Center for Educational Performance and Information

Member Sites in the EEM

Last Updated 5/10/2022

Questions:
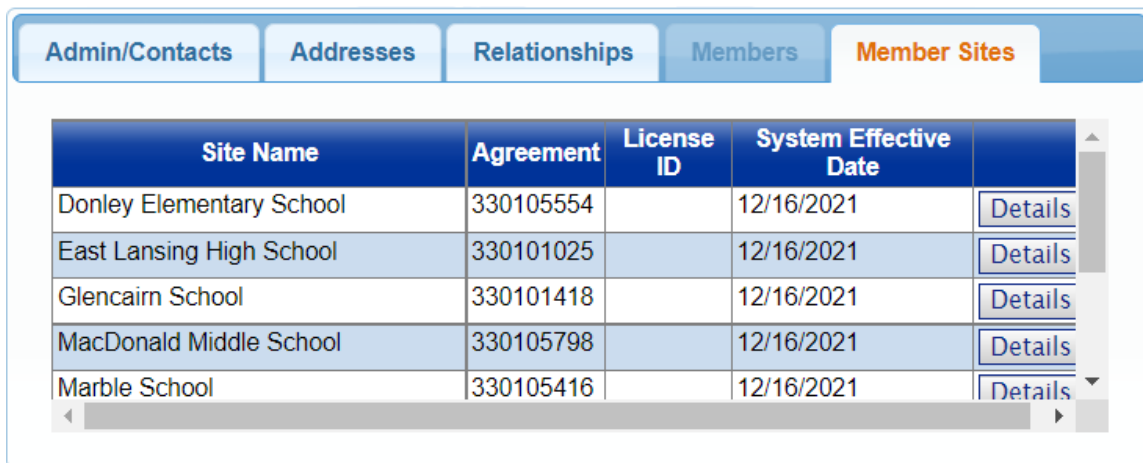Email: cepi@michigan.gov
Phone: 517-335-0505 x3

Introduction

This guide is a resource for adding, creating and removing member sites in the Educational Entity Master. Member sites are a new entity type defined as a building or location that distributes food to children. These sites are required to participate in the Child and Adult Care Food Program or Summer Food Service Program and are associated with a district, nonpublic school or Other Non-School Recipient record. Unlike other entities, member sites have limited information. For example, there are no contacts listed for a member site. These sites are primarily used by NexSys – the Next Generation Grant, Application and Cash Management system.

Member sites are hosted on the EEM but are maintained by MDE. If you have questions regarding member sites, please email the Member Site Admin at mde-eem-administrator@michigan.gov.

Member Sites Listed in the EEM

Member sites appear where all other entity types appear in the EEM. They can be found by entering their name or entity code in the Search bar at the top of the page, or by using the Quick, Detailed, or Geographic Search functions. However, unlike a school or a unique education provider, they do not belong to a single district. Instead, a single member site can be utilized by multiple sponsors. Only district-level entities (State, ISD, LEA and PSA) nonpublic schools, and Other Non-School Recipients can be sponsors and have member sites added to their page. Member sites are listed under the "Member Sites" tab.

In addition, the following building-level entity types can also be listed under the "Member Sites" tab:

- State School
- State Unique Education Provider
- ISD School
- ISD Unique Education Provider
- LEA School

- LEA Unique Education Provider
- PSA School
- PSA Unique Education Provider
- Nonpublic School
- Member Site

Note: While schools and UEPs can be listed under the Member Sites tab, districts are not required to list schools/UEPs that belong to the district. The only schools/UEPs that need to be added to the Member Sites tab are those the district provides food services to that belong to other districts.

Member sites are listed in rows with columns for the site name, agreement number, license ID (if applicable), and the system effective date. Clicking the "Details" button next to a member site will take you to the entity page for that entity where you can see additional information such as the site's grades, ed. settings (if applicable) and address.
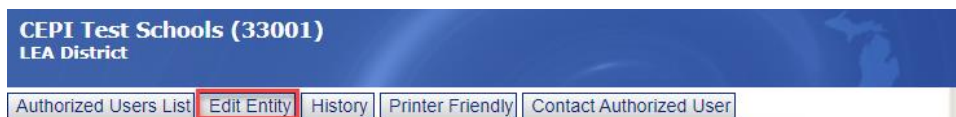
How to Add an Existing Member Site to an Entity in the EEM

Only EEM Authorized users can add existing building-level entities and member sites to the Member Site tab in EEM. To add a member site to this listing, log into the EEM through [MILogin for Third Party](#) and follow these steps:

1) Select "List of Entities" under the "My Entities…" drop-down menu.

2) Select the entity the member site belongs to from the list of entities.
3) Click "Edit Entity."

4) Go to the lower left corner of the page and enter the applicable date in the

"System Effective Date."

5) Click the "Member Sites" tab at the bottom of the page and select "Add a new Member Site."

6) Enter the search parameters for the member site you are looking for and click "Search." You can search by the Entity's name, License Number or Agreement Number. The search will also return results for partial matches.

7) Select the member site(s) you wish to add to your entity and then click "Add Selected Member Site."

a) You can select more than one member site, but you must add the selected members before navigating to the next page. If you navigate to the next page before adding the members, they will not be included.

b) If the member site does not appear, enter new search criteria or refer to the "How to create a new member site" section for additional information.

8) A message will appear letting you know the member site has been added to your entity. You can select additional member sites if there are others to add. Otherwise, select "Back."

9) You will be taken back to the main entity screen. Click "Save" in the lower right corner of the screen. Otherwise, the member sites that were added will not be saved.
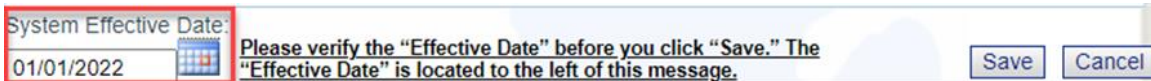

How to Create a New Member Site

New member sites cannot be added directly to EEM using the "Add New Entity" page. Instead, they are added using the "Add a new Member Site" function on an entity's page. As a reminder, member sites can only be added to district-level entities (State, ISD, LEA, and PSA), nonpublic schools, and Other Non-School Recipients.
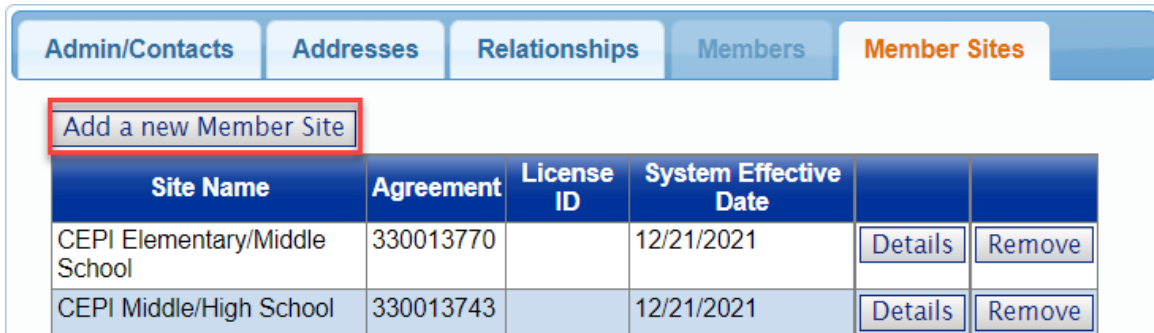
1) Select "List of Entities" under the "My Entities…" drop-down menu.
2) Select the entity that operates the member site from the list of entities.
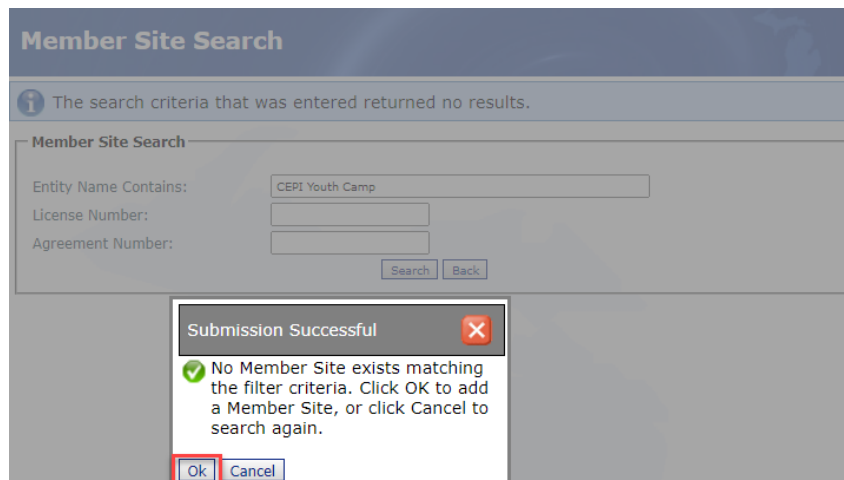3) Click "Edit Entity."

CEPI Test Schools (33001)
LEA District

Authorized Users List | Edit Entity | History | Printer Friendly | Contact Authorized User

4) Go to the lower left corner of the page and enter the applicable date in the "System Effective Date."

System Effective Date:
01/01/2022

Please verify the "Effective Date" before you click "Save." The "Effective Date" is located to the left of this message.

Save | Cancel

5) Click the "Member Sites" tab at the bottom of the page and select "Add a new Member Site"

| Admin/Contacts | Addresses | Relationships | Members | Member Sites |

Add a new Member Site

Site Name	Agreement	License ID	System Effective Date		
CEPI Elementary/Middle School	330013770		12/21/2021	Details	Remove
CEPI Middle/High School	330013743		12/21/2021	Details	Remove

6) Before adding a new member site, check to see if the member site already exists by searching for the site's name, license number or agreement number. Enter the search criteria and click "Search."
   a) If no member sites exist, then a message will appear asking if you want to create a new member site or search again. Click "Ok" on the message to go to the "Add New Member Site" page. You may also click "Cancel" to search again.
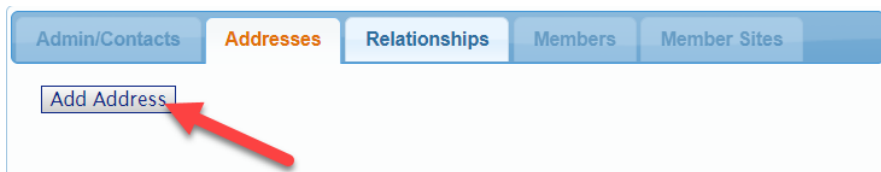
Member Site Search

ⓘ The search criteria that was entered returned no results.

┌ Member Site Search ─
Entity Name Contains: CEPI Youth Camp
License Number:
Agreement Number:

Search | Back

Submission Successful ✕

✓ No Member Site exists matching the filter criteria. Click OK to add a Member Site, or click Cancel to search again.

Ok | Cancel

b) If at least one member site matches the search criteria entered, then a list of member sites will appear. You may select one of the existing member sites and add them to the entity. For more information, see the "How to Add an Existing Member Site to an Entity" section. If the member site you are looking for does not exist, click the "Add New Member Site" button below the search results.
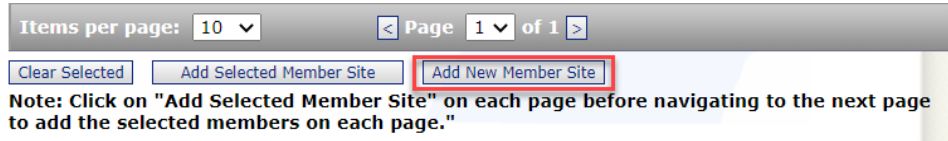
7) Complete the directory fields at the top of the form, such as "Official Name of Entity," "County," "License Number" and "License Capacity."


8) Member sites must have a physical address. Click "Add Address" in the "Addresses" tab and enter a physical address. A physical address cannot contain a P.O. Box number.
   a) The EEM uses USPS validation.
   b) If an address is not accepted by validation:
      i)   Enter the address into the USPS Zip Code Lookup Tool.
      ii) Choose an address returned by the tool to enter in the EEM.
      iii) Click "Validate."
      iv) If the address returned by the tool is not the one you want for your entity, the desired address can be entered in the EEM before clicking "Save."

9) The EEM stores relationship data for all entities in the state. The only relationship available for member sites is "Geographically located within," which is used to denote which LEA district the entity is located in based on its physical

address. This relationship is optional for member sites. To add a relationship, click "Add Relationship" in the "Relationships" tab.
  a) Select "Geographically located within (LEA District)" as the type of relationship in the drop-down menu.
  b) Select the correct district from the drop-down menu.
  c) Click "Submit."
 d) After the page refreshes, click "Cancel" to return to the Add New Member Site page.
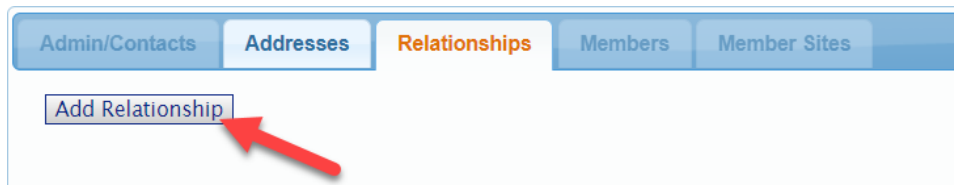
10) Once all required fields have been entered, click the "Submit" button.
11) After the request to create a new member site has been submitted, the Member Site Admin will review the request. They will review applicable business rules and contact the submitting user with any follow-up questions.
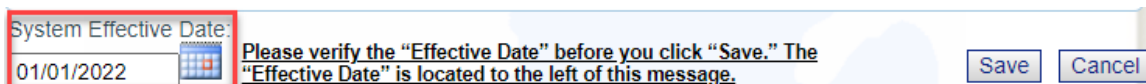
How to Remove a Member Site

Member sites can also be removed from an entity and should be removed when an entity no longer sponsors a site. To remove a member site, log into the EEM through MILogin for Third Party, and follow these steps:

1) Select "List of Entities" under the "My Entities…" drop-down menu.
2) Select the entity the member site belongs to from the list of entities.
3) Click "Edit Entity."
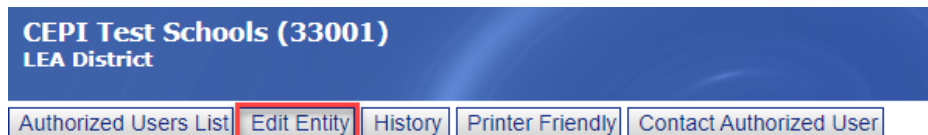
4) Go to the lower left corner of the page and enter the applicable date in the "System Effective Date."

5) Click the "Member Sites" tab at the bottom of the page. Find the member site you would like to remove and click the "Remove" button next to it.
  a) You can remove multiple member sites by clicking the "Remove" button for each one.

6) Once all member sites have been removed, click the "Save" button.
7) After the request to remove a member site has been submitted, the member site Admin will review the request. They will review applicable business rules and contact the submitting user with any follow-up questions.

My request to add, create, or remove a member site was denied. What do I do now?

The EEM authorized user will receive an email from the Member Site Administrator indicating why the request was denied. If necessary, follow the instructions given by the Member Site Administrator to resubmit the request with the corrected information. Otherwise, no further action is required.

If you have any questions about adding, creating or removing a member site, please send an email message to mde-eem-administrator@michigan.gov. Please provide your name, entity code and entity name, telephone number (including area code and extension), your email address and your specific questions.

My request to add, create, or remove a member site was approved. Do I need to do anything else?

If the request to add, create, or remove a member site is approved, the change will go in effect on the system effective date after the request is processed by a Member Site Administrator. You should visit the entity page and click on the Member Sites tab to verify all changes were processed correctly. If you have any questions, please send an email message to mde-eem-administrator@michigan.gov. Please provide your name, entity code and entity name, telephone number (including area code and extension), your email address and your specific questions.