

Louisiana Believes

**2015 – 2016 Career and Technical Education
(CATE) Data Submission
May 2016**

CATE for Districts / Charters / Schools

- Welcome
- As you join the session you are being placed in broadcast mode to reduce background noise
- Today's webinar slide deck is available for download from the webinar library on Louisiana Believes website
- If you have any technical issues, please contact the presenter via the Q & A pod to the right of the screen or email martha.moore@la.gov
- We will begin shortly. Thank you.

Agenda Topics

- CATE Overview, Features and Functionality
- Changes to CATE System Functionality
- 2015 - 2016 Career & Technical Education (CTE) Data Submission Requirements and Timeline
- CATE Simulation
- CATE Support Resources
- Next Steps for Data Submission
- Questions & Answers

CATE Overview, Features & Functionality

- The Career and Technical Education (CATE) system
 - Supports CTE data collection, analysis and reporting
 - Is a fully-integrated online system that provides longitudinal CTE information about students, schools, districts, and the state
 - Is used to compile CTE data reports submitted to US Department of Education
 - Opens May 16 and closes July 1, 2016

CATE Overview, Features & Functionality

- Provides a secure environment for collecting and reporting data
- Allows creation of multiple end-user accounts
 - District Security Coordinator assigns roles, access levels, and tracks user logins
- Integrates data from the Student Information System (SIS) and Student Transcript System (STS) to support data analysis and creation of Core Indicator Reports
- Facilitates use of Student Profiles to analyze CTE program participation
- Provides multiple reporting formats – PDF or Microsoft Excel

CATE End-User Roles

- **District Security Coordinator**

- Responsible for signing and submitting CATE Software Access Agreement
- Authorizes account access for district and school end-users

- **District Career and Technical Supervisor/Coordinator**

- Responsible for signing and submitting CATE Software Access Agreement
- Updates district listing of schools with grades 6 – 12 configuration
- Able to view end-user (e.g. district and school staff) access roster
- Defines and manages Articulated Credit Courses
- Has read / write access
- Signs-off on the data collection process

CATE End-User Roles

- **District Level User**

- Updates district listing of schools with grades 6 – 12 configuration
- Defines and manages Articulated Credit Courses
- Manages school roster
- Updates Career Options, including program offerings and areas of concentrations, Work-Based Learning, and Individual Graduation Plans
- Update student participation in CTE program offerings
- Granted read / write access **or** read-only access

- **School Level User**

- Manages school roster
- Updates Career Options, including program offerings and areas of concentrations, Work-Based Learning, and Individual Graduation Plans
- Updates student participation in CTE program offerings
- Granted read / write access **or** read-only access

Changes to CATE System Functionality

- In 2015 - 2016, a “NEW” type of Work Related Experience – Jump Start Internship Programs – was added to CATE (under School menu)
- Each district / charter / school will need to identify program offerings

Jump Start Internships

- Submission of Jump Start Internship data requires signing a Jump Start Assurance Agreement
- A Jump Start Internship Guideline resource (found in the Documentation menu tab) was developed to highlight
 - The type of internships available
 - The required internship data for submission

Jump Start Internships

- School districts must maintain documentation on file for all internships
 - Student Performance Data – e.g. attendance, engagement, safety
 - Teacher Engagement
 - Employer Engagement
- LDE will generate annual internship enrollment reports from the data submitted

2015 - 2016 CTE Data Submission Requirements and Timeline

- For any student graduating with a **Jump Start TOPS Tech Career Diploma**, credentials **must** be uploaded through STS and eScholar processes per graduation requirements.
- For graduates of 2015 - 2017, acceptable documentation of credentials is a certificate provided by the certifying agency.
 - If the certificate isn't available, an "alternate" document issued by the certifying agency is acceptable
- For graduates of 2018 and beyond, the **only** acceptable documentation is the certificate provided by the certifying agency.
- For questions about the process for submitting credentials, your District / charter STS Data Coordinator is your resource
 - IBC and Credential Submission Process document is available from district / charter STS Data Coordinator.

2015 - 2016 CTE Data Submission Requirements and Timeline

- For **Historical Career Diploma, Basic Diploma, or Core 4 Diploma** graduates, credentials should be entered into eScholar
- The Department of Education (LDE) will continue to cross reference CATE to STS to ensure no credentials are overlooked
- Each district / charter / school should review records and enter any updates into eScholar.

2015 - 2016 CTE Data Submission Requirements and Timeline

- The following school and student-level information should be submitted to CATE:
 1. Program Offerings / Area of Concentrations
 2. Articulated Credit Courses
 3. State-Approved Skills Certificates
 4. Individual Graduation Plan
 5. Jump Start Internships Programs
 6. Work-based Learning Programs
 7. School-based Enterprise Programs
 8. Student Participation Data in IBC Programs (Tested Participants that did “NOT” attain a certification)
 9. Concurrent Enrollment Data

2015 - 2016 CTE Data Submission Requirements and Timeline

- The CTE data submission timeline is the following.
 - **April 1:** LEAs provide 1st (preliminary) submission of IBC data to LDE
 - **May 16:** CATE will open (for LEAs to submit CTE data and to validate accuracy of early IBC data submitted to LDE; this will also allow LEAs to work with LDE to correct any IBC data reported)
 - **June 30:** End-of-Year data update from STS & SIS provided to CATE vendor (this file will include a 2nd submission of IBC data from LEAs)
 - **October 1:** Final STS & SIS (including final IBC data) submitted to CATE vendor (this file will include a 3rd and final submission of IBC data from LEAs)

C.A.T.E. Simulation

https://www.cateportal.net/training/index.aspx

CATE - Career And Technic... x



CATE

Career And Technical Education

Collect, Track, Analyze, and Manage
Student Career and Technical Activities

LOG IN

Username:

Password:

Log In

Forgot Your Password?

Are you a student or a parent? Use the following links to complete the appropriate survey:

- [Student Survey](#)
- [Parent Survey](#)

New to the CATE Software?
Click on links below for information on how to get started:

- [School Users](#)
- [District Users](#)

Meeting All Your Career And Technical Education Needs

The CATE Software version 3.0 is replete with new features and capabilities becoming an indispensable tool for not only school and district administrators but also for school counselors to effectively advise their course planning, selection, and registration process.

 Data Analysis Interact with career and technical data using drill-down features and user-defined grouping and sorting capabilities for viewing dynamic detailed and aggregate results.	 Export Functionality All career and technical data pertaining to a state, district, school and student can be exported into a fully-formatted PDF and/or Excel document for further analysis.	 Student Profiles Generate custom student profiles on-the-fly by selecting from various indicators such as program participation, transcript records, and more.
 User Management Each district's security coordinator manages user accounts, including roles and access levels, as well as tracking user logins.	 Real-time Data Supervisors can monitor the data entry process through a dashboard containing summary-level student participation for all programs.	 Secure Environment The CATE Software uses 128-bit Secure Socket Layer (SSL) encryption to protect sensitive student information.

IMPORTANT NOTICE:

As an authorized user for this software, you must know that sharing Login ID and password as well as any information about this proprietary and copy-protected software, including but not limited to the screens, reports, and documentation, with unauthorized individuals are strictly forbidden, against the law, and against the provisions of the licensing agreement signed by the Department of Education. Furthermore, users of the CATE Software should also be aware of the **Family Educational Rights and Privacy Act (FERPA)** and the school's district security policy concerning the confidentiality of students' scores and various demographic information, which should not be shared with anyone else.

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CATE Support Resources

- Support resources to assist new and experienced end-users are located in (2) menu tabs:
 - **Announcements Tab**
 - Webinar PowerPoint
 - Opening / Closing Dates
 - **Documentation Tab**
 - Frequently Asked Questions
 - Getting Started with C.A.T.E. Software for District / School Level Users
 - School Level Data Collection Forms & Instructions
 - User Manuals for School / District / State Level Users
 - Jump Start Internship Guidelines

Next Steps

- ***System Open-Close Dates: May 16 – July 1, 2016***
- Log on and verify / update existing user profile
- Affirm District contacts. If changes are needed, contact martha.moore@la.gov
- Sign and submit the CATE. Software Access Agreement
- Collect and enter 2015 - 2016 required data
- Sign-off to indicate data entry complete, no later than ***July 1, 2016.***

Questions & Answers

LDE Contact

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