

## Instructions for Completing Personnel Data Spreadsheet for State School Aid Act Section 54d Funds

### General Directions

Download the Personnel Data spreadsheet to a computer. The spreadsheet is available at [www.michigan.gov/earlyon](http://www.michigan.gov/earlyon) and was also attached to the application announcement email message. Save the spreadsheet by adding the intermediate school district (ISD) name to the document name.

Use the spreadsheet to provide information regarding personnel during the 2023-24 *Early On*<sup>®</sup> program year (July 1, 2023 – June 30, 2024).

### Personnel Tab

Enter the ISD Name in **cell B1** near the top of the page.

**Column A** – Enter the names of all personnel who worked with *Early On* children during the 2023-24 program year.

**Column B** – From the dropdown list, select the provider type for the person listed in column A. If the appropriate provider type is not listed, select “Other” and then enter the provider type in column C.

**Column C** – This column is only completed if “Other” is selected in column B.

**Column D** – From the dropdown list, select the highest level of education completed for the provider listed in column A.

**Column E** – From the dropdown list, select the appropriate Michigan Association for Infant Mental Health (MiAIMH) Endorsement level for the provider listed in column A. If the provider does not have a MiAIMH endorsement, select “None.”

**Column F or G** – Enter a figure in either column F to reflect the FTE or in column G to reflect the annual hours for the person listed in column A. Only one of these columns should have an entry.

**Column H** – Select “Yes” if the person in column A provides service to *Early On* only children. Select “No” if the person in column A does not provide service to *Early On* only children.

**Column I** – Select “Yes” if the person in column A provides service to *Early On* children also eligible for Michigan Mandatory Special Education (MMSE). Select “No” if the person in column A does not provide service to *Early On* children also eligible for MMSE.

**Column J** – Select “Yes” if the person in column A is on the Medicaid staff pool list. Select “No” if they are not on the Medicaid staff pool list.

Upload the completed Personnel Data spreadsheet in **Excel format** to the *Early On* Section 54d application as an attachment.