

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.

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

Organization ^	Release ^	Activity ^	Status ^	Deadline ^
Public Schools	2021	B-CEIS Voluntary	District Proposal Submitted to ISD	

- **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.

B-CEIS Voluntary Menu

Public Schools

2021-2022

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.

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

B-CEIS Voluntary District Proposal

[B-CEIS Voluntary - 2021 Menu](#) > B-CEIS Voluntary District Proposal

[Download](#) [Spell Check](#)

[Save](#)

[Proposal Approved](#)

[Modifications Required](#)

[Proposal Denied](#)

[Cancel CEIS](#)

Public Schools

2021-2022

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.

Note: Should the district wish to cancel this activity, select the **Cancel CEIS** button.

[Show Less](#)

Name of Submitter *

Special Education Director

Phone *

000-000-0000

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.

B-CEIS Voluntary District Proposal

[B-CEIS Voluntary - 2021 Menu](#) > B-CEIS Voluntary District Proposal

[Download](#) [Spell Check](#) [Save](#) [Proposal Approved](#) [Modifications Required](#) [Proposal Denied](#) [Cancel CEIS](#)

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

ISD Comments

Character Limit: 0 of 4000

District Clarification

Character Limit: 0 of 4000

- 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.

B-CEIS Voluntary District Proposal

[B-CEIS Voluntary - 2021 Menu](#) > B-CEIS Voluntary District Proposal

[Download](#) [Spell Check](#) [Save](#) [Proposal Approved](#) [Modifications Required](#) [Proposal Denied](#) [Cancel CEIS](#)

- 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.

B-CEIS Voluntary District Proposal

[B-CEIS Voluntary - 2021 Menu](#) > B-CEIS Voluntary District Proposal

[Download](#) [Spell Check](#) [Save](#) [Proposal Approved](#) [Modifications Required](#) [Proposal Denied](#) [Cancel CEIS](#)

➤ **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,

- 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.

B-CEIS Voluntary District Proposal

B-CEIS Voluntary - 2021 Menu > B-CEIS Voluntary District Proposal

Download Spell Check Save Proposal Approved Modifications Required Proposal Denied **Cancel CEIS**

CEIS Voluntary Cover Page

B-CEIS Voluntary - 2021 Menu > CEIS Voluntary Cover Page

Download Spell Check Back Save Submit to MDE Modifications Required **Cancel CEIS**

- 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

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

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

Organization ^	Release ^	Activity ^	Status ^	Deadline ^
Public Schools	2021	B-CEIS Voluntary	Program Design Submitted to ISD	
1				

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

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

B-CEIS Voluntary Menu

Public Schools 2021-2022

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.

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

The screenshot shows the 'CEIS Voluntary Cover Page' interface. At the top, there is a breadcrumb trail: 'B-CEIS Voluntary - 2021 Menu > CEIS Voluntary Cover Page'. Below this is a navigation bar with buttons for 'Download', 'Spell Check', 'Back', 'Save', 'Submit to MDE', 'Modifications Required', and 'Cancel CEIS'. The main content area is titled 'Public Schools 2021-2022'. It includes instructions for users, a list of steps for submitting a program design, and a section for 'CEIS Program Design(s)'. At the bottom, there is a form with fields for 'Date *', 'Name of Submitter *', 'Submitter Email *', 'Submitter Comments', and 'Program Design *'. A red arrow points to the 'Click here to open' link under the 'Program Design *' field. A 'Browse' button is also visible next to the 'Program Design *' field.

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

This screenshot is similar to the previous one, showing the 'CEIS Voluntary Cover Page' interface. The 'Submit to MDE' button in the navigation bar is circled in red, indicating it should be selected when no concerns are identified.


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.

The screenshot shows two text input areas: 'ISD Comments' and 'MDE Comments'. A red arrow points to the 'ISD Comments' box, which has a character limit of 0 of 4000. The 'MDE Comments' box also has a character limit of 0 of 4000.

➤ 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.

CEIS Program Design(s)

[CEIS Program Design Template](#)

Date * 7/13/2021 Name of Submitter * T Submitter Email * .com Submitter Comments Program Design * [Click here to open](#) 

Character Limit: 0 of 350

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.


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

Organization	Release	Activity	Status	Deadline
Public Schools	2021	B-CEIS Voluntary	Student Information Submitted to ISD	

-  **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

B-CEIS Voluntary Menu

Public Schools 2021-2022

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 \(2021-2023\)](#) 

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.

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.

CEIS Student Information: 2021-2023

B-CEIS Voluntary - 2021 Menu > CEIS Student Information: 2021-2023

Download Spell Check Back Save Save/Next Submit to MDE Modifications Required

Public Schools **2021-2022**

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

Instructions

- 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.
- Use the provided Excel template on this page to verify the student list is in the correct format.
- 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.
- 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.
- 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.
- 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 ISD, then the ISD will select **No Longer Enrolled**, enter the **Date No Longer Enrolled** in the space provided and save the page and the subsequent reporting years will be grayed out.
- 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.
- 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

Last Uploaded File: <https://>

MDE Delete?	District Name	Building Name	UIC	First Name	Last Name	No Longer Enrolled	Date No Longer Enrolled	MDE Locked	SY 2021-22 Identified Special Ed?	MDE Locked	SY 2022-23 Identified Special Ed?	MDE Locked	SY 2023-24 Identified Special Ed?
<input type="checkbox"/>	T	Test Building 1	1	F	L	<input type="checkbox"/>		<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	T	Test Building 1	0	e	L	<input type="checkbox"/>		<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	T	Test Building 1	1	F.	La	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	T	Test Building 1	2	m	ar	<input checked="" type="checkbox"/>	5/15/2022	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No

➤ **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.

CEIS Student Information: 2021-2023

B-CEIS Voluntary - 2021 Menu > CEIS Student Information: 2021-2023

Download Spell Check Back Save Save/Next Submit to MDE Modifications Required

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.

CEIS Student Information: 2021-2023

B-CEIS Voluntary - 2021 Menu > CEIS Student Information: 2021-2023

Download Spell Check Back Save Save/Next Submit to MDE Modifications Required

➤ **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.

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	2021	B-CEIS Voluntary	District Closeout Request Submitted to ISD	

1

➤ **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.

B-CEIS Voluntary Menu

Public Schools

2021-2022

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 \(2021-2023\)](#)
[Student Information \(2022-2024\)](#)

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.

- 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.

CEIS Voluntary Cover Page

B-CEIS Voluntary - 2021 Menu > CEIS Voluntary Cover Page

Download Spell Check

Back

Save

Save/Next

Closeout Approved

Closeout Denied

➤ **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.

CEIS Voluntary Cover Page

B-CEIS Voluntary - 2021 Menu > CEIS Voluntary Cover Page

Download Spell Check

Back

Save

Save/Next

Closeout Approved

Closeout Denied

➤ **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 more information about CEIS, access the [U.S. Department of Education's Coordinated Early Intervening Services \(CEIS\) Guidance memo](#).
- For questions about the district proposal, program design, or tracking students, contact Aaron Darling at darlinga4@michigan.gov.