

How to Complete the CEIS Voluntary Activity

For ISDs or State Agencies

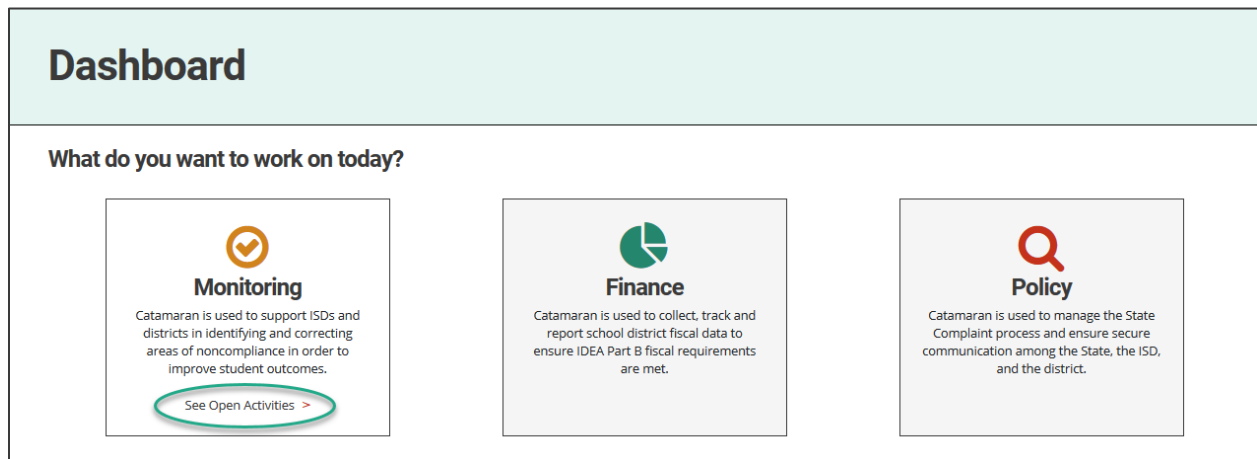
This how-to document is intended for ISDs or State Agencies and will explain how to access and complete the Coordinated Early Intervening Services (CEIS) Voluntary activity in Catamaran.

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:

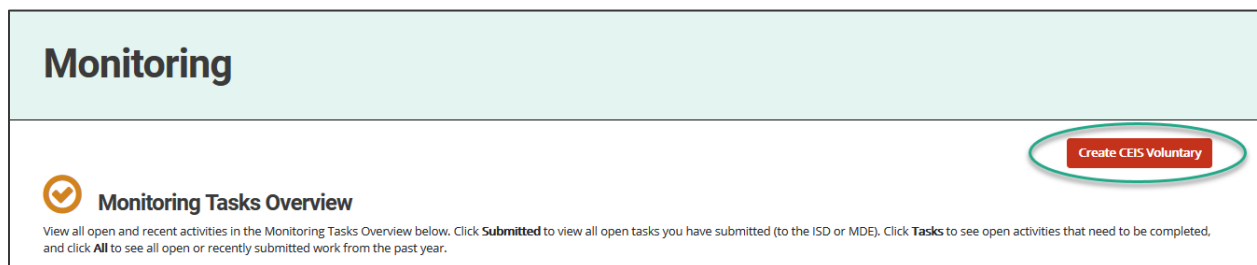
➤ Monitoring Tasks Overview

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



The screenshot shows the 'Dashboard' section of the Catamaran system. At the top, the word 'Dashboard' is displayed in a light blue header. Below this, a question 'What do you want to work on today?' is posed. Three tiles are presented: 'Monitoring' (with a checkmark icon), 'Finance' (with a pie chart icon), and 'Policy' (with a magnifying glass icon). The 'Monitoring' tile includes a description of its function and a red button labeled 'See Open Activities >' which is circled in red. The 'Finance' tile describes its role in tracking fiscal data, and the 'Policy' tile describes its role in managing the State Complaint process.

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




The screenshot shows the 'Monitoring' section of the Catamaran system. A light blue header contains the word 'Monitoring'. Below the header, there is a 'Monitoring Tasks Overview' section with a checkmark icon and a brief description. At the bottom right of the page, a red button labeled 'Create CEIS Voluntary' is circled in red.

➤ 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 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.

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
ISD	2021	B-CEIS Voluntary	Create Program Design	

➤ **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.

B-CEIS Voluntary Menu

ISD 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.

[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.

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.

CEIS Voluntary Cover Page

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

Download Spell Check Save Submit to MDE Cancel CEIS

ISD 2021-2022

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.
- Note: Should the ISD wish to cancel this activity, select the **Cancel CEIS** button. If the ISD has already begun implementation for this program design, it will not be able to cancel this activity.

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

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

+ **Browse**

ISD Comments

+

Character Limit: 0 of 4000

MDE Comments

Character Limit: 0 of 4000

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

CEIS Voluntary Cover Page

[B-CEIS Voluntary - 2021 Menu](#) > CEIS Voluntary Cover Page

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

➤ **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.

CEIS Program Design(s)

[CEIS Program Design Template](#)

Date *	Name of Submitter *	Submitter Email *	Submitter Comments *	Program Design *
5/29/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Browse

Character Limit: 0 of 350

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.

CEIS Voluntary Cover Page

[B-CEIS Voluntary - 2021 Menu](#) > CEIS Voluntary Cover Page

[Download](#)

[Spell Check](#)

[Save](#)

[Submit to MDE](#)

[Cancel CEIS](#)

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.

B-CEIS Voluntary Menu

ISD

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.

[CEIS Cover Page](#)

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

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.

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.

CEIS Student Information: 2021-2023

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

Spell Check

Back

Save

Submit Student Info

ISD 2021-2022

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. 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.
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 MDE for review by clicking **Submit Student Info**.

Student Information Excel Template

Browse

Import Information

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.

CEIS Student Information: 2021-2023

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

Spell Check

Back

Save

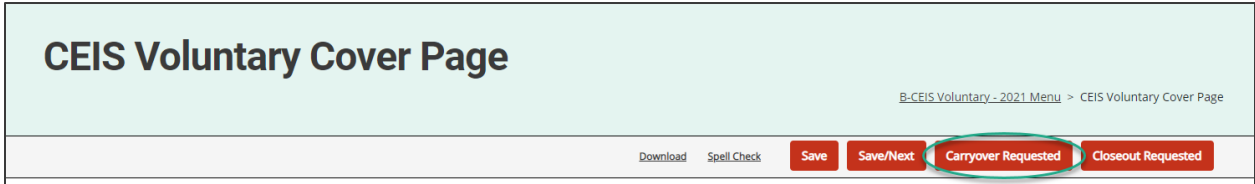
Submit Student Info

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.

The screenshot shows a form titled 'CEIS Program Design(s)'. At the top left, there is a link for 'CEIS Program Design Template'. The form has several input fields: 'Date *' (with '5/29/2020' entered), 'Name of Submitter *', 'Submitter Email *', 'Submitter Comments *', and 'Program Design *'. The 'Program Design *' field contains the text 'Click here to open' and is pointed to by a red arrow. Below the 'Program Design *' field is a 'Browse' button. At the bottom of the form, there is a 'Character Limit: 0 of 350' indicator.

➤ **Note:** To resubmit the program design, repeat steps 3-8.

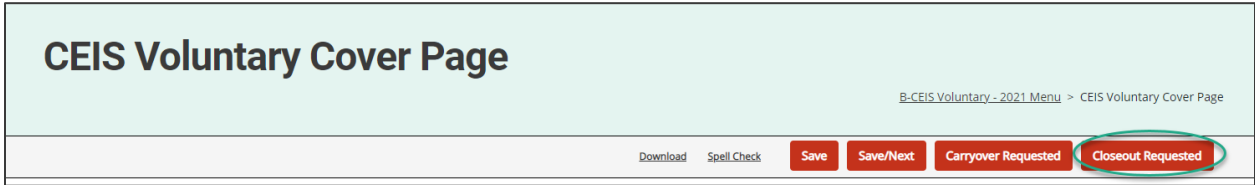
21. Once the MDE tentatively approves the revised program design, Catamaran will move the activity back to **Implement CEIS**. This will create a new student information page for tracking student records for another three-year cycle.

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