



April 20, 2018

CTIMS FLA Carl Perkins Worksheet & Application Guidebook

CareerTech Information

Making a CTIMS Change Request

Oklahoma Department of Career and
Technology Education

*career***tech**



FLA Change Request Process

Do I Need a Change Request or a Budget Adjustment?

Change Request – to edit/change a **Worksheet**, or budget before it has been approved by the ODCTE staff, use the **Change Request Process**. This can only be started by the **FLA Local Initiative Coordinator**, followed by approval by the **Local Finance Coordinator** and the **Local Superintendent/CEO/President**.

Budget Adjustment – to make budget changes on an **Agreement** after it has been approved by the ODCTE staff, use the **Budget Adjustment Process**. This can only be performed by the **FLA Local Finance Coordinator**.

Roles for the Change Request Process:

Stage 1 - FLA Local Initiative Coordinator



Stage 2 - FLA Local Finance Coordinator



Stage 3 – FLA Local Superintendent/CEO/President



Stage 4 – State Initiative Coordinator – 3rd Approval. ODCTE state staff reviews and approves or rejects the **Change Request**. If approved, goes to final approval stage. If rejected, goes back to stage 1.



Stage 5 – State Initiative Supervisor

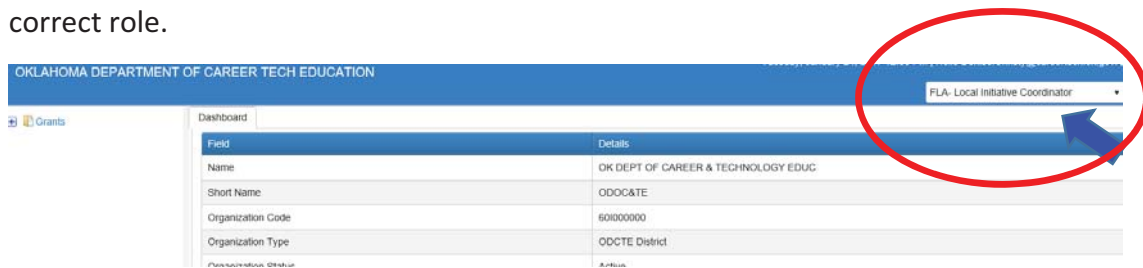
Making a Change Request

After a **Worksheet** is submitted for approval, you must go through the **Change Request Process** to make any changes. **Change Requests** are ONLY for **Worksheets**.

Step 1: Using Internet Explorer version 11 or higher, sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb/>

Note: CTIMS is currently not compatible with other browsers.

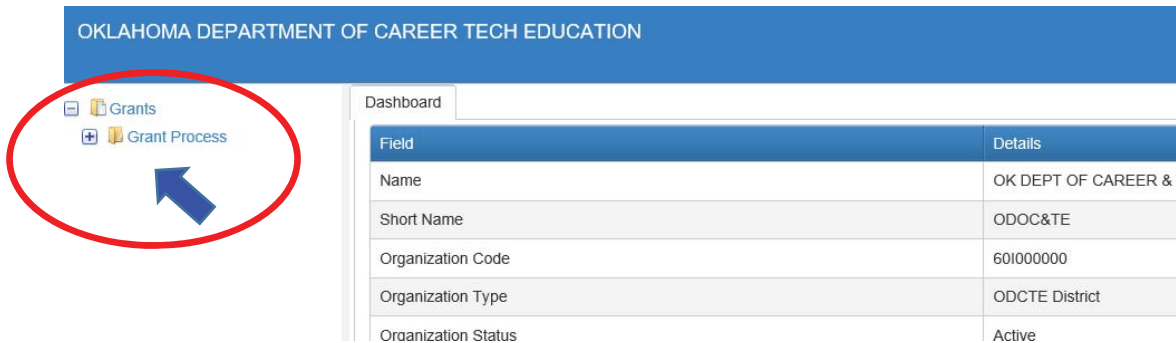
Step 2: Verify that you are signed on with the role of a **FLA-Local Initiative Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.



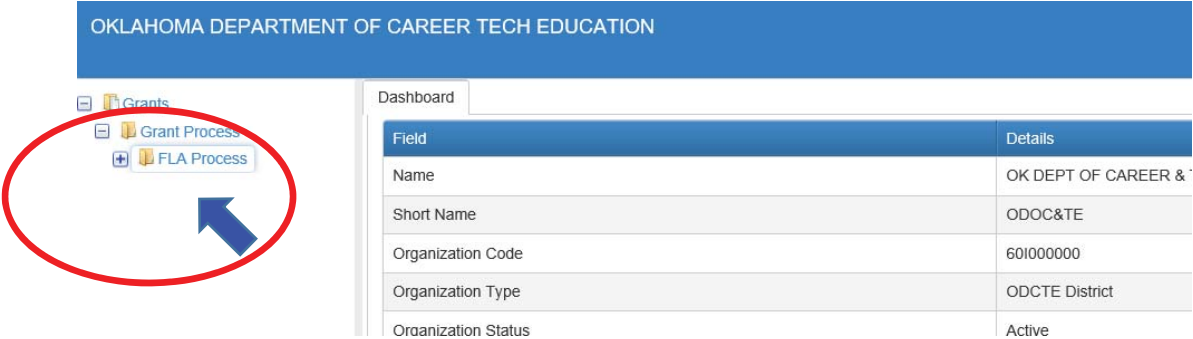
Step 3: Click the + (plus) sign next to **Grants** on left side navigation panel.



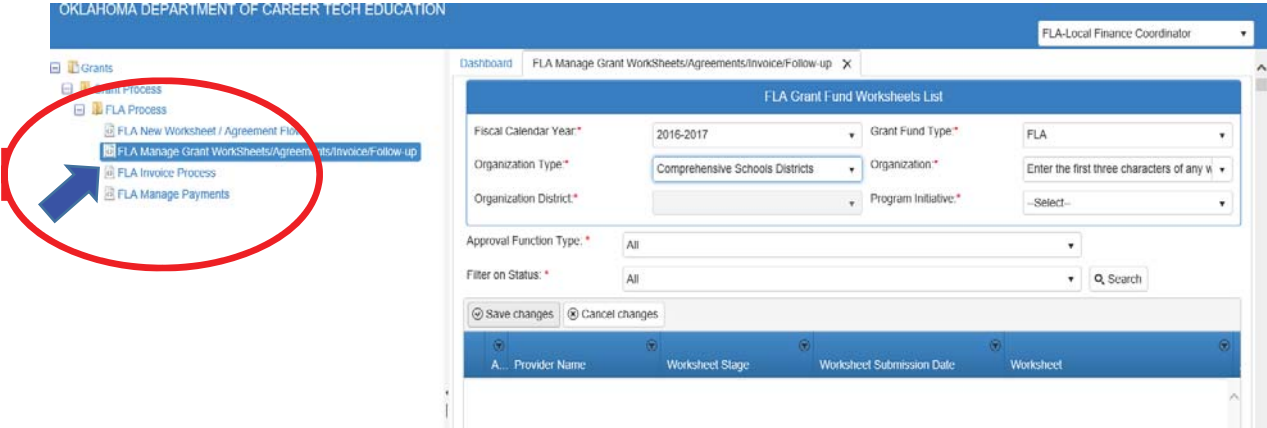
Step 4: Click the + (plus) sign next to **Grant Process**.



Step 5: Click the + (plus) sign next to FLA Process.



Step 6: Select FLA Manage Grant Worksheets / Agreements / Invoice / Follow-up.



Step 7: Complete the **FLA Manage Grant Worksheets / Agreements / Invoice / Follow-up** form. **The tagged numbers on the screen shot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials.

Note: The red asterisks* represents a required field.

1. Verify **Fiscal Calendar Year** to make sure correct year is showing*.
2. Verify **Grant Fund Type** is set to FLA*.
3. Select your correct **Organization Type** from the dropdown menu.
4. Select your **Organization** by typing in the first three characters of the name.
5. Verify the **Organization District*** if it does not automatically appear after typing the first three letters of your *Organization* name or if you need to select a different *Organization District*.
6. Select a **Program Initiative***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Select the **Search** button to search for any outstanding Worksheets/Applications that need your approval.

The screenshot shows the 'FLA Grant Fund Worksheets List' form in a web application. The form contains several fields with red circles and numbers 1 through 9 pointing to them:

- 1:** Fiscal Calendar Year* (dropdown menu showing 2016-2017)
- 2:** Grant Fund Type* (dropdown menu showing FLA)
- 3:** Organization Type* (dropdown menu showing Colleges)
- 4:** Organization* (text input field with placeholder text: 'Enter the first three characters of any word that is in')
- 5:** Organization District* (dropdown menu)
- 6:** Program Initiative* (dropdown menu showing -select-)
- 7:** Approval Function Type* (dropdown menu showing All)
- 8:** Filter on Status* (dropdown menu showing All)
- 9:** Search button (with a magnifying glass icon)

At the bottom of the form, there are buttons for 'Save changes' and 'Cancel changes', and a table header with columns: Provider Name, Worksheet Stage, Worksheet Submission Date, Worksheet, and Agreement.

Making a FLA Change Request

Step 8: After clicking the **Search** button, the **Worksheets** that are in the approval process will be listed. Select the **Worksheet** number to open it.

Provider Name	Worksheet Stage	Worksheet Submission Date	Worksheet	Agreement
Sample School System	Local Finance Coordinator...	06/09/2017 13:25:26	WS-1617-FLA-FLA-CPHSS-421-6001605...	

Step 9: To make changes to your **Worksheet** narratives, **Attachments**, or **Budget**, select **Change Request**.

FLA Grant Submit Worksheet - Step 4

Provider Organization Details

Worksheet Summary | One Step Back | Save as Draft | Submit For Approval

Fiscal Calendar Year: 2016-2017 | Grant Fund Type: FLA

Organization Type: Comprehensive Schools Districts | Organization: Sample School System

Organization District: Sample School System | Program Initiative: Carl Perkins High School Secondary - 421

Worksheet No.: WS-1617-FLA-FLA-CPHSS-421-60016050-566351D38470

+ Basic Client Information

+ Grant Allocation

+ Budget Line Items

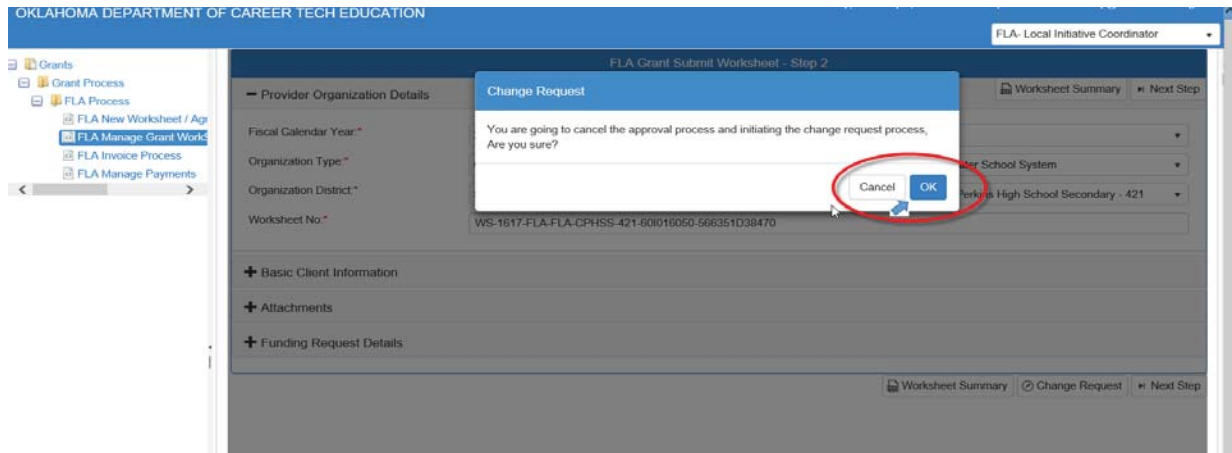
+ Attachments

+ Acknowledgements

Worksheet Summary | One Step Back | Save as Draft | Submit For Approval | **Change Request**

Making a FLA Change Request

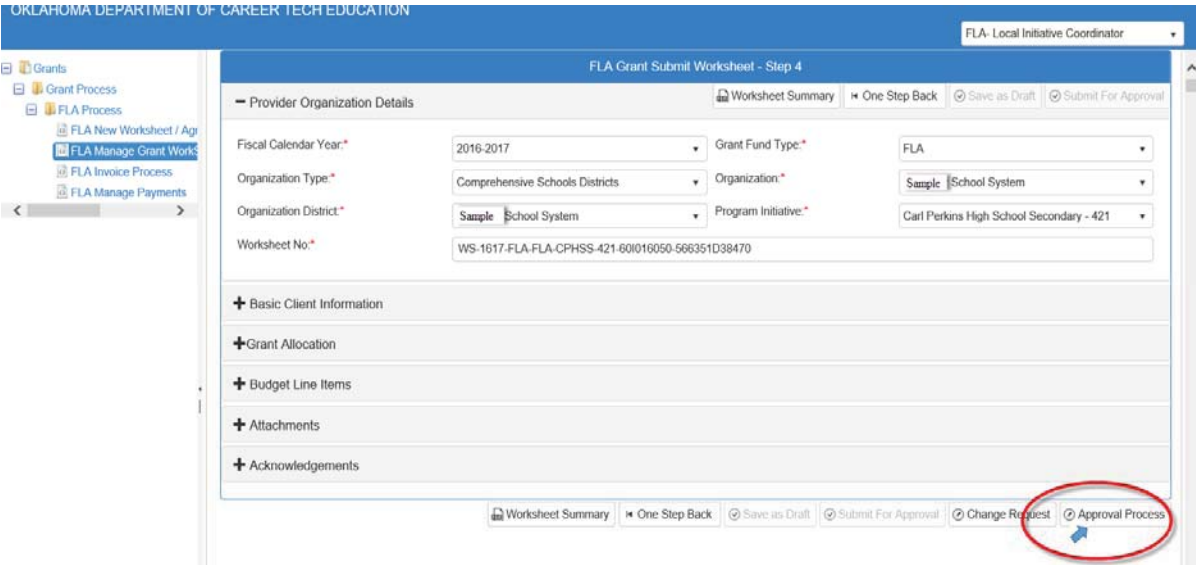
Step 10: The **Change Request Process** cancels the **Worksheet** approval process so that changes can be applied. Click **OK** to continue.



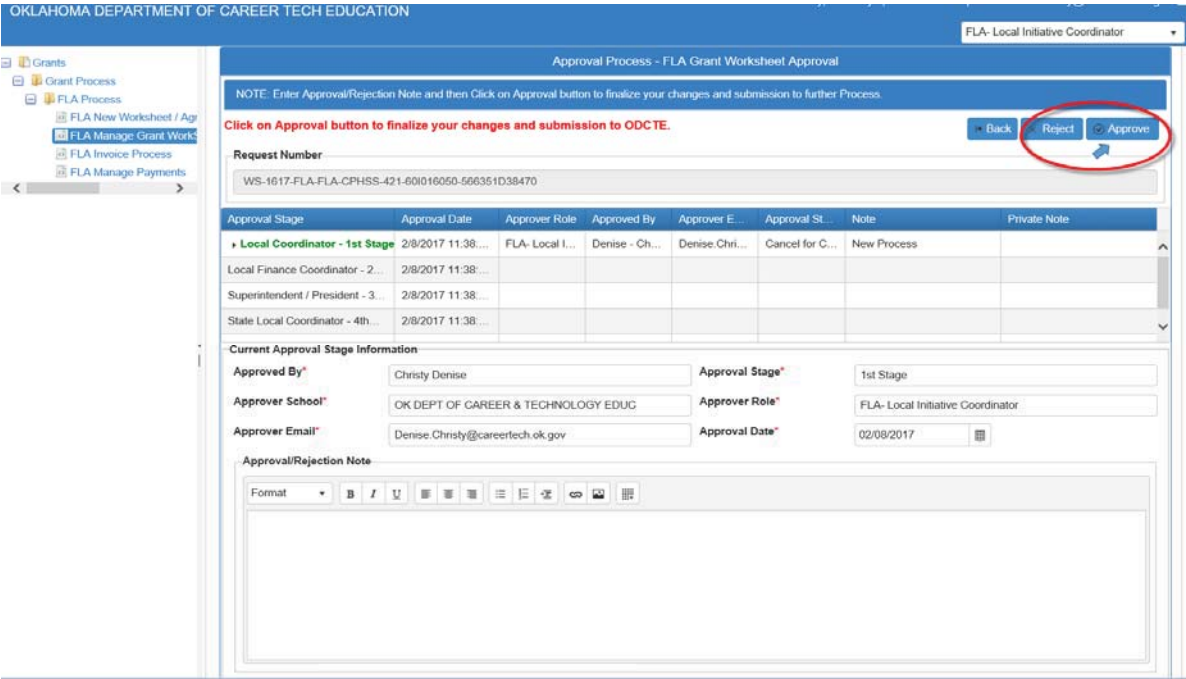
Step 11: You can now make any changes to the **Worksheets** or budget line items. After making the changes, you must re-verify the **Acknowledgements**, and then click **Submit for Approval**.



Step 12: Select Approval Process.



Step 13: Select **Approve to send changes to next approval level (Local Finance Coordinator, Local Superintendent/CEO/President).**



Step 14: If a **Worksheet is rejected at any local approval level, it will go back to the First Stage for changes.**