How to Complete the CEIS Voluntary Activity

For Districts

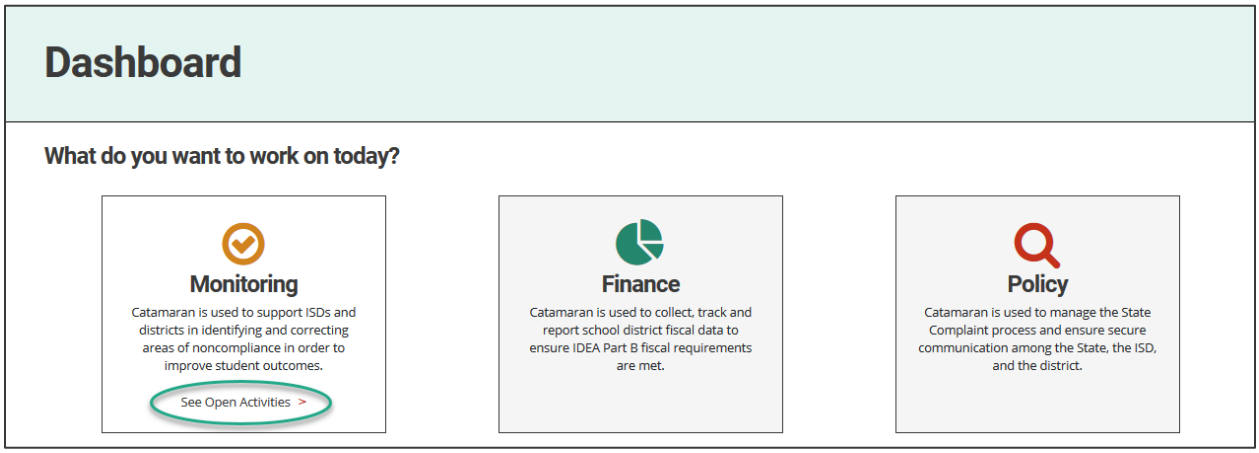
This how-to document is intended for districts and will explain how to access and complete the Coordinated Early Intervening Services (CEIS) Voluntary activity in Catamaran.

Create the CEIS Voluntary Activity

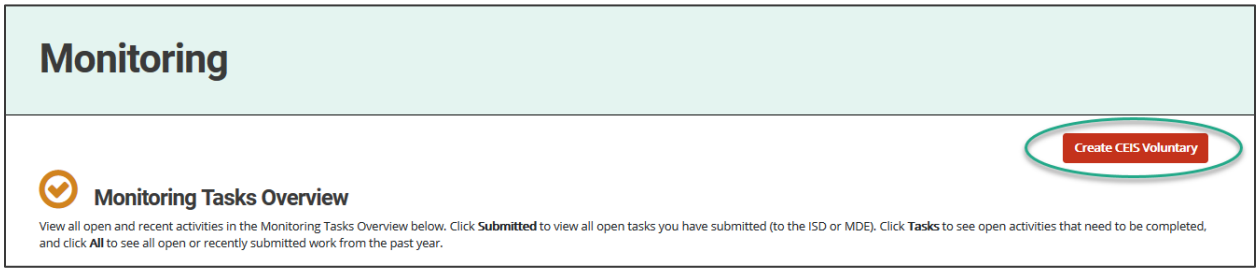
1. Log in to Catamaran.
2. Districts may begin the CEIS Voluntary activity in one of two ways:

Monitoring Tasks Overview

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

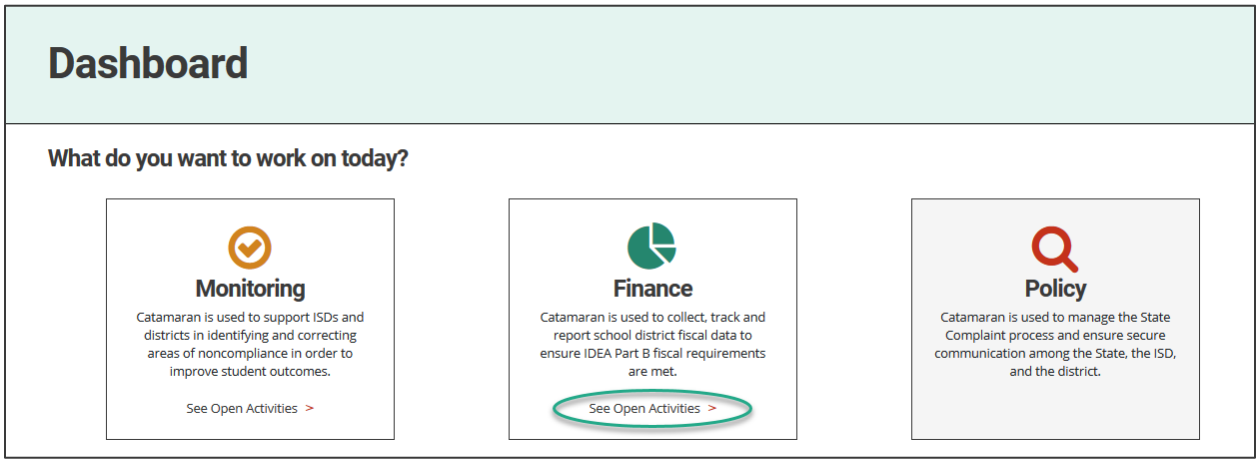


- Choose the **Create CEIS Voluntary** button.

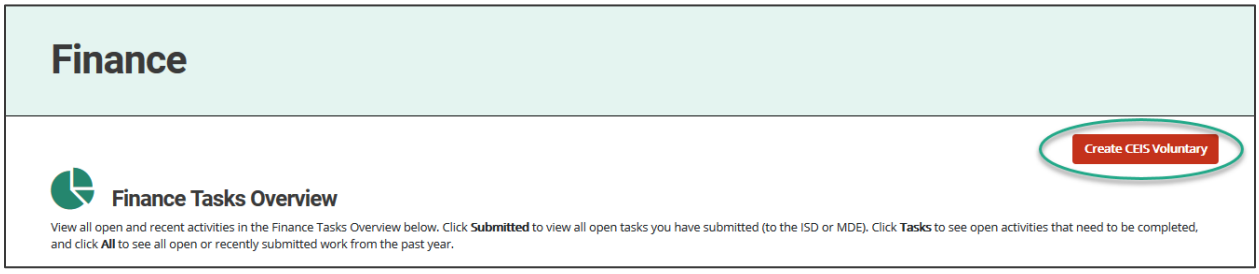


Finance Tasks Overview

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



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

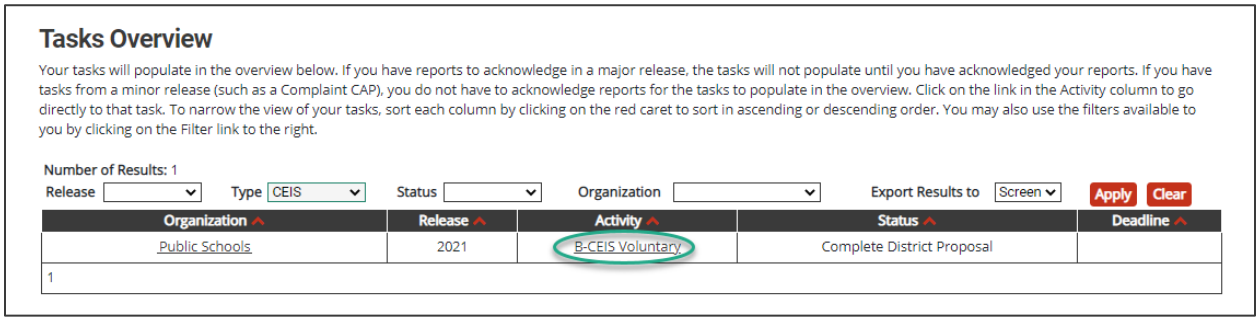


Complete the District Proposal

To begin the CEIS Voluntary activity, districts must submit a proposal to the intermediate school district (ISD) to proceed with the activity.

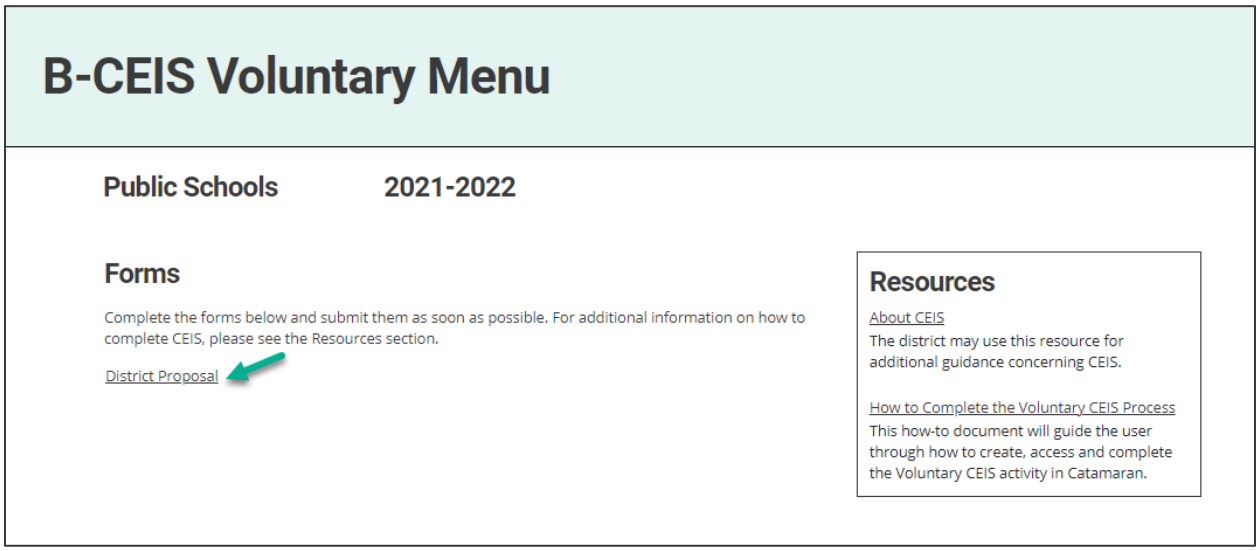
3. Log in to Catamaran.
4. Access the B-CEIS Voluntary activity in two ways:

- On the Dashboard, scroll down to the Tasks Overview section. Use the filters, as needed, to narrow tasks, and 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.

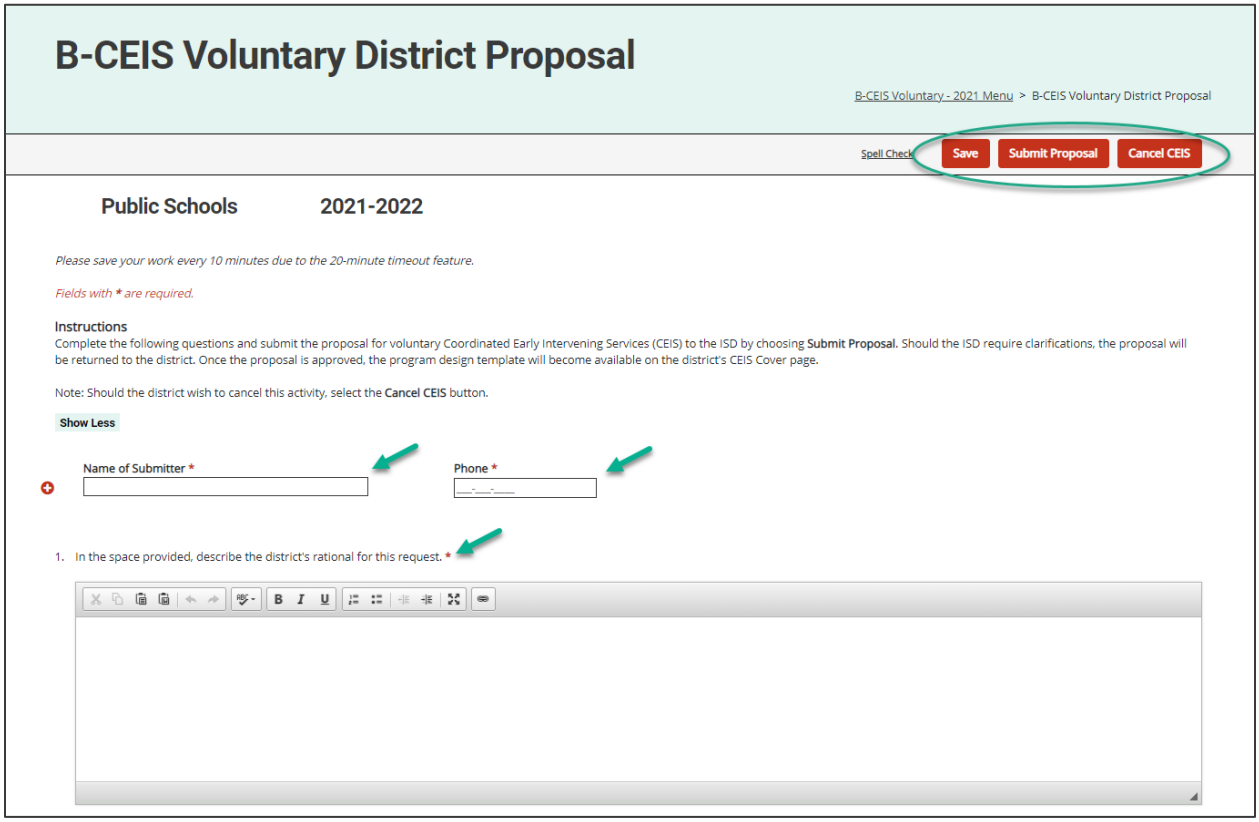


Note: District Business Officials may also access the activity from the Search page by choosing **Finance**. Filter the search results by selecting *B-CEIS* to access the B-CEIS Voluntary activity.

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



6. Complete the proposal and choose the **Save** button.
7. When complete, submit the proposal to the ISD by selecting the **Submit Proposal** button.



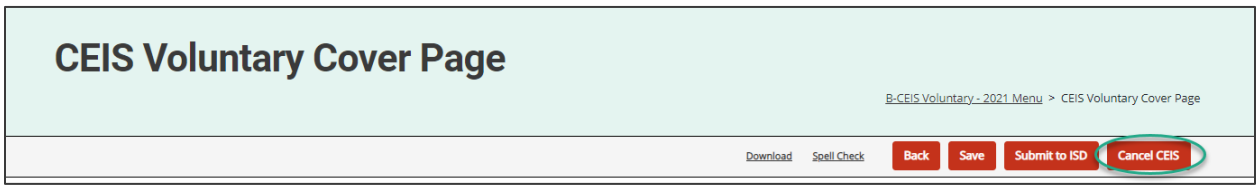
Note: The ISD will review the submitted proposal to determine if the district may proceed with the activity.

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.

Cancel CEIS

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

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



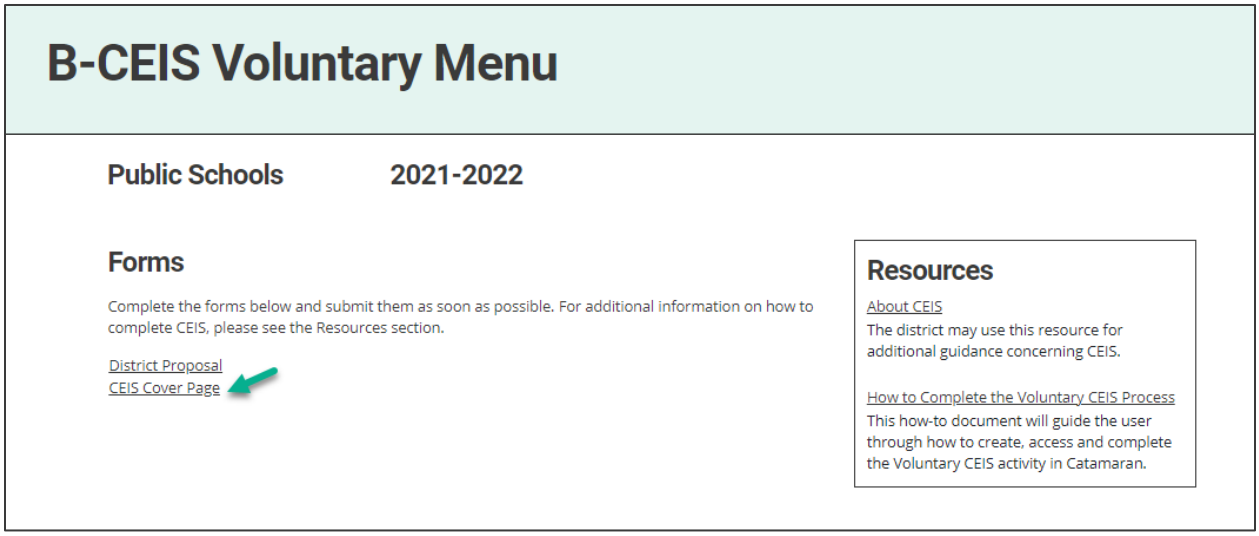
9. Catamaran will then cancel the Voluntary CEIS activity, and a confirmation email will be sent to the district.

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

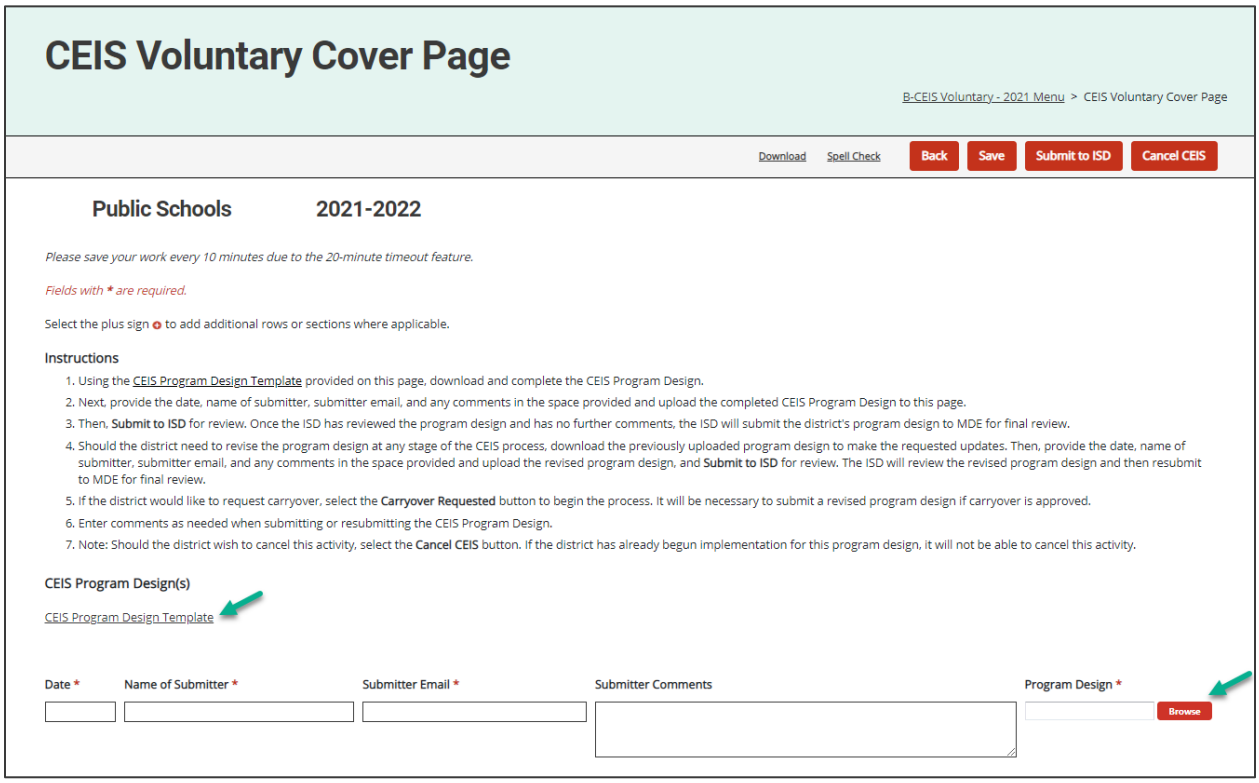
Complete the Program Design

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

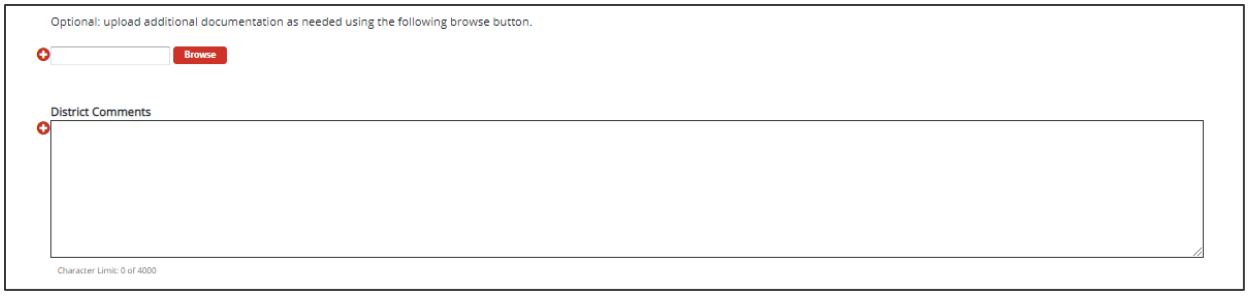
10. Select the **CEIS Cover Page** link from the B-CEIS Voluntary Menu.



11. Download and complete the **CEIS Program Design Template** from the **CEIS Voluntary Cover Page**.
12. Complete the page and upload the CEIS Program Design using the **Browse** button.



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



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

14. 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 NexSys. See the MDE NexSys page for information about the new site and how to access it.

Note: If modifications are needed, the ISD will return the activity to the district. To resubmit the activity to the ISD, repeat steps 10-14.

Complete the Student Information Page

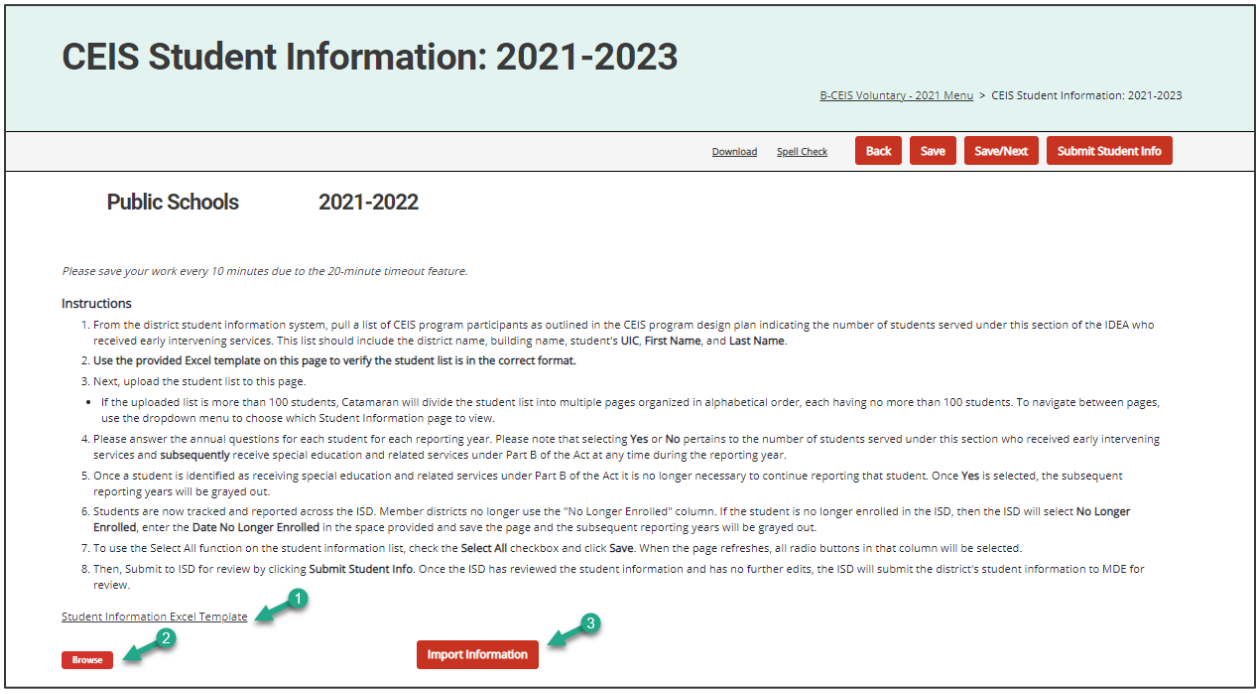
The Student Information page will become available on the menu after the program design has been tentatively approved by the MDE. Catamaran will notify the district when to complete and update this page.

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

16. Review the page instructions thoroughly before proceeding.
17. Download the **Student Information Excel Template**.
18. 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.

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

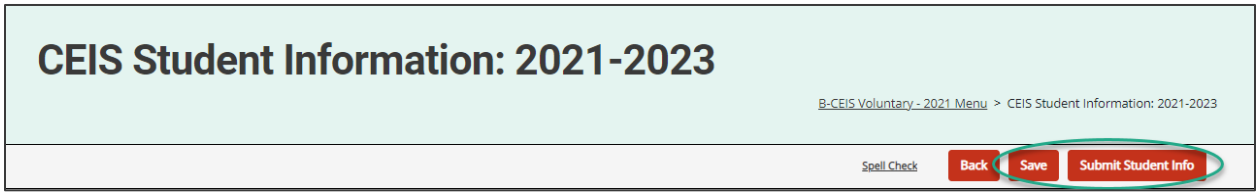


21. At the end of the school year, complete the page by responding to the **Yes** or **No** questions.

- Catamaran will notify the district in June to complete the page.
- Once the district receives this notification, return to the Student Information page to select **Yes** or **No** according to the page instructions.
- If a student is no longer enrolled at the district, contact the ISD for assistance.

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 will select **No Longer Enrolled** and enter the date the student withdrew from the ISD.

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

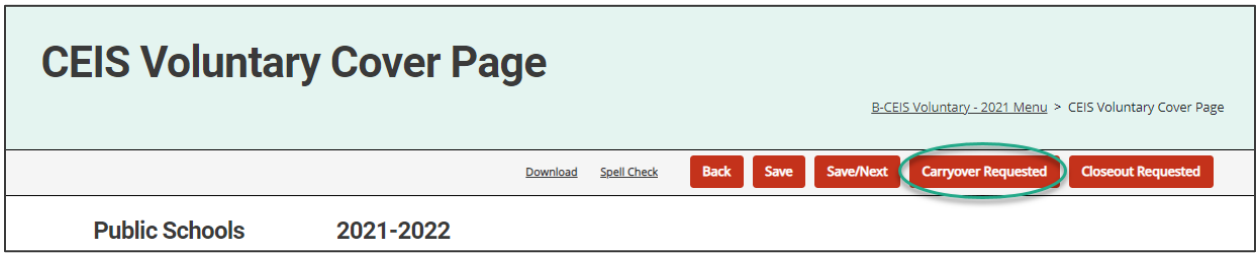


Requesting Carryover

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.

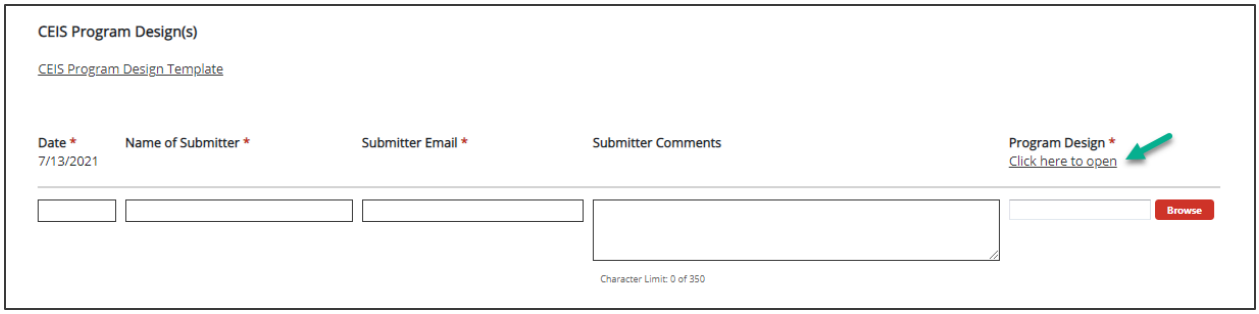
Note: Carryover may not be requested until *after* the district's first implementation year and initial year of student reporting is complete.

23. 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.

24. 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 10-14.

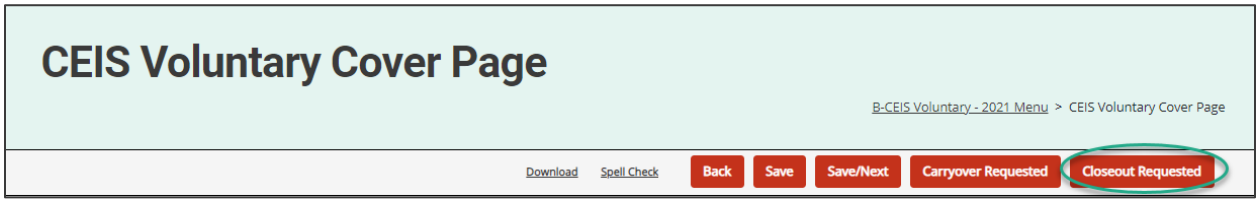
25. Once the MDE tentatively approves the revised program design, Catamaran will move the activity back to **Implement CEIS**. This will create a new student information page for tracking student records for another three-year cycle.

Note: See the **Complete the Student Information Page** section of this document, steps 15-22, for this process.

Requesting Closeout

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

26. Select the **CEIS Cover Page** link from the B-CEIS Voluntary Menu.
27. Request closeout by choosing the **Closeout Requested** button located at the top of the page.



28. The ISD will review the B-CEIS Voluntary activity to determine if closeout is appropriate.
29. 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 8:00 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.