

END OF YEAR CTE CONCENTRATOR AND PARTICIPANTS COLLECTION CHECKLIST

Must be certified no later than Friday, June 21, 2024. *Corrections may be requested through June 30, 2024*

Students identified as CTE Concentrators who graduate or drop out in the 23-24 school year must be followed up with in the second quarter of the ensuing school year to determine post-school outcome. Visit the MT OPI <u>Career & Technical Education (CTE) webpage</u> for more information.

STEP ONE: IDENTIFY A CERTIFIER

End of Year CTE Concentrator and Participants Setup PATH (OL): Data Integrity Tools>Data Certification>Setup PATH (NL): Reporting>Data Certification>Type Membership Setup

- 1. Identify a Certifier for the End of Year CTE Concentrator and Participants Collection Type: *CTE Data*.
- 2. To remove a Certifier: Select the Certifier. Uncheck Active.
- 3. To modify a Certifier: Select the Certifier. Toggle between Primary and Secondary.

*It is recommended that a district have only one Primary Certifier. If more than one Primary Certifier is indicated, all Primary Certifiers must certify before a collection is considered "certified".

STEP TWO: ENTER/UPDATE CTE CONCENTRATOR AND PARTICIPANTS DATA

PATH (OL): Student Information>Program Participation>State Programs> CTE Participant PATH (NL): Student Information>State Programs>CTE Concentrator

- A. To enter a new Pathway:
 - 1. Click New.
 - 2. Select a Pathway.
 - 3. Enter in In District Credits Earned or Out of District Credits Earned (will update Total Pathway Credits Earned).
 - 4. If the total credits earned is 2 or more, CTE Concentrator should be "Yes".
 - 5. If any credits earned were Dual Enrollment Credits or Work Based Learning Credits, enter those amounts (credits in these two areas must also be added to In District Credits Earned and/or Out of District Credits Earned in order to update Total Pathway Credits Earned).
 - 6. If the student is a single parent of their own child, change Student Single Parent to Yes (must update for every pathway).
 - 7. Click Save.

CTE Participant Detail CTE Pathway Human Services	*CTE Concentrator	*Student Single Parent Yes V 6	*Start Date 04/30/2024	Modified Date 04/30/2024				
CTE Credits Total Pathway Credits Earned [
In District Credits Earned	Out of District Credits	Earned						
Dual Enrollment Credits 5	Work Based Learning .5	Credits						
District Defined Elements								

- B. To update an existing Pathway:
 - 1. Review any previously entered data.
 - 2. To update a record, click the record to open.
 - Add additional credits earned in the 2023-24 school year in each pathway. Credit amounts entered in In District Credits Earned or Out of District Credits Earned will update Total Pathway Credits Earned.
 - 4. If the total credits earned is 2 or more, CTE Concentrator should be "Yes".
 - 5. If any credits earned were Dual Enrollment Credits or Work Based Learning Credits, enter those amounts (credits in these two areas must also be added to In District Credits Earned and/or Out of District Credits Earned in order to update Total Pathway Credits Earned).
 - 6. If the student is a single parent of their own child, change Student Single Parent to Yes (must update for every pathway even if new credits have not been earned).
 - 7. Click Save.



STEP TWO B: UPLOAD CTE CONCENTRATOR AND PARTICIPANTS DATA

PATH (OL): MT State Reporting> MT Data Upload PATH (NL): Reporting>MT State Reporting>MT Data Upload

Create an upload file from your Student information System Vendor or using the <u>End of Year (EOY)</u> <u>Career and Technical Education (CTE) Template</u>. Upload the file in *.tsv format.

- 1. Select CTE End of Year.
- 2. Select either Validate and Test File or Upload File (recommend using Validate and Test File prior to upload for data validation purposes). Typical errors include students not enrolled or enrolled

in the wrong school.

- 3. Choose file and Submit to Batch.
- 4. The upload results will show under Batch Queue List. Review the report and correct errors by repeating the steps above or using Step Two A to hand enter corrections/omissions.

Import D	ata					
	*Import Type	CTE End of Year	✓ ●			
	*Work to Perform	Validate and Test File 🗸	_			
	*File	Validate and Test File Upload File	2 en			
		Submit to Batch 3				
	Review the Validate and Test res identify and correct import errors a of the Batch. When the Batch has is Summary file. THIS PROCESS IS NOT COMPLE New Look: System Settings > Data Old Look: System Administraton >	ults file located in the Batch G nd/or warnings. Select Refresh completed processing, select " ETE UNTIL a Batch Resync is Interchange Administration > Data Utilities > Resync State I	Jueue List located at the bottom of the page to on the Batch Joueue to retrieve the latest status Get the report* to retrieve the Import Results . triggered. Resyno State Data - Batch Data			
O Retrieve New Student State ID File						
		Refresh State ID File Ge	enerate			
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Refresh Sho	w top 50 🗸 tasks submitted bet	ween 04/23/2024 💼 and 0	04/30/2024			
Batch Queue I	_ist					
Queued Time	Report Title	Status	s Download			
4						

STEP THREE: RESYNC DATA

PATH (OL): System Administration>Data Utilities>Resync State Data PATH (NL): System Settings>Data Interchange Administration>Resync State Data - Batch

Before continuing with Step 4 do a complete resync of data to ensure full sync with the state.

Resync Stat	te Data - Batch 🏠								
State Child Respirationentization This to an a sample and the state to the table delite of the state editor. The report/neurosciton will happen approfilmentation and profile delite a collisation when the program state in the state editor. The report/neurosciton will happen approfilmentation and the delite delite of the state editor. The report/neurosciton will happen approfilmentation and the delite delite of the state editor. The report neurosciton and the delite delite of the state is the state is the the reset of information and the delite delite of the state is the reset of the reset of the state is the reset of the state is the reset of the reset of the state is the reset of the state is the reset of the reset of the state is the reset of the reset of the state is the reset of the r									
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	Clienter	04/30/2024 17:00:20 Processed: 1 Errors: 0		TranscriptCourseSE	04/08/2024 09:20:44 Processed: 0 Errors: 0	0			
	School	04/30/2024 17:00:20 Processed: 40 Errors: 0		VaccineShot	04/08/2024 09:20:44 Processed: 0 Errors: 0	0			
	⊡ Calendar	04/30/2024 17:00:20 Processed: 3 Errors: 0		PersonidentityNoStateIDOnly	04/08/2024 09:20:44 Processed: 0 Errors: 0	0			
	CourseSection	04/25/2024 08:59:52 Processed: 2615 Error		SchoolInstructionMode	04/08/2024 09:20:44 Processed: 31 Errors: 0	0			
			Send Resync						

STEP FOUR: VALIDATE DATA

PATH (OL): Data Integrity Tools>Data Validation>Validation Groups OR Data Validation Reports PATH (NL): Reporting>Data Validation>Validation Groups OR Data Validation Reports

- Search for "End of Year CTE". Select the End of Year CTE Concentrator and Participants Validation Group or Validation Report (to add a Validation Group to the list of Validation Reports, assign the Validation Group to one or more user groups). This group contains the following reports:
 - a. <u>End of Year CTE Single Parent Indicator Different Between Pathways</u>: Student is marked as a Single Parent in one Pathway, but the status is No in another.
 - b. <u>End of Year CTE with Incorrect Concentrator Assigned</u>: Student has incorrect value in the Concentrator indicator. Either the student has 2 or more credits and the

Concentrator is No or the student has less than 2 credits and the Concentrator is Yes.

2. Once all errors and warnings have been checked, run the End of Year CTE Concentrator and Participants Certification as a Validation Report with the Run at State option selected. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat Step 3 and re-run the Certification report at the state.

STEP FOUR: CERTIFY DATA

PATH (OL): Data Integrity Tools>Data Certification>Event Certification PATH (NL): Reporting> Data Certification>Event Certification *It is recommended that you wait at least 60 minutes after a complete resync before certifying data

1. From the Event Dashboard, select End of Year CTE Concentrator & Participants Certification 2023-24.

External Data Links:	
Ad Hoc Data Links:	
Data Validation Groups:	
Review Snapshot Snapshot has been captured. Click below to review the data. Review Snapshot	
Status Please review all data for this event before clicking the Certify & Submit button.	
Certify & Submit	- Certified on 01/02/2024 08:47
View District Certification Status State-Report Output	
Refresh Show top 50 V tasks submitted between 04/23/2024 and 04/30/2024	
Batch Queue List Queued Time Report Title Status Download	

2. Select Certify & Submit.

If the district discovers a reporting error, please contact the AIM Unit to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.

Note regarding Design & Construction Pathways:

The Design & Construction Pathways, Design & Construction (FCS) and Design & Construction (ITE) are a single Pathway listed separately. The credits earned individually (FCS and ITE) are combined to determine whether a student is a Design & Construction CTE Concentrator. For example, if a student earns one credit in Design & Construction (FCS) and earns one credit in Design & Construction (ITE), both Pathways should be marked as Concentrator "Yes".

CTE Lingo:

- Pathway: An approved area of study for CTE courses. Pathways in Montana include Advanced Manufacturing; Agriculture, Food & Natural Resources; Agriculture, Mechanics & Construction; Arts, A/V Technology, Communication; Business Management; Design & Construction (ITE); Design & Construction (FCS); Education; Finance; Health Professions; Hospitality & Tourism; Human Services; Information Technology; Marketing; Science, Technology, Engineering & Mathematics; Transportation, Distribution & Logistics; Welding & Fabrication. Districts must be approved to offer a specific pathway.
- Concentrator: A student who has (or will complete in the current year) two or more credits in a

single pathway.

- Single Parent: A student who is a single parent of their own child.
- Pathway Credits: The number of credits earned (or will earn in the current year) in a single pathway.

AIM Unit Contact Information

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