

# Center for Educational Performance and Information

## Submitting Your Head Start Data

Last Updated: 12/27/2023

### Questions:

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## Submitting Your Head Start Data

Follow these steps to submit Head Start participation data to CEPI in the [Michigan Student Data System](#). Supporting detail with screen shots can be found in the [Appendix](#).

- [Step 1](#): Locate the code assigned to your entity in Educational Entity Master (5-digit district code or 9-digit agreement number).  
*Note: [EEM](#) is a repository for entity information, and [MSDS](#) is a repository for student information.*
- [Step 2](#): Ensure staff who will submit have the correct access. Check your authorized users by contacting CEPI customer support. If needed, request access using the security forms on the [MSDS web page](#) of the CEPI website.
- [Step 3](#): Obtain or validate a Unique Identification Code for each of your children. Information on completing this process can be found on the [Request for UIC web page](#).
- [Step 4](#): Once all children have a UIC, submit data in the current MSDS EC collection. More information on the EC collections are available on the [EC collections web page](#). Options for submitting student data in MSDS:
  - ❖ Manually enter children into the current EC Collection in the MSDS.
  - ❖ Input information in the Macomb ISD MSDS software, export the XML file, then upload into the current MSDS EC Collection. MISDmsds is a free product provided by Macomb ISD to assist with bulk uploads. The software and documentation are available on the [Macomb ISD website](#).
  - ❖ If your entity is affiliated with a school district or ISD, work with your MSDS contact to coordinate submission.
- [Step 5](#): Complete the Quality Review process before the collection's certification deadline. Use system reports and data quality snapshots to ensure the data submitted are correct. Collection dates are available on the [CEPI Calendar](#).
- [Step 6](#): Certify your collection to complete your data submission.

For additional guidance on inputting children into your collection, the [MSDS District User Training Guide](#) is another good reference document.

### Questions?

Contact CEPI customer support or Cynthia Derby with questions about this checklist. Contact the Macomb ISD Help Desk with questions about the MISDmsds software.

Contact	Email	Phone
CEPI Customer Support	<a href="mailto:CEPI@michigan.gov">CEPI@michigan.gov</a>	517-335-0505, x3
Cynthia Derby	<a href="mailto:derbyc@michigan.gov">derbyc@michigan.gov</a>	517-335-8125
Macomb ISD Help Desk	<a href="mailto:help@misd.net">help@misd.net</a>	586-228-3399

## Appendix

### Step 1.

You can perform a Quick search in EEM by inputting any of the **Search by Characteristics** available and clicking the **Search** button.

Michigan.gov Home | CEPI Home | User Guide | Help | Contact CEPI | Glossary | Log Off

EEM Profile: CEPI Analyst | EEM-Search Go A- | A+

EEM Home > Entity Quick Search

### Entity Quick Search

\* = Required

Search By Code

Search By Characteristic

**Search by Characteristic**

Choose Type of Entities:

- Any Entity Type
- Higher Education College/University
- Higher Education Department/School
- Higher Education Non-Instructional Ancillary Facility
- Independent Technology School
- ISD District

Entity Name Contains:

Located in County:

Located in City:

Zip Code starts with:

Status:

All Open includes open-active, open-under construction, open-vacant/empty, and closed-pending

Below is a screen shot of the results for a search by **Entity Name Contains**. You may narrow your search by selecting to search by multiple characteristics. See the [EEM User Guide](#) for additional assistance.

EEM Home > Entity Quick Search

### Entity Quick Search

**Your search yielded 3 result(s).**

\* = Required Filter..

Entity Name contains East Lansing

Name	Entity Code	Parent	Type	County	City
<a href="#">City of East Lansing-East Lansing Public Library</a>	990006248		Other Non-School Recipient	Ingham	East Lansing
<a href="#">East Lansing High School</a>	01025	East Lansing School District	LEA School	Ingham	EAST LANSING
<a href="#">East Lansing School District</a>	33010	Ingham ISD	LEA District	Ingham	East Lansing

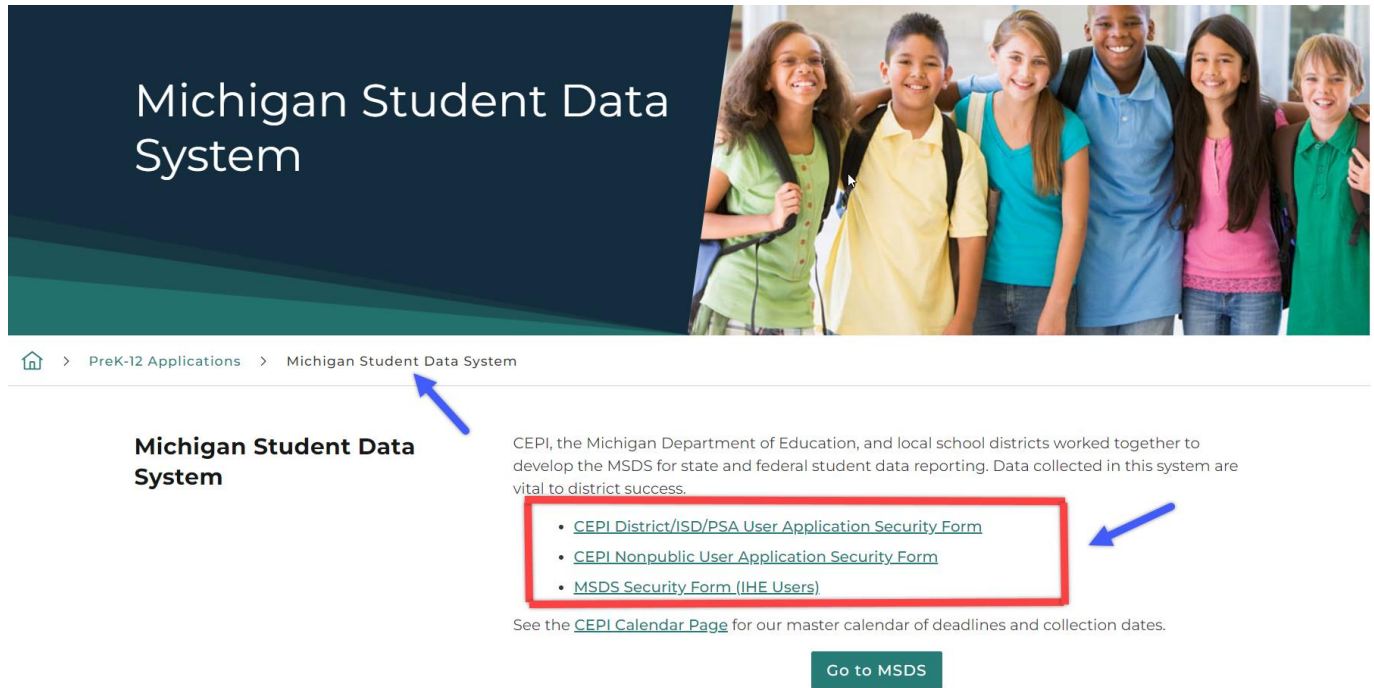
Items per page: 10 Page 1 of 1 Excel Export

= Closed Entity.

**Step 2.**

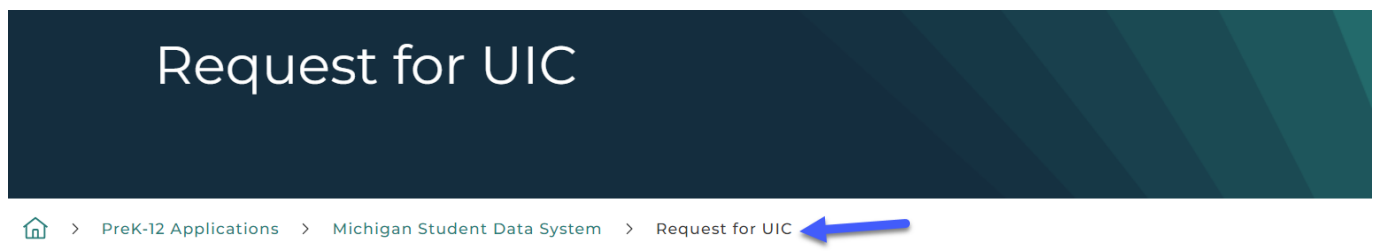
You may check your authorized users for EEM and MSDS by calling or emailing CEPI customer support. Access can be requested using the security forms on the [MSDS web page](#).

The screen shot below directs you to where you will find the security agreement form links on the CEPI website.



**Step 3.**

Access the Request for UIC collection web page. Reference the Frequently Asked Questions section for additional information and advice on handling UICs.



## MSDS Request for UIC Collection

### Submitting Your Head Start Data

The Request for UIC collection in the MSDS allows school districts to obtain or validate Unique Identification Codes for their students.

If a student's UIC is unknown, submit that student's record without a UIC (UIC field would be blank).

To validate a student's UIC, submit that student's record with a UIC. Validating a student's UIC ensures that the correct UIC has been assigned to that student's record.

- [CEPI District/ISD/PSA User Application Security Form](#)
- [CEPI Nonpublic User Application Security Form](#)

See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

[Go to MSDS](#)

⊕ Manuals

⊗ Help and Training

- [Frequently Asked Questions About UICs](#)



### Step 4.

Learn more about the Early Childhood Collection from the CEPI website. You can also link to the MSDS login page from here.

[Home](#) > [PreK-12 Applications](#) > [Michigan Student Data System](#) > [Early Childhood](#)



## MSDS Early Childhood Collection

Early Childhood Collections are used to report specific programs in which early childhood students are participating. Data submitted in the Fall Early Childhood Collection are used with other MSDS data to report fall preschool student headcounts. The Michigan Department of Education plans to use the Great Start Readiness data reported in the spring collection. Data collected in the early childhood collections are also reported to the U.S. Department of Education.

In each early childhood collection you should report any child who received program services during the reporting period. We encourage you to report all children, but you are only required to report children participating in the Great Start Readiness Program, GSRP/Head Start Blend, Sec. 32p Early Childhood Block Grant, or Section 32p(4) Home Visitation programs. Do not report *Early On*® students in this collection.

Michigan law states that ISDs are the fiscal agents for the GSRP programs. ISDs are responsible for ensuring these data are reported in MSDS. These programs must work with their ISD to ensure complete and accurate reporting.

Data may be reported for any child who received services at any time during the reporting period for one of the early childhood programs listed in the collection. Each reporting period must be certified on or before its certification date.

- [CEPI District/ISD/PSA User Application Security Form](#)

See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

[Go to MSDS](#)



**Step 5.**

Once you confirm your data are correct and error free, complete Quality Review within your data Staging Area of MSDS.

Select your filter criteria...

Submitting Entity: Hillsdale ISD (30000)  
Collection: Early Childhood EOP 2017-2018

Total Records - 262 Quality Review

Validation Status	
Errors Exist	0
Error Free with Warnings	0
<a href="#">Error Free with No Warnings</a>	262
Pending Validation	0
Processing Validation	0
Validation Failed	0

Validation Reports

Select a report: [v]  
Select a format: [v]  
[Run Report](#)

UIC Resolution Status	
Requires Resolution	0
<a href="#">Match Found</a>	262
Used Previous Resolution Result	0
New UIC Generated	0
New UIC Requested	0

UIC Resolution Reports

Select a report: [v]  
Select a format: [v]  
[Run Report](#)

**Step 6.**

Once Quality Review is complete and all issues resolved, your final step is to certify your collection.

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Michigan.gov Home CEPI Home STARR Home MSDS Home User Guide Help Contact CEPI Glossary Log Off

MSDS Profile: QA - Local Super User A- | A+

SDS Home > Staging Area Overview > Certify Collection

### Certify Collection

**i** Quality Review is complete. Identified 0 outstanding items.

Collection: Early Childhood EOP 2017-2018  
Submitting Entity: [redacted]

Certification Start Date: 05/01/2018  
Certification End Date: 08/16/2018  
Certification Status: Error Free  
Errors:  
Warnings:

By Checking this I confirm that this information is valid and correct to the best of my knowledge.

[Certify](#) [Cancel](#) [Download Dataset](#)