This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008/91990020F0358 with Applied Engineering Management Corporation. Brian Fu served as the contracting officer’s representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

March 2021

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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<tr>
<td>Issue Date:</td>
<td>January 2021</td>
</tr>
<tr>
<td>Security Level:</td>
<td>Unclassified – For Official Use Only</td>
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DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Summary of Change</th>
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<tbody>
<tr>
<td>1.0</td>
<td>January 2021</td>
<td>This is a new technical User Guide for the ESSER Data Collection Tool</td>
</tr>
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</table>
| 1.1            | March 2021 | • Updated the CARES Act Reporting Help Desk email address for ESSER grantees  
• Updated the limited reopen dates  
• Added Section 6.0 – Uploading a LEA or Non-LEA file  
• Reference of “Annual Report” has been changed to “Annual Performance Report” |
PREFACE

This User Guide is intended to assist users of the CARES Act Data Collection Tool. This guide addresses the basic mechanics of the Data Collection Tool system access and navigation for this process as well as the specific steps required to complete the CARES Act Elementary and Secondary School Emergency Relief (ESSER) Fund Annual Performance Report or the Education Stabilization Fund Program Outlying Areas – State Educational Agency (ESF-SEA) Annual Performance Report.

This guide will be updated if major system modifications affect user procedures.

Data entered into the Data Collection Tool are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data (OMB 1820-0749, expires 12/31/2023).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or e-mail ICDocketMgr@ed.gov.
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1.0 Introduction

The Elementary and Secondary School Emergency Relief (ESSER) Annual Performance Report is collected using the CARES Act Data Collection Tool. The Data Collection Tool is a web-based application that allows State Educational Agencies (SEAs) to report information that constitutes the Annual Performance Report for ESSER grantees.

This document is intended to guide users in submitting the ESSER Annual Performance Report. This document is also intended for Outlying Area users in submitting Education Stabilization Fund Program Outlying Areas – State Educational Agency (ESF-SEA) Annual Performance Report.

1.1 Technical Requirements

The system login screen is located on the Education Stabilization Fund Public Transparency Portal.

Before beginning: The Data Collection Tool will work in all browsers, but Chrome is recommended for the best performance.

1.2 Overview

The Department of Education awarded ESSER grant funds to State Educational Agencies (SEAs). The SEAs awarded grants to Local Educational Agencies (LEAs) to address the impact of COVID-19 on elementary and secondary schools across the Nation.

1.2.1 ESSER Annual Performance Report Important Dates

For the reporting period of March 13, 2020 through September 30, 2020, the Data Collection Tool will open on January 5, 2021 at 8:00 a.m. ET and close February 1, 2021 at 11:59 p.m. ET.

Revised! The limited reopen period for the ESSER Annual Performance Report is March 17, 2021, 8:00 a.m. ET through March 31, 2021, 11:59 p.m. ET.

IMPORTANT! To be included in the data quality review and the limited reopen period, a submission of the ESSER Annual Performance Report is required by February 1, 2021. Late submissions will not be accepted and deadline extensions will not be granted.
2.0 Data Collection Tool User Roles

2.1 Types of Users

The ESSER Annual Performance Report collection through the Data Collection Tool supports the following user roles:

**Editor Role:** allows State user to view, enter, and update their own State’s data via the Data Collection Tool. They cannot submit the Annual Performance Report. They can view and download a local copy of the Annual Performance Report.

**Submitter Role:** allows State user to view, enter, update, and submit their own State’s Annual Performance Report. They can view and download a local copy of the Annual Performance Report.

**NOTE!** Your State Director should contact the Help Desk to obtain user names and passwords for additional users or to adjust access levels, when needed. The Help Desk’s contact information is:

Phone: 1-888-OPEPD-10 (888-673-7310)  
Revised! Email: ESSERGEERAnnualReport@ed.gov

The Help Desk is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding Federal holidays.

2.2 Concurrent Users

Multiple users may have access to the Data Collection Tool. If multiple users access the Annual Performance Report at the same time, only the most recent saved updates will be captured by the system. Users should work internally to ensure multiple users are not saving updates to the Annual Performance Report concurrently.
3.0 Logging In and Out of the Data Collection Tool

3.1 Logging Into the Data Collection Tool

To access the Data Collection Tool login screen, go to the Education Stabilization Fund Public Transparency Portal.

**NOTE!** The Data Collection Tool will work in all browsers, but Chrome is recommended for the best performance.

1. Click the login icon button in the top right of the page (see fig. 3.1).

![Figure 3.1 – Login Button on Education Stabilization Fund Public Transparency Portal](image)

2. Enter the assigned Data Collection Tool user name and password into the appropriate fields and click **Login** (see fig. 3.2). See Section 3.1 if you need to reset your password. If you experience issues logging into the Data Collection Tool, please contact the Help Desk.
NOTE! The Data Collection Tool password is case sensitive.

3. A Department of Education approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.3) by clicking the I Accept the Terms button.

3.2 Data Collection Tool Password

3.2.1 Resetting Account Password – Forgot Password

To reset your Data Collection Tool password, click the Forgot Password link on the login screen (see fig. 3.4).
Upon clicking the link, enter the user name and click **Submit** (see fig. 3.5). An automated e-mail will be sent to the user’s e-mail address associated with the Data Collection Tool account and will include a verification code. Return back to the login screen and enter the verification code which will then allow the user to enter a new password.

**NOTE!** Passwords may not be previous passwords and require the following elements: at least 12 characters, one uppercase letter, one lowercase letter, a number, and a special character.

### 3.2.2 Resetting Account Password When Logged In

Select **Change Password** from the navigation dropdown menu to reset the account password after successfully logging into the Data Collection Tool.
Follow the prompts to create a new password by entering the old password (the same one used to log in initially), and create a new password by entering it twice. Click **SAVE** (see fig. 3.6).

![Figure 3.6 – Resetting Data Collection Tool Password](image)

### 3.3 Viewing Account Information

Once logged into your account, click the navigation dropdown menu to access your Data Collection Tool account information (see fig. 3.7).

![Figure 3.7 – Data Collection Tool Dropdown Menu](image)

Select **My Account** to view your user name, role, and state you are responsible for (see fig. 3.8). Additionally, the Help Desk’s contact information is located on the screen at the bottom.

![Figure 3.8 – Data Collection Tool - My Account](image)
NOTE! If the information displayed in the My Account section is inaccurate, contact the Help Desk for assistance.

3.4 Logging Out of the Data Collection Tool

Log out of the Data Collection Tool when edits within the Annual Performance Report are completed to minimize security risks. Before logging out, be sure to save any changes to avoid losing work. To log out, click the arrow icon on the top right-hand corner of the screen (see fig. 3.9).

Figure 3.9 – Log Out Link
4.0 Accessing the ESSER Annual Performance Report

After logging into the Data Collection Tool, the ESF Reporting landing page will be displayed (see fig. 4.1).

To navigate to the Annual Performance Report, click Enter. The Annual Performance Report will open.

![Figure 4.1 – ESF Reporting Landing Page](image)

**NOTE!** A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, click within the Annual Performance Report form, or select Continue when the inactivity warning message is displayed.

4.1 Data Collection Tool Features

Each page within the Data Collection Tool contains the following features (see fig. 4.2):

- **A. Instructions:** Provides general information regarding ESSER reporting, including due dates and applicable reporting periods
  - To open and close the instructions, click on the Instructions bar
- **B. Burden Statement:** Full text of the Burden Statement
  - To open and close the instructions, click on the Burden Statement bar
- **C. Section Numbers:** A list of sections within the report
  - To navigate between sections, click the desired number
- **D. Status Indicator:** Shows the current status of the Annual Performance Report
  - Not Started: Annual Performance Report has not been started
  - In Progress: Annual Performance Report has been saved at least once
  - Submitted: Annual Performance Report has been submitted
    - Only a user with Submitter privileges can submit the Annual Performance Report
- **E. Last Modified:** Shows who last modified the report including the date and time it was modified
F. **Section Navigation Menu:** A blue highlight indicates what section the user is on.
5.0 Navigation and Data Entry Tips

The Annual Performance Report consists of General Information and four (4) numbered sections, one of which is the Review and Submit page.

5.1 Navigating Pages

To navigate to a list of Annual Performance Report sections, click the Enter button under Access Form on the ESF Reporting landing page. (see fig. 5.1).

Users can navigate to previous and subsequent pages sections while completing the ESSER Annual Performance Report by selecting the Next and Previous buttons at the bottom of each page (see fig. 5.2).
5.2 Saving and Resetting Data Entry Responses

Users can save the ESSER Annual Performance Report data entry responses by selecting **Save & Continue** at the bottom of the page. Users can exit and log back in at a later time to return to the Annual Performance Report (all previously entered and saved responses will appear).

Once any change has been made within a section, the **Reset, Save, and Save & Continue** buttons will become enabled (see fig. 5.3).

The **Reset** button will revert any changes made to the current page **only**.

![Figure 5.3 – Click Save or Save & Continue](image)

**NOTE!** If either the **Previous, Cancel, Next** or **Reset** buttons are clicked prior to clicking the **Save** or **Save & Continue** button, a pop-up message will display to warn the user they are navigating away without saving (see fig. 5.4).

If the **Leave without saving** button is clicked, changes made since clicking **Save** or **Save & Continue** are undone. If the **Stay** button is clicked, the changes are still present but have not been saved.

![Figure 5.4 – Unsaved Changes Warning Message](image)
5.3 Data Entry Response Types

Data is entered into the Annual Performance Report in the following ways:

- **Manual Data Entry**: Data should be entered using the options available in the Data Collection Tool.
- **Toggle Buttons**: Questions responded to by selecting the *Yes* or *No* buttons.
- **Prefilled Data**: The system will prefill data for the reporting period of March 13, 2020 through September 30, 2020 from the U.S. Department of Education’s G5 System and the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System.
- **Auto-Calculated**: The system will calculate the value for the data element.
- **Cascading Questions**: Sets of questions that result in additional questions depending on the response to the previous question.

### 5.3.1 Manual Data Entry

For sections within the Annual Performance Report that require text responses, the character limit for most text fields is 300 characters. The character limit is displayed below each text field.

To validate that the response does not exceed the 300 character limit, you can use the *with spaces* count in Microsoft Word, or enter the text into Notepad++, which will count the characters accurately using plain text. From there, copy and paste the text into the Data Collection Tool comment box.

**NOTE!** Text responses will be saved as plain text, with no formatting, so do not devote time to formatting the text sections in Word.

If a field collects a percentage, please enter only the numerical value. The Data Collection Tool will prevent text being entered in a numerical field. If data type formats are not entered correctly, a validation error will appear. Data on the page may not be saved if this occurs. Correct these before navigating away from the page to avoid a loss of work.

### 5.3.2 Toggle Buttons

The first question in the Annual Performance Report requires a *Yes* or *No* response using toggle buttons. The *Yes* or *No* buttons will default as white and will turn dark blue when selected. To respond:

1. Click the *Yes* or *No* button to respond (see fig. 5.5).
5.3.3 Prefilled Data

Data is prefilled into the following pages as noted below. Unless an exception is noted, data will not be refreshed in the system after being prefilled.

- **General Information**: All information is prefilled from G5.
  - The total grant amount allocated to the State Educational Agencies and the total amount of the grant expended by the State Educational Agencies are prefilled from G5 and non-editable.
  - The State Director’s position and phone number can be manually updated. If this individual has changed, please contact the Help Desk.

- **Section 2**: Local Educational Agencies (LEAs) submitted in FSRS will be displayed in this section with the LEA name, DUNS number and amount awarded prefilled from FFATA.

- **Section 3**: Non LEAS submitted in FSRS will be displayed in this section with the Non LEA name, DUNS number and amount awarded prefilled from FFATA.
5.3.4 Auto-Calculated

The system will calculate the value for the data element including percentages and totals (see fig. 5.6).

![Figure 5.6 – Auto-Calculating Percentages](image)

5.3.5 Cascading Questions

Cascading questions are sets of questions that result in additional questions depending on the response to the previous question (see fig. 5.7).

**NOTE!** For all cascading questions, the first question is required (indicated so by an asterisk).

![Figure 5.7 – Cascading Questions](image)
6.0 Uploading a LEA or Non-LEA Entity File

The Data Collection Tool offers a file upload option in lieu of adding subgrantee data manually. These instructions provide a high level overview of the file upload process. For detailed instructions and supplemental information, review the ESSER File Upload Instructions located on the Grantee Help Page.

**NOTE!** In order to use the file upload option, the Excel template file provided by the CARES Act Reporting Help Desk must be used. Please contact the Help Desk if an additional copy of the state-specific template is needed.

1. Navigate to Section 2 – LEAs of the Annual Performance Report (see fig. 6.1).

![Figure 6.1 – Section 2 LEAs](image)

2. Select the File Upload toggle and an Upload File button will appear (see fig. 6.2). Select the Upload File button followed by selecting the completed LEA Excel file named “XX ESSER Upload Template - LEA.xlsx” from your computer.

**NOTE!** XX should be replaced with your state abbreviation.
3. Once the file is successfully uploaded, the online screen will display the file name, file size, last modified date and time and the uploaded by user’s email address (see fig. 6.3). You can remove the uploaded file at any time using the “Remove” control button.

4. Upon uploading, a system-generated confirmation email will be sent to the user who uploaded the data file with information on whether or not it was a successful upload and any data quality edits that were triggered.

5. The file upload capability is also available for Section 3 - Non-LEAs.
7.0 Submitting the ESSER Annual Performance Report

After all sections are completed, navigate to Section 4 to review all data entered. If data is incorrect, navigate back to the section and update accordingly.

Once all data is confirmed, the user assigned the Submitter role will have the ability to select **Submit** to officially submit the ESSER Annual Performance Report (see fig 7.1).

![Submit Button to Submit Annual Performance Report](image)

Figure 7.1 – Submit Button to Submit Annual Performance Report

After the **Submit** button is clicked, the user will be presented with a confirmation email advising that once submitted, the form will no longer be available to edit. To fully submit, users will need to click **Submit** on this window (see fig. 7.2).

![Submit Confirmation Window](image)

Figure 7.2 – Submit Confirmation Window
Once the form is submitted, users can view responses, but cannot make any changes (see fig. 7.3).

![Form After Submission](image)

**IMPORTANT!** The ESSER Annual Performance Report may not be resubmitted. Once a submission is made within the Data Collection Tool, that submission will be marked as final and the report will be in read only view. Please ensure data are accurate and complete before submission.
8.0 Exporting Submitted Data

To generate a .csv file/data extract of the Annual Performance Report responses at any point during data entry, navigate to the Review section (see fig. 8.1).

![Figure 8.1 – Review Section](image)

Select the **Export Data** button at the bottom of the screen (see fig. 8.2) and follow the browsers prompts to download and save a copy locally.

![Figure 8.2 – Submitted Document](image)

**NOTE!** An extract of responses is available for download at any point during data entry from the Review section.
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