

# How to Complete the CEIS Voluntary Activity

For Districts

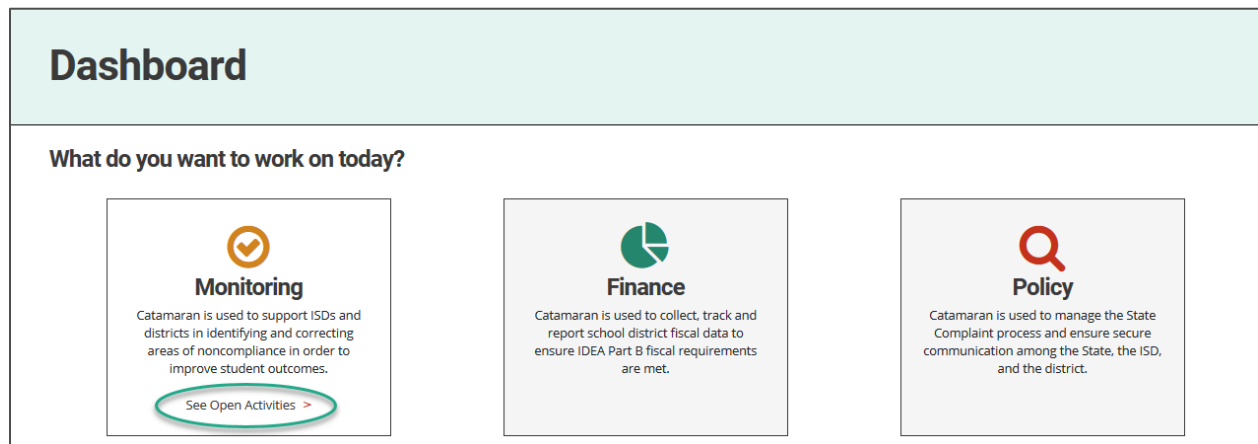
This how-to document is intended for Districts and will explain how to access and complete the Coordinated Early Intervening Services (CEIS) Voluntary activity in Catamaran.

## Create the CEIS Voluntary Activity

1. Log in to [Catamaran](#).
2. Districts may begin the CEIS Voluntary activity in one of two ways:

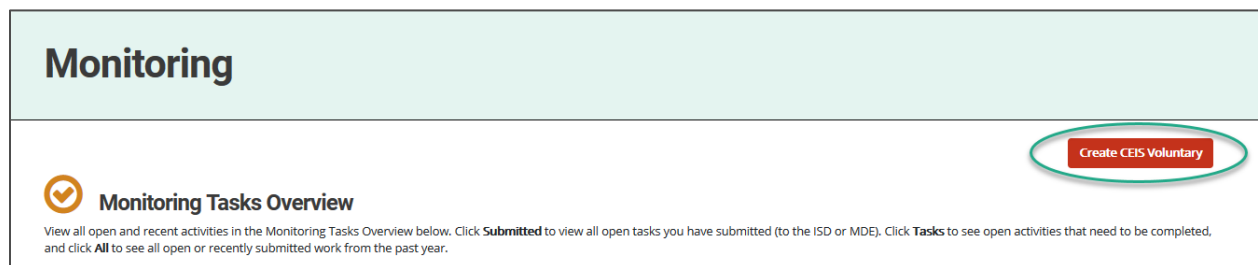
### ➤ Monitoring Tasks Overview

- Access the **Monitoring** Tasks Overview by choosing **See Open Activities** on the **Monitoring** tile.



The screenshot shows the 'Dashboard' section of the Catamaran system. At the top, it says 'What do you want to work on today?'. Below this are three tiles: 'Monitoring' (with a checkmark icon), 'Finance' (with a pie chart icon), and 'Policy' (with a magnifying glass icon). The 'Monitoring' tile has a button labeled 'See Open Activities >' circled in green. The 'Monitoring' tile description reads: 'Catamaran is used to support ISDs and districts in identifying and correcting areas of noncompliance in order to improve student outcomes.'

- Choose the **Create CEIS Voluntary** button.




The screenshot shows the 'Monitoring' section of the Catamaran system. It features a 'Monitoring Tasks Overview' tile with a checkmark icon. Below the tile title, it says: 'View all open and recent activities in the Monitoring Tasks Overview below. Click **Submitted** to view all open tasks you have submitted (to the ISD or MDE). Click **Tasks** to see open activities that need to be completed, and click **All** to see all open or recently submitted work from the past year.' A red button labeled 'Create CEIS Voluntary' is circled in green in the top right corner of the page.

## ➤ Finance Tasks Overview

- Access the **Finance Tasks Overview** by choosing **See Open Activities** on the **Finance** tile.

### Dashboard


**What do you want to work on today?**



**Monitoring**

Catamaran is used to support ISDs and districts in identifying and correcting areas of noncompliance in order to improve student outcomes.


[See Open Activities >](#)



**Finance**

Catamaran is used to collect, track and report school district fiscal data to ensure IDEA Part B fiscal requirements are met.

[See Open Activities >](#)




**Policy**

Catamaran is used to manage the State Complaint process and ensure secure communication among the State, the ISD, and the district.

- Choose the **Create CEIS Voluntary** button.

### Finance



**Finance Tasks Overview**

View all open and recent activities in the Finance Tasks Overview below. Click **Submitted** to view all open tasks you have submitted (to the ISD or MDE). Click **Tasks** to see open activities that need to be completed, and click **All** to see all open or recently submitted work from the past year.

[Create CEIS Voluntary](#)

## Complete the District Proposal

To begin the CEIS Voluntary activity, districts must submit a proposal to the Intermediate School District (ISD) to proceed with the activity.

3. Log in to [Catamaran](#).
4. Access the B-CEIS Voluntary activity in two ways:
  - On the Dashboard, scroll down to the Tasks Overview section. Use the filters, as needed, to narrow tasks, and click on the link in the **Activity** column to open the activity.
  - On the Dashboard, choose the **Search** link in the upper right-hand corner of the page. Using the search function, choose **Monitoring**. Filter the search results by selecting **CEIS** to access the B-CEIS Voluntary activity.

#### Tasks Overview

Your tasks will populate in the overview below. If you have reports to acknowledge in a major release, the tasks will not populate until you have acknowledged your reports. If you have tasks from a minor release (such as a Complaint CAP), you do not have to acknowledge reports for the tasks to populate in the overview. Click on the link in the Activity column to go directly to that task. To narrow the view of your tasks, sort each column by clicking on the red caret to sort in ascending or descending order. You may also use the filters available to you by clicking on the Filter link to the right.

Number of Results: 1

Release  Type  Status  Organization  Export Results to  [Apply](#) [Clear](#)

Organization ^	Release ^	Activity ^	Status ^	Deadline ^
Public Schools	2020	<a href="#">B-CEIS Voluntary</a>	Complete District Proposal	
1				

➤ **Note:** District Business Officials may also access the activity from the Search page by choosing **Finance**. Filter the search results by selecting *B-CEIS* to access the B-CEIS Voluntary activity.

5. Select the **District Proposal** link from the B-CEIS Voluntary Menu.

**B-CEIS Voluntary Menu**

**Public Schools**      **2020-2021**

**Forms**

Complete the forms below and submit them as soon as possible. For additional information on how to complete CEIS, please see the Resources section.

[District Proposal](#)

**Resources**

[About CEIS](#)  
The district may use this resource for additional guidance concerning CEIS.

[How to Complete the Voluntary CEIS Process](#)  
This how-to document will guide the user through how to create, access and complete the Voluntary CEIS activity in Catamaran.

6. Complete the proposal and choose the **Save** button.

7. When complete, submit the proposal to the ISD by selecting the **Submit Proposal** button.

**B-CEIS Voluntary District Proposal**

[B-CEIS Voluntary - 2020 Menu](#) > [B-CEIS Voluntary District Proposal](#)

Spell Check    **Save**    **Submit Proposal**

**Public Schools**      **2020-2021**

Please save your work every 10 minutes due to the 20-minute timeout feature.

Fields with \* are required.

**Instructions**

Complete the following questions and submit the proposal for voluntary Coordinated Early Intervening Services (CEIS) to the ISD by choosing **Submit Proposal**. Should the ISD require clarifications, the proposal will be returned to the district. Once the proposal is approved, the program design template will become available on the district's CEIS Cover page.

Show Less

Name of Submitter \*      Phone \*

1. In the space provided, describe the district's rationale for this request. \*

[Rich Text Editor]

➤ **Note:** The ISD will review the submitted proposal to determine if the district may proceed with the activity.

➤ **Note:** If the ISD returns the proposal for modifications, repeat steps 3-7 to edit and re-submit the proposal. If the ISD rejects the proposal, the activity will be closed.

## Complete the Program Design

If the ISD accepts the proposal, the district will be prompted to complete and submit a program design.


8. Select the **CEIS Cover Page** link from the B-CEIS Voluntary Menu.

### B-CEIS Voluntary Menu

**Public Schools**      **2020-2021**

**Forms**

Complete the forms below and submit them as soon as possible. For additional information on how to complete CEIS, please see the Resources section.

[District Proposal](#)  
[CEIS Cover Page](#) 

**Resources**

[About CEIS](#)  
The district may use this resource for additional guidance concerning CEIS.

[How to Complete the Voluntary CEIS Process](#)  
This how-to document will guide the user through how to create, access and complete the Voluntary CEIS activity in Catamaran.

9. Download and complete the **CEIS Program Design Template** from the **CEIS Voluntary Cover Page**.

10. Complete page and upload the CEIS Program Design using the **Browse** button.

### CEIS Voluntary Cover Page


B-CEIS Voluntary - 2020 Menu > CEIS Voluntary Cover Page

[Download](#) [Spell Check](#) [Save](#) [Submit to MDE](#)

**ISD**      **2020-2021**

Please save your work every 10 minutes due to the 20-minute timeout feature.


Fields with \* are required.


Select the plus sign  to add additional rows or sections where applicable.

**Instructions**

- Using the [CEIS Program Design Template](#) provided on this page, download and complete the CEIS Program Design.
- Next, provide the date, name of submitter, submitter email, and any comments in the space provided and upload the completed CEIS Program Design to this page.
- Then, **Submit to MDE** for review.
- Should the ISD need to revise the program design at any stage of the CEIS process, download the previously uploaded program design to make the requested updates. Then, provide the date, name of submitter, submitter email, and any comments in the space provided and upload the revised program design, and **Submit to MDE** for review.
- If the ISD would like to request carryover, select the **Carryover Requested** button to begin the process. It will be necessary to submit a revised program design if carryover is approved.
- Enter comments as needed when submitting or resubmitting the CEIS Program Design.

**CEIS Program Design(s)**

[CEIS Program Design Template](#) 

Date \*    Name of Submitter \*    Submitter Email \*    Submitter Comments \*    Program Design \* 

                [Browse](#)

Character Limit: 0 of 350

➤ **Note:** The district may provide additional documentation using the provided **Browse** button as well as any necessary comments using the **District Comments** box.

Optional: upload additional documentation as needed using the following browse button.

+  **Browse**

District Comments

+

Character Limit: 0 of 4000

11. Submit the CEIS Program Design to the ISD for review by selecting the **Submit to ISD** button at the top of the page.

## CEIS Voluntary Cover Page

B-CEIS Voluntary - 2020 Menu > CEIS Voluntary Cover Page

[Download](#) [Spell Check](#) [Back](#) [Save](#) [Submit to ISD](#)

12. After the ISD review is complete, the ISD will submit the district's program design to the MDE for review and tentative approval.

➤ **Note:** If the program design receives tentative approval from the MDE, the ISD will download the program design to upload it to [MEGS+](#).

➤ **Note:** If modifications are needed, the ISD will return the activity to the district. To resubmit the activity to the ISD, repeat steps 8-11.

## Complete the Student Information Page

The Student Information page will become available on the menu after the program design has been tentatively approved by the MDE. Catamaran will notify the district when to complete and update this page.

13. Select the **Student Information** link on the B-CEIS Voluntary Menu.

## B-CEIS Voluntary Menu

Public Schools 2020-2021

### Forms

Complete the forms below and submit them as soon as possible. For additional information on how to complete CEIS, please see the Resources section.

- [District Proposal](#)
- [CEIS Cover Page](#)
- [Student Information \(2020-2021\)](#)

### Resources

[About CEIS](#)  
The district may use this resource for additional guidance concerning CEIS.

[How to Complete the Voluntary CEIS Process](#)  
This how-to document will guide the user through how to create, access and complete the Voluntary CEIS activity in Catamaran.

14. Review the page instructions thoroughly before proceeding.
15. Download the **Student Information Excel Template**.
16. Use the provided Excel template on this page to verify the student list is in the correct format. This information will populate the student information table.

➤ **Note:** The student information template should include students served under this section of the *Individuals with Disabilities Education Act* (IDEA) who received early intervening services.

17. Use the **Browse** button to upload the completed template.
18. Select the **Import Information** button to populate the student information table.

**CEIS Student Information: 2020-2022**

B-CEIS Voluntary - 2020 Menu > CEIS Student Information: 2020-2022

Spell Check Back Save Submit Student Info

**Public Schools**      **2020-2021**

Please save your work every 10 minutes due to the 20-minute timeout feature.

**Instructions**

1. From the district student information system, pull a list of CEIS program participants as outlined in the CEIS program design plan indicating the number of students served under this section of the IDEA who received early intervening services. This list should include the district name, building name, student's **UIC**, **First Name**, and **Last Name**.
2. **Use the provided Excel template on this page to verify the student list is in the correct format.**
3. Next, upload the student list to this page.
  - If the uploaded list is more than 100 students, Catamaran will divide the student list into multiple pages organized in alphabetical order, each having no more than 100 students. To navigate between pages, use the dropdown menu to choose which Student Information page to view.
4. Please answer the annual questions for each student for each reporting year. Please note that selecting **Yes** or **No** pertains to the number of students served under this section who received early intervening services and **subsequently** receive special education and related services under Part B of the Act at any time during the reporting year.
5. Once a student is identified as receiving special education and related services under Part B of the Act it is no longer necessary to continue reporting that student. Once **Yes** is selected, the subsequent reporting years will be grayed out.
6. If the student is no longer enrolled at the district, select **No Longer Enrolled** and the subsequent reporting years will be grayed out.
7. To use the Select All function on the student information list, check the **Select All** checkbox and click **Save**. When the page refreshes, all radio buttons in that column will be selected.
8. Then, Submit to ISD for review by clicking **Submit Student Info**. Once the ISD has reviewed the student information and has no further edits, the ISD will submit the district's student information to MDE for review.

Student Information Excel Template

Browse Import Information

Back Save Submit Student Info

19. Do not select **Yes** or **No** on any of the student rows. These questions will be answered at the end of the school year.

- Catamaran will notify the district to return and update the page.
- Once the district receives this notification, return to the Student Information page to select **Yes** or **No** according to the page instructions.

20. Choose either the **Save** button to save the page or the **Submit Student Info** button to submit to the ISD for review.

**CEIS Student Information: 2020-2022**

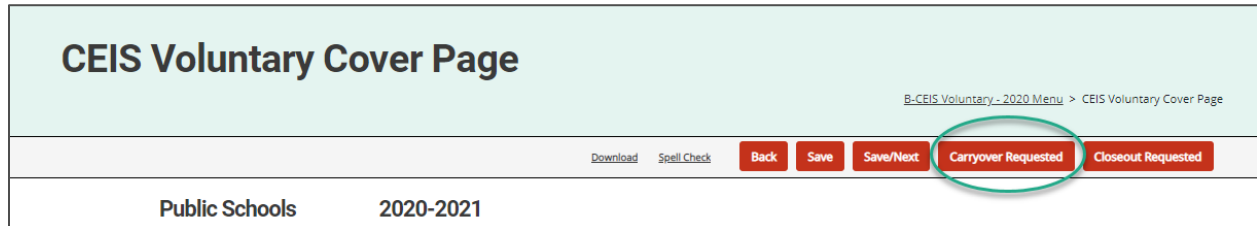
B-CEIS Voluntary - 2020 Menu > CEIS Student Information: 2020-2022

Download Spell Check Back Save Submit Student Info

## Requesting Carryover

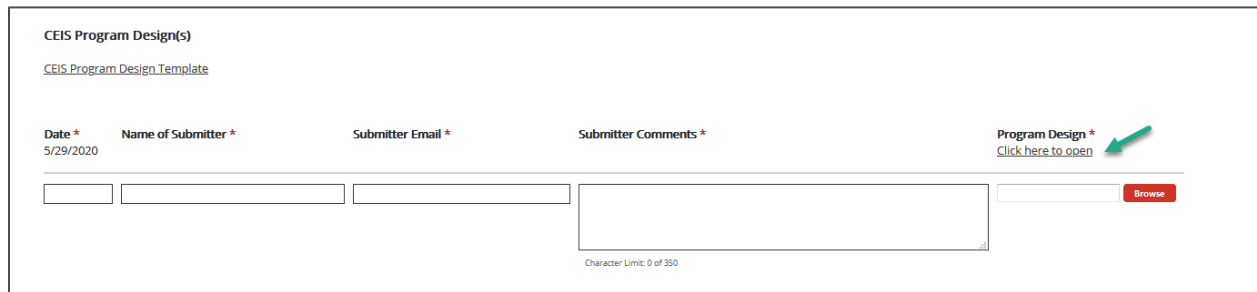
Districts may wish to request carryover at the end of the school year. Please note that if approved, carryover requires a new program design submission and an additional three years of student tracking and reporting. Districts should consult with the ISD before proceeding.

21. Select the **Carryover Requested** button from the CEIS Cover Page.



➤ **Note:** Catamaran will change the status of the activity to **Proposal Approved – Create Program Design** step. At this step, the district will revise and resubmit the program design.

22. Download the last version of the program design from the CEIS Cover Page to revise based on the amount of carryover funds and submit a new program design.



➤ **Note:** To resubmit the program design, repeat steps 8-11.

23. Once the MDE tentatively approves the revised program design, Catamaran will move the activity back to **Implement CEIS**. This will create a new student information page for tracking student records for another three-year cycle.

➤ **Note:** See the **Complete the Student Information Page** section of this document, steps 13-20, for this process.

## Requesting Closeout

The district should consult the ISD to determine if closeout is appropriate.

24. Select the **CEIS Cover Page** link from the B-CEIS Voluntary Menu.

## B-CEIS Voluntary Menu

Public Schools
2020-2021

### Forms

Complete the forms below and submit them as soon as possible. For additional information on how to complete CEIS, please see the Resources section.

- [District Proposal](#)
- [CEIS Cover Page](#)
- [Student Information \(2020-2022\)](#)

### Resources

[About CEIS](#)  
The district may use this resource for additional guidance concerning CEIS.

[How to Complete the Voluntary CEIS Process](#)  
This how-to document will guide the user through how to create, access and complete the Voluntary CEIS activity in Catamaran.

25. Request closeout by choosing the **Closeout Requested** button located at the top of the page.

## CEIS Voluntary Cover Page

B-CEIS Voluntary - 2020 Menu > CEIS Voluntary Cover Page

Download Spell Check Back Save Save/Next Carryover Requested Closeout Requested

26. The ISD will review the B-CEIS Voluntary activity to determine if closeout is appropriate.  
 27. If the ISD agrees with the request, the activity will be submitted to the MDE.

**Note:** If closeout is not approved by the MDE, the activity will be returned to the **Implement CEIS** step.

## Next Steps

The ISD and the MDE will review the district’s voluntary CEIS program using the submitted program design and student information provided by the district in Catamaran.

## Still Need Help?

- For questions about system navigation or accessing this activity, contact the Catamaran Help Desk. The Catamaran Help Desk is available Monday-Friday from 8:00am to 5:00pm. Contact them by email ([help@catamaran.partners](mailto:help@catamaran.partners)), phone (877-474-9023), or by using the Chat feature within Catamaran.
- For additional CEIS resources, visit the [U.S. Department of Education’s Coordinated Early Intervening Services \(CEIS\) Guidance page](#).
- For questions about the district proposal, program design, or tracking students, contact Aaron Darling at [darlinga4@michigan.gov](mailto:darlinga4@michigan.gov).