



Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

Instructions for School Districts in Reporting Data for Career/Vocational Technical Education (Updated October 2011)

Massachusetts Department of Elementary and Secondary Education

Office for Career/Vocational Technical Education

address 75 Pleasant Street, Malden, MA 02148-4906

telephone 781-338-3910 **internet** www.doe.mass.edu/cte/

email careervoctech@doe.mass.edu

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INTRODUCTION

What this Document is -

This document was developed by the Massachusetts Department of Elementary and Secondary Education (ESE) to assist school districts in submitting data on student enrollment in, and completion of, career/vocational technical education (CVTE) programs. This document is a supplement to the **SIMS Data Handbook** <http://www.doe.mass.edu/infoservices/data/sims/DataHandbook.doc> .

What this Document is not -

This document is **not** a replacement for the **SIMS Data Handbook**.

Why Submit?

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 P.L. 109-270 (Perkins IV), and the Massachusetts Vocational Technical Education Regulations 603 CMR 4.00 require that data on student enrollment in, and completion of, career/vocational technical education programs be submitted for accountability and funding purposes. In order to be considered for Perkins IV funding, this data must be submitted. In addition, state aid is calculated based on students enrolled in Chapter 74-approved vocational technical education programs on October 1.

What are the consequences for failure to submit?

Failure to submit data (or corrected/revised data) by the due dates may result in the district being declared ineligible for Perkins IV funds. In addition, failure to submit data (or corrected/revised data) may result in revocation of Chapter 74 program approvals and the loss of state aid for the programs.

TIMELINES	
October SIMS	SIMS October data collection
Chapter 74 Vocational Technical Education Postsecondary and Postgraduate Report Excel Database - Fall 2011	<p>Due to ESE by November 30, 2011</p> <p>Table 5 (PELL Grant Count) of the report is due to Lisa Sandler in the ESE Office for CVTE by December 31, 2011</p> <p>Graduate follow-up tables are included in the Chapter 74 Vocational Technical Education Postsecondary and Postgraduate Report.</p>
Career/Vocational Technical Education Graduate Follow-up Results (High School Class of 2010)	Due to ESE by November 30, 2011
Massachusetts Perkins IV Public Two-Year College/Postsecondary Consortium Career and Technical Education Data Report 2011 Submission	The Perkins Postsecondary Consortium must submit this report by May 31, 2011 on behalf of the Consortium. The instructions and the template for this report is posted at http://www.doe.mass.edu/cte/data/.
March SIMS	SIMS March data collection
End-of-Year (E.O.Y.) SIMS (June)	<p>The E.O.Y. submission is like the October and March submissions, but also includes information on Technical Competency Attainment (Certificates and Licenses).</p> <p>See information on SIMS element DOE031</p>

SIMS DATA COLLECTION

Who Must Submit Career/Vocational Technical Education Data in SIMS?

If a district has met one or more of the following criteria, data on career/vocational technical education must be submitted in SIMS.

- District has secondary-level state-approved vocational technical education program(s) known as Chapter 74-approved vocational technical education program(s) and/or
- District has other secondary-level career/vocational technical education program(s) known as non-Chapter 74 career and technical education program(s). A non-Chapter 74 career and technical education program is a career/vocational technical education program that is not a Chapter 74-approved vocational technical education program, but that does meet the Perkins IV definition of career and technical education. The Perkins IV definition of career and technical education is:

The term career and technical education means organized educational activities that-

(A) offer a sequence of courses that—

(i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;

(ii) provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and

(iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and

(B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry including entrepreneurship, of an individual.

The Massachusetts Perkins IV Career and Technical Education Program Checklist contained in the Massachusetts Perkins IV Manual http://www.doe.mass.edu/cte/perkins/perkins_manual.doc should be used by districts to determine if programs meet the definition. When auditing data reporting, the Department of Elementary and Secondary Education uses this checklist to verify that programs meet the definition.

Special Notes Regarding Reporting in SIMS:

(1) Nonresident students enrolled in secondary-level Chapter 74-approved vocational technical education programs are reported in the **receiving** district's SIMS count.

(2) Students enrolled in the Lower Pioneer Valley Educational Collaborative Career and Technical Education Center are reported in SIMS by the **sending** districts.

This document (Instructions for School Districts in Reporting Data for Career/Vocational Technical Education) is not a replacement for the **SIMS Data Handbook** <http://www.doe.mass.edu/infoservices/data/sims/DataHandbook.doc>; rather, it provides a list of the SIMS data elements specific to career/vocational technical education, as well as information on common questions concerning career/vocational technical education reporting. The **SIMS Data Handbook** must be used for instructions on SIMS.

It is critical for the district's career/vocational technical education staff to communicate with the district's SIMS person to ensure that career/vocational technical education data is accurately submitted, and that it is submitted on time.

SIMS Data Elements Specific to Career/Vocational Technical Education

There are five SIMS data elements (see below) that are designed specifically for collecting data on career/vocational technical education. There are also several additional SIMS data elements that are used by ESE when reporting on career/vocational technical education. The five SIMS data elements specific to career/vocational technical education are:

DOE031: Career/Vocational Technical Education - Technical Competency Attainment

DOE035: Career/Vocational Technical Education – Type of Program

DOE042: Career/Vocational Technical Education - Special Populations

DOE043: – Career/Vocational Technical Education - Chapter 74-Approved Vocational Technical Education Program Participation

DOE044: – Career/Vocational Technical Education - Non-Chapter 74 Career and Technical Education Program Participation

Reporting Timelines

Refer to the Timelines Chart earlier in this document.

Technical Assistance

If the district SIMS person has questions about reporting in SIMS, they should contact the appropriate ESE Data Collection Support Specialist at 781-338-3282 or via email at data@doe.mass.edu. A list of ESE Data Collection Support Specialists can be found at <http://www.doe.mass.edu/infoservices/data/sims/#>. If district staff have particular questions regarding career/vocational technical education, they should contact the assigned liaison in the Office for Career/Vocational Technical Education. A list of liaisons is at <http://www.doe.mass.edu/cte/> under “Contact CVTE Staff”. In addition, district staff should feel free to contact Ed Abrams, Career Vocational Technical Education Data Analyst at 781-338-6883 or eabrams@doe.mass.edu.

CHAPTER 74 VOCATIONAL TECHNICAL EDUCATION POSTSECONDARY and POSTGRADUATE REPORT

Who Must File the Chapter 74 Vocational Technical Education Postsecondary and Postgraduate Report Excel Database?

If a district has met one or more of the following two (2) criteria, information on postsecondary and postgraduate students enrolled in Chapter 74-approved vocational technical education programs must be submitted in the Chapter 74 Vocational Technical Education Postsecondary and Postgraduate Report Excel Database.

- (1) district has state-approved vocational technical education programs known as postsecondary-level Chapter 74-approved vocational technical education programs
- (2) district has secondary-level Chapter 74-approved vocational technical education programs with postgraduate students enrolled in them

Special Notes Regarding the Chapter 74 Vocational Technical Education Postsecondary and Postgraduate Report Excel Database:

(1) SIMS does not collect student data beyond high school, thus the **Chapter 74 Vocational Technical Education Postsecondary and Postgraduate Report Excel Database** is necessary. Note that state aid is calculated based on secondary, postsecondary, and postgraduate students enrolled in Chapter 74-approved vocational technical education programs on October 1.

(2) Postsecondary students are students enrolled in **postsecondary-level** Chapter 74-approved vocational technical education programs.

(3) Postgraduate students are adults who enroll in the shop portion of a **secondary-level** Chapter 74-approved vocational technical education program.

Instructions for Completion of the Report

Districts should download the report database from the website at <http://www.doe.mass.edu/cte/data/>. The database tables (worksheets) have instructions embedded.

Reporting Timelines and Submission

The database should be submitted electronically each year by November 30 to Ed Abrams at eabrams@doe.mass.edu. Special Note: A paper copy of Table 5 (PELL Grant Count) of the database should be returned with an **original** signature by mail to Lisa Sandler, Office for Career/Vocational Technical Education, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148 by December 31 each year.

Technical Assistance: Contact Lisa Sandler in the Office for Career/Vocational Technical Education. In addition, feel free to contact Ed Abrams, Career/Vocational Technical Data Analyst at 781-338-6883 or eabrams@doe.mass.edu.

CAREER/VOCATIONAL TECHNICAL EDUCATION GRADUATE FOLLOW-UP

Who must file career/vocational technical education graduate follow-up results?

If a district has met one or more of the following three (3) criteria, information on graduates who completed career/vocational technical education programs must be submitted.

- (1) district has secondary-level or postsecondary-level Chapter 74- approved vocational technical education programs
- (2) district had a Perkins allocation grant (Fund Code 400) during the graduation year
- (3) District had a Perkins IV Rural District grant (Fund Code 409), which requires reporting graduate follow-up data for a specific year

Special Note on the Lower Pioneer Valley Career and Technical Education Center (LPVCTE):

LPVCTE conducts follow-up on graduates from sending high schools that completed career/vocational technical education programs at the LPVCTE. LPVCTE submits the career/vocational technical education graduate follow-up results to ESE.

Special Note on the Hampshire Perkins Secondary Consortium:

Districts that are members of the Hampshire Perkins Secondary Consortium are required to report follow-up results on graduates that completed career/vocational technical education programs. Note that members of the Hampshire Perkins Secondary Consortium may have graduates that completed career/vocational technical education programs at LPVCTE. If LPVCTE conducts follow-up on these graduates, the districts that are members of the Hampshire Perkins Secondary Consortium may want to arrange to receive the results from LPVCTE. However, the districts that are members of the Hampshire Perkins Secondary Consortium must provide the results to ESE through the CVTE Grad Follow-up Results application.

Special Note on the Perkins Postsecondary Consortium:

The districts that are members of the Perkins Postsecondary Consortium are required to conduct follow-up on graduates that completed **postsecondary-level** Chapter 74-approved vocational technical education programs **in their schools**. The districts are required to report the follow-up results in the Chapter 74 Vocational Technical Education Postsecondary and Postgraduate Report Excel Database. Graduate follow-up tables are included in the database.

In addition, the Perkins Postsecondary Consortium is required to complete and submit the Massachusetts Perkins IV Public Two-Year College/Postsecondary Career and Technical Education Data Report, which includes a graduate follow-up table.

How does the district submit career/vocational technical education graduate follow-up results?

For the graduates of the class of 2008 and beyond, ESE has an online application that districts use to enter and submit follow-up results.

When are the career/vocational technical education graduate follow-up results due?

Results must be submitted and certified by **November 30**. Until November 30, districts may continue to enter and update the data.

Accessing and Using the Online CVTE Graduate Follow-up Results Application

The district's "Directory Administrator" must assign a district staff person the career/vocational technical education graduate follow-up results security role titled "**CVTE Grad Follow-up Results**." The district staff person so designated can enter and submit (certify) the data.

Once a person has been assigned the **CVTE Grad Follow-up Results** security role, this person can login to the ESE Security Portal and select the “CVTE Grad Follow-up Results” application from the Vocational Education section of the Security Portal. See “Instructions for using the online CVTE Grad Follow-up Results Application” later in this document.

Technical Assistance: Contact Ed Abrams at 781-338-6883 or eabrams@doe.mass.edu.

When is the career/vocational technical education graduate follow-up conducted?

Follow-up must be conducted between nine (9) and twelve (12) months after graduation.

How is the career/vocational technical education graduate follow-up conducted?

Follow-up may be conducted by mail, telephone, email, or in person. Most districts use a combination of methods, in order to achieve the recommended 65% or better follow-up response rate.

Follow-up results due by November 30 must include only information that has been verified through a mail, telephone, email survey, or in person. Districts shall not include unverified information.

Who usually manages the career/vocational technical education graduate follow-up process in each district?

Each district develops its own process for conducting the follow-up. The district’s career/vocational technical education coordinator/director, teachers from each program area, school counselors, office staff, or other staff may conduct follow-up.

What documentation should be maintained?

In addition to the follow-up results, districts should keep a log that keeps tracks of attempts to contact graduates. A sample log is included later in this document.

The district must keep copies of completed follow-up forms and a telephone log for at least five years. Files should be paper or some other permanent storage media. Technology changes rapidly, thus districts should choose electronic storage methods carefully. Districts should make every attempt to obtain at least a 65% return rate for the follow-up. ESE will conduct a review of the follow-up records. Ordinarily this will take place during Coordinated Program Reviews but may occur at other times. ESE may contract with a certified public accountant to perform the review.

Instructions for using the Online CVTE Grad Follow-up Results Application

The **online** CVTE Grad Follow-up Results application is different from the Access database that ESE once used to collect follow-up results in several ways. In the online application, ESE collects only the information that ESE requires in order to fulfill Massachusetts Chapter 74, and federal Perkins Act reporting requirements. Thus, there are fewer questions in the CVTE Grad Follow-up Results application than were included in the Access database.

Note that the district may continue to use previous follow-up forms to collect information from graduates. Districts may want to collect, for their own purposes, information that districts are not required to submit to ESE. The online CVTE Grad Follow-up Results application is simply a method for providing to ESE the data that ESE requires.

Organization List – When the application is opened, the Organization List is displayed. Users should select the organization for which they want to enter follow-up information and select the Continue button to display the forms. Most users will have only one organization in their Organization List.

Survey Page – The Survey form page opens when the organization is selected from the Organization List. The graduates included on this page were reported in SIMS (in June or October) as graduates of career/vocational technical education programs. The district’s SIMS person should be contacted if the user has questions about the student information.

Use this form to enter follow-up results for each graduate listed on the page. For each graduate, select the appropriate response from the drop down boxes. Users can select the Save button at the bottom of the page at any time to save entered data. If the list of graduates includes more graduates than fit on one page, users can select a different page to display other graduates. Users can also display a graduate list by the first letter of the last name.

The **Export Data to Excel** link on the Survey Page allows users to create an Excel spreadsheet with the data that was entered. The spreadsheet includes codes for the information entered, not the text the user selected on the form. See “Technical Notes” in this section for a map of the codes to the follow-up responses.

Certify Page – When finished entering survey information for all graduates and the user is sure that the information is accurate, the user shall select the Certify link in the left navigation panel. On the Certify page, select the checkbox to confirm that that the CVTE Grad Follow-up Results is complete and accurate and select the Submit button. This alerts ESE that the entering of information is complete. At this point, the user will not be able to change any information.

Technical Notes - In addition to using the online CVTE Graduate Follow-up Results application to provide follow-up information to ESE, the district can submit the data through a file upload. Districts with a large number of graduates to follow-up can prepare a text file using the same layout and codes as the Excel file created by the Export Data to Excel link on the Survey page. If users would like to upload a follow-up results file, please contact Ed Abrams at 781-338-6883 or eabrams@doe.mass.edu for details.

The following table lists the responses to the follow-up questions in the drop down boxes on the Survey Page. Next to each response is the code that is used in the Excel spreadsheet to represent that response.

MAPPING SURVEY RESPONSES to SPREADSHEET CODES

Education Status	Employment/Military Status
Education Status/Type of College No Response = 0 Not in Education = 5 In Educ. - type unknown = 6 2 Year College = 1 4 Year College = 2 Apprenticeship = 3 Technical School = 4	Employment/Military Status No Response = 0 Employed = 1 Full Time Military = 2 Unemployed = 3 Not in Labor Force (NILF) = 4
Full-time/part-time No Response = 0 Full Time = 1 Part Time = 2	Related to high school CVTE program No Response = 0 Yes = 1 No = 2
Related to high school CVTE program No Response = 0 Yes = 1 No = 2	

Technical Assistance: Contact Ed Abrams at 781-338-6883 or eabrams@doe.mass.edu.

