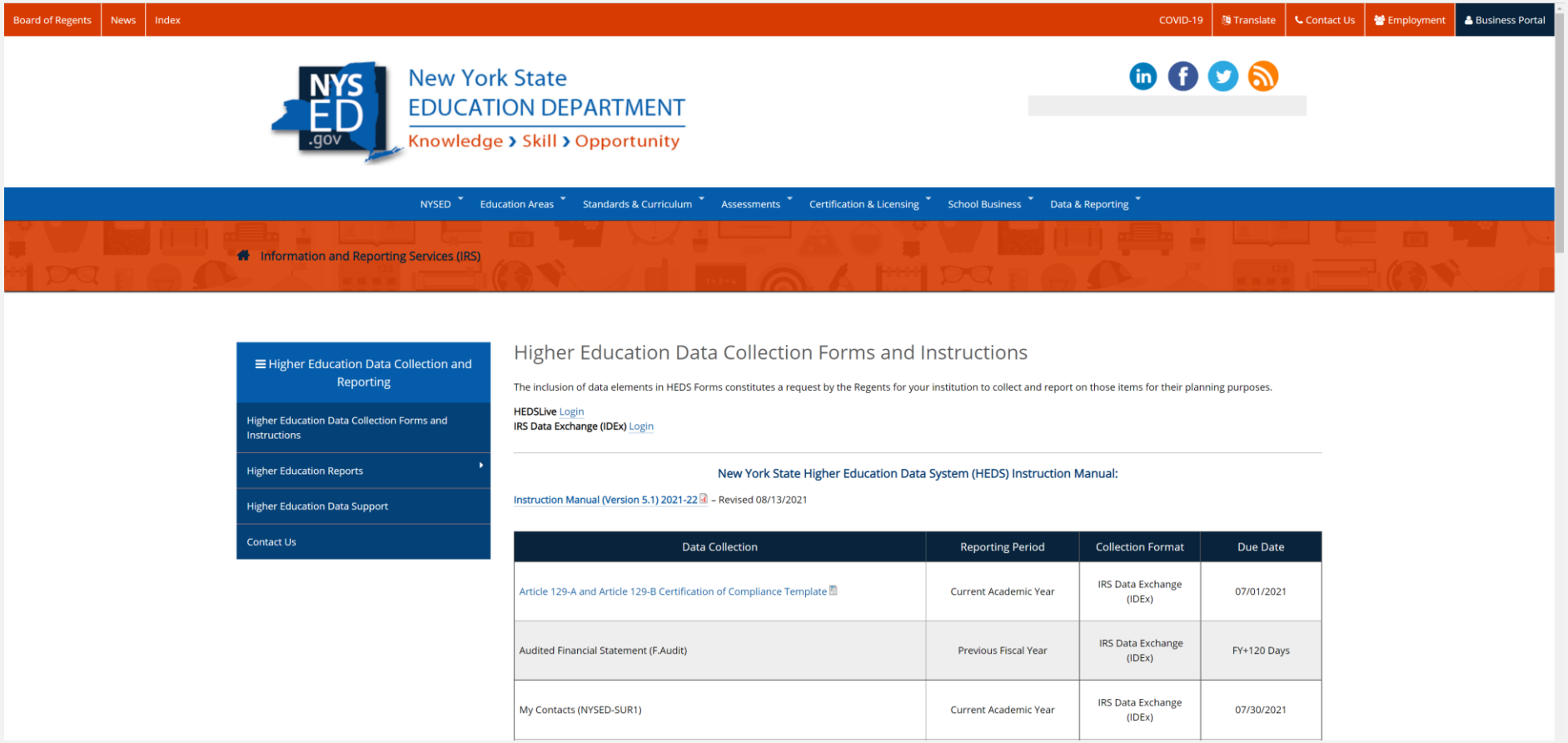
Perkins V Data Presentation

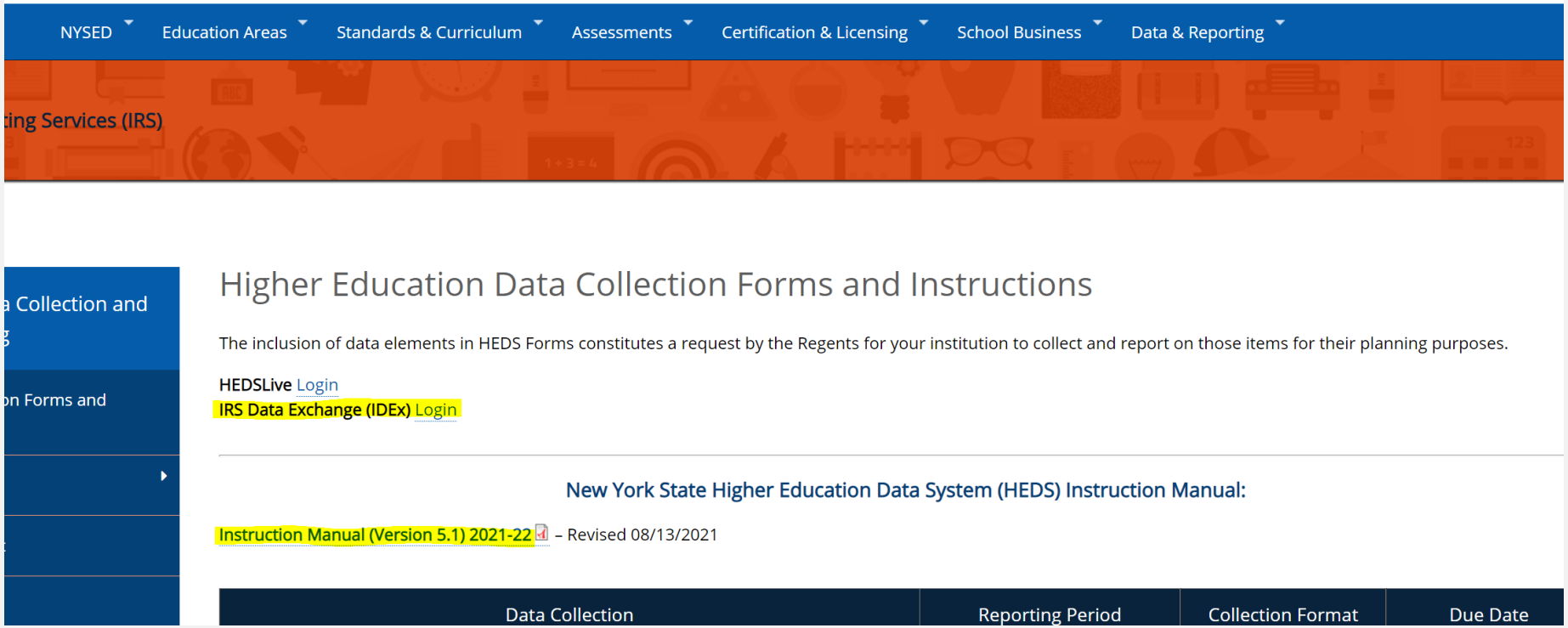
CTEA Data Management Practices

Reporting CTEA Data Using HEDS-IDEx



- The NYSED Information and Reporting Services (IRS) Higher Education Data Collection Forms and Instruction webpage has everything you need.

On This Page Are Links to Log in to IDEx, Download the Instruction Manual, and the CTEA Templates



New York State Higher Education Data System (HEDS) Instruction Manual

2021-2022 Collection Year

August 13, 2021
Version 5.1

The University of the State of New York
NEW YORK STATE EDUCATION DEPARTMENT
Information and Reporting Services
Albany, New York 12234

Performance Measures for Credit (CTEA-1) and Non-Credit (CTEA-2) Bearing Career and Technical Education Programs

General Instructions

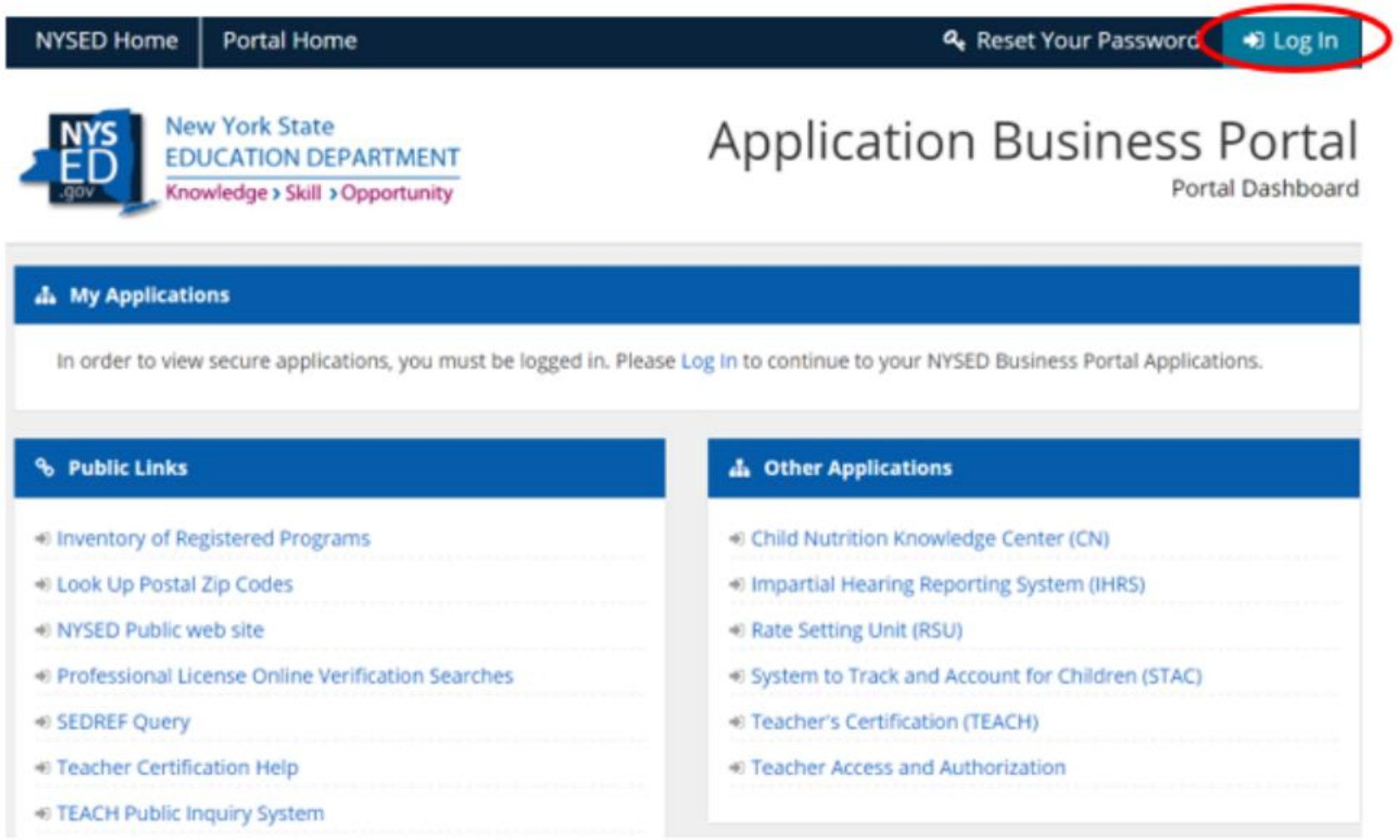
- *The Strengthening Career and Technical Education for the 21st Century Act, informally known as Perkins V*, supersedes The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). Perkins V requires reporting on enrollment, student demographics, postsecondary retention and placement, earned recognized postsecondary credential, and program enrollment and completion information as a condition of participation in **both** credit and non-credit bearing career and technical education (CTE) programs.

- Reporting for both credit and non-credit bearing CTE programs **requires** the use of the **2020 CIP codes** (not HEGIS codes). We obtain these CIP codes including their nontraditional designation from the following website: https://cte.ed.gov/accountability/linking-data.

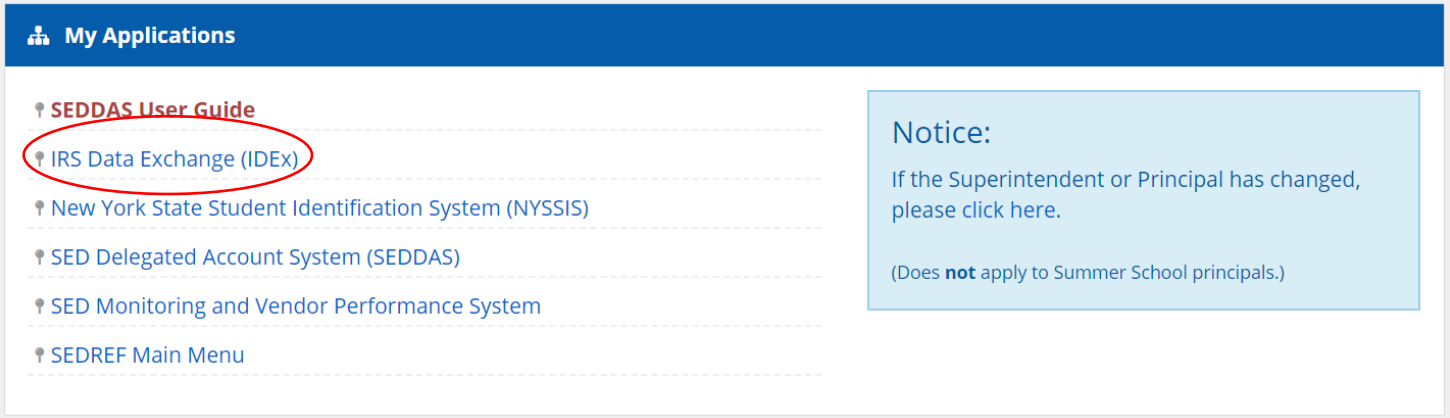
- Section 3(33) of Perkins V defines the term "nontraditional fields" to mean "occupations or fields of work, such as careers in computer science, technology, and other current and emerging high skill

First Step is to Download CTEA Templates –

1. Login to the Application Business Portal at https://portal.nysed.gov/abp

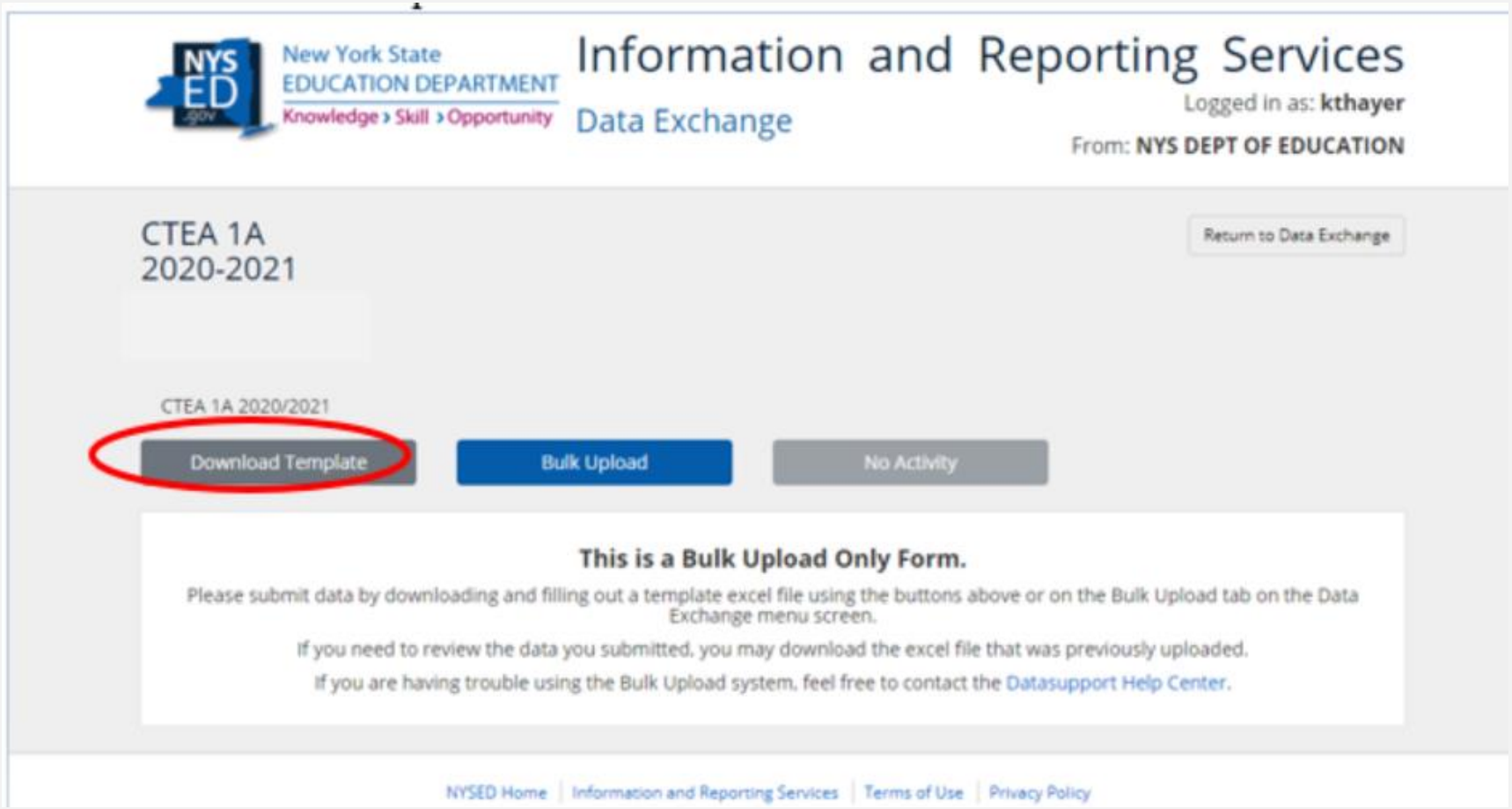


2. Select IRS Data Exchange under ‘My Applications’

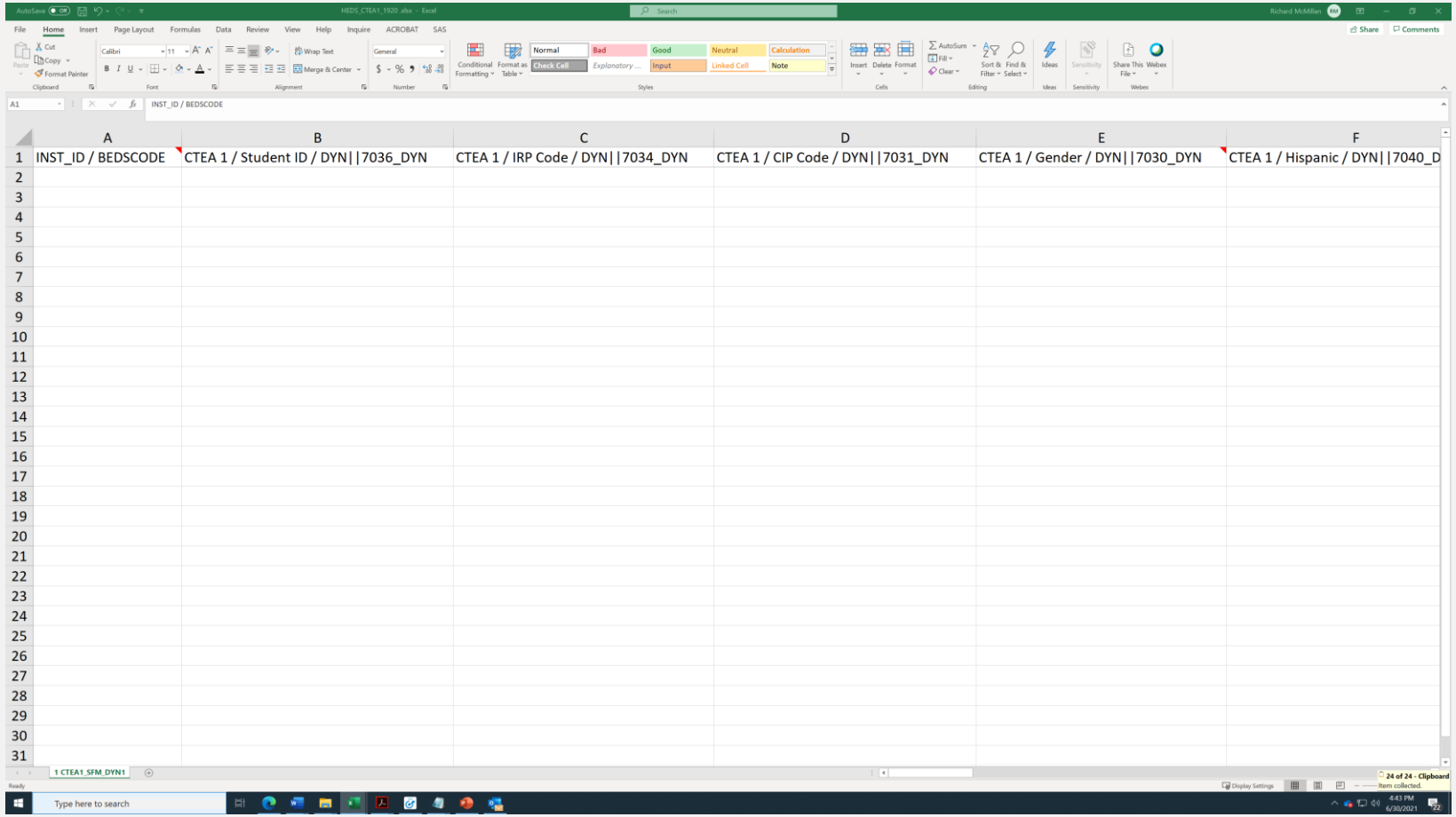


3. Select the form you want to download the template for:

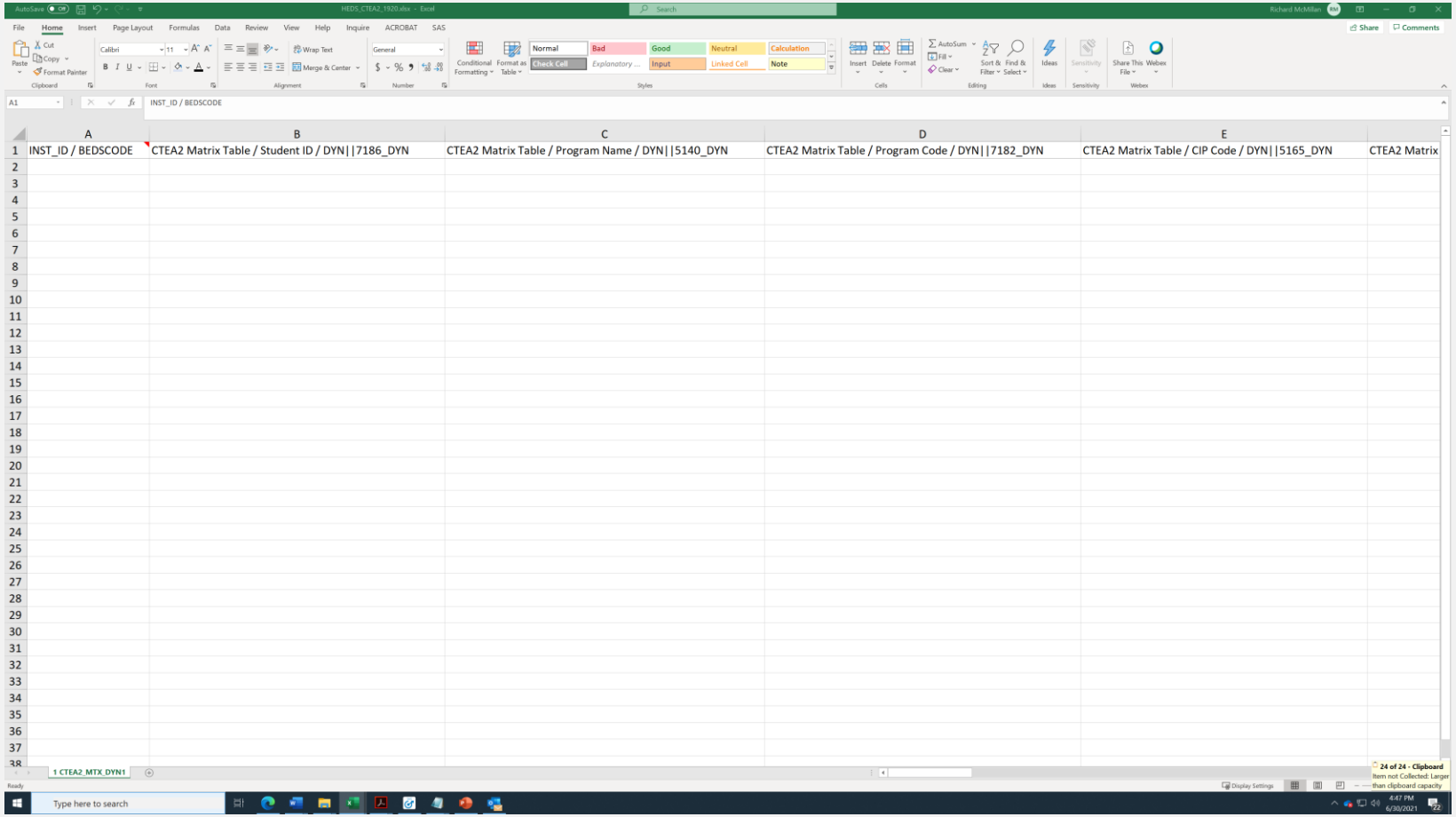
4. Click on ‘Download Template’



CTEA-1A and 1B Templates – they are Excel spreadsheets



CTEA-2A and 2B Templates – also Excel spreadsheets



Difference in CTEA-1/2 A and B Forms

- If your institution only has students in Perkins credit bearing programs, only a CTEA 1A file in September and a CTEA 1B file in February must be submitted.

- If your institution only has students in Perkins non-credit bearing programs, only a CTEA 2A file in September and a CTEA 2B file in February must be submitted.

- If your institution has both credit bearing and non-credit bearing programs, one CTEA 1A and one CTEA 2A file must be submitted in September and one CTEA 1B and CTEA 2B file must be submitted in February.

- Institutions with multiple campuses should provide data for each individual campus separately. A separate data submission will be required for each campus.

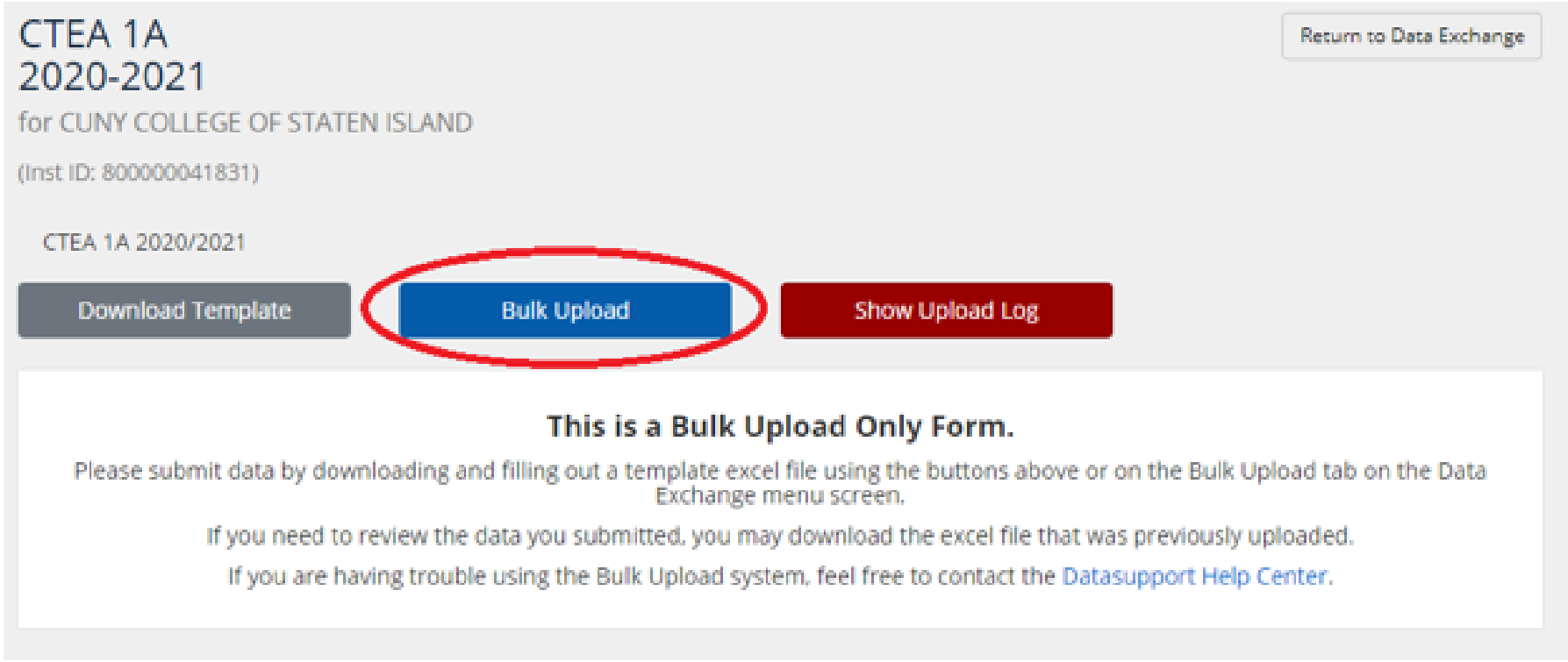
- The CTEA 1A and 2A files will only have student participant and demographic data (This file will not contain data required for the February submission).

- CTEA 1B and 2B files will only have the student ID and placement/education and survey data from the survey that you conducted regarding the student’s placement and employment plans

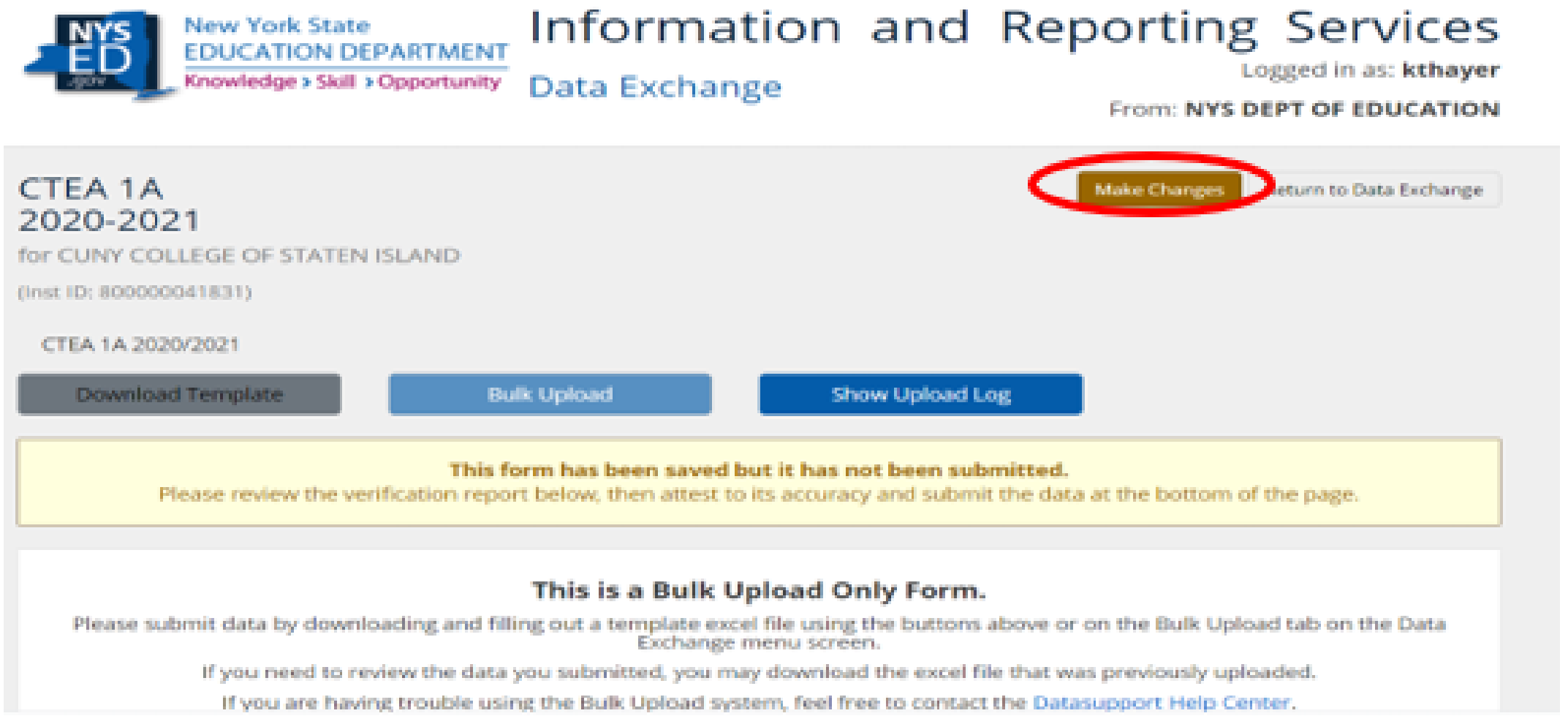
CTEA Step-by-Step Instructions to Bulk Upload File

1. Once logged into the IDEx, click on the form that you are looking to upload.
   - First Submission – CTEA 1A and/or CTEA 2A - (Due September 30, 2021)
   - Second Submission – CTEA 1B and/or CTEA 2B - (Due February 18, 2022)

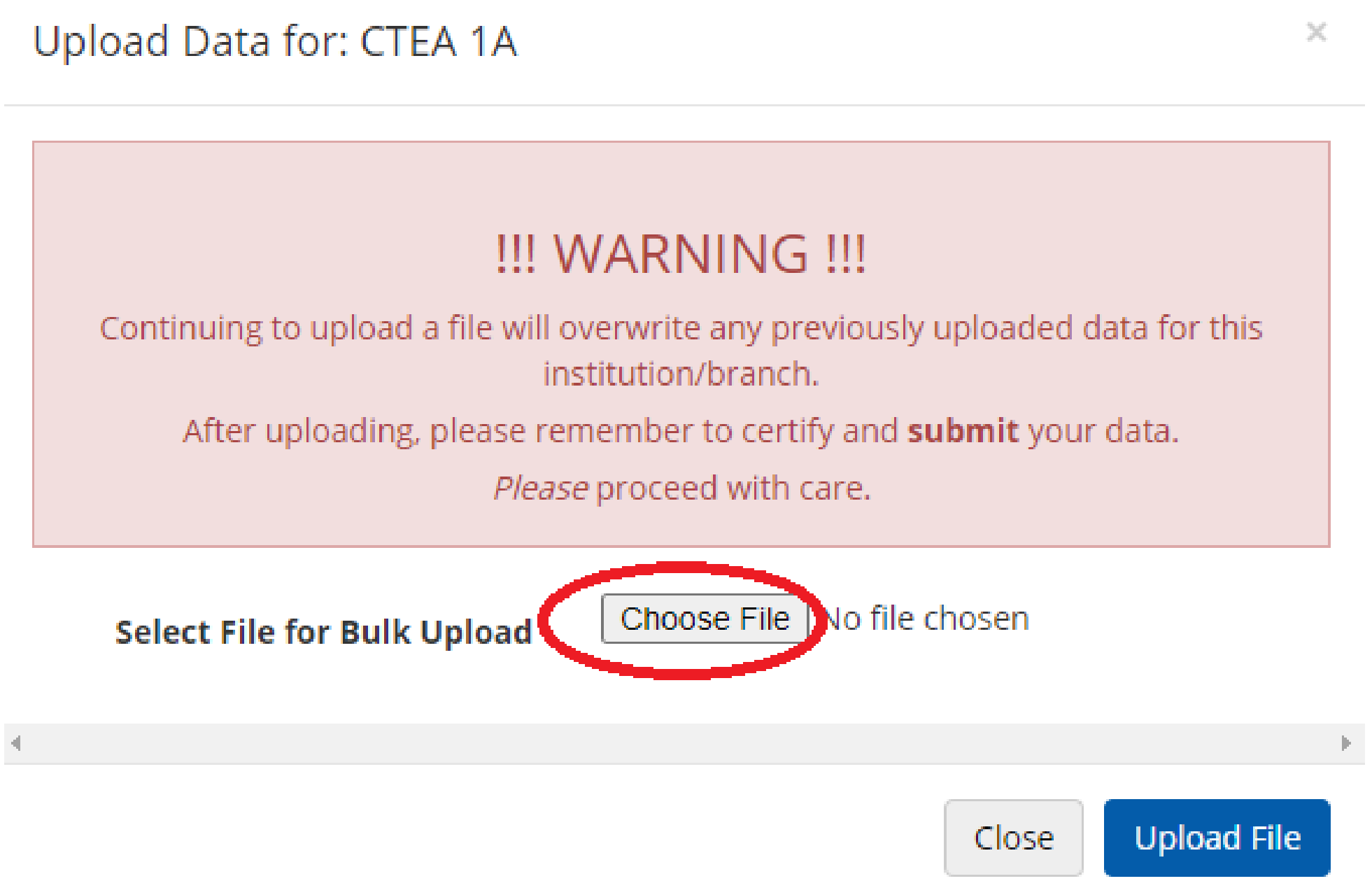
2. Click on the "Bulk Upload" button.



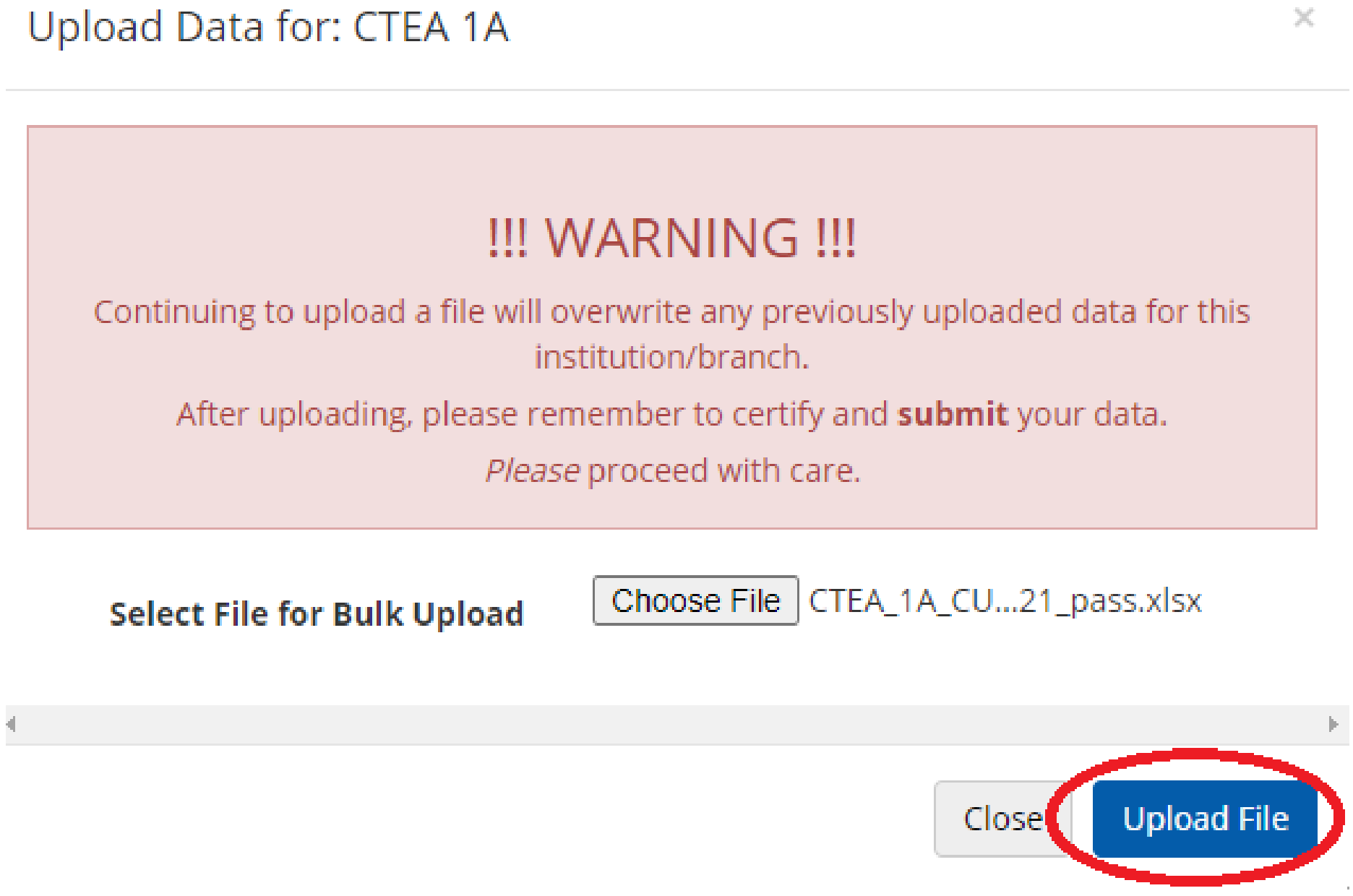
If unable to click on the "Bulk Upload" button, you may have previously uploaded a file. If this is the case, you will need to click on the "Make Changes" button in the upper right of your screen, then click on "Bulk Upload", to upload a new file.



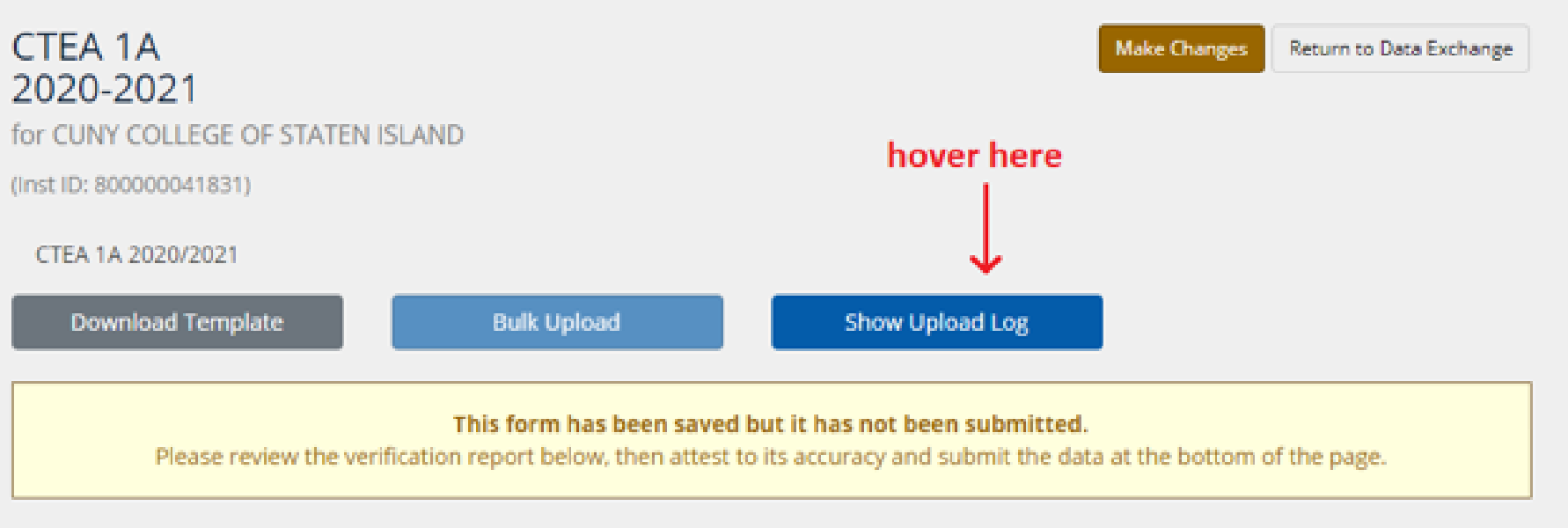
3. Click on "Choose File" and find the file on your computer to upload.

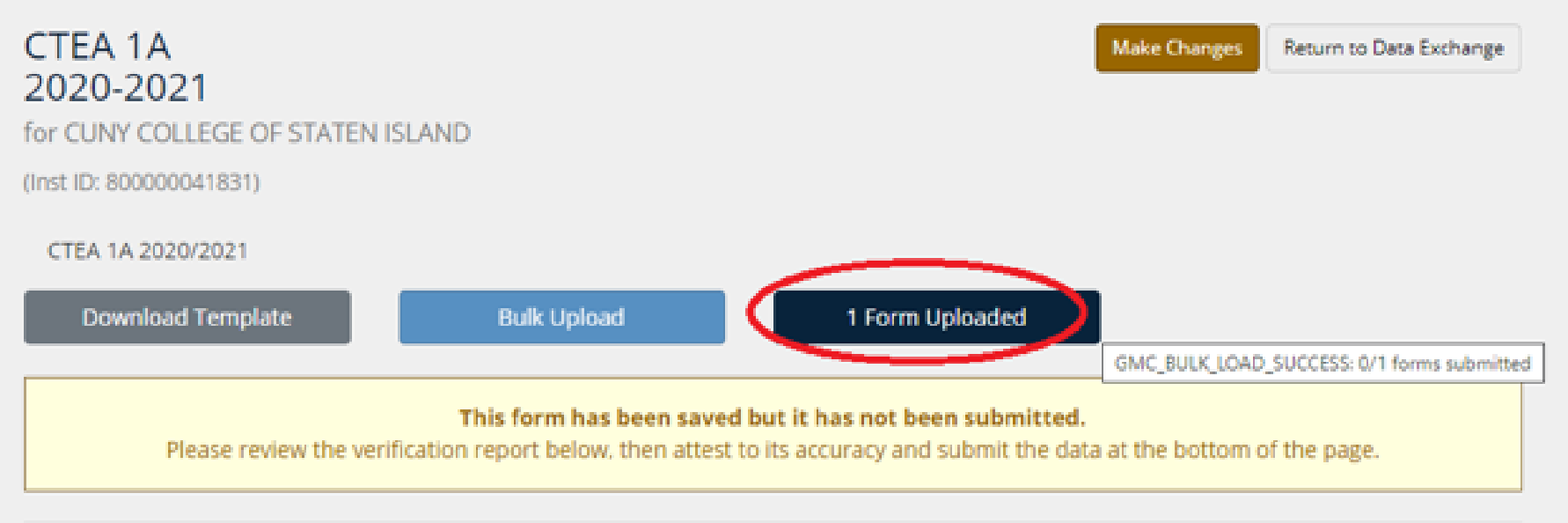


4. Once the file name appears in the box, click "Upload File". You will see a little circle spinning. It may take a minute to complete because it must first validate the file.

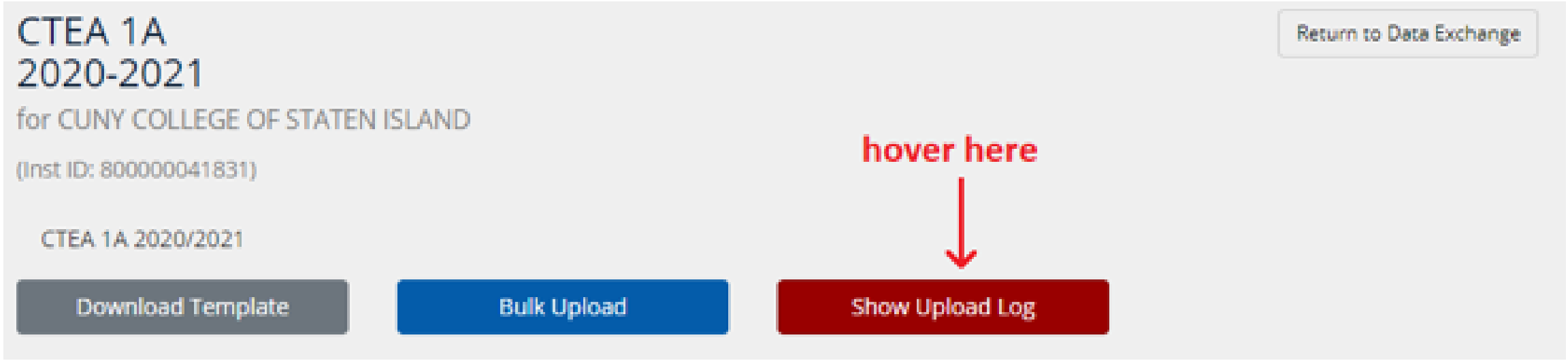


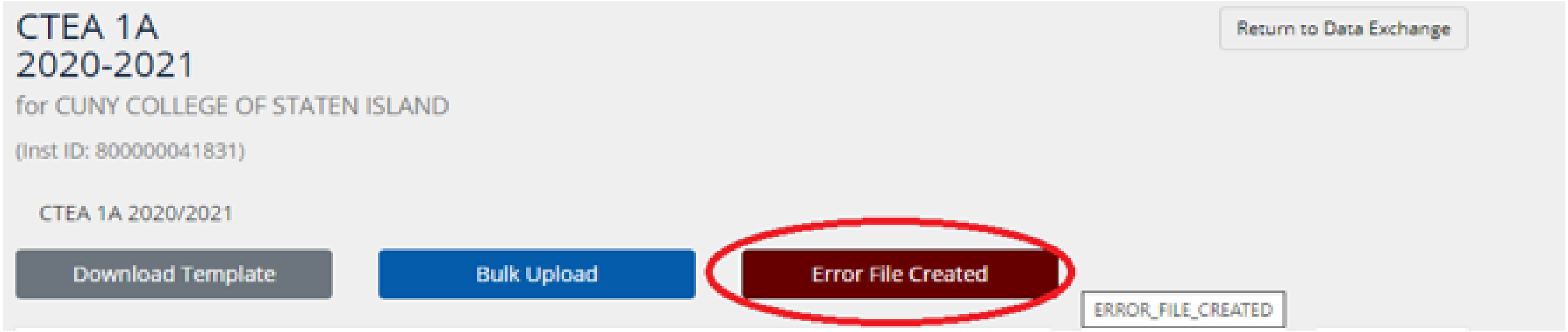
5. If the "Show Upload Log" button is blue, your file has uploaded successfully. If you hover over it, it will display "1 Form Uploaded".



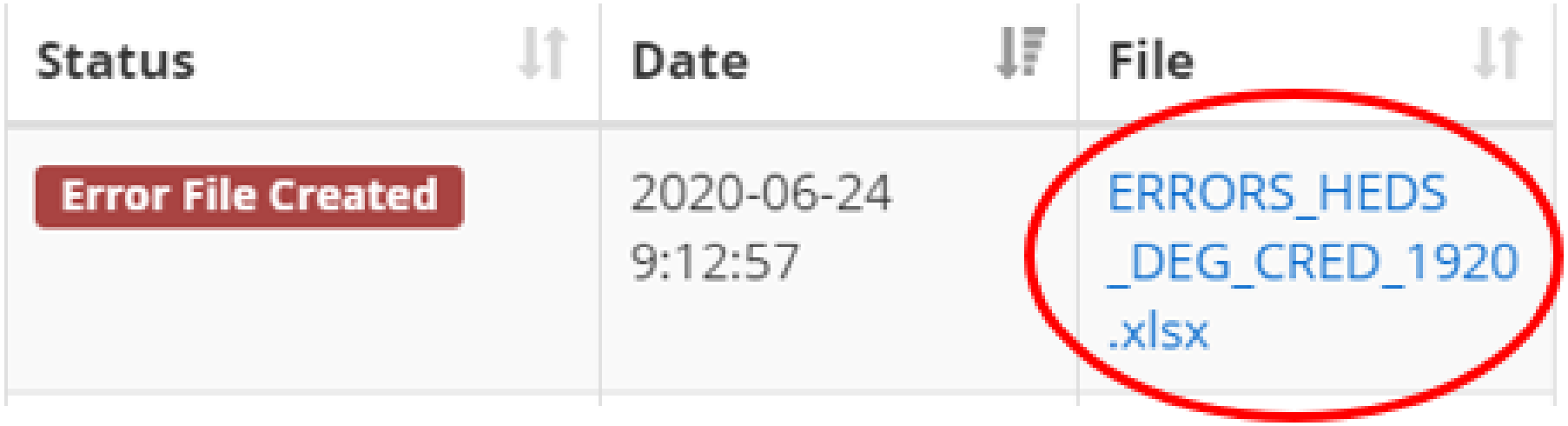


6. If the "Show Upload Log" button is red, your file upload has failed. If you hover over it, it will display "Error File Created".

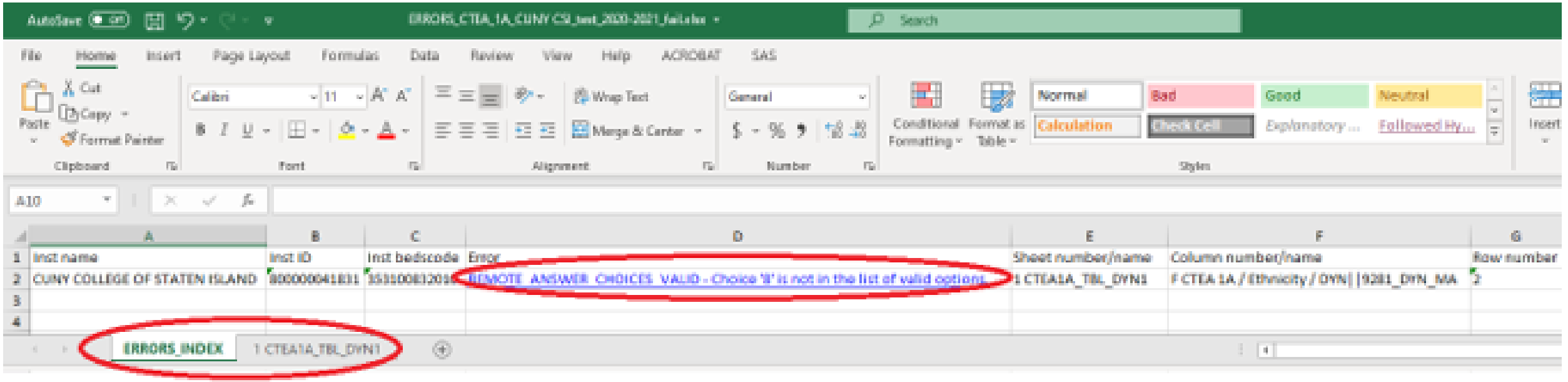




7. If the validation has failed, click on the "Show Upload Log" / "Error File Created" button, and a Status History will appear in the pop-up window. Select the ERRORS Excel file in the File column to view or download the errors.



This error file spreadsheet has two tabs; the first displays an index of errors, indicating where they have occurred, while the second tab contains the actual file that was attempted to be uploaded, with the error cells highlighted. (Note: You can click on the error in the first tab [Column D], and it will take you to that error in the second tab.)



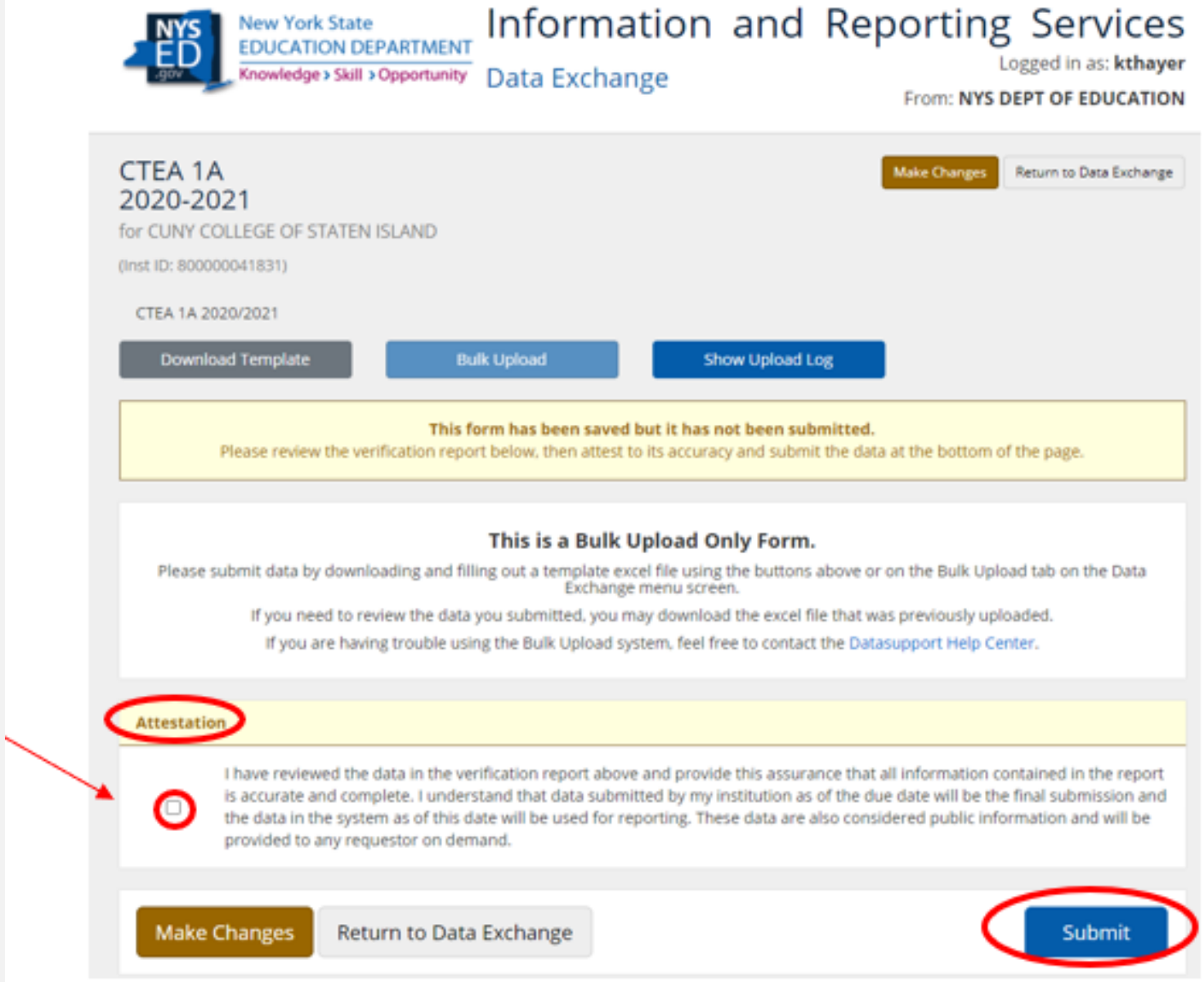
8. Once you have fixed all the errors, and have a corrected file, repeat the Bulk Upload process until upload is successful.

9. Click on the "Show Upload Log" / "1 Form Uploaded" button, and the most recent status should be "Bulk Upload Complete", in green.

Show 10 entries Search:

Username	Status	Date	File
kthayer	Bulk Upload Complete	2021-08-19 11:15:03	CTEA_1A_CUNY CSI_test_2020 -2021_pass.xlsx

10. Once the file has been successfully uploaded, please note that the report is still in a **SAVED** status. It must be reviewed, attested, and **SUBMITTED** to complete the process. Under the Attestation section, check the box, and then click the "Submit" button.



What to Do if Bulk Upload Results in Errors

- These are errors that are a result of bad data in the file (the file has failed at least one validation check).
- No data in the file is loaded if there are any errors (a partial file will NOT be loaded).
- Data reporters who encounter errors during bulk upload need to correct the errors in the original file that they attempted to submit and try the upload process again, until they have a successful upload.

Due Dates

- **First Submission – CTEA 1A and CTEA 2A –** first submission of reports on all students enrolled during the previous academic year – July 1 through June 30. For the 2021-2022 reporting year, this is due September 30, 2021.

• **NOTE:** program enrollment will be calculated from these reports and used to determine allocations for the next program year.

- **Second Submission – updated CTEA 1B and CTEA 2B –** second submission of reports on all students enrolled during the previous academic year – July 1 through June 30. This submission includes **placement outcomes including Employment and Education Status** collected by programs and survey information during the period of time beginning with graduation and lasting through December 31st for each student reported in the first submission. For the 2021-2022 reporting year, this is due February 18, 2022.

Needed External Tables

- For CTEA 1A or CTEA 2A:
- CIP codes are validated against the most current list (2020 CIP codes) on the following website: https://napequity.org/nontraditional-occupations-crosswalk/

- For CTEA 1A only:
- IRP codes are validated against NYSED's Inventory of Registered Programs. This list can be found at the following website: http://www.nysed.gov/heds/IRPSL1.html

IMPORTANT: For CTEA 1B and CTEA 2B:

- For CTEA 1B and CTEA 2B:
- The exact same student IDs and number of records should be in this file as was in the file that was submitted in the September submission. The only data fields to be collected in these files are as follows:
- 1. INST ID
- 2. Student ID (this must be an exact match the Student Ids in the September submission).
- 3. Employment Status
- 4. Education Status
- 5. Surveyed
- 6. Responded to Survey

Helpful Links

Support Page	**https://higheredsupport.nysed.gov/hc/en-us**
Forms Page and Instruction Manual	http://www.nysed.gov/information-reporting-services/higher-education-data-collection-forms-and-instructions
CIPCode Guidance	http://napequity.org/nontraditional-occupations-crosswalk/
IRP Codes	http://www.nysed.gov/heds/IRPSL1.html