Louisiana Believes

Career and Technical Education (CATE)
District and School Access
October 2015

DEPARTMENT of
EDUCATION

CATE District and School End-User Access

- 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 lisa.french@la.gov
- We will begin shortly. Thank you.

- CATE Overview, Features and Functionality

- Changes to System Functionality

- 2014-2015 CTE Data Submission

- CATE Simulation

- Next Steps for Data Submission

- Questions & Answers

What is the CATE System?

- 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

CATE 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 tracking of 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
  - Authorize account access for district and school end-users

- **District Career and Technical Supervisor/Coordinator**
  - Responsible for signing and submitting CATE Software Access Agreement
  - Update district listing of schools with grades 6 – 12 configuration
  - Able to view end-user (e.g. district and school staff) access roster
  - Define and manage Articulated Credit Courses
  - Sign-off on the data collection process
  - Granted read/write access

CATE End-User Roles

- **District Level User**
  - Update district listing of schools with grades 6 – 12 configuration
  - Define and manage Articulated Credit Courses
  - Manage school roster
  - Update 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**
  - Manage school roster
  - Update 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

2014-2015 CTE Data Submission and Personally Identifiable Information (PII)

- Act 837 amendments (passed during 2015 Session) allow school districts to complete the 2014-2015 academic year the way it began, which is with the continued use of PII

- For any student graduating with a **Jump Start TOPS Tech Career Diploma**, credentials **must** be uploaded (by 10/16/15)through STS processes per graduation requirements.

  - For graduates of 2014-15 through 2017-18, acceptable documentation of credentials includes the certificate or documented verification from the vendor.

  - For graduates of 2018-19 and beyond, the only acceptable documentation is the certificate.

- For **Historical Career Diploma**, **Basic Diploma**, or **Core 4 Diploma** graduates, credentials not already entered into CATE should be entered into STS

- The Department of Education (LDE) will continue to cross reference CATE to STS to ensure no credentials are overlooked

Changes to System Functionality

- A "NEW" type of Work Related Experience – Jump Start Internship Programs (under School menu)

- Discontinuing the completion and submission of all surveys (student, parent, and community)

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

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 CATE Software for District / School Level Users
    - School Level Data Collection Forms & Instructions
    - User Manuals for School / District / State Level Users
    - Jump Start Internship Guidelines

CATE Simulation

Next Steps

- ***System Open-Close Dates: October 15 – November 20***

- Log on and verify / update existing user profile

- Affirm District contacts. If changes are needed, contact lisa.french@la.gov

- Sign and submit the CATE Software Access Agreement

- Collect and enter 2014 -2015 required data

- Sign-off to indicate data entry complete, no later than ***November 20***

Questions & Answers

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