Consolidated Application and Reporting System (CARS): Gaining Access and Learning the System

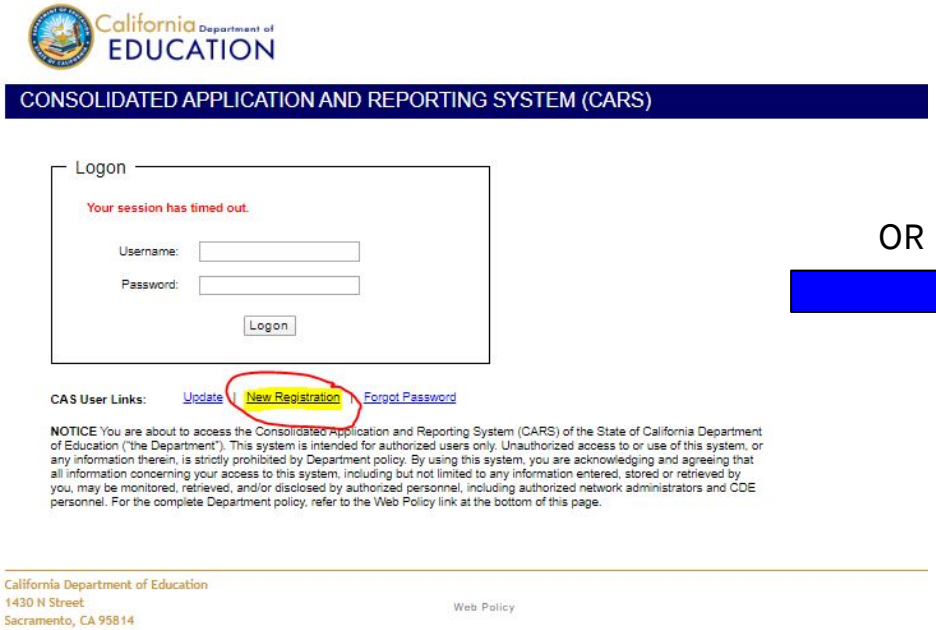
Katie Anderson - SCOE Analyst

Sarah Lampenfeld - SCOE Advisor

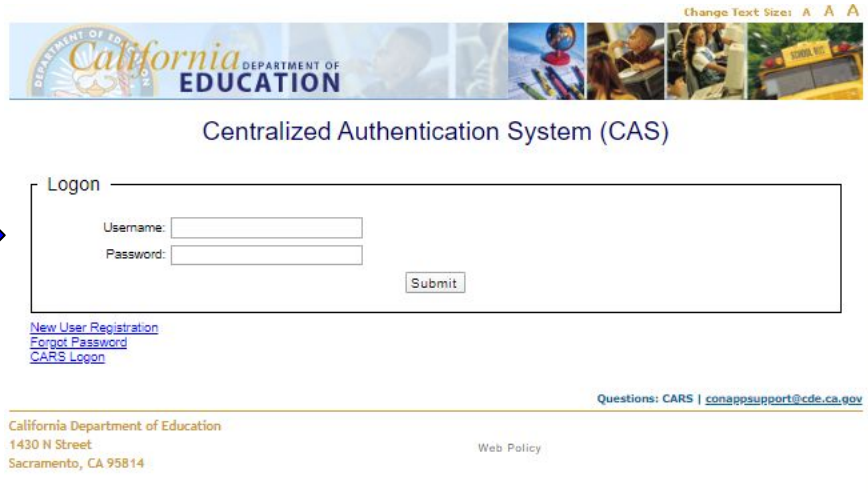


Gaining Access

CARS **or** **CAS**



OR

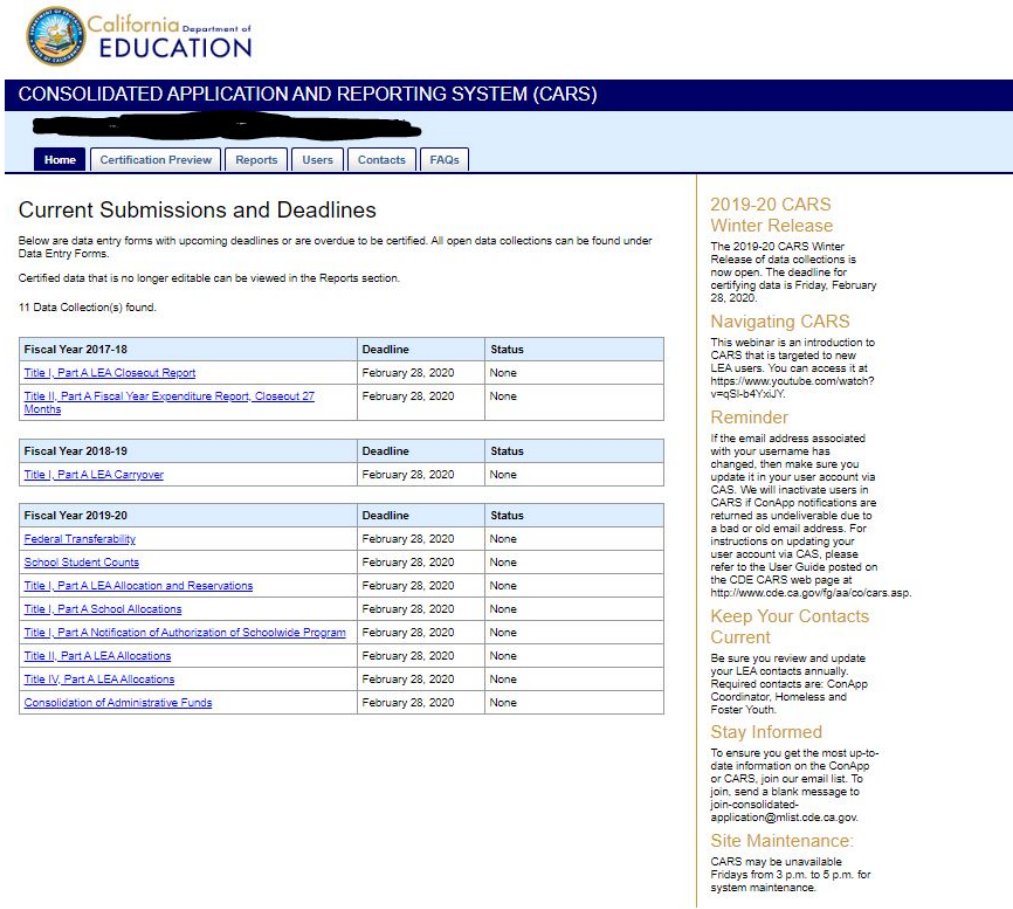


https://www3.cde.ca.gov/CARS/app/logon.aspx

https://www3.cde.ca.gov/cdeauthentication/logon.aspx?programabbr=CARS

Home Page & Navigating the System

- **Home** – Includes all open data collections that require action or have a future deadline date
- **Data Entry Forms** – Includes all open data collections. User is able to filter data collections.
- **Certification Preview** – Displays all data collections that are ready to be certified, have a status of draft or certified-obsolete, or are certified. It allows the user to view data collection certification dependency and error messages.
- **Certify Data** – Displays all data collections that are ready to be certified, have a status of draft or certified-obsolete, or are certified. It allows a user to certify one or more data collections
- **Reports** – Includes all open and closed data collection reports. User is able to filter by year, program and submission status
- **Users** – Allows a LEA User Administrator to manage user access and assign roles.
- **Contacts** – Allows the LEA to identify individuals assigned to key contact types such as Homeless or Foster Youth.

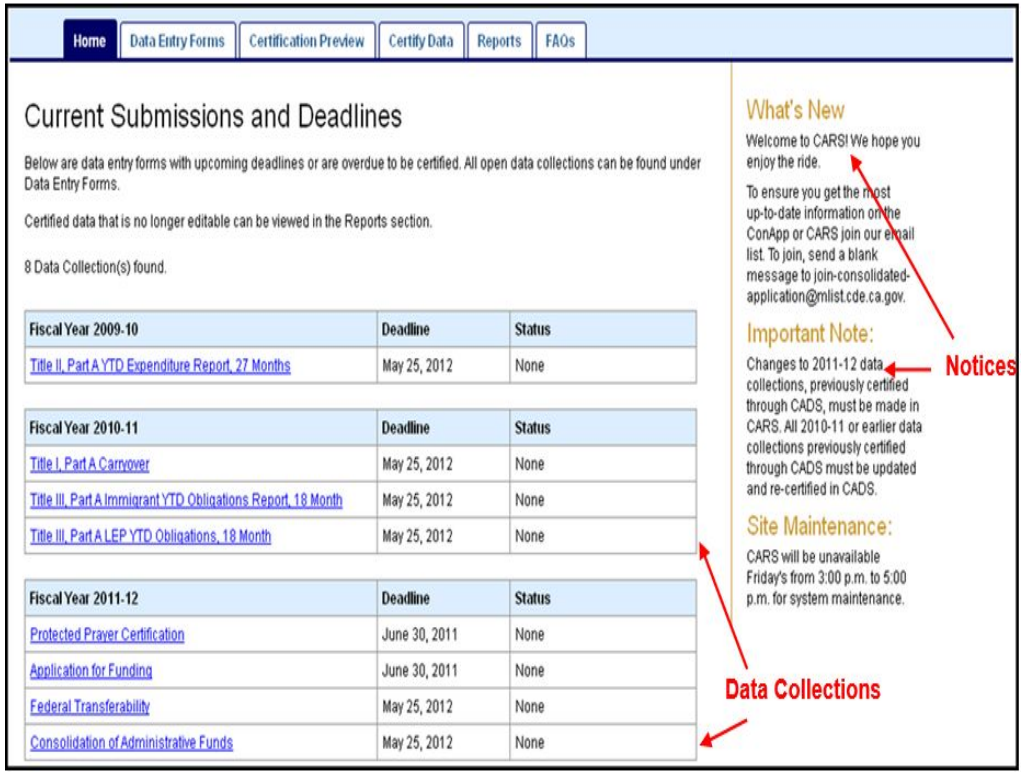


Home Tab

The Home tab is the landing screen after logging on as a specific LEA. The data collections listed on the Home tab are those that are currently open and require action by the LEA.

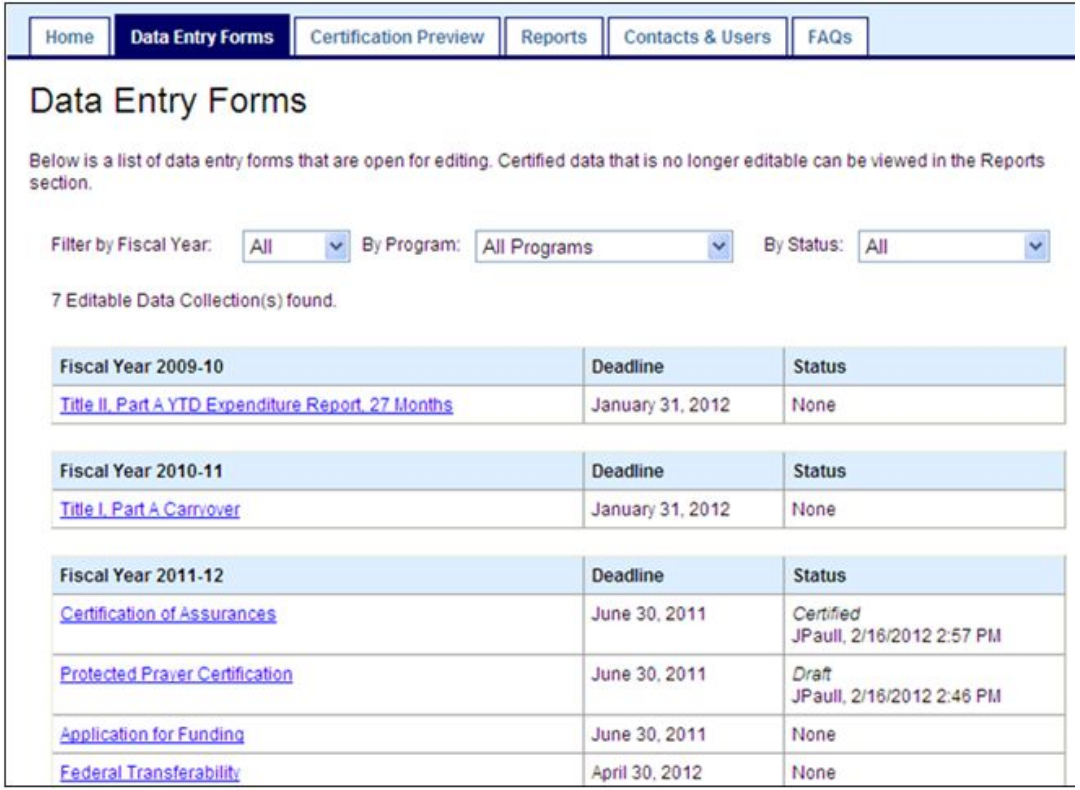
Note: The data collections are listed in the order in which the LEA should complete them. It is important that the LEA complete the forms in the appropriate order to ensure data flows appropriately from a source data collection to a dependent data collection.

The list of data collections displayed is dependent on LEA district type, eligibility lists and decisions made by the user.



Data Entry Forms Tab

Note: The data collections are listed in the order in which the LEA should complete them. It is important that the LEA complete the forms in the appropriate order to ensure data collections, where they depend on data from another data collection, reflect the most current information.

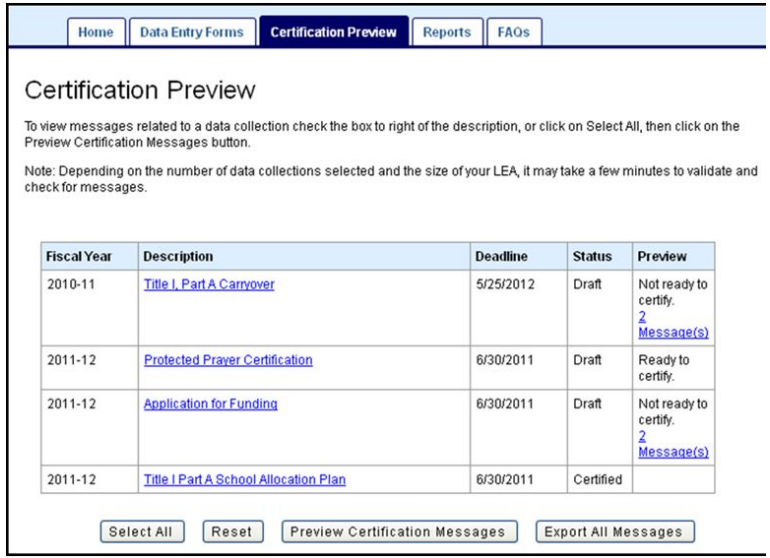


Certification Preview Tab

The Certification Preview tab allows users to verify whether or not any messages are associated with a data collection with a status of draft or certified-obsolete.

To view any messages associated with a data collection, click the data collection **Preview** box, then click on **Preview Certification Messages.** The system will display the certification readiness of the data collection and any messages associated with the data collection.



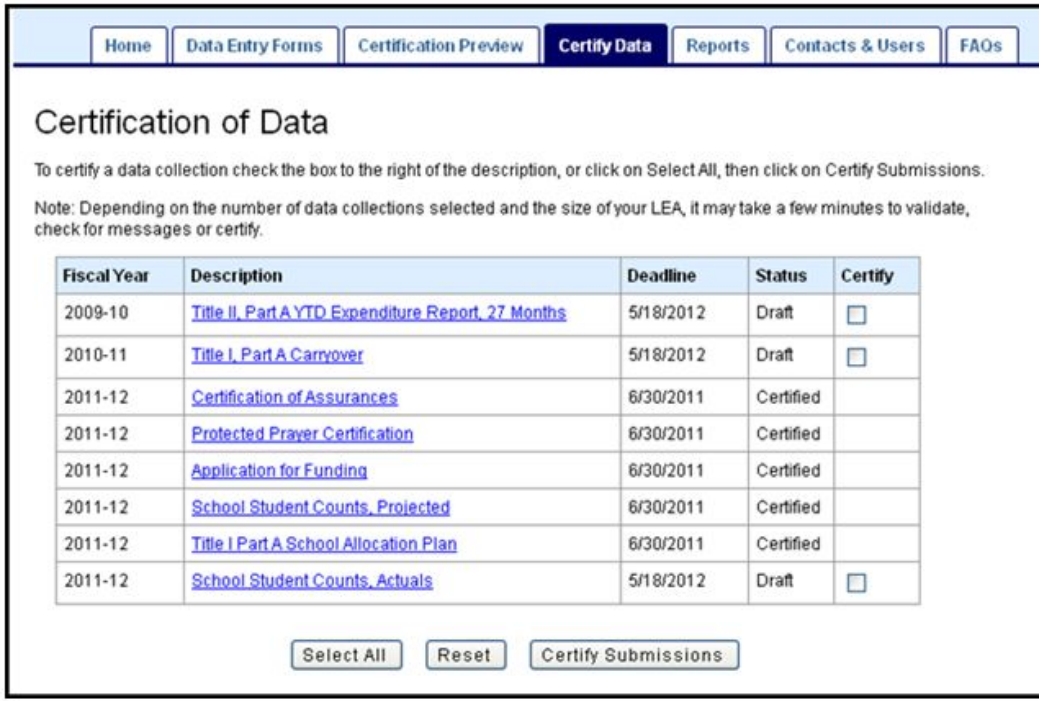


Certify Data Tab

Visibility to and the ability to certify draft data as official is only available to a user with the role of Authorized Representative. The Certify Data tab allows the certification of legal assurances as well as certifies data.

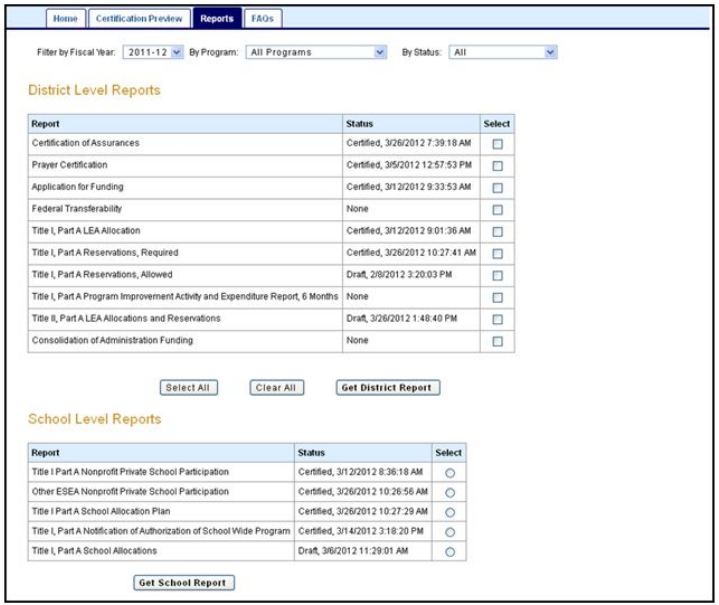
A data collection will remain in a draft status until an Authorized Representative certifies the data. Certified, also known as official, data is visible to CDE program staff and may be used for public, state and federal reporting.

Data cannot be certified until the Certification of Assurances has been certified for the year. Once the Certification of Assurances is certified, a list of data collections will be displayed on the Certify Data tab.

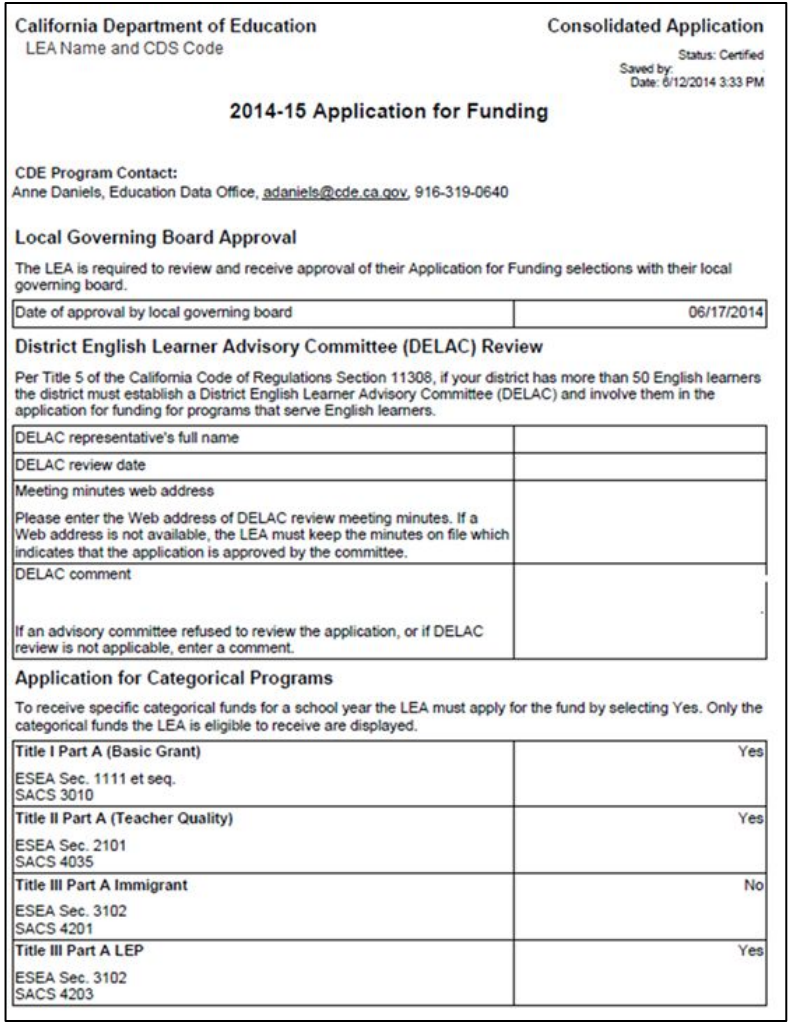


Reports Tab

The Reports tab allows the user to see the District Level and School Level Reports for their LEA.







California Department of Education
LEA Name and CDS Code

Consolidated Application
Status: Certified
Saved by:
Date: 6/12/2014 3:33 PM

2014-15 Application for Funding

CDE Program Contact:
Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/17/2014

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	
DELAC review date	
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes. If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.	

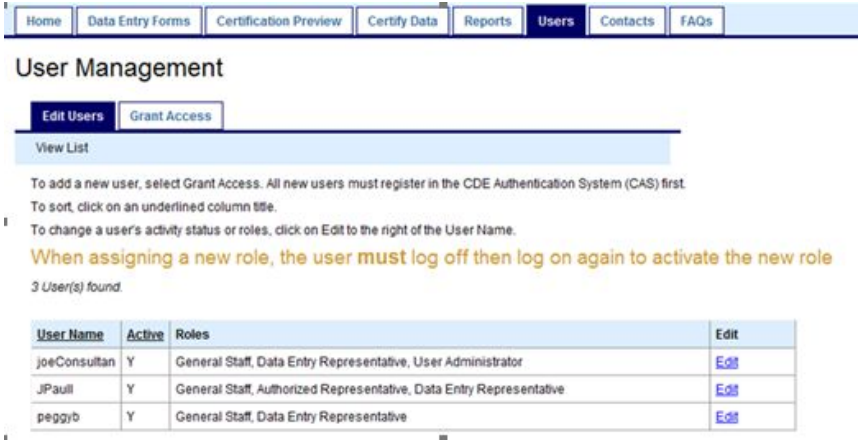
Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title II Part A (Teacher Quality) ESEA Sec. 2101 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	No
Title III Part A LEP ESEA Sec. 3102 SACS 4203	Yes

Users Tab

Through the Users tab, the LEA can manage their LEA's user access to CARS. This tab is only available to users who have the role of User Administrator.



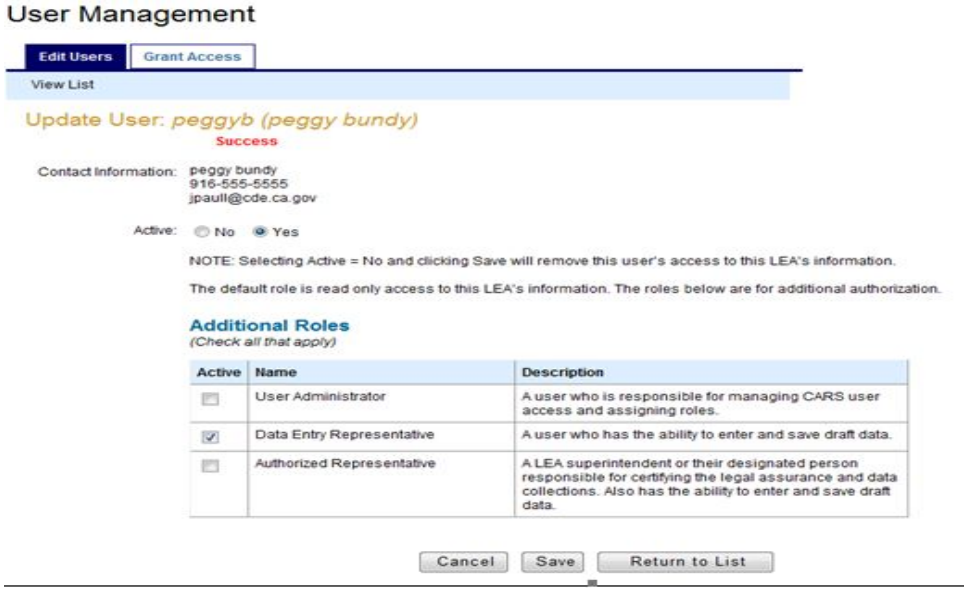
Add a User

The Grant Access tab allows the LEA User Administrator to add a user to CARS. Prior to being given access to CARS, the user must first be registered in CAS. The LEA User Administrator must be advised of the **exact** user name that the user created in CAS.

To add a new user, the LEA User Administrator must click on the Grant Access tab, enter in the **exact** user name, and click on the Search button.



Next, validate the user's contact information. After the contact information has been validated, click the **Save** button.



Links

- CDE CARS website: https://www.cde.ca.gov/fg/aa/co/cars.asp
- CARS FAQ's : https://www.cde.ca.gov/fg/aa/co/cafaqs.asp
- Helpful webinar: https://www.youtube.com/watch?v=qSl-b4YxiJY
- ConApp: https://www.cde.ca.gov/fg/aa/co/
- CDE CARS Support Desk Info: Email- conappsupport@cde.ca.gov Phone: 916-319-0297 - they will pick up the phone when you call and are very friendly!
- To be added to the CARS Listserv, send an email to join-consolidated-application@mlist.cde.ca.gov

