



CTEIS

Career and Technical Education Information System



CTEIS
Responsibilities
of the
CEPD
Administrator

Fall 2020

WELCOME TO



COURSE INFORMATION

The objective of PTD Technology computer software training is to produce capable, self-confident, and proficient software users. We emphasize education concepts based on 'real world' scenarios. Using the new CTEIS 2021 Web application, our goal is to provide you with the very best in 'hands-on' instruction and materials to assist you and your organization in achieving your reporting goals.

To further enrich your training experience, PTD Technology provides valuable reference manuals. We trust you will find our educational methods and proven training experience synergistic with your goals. Help Desk Support is also available to clients requiring additional assistance at no charge to the districts.

As a pioneer in instructor-led computer training since 1978, we continue in our mission to deliver the most effective and professional computer training to you. We encourage your comments or suggestions as to how we might better serve you.

For more information about PTD Technology, call us at (517) 333-9363 Ext. 128, or visit our website at www.PTDtechnology.com.

WELCOME TO



SUPPORT

PTD Technology provides technical support to districts operating Career and Technical Education (CTE) programs.

The PTD Help Desk is staffed by experienced PTD training specialists, consultants, and dedicated support staff. Due to rapidly changing software versions and new releases, we may require additional time consulting with other professional staff.

When using this service, please be sure to provide your contact information including your name, school district, phone number, and/or email address. For CTEIS reporting, please also provide the name of the report you are preparing.

TECHNICAL HELP:

cteis.help@PTDtechnology.com

(800) 203-0614 or (517) 333-9363

Extension 128

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INTRODUCTION

CEPD Administrators and CTEIS

Several dozen Career Education Planning Districts (CEPDs) exist across the state of Michigan. CEPD Administrators are integral to the CTE report submission process, which is completed using the online CTEIS application, and they perform many unique tasks throughout the year. These responsibilities include assisting Fiscal Agency Level 5 Authorized Officials (FAs) with overseeing district reporting activities, selecting funding options, analyzing assessment reports, reviewing CTE program data, and authorizing and forwarding CTE reports to the Office of Career and Technical Education (OCTE).



Submitting New Program Applications and Selecting CEPD Options

CEPD Administrators identify the funding priorities for programs in their CEPD, designating how the CEPD Option portion of available 61a(1) funds will be applied. See [Conducting the CEPD Options Selection Process](#) on page 12.

Reviewing and Releasing CTE Reports



CEPD Administrators are responsible for overseeing the accurate and timely submission of CTE data. Throughout the school year, CEPD Administrators can expect to review the enrollment, expenditure, and follow-up data compiled by district building reporters. When the accuracy of this information has been verified by an FA, the CEPD Administrator must then review and release the associated reports to OCTE.

TIMELINE OF EVENTS	
September	<ul style="list-style-type: none"> • Assist new users. • Begin coordinating Expenditure personnel. • Begin coordinating Follow-Up personnel. • Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.
October	<ul style="list-style-type: none"> • Class and staff enrollment data deadline (October 31, 2020).
November	<ul style="list-style-type: none"> • Expenditures report submission (Nov. 5, 2020 – Nov. 12, 2020). • Oversee Work-Based Learning and post-secondary credential collection.
January	<ul style="list-style-type: none"> • Follow-Up report submission (Jan. 8, 2021 – Jan. 15, 2021).
April	<ul style="list-style-type: none"> • Oversee UIC/MSDS data validation and review. • Conduct CEPD Options selection process.
May	<ul style="list-style-type: none"> • Student enrollment data deadline (May 14, 2021).
June	<ul style="list-style-type: none"> • Enrollment report submission (June 17, 2021 – June 24, 2021).

***Oversight and Coordination of Building Reporters:**

- September – November: Expenditures reporting; Enrollment instructional design.
- October – January: Follow-Up reporting.
- November – June: Enrollment reporting.

FALL TASKS - SEPTEMBER

New Users in CTEIS

To successfully work within CTEIS, CEPD Administrators will need appropriate access permissions. FAs are responsible for granting access to student data to all building reporters as well as CEPD Administrators; OCTE will grant CEPD Administrators access to the appropriate buildings. To receive CEPD Administrator credentials, please contact Joan Church at OCTE.

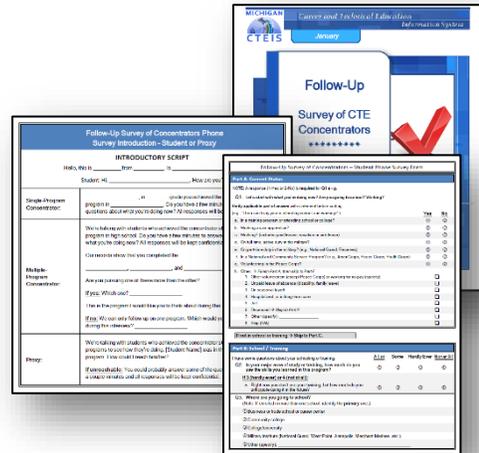
Coordinating Expenditure, Follow-Up, and Enrollment Data Entry

Beginning in September, OCTE provides free webinar training designed to educate building reporters and district administrators on CTE data collection processes and to familiarize them with the CTEIS application. The fall training focuses on preparing for the **Expenditures** report that is due in November and the **Follow-Up** report that is due in January. This training also emphasizes collecting data for the **Enrollment** report, which districts must complete at the close of each school year.

During this time, it is important that CEPD Administrators:

- Ensure that all Expenditures data is reported fully and submitted on time.
- Assist Enrollment reporters with the proper instructional design of their courses, as course and staff information must be input into CTEIS by October 31, 2020. An Instructional Design report is accessible from the CTEIS navigation bar by clicking **Reports** → **Building Reports** and can help districts plan segment delivery across programs spanning multiple years.

The Follow-Up Survey of Concentrators begins in October with the distribution of survey materials to CEPD Administrators across Michigan. These materials should be disseminated to other district personnel by the end of September but are also available for download on the CTEIS Knowledge Base at support.cteis.com. Follow-Up training topics primarily center on how to conduct unbiased surveys and save concentrator responses in CTEIS. CEPD Administrators are strongly encouraged to make their district building reporters aware of upcoming training events and should be prepared to answer questions and otherwise facilitate the data-gathering and submission processes.



CEPD Administrators are also advised to create milestones or schedules for their reporters to adhere to so that district data is entered steadily throughout the year rather than massively at the end of the school year. Furthermore, they should strive to make district building reporters aware of upcoming training events, prepare to answer questions, and otherwise facilitate data gathering and submission. To view the various trainings offered throughout the year, click the [Registration & General Info](#) link located within the Training section of the CTEIS Knowledge Base at support.cteis.com.

FALL TASKS - OCTOBER

Class and Staff Enrollment Data Deadline

To facilitate the processing of enrollment data throughout the school year, course and staff records must be prepared by the end of October. **All CTE courses and linked staff members must be entered into CTEIS by October 31st, 2020.** CEPD Administrators should be prepared to assist with questions regarding the fall data entry process at this time.

FALL TASKS - NOVEMBER

Expenditures Data Review and Submission

Building reporters should submit final expenditures data for FA and CEPD Administrator approval during the first week of November. The final Expenditures report must be submitted to OCTE no later than November 12th, 2020. Please note that OCTE uses this report to calculate total program costs and funding formulae from year to year; therefore, **it is critical that districts report all Expenditure data**, not just the minimum required to satisfy the Local Contribution and Program Improvement criteria.

The Expenditures module recently underwent significant updates. Reporters now utilize Function and Object codes instead of Line Items when reporting expenditures. This methodology, as well as other new features, are described in the updated documentation published on the CTEIS Knowledge Base. For additional details on submitting your Expenditures report, please view the [Expenditures Review Guide for CEPD Administrators](#), available for download at support.cteis.com.

WINTER TASKS - JANUARY

Follow-Up Data Review and Submission

Building reporters should submit final Follow-Up data for FA and CEPD Administrator approval during early January. The final Follow-Up report must be submitted to OCTE no later than January 15th, 2021. Remember, students may only be surveyed by one district; if you believe completers are missing from your Follow-Up data, the following building report, accessed by clicking **Reports** → **Building Reports**, may assist you with identifying students who are being reported in other districts:

- Concentrators in Another District – *Lists students followed up by another district and indicates possible locations where concentrators missing from a follow-up list may be found.*

The Follow-Up module recently underwent significant updates, and new features are described in the updated documentation published on the CTEIS Knowledge Base. For additional details on submitting your Follow-Up report, please view the [Follow-Up Review Guide for CEPD Administrators](#) available at support.cteis.com.

SPRING TASKS - APRIL

Overseeing UIC/MSDS Data Review

As spring approaches, CEPD Administrators should take an active interest in the student enrollment data that building reporters have compiled in CTEIS. Valid and accurate student UICs must be attached to student data entries by mid-May, shortly before the submission of the spring Enrollment report.

To assist with data reviews throughout the year, CEPD Administrators may take advantage of the powerful report-building features of CTEIS and should also encourage building reporters to do the same before submitting data for review. These reports are accessible from the CTEIS navigation panel by clicking **Reports** → **Building Reports**. When reviewing MSDS issues, the following reports may help identify problematic student UICs:

- Bad UIC by Building Report – *Provides a list of invalid student UICs.*
- UIC with No Current MSDS – *Provides a list of students with expired UICs.*

For more information, please see *Using Reports to Verify Data* on page 18.

Conducting the CEPD Options Selection Process

CEPD Administrators are responsible for selecting local programs to receive allocations of 61a(1) funding. After OCTE has approved and added new programs to your district, you will need to ensure that you select programs to draw from the CEPD's Share (40%) of 61a(1) funds.

Cepd Options

Select All Unselect All

Total options: 24

EXPORT TO EXCEL

PSN	Clp Code	Enrollment Counts	Program Name	Sixty Percent	Faname	Obname
00001	52.0299	0	Business Admin Mgt & Operations	<input checked="" type="checkbox"/>	My Public Schools	High School A
00002	52.0800	0	Finance & Financial Mgt Services	<input checked="" type="checkbox"/>	My Public Schools	High School A
00003	15.1306	0	Mechanical Drafting	<input type="checkbox"/>	My Public Schools	High School A
00004	01.0000	0	Agr, Agr Oper & Rel Sci	<input checked="" type="checkbox"/>	My School District	High School C
00005	15.1306	0	Mechanical Drafting	<input checked="" type="checkbox"/>	My Public Schools	High School D
00006	12.0500	0	Cooking & Related Culinary Arts, General	<input checked="" type="checkbox"/>	My Public Schools	High School E
00007	13.0000	0	Education General	<input checked="" type="checkbox"/>	My School District	High School B
00008	11.0801	0	Digital/Multimedia & Information Resources Design	<input checked="" type="checkbox"/>	My Public Schools	High School A

Save Last Save: 6/01 CEPD Options User Guide

To select programs to draw from the CEPD's Share of funding:

1. Log into CTEIS at www.cteis.com with your MEIS user name and password.
2. From the navigation bar, click the **Admin → New Programs → CEPD Options** button to open the correct screen.
3. In the **CEPD Options Records** grid, click a program to mark it to receive a portion of your CEPD's Share of added cost funding. Click a program highlighted in blue to unmark it if you do not wish to distribute your CEPD's Share of added cost funds to it.
4. Click the **Save** button to save your changes after edits have been made. You may continue to edit your selections throughout the period of time that CEPD Options remain open.

TIP: After the CEPD Options period closes, your CEPD's Share (40%) will be distributed proportionately to all selected programs based on the number of enrollments, concentrators, and completers within those programs.

SPRING TASKS - MAY

Student Enrollment Data Deadline

Enrollment information consists of many varying types of data, but student enrollment records are especially important. **All CTE students must be enrolled in at least one course section in CTEIS by May 14th, 2021.** After this date, MSDS data matches occur infrequently, and OCTE cannot guarantee that further UIC errors will be resolved in time for your students



to be counted for funding on your Enrollment report. CEPD Administrators should strive to make district building reporters aware of this due date and to distinguish it from the end-of-year submission deadline.

Building reporters and CEPD Administrators must also ensure that all student UICs are accurate and valid at this time. The following building reports, accessed by clicking **Reports** →

Building Reports, may assist you with updating and verifying the information that is critical to producing completers within your programs:

Reports for Reviewing Student Data Quality

- Bad UIC by Building Report – *Provides a list of invalid student UICs.*
- UIC with No Current MSDS – *Provides a list of students with expired UICs.*
- Class Student List – *Shows students by class within home facilities.*
- Missing Grades – *Provides a list of students with missing grades.*
- Segment Q Class List – *Shows class listings of students with a Segment Q.*

Reports for Verifying Completers

- Completer Assessment Summary – *Provides the total number of completers within your programs for the current school year.*
- Completer Assessment Report – *Lists students and segments by PSN and building.*
- Program Enrollment History – *Provides a listing of student program/course history that is useful for detecting individual completers.*

NOTE: You may wish to generate your completer verification reports in the sequence outlined above as they are listed in order of most general (Completer Assessment Summary) to most individualized (Program Enrollment History).

For more information, please see **Using Reports to Verify Data** on page 18.

SPRING TASKS - JUNE

Enrollment Data Review and Submission

Building reporters should perform a final review of enrollment data and submit the final information for FA and CEPD Administrator approval in late June. Remember, it is extremely important to verify completers using the reports available by clicking **Reports** → **Building Reports** (see Using Reports to Verify Data on page 18).

To complete the review of the Enrollment report:

1. Log into CTEIS at www.cteis.com with your MEIS user name and password.
2. From the navigation bar, click the **Admin** → **CEPD Admin. Monitoring** → **Enrollment Collection Review** link to open the CEPD Review screen.

VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	CEPD	Fiscal	Fiscal Agency Name	Oper	Operating Agency Name	Build	Building Name	Building Status	Fiscal Status	CEPD Status	OCTE Status
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	08756	Oakland Schools Tech...	X	X	X	
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	08813	Oakland Schools Tech...	X	X	X	X
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	08814	Oakland Schools Tech...	X	X	X	X
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	63290	Walled Lake Consolidated...	63290	Walled Lake Consolidated Schools	08995	Walled Lake Northern ...	X	X	SEND BACK	REVIEW
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	00449	Oakland Opportunity ...	X	X	X	X
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	63060	Southfield Public School ...	63060	Southfield Public School District	02963	Southfield High School...	X	X	SEND BACK	REVIEW
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	56030	Coleman Community Sch...	56030	Coleman Community School District	00746	Coleman Junior/Senior...				
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	08812	Oakland Schools Tech...				
VIEW ISSUES	REPORT	REPSTO	COMP ASSESS	99	63020	Ferndale Public Schools	63020	Ferndale Public Schools	01222	Ferndale High School				

3. Select the most recent school year available in the **Select Year** drop-down menu at the top of the screen. Review the Building grid, which displays the report status of each building within your Fiscal Agency districts.

4. To review the data submitted by a building reporter, click the **Report** button to the left of a building's name. This will open the **4483 Program Enrollment and Completion Report**. Alternatively, you may view this report with additional student information by clicking the **Repstd** button instead. If the information requires editing, you may return a building's data to the appropriate FA by clicking the **Send Back** button.

*TIP: Clicking the **View Issues** button in a building row allows you to view the current warnings associated with that building's enrollment data. Warnings may indicate a problem that could affect the future of your programs. If you have questions concerning warnings, contact the PTD Help Desk or OCTE.*

5. When you are satisfied that the information is complete and accurate, on the enrollment submission screen, click the button labeled **Review** to submit that building's final report to OCTE.

The final Enrollment report must be submitted to OCTE no later than June 24th, 2021. For additional details on reviewing your Enrollment report, please refer to the [Enrollment & Completion Collection Review Guide for CEPD Administrators](#) available at support.cteis.com.

USING REPORTS TO VERIFY DATA

Several report-building tools exist within CTEIS to inform users about the status of students, courses, and programs within CTE buildings and districts. Using these reports, CTEIS reporters can correct information and coordinate efforts to improve data.

Generating CTEIS Reports

A robust report-building tool is available to all CTEIS users by clicking **Reports** → **Building Reports** on the navigation panel.

Several of these reports use live CTEIS data that is periodically processed and matched to external databases, and they evolve over the course of the year as building reporters update and validate their information. Building reports are extremely valuable tools for verifying the accuracy of follow-up and enrollment data as you prepare to submit your final reports to OCTE.



The following is a list of the reports you will find useful as you approach your various tasks throughout the year:

Follow-Up

- Concentrators in Another District – *Lists students followed up by another district and indicates possible locations where concentrators missing from a follow-up list may be found.*
- XO610: Placement Report of Concentrators by Program – *Provides information about continuing education, employment, job satisfaction and average hourly wage of CTE concentrators 4-6 months after they leave their program.*

- XO611: Education by Employment Comparison – *Provides a snapshot of what happened to former high school students who (1) achieved concentration status in a career and technical education program, (2) were in 11th or 12th grade the previous spring, and (3) responded to the Follow-Up survey four to six months after achieving concentration status in their program.*
- T1608: Career & Technical Education Follow Up Report – *Shows an analysis of the responses collected for each Follow-Up survey question.*

Building Report Launcher		
Select a report from the left-hand column and then indicate specific selections using the Report Criteria Panel. Select a building to generate your report.		
Audit Reports		
Select	Class Student List	Class list of students by building with Home Facilities and dates.
Select	Bad UIC by Building	List of invalid student UIC's
Select	UIC With No Current MSDS	List of students with not updated by MSDS
Select	Missing Grades	List of students missing grades
Select	Sending Building Counts	Listing of student counts by sending building
Select	Segment Q Class List	Class listing of Students with a Segment Q
Program/Student Reports		
Select	Completer Assessment Report	Listing of students and segments by PSN and building
Select	Completer Assessment Summary	Completion totals for the current school year
Select	EMC and Dual Enrollment Report	Class listing of students in EMC programs or Dual Enrollment Courses
Select	Program Counts	listing of student counts in programs by sending building
Select	Program Enrollment History	Listing of student program/course history; useful for finding completers
Select	Special Population Alpha	Listing of students w Special populations by Alpha
Select	Special Population Class	Listing of students w Special populations by Class List
Select	Special Population Summary	Listing of summary totals of classes with students w Special populations
Program/Course Reports		
Select	Instructional Design Reports	Listing of programs and subsections with segments
Select	3 Yr Instructional Design Report	Listing of programs and subsections with segments for multiple years
Select	Secondary Taxonomy	Listing of programs by building
Select	List of Courses by Building	Listing of active courses within a building
Select	Active District Staff Listing	Listing of active teachers within your district

Enrollment

- Bad UIC by Building Report – Provides a list of invalid student UICs.
- UIC with No Current MSDS – Provides a list of students with expired UICs.
- Class Student List – Shows students by class within home facilities.
- Missing Grades – Provides a list of students with missing grades.

- Program Enrollment History – *Provides a listing of student program/course history that is useful for detecting individual completers.*
- Completer Assessment Report – *Lists students and segments by PSN and building.*
- Completer Assessment Summary – *Provides the total number of completers within your programs for the current school year.*
- Segment Q Class List – *Shows class listings of students with a Segment Q.*
- 4483 Program Enrollment and Completion Report – *Contains program and course level information concerning time, enrollment, teacher, and semester/trimester (available at Admin → CEPD Admin. Monitoring → **Enrollment Collection Review**).*
- 4483 Program Enrollment and Completion with Student Data Report – *Contains program and course level information concerning time, enrollment, teacher, semester/trimester, and student enrollments (available at Admin → CEPD Admin. Monitoring → **Enrollment Collection Review**).*

Miscellaneous

- Sending Building Counts – *Provides a list of program and course student counts by sending facility.*
- Program Counts – *Provides a listing of program and course student counts in programs by building.*
- Special Population Summary – *Provides a summary of special population information by building.*

FURTHER ASSISTANCE

Submission of the Enrollment report in June typically marks the end of the CEPD Administrator's responsibilities for the school year. Remember that assistance is always available if problems arise at any time throughout the year.

Requests for technical assistance with CTEIS may be directed to the CTEIS Help Desk at cteis.help@PTDtechnology.com, (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.

General questions regarding CTEIS and the report submission and review process may be directed to the Office of Career and Technical Education at (517) 335-1066.