

# Educational Entity Master (EEM)

## Relevant assessments:

### All Michigan state assessments:

- **M-STEP**
- **MME**
  - » ACT WorkKeys®
  - » SAT® with Essay
  - » M-STEP (Science and Social Studies)
- **MI-Access**
  - » MI-Access Functional Independence (FI)
  - » MI-Access Supported Independence (SI)
  - » MI-Access Participation (P)
- **WIDA™**
  - » WIDA ACCESS for ELLs
  - » WIDA Alternate ACCESS for ELLs
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

EEM Overview

EEM Uses

Verifying and Changing EEM Information

## Assessment Coordinator Training Guide

## NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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# Intro

This chapter provides an overview of the **Educational Entity Master (EEM)** and how it is used for state assessments, by answering the following questions:

- ▶ What is the Educational Entity Master (EEM)?
- ▶ How is the Educational Entity Master used in state assessments?
- ▶ How do I verify and change the information in the Educational Entity Master?

## What is the Educational Entity Master (EEM)?



The [Educational Entity Master \(EEM\)](#) is a public website that is hosted and managed by the [Center for Educational Performance and Information \(CEPI\)](#). The EEM serves as the directory for identifying and linking educational entities with other data collection applications of the state of Michigan.

The EEM contains district and school addresses, phone numbers, grade levels authorized and served,

identification of and contact information for a list of contact types (including Assessment Coordinators), functions for creating school and district mailing lists, and downloadable public data sets. The Office of Educational Assessment and Accountability (OEAA) uses the EEM to communicate with districts and schools, so it is important that the contact information in EEM is kept accurate and up-to-date.

## How is the Educational Entity Master used in state assessments?



The EEM data is used by different assessment-related applications and entities in the following ways:

- In the OEAA Secure Site, the ISD, District, and School drop-down filters are populated on many screens with entity information from the EEM.
- The Assessment Material Orders pages in the [OEAA Secure Site](#) pull data from the EEM to populate the grade-level filters that are available to the school for ordering assessment materials.
- College Board and ACT® use the grade-level fields in the EEM to determine which schools are expected to participate in the SAT® with Essay, ACT WorkKeys, PSAT™ 10, and PSAT 8/9 assessments.
- The OEAA uses data sourced from the EEM to reach and communicate with the following assessment roles:
  - » ACT WorkKeys Test Coordinator
  - » District Assessment Coordinator
  - » Early Literacy and Mathematics Benchmark Assessment Coordinator
  - » English Learner Assessment Coordinator (WIDA™ assessments)
  - » M-STEP Coordinator
  - » MI-Access Coordinator
  - » Building Principal
  - » PSAT Grade 8 Test Coordinator
  - » PSAT Grade 8 Backup Coordinator

- » PSAT Grade 8 Services for Students with Disabilities Coordinator
- » PSAT Grade 9 Test Coordinator
- » PSAT Grade 10 Test Coordinator
- » PSAT Grade 9/10 Backup Coordinator
- » PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- » SAT Test Coordinator
- » SAT Backup Coordinator
- » SAT Services for Students with Disabilities Coordinator
- » School Accountability Contact
- » Technology Director

**Note:** While the EEM allows for more than one staff member for each role, the OEAA and its vendors only use the most current entry. All other entries are ignored.

- When assessment roles are missing, the OEAA will use the district or building Lead Administrator as the contact. The Lead Administrators are normally the **District Superintendent** or the **Building Principal**.
- Paper/pencil materials and some online materials are shipped to addresses that are associated with District or School Assessment Coordinators in the EEM.

- » For example: M-STEP materials will be sent to the M-STEP Coordinator at the address entered for the M-STEP Coordinator in the EEM.
  - If **School** is selected as the shipping destination, the School M-STEP Coordinator will receive materials at the address that is listed in the EEM for the School M-STEP Coordinator.
  - If **District** is selected for the shipping destination, the District M-STEP Coordinator who is listed in the EEM will receive the materials at the address that is listed in the EEM for the District M-STEP Coordinator.
- » If no Assessment Coordinator is listed in the EEM, the **School Principal** or **District Superintendent** will receive the materials based on whether School or District is selected as the shipping option.
- » The materials are **not** sent to the district or school address in the EEM, only to the contact address of the **contact type** in the EEM.
- » Post office boxes cannot be used as an address for the Assessment Coordinator types in the EEM.
- The OEAA and assessment vendors communicate important information by email to the assessment role contacts that are entered in the EEM—sometimes to specific assessment-role designees, and sometimes to many or all of the assessment roles designees, depending on the message.

## How do I verify and change information in the Educational Entity Master?



The contact type names in the EEM used by the OEAA, along with their phone numbers and email addresses, can be found on the OEAA Secure Site District and School Contacts page (see Figure 1). Directions for this page can be found on the [Secure Site Training web page](#).

All the information used by the OEAA, including contact type addresses for material shipments and grade levels, can be confirmed directly in the

Educational Entity Master (EEM) using the following steps to locate your school or district (see Figure 2).

- 1 Select Search from the menu at the left, then select Quick.
- 2 Type in part or the full name of the district or school in the Entity Name Contains field.
- 3 Select the Search button at the bottom center of the page.

Figure 1 – OEAA Secure Site District and School Contacts page

The screenshot shows the 'District and School Contacts' page on the OEAA Secure Site. At the top, there are navigation tabs: Home, Admin, Security, Assessment Registration, Student Assessments, Reports, Accountability, and Review Reports. The main heading is 'District and School Contacts'. Below this, there is a search criteria section with dropdown menus for 'Testing ISD (00000)', 'District' (set to 'Demo School District (00000)'), and 'School' (set to 'Sample High School (00000)'). A 'Select a Contact Type' dropdown is also present. Below the search criteria is a table of search results with the following columns: SCHOOL, ENTITY CONTACT TYE, CONTACT NAME, CONTACT PHONE NUMBER, and CONTACT EMAIL. The table lists several contacts, including English Learner Assessment Coordinators, MI-Access Coordinators, M-Step Coordinators, Technology Coordinators, and principals. At the bottom right of the table, it says '12 items in 1 pages'.

- 4 Select the name of the entity in the left column (see Figure 3).
- 5 On the Entity page, you will find the district or school information (see Figure 4). To verify contact information, scroll down to the bottom of the page to the tabs titled Admin/Contacts,

Addresses and Relationships. Contact information for various key staff members will be listed under the Admin/Contacts tab. Select the Details button to the right of the contact to verify additional information such as the telephone number, email, and mailing address for the contact.

Figure 2 – Steps 1–3: Confirming information in the EEM

The screenshot shows the 'Entity Quick Search' page in the EEM system. The top navigation bar includes 'Michigan.gov Home', 'CEPI Home', 'User Guide', 'Help', 'Contact CEPI', 'Glossary', and 'Login'. The main heading is 'Entity Quick Search'. On the left, there is a sidebar with navigation options: 'EEM Home', 'Search...', 'Quick', 'Detailed', 'Historical', 'Geographical (Map)', 'Data Sets...', and 'Reports...'. The 'Quick' option is highlighted with a red circle and the number '1'. The search form includes a 'Required' section with radio buttons for 'Search By Code' and 'Search By Characteristic'. The 'Search By Characteristic' section has a 'Choose Type of Entities:' list with checkboxes for various entity types. Below this, there are input fields for 'Entity Name Contains:', 'Located in County:', 'Located in City:', 'Zip Code starts with:', and 'Status:'. The 'Entity Name Contains:' field is highlighted with a red circle and the number '2'. At the bottom of the search form, there is a 'Search' button highlighted with a red circle and the number '3'.

Figure 3 – Step 4: Confirming information in the EEM

EEM Home > Entity Quick Search

### Entity Quick Search

**Your search yielded 7 result(s).**

**= Required** Filter..

Entity Name contains Holt; County equals Ingham

 <b>4</b>	Name	Entity Code	Parent	Type	County	City
	<a href="#">Holt Central High School</a>	07621	Holt Public Schools	LEA School	Ingham	HOLT
	<a href="#">Holt Cooperative Preschool</a>	06277		Nonpublic School	Ingham	Holt
	<a href="#">Holt Junior High School</a>	09301	Holt Public Schools	LEA School	Ingham	HOLT
	<a href="#">Holt Lutheran Schools</a>	06284		Nonpublic School	Ingham	HOLT
	<a href="#">Holt Public Schools</a>	33070	Ingham ISD	LEA District	Ingham	HOLT
	<a href="#">Holt Senior High - North Campus</a>	01710	Holt Public Schools	LEA School	Ingham	HOLT
	<a href="#">Holt Senior High School</a>	01711	Holt Public Schools	LEA School	Ingham	HOLT

Items per page: 10 Page 1 of 1 Excel  Export

 = Closed Entity.

Mailing/Contacts
Download Entity Data
Back to Search

Only the Authorized District EEM User can update information in the EEM. The OEAA Secure Site automatically syncs with the EEM each night, so changes made to the EEM will appear the following morning in the OEAA Secure Site.

If you are unsure of who your Authorized District EEM User is, their name and contact information can be found on the [District and School Contact](#) page of the [OEAA Secure Site](#). Nonpublic schools will need to contact [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) to have the EEM updated on their behalf.

Figure 4 – Step 5: Confirming information in the EEM

The screenshot shows the Michigan.gov Center for Educational Performance and Information (CEPI) website. The user is logged in as 'Public User' and is viewing the 'EEM-Search' page. The entity selected is 'Holt Senior High School (01711) LEA School'. The page displays various fields for the entity, including its official name, entity code (01711), LEA district (Holt Public Schools (33070)), ownership (Owned), REMC code (13), and agreement number (330701711).

Below the entity details, there are tabs for 'Admin/Contacts', 'Addresses', 'Relationships', and 'Members'. The 'Admin/Contacts' tab is selected, and a table of lead administrators is displayed. The table has columns for 'Lead Admin', 'Type', 'Name', 'Phone', 'System Effective Date', and 'Details'. The 'Details' button for the 'M-Step Coordinator' row is circled in red.

Lead Admin	Type	Name	Phone	System Effective Date	Details
<input checked="" type="checkbox"/>	Principal	May Flower	(517) 555-1111	09/11/2013	Details
<input type="checkbox"/>	M-Step Coordinator	Bob Marley	(517) 555-2222	08/26/2017	Details
<input type="checkbox"/>	PSAT 10 Test Coordinator	Klaus Weiner	(517) 555-3333	08/26/2017	Details
<input type="checkbox"/>	PSAT 8/9 Test Coordinator	Klaus	(517)	08/26/2017	Details

A second, smaller screenshot below shows a similar view of the 'Admin/Contacts' tab, but with a different set of lead administrators:

Lead Admin	Type	Name	Phone	System Effective Date	Details
<input checked="" type="checkbox"/>	Principal	May Flower	(517) 694-2162	09/11/2013	Details
<input type="checkbox"/>	M-Step Coordinator	Klause Weiner	(517) 694-4370	08/26/2017	Details
<input type="checkbox"/>	PSAT 10 Test Coordinator	Klause	(517)	08/26/2017	Details

