

CEPI Helpful Hint: Reporting Data in the Early Childhood Collections

Last Updated: August 2018

This document outlines common questions CEPI receives regarding the Early Childhood collections. For more detailed information on the programs and characteristics collected, why they are collected, and reporting requirements, please reference the Michigan Student Data System Collection Details Manual for the current school year. The manual is found under the “Manuals” tab of the [EC web page](#) of the [CEPI website](#).

How do I report the fiscal entity for my program?

The entity submitting data is not always the fiscal entity. There are two characteristics to specify fiscal entity information: Fiscal Entity Code and Fiscal Entity Type Code.

The **Fiscal Entity Code** is a state-assigned code identifying the entity receiving funding directly from the state to provide programs and/or services to the student/child reported. The fiscal entity may or may not be directly providing the services to the student/child. This code must be either a five-digit entity code for a school district or a nine-digit agreement number for an organization, as identified by the Fiscal Entity Type Code and by the Educational Entity Master.

The **Fiscal Entity Type Code** is the category to which the fiscal entity belongs within EEM. Choose the correct code from the list of values (“A” for Agreement Number or “D” for District).

For more information:

- Visit the MSDS Collection Details Manual for the current school year
- For questions regarding your Fiscal Entity Code, contact CEPI customer support

How do I report a child who has switched programs?

Data for both EC programs should be entered by the entity(ies) responsible for the programs/services. It is required that program information be reported for children participating in GSRP, GSRP/Head Start Blend, 32p Early Childhood Block Grant and 32p(4) Home Visitation programs. Please see this example to better assist you:



Joey is a child who was in a GSRP program (EC Program code 01). He then was switched to a GSRP/Head Start Blend program (EC Program code 02).

Joey must be reported with an EC Program Start Date and EC Program End Date for GSRP, and with a new EC Program Start Date for GSRP/Head Start Blend, and EC Program End Date if applicable. Be sure to include other required characteristics.

Follow these reporting guidelines:

- If both of Joey's programs are managed/reported by your entity, you will need to report two EC Program Components for Joey's record
 - EC Program Component 1: GSRP Services:
 - Enter information about the services the child received, with EC Program code 01
 - **Start date:** Equals the day the child *first* received GSRP services
 - **End date:** Equals the day the child *last* received GSRP services
 - EC Program Component 2: GSRP/Head Start Blend Services:
 - **Start date:** Equals the day the child *first* received GSRP/Head Start Blend services
 - **End date:** Equals the day the child *last* received GSRP/Head Start Blend services

- If only one of Joey's services is managed/reported by your entity, report one EC Program component for Joey's record with information about the services he received. It may be necessary to collaborate with the other program to ensure the data both entities submit do not overlap.

How do I report a child receiving services from multiple EC programs under my entity?

Using online data entry, you may report a student in multiple programs by simply adding an additional Programs Component from the *Add Component* selection area for each additional program to be included.

Staging Area Maintain

Required
 Submitting Entity: Early Childhood Entity (123456789)
 Collection: Early Childhood EOP 2017-2018
 PEPE District:
 PEPE Building:

*Last Name: Pooh
 Last Name Suffix:
 Middle Name: The
 *First Name: Winney
 *Date of Birth: 1/1/2014
 *Gender: M - Male
 Multiple Birth Order: 0
 *UIC: 0123456789

Submit Cancel Select Component Add Component

Personal Demographics | **EC Programs**

*Fiscal Entity Type Code: A-Agreement Number
 *FiscalEntityCode: 123456789
 School or Facility: 12345
 Provider License Number: AB123456789
 EC Comment:
 *EC Program: 04-Title I Preschool
 *ECProgStartDate: 9/1/2017
 *EC Delivery Method: 1-School Based
 EC Delivery Schedule: 05-School-Day 4 Days Per Week
 Federal Poverty Level Quintile: Please Select

Additional Eligibility Factors:
 02-Diagnosed disability or identified developmental delay
 03-Severe or challenging behavior
 04-Primary home language other than English
 05-Parent/guardian with low educational attainment

Qualifying Factors:
 A-Homeless
 B-Foster Care
 C-Qualifying IEP
 D-None

Working Parents: Select Yes/No
 ECProgEndDate: 4/1/2018
 ECProgExitReason: 063-Program Completed

When you add a new EC Programs Component, the original EC Programs Component will remain in the student record and a new component will display, ready for data entry.

Submit Cancel Select Component Add Component

Personal Demographics | EC Programs | **EC Programs - 2**

*Fiscal Entity Type Code: Please Select
 *FiscalEntityCode:

Added component tab

Each time you add an EC Programs component, the system adds a new tab with a number in the title indicating the order in which it was added. In this case, "Programs - 2" indicates that this is the second Programs Component for this student record. If you add a component and then later wish to delete it, click on the red box with the "X" located in the upper right corner of the component tab. For more tips on working with the MSDS, please refer to the [MSDS District User Training Manual](#).

Does the Michigan Department of Education allow a child to be taught in the morning in one program and another program in the afternoon?

In most cases, a child should not be enrolled in two EC programs concurrently. However, there can be exceptions depending on the program.

Per MDE, a child in a school-day GSRP program cannot receive a partial day in any other funded classroom program (Head Start, Title I, Special Education full FTE). The blended GSRP/Head Start (school-day) is recorded as program code "02." There are circumstances where a child can attend a part-day GSRP program and part-day Early Childhood Special Education program.

If you have questions regarding the serving of children in multiple programs, please contact the MDE Office of Great Start at 517-373-8483.

How do I correct a child's record that my entity incorrectly reported in a previous collection within the school/program year?

Entering the child with the exact same details as previously reported, with an end date the same as the start date, will effectively "remove" the child from that program. However, reports that were produced before the data were corrected will not be retroactively appended. If the child is still receiving services, remember to report the child with the correct EC Program information in a separate EC Programs component.

Please note: It is important to report and exit children correctly, as not doing so can:

- Cause confusion about the nature of services provided. Program end dates identify when children transition between types, amounts, or frequencies of service (e.g., part time vs. full time). Reports and analyses that use these data are most accurate when end dates are reported.
- Create false gaps/overlaps in a child's history. Longitudinal analyses which consider children's early childhood experiences could be impacted by these patterns.
- Result in children being counted as participants beyond their actual service dates. For example, this happens when children from a prior school year are accidentally re-submitted during a current school year collection without end dates. These records are considered "active" and are included in child counts for that collection (e.g., fall or spring) and that program year.

For more information on Early Childhood, please reference the EC collections web page. You will find beneficial information about EC collections, links to the MSDS Collections Details Manual, help and training documents, as well as the business rule matrix and other technical material.

For policy questions please contact the Michigan Department of Education, Office of Great Start at 517-373-8483.