Introductions

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 •CATE/i4see data submissions

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 •AV1 Form Processing

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What is CATE?

- CATE stands for Career and Technical Education

- It is the system used to collect information on Programs, Courses and students at CTE Centers

- It is a two-part system
  - the CATE Workbench is where all data uploads happen
  - CATE is where the data is stored and viewable

- The data submissions are uploaded and validated using the CATE system

- This information is used in multiple ways
  - Transportation Reimbursement
  - Federal Accountability Requirements
  - Career Cluster Enrollment Reports

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Submissions and When?

- Three required times of year for data submissions:

  - Beginning (October 15th), Middle(February 15th) and End(June 30th)

- Three different submission types:

  - CATE Course
    - Course information. educator, semester, class name, start and end dates

  - CATE BOY/MOY/EOY (Depends on the time of year)
    - Enrolls students into a CTE Program

  - CATE Student Course
    - Enrolls students into courses, that are within a CTE Program

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The CATE Course

Required
Optional
Leave Blank

Sau Nbr Receive	Dist Nbr Receive	School Nbr Receive	Educator ID	Educator ID2	Educator ID3	Program ID	Being Date	End Date	School Year	Term ID	Credits	Room Nbr	Local Class Code	Local Class Name	Length In Minutes	Num Meetings Semstr One	Num Meetings Semstr Two	Course ID	Section ID
Required	*Required*	*Required*	*Required*	*Optional*	*Optional*	*Required*	*Required*	*Required*	*Required*	*Required*	*Required*	*Optional*	*Required*	*Required*	*Required*	*Required (if class is in this semester)*	*Required (if class is in this semester)*	*Optional*	*Optional*
Receving School Administrative Unit Number	Receiving District Number	Receving School Number (CTE Center ID)	Teacher Educator ID	Teacher Certificiation ID 2	Teacher Certificaition ID 3	Program ID	Begin Date of Course	End Date of Course	School Year	Term ID	Credits	Room Number	Local Class Code	Local Class Name	Length in Minutes	Number of Classes Semester One	Number of Classes Semester Two	Course ID	Section ID
56	491	28300	XXXXXX			470604	8/30/2022	6/22/2023	2023	30	2		935.2	Auto Tech I	90	90	88		
56	491	28300	SSO_XXXXX			090702	8/30/2022	1/25/2023	2023	1	1		981.2	Digital Media I	90	90			
56	491	28300	XXXXXX			090702	1/26/2023	6/22/2023	2023	2	1		982.2	Digital Media II	90		88		
56	491	28300	XXXXXX			460201	8/30/2022	6/22/2023	2023	30	2		942.2	Building Trades II	90	90	88		
56	491	28300	SSO_XXXXX			120500	8/30/2022	6/22/2023	2023	30	2		92313.2	Culinary Arts	90	90	88		

For Your Center

If Teacher has an ED ID number or SSO_XXXXX (User id number from mynhdoe account) Not required for VT educators

Program the class is in

Start and End Dates of Course. (MUST Match with Term ID)

Always ending school year

(1=1st Sem) (2=2nd Sem) (30=Year Long)

Must be Unique for each period of each course.

Can be the same as other classes (Digital Media I)

# of Classes in that Semester (MUST Match with Term ID)

The CATE BOY/MOY/EOY (Part 1)

Note this is a single submission, too many columns to fit on one page.

Required
Optional
Leave Blank

SASID	DateOfBirth	SauNbrSend	DistNbrSend	SchoolNbrSend	SAUNbrReceive	DistNbrReceive	SchoolNbrReceive	SchoolYear	Grade	CATEEnrollmentStatus	EntryDate	EntryCode	ExitDate	ExitCode	PrimaryProgramID	ProgramCompleter
Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
State Assigned Student Identifier	Date of Birth	Sending School Administrative Unit Number	Sending School District Number	Sending School Number	Receiving School Administrative Unit Number	Receiving District Number	Receiving School Number	School Year	Grade	Enrollment Status for Primary Program	Entry Date	Entry Code	Exit Date	Exit (withdrawal) Code	Primary Program ID (CIP Code)	Program Completer
XXXXXXXXXX	7/5/1997	11	141	20455	56	491	28300	2018	11	1	8/30/2017	V1	6/22/2018	W31	470604	N
XXXXXXXXXX	6/22/1997	11	141	20455	56	491	28300	2018	11	1	8/30/2017	V1	6/22/2018	W32	120500	Y
XXXXXXXXXX	4/5/1996	56	491	22845	56	491	28300	2018	12	1	8/30/2017	V3	1/25/2018	W31	90702	N
XXXXXXXXXX	4/5/1996	56	491	22845	56	491	28300	2018	12	1	8/30/2017	V3	6/22/2018	W31	90702	Y
XXXXXXXXXX	12/1/1998	999	920	15010	56	491	28300	2018	10	1	8/30/2017	V2	6/22/2018	W31	460201	N

Student Info

Sending School Info (Needs to be correct)

Center Info

Student Grade

Always ending year

Student entry to program, not before first day of class

1 – Enrolled
4 – Home Schooled
5 – Enrolled in nonpublic school

Required in EOY OR if student leaves program during year. (in next possible submission)

V1- In State tuition
V2- Out of state Tuitioned
V3- Not Tuitioned (HS within CTE District)

Program

In EOY use 1 or 'Y' to mark student a Program Completer

They have completed CTE Program

The CATE BOY/MOY/EOY (Part 2)

Note this is a single submission, too many columns to fit on one page.

		Required
		Optional
		Leave Blank

Address	Address2	Town	State	PostalCode	Telephone	Work	TranMode	CATEDaysInAttendanceS1	CATEDaysInAttendanceS2	DisplacedHomemaker	SingleParent	PrimaryProgramFlag	TSAFlag
Please Leave Blank	Please Leave Blank	Please Leave Blank	Please Leave Blank	Please Leave Blank	Please Leave Blank	Required	Required	Required	Required	Required	Required	Blanks allowed IF NOT Primary Program	Please Leave Blank
Student	Student Address 2	Student Town	Student State	Student Postal Code	Student Telephone	Work Based Learning	Transportation Mode (1 Digit)	CATE Days in Attendance Semester 1	CATE Days in Attendance Semester 2	Displaced Homemaker	Single Parent/Single Pregnant Women	Primary Program Flag	Technical Skill Assessmet Flag
						0	6	89	86	N	Y	Y	
						2	6	83	83	N	N	Y	
						0	8	89	0	N	N		
						5	8	87	89	N	N	Y	
						3	6	88	84	N	N	Y	

No longer collected. Leave blank to reduce risk of errors!

Student attendance by days each Semester
Must be >= 1 (Important to be Accurate)

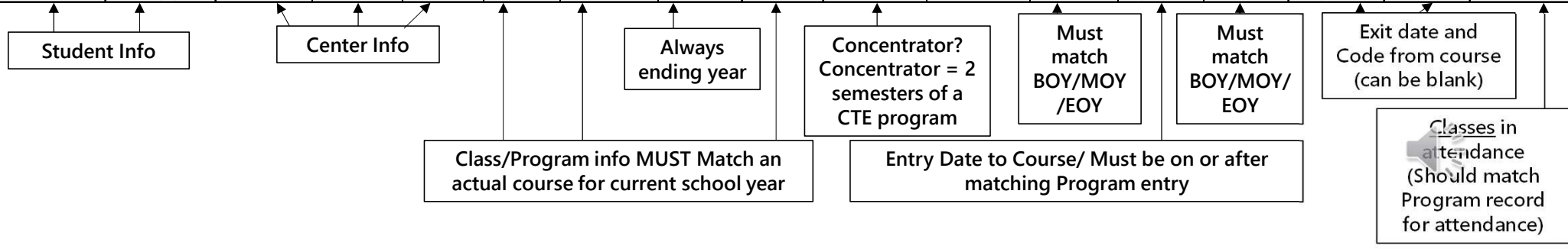Special Student population Information (Federal Accountability)

No Longer Used

Work Based Learning
0 – No WBL
1 – WBL (effective SY23 EOY)
2 – Apprenticeship
3 – Industry Project
4- Internship
5- School Based Enterprise
6- Service Learning Project

Student Transportation
2 – Self Transport
6 – Standard (Bus)
7- Self Transport (by Choice)
8 – Non Tuitioned

If Multiple program records it will pick the first program record as Primary

The CATE Student Course

	Required
	Optional
	Leave Blank

SASID	Date Of Birth	Sau Nbr Receive	Dist Nbr Receive	School Nbr Receive	Local Class Code	ProgramID	School Year	TermID	Concentrator	Total Competencies Completed	CATE Enrollment Status	Entry Date	Entry Code	Exit Date	Exit Code	NumMeetings In Attendance
Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Blanks Allowed (if NA)	Required	Required	Required	Blanks Allowed (if NA) Required if an Exit Code	Blanks Allowed (if NA) Required if an Exit Date	Required (Value Must be 0 in the BOY)
State Assigned Student Identifier	Date of Birth	Receiving School Administrative Unit Number	Receiving District Number	Receiving School Number	Local Class Code	Program ID (CIP Code)	School Year	Term ID	Concentrator	Total Competencies Completed	Enrollment Status for Primary Program	Entry Date	Entry Code	Exit Date	Exit (withdrawal) Code	Actual # of Classes Attended by student (In This Class)
XXXXXXXX	7/5/1997	56	491	28300	935.2	470604	2023	30	N		1	8/30/2020	V1	6/22/2021	W31	175
XXXXXXXX	6/22/1997	56	491	28300	92313.2	120500	2023	30	Y		1	8/30/2020	V1	6/22/2021	W32	166
XXXXXXXX	4/5/1996	56	491	28300	981.2	090702	2023	1	N		1	8/30/2020	V3	6/22/2021	W31	89
XXXXXXXX	4/5/1996	56	491	28300	982.2	090702	2023	2	Y		1	1/26/2021	V3	6/22/2021	W31	89
XXXXXXXX	12/1/1998	56	491	28300	942.2	460201	2023	30	Y		1	8/30/2020	V2	6/22/2021	W31	172

Student Info

Center Info

Always ending year

Concentrator? Concentrator = 2 semesters of a CTE program

Must match BOY/MOY/EOY

Must match BOY/MOY/EOY

Exit date and Code from course (can be blank)

Class/Program info MUST Match an actual course for current school year

Entry Date to Course/ Must be on or after matching Program entry

Classes in attendance (Should match Program record for attendance)

Program (CIP) Updates for SY24

Program Name	SY23 CIP Code	Career Cluster	New Program and CIP Code Post Consolidation to use for SY24
Building/Construction Trades	460201	Architecture & Construction	Construction 460000
Construction Trades, General	460000		
Drafting and Design Technology, General	151301		
Electrician	460302		
Heating/Air Conditioning, Refrigeration	470201		
Plumbing and Water Supply Services, Other	460599		
Dental Hygiene/Hygienist	510602	Health Services	Health Services/Allied Health/Health Sciences, General 510000
Emergency Care Attendant (EMT Ambulance)	510810		
Health and Wellness, General	510001		
Health Professions & Related Services	519999		
Medical/Clinical Assistant	510801		
Pre-Medicine/Pre-Medical Studies	511102		

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Program (CIP) Updates for SY24

CIP Code 26.1201

Title: Biotechnology.

Definition: A program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Includes instruction in bioinformatics, gene identification, phylogenetics and comparative genomics, bioinorganic chemistry, immunoassaying, DNA sequencing, xenotransplantation, genetic engineering, industrial microbiology, drug and biologic development, enzyme-based production processes, patent law, biotechnology management and marketing, applicable regulations, and biotechnology ethics.

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myNHDOE Account and CATE Access

- If you do not have a myNHDOE Account,

  please create one using the link and select 'Create an Account' myNHDOE Log In

- After an account is created, please submit your request for access for a Center by contacting one of the following:
  - Cassandra Reynolds at Cassandra.L.Reynolds@doe.nh.gov
  - CATE Help Desk by creating a CATE Help Desk Ticket

- Once CATE access is turned on for your account at the next login you will be able to select CATE (Career and Technical Education)

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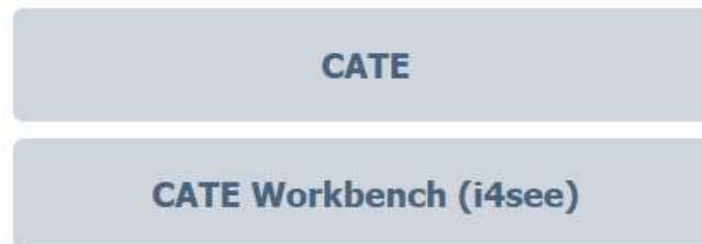**Department of Education**

Where to Access CATE?

- To login to CATE, sign into your myNHDOE account [myNHDOE Log In](#)
- Then Select CATE (Career and Technical Education) from the Systems listings page

System/Role Listing
ordered by the systems that you use most frequently

Career and Technical Education
DOE System Administrator

- Then select either CATE or the CATE Workbench. (Depends if you are uploading or viewing data)

CATE	Where the data is processed, stored and viewed
CATE Workbench (i4see)	Where the uploads happen!

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Update School Year Data

- Best to do before uploading any submissions

- myNHDOE > CATE Admin > School Year Data

- Semester 1 (req.) and Semester 2 (opt.)
  - Start Date
  - End Date
  - Number of School Days

- Total Minutes Per Day Instructional req.

- Tuition Differential optional

The CATE Workbench (Main Page)

Upload new files to workbench

Brings you back to CATE Selection Screen

Tabs to Navigate

| Workbench | Upload | Student Search | CATE | Help | myNHDOE | Logout |

Hello Brian Eaton
School: DOE CATE Administration   District: SAU:

CATE i4see Workbench

Select A School: --All Schools--

Verify | Unlock Edit | View Detail | Edit Batch | Delete | Copy To... | Refresh
Page 1 of 25

	Batch ID	Submission	Submission Year	Submitted	Last Updated	status	Total Records Uploaded	SASID's Assigned	Duplicate Records	User	Comment
Select	221850	CATE Student Course	2022	8/24/2022 8:51:45 AM	8/24/2022 8:52:10 AM	Processed	3		0		
Select	221849	CATE EOY	2022	8/24/2022 8:37:46 AM	8/24/2022 8:38:43 AM	Processed	3		0		
Select	221396	CATE Student Course	2022	7/22/2022 12:42:57 PM	8/10/2022 9:19:56 AM	Processed	402		0		

Work queue shows recent uploads and their Status

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Uploading to the CATE Workbench

1. Save your Submission in CSV format on your computer(Comma-separated Values)
    a. Keep the Header Row in Your Spreadsheet!

2. Click the Upload tab on the Workbench

| Workbench | Upload | Student Search | CATE | Help | myNHDOE | Logout |
Hello Brian Eaton
School: 28305 – Cheshire Career Center   District: 279 – Keene   SAU: 29 – Keene SAU Office

3. Select the type of submission you are uploading from the drop down

4. Click Browse, find your upload and select

5. Check Remove Headers box
    a. This removes top row of upload

6. Enter comment to describe upload

7. Click Pre check Formatting

| Workbench | Upload | Student Search | CATE | Help | myNHDOE | Logout |
Hello Brian Eaton
School: 28305 – Cheshire Career Center   District: 279 – Keene   SAU: 29 – Keene SAU Office

Please select submission type   CATE BOY

☐ Remove Headers - Will Remove First Record From Submission!

File: (.csv only) Choose File No file chosen
Comments: * Cheshire Career Center CATE BOY
Email: * brian.e.eaton@doe.nh.gov
Pre-Check Formatting   Cancel and Return

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Pre-Check Formatting- CATE workbench

- Pre-Check Formatting checks the file format, and data elements in the attempted upload. If there are any incorrect data types, or an incorrect number of columns the submission will Fail and you will receive an error message

- If failed, corrections will need to be made to the CSV file then another upload must be attempted until it passes

- *Tip* Check the submission type*

matches the file being uploaded.

- *Tip* Error message saying "colid15"*

go to that number column (15) to find

the error

Email: * Gregory.Polish@doe.nh.gov
Pre-Check Formatting has failed. Please verify that your upload file has records for the selected submission type.
[Pre-Check Formatting] [Cancel and Return] [Download Errors (.xlsx)]

0 records for CATE EOY submission

[**Error Name**]	[**Row #**]	[**Element Name**]	[**Invalid Data**]
SASID is less than the min value of: 10	Row # 2	SASID	11
DateOfBirth is not in a date format of Date	Row # 2	DateOfBirth	141
SAUNbrSend is greater than the max value of: 3	Row # 2	SAUNbrSend	28290
DistNbrSend is greater than the max value of: 3	Row # 2	DistNbrSend	88484
SchoolNbrSend is greater than the max value of: 5	Row # 2	SchoolNbrSend	121833
SAUNbrReceive is a required field, please enter a value.	Row # 2	SAUNbrReceive	
DistNbrReceive is greater than the max value of: 3	Row # 2	DistNbrReceive	010901
SchoolNbrReceive is not Numeric	Row # 2	SchoolNbrReceive	8/29/2018
SchoolYear is not Numeric	Row # 2	SchoolYear	6/14/2019
Grade is greater than the max value of: 2	Row # 2	Grade	2019
EntryDate is not in a date format of Date	Row # 2	EntryDate	2

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Batch Verification-CATE workbench

- Once passed pre-check formatting, the system automatically runs the submission through validation rules, to help clean the data.

- Your batch will be at the top of your work queue at status: Batch Verified, Batch Verified with Errors, or Validation Error.
  - Validation Error – contact CATE Help Desk to investigate.
  - Batch Verified- Passed validation rules, ready for next step.
  - Batch Verified with Errors – did not pass all rules, data needs edits

- Click 'Select' and then View Detail to see

 errors with the batch

- To Re-Verify a batch on the workbench,

select the batch and then click 'Verify'

CATE i4see Workbench

Select A School ▓▓▓▓▓▓▓▓▓▓▓▓ ▼

Verify | Unlock Edit | View Detail | Edit Batch | Delete | Copy To... | Refresh
Page 1 of 2

	Batch ID	Submission	Submission Year	Submitted	Last Updated	status	Total Records Uploaded
Select	144354	CATE EOY	2017	7/18/2017 4:53:26 PM	7/19/2017 12:17:13 PM	Batch Verified	106
Select	143993	CATE EOY	2017	7/11/2017 1:18:34 PM	7/17/2017 9:57:56 AM	Batch Verified with Errors	575

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Resolving Batch Errors

There are two ways to fix errors:

- Option 1: Fix them directly in your spreadsheet, save and re-upload. This guarantees you have a copy of exactly what uploaded. (Much easier to make many changes in a spreadsheet also)

- Option 2: Edit batch function directly in the work queue.
    - Select your batch and click Edit Batch
    - You'll need to search through and find the record(s) with the error.
        - (F3 key and use the sasid to search page)
    - Click Edit next to the record, make your changes and click Save
    - After the changes have been made select the batch on your work queue and click Verify
    *You may need to refresh the page, then it will show if the Batch Verified or not.
    *If not Batch Verified, repeat until all errors are cleared and you are at Batch Verified.

Verify | Unlock Edit | View Detail | Edit Batch | Delete | Copy To... | Refresh
Page 1 of 4

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Batch Verified – Next Steps

- After getting the Batch Verified, the Finale Step for the batch is to <u>Process</u> it in CATE. (This step is what puts your data into CATE)
- Go into CATE (NOT the workbench) Click Admin tab, then Submission Status

| Home | Programs | School | Students | Reports | Admin | i4see | myNHDOE | Version 20190402.0800 Help | Logout |

Welcome, Gregory Polish

School Year Data
Submission Status   School Year: 2018-2019
Approved Programs

Submission Status

- You will see all Batch Verified batches for the current year, click Process on the Left side. (This takes the data through one more round of validation comparing information currently in CATE)

| Process | 170660 | CATE MOY | 2019 | 1/30/2019 11:38:51 AM | Batch Verified |
| Process | 170614 | CATE MOY | 2019 | 1/29/2019 12:48:09 PM | Batch Verified |

- The system will run the checks and there are two options.
- You will either be Processed and you are done for this batch OR there will be errors to resolve
- Look at the errors, make edits to the batch again, re-verify and try to process again.
- This is the same cycle for each of the three submission types each time.

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Processed

- Once an upload is 'Processed' that data will now appear in the CATE system and the DOE database.

- *IF a batch is not processed that data is NOT in CATE, and not in the DOE database.*

- Once your CATE Course, BOY/MOY/EOY and Student Course are all Processed you are done with the current round of submissions.

Batch Id	Submission Type	Submission Year	Submitted	i4see Status
179338	CATE EOY	2019	8/1/2019 2:47:18 PM	Processed
179335	CATE Student Course	2019	8/1/2019 2:03:40 PM	Processed
179334	Cate Course	2019	8/1/2019 1:53:18 PM	Processed

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Submission Upload Order

- The order <u>does</u> matter with the uploads. The CATE system has program and course codes all connected. If certain data is not processed or current in CATE, other submissions may receive errors.

- First – CATE Course – This is so all course information is in the system and it can validate rules regarding entry/exit dates for students and courses, and that courses are in valid programs.
    - Upload the CATE Course file to the Workbench first then process on the CATE side.
    - If you do not process the CATE Course before uploading any other files, you may receive errors.

- Second- CATE BOY/MOY/EOY – This will enroll students into their program. If a student is not enrolled in a program, or their entry/exit dates do not match up the student course will receive errors.

- Third – CATE Student Course – This is what enrolls students into the courses within programs. These course dates must be within the program enrollment dates. Also, these courses must exist by being in the CATE Course upload and all the date and class code information must match up.

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CATE Submission Upload Flow Chart

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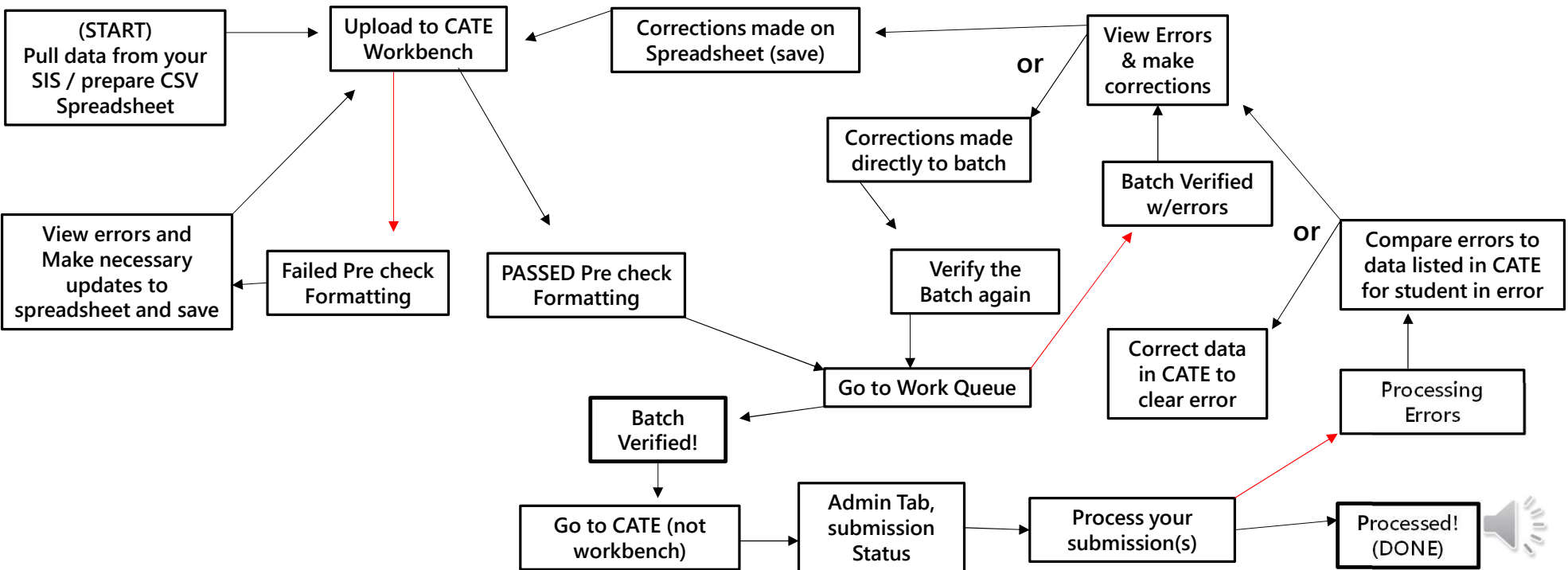
Requesting CATE Assistance

- When possible, please submit requests for assistance through the CATE Help Desk by creating a [CATE Help Desk Ticket](#)
  - Use email as the second option for requesting assistance

- **Important Note**

  When inquiring about an issue with a particular student's data, DO NOT include the student's name, SASID and DOB together in the ticket. This is a violation of NH Law. Whenever possible please provide the SASID only.

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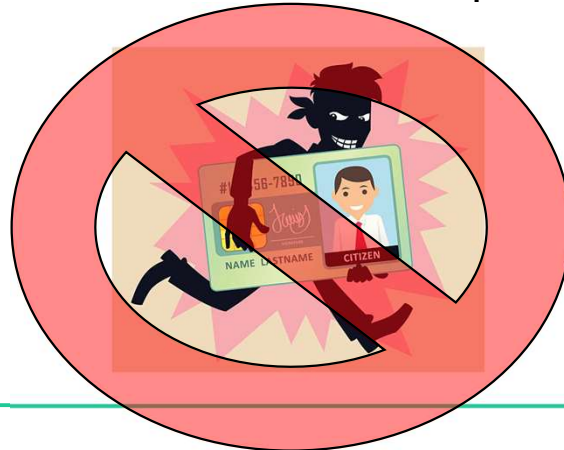
Helpful Links

- [myNHDOE Login Page](#)

- [DOE Data Dictionary](#)

- [CTE Data Submissions Templates](#)

- [CATE Helpdesk and FAQs](#)

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Q&A

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Thank you!

Recording, Q&A, and slides will be distributed.