How to Complete the CEIS Voluntary Activity

For ISDs or State Agencies

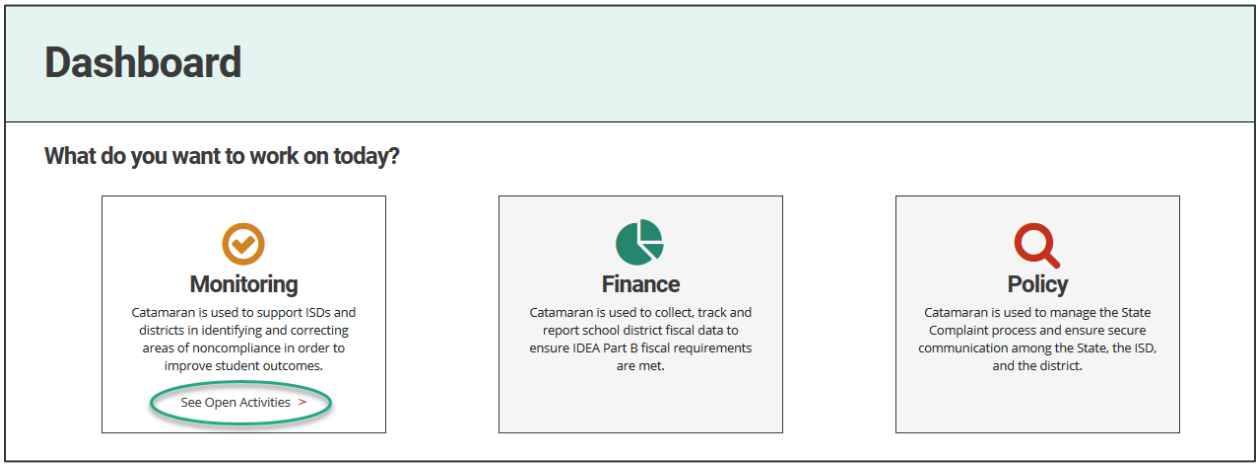
This how-to document is intended for ISDs or State Agencies and will explain how to access and complete the Coordinated Early Intervening Services (CEIS) Voluntary activity in Catamaran.

Create the CEIS Voluntary Activity

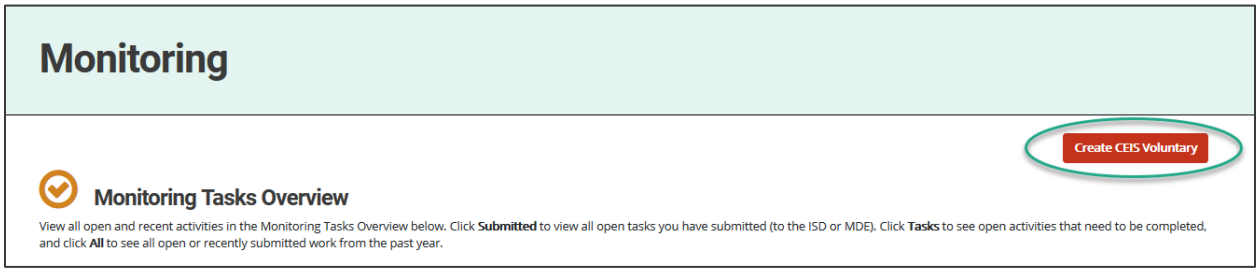
1. Log in to Catamaran.
2. ISDs or State Agencies begin the CEIS Voluntary activity in one of two ways:

Monitoring Tasks Overview

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

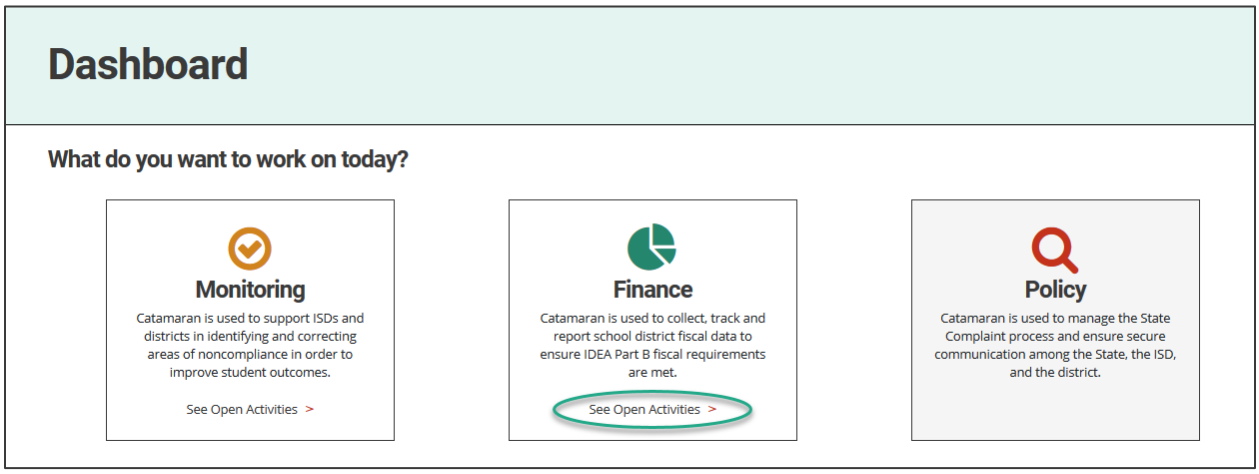


- Choose the **Create CEIS Voluntary** button.

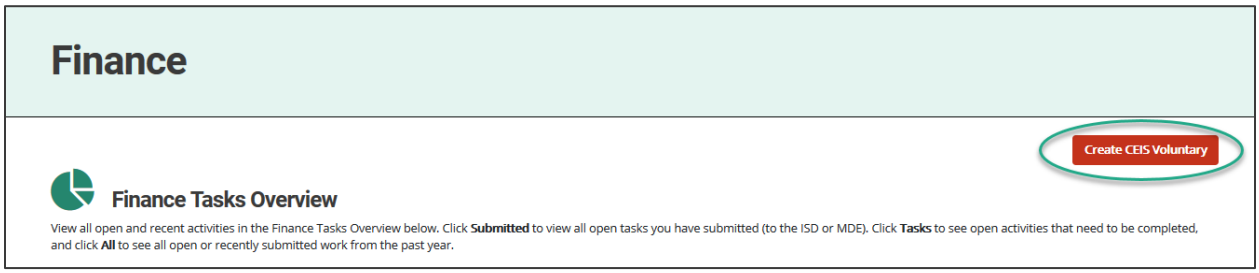


Finance Tasks Overview

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



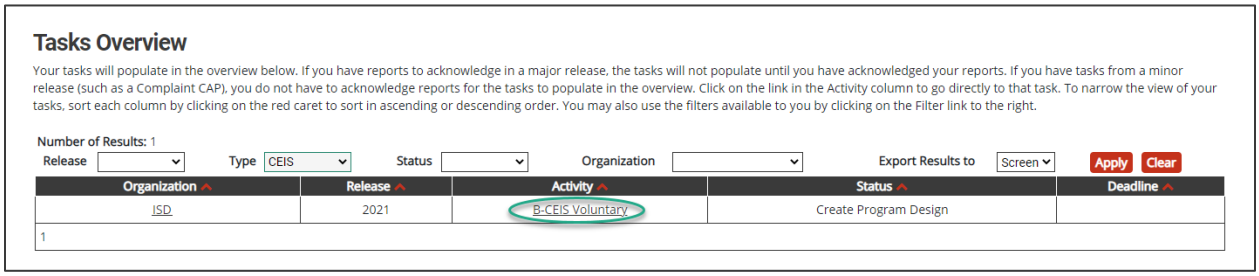
- Choose the **Create CEIS Voluntary** button.



Complete the Program Design

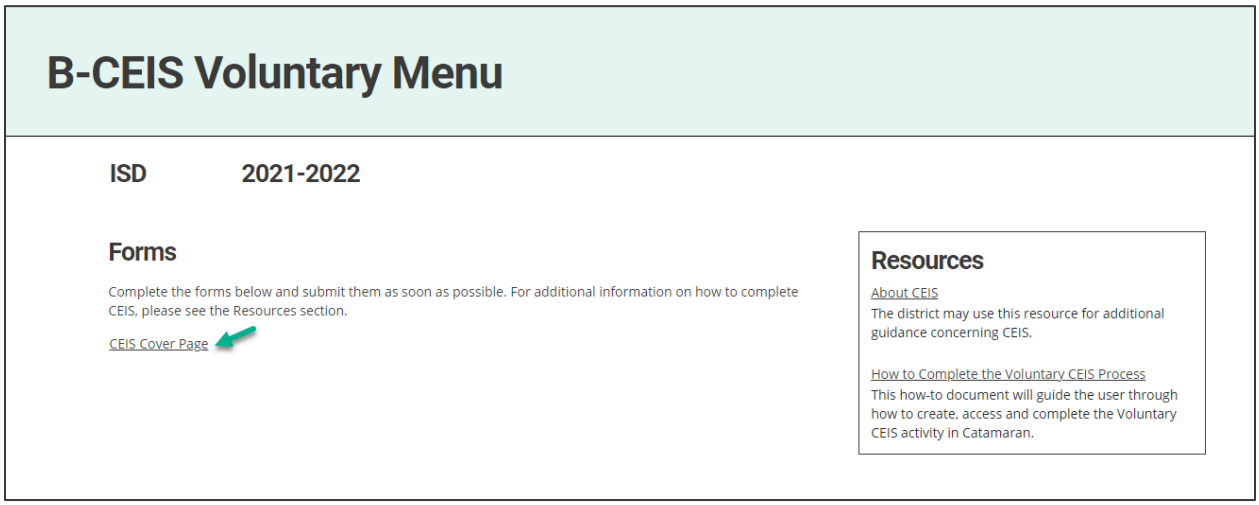
3. Log in to Catamaran.
4. Access the B-CEIS Voluntary activity in two ways:

- 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.

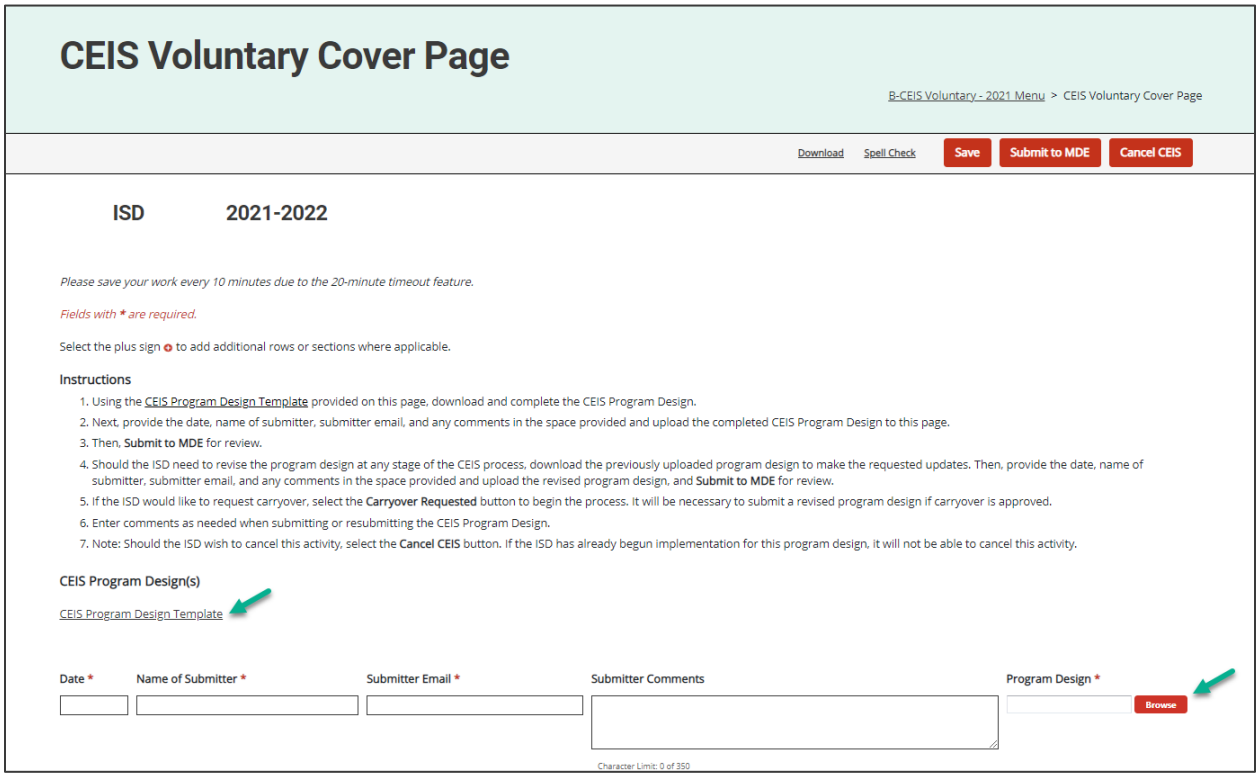


Note: ISD Business Officials may also access the activity from the Search page by choosing **Finance**. Filter the search results by selecting *B-CEIS* to access the B-CEIS Voluntary activity.

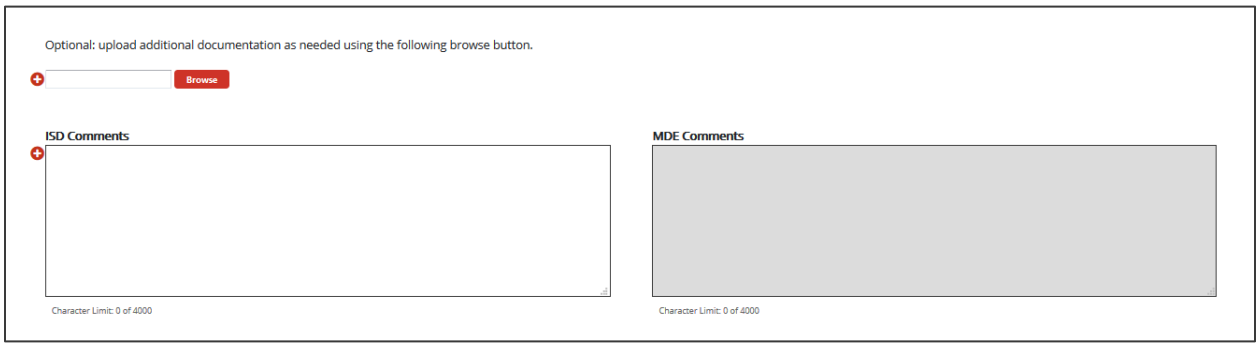
5. Select the **CEIS Cover Page** link from the B-CEIS Voluntary Menu.



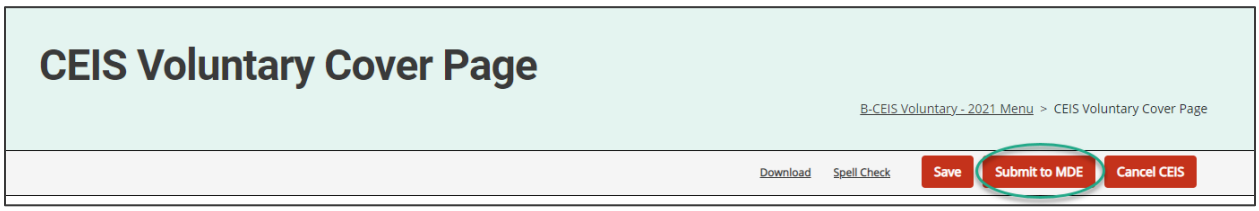
6. Download and complete the **CEIS Program Design Template** from the **CEIS Voluntary Cover Page**.
7. Complete page and upload the CEIS Program Design using the **Browse** button.



Note: Provide additional documentation using the provided **Browse** button as well as any necessary comments using the comment box.

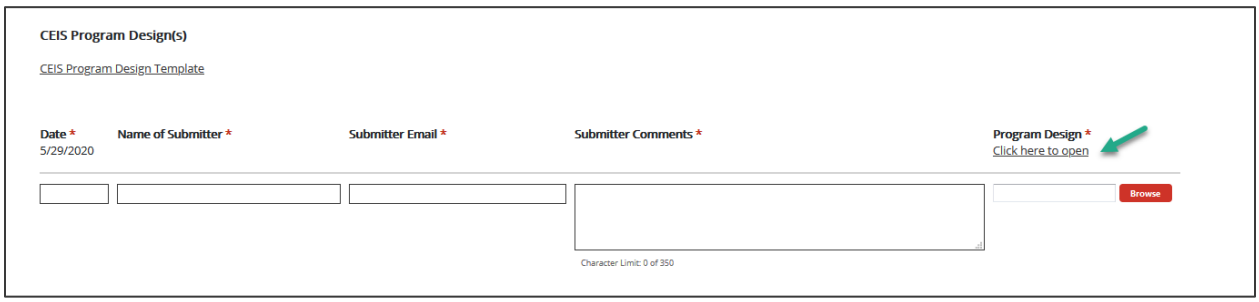


8. Submit the CEIS Program Design to the MDE for review by selecting the **Submit to MDE** button at the top of the page.



Note: If modifications are needed, the MDE will return the activity to the ISD/State Agency. To resubmit the activity, repeat steps 3-8.

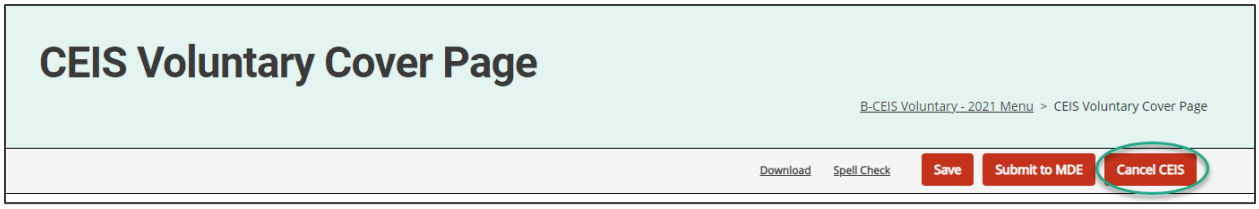
Note: If the program design receives tentative approval from the MDE, then download the program design from the CEIS Cover page and then upload it to NexSys. See the MDE NexSys page for information about the new site and how to access it.



Cancel CEIS

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

9. Select the **Cancel CEIS** button available on the CEIS Cover Page at the beginning of the CEIS process.



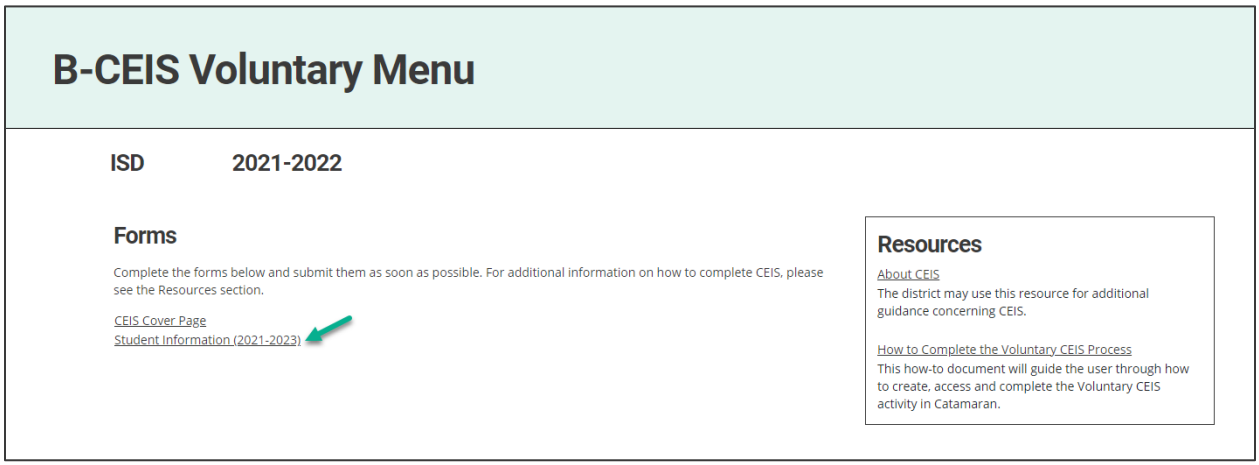
10. Catamaran will then cancel the Voluntary CEIS activity, and a confirmation email will be sent.

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

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 ISD/State Agency when to complete and update this page.

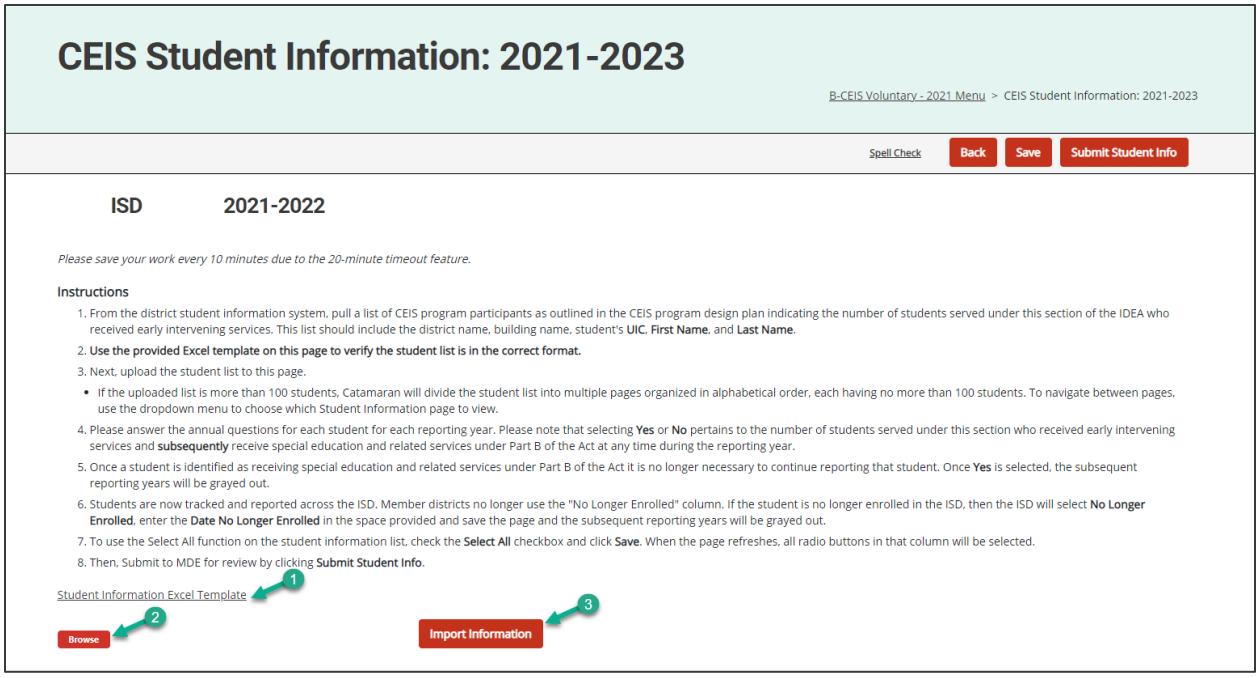
11. Select the **Student Information** link on the B-CEIS Voluntary Menu.



12. Review the page instructions thoroughly before proceeding.
13. Download the **Student Information Excel Template**.
14. 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.

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



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

- Catamaran will notify the ISD/State Agency in June to complete the page.
- Once the ISD/State Agency receives this notification, return to the Student Information page to select **Yes** or **No** according to the page instructions.
- If the student is no longer enrolled at the ISD/State Agency, select “No Longer Enrolled” and enter the date the student withdrew from the ISD/State Agency in the space provided.

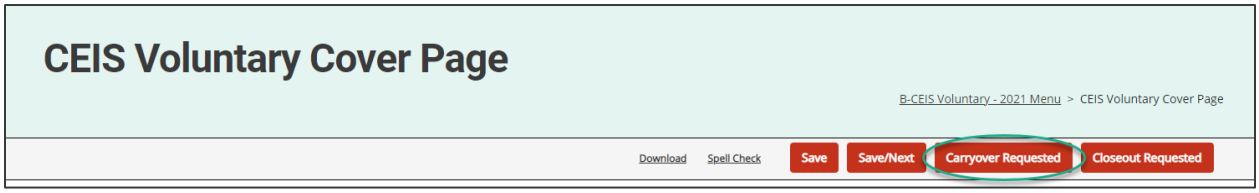
18. Choose either the **Save** button to save the page or the **Submit Student Info** button to submit to the MDE for review.

Requesting Carryover

ISDs or State Agencies 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.

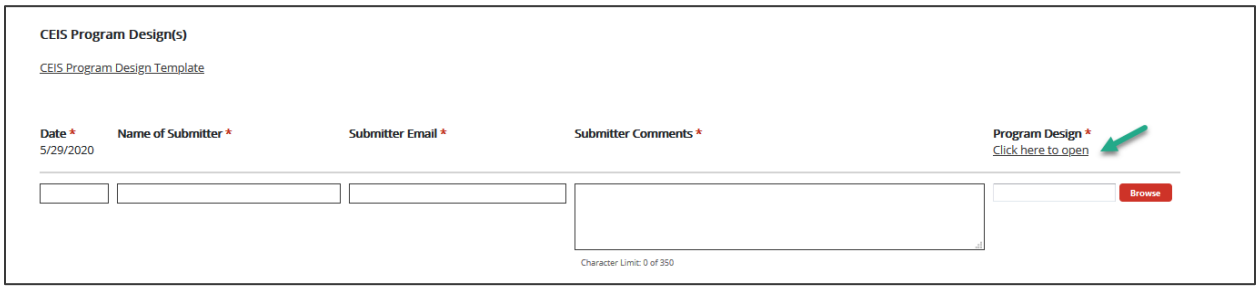
Note: Carryover may not be requested until *after* the ISD/State Agency’s first implementation year and initial year of student reporting is complete.

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



Note: Catamaran will change the status of the activity to the **Create Program Design** step. At this step, the ISD/State Agency will revise and resubmit the program design.

20. 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 3-8.

21. 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 11-18, for this process.

Requesting Closeout

The ISD/State Agency should consult the MDE to determine if closeout is appropriate.

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

24. The MDE will review the B-CEIS Voluntary activity to determine if closeout is appropriate.

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

Next Steps

The MDE will review of the ISD/State Agency's voluntary CEIS program using the submitted program design and student information provided 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 ISD's program design or tracking students, contact Aaron Darling at darlinga4@michigan.gov.