

# Head Start Demographics Application Instructions Fiscal Year 2024

## **Accessing the Application**

A Michigan Educational Information System (MEIS) account is required for NexSys access. If you have used MEGS+ in the past at your current or a different organization, you already have a MEIS account. If you think you might already have an account, use the link below and follow the options to check. If you have never used MEGS+ and are sure you do not already have a MEIS account, you can create one here: [MEIS](#). Use the same link if you have forgotten your MEIS number.

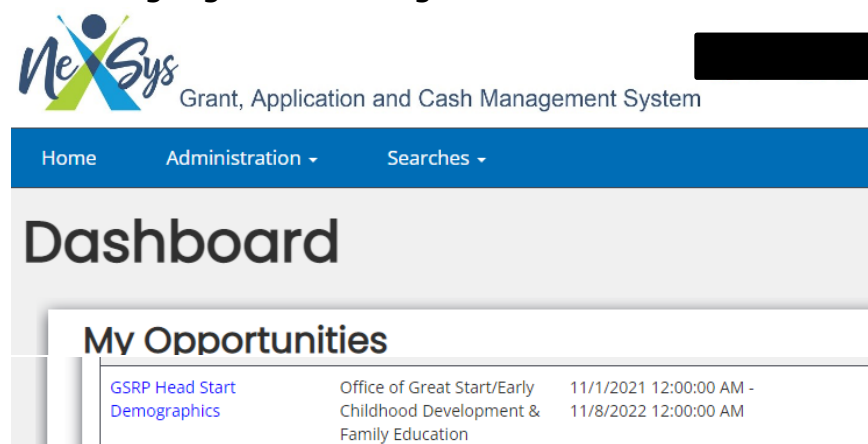
New NexSys users will first need to create a MiLogin Third Party account. Guidance on creating a MiLogin account can be found at the Michigan Department of Education [Great Start Readiness Program \(GSRP\) homepage](#) by clicking the "Creating a MiLogin Account" link.

Once you have access to NexSys, an Authorized Official (Level 5 NexSys user) from your organization will need to assign you to the Head Start Demographics Application. Each organization is allowed only two Authorized Officials; this is typically a person who is legally authorized to sign contracts for the organization. The authorized official will also need to initiate the application via the first step described below.

**\*Receiving access is a multi-step process. Please complete the process well before the deadline.**

## **Locating and Completing the Application**

Once you have logged into NexSys, you will see the Dashboard with "My Opportunities" available. Scroll down to the GSRP Head Start Demographics and click the blue highlighted wording.



The screenshot shows the NexSys interface. At the top left is the NexSys logo with the tagline "Grant, Application and Cash Management System". To the right of the logo is a black redaction box. Below the logo is a navigation bar with "Home", "Administration", and "Searches" (all with dropdown arrows). The main content area is titled "Dashboard". Underneath, there is a section titled "My Opportunities" which contains a table with one row highlighted in blue. The table has three columns: Opportunity Name, Department, and Dates.

Opportunity Name	Department	Dates
<a href="#">GSRP Head Start Demographics</a>	Office of Great Start/Early Childhood Development & Family Education	11/1/2021 12:00:00 AM - 11/8/2022 12:00:00 AM

# Head Start Demographics Application Instructions Fiscal Year 2024

The pop-up screen below will appear. Use the drop-down arrow to select the Head Start agency you are completing the application for.

**GSRP Head Start Demographics**

Provided By: Office of Preschool & Out-of-School Time Learning

Provided To:

NexSys Reports Availability Dates: 8/18/2022 12:00:00 AM - 8/18/2023 12:00:00 AM

Due Date: N/A

**Proceed** **Cancel**

\*After the application is initiated, in future sessions it will be found under 'My Tasks.'

The Document Overview screen will appear. From this screen, you will find the required forms to be completed for the Head Start Demographics. All the forms in green and blue menu to the left that have the empty box next to them are required to be completed prior to submission.

**GSRP-2024-47000-00007** **Document Overview** New Note

**Forms**

- Cover Page
- Important Information
- General
- Head Start Enrollment
- Identify Intermediate School Districts Served by Head Start Grantee and Delegate Agencies

**Template:** GSRP Head Start Demographics

**Instance:** GSRP Head Start Demographics

**Process:** NexSys Reports

**Document Name:** GSRP-2024-47000-00007

**Document Status:** Report In Progress

**Organization:** Livingston ESA - 47000

**Your Role:** Authorized Official (5)

**Period Date:** 8/18/2022 12:00:00 AM - 8/18/2023 12:00:00 AM

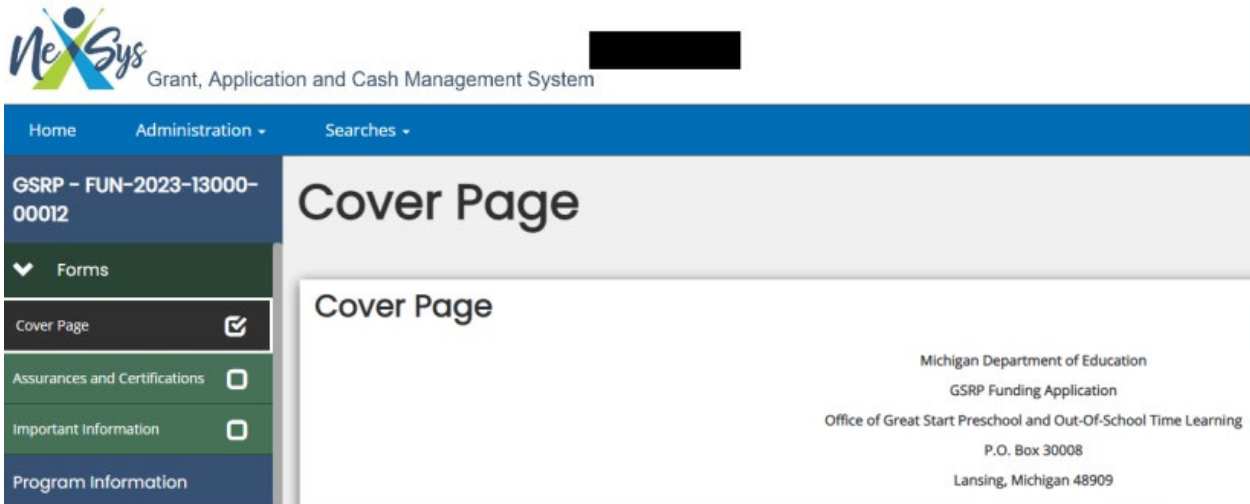
**Progress Bar:**

- Report In Progress
- Submit Report
- Review In Progress
- Modifications In Progress
- Modifications Submitted
- Report Accepted
- Administrative Review Complete
- Modifications Required
- Report Not Acceptable
- Amendment In Progress
- Amendment Submitted

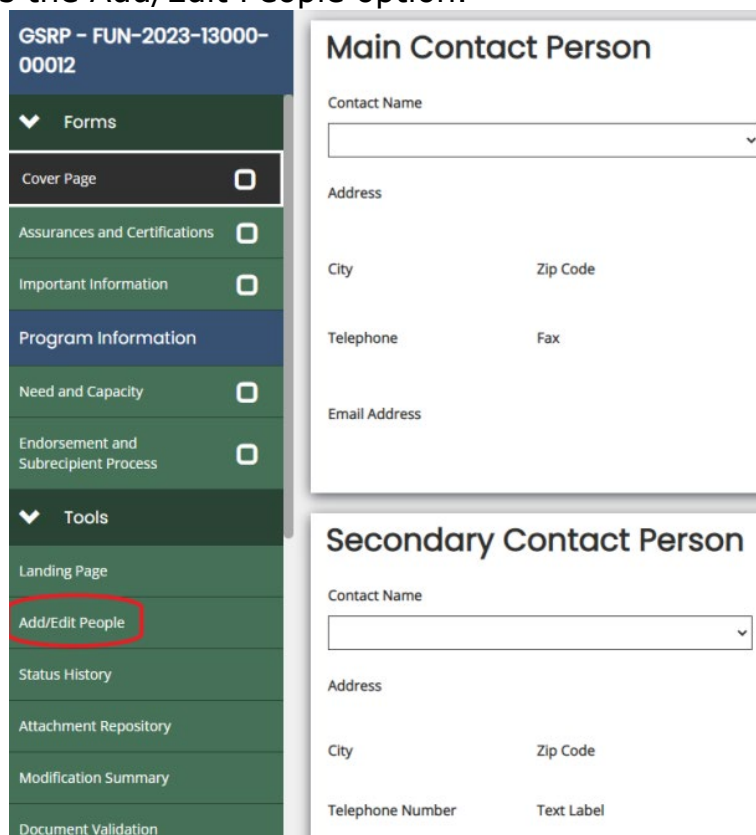
## **Cover Page**

Start on the Cover Page. Scroll down to find the space to enter a Main Contact Person and Secondary Contact Person. The main contact must be completed. If the individual you are looking for isn't available in the drop-down options, you will need to Add/Edit People as described below.

# Head Start Demographics Application Instructions Fiscal Year 2024





On the left side of the screen, use the scroll bar to the Tools section. In the Tools Section is the Add/Edit People option.



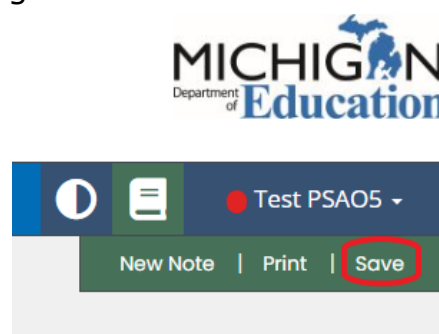
# Head Start Demographics Application Instructions Fiscal Year 2024

From the Add/Edit People screen you will find all individuals that currently have access to NexSys within your agency. Use the edit option to add additional individuals to the application.

▼ People Assigned to this Document +

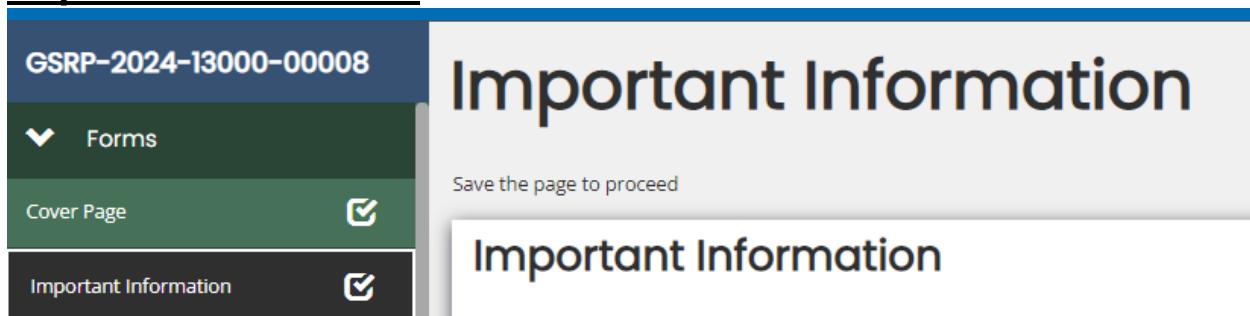
Person	Organization	Role	Active Dates	Assigned By	Notes
[REDACTED]	[REDACTED]	Authorized Official (5)	06/15/22 -	Grant System	
CTEAO, Test	[REDACTED]	Authorized Official (5)	06/15/22 -	Grant System	

After you have selected a Main and possibly a Secondary Contact Person, click Save in the upper right corner.



After you have saved the Cover Page, you will now see a checkmark in the box on the left for that form indicating that it is complete.

## **Important Information**



The screenshot shows a sidebar on the left with the following items:

- GSRP-2024-13000-00008
- Forms (dropdown arrow)
- Cover Page
- Important Information

The main content area displays the title 'Important Information' and the instruction 'Save the page to proceed'. Below this, there is a preview of the 'Important Information' form.

For the Important Information form, you will need to open the form and review the information. Once you have reviewed the content of the form, you will click Save in the upper right corner to complete the form.

# Head Start Demographics Application Instructions Fiscal Year 2024

## **Head Start Enrollment**

On this page you will enter the number of 4-year-old children enrolled across the entire program, including any delegate agencies. Take the data from the 2021-22 PIR.

GSRP-2024-13000-00008

Forms

Cover Page

Important Information

General

Head Start Enrollment

Identify Intermediate School Districts Served by Head Start Grantee and Delegate Agencies

Local Education Agency Residents

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

## Head Start Enrollment

**Instructions:**

- Please enter the appropriate number of children, enrolled and funded, by the Head Start grantee and delegate agencies.
- One child may not be reported more than once. In other words, all applicable children must be entered in either #1 or #2, but not both.
- Do not include children exclusively funded by other sources, such as those funded only by tuition or the Great Start Readiness Program (GSRP).

### Head Start Enrollment

\* 1. Report the number of children funded exclusively by Head Start who were enrolled throughout the grantee and delegate agencies as reported in the Program Information Report (PIR) for 2021-22. These children must have been at least four, but less than five years of age, as of September 1, 2021.

\* 2. Report the number of children funded for GSRP/Head Start Blend who were included in the PIR for 2021-22.

3. Click **SAVE**. NexSys will display the total number of four-year-old children enrolled in Head Start on October 25, 2022.

0

\* 4. Is there a plan to discontinue service, significantly reduce service, or close classrooms for the 2023-2024 school year for children who will be at least four, but less than five years of age, as of September 1, 2023? If so, please estimate the number of spaces that will be lost to serve four-year-old children. If not, please enter 0 (zero) in the box.

5. If item #4 reports anticipated loss of four-year-old spaces in 2023-2024, use the textbox below to describe why service may be interrupted.

6. Click **SAVE**. NexSys will enter the difference between items #3 and #4. This is the total number of four-year-olds that the grantee and delegate agencies expect to serve in 2023-2024.

0

1. Enter the number of children who were at least four, but less than five years old on September 1, 2021 AND who were served in a 'straight' Head Start program, i.e. not in a GSRP/Head Start Blend.
2. Enter the number of children who were at least four, but less than five years old on September 1, 2021 AND who were served in a GSRP/Head Start Blend program, as reported in the 2021-22 PIR.
3. When you click SAVE, the total reported in 1. and 2. will be calculated and populated. Please disregard the description on the screen. This is total of the two numbers you entered.
4. This is where you can report any discrepancies between the number of children reported in 1. and 2. and what is being planned for 2023-24. Because of the situations we've all experienced over the past few years, there is likely to be a difference between what was reported on the PIR in 2021-22 and what is planned for next year's enrollment of

# Head Start Demographics Application Instructions Fiscal Year 2024

4-year-olds. Please carefully consider whether the program is planning to serve fewer 4-year-olds in 2023-24. If so, enter the difference between the number served in 2021-22 and the number the program is planning to serve in 2023-24. If no changes are expected, enter 0.

5. Use this space to explain the reasons for any differences reported in 4. For example, the agency is moving to serving more 3-year-olds or the agency has completed an enrollment reduction agreement with the Office of Head Start.
6. This item displays the difference (if any) between the number of children reported in the PIR and the estimated number of spaces planned for 4-year-olds in 2023-24.

At the bottom of this page, you will be able to enter the name and contact information of the Head Start employee MDE can contact if we have questions about the data entered in the application.

\*Make sure you save the page one last time with the SAVE option at the top right of the page before moving to the next page.

## **Identify Intermediate School Districts**

On this page, you will report which Intermediate School Districts are served by the agency and delegate agencies. An ISD should be selected if even one Head Start child is a resident of the ISD.

The screenshot shows a web application interface. On the left is a dark navigation sidebar with a 'Forms' section expanded to show 'Cover Page', 'Important Information', 'General', 'Head Start Enrollment', 'Identify Intermediate School Districts Served by Head Start Grantee and Delegate Agencies', 'Local Education Agency Residents', and 'Tools'. The main content area is titled 'Identify Intermediate School Districts Served by Head Start Grantee and Delegate Agencies'. It includes a 'New Note | Print | Save | Add | Delete' menu at the top right. Below the title are instructions: 'Select an Intermediate School District (ISD) with residents served by this agency from the drop-down box below. Click SAVE. ISD selection will be visible on the Local Education Agency Residents screen. To add another ISD, click ADD, select the next ISD from the drop-down menu and then click SAVE (repeat this process to add each additional ISD). Upon the addition of a second ISD, a folder icon will appear next to the Identify Intermediate School Districts Served by Head Start Grantee and Delegate Entities form to the left. Click on the arrow next to the folder to see a list of added ISDs. Once you have completed entering all of your ISDs you can move to the Local Education Agency Residents page by clicking on the page title in the left navigation panel.' Below the instructions is a form titled 'Identify Intermediate School Districts Served by Head Start Grantee and Delegate Agencies' with a dropdown menu labeled '\* Intermediate School District Served:'.

Use the drop down menu to select the first ISD. You can then use the options at the top right of the page to SAVE the selected ISD and then ADD additional ISDs as needed.

\*Make sure you save the page one last time with the SAVE option at the top right of the page before moving to the next page.

# Head Start Demographics Application Instructions Fiscal Year 2024

## Local Education Agency Residents

NexSys will prepopulate this page with each local school district from each ISD you entered. For each you will enter the number of 4-year-old children from that school district reported as served in the PIR by 'straight' Head Start (left column) and by the GSRP/Head Start Blend (right column).

**Local Education Agency Residents**

**Instructions:**

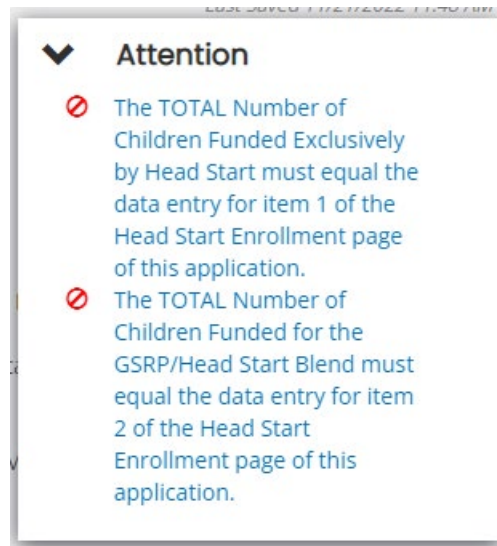
- In the first column, enter the number of four-year-old children reported in item #1 of the Head Start Enrollment page who reside within each Local Education Entity (LEA).
- In the second column, enter the number of four-year-old children reported in item #2 of the Head Start Enrollment page who reside within each LEA.
- Click SAVE to update column totals.
- Click SAVE at top of page to verify accuracy of data entry. Make corrections, if necessary and click SAVE. Repeat until no page errors are displayed.

To submit, click the Submit Application Report Submitted link located under Status Options of the left-side navigation bar. This acts like the Global Errors option from NexSys and will notify you if there are any outstanding issues. Once all errors are corrected, click Report Submitted again and you will then be prompted to confirm that you want to submit the report by clicking OK.

ISD	District	Number of Children Funded Exclusively by Head Start	Number of Children Funded for GSRP/Head Start Blend
		<input type="text"/>	<input type="text"/>

The following messages will appear on the screen until the number of children reported in the left column equals the number reported in 1. on the Head Start Enrollment page and the number of children reported in the right column equals the number of children reported in 2. on the Head Start Enrollment page.

\*You must SAVE the page with the correct numbers before the error messages disappear.

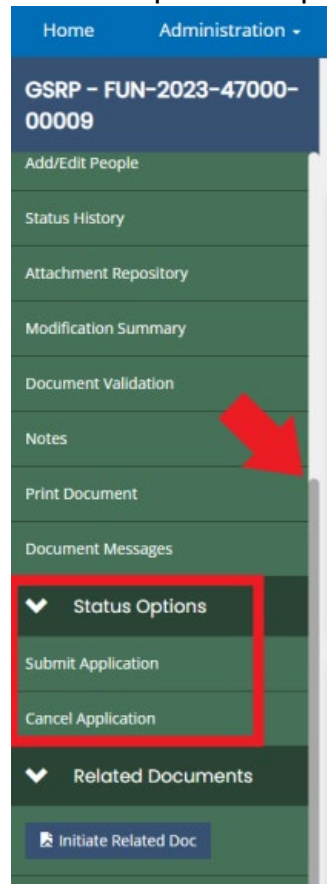


## Submitting the Application

To submit the application, use the green and blue menu on the left side of the screen. You will have to scroll down, see the red arrow below. Find the

# Head Start Demographics Application Instructions Fiscal Year 2024

Status Options section. If you do not see the option to Submit Report, click the arrow next to Status Options to open that portion of the menu.



If you have not correctly completed each page of the application, a pop-up message will provide that information. If this happens, follow the links or use the left-hand menu to navigate to and complete the page(s).

**Document Validation** [Close]

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.


Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Cover Page	Form is required and has not been saved	Yes
Important Information	Form is required and has not been saved	Yes



# Head Start Demographics Application Instructions Fiscal Year 2024

Once all pages are complete and you again click on Submit Report, another pop-up will appear. You may enter a note or leave the box empty. Click OK. You may have to click OK two times.

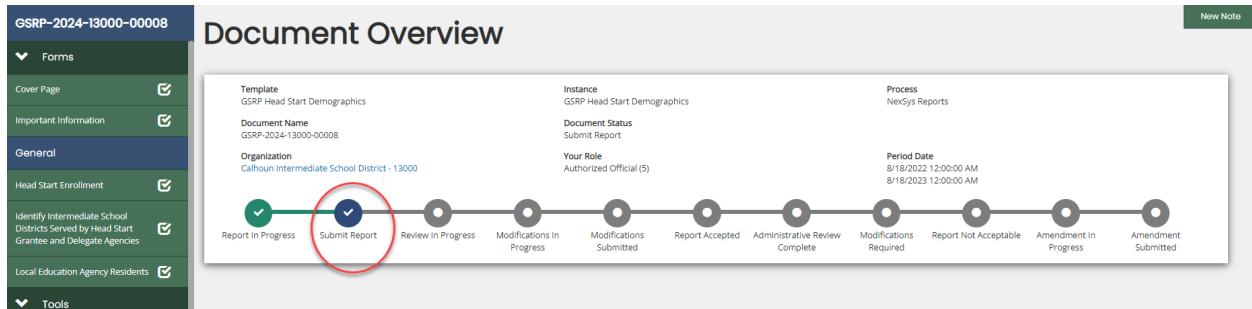


Are you sure that you want to change the status from  
Report In Progress to Submit Report?

Please enter any notes in regards to this status change

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Once submitted, you will notice on the Document Overview screen that the progress bar now indicates Application Submitted. The Head Start Demographics Application process is now complete and available for MDE to review.



**GSRP-2024-13000-00008** New Note

## Document Overview

Template: GSRP Head Start Demographics | Instance: GSRP Head Start Demographics | Process: NextSys Reports

Document Name: GSRP-2024-13000-00008 | Document Status: Submit Report

Organization: Calhoun Intermediate School District - 13000 | Your Role: Authorized Official (5) | Period Date: 8/18/2023 12:00:00 AM

Report In Progress ✓ | **Submit Report ✓** | Review in Progress | Modifications in Progress | Modifications Submitted | Report Accepted | Administrative Review Complete | Modifications Required | Report Not Acceptable | Amendment in Progress | Amendment Submitted