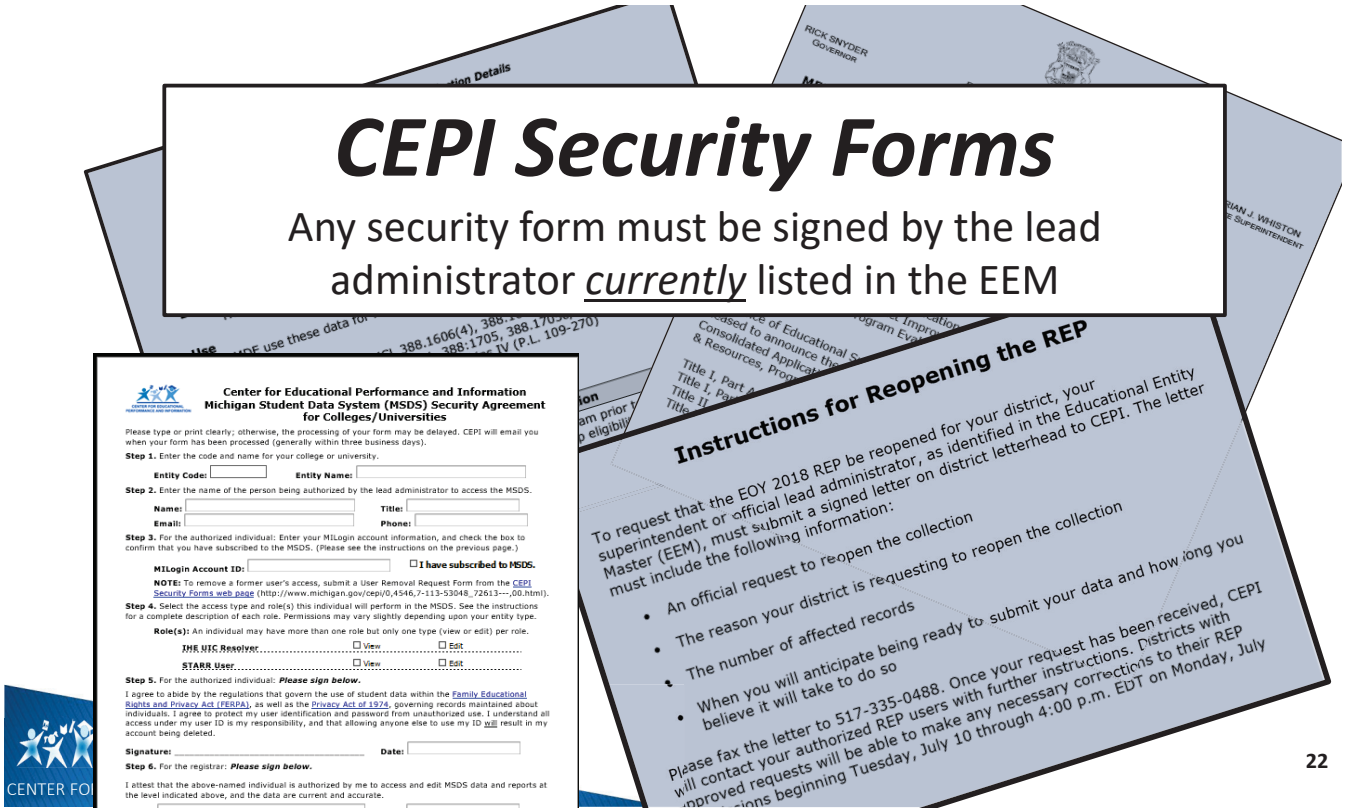
Any re-open request must be signed by the lead administrator *currently* listed in the EEM



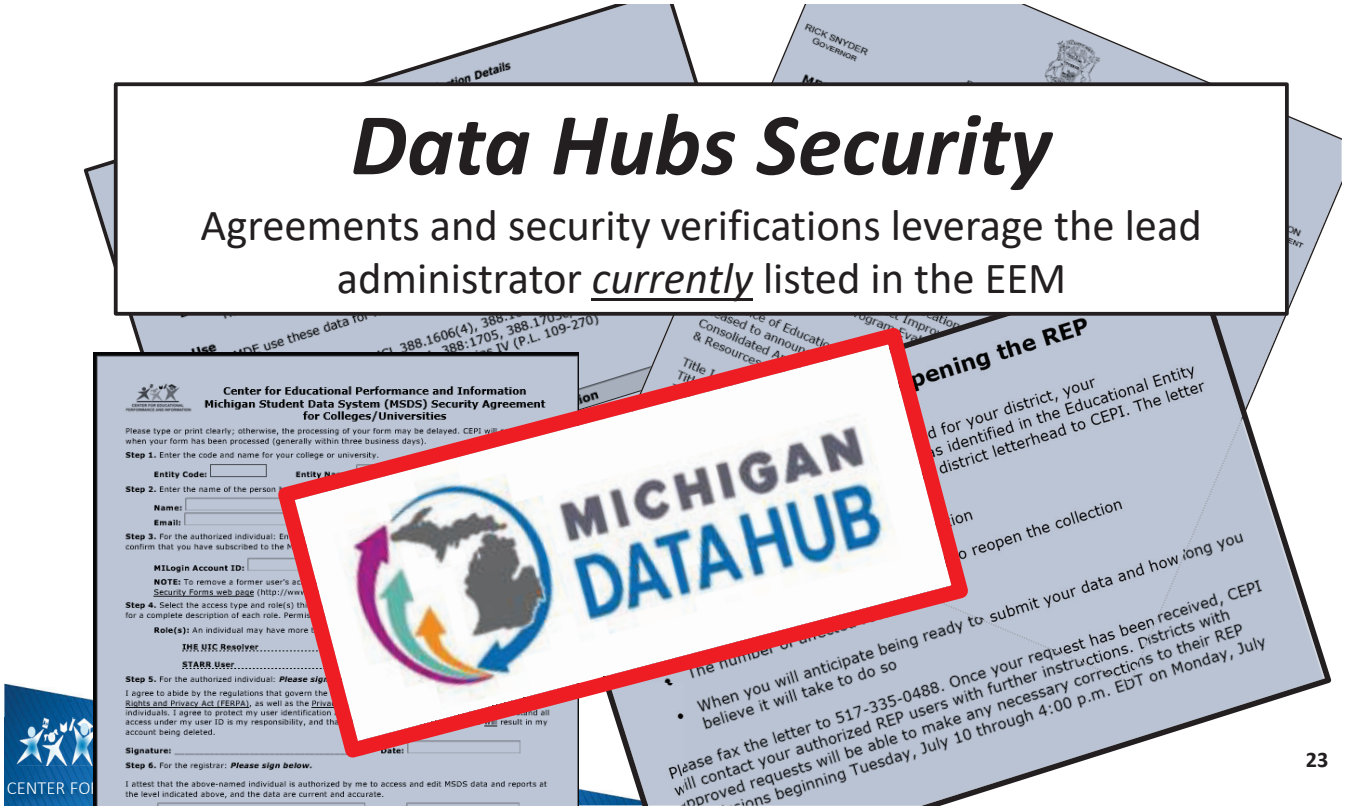
“***Why*** doesn’t this work?!”

CEPI Security Forms

Any security form must be signed by the lead administrator *currently* listed in the EEM



"*Why* doesn't this work?!"



Speaking of the Data Hubs…

EEM data can be provided via the hubs

- Participating districts can opt-in to receive data from the EEM
- Changes to EEM data are pushed to district's hub database
- EEM data is critical for using MSDS error-checking capabilities

Other uses for EEM data provided by the hubs:

- EEM data provided by the hubs can be leveraged in other systems
- Using EEM data is another way to validate contact information

MICHIGAN DATAHUB

Let's take a deep dive!



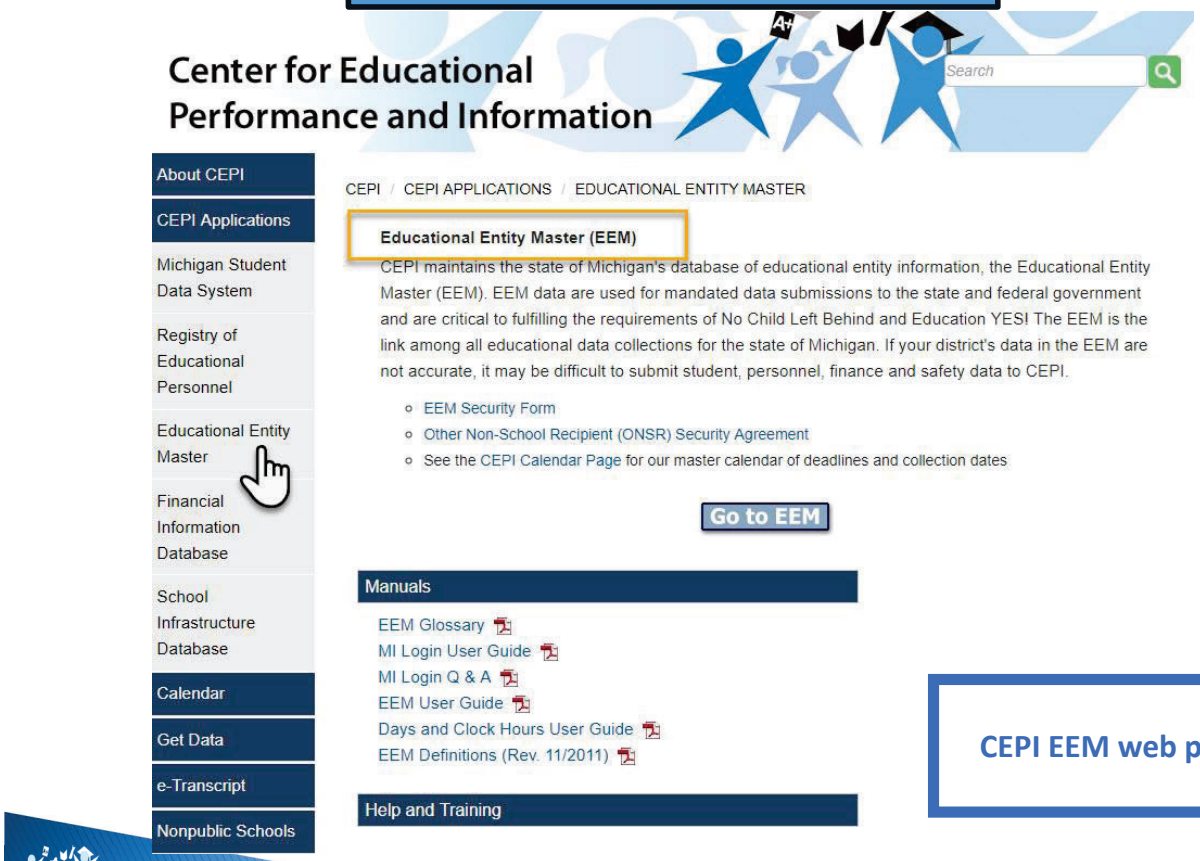
Getting Started with EEM

EEM user guides and support material

www.michigan.gov/CEPI

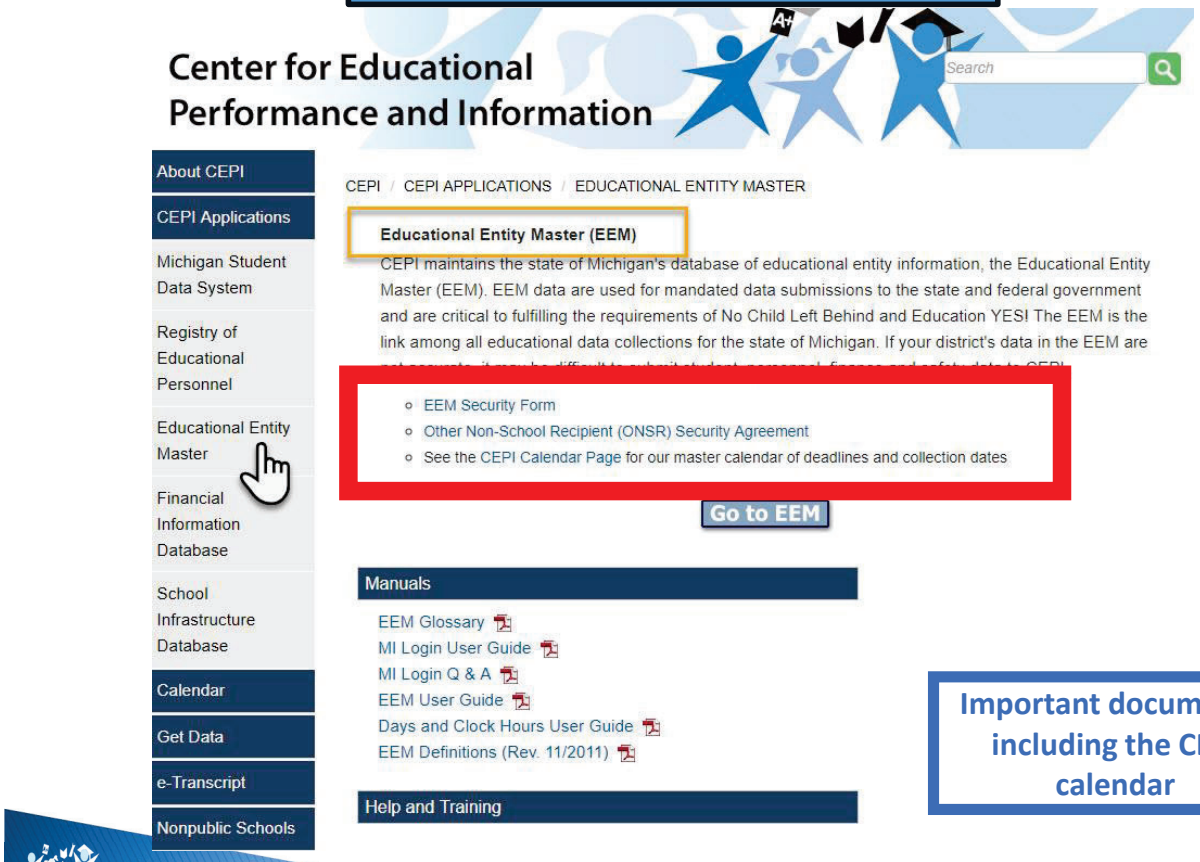


www.michigan.gov/CEPI



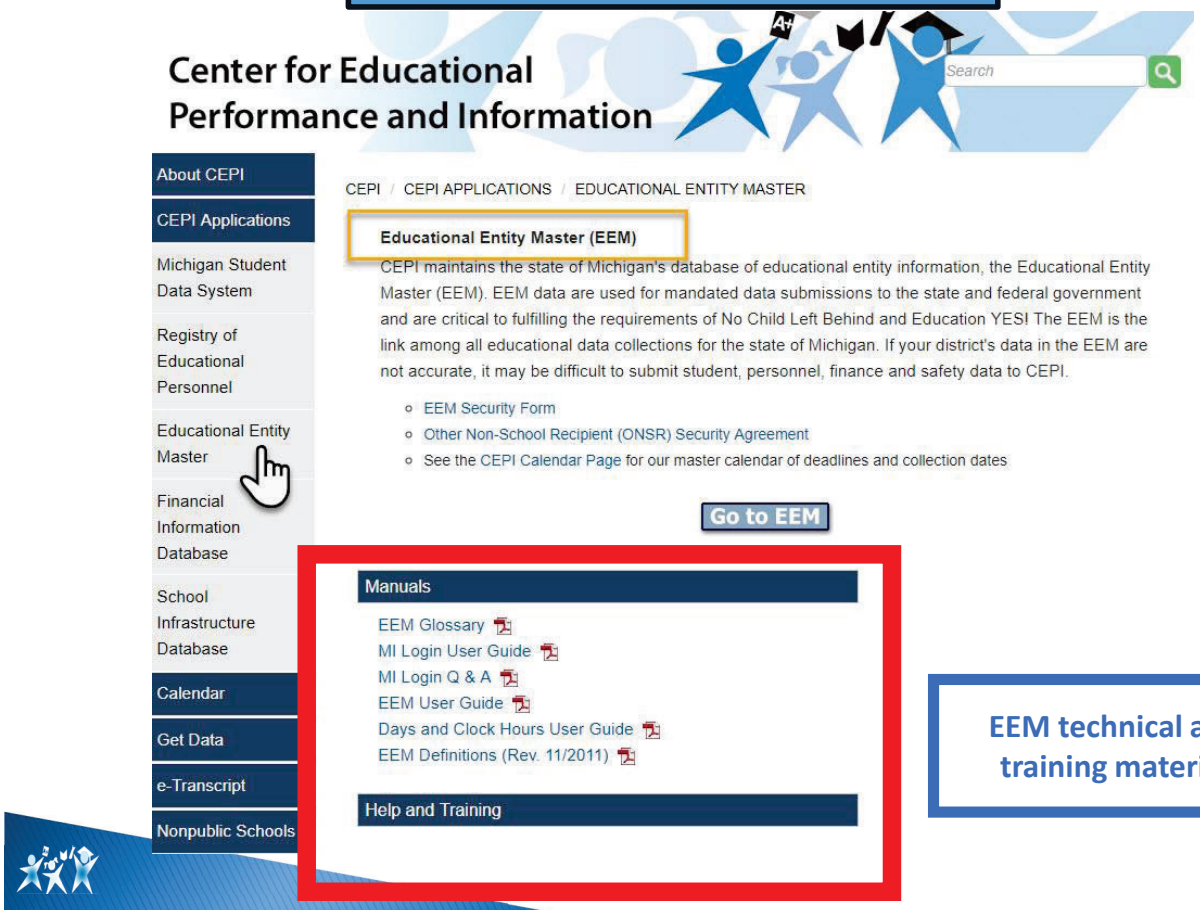
CEPI EEM web page

www.michigan.gov/CEPI



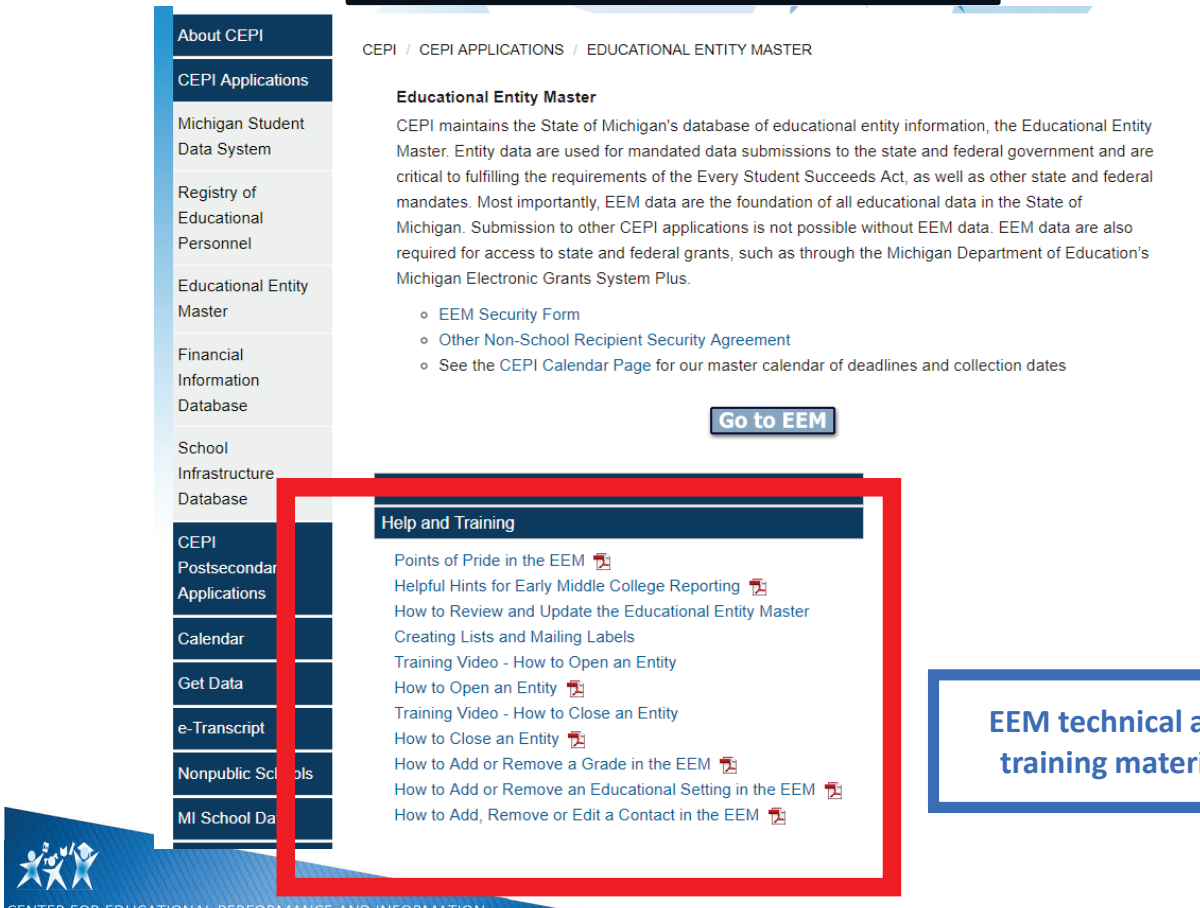
Important documents, including the CEPI calendar

www.michigan.gov/CEPI



EEM technical and training material

www.michigan.gov/CEPI



EEM technical and training material

How do I know what this data field means?

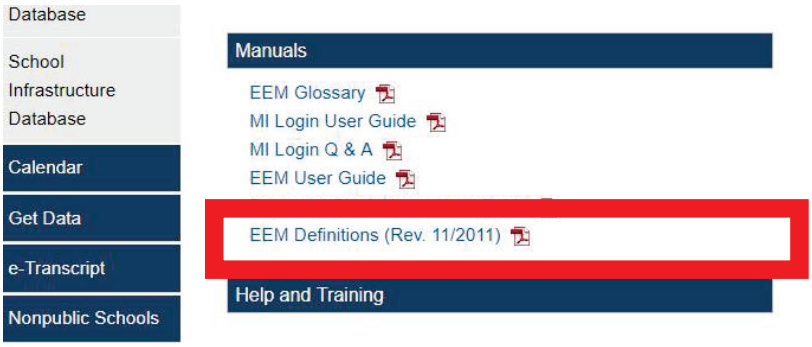
EEM Glossary and EEM Help



I am an EEM user…

…How do I add a new entity?

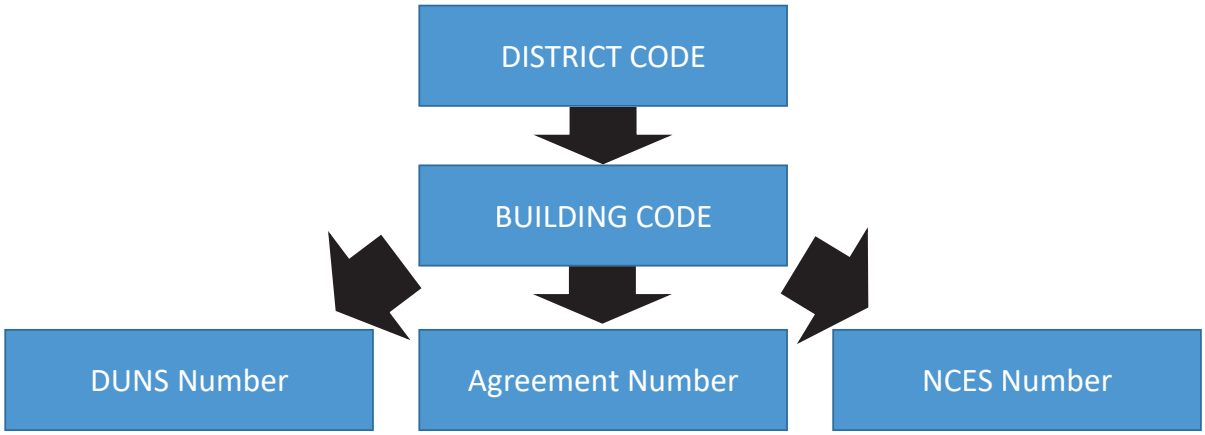
Begin with the EEM Definitions document



Entities:	Definition	Business Rules
1) School	A public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded educational entity (MDE, ISD, LEA, PSA) and has **ALL** of the following characteristics: • An administrator (principal) who reports directly to the entity's chief executive officer (i.e., superintendent) • Teachers responsible for educating a specific set of students • Students • Receives a state issued Michigan School Report Card. (The Michigan Department of Education annually makes a determination of Adequate Yearly Progress [AYP] for all public elementary, middle, and high schools in Michigan. MDE evaluates schools and school districts for AYP in the areas of academic achievement, participation in state assessment, graduation rate for high schools, and student attendance for elementary and middle schools.) School for all other entities (State Agency, Non-public, Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics: • Administrator • Teachers • Students	A public school employs an administrator (normally a principal) who has authorized responsibility for the following by the ISD, LEA, or PSA school board/superintendent: • Local curriculum framework is organized around the adopted state standards • Supervising a specific set of teachers to ensure instruction for students • Assignment of duties for those teachers • Maintaining student records (i.e., CA60) for a specific set of students • Achievement measured by state assessments (MEAP, MME, MI-Access and/or ELPA) • Monitoring progress of students **All** Kindergarten - 12 (including special and alternative education) public school pupils should be reported in a school. The school administrator may utilize multiple Unique Education Providers, non-instructional ancillary facilities, programs, other public schools, etc. to fulfill his/her role. Public schools are those entities that receive state School Report Cards. School districts should use care in establishing the administrative units/schools to ensure continuity of longitudinal student, staff, achievement, and financial data. School codes are maintained when an administrative unit/school moves to a new physical location.

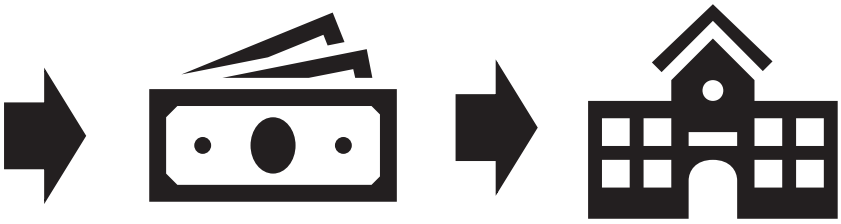
What about entity codes?

- Assigned in a hierarchy
  - District code (ex: 82020 – the first two digits are the county code)
  - Building code
- Entity codes are used in all CEPI collections and by MDE (such as MEGS+)
  - Tied to NCES codes, which are issued at the federal level
  - Are required to test students



And what about entity types?

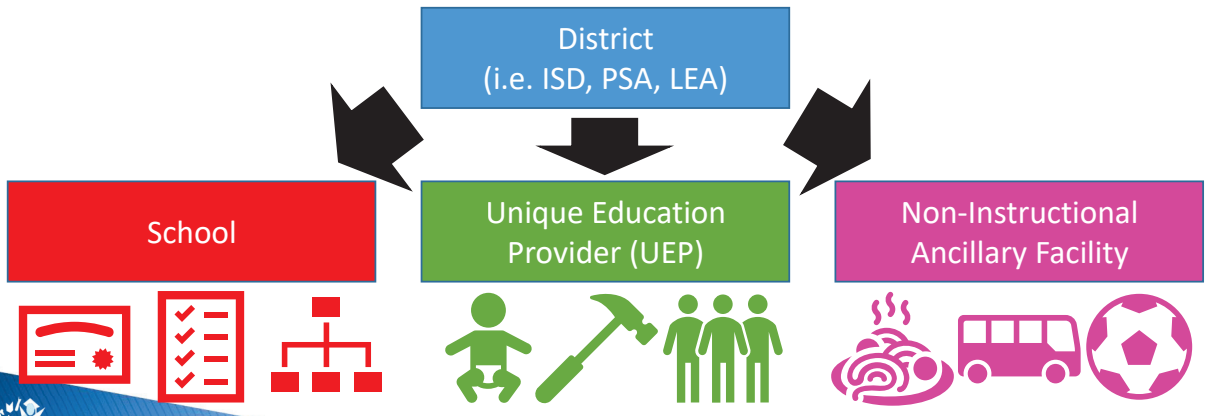
- CEPI and MDE have definitions published on the CEPI EEM web page that explain every categorization of educational entities in the State of Michigan.
- If any educational building/program in the state receives funding from MEGS+, TIA or the federal government, it has a code and is classified in the EEM.



And what about entity types?

Entities are classified in two ways:

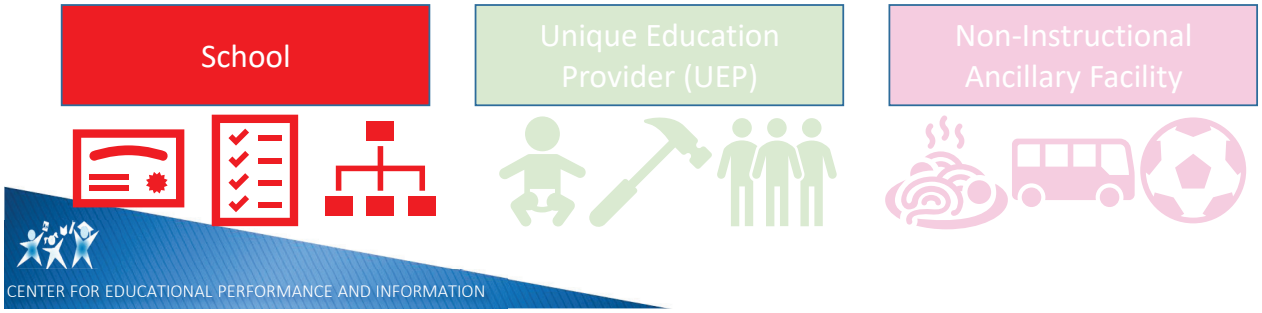
- As "the legal entity that receives funds through [MDE]:"
  I.e. ISD, PSA, LEA or "Other"
- As the type of learning facility:
  I.e. School, Unique Education Provider or Non-Instructional Ancillary Facility



Remember that entity types are important…

School

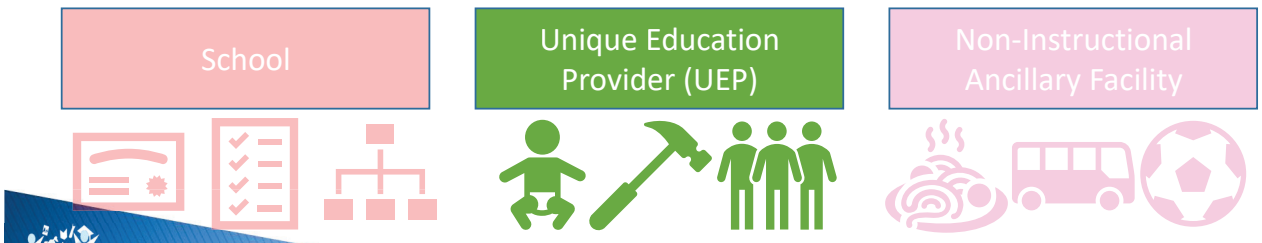
- Issues state assessments
- Has a separate administrative path from other entities, with some exceptions
- Has a discrete set of educators, with some exceptions
- Is accountable as the PEPE and (if it has grade 12) graduates students



Remember that entity types are important…

Unique Education Provider

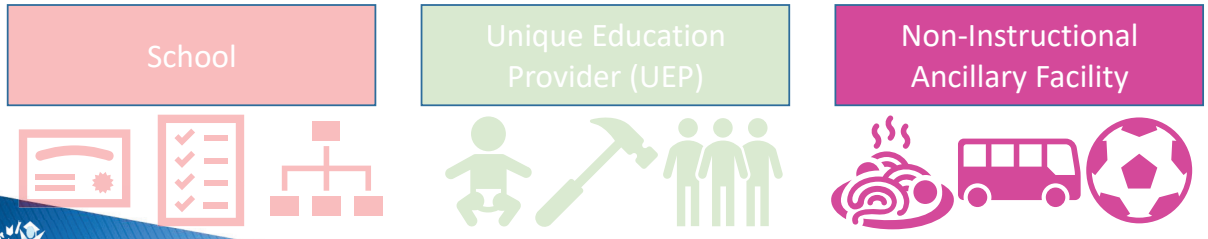
- Does not issue assessments, graduate students or act as the PEPE
- ***Examples include:***
  - Early education facilities
  - Adult education centers
  - Short-term juvenile detention centers (< 30 days)
  - Supplemental learning such as math/science centers



Remember that entity types are important…

Non-Instructional Ancillary Facility

- Does not provide instruction but is affiliated with the district
- ***Examples include:***
  - Bus garage
  - Transportation center
  - Food service centers
  - District-owned athletic facilities
  - Health service facilities



Questions?



EEM Data Quality: District Entity Overview

- Accurate EEM data is essential for:
  - CEPI data reporting
  - MDE Grants and applications
  - US Dept of Education
  - Parent Dashboard
  - MI School Data
  - Accountability
- Annual District Entity Overview is here to help!
- Summary of critical characteristics
- Review for school year changes in the district
- Review for accuracy

District Entity Overview

	A	B	K	L	M	N	O
1	Enter 5-Digit District Code →	25010					
2							
3	*Flint, School District of the City of Entity Overview*		Grades			Early Childhood Program Participation	
4			**Why It Matters:** The U.S. Department of Education audits the grades reported within a school district to determine each building's type. "Grades (Actual)" are leveraged in the MSDS General Collection to check submissions. Cases where the Grades (Actual) differ from student data submitted in the EOY 2019 MSDS General are highlighted to assist with your review.			**Why It Matters:** Early Childhood Program Participation data are connect grants to each facility. Early Childhood Students may be reported in the MSDS Early Childhood collection at the ISD, which reflected below, and no corrections are needed. If the entity provi GSRP services, the EEM should reflect the participation. Only entiti offer GSRP and Head Start programming are identified.	
5	Building Name	Building Code	Grades (Authorized) in the EEM	Grades (Actual) in the EEM	Grades Reported in SY 2018-19 Student Data	Early Childhood Program Participation per EEM	Early Childhood Stude Reported in 2018-19
6	Accelerated Learning Academy	05950	7,8,9,10,11,12	7,8,9,10,11,12	7,8,9,10,11,12	None	None
7	Brownell STEM Academy	01916	KG,1,2	KG,1,2	KG,1,2	None	GSRP (01)
8	Doyle/Ryder School	03129	KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	None	GSRP (01)
9	Durant Tuuri Mott School	00974	KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	GSRP (01)
10	Eisenhower School	01098	KG,KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	GSRP (01)
11	Flint Junior High School	03395	7,8	7,8	7,8	None	None
12	Freeman School	01320	KG,KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	GSRP (01)
13	Gateway to College-Mott Community College	01795	9,10,11,12	9,10,11,12	9,10,11,12	None	None
14	Holmes STEM Academy	01917	3,4,5,6	3,4,5,6	3,4,5,6,7,8	None	GSRP (01)
15	Kearsley Street	03275	DevK,DevK-Part,KG,KG-Part,1,2,3,4,5	DevK,KG,1,2,3,4,5,6,7,8,9,10,11,12		GSRP, HS	None
16	Neithercut Elementary School	02670	KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	None
17	Pierce School	03033	KG,KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	GSRP (01)
18	Potter School	03108	KG,KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6,7	HS	GSRP (01)
19	Southwestern Classical Academy	03554	9,10,11,12	9,10,11,12	7,8,9,10,11,12	None	None

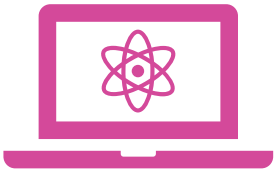
- Pay extra attention to the highlighted sections
- Any identified changes must be made in EEM (not the spreadsheet) by October 1

District Entity Overview, ACTION!

- Sent to EEM Authorized Users & Lead Administrators
  - Only the EEM Authorized User can make the changes in the EEM system
  - Changes made in the Excel doc will not be reflected in EEM
- Review with your building principals, MSDS Authorized User, Test Coordinators, and more!
  - Have there been any grade level changes?
  - New or updated contact information?
  - Is the student data being reported accurately?
  - Have educational opportunities changed within a building?

Virtual Educational Settings in the EEM

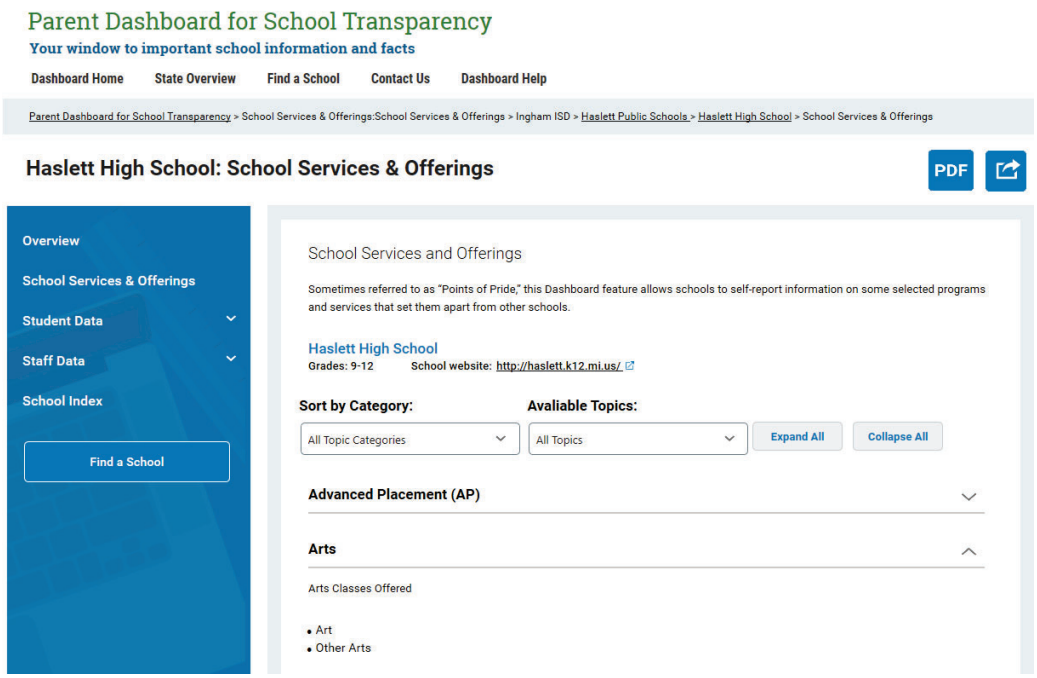
- Virtual educational settings were modified by MDE (per US-ED) in 2017
- The three virtual settings cannot be chosen in combination – they are discrete settings

FTVirtual	FaceVirt	SuppVirt
		
Almost 100%	**> 50%**	**< 50%**

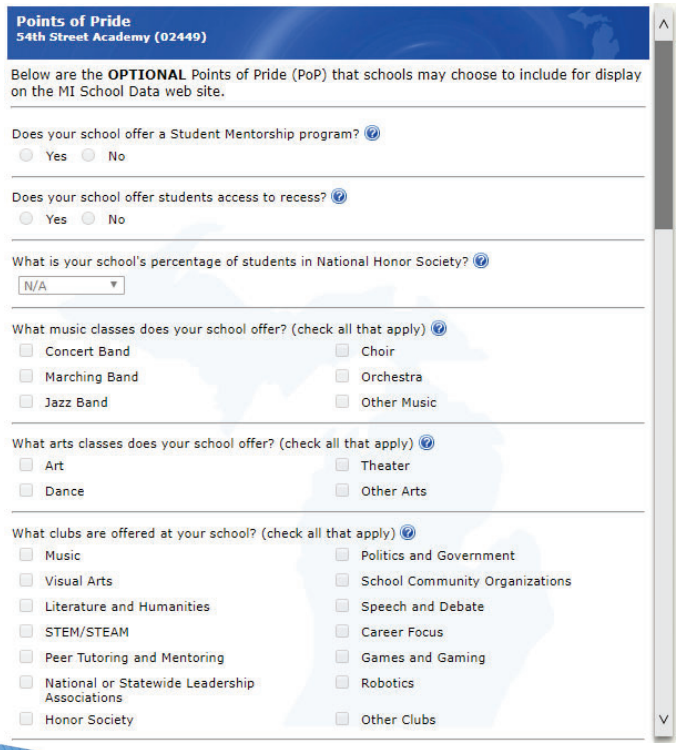
Points of Pride/School Services and Offerings

- The purpose of PoP is to showcase the programs and activities that make each school in your district great
- All PoP fields are optional
- It is available for year-round updates
- PoP data are displayed on the Parent Dashboard update 3x per year
- Only EEM Authorized Users can make updates

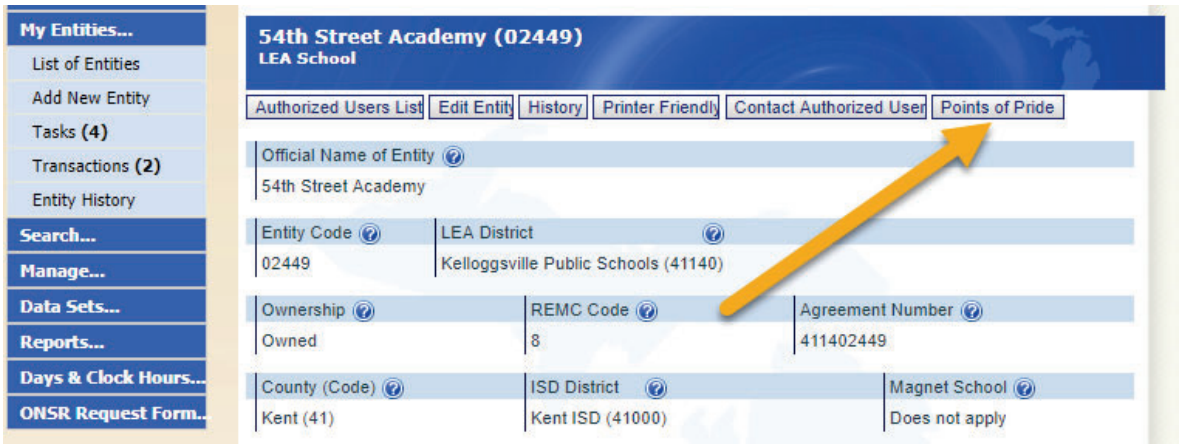
PoP on Parent Dashboard



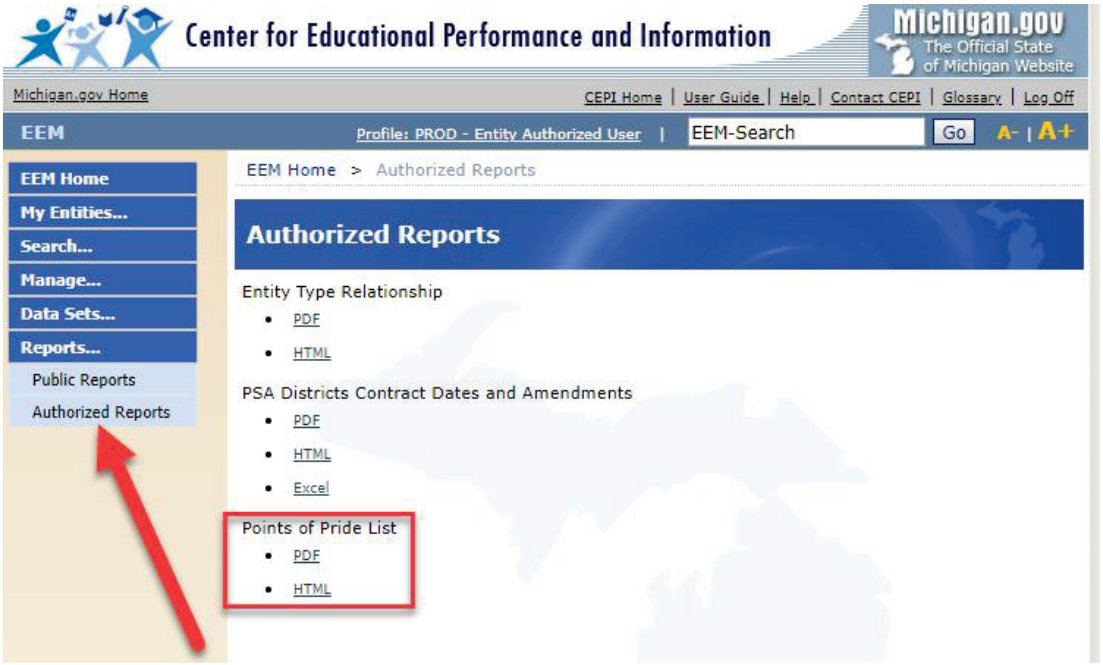
The EEM PoP form



PoP data is entered per school in your district



Your district's PoP settings in the "Points of Pride List"



Grades:
9-12

School Type:
Traditional

Students:
873

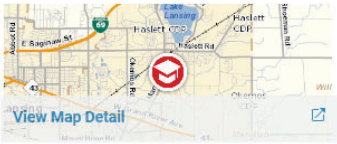
School Services & Offerings

District:
Haslett Public Schools

Head of School:
Bart Wegenke

Superintendent Name:
Steven Cook

More about the School:
School Website



Address:
Haslett High School
5450 Marsh Rd
Haslett MI 48840

Phone:
(517) 339-8249

Advanced Placement (AP)

Advanced Placement Programs

- AP CALCULUS
- CALCULUS II
- MVHS AP MICROECONOMICS
- MVHS AP PHYSICS B
- TIS AP STUDIO ART
- AP BIOLOGY
- AP GOVERNMENT
- MVHS AP PHYSICS 1A
- AP MACROECONOMICS
- MVHS AP SPANISH
- AP STATISTICS
- IS AP STUDIO ART
- MVHS AP PSYCHOLOGY
- MVHS AP ENGLISH LANGUAGE COMP
- A P CHEMISTRY
- AP ENGLISH
- MVHS AP COMPUTER SCIENCE
- MVHS AP ENGLISH LANGUAGE
- MVHS AP ENVIRONMENTAL SCIENCE
- ADVANCED PLACEMENT US HISTORY

Clubs

Clubs Offered at School

- Robotics
- Games and Gaming
- Peer Tutoring and Mentoring
- Honor Society
- Music
- Other Clubs

National Honor Society

Percentage of Students in National Honors Society

- 0-25%

School Sponsored Sports

School Sponsored Sports Offered

- Swimming
- Competitive Cheer
- Powerlifting
- Cross-Country
- Bowling
- Ice Hockey
- Diving
- Track and Field
- Basketball
- Gymnastics
- Wrestling
- Soccer
- Football
- Tennis
- Golf
- Baseball
- Volleyball
- Softball

World Languages

Languages Offered

- Ancient Greek
- German
- Italian
- American Sign Language
- Hebrew
- Spanish
- Arabic
- Chinese
- Latin
- Japanese
- Russian
- French

Questions?



To add a new entity, or not add a new entity – that is the question!



When to *not* request a new code:

- Entity name change
- Location change
- The grade span of the school changed by three grades or less

To add a new entity, or not add a new entity – that is the question!



When to *not* request a new code:

- Two entities merge with essentially the same grade span and educational concentration
- An LEA school becomes a PSA school
- An alternative education/virtual program exists within another entity that is run by the same administration

To add a new entity, or not add a new entity – that is the question!



When an entity code could be warranted:

- A new program with a separate administration and educator staff is being established
- Adding or removing 4+ grades
  - Close the entity, open new one
  - If a graduation rate will be added, a new code will be requested

To add a new entity, or not add a new entity – that is the question!

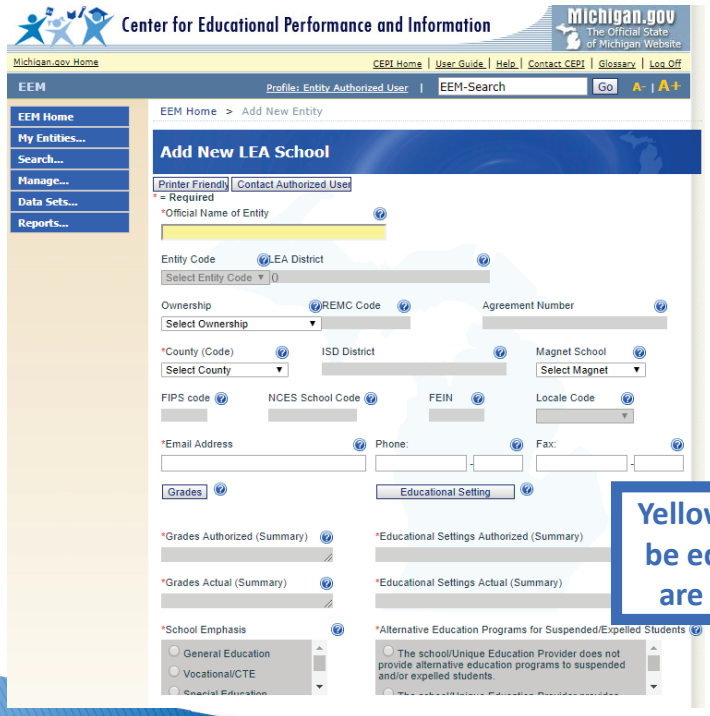


When an entity code could be warranted:

- The School Emphasis changes
- If an entity splits 50/50 (same grade spans); close both entities, request two new codes
- Reporting an educational program offered in the admin building – pupils and finances should not be reported as "00000"
- A pre-Kindergarten entity exists within another entity and needs to be reported separately

How do I add a new entity to the EEM?

Step 1: Submit a form to add the entity



Yellow/white fields can be edited by you; grey are edited by others

Wait, hold on!



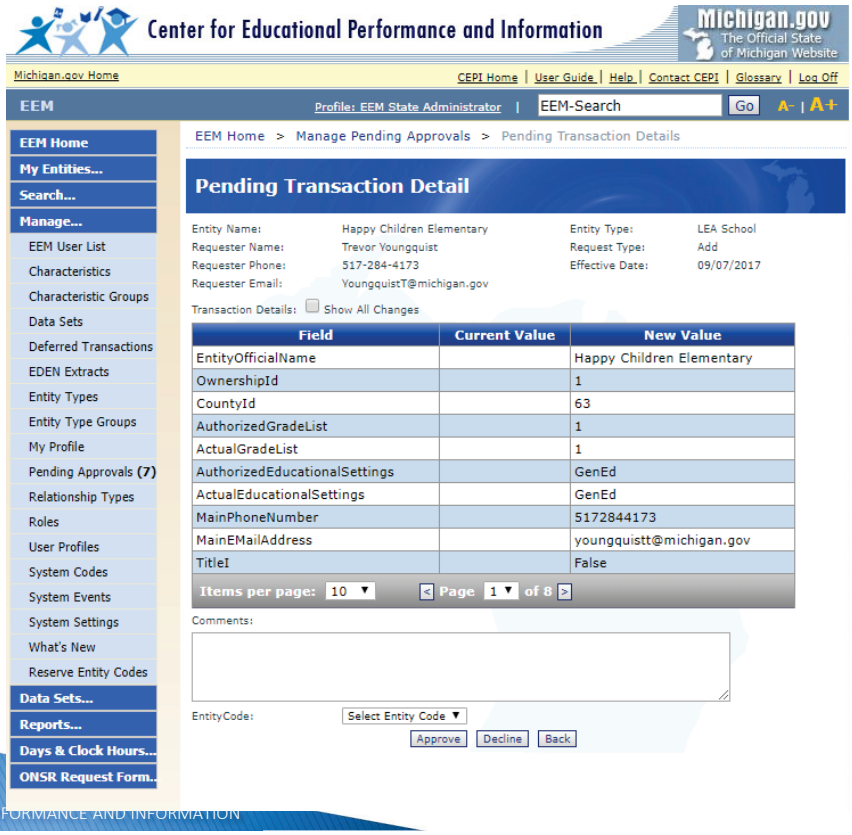
Did we mention how important open dates are?

- Open dates set in the past present a gap in reporting
- If an entity is opened prior to 6/30, the district will have to report all required data for the entity for the school year
- *Ideally, the open date for an entity should be set to the beginning of the school year in which the program will start (7/1)*

Step 2: EEM state admin contact



Step 2: EEM state admin contact



Step 3: EEM state admin review

The addition of new entities are subject to business rules from USED and MDE, such as:

- Entities that are programmatically the same with similar lead admin may not warrant a new entity code
- Entity codes cannot be re-opened
- Alternative education programs operated within another school with shared classrooms and curriculum do not need a new entity code
- Virtual schools with similar programs do not need a new entity code; instead, mark virtual in the educational settings
- CEPI coordinates with several MDE offices to determine if a new code is warranted prior to decision making.



Step 4: Decision

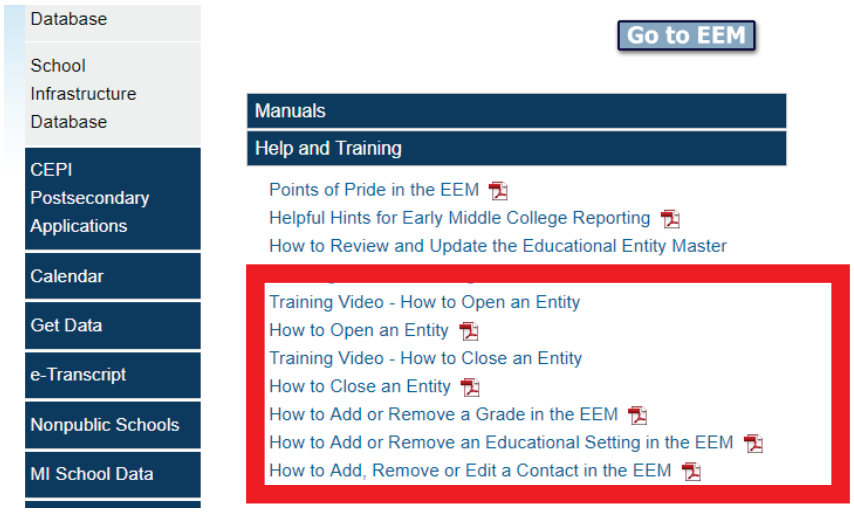


Questions?



How do I Close an Entity?

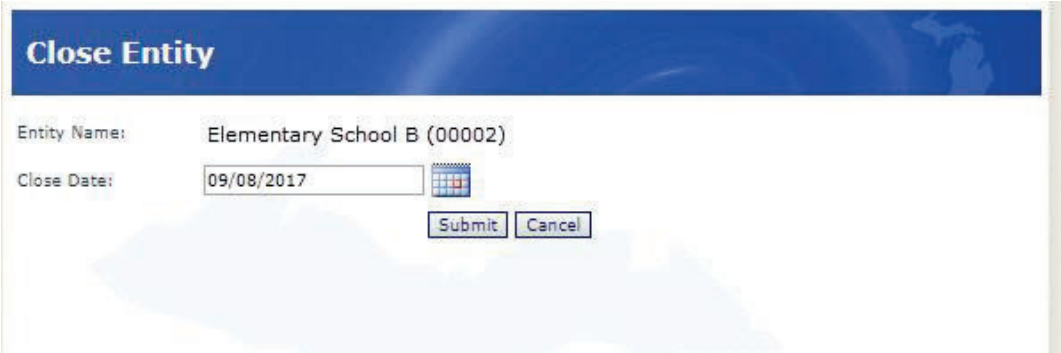
Refer to the CEPI EEM web page instructional material



Step 1: Submit a close request



Step 1: Submit a close request



Wait, hold on!



With closing entities, keep in mind…

- Codes cannot be re-opened
- Entities cannot be closed with a past date unless no reporting has occurred
- Closing the entity after 6/30/2018 will require reporting for the next school year in SID, REP, MSDS and FID

Step 2: EEM state admin contact



Step 3: EEM state admin review

- Entity closures adhere to business rules from USED and MDE
- CEPI may also need to validate that no recent data submissions have occurred from the entity subject to closure



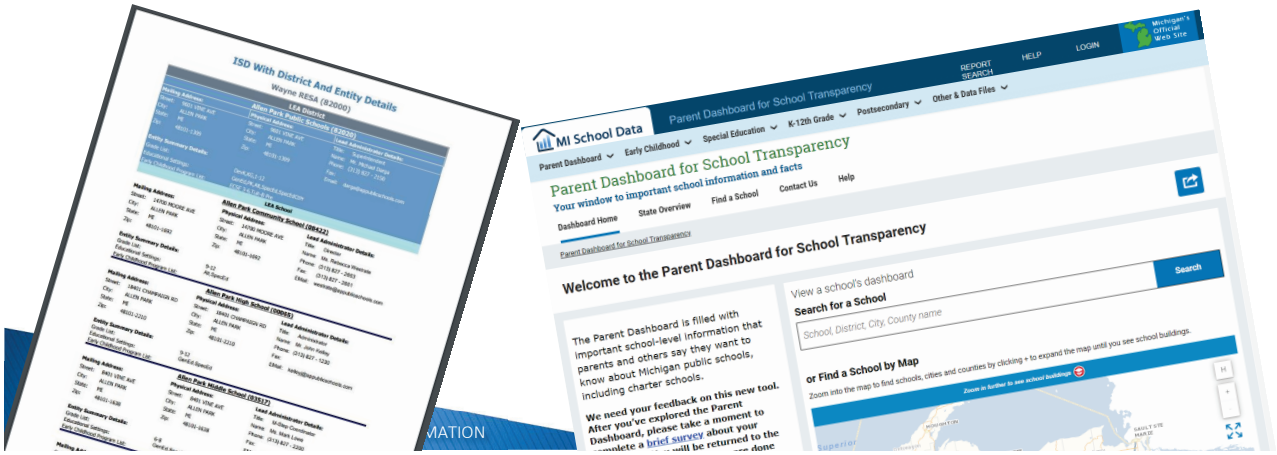
Step 4: Decision



I am an EEM user…

…What are some best practices for keeping my entities updated?

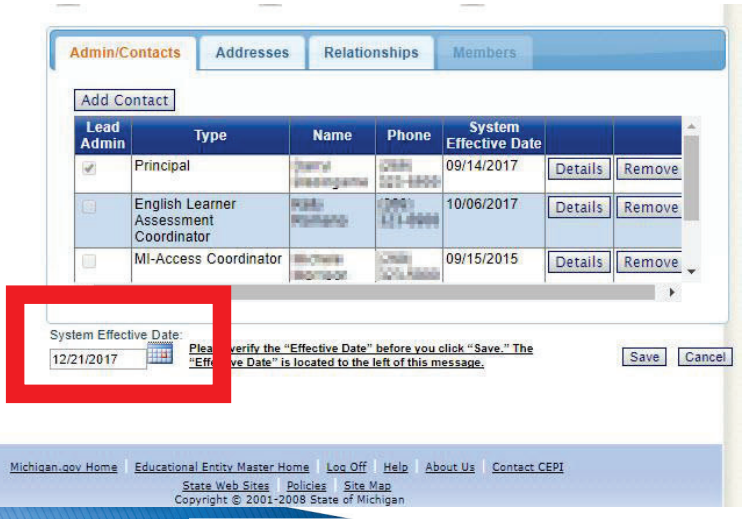
Check EEM information for accuracy before fall, spring and end-of-year reporting



I am an EEM user…

…What are some best practices for keeping my entities updated?

Think ahead to deferred transactions



I am an EEM user…

…What are some best practices for keeping my entities updated?

Review the "high-stake" fields

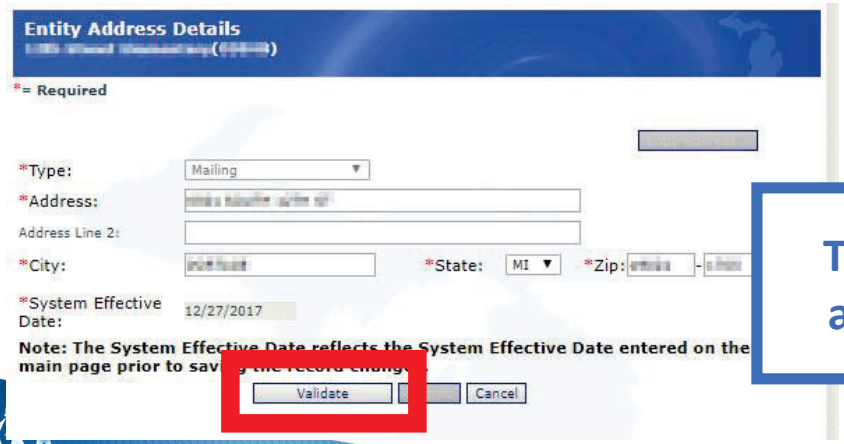
The District Entity Overview includes the fields used for determining important information reported to USED and MDE

- Lead Administrator
- School Emphasis
- Grades
- Educational Settings
- Early Childhood Programs
- Alt Ed for Suspended/Expelled
- Web address

I am an EEM user…

…What are some best practices for keeping my entities updated?

Validate physical and mailing addresses



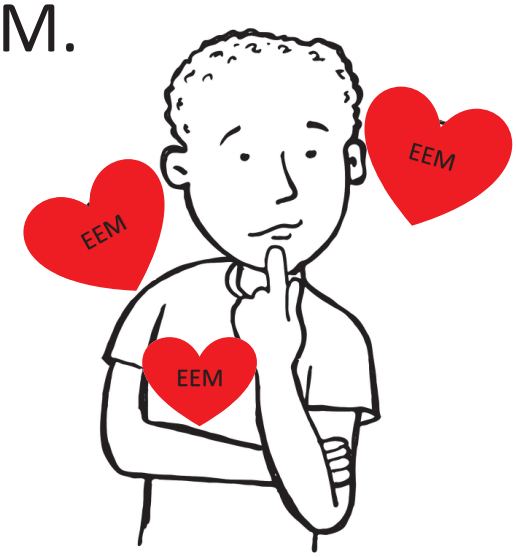
The EEM uses USPS address validation.

Questions?



In conclusion…

Let us know how we can help!
We're actively working to improve the EEM.



We're here to help!

Caitlin Groom, Senior Data Analyst (CEPI)
GroomC@Michigan.gov

Josh DeBrabander, EEM Business Lead (CEPI)
DeBrabanderJ1@Michigan.gov

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CEPI@Michigan.gov or (517) 335-0505 ext. 3