How to Access and Review the CEIS Voluntary Activity

For ISDs

This how-to document is intended for intermediate school districts (ISDs) and will explain how to access the Coordinated Early Intervening Services (CEIS) Voluntary activity and to review member district submitted proposals, program designs, and student information.

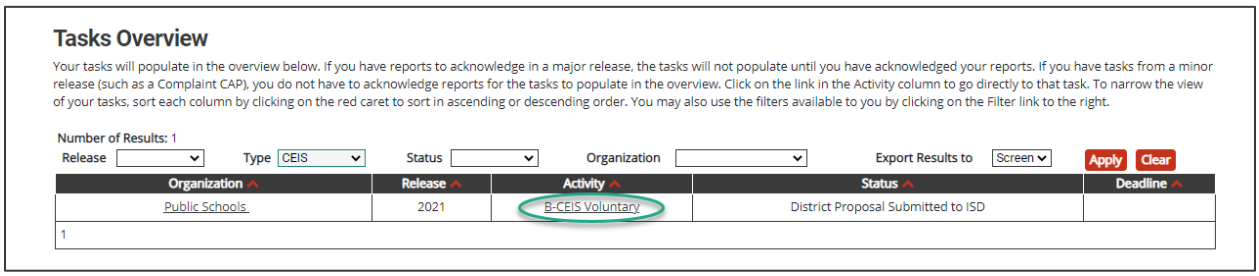
Districts needing assistance on how to complete the CEIS Voluntary activity should reference the document How to Complete the CEIS Voluntary Activity for Districts.

ISDs or State Agencies needing assistance on how to complete the CEIS Voluntary Activity should reference the document How to Complete the CEIS Voluntary Activity for ISDs or State Agencies.

Access and Review the District Proposal

1. Log in to Catamaran.
2. Access the B-CEIS Voluntary activity in two ways:

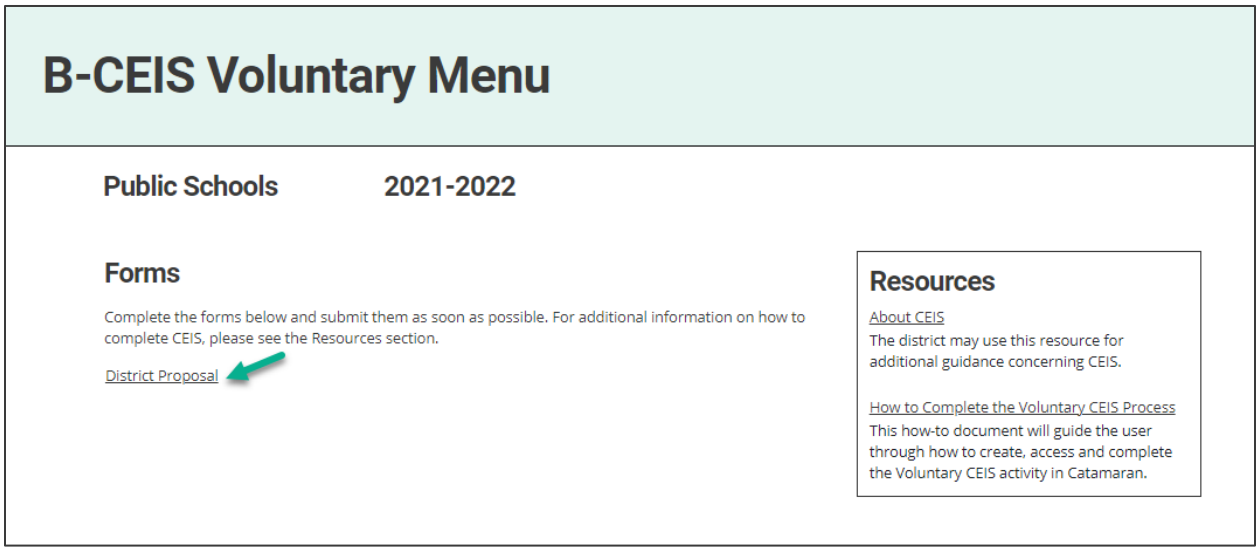
- On the Dashboard, scroll down to the Tasks Overview section. Use the filters, as needed, to narrow tasks, and select the link in the **Activity** column to open the activity.
- On the Dashboard, choose the **Search** link in the upper right-hand corner of the page. Using the search function, choose **Monitoring**. Filter the search results by selecting *CEIS* to access the B-CEIS Voluntary activity.



Note: ISD 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.

Note: The activity will be at either the **District Proposal Submitted to ISD** or **District Proposal Resubmitted to ISD** status.

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



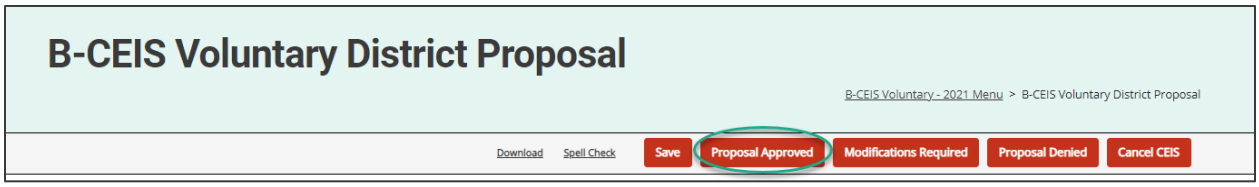
4. Review the district's proposal to determine if the district may proceed with the activity.

5. When complete, the ISD may either, approve, return, or deny the proposal.

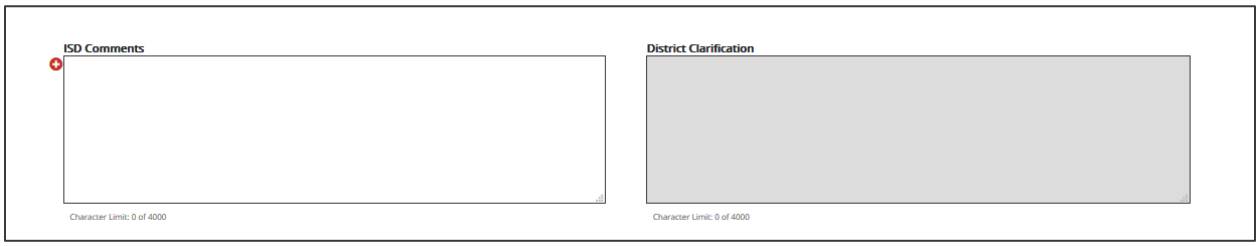
- To **approve** the proposal,
  - Add comments to the **ISD Comment** box as needed and
  - Select the **Proposal Approved** button at the top of the page.
  - Review the CEIS Voluntary District Proposal Approval Agreement and choose either **I Agree** to proceed with the approval, or **I Do Not Agree** to exit from the status change.

Note: If the ISD cannot agree with the CEIS Voluntary District Proposal Approval Agreement, then the ISD may need to deny the district's proposal or cancel the CEIS activity. For questions about the approval agreement, contact Aaron Darling at darlinga4@michigan.gov.

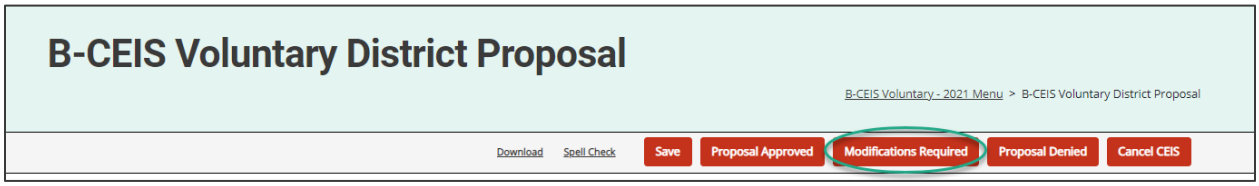
- Once approved, Catamaran will notify the district to begin the program design.



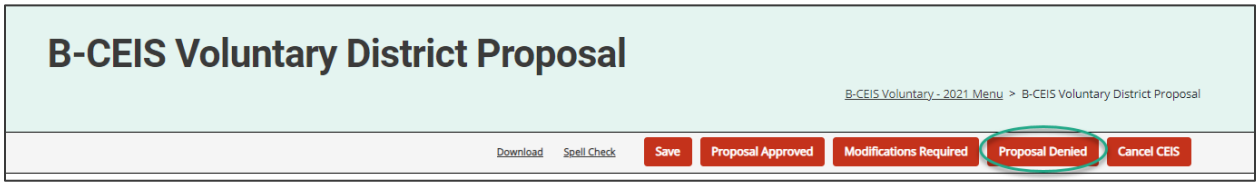
- To **return** the proposal for modifications,
  - Provide the district with feedback in the **ISD Comment** box explaining the areas of concerns and



  - Select the **Modifications Required** button at the top of the page.
  - Catamaran will notify the district to make the necessary modifications and resubmit the proposal to the ISD.



- To **deny** the proposal,
  - Provide the district with the ISD's rationale for denying the request in the **ISD Comment** box and
  - Select the **Proposal Denied** button at the top of the page.
  - Catamaran will notify the district the proposal has been denied.

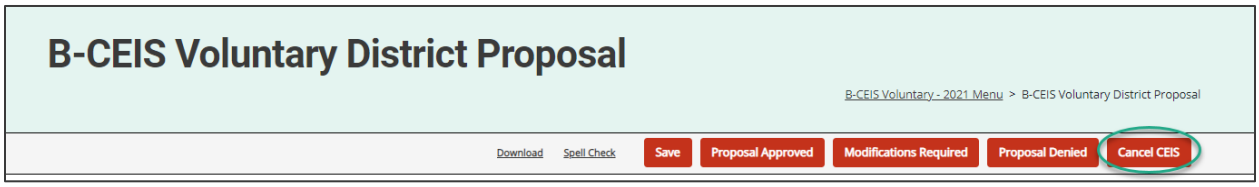


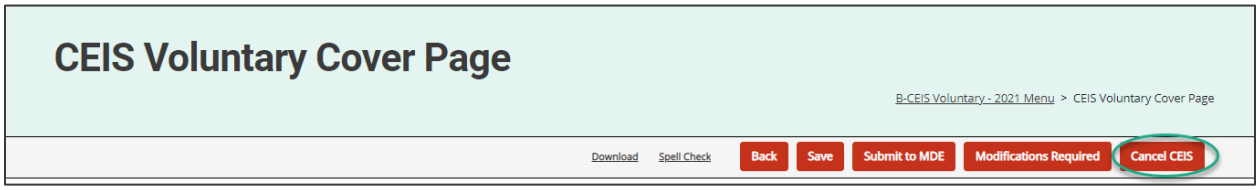
Note: If the ISD denies the district's proposal, the district's CEIS Voluntary activity will be closed. At that time, the district may choose to begin another CEIS Voluntary activity where it would need to submit a new district proposal.

Cancel CEIS

There may be a situation where the district or the ISD may wish to cancel the Voluntary CEIS activity. To do this,

6. Select the **Cancel CEIS** button available on the CEIS Voluntary District Proposal page or the CEIS Voluntary Cover Page at the beginning of the CEIS process.



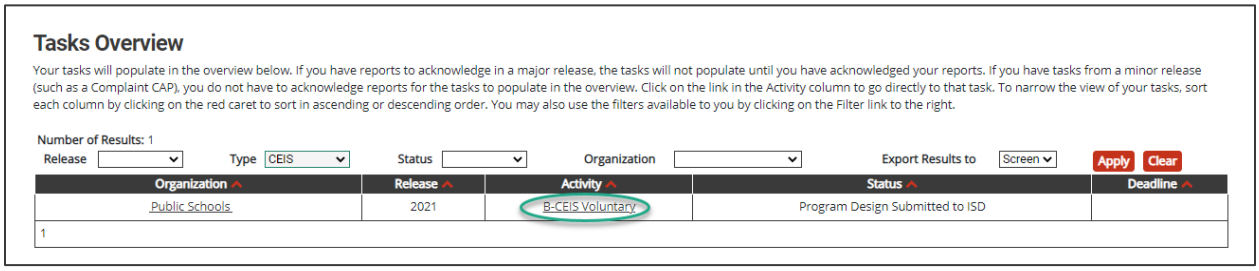


7. Catamaran will then cancel the Voluntary CEIS activity, and a confirmation email will be sent to the district.

Note: Once the Voluntary CEIS activity has reached the Implement CEIS status, the CEIS activity **may not** be cancelled.

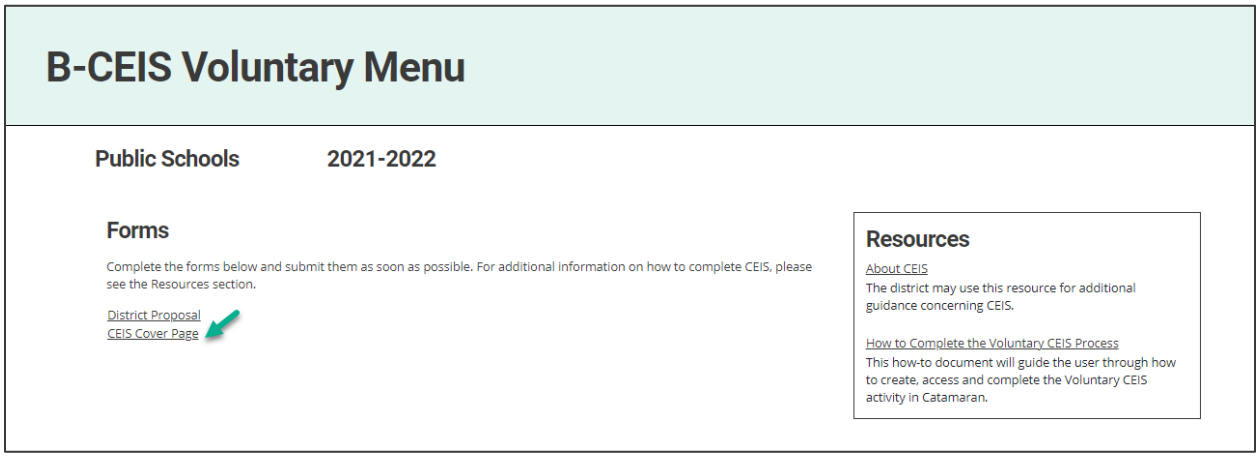
Access and Review the Program Design

8. Access the submitted program design from the Tasks Overview by selecting the **B-CEIS Voluntary** link in the Activity column.

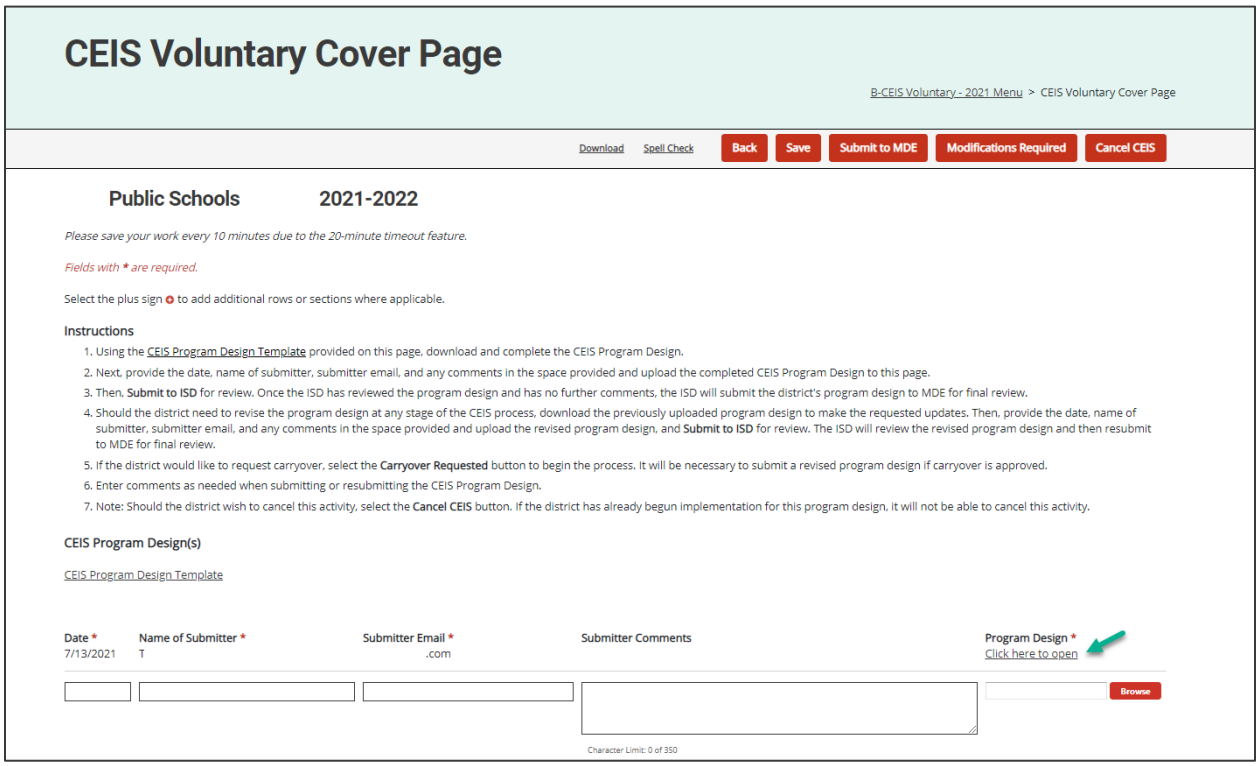


Note: The activity will be at either the **Program Design Submitted to ISD** or **Program Design Resubmitted to ISD** status.

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

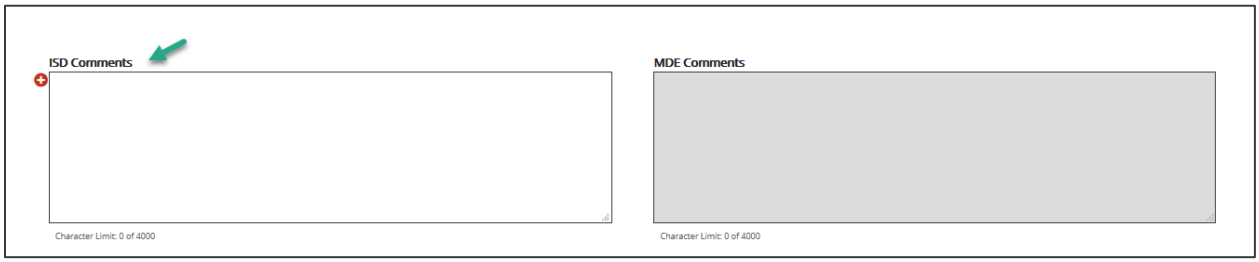


10. Download and review the district's submitted program design from the **CEIS Voluntary Cover Page** by selecting the **Click here to open** link.

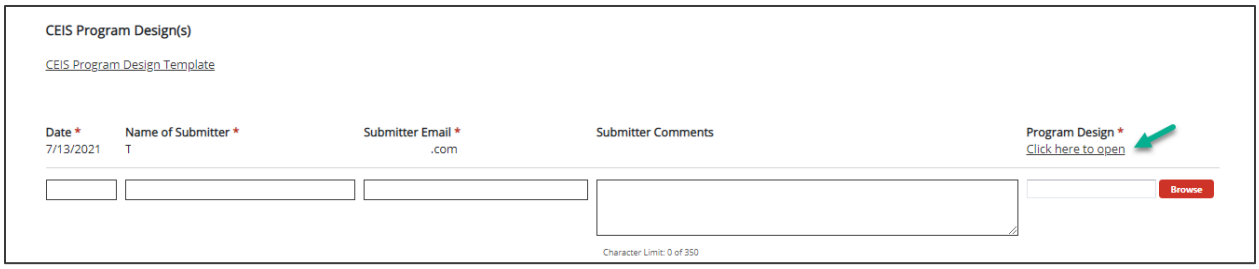


11. If no concerns are identified, select the **Submit to MDE** button at the top of the page.

12. If modifications are needed, provide additional feedback to the district in the **ISD Comments** box and return the activity to the district by selecting the **Modifications Required** button at the top of the page.



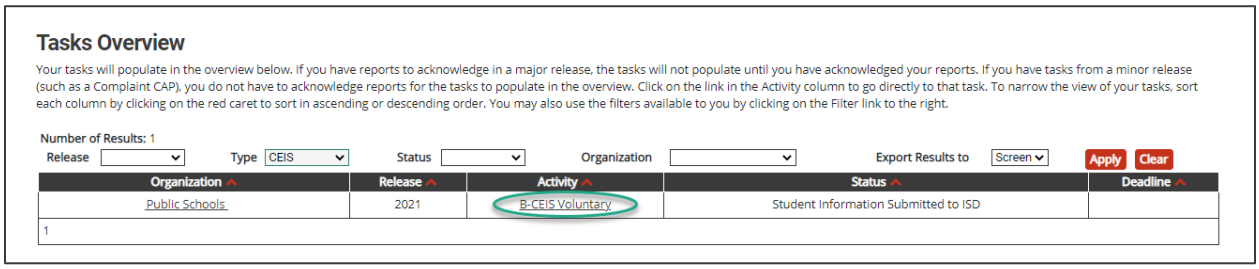
Note: If the district's program design receives tentative approval from the MDE, download the program design from the CEIS Cover page and upload it to NexSys. See the MDE NexSys page for information about the new site and how to access it.



Access and Review the Student Information Page

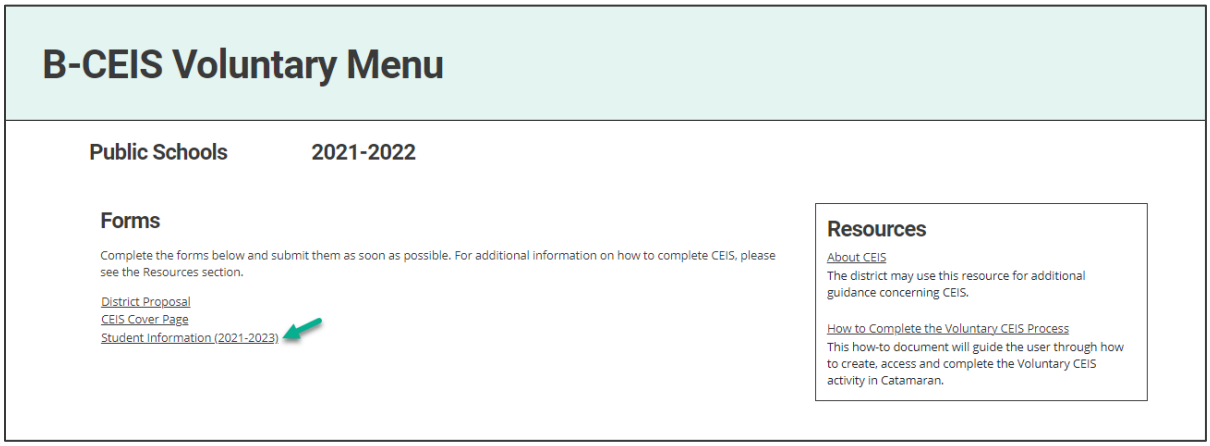
The Student Information page will become available on the district's menu after the program design has been tentatively approved by the MDE.

13. Access the submitted student information from the Tasks Overview by selecting the **B-CEIS Voluntary** link in the Activity column.



Note: The activity will be at either the **Student Information Submitted to ISD** or the **Student Information Resubmitted to ISD** status.

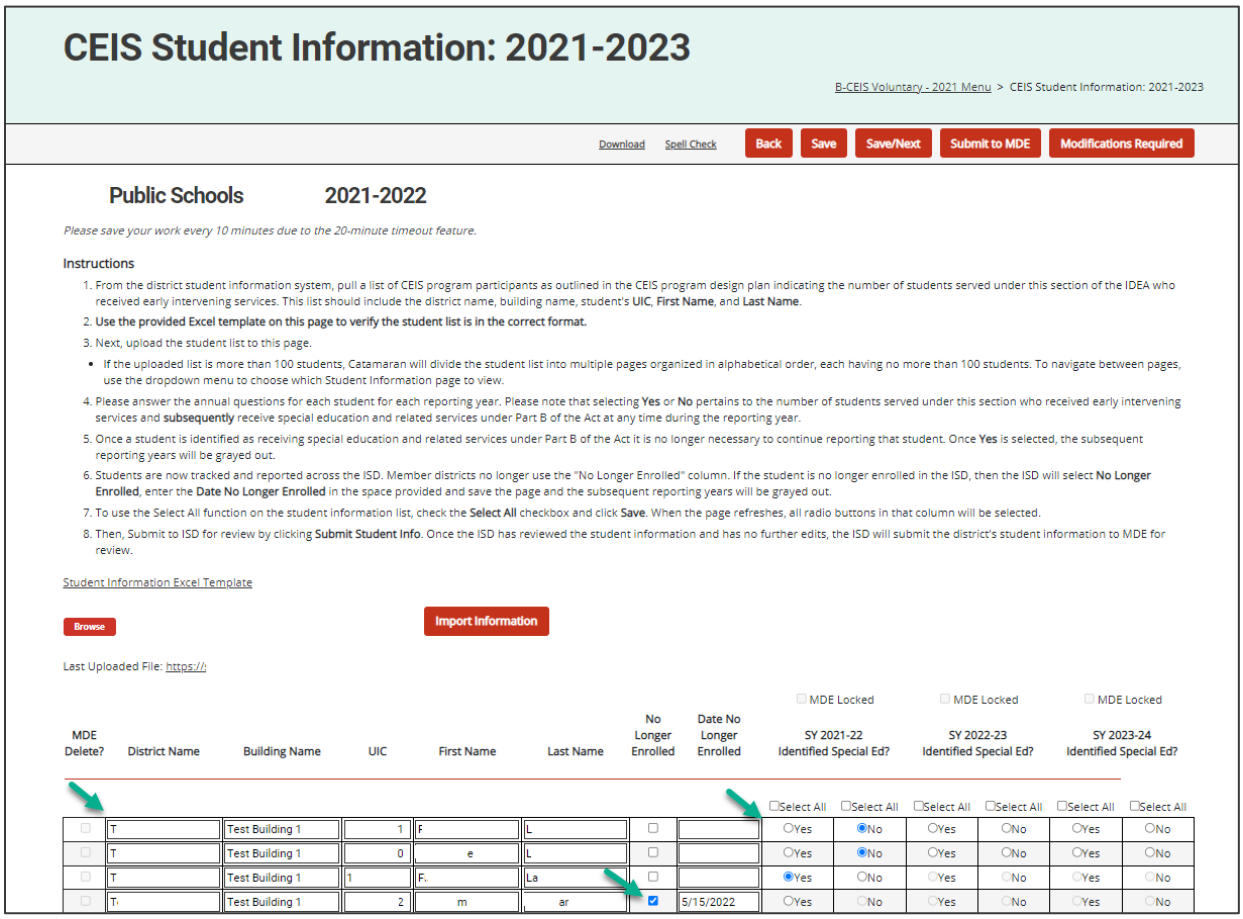
14. Select the **Student Information** link on the B-CEIS Voluntary Menu



15. Review the page instructions thoroughly before proceeding.
16. Review the district's responses to the questions on the page. The questions should not be answered until the end of the school year. In June, Catamaran will notify the district to complete the page.

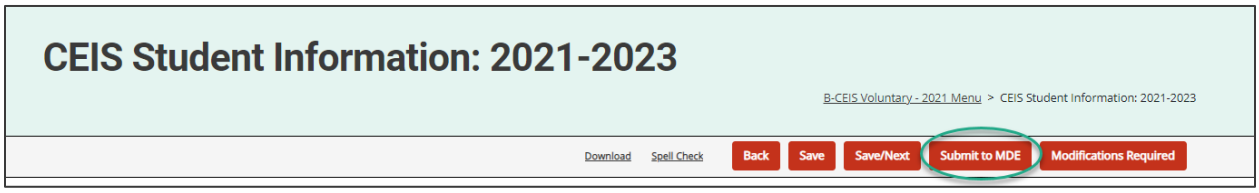
Note: Students are now tracked and reported across the ISD. Member districts no longer use the "No Longer Enrolled" column. If the student is no longer enrolled in the member district, it is the responsibility of the ISD to track and report on that student. If the student is

no longer enrolled in the ISD, then the ISD should select **No Longer Enrolled** and enter the date the student withdrew from the ISD.

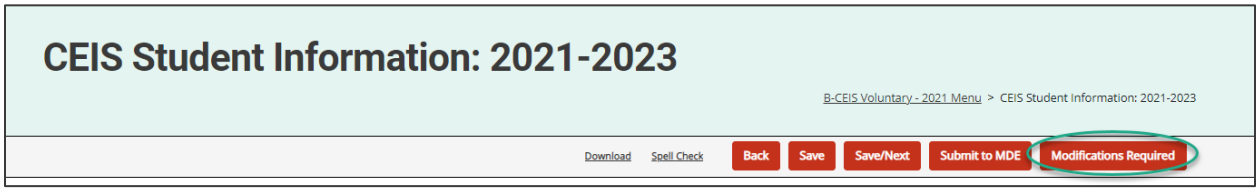


Note: The student information page should include students served under this section of the *Individuals with Disabilities Education Act* (IDEA) who received early intervening services.

17. If no concerns are identified, select the **Submit to MDE** button at the top of the page.



18. If modifications are needed, provide additional feedback to the district in the **ISD Comments** box on the CEIS Cover Page and select the **Modifications Required** button at the top of the **CEIS Student Information** page.



Note: The MDE will review the district's student information and will either accept it or return it to the district for modifications. Once the MDE accepts the district's student information, the district's activity will return to the **Implement CEIS** status.

Carryover Requested

Districts may wish to request carryover at the end of the school year. If this is approved, carryover will require a new program design submission and an additional three years of student tracking and reporting. Districts should consult the ISD before proceeding with the request.

Once the district selects the **Carryover Requested** button on the CEIS Cover Page, Catamaran will change the status of the activity to the **Proposal Approved – Create Program Design** step. At this step, the district will begin the process of revising and resubmitting the program design.

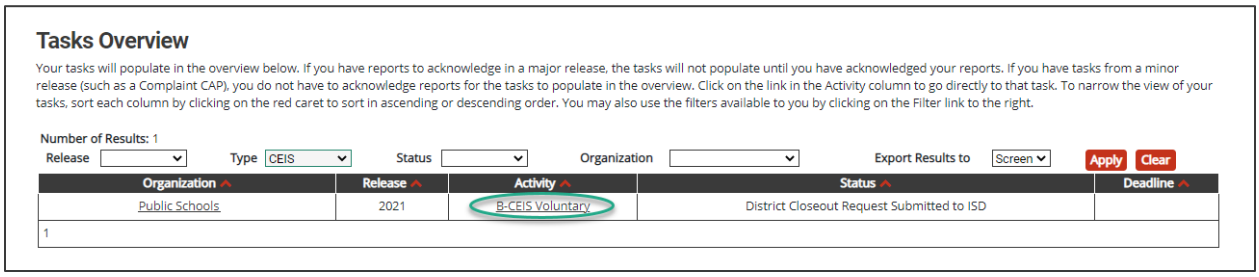
Note: To review the resubmitted program design, the ISD should see steps 8-12 in this document.

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

Note: To review the resubmitted student information, the ISD should see steps 13-18 in this document.

Closeout Request

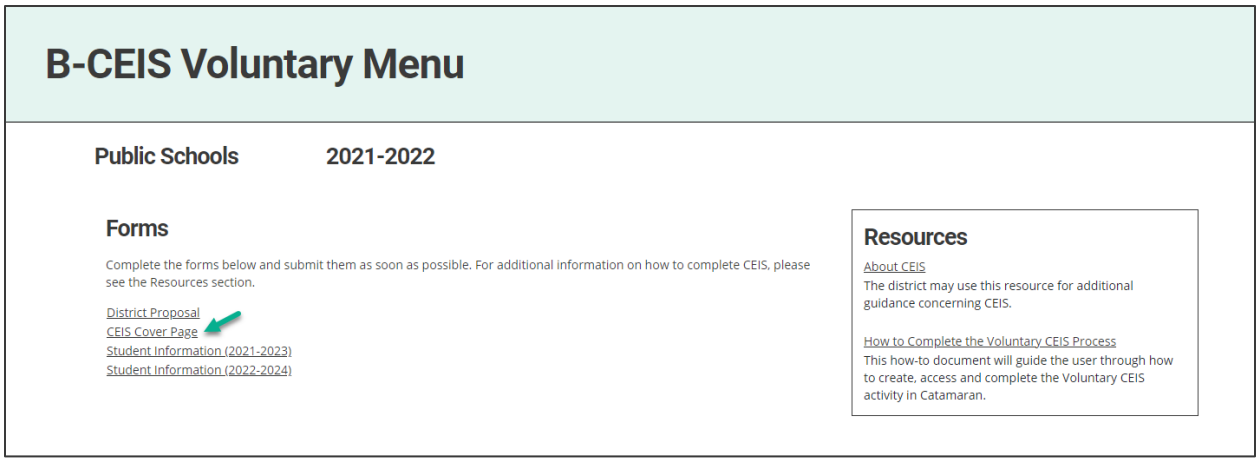
19. Access the activity from the Tasks Overview by selecting the **B-CEIS Voluntary** link in the Activity column.



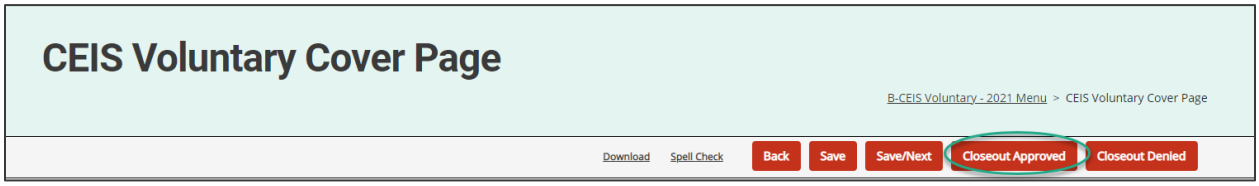
Note: The activity will be at the **District Closeout Request Submitted to ISD** status.

20. Review the district's activity to determine if the district may proceed with closeout.
21. If the ISD determines that closeout is appropriate,

    - Access the CEIS Cover Page from the menu.



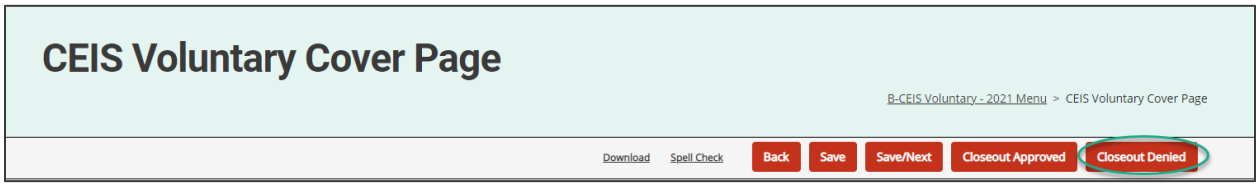
- Provide any additional comments in the **ISD Comments** box on the CEIS Cover Page for MDE to review.
- Select the **Closeout Approved** button at the top of the CEIS Cover Page. This will submit the district's closeout to the MDE.



Note: The activity will be at the **District Closeout Request Submitted to MDE** status.

22. If concerns are identified and the ISD determines that closeout is not appropriate,

- Access the CEIS Cover Page from the menu.
- Provide the district with feedback in the **ISD Comment** box explaining the areas of concerns and
- Select the **Closeout Denied** button at the top of the CEIS Cover Page.



Note: The activity will be returned to it the **Implement CEIS** step for the district to continue its work.

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 8:00 am to 5:00 pm. Contact the Catamaran Help Desk by email (help@catamaran.partners), by phone (877-474-9023), or by using the Chat feature within Catamaran.
- For questions about the district proposal, program design, or tracking students, contact Aaron Darling at darlinga4@michigan.gov.