Center for Educational Performance and Information

COVID-19 Learning Plan Monthly Submission

Frequently Asked Questions

Last Updated: 4/12/2021

Questions:
Email: cepi@michigan.gov

General Questions

Q: What is the COVID-19 Learning Plan Monthly Submission?

A: Per Public Act 165 of 2020, districts must re-confirm their extended COVID-19 learning plans at a meeting of the board. After the board approves this plan, the district must report to CEPI the following:

- The instructional delivery method
- How instruction will be delivered for each grade level offered by the district, including pre-kindergarten
- Whether or not the district is offering higher levels of in-person instruction for English language learners, special education students or other special populations

This information must be submitted monthly through the Michigan Department of Education's Grant Electronic Monitoring System/Michigan Administrative Review System and can be accessed through the Monthly Questionnaire. Each month, the questionnaire will be updated, and a new survey will be made available.

Answers to their survey are provided to the public via the Extended COVID-19 Learning Plan Dashboard on MI School Data as well as through MSU's EPIC COVID-19 Education Policy report. These reports are updated monthly, roughly a week after the submission closes.

Q: Who needs to complete the submission?

A: Per Sec. 98a (1) of the State School Aid Act, all districts must re-confirm monthly how instruction is going to be delivered during the 2020-21 school year. This includes LEA and PSA districts. However, districts that operate as Cyber Schools (as defined by section 5-0-C of the Pupil Accounting Manual), and nonpublic schools are excluded from this requirement. ISD districts are not required to submit, but those that are providing instructional services may optionally report.

Q: Do I need a special login to complete the submission?

A: Beginning with the February submission, all submissions require a MEIS login. If you do not have a MEIS account, you can request one through MDE's Create a New MEIS Account page. A MEIS account allows users to save incomplete submissions, correct a submission prior to the deadline and view the status of their submissions.

Q: When must my district submit our re-confirmed COVID-19 Learning Plan?

A: All re-confirmed extended COVID-19 learning plans are due by the fifth business day of the month for which the plan will be implemented. Each survey will be made available at least 10 business days prior to the due date.

Q: What do we submit if our school board does not meet until after the deadline?

A: Districts must report the last plan the school board recertified. For example, if the submission is due January 8, but the board does not meet until January 12, then the district would report the plan as of January 8.

Q: What do we do if we do not complete the survey before the deadline?

A: Districts who do not complete the survey by the fifth business day of the month will be designated as noncomplying and their district name will be shared with MDE's Office of Financial Management.

If you know your district has missed the deadline, send an email to cepi@michigan.gov with your district name, district code, the month of the submission you did not complete, and the MEIS account (ID and contact name) of the person responsible for completing the survey. Additional instructions on how to complete the missing submission will be sent to the MEIS account you send.

Q: My district name is not appearing in the list of LEA/PSA districts. How do I submit a response?

A: When the next month's survey is made available, CEPI also reopens the previous submission window for districts that did not complete it by its original due date. In that case, the drop-down menu only includes the districts that did not complete the survey. If your district's name is not appearing, make sure you have selected the most recent survey.

If your district's name still does not appear on the most recent survey, please send an email to cepi@michigan.gov with your district name, district code and the month of the missing survey.

Q: Do we still need to complete the survey each month if we have not had any changes to our Extended COVID-19 Learning Plans?

A: Districts must complete the survey each month, even if there were no changes to their extended COVID-19 learning plans. If there were no changes, districts just need to confirm there were no changes by answering "No" to "Have there been any changes in the mode of instructional delivery in your LEA/PSA since last month?" In such a case, the district does not need to re-enter their instructional delivery method and can simply submit their response.

Q: How do we report temporary changes to our Extended COVID-19 Learning Plans?

A: Districts must report the plan as recertified by their local board of education. They do not report how the district ended up providing instructional services after the board re-confirmed the plan. If a district makes temporary changes to how they
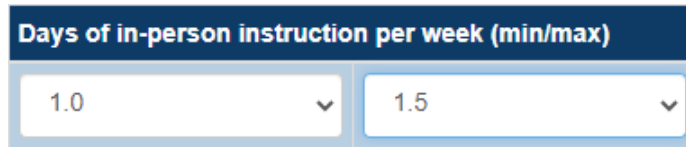
provide instruction after the board re-confirms a plan, then the district should report the last re-confirmed plan, regardless of how instruction was provided.

For example, if a district's board re-confirms their plan to provide 100% of instruction in-person for the month, but they end up moving to 100% remote learning for two weeks due to a COVID-19 outbreak, the district would report that the board planned on providing 100% of instruction in-person for that month.

Q: For districts providing hybrid instruction, what does "days of in-person instruction" mean?

A: If your district is providing hybrid instruction, you must report the days of in-person instruction that were provided per week. For the purpose of the survey, a range is provided since districts may not have students in buildings for the entire day. The number of days reported should reflect the days' worth of instructional hours and not the number of calendar days students were in the building. **A standard day of instruction is 6 hours**.

For example, if a district provides hybrid instruction and students are only in the building on Tuesday and Thursday for 4 hours each day, that is a total of 8 hours of in-person instruction per week. The district would enter 1 as the minimum and 1.5 as the maximum number of days of in-person instruction provided per week.

Days of in-person instruction per week (min/max)	
1.0	1.5

Q: How do I access my previous submissions?

A: After completing the survey, users will see a list of all surveys they have completed using the signed in MEIS account. This is helpful if you wish to confirm which surveys you still need to complete. Clicking on a submission will allow you to view all submitted answers for that month.

Q: I made a mistake on my submission; how can I submit a correction?

A: Once a submission has been submitted, it can be re-opened and adjusted by signing in to your MEIS account and clicking on your submission. This can only be done prior to the deadline for the submission. If you need to correct your submission after the deadline, please send an email to cepi@michigan.gov with your district name, district code, and the month of the submission that needs to be corrected.

Q: My previous submission is now missing. Do I need to resubmit?

A: Due to system limitations, when a previous submission is reopened for districts that did not complete it, all other submissions for that month are temporarily unlisted to prevent changes in the data. This does not remove your response, so

you will not need to resubmit your answers. Once all submissions are collected for that month, the previous submissions will appear again for all submitting districts.

If you are not sure whether you completed that month's submission, send an email to cepi@michigan.gov with your district name, district code, and the month of the submission you believe is missing.

Q: Why is our district's data not showing in the public report on MI School Data or MSU's EPIC COVID-19 Education Policy report?

A: The public reports are updated once a month after the original deadline for that month has passed. If a district does not submit any data for that month by the deadline, they will not be included in that month's report.

If your district missed a deadline, you will have an opportunity to submit your answers for that month when it is reopened with the next month's survey. The data submitted for a reopened survey will be included in the next monthly update.

Section 11r Spending Plans

Q: How do I complete the spending plan?

A: There are 15 allowable grant uses for ESSER-II funding, and the survey lists all 15 above the spending plan. To complete the spending plan, enter the estimated spending of funds allowable for each use area, and the Grant Use number should correspond to the allowable grant use detailed in the survey. For example, for Grant Use 6, a district would enter the estimated funds spent on training and professional development for staff of the district on sanitation and minimizing the spread of infectious disease.

In the below example, a district designated three uses for their ESSER-II funding:

- $3,379 spent on providing principals and other school leaders with the resources necessary to address the needs of their individual schools.
- $2,352 spent on purchasing supplies to sanitize and clean the facilities of a district, including buildings operated by such agency.
- And, $120,000 on purchasing educational technology (including hardware, software, and connectivity) for students who are served by the district.

Spending Plan:

Allowable Grant Use	ESSER-II Projection
Grant Use 1	
Grant Use 2	
Grant Use 3	$3,379
Grant Use 4	
Grant Use 5	
Grant Use 6	
Grant Use 7	$2,352
Grant Use 8	
Grant Use 9	$120,000
Grant Use 10	
Grant Use 11	
Grant Use 12	
Grant Use 13	
Grant Use 14	
Grant Use 15	

Q: Do all districts need to certify that they are offering 20 hours of in-person instruction a week?

A: Per Section 11r (4), only districts that have an ESSER formula payment per-pupil that is less than $450.00 qualify for additional state school aid fund money. When you select your district from the drop-down menu, the survey will show your SAF Projection, if your district qualifies. If your district does not have an SAF Projection, then you do not need to certify that you are offering 20 hours of in-person instruction a week.

Q: Why does my projected SAF prorated amount differ from my original SAF projection?

A: The original SAF Projection is based on all grades being offered 20 hours of in-person instruction. The prorated amount is based on the actual grade levels offered. For example, if you only offered 20 hours of in-person instruction to grades K-6, then the prorated amount would be 50% of the original projection.

Q: My district is offering 20 hours of in-person instruction to all students, but our district does not offer all grades K-12. Do we still receive the full SAF funding or the prorated amount?

A: Some districts, such as PSA districts, may only offer educational services to students in certain grade spans. In these cases, the prorated amount shows as being lower than the original projection. However, as long as your district offers 20 hours of in-person instruction to all students in all grades offered by your district, you can still claim up to your full SAF Projection.

Section 23b Applications

Q: For summer school, will MDE define what a school day is for it to be eligible for the funding?

A: Although section 23b does not specify hour, day, or attendance requirements for these summer programs, it does clearly state that a summer program is an 8-week program with a week defined as starting on Monday and ending on Friday.

Q: Can summer school be held cooperatively with a third-party provider?

A: In section 23b, there is nothing that would restrict use of third-party vendors for providing summer programs associated with these funds.

Q: Does the summer program teacher need to be certified in all subjects being covered during this time?

A: Certification and placement rules apply to all summer programming. Districts may obtain permits for placement. Specific questions should be directed to MDE's Office of Educator Excellence at mde-educatorhelp@michigan.gov.

Q: Will districts be able to take an indirect fee for the administration, food service, custodial, organizational supports, and/or disciplinary supports (if needed)?

A: ESSER federal funding, including the discretionary amount, is subject to the unrestricted indirect rate identified for the district. State funds do not have an associated indirect rate.

Q: What effect does an Individualized Education Program have on this effort for students?

A: Any IEP should be fully adhered to, and in accordance with, the parameters set forth in the IEP.

Q: Can the ISD submit a 23b grant application on behalf of all local districts?

A: Yes. In this case, if an ISD is the entity providing the summer, credit recovery, or before-after-school programming, it would be the entity that submits the 23b application. Local district members should only submit their own 23b application if they are running their own programming and are seeking per-pupil reimbursement to do so.