Reporting ISEE Data for the Idaho Division of Career Technical Education (IDCTE)

IDCTE uses ISEE data to monitor CTE programs and calculate funding.

CTE Program Added-Cost funds are distributed to districts, for grades 9 – 12, to offset a portion of the additional costs associated with operating CTE programs. The allocations are based on the number of approved CTE courses taught by qualified CTE teachers as reported in ISEE. The FY2022 allocation is based on the 2020-2021 assignment FTEs and any new programs approved for the 2020-2021 school year. IDCTE cannot guarantee added-cost funds for any new or expanded programs for FY22.

Ideally, FTE should be split out accurately based on the minutes of assignment in conjunction with a CTE staff's position. If you already have a system or process that accurately reports calculations, please don't change that process. If you don't have a process, examples on pages 3 – 4 can help you calculate assignment FTE.

Assignment FTEs are required for all terms, for the entire school year. The sum of the assignment's FTE must equal their Contract FTE at any given date. Although the full-time teacher in the example below shows more than 1.0 FTE, for all assignments, they are for different sections and/or start and end dates.

- First semester 8/21/2020 - 12/31/2020, FTE Sum = 1.0 [Shown in **bold blue**.}
- Second semester 1/1/2021 - 6/1/2021, FTE Sum = 1.0 [Shown in **bold red**.]

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
0.333	101010	Networking Support I	4-8A-B	5977	8/21/2020	12/31/2020
0.333	101030	Networking Support II	1-3A-B	5978	8/21/2020	12/31/2020
0.333	109981	Occupational & Career Exp.--IT & Networking	13C	6064	8/21/2020	6/1/2021
0.222	101020	Desktop Support II	1-3A-B	5980	1/1/2021	6/1/2021
0.222	101100	Desktop Support I	4-8A-B	5979	1/1/2021	6/1/2021
0.222	101100	Desktop Support I	5-8A-B	5981	1/1/2021	6/1/2021

- **IDCTE needs FTE on all assignments for the entire school year** in order to calculate CTE Program Added-Cost Funding. This includes every reporting period for all applicable CTE assignments.
- **You may see a SRM error validation for CTE Assignments reported with a 0.0 FTE.** Review and correct these CTE assignment FTE warnings before certifying and sending your data to the state.

Error	R110420	If assignment is a CTE assignment code, and teachingRole = T, C, or 1, then FTE cannot be zero
		Consider revising assignment, teachingRole, or FTE.

- Report 0.0 FTE on CTE non-primary teaching roles (ex. Teaching Role of Proctor or Assistant Teacher) and do not include as part of your FTE calculation.
- If the CTE instructor is also teaching non-CTE courses, report FTE appropriately (ex. report FTE on SDE and CTE assignments).

How is Program Added-Cost funding different from SDE salary-based apportionment funding?

- SDE funds on support units. Support units include midterm ADA and staffing positions based on the certified contract FTE and other related contract data. SDE is primarily looking at the mid-term reporting period data. IDCTE looks at the entire year because many of our capstone classes are offered in the 2nd semester.

What if I don't receive CTE Program Added-Cost Funding?

- If using a 6-digit assignment code, this reporting process is still required.

Will I receive an error or warning if the FTE adds up to 2.0 or 3.0 for one teacher for the year?

- You will receive an error if any one assignment code reported with an assignment FTE is greater than 1.0.
  - Error 109403: FTE must be a number with no more than 3 decimal places and in the range of 0 – 1.
- At this time, you won't receive a warning if the sum of all assignment FTEs do not equal the contract FTE for a given term past the snapshot date (last Friday in September). However, IDCTE still needs this information to verify assignment FTEs and the staff persons contract FTE for a given term.
- You won't receive a warning if the sum of all assignment FTEs exceed 1.0 for multiple terms. Assignment codes (or sections) FTEs for multiple terms may sum over 1.0 (ex. 2.0 and 3.0) for an entire school year of sections.

Can we report preparation or advisory periods?

- In 2018/2019, districts no longer report preparation periods for CTE instructors.
- Assignment/Course Codes have been added to account for other staff assignments:
  - 900001 | Advisory – CTE (students in class)
  - 900002 | Aide – CTE Classroom
  - 460605| CTE – Other District Staff (Provides, coordinates, manages, or directs services within a non-instructional program)

How to code Advisory and Aide for FTE?

- 900001 | Advisory – CTE (students in class) – when students are in the class, FTE should be accounted for.
- 900002 | Aide – CTE Classroom – the FTE should be 0.0.

Examples for Calculating Teacher FTE

Scenario A:
1. Full-Time CTE
   a. All equal time blocks
   b. No multiple sections during the same time block/period
   c. All sections have the same term length (semester, trimester, yearlong, etc.)

2. Split CTE/SDE
   a. All equal time blocks
   b. No multiple sections during the same time block/period
   c. All sections have the same term length (semester, trimester, yearlong, etc.)

Calculation Method:
- Divide the contract FTE by the number of sections regardless of the number of periods.
- Provide unique sections per assignment (ex. Welding 2 and 3 would each have a unique Section ID).

Examples:
The teacher below has an FTE of 1.0 and shows FTE for all sections including second semester.

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
0.333	140010	Health Professions	2 A-B	4958	1/1/2021	6/1/2021
0.333	141540	Medical Terminology	4 A-B	4959	1/1/2021	6/1/2021
0.333	140510	Nurse Assistant	5 A-B	4960	1/1/2021	6/1/2021

The teacher below has an FTE of 1.0 and shows FTE for all sections including SDE.

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
0.250	100012	Info Systems Technology	1	5958	9/1/2020	6/1/2021
0.250	100012	Info Systems Technology	2	5959	9/1/2020	6/1/2021
0.250	02052	Algebra I	3	5960	9/1/2020	6/1/2021
0.250	02056	Algebra II	4	5961	9/1/2020	6/1/2021

Scenario B:
1. Full-Time CTE
   a. All equal time blocks
   b. Multiple sections during the same time block/period
   c. All sections have the same term length (semester, trimester, yearlong, etc.)

2. Split CTE/SDE
   a. All equal time blocks
   b. Multiple sections during the same time block/period
   c. All sections have the same term length (semester, trimester, yearlong, etc.)

Calculation Method:
- Divide the contract FTE by the number of time blocks/periods regardless of the number of sections.
  - For time blocks/periods with multiple sections, divide that FTE portion by the number of sections within that period.

- Provide unique sections per assignment (ex. Welding 2 and 3 would each have a unique Section ID).

Examples:
The teacher below has an FTE of 1.0 and shows FTE for all sections including periods.
- FTE would be divided by 5 periods showing .200 for each period (1.0 FTE / 5 = .200)
  - Since period 1 has 2 sections, FTE would then be divided by 2 (.200/2 = .100)

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
.100	111540	Graphics Level I	01	1185311	8/23/2020	10/23/2020
.100	111541	Graphics Level II	01	1185317	8/23/2020	10/23/2020
.200	111540	Graphics Level I	03	1185312	8/23/2020	10/23/2020
.200	111541	Graphics Level II	04	1185318	8/23/2020	10/23/2020
.200	111540	Graphics Level I	05	1185313	8/23/2020	10/23/2020
.200	111541	Graphics Level II	06	121349	8/23/2020	10/23/2020

Scenario C:
1. This example factors class length (minutes per week) in the FTE calculation.

Examples:

AssignmentFTE	MinutesPerWeek	CourseName	Period	SectionID	StartDate	EndDate
.333	250	English - SDE	01	1185311	8/23/2020	10/23/2020
.666	500	Computers - CTE	02	1185317	8/23/2020	10/23/2020

Questions:
The above scenarios may not work for you or reflect your school schedule. If you have specific concerns outside of these scenarios, please contact:

- IDCTE - Performance Management or Program Quality Managers
  https://cte.idaho.gov/about/contact-us/

- SBOE - Regional ISEE Coordinators

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