

# Center for Educational Performance and Information

## *Educational Entity Master*

### *Frequently Asked Questions*

**Last Updated: 10/11/2023**

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## General Questions

### **Q: What is the Educational Entity Master?**

**A:** The EEM is the State of Michigan's sole educational entity directory database, containing directory information for entities in the educational system of the State of Michigan.

### **Q: Why is the EEM important for our district?**

**A:** Entity data are used for mandated data submissions to the state and federal government and are critical to fulfilling the requirements of the [Every Student Succeeds Act](#), as well as other state and federal mandates. Most importantly, the EEM underpins all educational data. Submission to other CEPI applications is not possible without EEM data. EEM data are also required for access to state and federal grant applications, such as the Michigan Department of Education's Next Generation Grant, Application and Cash Management System.

### **Q: Who is responsible for entering and updating data?**

**A:** The local district is responsible for entering and correcting basic entity level data such as grades, educational settings, lead administrators and contact information. Some data are maintained by CEPI and MDE. If there is a field you are unable to change, reach out to the contact listed for that characteristic or contact CEPI customer support.

### **Q: Do I need an account?**

**A:** An account is only needed for users who maintain entity data in the application. The EEM is a publicly available application, so an account is not needed if you only need to view and search data.

### **Q: How do I access the EEM?**

**A:** To gain access, a user must first acquire a MiLogin account and password. If you do not have a MiLogin account, go to the [MiLogin website](#). Once you have an account, a security agreement form must be signed by your lead administrator and submitted to the CEPI for processing. A security form can be downloaded from the [EEM web page](#).

### **Q: Can a district have more than one authorized user?**

**A:** Yes. CEPI encourages each district to have multiple authorized users to help ensure changes can be submitted in a timely fashion. Each user will need a MiLogin account and a signed security form.

**Q: When can I update information in the EEM?**

**A:** Unlike other CEPI applications, the EEM can be updated year-round. If you know your district will open a new school, close an existing school, or change grades for the next school year, you can update the EEM with a future system effective date. The system will accept the change and make it automatically on the submitted date.

**Q: What is a lead administrator?**

**A:** Every entity in EEM must have a lead administrator designated. CEPI requires contact information for administrative directors. This contact is the main contact for the school in instances of emergency or official school business, and he/she will sign off on all CEPI security forms. For a district, a lead administrator is typically a superintendent.

**Q: How long does it take to receive a response to a request to add, close or edit an entity?**

**A:** Once a request has been submitted to add, close, or edit an entity, the EEM State Administrator will review the request and any applicable business rules governing the request. The state administrator will typically contact the user who submitted the request within 2 to 3 business days. If your entity is an LEA or an ISD and you have not received a response in this time, contact CEPI customer support. If your entity is a PSA, contact MDE's Public School Academies Unit at [MDEPSAGrant@michigan.gov](mailto:MDEPSAGrant@michigan.gov). If your entity is a nonpublic school, contact MDE's Nonpublic School Unit at [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov).

## **Adding an Entity**

**Q: When should a new school be opened in the EEM?**

**A:** Sec. 6. (12) of the State School Aid Act defines the start of the school year as July 1. If the entity is opening for the upcoming school year, enter an open date of July 1. If the school year has already started, the open date should be entered as the first day the students reported to the entity. Note, some open dates cannot be set retroactively as CEPI provides EEM data to the federal government throughout the year; open dates must be set after the date of the last file sent to USED. If the open date you requested conflicts with federal reporting, the State Administrator will provide additional information on what open date should be entered.

**Q: We are opening a new school, but construction will not be finished until next school year. Should it be added to the EEM?**

**A:** No. The costs of construction for a new building can be reported in the Financial Information Database as attributed to the administrative building using an entity code of "00000". The new entity code should be requested in EEM when the building is complete and an open date for students to enroll has been set.

**Q: My district would like to reopen a building that was closed in EEM. Can a closed school be reopened?**

**A:** No. Closed schools cannot be reopened if the school has been closed for a collection period. Instead, users should submit a request to open a new entity code. If your school was closed in error or is being closed temporarily due to construction or major renovation, email CEPI customer support.

**Q: What is the difference between a School and a Unique Education Provider?**

**A:** A school is a K-12 building that provides instruction to students, has administrators and teachers, and assesses students with state assessments. A Unique Education Provider provides instructional services but is not considered a school. A UEP is a building that provides instructional services to children before kindergarten, adults, or students who are not necessarily in full-time attendance. Some examples of UEPs include child care and early education facilities, adult education centers, short-term juvenile detention centers, and special education programs serving preschool children and special education transitions for students 20 years old or older.

**Q: Can we request a new entity code for our virtual program?**

**A:** A virtual option does not require a separate entity code to be offered to students. Separate entity codes are only granted to virtual schools that must meet the same qualifications as a physical school, including having its own students, staff and administration separate from existing schools. Virtual programs do not qualify for an entity code and should be tracked at the local level within your district's student information system.

If you are unsure whether your virtual option requires a separate entity code, you can use the [Creating a Virtual School Code in the Educational Entity Master](#) guide to determine if your entity meets the qualifications.

## **Closing an Entity**

**Q: When should a school be closed in the EEM?**

**A:** Sec. 6. (12) of the State School Aid Act defines the end of the school year as June 30. If the entity has determined that the entity will close for the upcoming school year, enter a close date of June 30 of the current school year. If the entity is closing before the end of the current school year, submit the applicable close date as approved by your local board of education. This should be the last day students received educational services in the building. If the entity will remain open after June 30 of the upcoming school year to provide summer school services, the close date should be entered as the last day of instruction provided during that time. Note that the entity will be considered active in the following school and the district will be responsible for all reporting requirements for that school year.

**Q: What happens when a district closes in the EEM?**

**A:** When a district ceases to operate, MDE and CEPI will review the request and determine a plan of action. Typically, MDE and CEPI utilize a three-year closeout period. The district will remain as open-active in the EEM for at least three years to allow for prior-year adjustments to work through the system and for the ISD to re-assign any territories if necessary. If your district is ceasing operations, email Phil Boone of the MDE Office of Financial Management at [Boonep2@michigan.gov](mailto:Boonep2@michigan.gov).

## **Editing Entity Information**

**Q: If my entity is a PSA, who helps update my information?**

**A:** If your entity is a charter school, also known as a public school academy, not all information can be updated by your user. Charter schools can add or remove contacts, update contact information, and program information such as educational settings. Other information such as addresses, entity name, grades, or entity status must be approved by MDE. Your request must be directed to the MDE PSA Unit. Please send an email to [MDEPSAGrant@michigan.gov](mailto:MDEPSAGrant@michigan.gov) to learn more about adding a PSA school to the EEM and permissions to edit it.

Before accessing the EEM, please create a [MiLogin account](#) and complete the [CEPI Security Form](#).

**Q: If my entity is a nonpublic school, who helps update my information?**

**A:** If your entity is a nonpublic entity, not all information can be updated by your user. Nonpublic schools can add or remove contacts, update contact information, and program information such as educational settings. Other information such as addresses, entity name, grades, or entity status must be approved by MDE. Your request must be directed to the MDE Nonpublic School Unit. Please send an email to [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for more information about nonpublic schools or homeschool programs.

Before accessing the EEM, please create a [MiLogin account](#) and complete the [CEPI Nonpublic Security Form](#). For more information on the reporting required by MDE for nonpublic schools, please visit [our nonpublic school users web page](#).

**Q: A building in my district is changing grades for the next school year. Do we need to close the school and create a new one in EEM?**

**A:** No. If you are adding or removing three grades or fewer, you can make the grade changes in EEM without creating a new school. If you have a case where the grades will be changing by four or more grades, please email CEPI customer support. You will be referred to the EEM State Administrator who will work with you on how to properly submit those changes.

**Q: My school is changing its name/address; do I need to close it and open a new school?**

**A:** If a school changes its physical location or address but the attendance area did not change significantly, the school does not need to close and reopen with a new entity code. This information can be changed using the "Edit Entity" function and a system effective date can be sent for when this change will take place.

If the attendance area is changing significantly or if there are other substantial changes taking place (such as a significant change in grades or educational programming), email CEPI customer support. You will be referred to the EEM State Administrator who will work with you on how to properly submit those changes.

**Q: The characteristic I'm trying to change is greyed out; how can I update this information?**

**A:** If a field is shaded in grey, you do not have permission to edit that characteristic. For more information on the field, click the Help button – the blue question mark next to the field name – to open the help window. This window will include a definition of the field and additional information on who can update the field and contact information for that person.

**Q: How can I edit my information if there are pending or deferred transactions for my entity?**

**A:** If there are pending or deferred transactions for your entity, you will either need to remove the transactions or wait until the transactions have been approved or processed. You can remove the transactions by clicking on "Transactions" under the "My Entities..." menu. On the My Entity Transactions page, find your transaction and click the "Pending" link in the "Status" column. This will bring up a window at the bottom of the screen including information on your transaction. Click the "Remove" button to remove the transaction from the pending approvals.

If you entered a deferred transaction, there is no current method for the user to remove the transaction. You will either need to wait for the entered system effective date to pass or you will need to email CEPI customer support to remove the transaction for you.

**Q: A building under my district is the wrong entity type. How do I change the entity type?**

**A:** It is possible for a school to become a unique education provider or vice versa. In such an instance, the entity type will need to be changed, but authorized users cannot make the change by themselves. Email CEPI customer support and provide details on why the entity needs to change entity type and what other changes are occurring at the building. The state administrator will assist you with making this change in the EEM.

**Q: My address is not accepted by the USPS validation tool; how can I update the address for my entity/contact?**

**A:** The EEM requires that all addresses be validated using the USPS validation tool. If your actual address is not recognized by the tool, contact CEPI customer support for assistance.

**Q: How do I update the grades for my district in the EEM?**

**A:** Unlike school buildings, users cannot directly edit the Grades (Authorized) or Grades (Actual) at the district level. These values are derived from the grades of any open school building belonging to the district. To change the grades for your district, you will need to edit the grades of your building to add or remove the appropriate grades.

The Detailed Search function can help you find which of your school buildings has a particular grade.

**Q: How do I update the Educational Settings for my district in the EEM?**

**A:** Unlike school buildings, users cannot directly edit the Educational Settings (Authorized) or Educational Settings (Actual) at the district level. These values are derived from the settings of any open school building belonging to the district. To change the settings for your district, you will need to edit the settings of your building to add or remove the appropriate settings.

The Detailed Search function can help you find which of your school buildings has a particular setting.

**Q: My district is changing its name; how do I update EEM to reflect the new name?**

**A:** The name of a district can be changed by using the "Edit Entity" function on the district page. The name change will be sent to the system administrator for approval. In order for the name change to be approved, you will also need a copy of the Board of Education Minutes at which the name change was approved. You can forward these minutes to CEPI by emailing them to CEPI customer support.

## **Member Sites**

**Q: What are member sites?**

**A:** A member site is a special entity type that is not a school or a UEP. It is a building or location that distributes food to children, such as a day care facility, summer camp or community center. Member site codes are 9 digits and always contains an M in the third digit, which distinguishes them from schools and UEPs. Member sites are required to participate in the Child and Adult Care Food Program (CACFP) or Summer Food Service Program (SFSP) and are reported in NexSys, the Next Generation Grant, Application and Cash Management system.



**Q: Where do I find the member sites assigned to my entity?**

**A:** The sites assigned to an entity can be found on that entity's page under the Member Sites tab. This tab lists the sites in rows with columns for the site name, agreement number, license ID (if applicable), and the system effective date.

**Q: What type of entities can be listed under the Member Sites tab?**

**A:** In addition to member sites, schools and UEPs can be listed under the Member Sites tab. This includes nonpublic schools.

**Q: Do I need to list the schools/UEPs that the district already operates under the Member Sites tab?**

**A:** No. While the Member Sites tab allows a district to list schools and UEPs, districts only need to list the schools/UEPs that belong to other districts if they also provide food services to that building.

**Q: Why can't I create a new member site on the Add New Entity page?**

**A:** Member sites cannot be added directly to EEM using the Add New Entity page. Instead, they are added using the Member Sites tab. After clicking "Edit Entity," an "Add a new Member Site" button will become visible on the Member Sites tab. Before creating a new member site, the system requires you search by the entity name, license number, or agreement number to see if the site already exists. If it does not, you can create a new site.

For more information, including a step-by-step guide with screenshots, please refer to the [Member Sites in the EEM Guide](#).

**Q: How do I update the information for a member site?**

**A:** Since members can be serviced by multiple entities, they do not have authorized users like a typical entity. This means that after being created, they cannot be updated using the typical "Edit Entity" function. Instead, any changes to a member site must be made by MDE.

If you know a member site is changing its name, address, or license number, please send an email to the Member Site Admin at [mde-eem-administrator@michigan.gov](mailto:mde-eem-administrator@michigan.gov).

**Q: How do I close a member site?**

**A:** Member sites do not appear under an authorized user's list of entities. This means they cannot be closed by an authorized user. Instead, you can remove a site from your Member Site tab by clicking "Edit Entity" on the entity page for your district, nonpublic school or ONSR. Then, on the Member Sites tab, a "Remove" button will appear next to the "Details" button. After clicking "Remove," click the "Save" button, and the remove request will be sent to MDE for approval.

For more information, including a step-by-step guide with screenshots, please refer to the [Member Sites in the EEM guide](#). If you know the site is closing and will not be used by any other sponsors, you can send an email to the Member Site Admin at [mde-eem-administrator@michigan.gov](mailto:mde-eem-administrator@michigan.gov).

## **Points of Pride**

### **Q: What are the Points of Pride?**

**A:** The Points of Pride are re-developed metrics used by the Parent Dashboard. Thirteen of the eighteen PoP fields are collected in the EEM. The PoP are optional data and showcase the program and activities that make each school in your district great. The data are not tied to a specific school year and are collected in the EEM year-round. The PoP are viewable to the public in both the EEM and the Parent Dashboard year-round.

### **Q: How do I update the Points of Pride for my entity?**

**A:** To edit the PoP for a school or UEP in your district, log in to the EEM using [MiLogin for Third Party](#) and click "List of Entities" under the "My Entities..." drop-down menu. Click the name of your entity to open the page, then click "Edit Entity" to begin editing your entity's information. Click "Points of Pride" on the page to make any changes to the PoP for the entity. Click "Save" at the bottom of the page to return to the original "Edit Entity" page. Note: edits made to the PoP are not submitted to the application until an "Effective Date" is entered and the "Save" button on the "Edit Entity" page is clicked.

### **Q: I updated my Points of Pride, when will the changes appear on the Parent Dashboard?**

**A:** While the PoP are collected in the EEM year-round, they are updated on the Parent Dashboard three times a year. These updates occur each school year in the winter, spring, and summer. CEPI sends reminders to authorized users and lead administrators on when to update PoP for display on the Parent Dashboard.

## **Data Searches**

### **Q: How do I find the schools belonging to a specific district?**

**A:** To find the schools belonging to a specific district, the "Detailed" search page should be used. This function allows users to search for entities based on multiple parameters and perform complex searches. From the "Detailed" search page, set the "Characteristic" to "Entity Parent," the "Operator" to "Has values," and then set the "Value" to whichever district you are looking for. Clicking the "Search" button at the bottom of the page will return a list of entities belonging to that district.

**Q: How do I find all schools in a city?**

**A:** The "Quick" search page can be used to find entities based on certain characteristics, including which city an entity is located in. Click "Quick" under the "Search..." menu and select "Search by Characteristic." On this page, you can search by entity type, name, county location, city location, zip code, and entity status. Choose an entity type you are looking for and then enter the name of the city in the "Located in City" field. Clicking "Search" will generate a list of possible matches which can be narrowed further using the Filter feature or by sorting by column heading.

**Q: How do I find all schools in a geographic region?**

**A:** The "Geographical (Map)" page finds all entities within a geographic area. To find a school, select the entity type you are looking for, and enter an address for the location being search. Changing the number of miles for the "Within \_\_\_ miles of" field will change the size of area searched. Click "Search" will return a list of entities that are located near the address entered.