

CAREER & TECHNICAL EDUCATION

Career Connected Learning
for All Students

Program Data Review (PDR) System Support Document

Updated 11/3/2021



**Illinois
State Board of
Education**

Overview

The secondary Illinois Comprehensive Local Needs Assessment (CLNA) process consists of the following steps:

1. *Verification of current approved Programs of Study* (ISBE will provide list to be approved; this step must be completed prior to stakeholder engagement.)
 2. **Completion the Program Data Review (PDR). (Secondary schools must complete.)**
 3. *Completion of Local Needs Assessment (LNA).* (Secondary districts must complete.)
 4. *Identification of Planning Team.* (Engage stakeholders; establish dates to meet with stakeholders to complete CLNA.)
 5. *Identification of data sources.* (PDR and LNA results will be provided for review.)
 6. *Analysis of the disaggregated data.* (Hold discussions with stakeholders with prompts; many data points are prepopulated from the PDR and LNA.)
 7. *Identification of areas of growth and strengths.* (What is working? Provide summaries within each area of measurement.)
 8. *Identification of areas of opportunity.* (What requires improvement? Provide summaries within each area of measurement.)
 9. *Prioritization of opportunities.* (Create a timeline based on your needs for each area of measurement within the programs of study.)
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*The goal of this document is to provide an overview of how to complete your Program Data Review. **Please use this document as a guide to walk you through the online process of approving your programs of study.***

Please contact ISBE's CTE and Innovation Department at (217) 524-4832 or ctepqr@isbe.net if you have programmatic questions or if there are issues with system functionality. Please include the RCDTs, a description of the issue, and a screen shot(s) of the issue when you send an email pertaining to an issue. Please call ISBE's Call Center at (217) 558-3600 if you have issues accessing the ISBE Web Application Security (IWAS) system.

Access Levels and Accessing the System

Accessing Levels

What does the Access Level mean?		Close Window
CTE Program Data Review - QA		
School User	School User is responsible for filling out the application and submitting the application. This will be done by school district, school, or area career center administration or staff with the appropriate knowledge.	
District Admin	District Administrators are generally school district superintendents or area career center directors. They will either complete the application for their respective entities or grant access to School Users (school-based IWAS account) or other knowledgeable district staff (district-based IWAS account) to complete this process. All district-based staff must also be given District Admin access. Can Unlock the application unless the Local Needs Assessment has started.	
Business Manager	Business Manager is the Education for Employment (EFE) System Director and is responsible for communicating with School Users or District Admin to assist them in completing this application. EFE Systems with region centers with CTE programs: complete the Program Data Review application for those centers or assign other EFE personnel as the Business Manager for completion. Can Unlock the application unless the Local Needs Assessment has started.	
ISBE Admin	ISBE staff only: This is a view only ISBE user group. Can Unlock the application unless the Local Needs Assessment has started.	

- School Users should be staff or administrators at secondary schools or area career centers with knowledge of the entity's career and technical education (CTE) programs and courses that are offered. Usually, this would be the individual that works with the Education for Employment (EFE) system director annually on correcting CTE Illinois State Course System (ISCS) assignments.
- District Admin:
 - School District Administrative Agent is usually the superintendent.
 - Area Career Center (ACC) Administrative Agent is usually the ACC director.
 - Other district-based staff, such as CTE directors, can be given this access without impacting superintendent access.
- Business Manager: EFE Administrative Agent or their designee, who also will be the individual to update EFE region center programs and courses.

Please note: All users for the CTE Program of Study Approval system were given the same access in the PDR system.

Accessing the System

- Sign into ISBE Web Application Security (IWAS at <https://sec.isbe.net/iwas/asp/login.asp?js=true>).
- Click on System Listing, then Reporting – Annual – CTE Program Data Review.

System Listing

- Pending Sign Ups
- Pending Documents
- Change Password
- Search
- Log Out

Messages :

- 1 unread Inbox message(s)
- 0 unread Archived message(s)

Require Action :

- 0 Sign-ups pending your approval
- 21 Documents pending your approval
- 0 Feedback messages pending review

News

Categories - Click to Expand/Collapse Tree

Authorization

Grants

- Active Grants
 - Career & Technical Ed Improvement (CTEI) Authorized
 - Career & Technical Ed. - Student Organizations Authorized
 - CTE - Perkins DHS Ed Authorized
 - CTE - Perkins Secondary Authorized
 - CTE State Leadership Authorized
 - FY20 Organizational Risk Assessment Authorized
 - Regional Safe School Cooperative Education Program Authorized

Reporting

- Grant Periodic Reporting System Authorized
- Annual
 - Career and Technical Education (CTE) Reports Authorized
 - CTE Comprehensive Local Needs Assessment Authorized
 - CTE Program Data Review Authorized

School User Access

- Existing IWAS Users:
 - Go to System Listing; click [Want to Signup for Other Systems?](#) (bottom right);
 - Go to Reporting – Annual – CTE Program Data Review;
 - Click the  button next to it;
 - Complete the necessary information, including justification for access; and
 - Click .
- New IWAS Users:
 - Please refer to the [IWAS User Guide](#) to create an account;
 - Go to System Listing – Reporting – Annual – CTE Program Data Review;
 - Click the  button next to it;
 - Complete the necessary information, including justification for access; and
 - Click .
- **NOTE:** *Schools and area career centers District Admin can choose to complete the application for their respective entities or grant access to School Users to complete this process.*

ACCESS LEVEL CLARIFICATION FOR SCHOOLS AND SCHOOL DISTRICTS:

You have an access level issue if you log in to the CTE Program Data Review and no information populates on your screen.

If user's **IWAS profile is district-based** (usually ends in four zeros):

- User's access for the CTE Program Data Review should be District Admin.
 - This will allow user to see all schools in the district and make any necessary changes.

If user's **IWAS profile is school-based** (school code matches a school not a district):

- User's access for CTE Program Data Review should be School User.
 - This will allow user to only see information for the school the user is affiliated with and make any necessary changes.
- If user's **IWAS profile is school-based AND user is responsible for reporting for all schools** in the district:
 - User should be assigned District Admin for this system.
 - This will allow the user to report on any – or all – school(s) in the district.

Please note: There is not a limit on the number of individuals who can have District Admin access.

District Admin or Business Manager – Granting User Access to Complete Application

- Granting access as a School User:
 - School District Admins grant access to secondary schools under their RCDT.
 - Area career center District Admins grant access to area career centers under their RCDT.
 - EFE Business Managers have automatic access to enter data for EFE region center/programs under their RCDT; they can grant access to other EFE personnel as a second Business Manager to complete the process.
- Process for granting access:
 - Log in to IWAS;
 - Go to the CTE Program Data Review system request;
 - Select School User or District Admin for the correct school representative; and
 - Approve access.

Please choose an access level for this person below. Some of the access levels may not be available based upon the RCDT and RCDTS above. Please refer to the access level descriptions for more detailed information.

Access Level

<input checked="" type="radio"/> School User	School User is responsible for filling out the application and submitting the application. This will be done by school district, school, or area career center administration or staff with the appropriate knowledge.
<input type="radio"/> District Admin	District Administrators are generally school district superintendents or area career center directors. They will either complete the application for their respective entities or grant access to School Users (school-based IWAS account) or other knowledgeable district staff (district-based IWAS account) to complete this process. All district-based staff must also be given District Admin access. Can Unlock the application unless the Local Needs Assessment has started.
<input type="radio"/> Business Manager	Business Manager is the Education for Employment (EFE) System Director and is responsible for communicating with School Users or District Admin to assist them in completing this application. EFE Systems with region centers with CTE programs: complete the Program Data Review application for those centers or assign other EFE personnel as the Business Manager for completion. Can Unlock the application unless the Local Needs Assessment has started.

Program Data Review (PDR)

School Users or District Admin Completing the Application: When a School User logs in, the home page displays all the current Classification of Instructional Programs (CIPs) assigned by your EFE system director. When a District Admin logs in, the home page displays all schools for their district. You will need to cycle through each CIP and answer a variety of Yes/In Progress/No questions regarding that program of study. Additionally, you will need to answer questions at the schoolwide level for professional learning opportunities, CTE staff capacity, and career cluster guidance. **REMEMBER: The PDR is designed to review the entire program of study of CTE CIPs, which is more than just the coursework contained in the CIPs. It reflects the program's Size, Scope, and Quality components.**

Step 1: Log in to the CTE Program Data Review.

Step 2a (School User view): The status of each CIP course review is indicated under the Status column. (*Not Submitted* indicates the CIP data review has not begun; *Submitted* indicates the completion of that particular CIP.) The Update ID and Update Date are also provided. Cycle through the current CIPs assigned by the EFE to your school. Start with the first CIP and click on  to begin the data review.

Select Year:

Search:

School Year	CIP Code	CIP Title	Status	Updated By	Updated Date	Action
2022	1.02	Agricultural Mechanization, General.	Submitted	Schooltester	10/12/2021	<input type="button" value="Edit CIP"/>
2022	10.03	Prepress/Desktop Publishing and Digital Imaging Design.	Submitted	Schooltester	10/12/2021	<input type="button" value="Edit CIP"/>
2022	12.05	Cooking and Related Culinary Arts, General.	Not Submitted	vbudumuru	9/16/2021	<input type="button" value="Enter CIP"/>
2022	13.12	Early Childhood Education and Teaching.	Not Submitted	vbudumuru	9/16/2021	<input type="button" value="Enter CIP"/>
2022	15.13	Drafting and Design Technology/Technician, General.	Not Submitted	vbudumuru	9/16/2021	<input type="button" value="Enter CIP"/>
2022	19.00	Work and Family Studies.	Not Submitted	vbudumuru	9/16/2021	<input type="button" value="Enter CIP"/>

Select Year:

Search:

NOTE: Ensure that the proper school year is selected.

Use the Search feature to find specific CIPs.

Step 2b (District Admin view): The status of each CIP course review for each school in your district is indicated under the Status column. (*Not Submitted* indicates the CIP data review has not begun, *Submitted* indicates the completion of that particular CIP, and *PDR Unlocked* indicates the review has been unlocked and must be submitted again.) The Submit Date and Submitted By are also provided. Cycle through the schools by selecting and then the CIPs assigned by the EFE system director to your school(s). Start with the first CIP for that school and click on to begin the data review. (See above.)

Select Year:

Search:

School Name	RCDT	Status	Submit Date	Submitted By	Action
Mattoon High School	110150020260001	<input type="button" value="Professional Development Submitted"/>	10/13/2021	Schooltester	<input type="button" value="View Courses"/>

Step 3: Review the Yes/In Progress/No questions on Size, Scope, and Quality. Select “Yes,” “In Progress,” or “No” for EACH question within the selected CIP. Marking “No” does not penalize the status of the program, so responses in this area should reflect the program of study. In addition to the Yes/In Progress/No questions, respond to the additional prompts (eight in total) on the Size, Scope, and Quality page. *See the Terms and Definitions document for additional information.*
Please note: School year 2019-20 responses will be prepopulated; newly added CIPs will not have any responses. Please check the accuracy of each response. You must complete **all answers** in order to  the CIP. If you don't complete all Yes/In Progress/No questions within the CIP, your answers will not be saved.

Size

Enrollment Size - Are the class and program enrollment minimums and maximums justified by the program of study (POS) local advisory committee?
 Yes In progress No

Please describe the approval process for course enrollment for this POS. **Answer required**

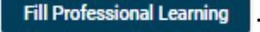
Scope

Academic Standards - Does the POS incorporate challenging State academic standards?
 Yes In progress No

Technical Knowledge and Skills - Does the POS address technical knowledge and skills?
 Yes In progress No

Employability Skills - Does the POS align instruction and experiences to a progression of employer-informed technical and essential employability competencies?
 Yes In progress No

Please identify the academic standards, technical knowledge skills and employability skills incorporated into this POS OR provide a link to the document(s) which includes this information. **Answer required**

Step 4: Once a CIP has been reviewed, the status will change to . You must complete the Professional Learning section of the PDR after completing the data review for all CIPs. To begin the next section, click on .

Please note: The Professional Learning section can be completed at any time.

Select Year: 

Search:

School Year	CIP Code	CIP Title	Status	Updated By	Updated Date	Action
2022	1.02	Agricultural Mechanization, General.		Schooltester	10/12/2021	
2022	10.03	Prepress/Desktop Publishing and Digital Imaging Design.		Schooltester	10/12/2021	
2022	12.05	Cooking and Related Culinary Arts, General.		Schooltester	10/12/2021	
2022	13.12	Early Childhood Education and Teaching.		Schooltester	10/13/2021	

Step 5: Indicate which professional learning opportunities were offered to each CTE professional at a school or regional (EFE or Regional Office of Education) level for the past three years. The professionals DO NOT have to attend for the opportunity to be reflected in the section. You must click “Next” for your data to save. *See the Terms and Definitions document for additional information.*

PROFESSIONAL LEARNING OPPORTUNITIES							
For the past 3 years, indicate (with an X) the professional learning opportunities that were offered for the following:							
	CTE Teachers	Other Faculty	School Leaders	Administrators	Specialized Instructional Support Personnel	Career Guidance and Academic Counselors	Paraprofessionals
Supporting individualized academic and career and technical education instructional approaches, including integration of academic and career and technical education standards and curricula.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring labor market information is used to inform the programs, guidance, and advisement offered to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing opportunities to advance knowledge, skills, and understanding of all aspects of an industry, including the latest workplace equipment, technologies, standards, and credentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing career and technical education programs in the schools, institutions, or local educational agencies of school leaders or administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation of strategies to improve student achievement and close gaps in student participation and performance in career and technical education programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

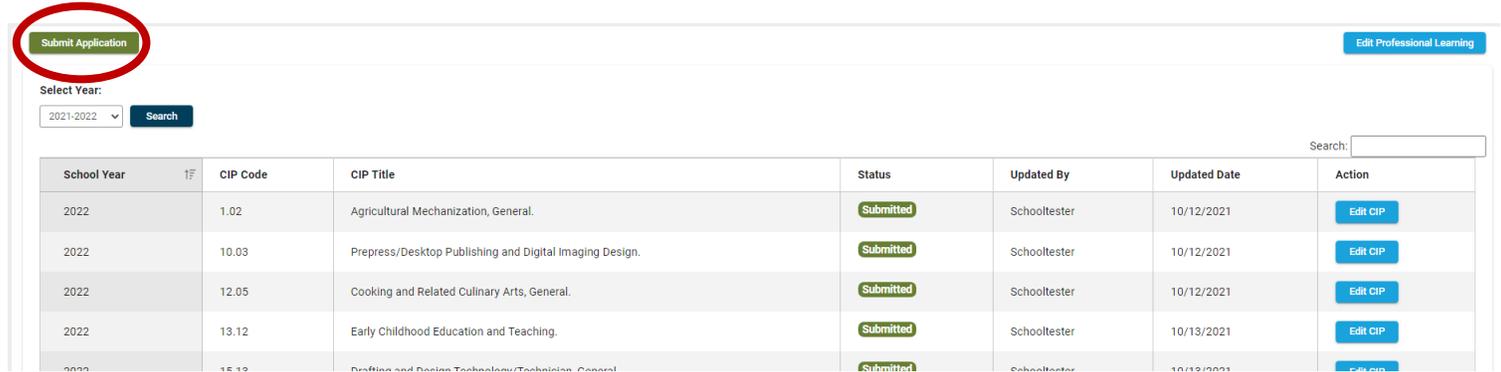
Step 6: Indicate the number of CTE professionals in the roles listed below for each of the previous three years to determine CTE staff capacity. *Please see the Terms and Definitions document* for definitions of these roles. Unfortunately, CTE teacher data could not be imported. You must click “Next” for your data to save.

CTE PROFESSIONAL CAPACITY			
Identify the number of professionals in each area indicated below that were working within your CTE Program(s) over the past three years.			
	Number Working in Local CTE Program(s)		
	2022	2021	2020
CTE Teachers	2 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Other Faculty	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
School Leaders	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Administrators	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Specialized Instructional Support Personnel	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Career Guidance and Academic Counselors	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Paraprofessionals	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>

Step 7: Answer the question and respond to the prompt regarding schoolwide guidance and instruction on career clusters. Click “Submit” to complete the Professional Learning component of the PDR.

CAREER GUIDANCE AND INSTRUCTION
Does the school provide guidance and instruction on the concept of career clusters and support for student selection of a cluster or interest prior to a cluster-specific Quality Orientation Course? <input type="radio"/> Yes <input type="radio"/> In progress <input type="radio"/> No
Please describe what type of career cluster guidance and instruction is provided prior to the Orientation Courses. Answer Required
<div style="display: flex; justify-content: space-between;"> Previous Submit </div>

Step 8: When all CIPs and Professional Learning components are completed, you will click on “Submit Application.”



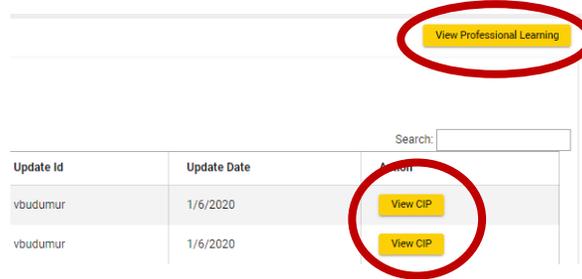
Submit Application Edit Professional Learning

Select Year: 2021-2022

Search:

School Year	CIP Code	CIP Title	Status	Updated By	Updated Date	Action
2022	1.02	Agricultural Mechanization, General.	Submitted	Schooltester	10/12/2021	<input type="button" value="Edit CIP"/>
2022	10.03	Prepress/Desktop Publishing and Digital Imaging Design.	Submitted	Schooltester	10/12/2021	<input type="button" value="Edit CIP"/>
2022	12.05	Cooking and Related Culinary Arts, General.	Submitted	Schooltester	10/12/2021	<input type="button" value="Edit CIP"/>
2022	13.12	Early Childhood Education and Teaching.	Submitted	Schooltester	10/13/2021	<input type="button" value="Edit CIP"/>
2022	15.12	Drafting and Design Technology/Technician, General.	Submitted	Schooltester	10/13/2021	<input type="button" value="Edit CIP"/>

Step 9: Once the Application has been submitted, you can click on “View Professional Learning” to view the entire Professional Learning section. Use Ctrl-P to print the page for your records. Additionally, you can click “View CIP” to see your responses for each CIP. Use Ctrl-P to print the page for your records. **Please note: You will need to print each CIP individually, as the system does not provide a summative section for the CIP data.**



Search:

Update Id	Update Date	Action
vbudumur	1/6/2020	<input type="button" value="View CIP"/>
vbudumur	1/6/2020	<input type="button" value="View CIP"/>

Unlocking and Viewing Applications

District Admin and Business Manager (EFE): When you log in as District Admin, the home page displays all of the schools within your system. When you log in as a Business Manager, the home page displays all of the districts within your system.

Step 1: Log in to the CTE Program Data Review.

Districts & Career Centers Search:

District Name	TF	RCDT	Action
Evanston Twp HSD 202		050162020170000	View Schools
Maine Township HSD 207		050162070170000	View Schools
New Trier Twp HSD 203		050162030170000	View Schools
Niles Twp HSD 219		050162190170000	View Schools
Northfield Twp HSD 225		050162250170000	View Schools

Showing 1 to 5 of 5 entries

Regional Centers Search:

District Name	TF	RCDT	Action
No data available in table			

Showing 0 to 0 of 0 entries

Step 2: Click on the “View Schools” button to view the district’s CTE Program Data Review. You will now be able to view the status of each school’s Program Data Review. (*Not Submitted* indicates the CIP data review has not begun, *Submitted* indicates the completion of that particular CIP, and *PDR Unlocked* indicates the review has been unlocked and must be submitted again.) **Both the District Admin and Business Manager can unlock the PDR for changes up until the LNA has been started.**

Select Year: [Search](#) Search:

School Name	TF	RCDT	Status	Submit Date	Submitted By	Action
New Trier Township H S Northfield		050162030170002	PDR Unlocked	1/7/2020	CTEUSER2	View Courses
New Trier Township H S Winnetka		050162030170001				View Courses

Showing 1 to 2 of 2 entries

Status	Submit Date	Submitted By	Action
PDR Submitted	1/7/2020	schooltester	View Courses Unlock