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
  o 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**

  o Updates district listing of schools with grades 6 – 12 configuration

  o Defines and manages Articulated Credit Courses

  o Manages school roster

  o Updates Career Options, including program offerings and areas of concentrations, Work-Based Learning, and Individual Graduation Plans

  o Update student participation in CTE program offerings

  o Granted read / write access **or** read-only access

- **School Level User**

  o Manages school roster

  o Updates Career Options, including program offerings and areas of concentrations, Work-Based Learning, and Individual Graduation Plans

  o Updates student participation in CTE program offerings

  o 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

- 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

  o Student Performance Data – e.g. attendance, engagement, safety

  o Teacher Engagement

  o 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

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

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