

CTEIS

Career and Technical
Education
Information System



CTEIS Responsibilities of the

LEVEL 5 FISCAL AGENCY
AUTHORIZED OFFICIAL



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 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

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Table of Contents

INTRODUCTION5
 FISCAL AGENCY LEVEL 5 AUTHORIZED OFFICIALS AND CTEIS 5

TIMELINE OF EVENTS7

FALL TASKS - SEPTEMBER.....8
 MANAGING USERS IN CTEIS 8
 EDITING AND ADDING CTEIS USERS 10
 COORDINATING EXPENDITURE, FOLLOW-UP, AND ENROLLMENT DATA ENTRY 11

FALL TASKS - OCTOBER.....13
 CLASS AND STAFF ENROLLMENT DATA DEADLINE 13

FALL TASKS - NOVEMBER.....13
 EXPENDITURES DATA REVIEW AND SUBMISSION 13

WINTER TASKS - JANUARY.....14
 FOLLOW-UP DATA REVIEW AND SUBMISSION 14

SPRING TASKS - APRIL.....15
 UIC/MSDS DATA REVIEW 15

SPRING TASKS - MAY.....16
 STUDENT ENROLLMENT DATA DEADLINE 16

SPRING TASKS - JUNE.....18
 ENROLLMENT DATA REVIEW AND SUBMISSION 18

USING REPORTS TO VERIFY DATA 20
 GENERATING CTEIS REPORTS 20

FURTHER ASSISTANCE.....24

INTRODUCTION

Fiscal Agency Level 5 Authorized Officials and CTEIS



The Office of Career and Technical Education (OCTE) approves two Fiscal Agency Level 5 Authorized Officials (FAs) from each Fiscal Agency district in Michigan. FAs 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 overseeing all reporting activities for the Operating Agencies and Operating Buildings within the Fiscal Agency district, granting reporting roles and system permissions to CTEIS users, reviewing CTE program data, and submitting CTE reports to the correct CEPD Administrator.

Authorizing User Accounts Within CTEIS

FAs have the unique ability to delegate reporting roles and responsibilities to the CTE personnel within their purview, and they grant access to the student data and other functions contained within the CTEIS system to all users. This includes CEPD Administrators as well as all building-level reporters.

For more information, please see *Managing Users in CTEIS* on page 8.

Reviewing and Submitting CTE Reports

FISCAL AGENT
FISCAL AGENT MONITORING
o Enrollment Collection Submission
o Expenditure Fiscal Agency Review
o Expenditures Review by Building
o District Follow Up Review
o View Programs
MANAGE USERS
o Manage Users

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

TIMELINE OF EVENTS	
September	<ul style="list-style-type: none"> • Manage 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
November	<ul style="list-style-type: none"> • Expenditures report submission • Oversee Work-Based Learning and post-secondary credential collection.
January	<ul style="list-style-type: none"> • Follow-Up report submission
April	Oversee UIC/MSDS data review and maintenance.
May	<ul style="list-style-type: none"> • Student enrollment data deadline
June	Enrollment report submission

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

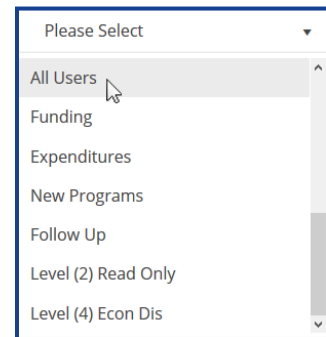
- September – November: Expenditures reporting; Enrollment instructional design.
- October – January: Follow-Up reporting.
- November – June: Enrollment reporting.

FALL TASKS - SEPTEMBER

Managing Users in CTEIS

FAs are tasked with granting local building reporters and CEPD Administrators correct access privileges within the CTEIS system. To accomplish this, log into CTEIS and edit that user's account permissions using the following steps:

1. Log into CTEIS at: www.milogintp.michigan.gov with your MILogin username and password.
2. From the navigation bar, click the **Admin** → **Manage Users** → **Manage Users** link to open the **Manage Users** screen.
3. If necessary, from the **Select Fiscal** drop-down list, select the Fiscal Agency district to which the building reporter or CEPD Administrator is assigned.
4. Select an option from the **Select Role** drop-down menu to display a list of CTEIS users who have an access level that matches your chosen criterion.



TIP: Select the "All Users" option to display a list of all accounts within your Fiscal Agency district.

5. Click the **icon** button within the displayed grid to open the **User Information** panel and review the user profile associated with the selected account.

The screenshot shows the 'Manage Users (Review, Add and Edit District Users)' interface. At the top, there's a header with the title and a dropdown menu. Below that, there's a search bar and a grid of users. The 'User Information' panel is open, showing a form with the following fields: First Name, Last Name, MLogin Id, Title, Email, and Phone Number. There are also radio buttons for 'Level' (Level (1) Reports Only, Level (2) Read Only, Level (3) Data Entry, Level (4) Data Entry/Economically Disadvantaged, Level (5) Go To Fiscal Agent) and checkboxes for 'Modules' (Enrollments/Funding, Expenditures, Follow-Up, Programs). At the bottom, there's a grid for 'Available Buildings' and 'Assigned Buildings'.

6. The checkboxes beneath the **Modules** header of the second review panel each represent a set of reporting tasks that you may assign to a user. By marking these boxes and clicking the **Update User** button, you can delegate these roles to the account in view. The account's controller may then login to access the unique data features associated with the assigned roles.

This screenshot shows the 'User Information' form with the following details: First Name: Jane, Last Name: Flourie, MLogin Id: A1007232, Title: Data Manager, Email: jflourie@gwinet.k12.mi.us, Phone Number: (906) 346-0308. Under 'Level', 'Level (4) Data Entry/Economically Disadvantaged' is selected. Under 'Modules', 'Enrollments/Funding', 'Expenditures', 'Follow-Up', and 'Programs' are checked. The 'Assigned Buildings' section shows 'Gwinet Area Community Schools - Gwinet Middle/High School (52040/01527/348)'. The 'Update User' button is highlighted in green.

TIP: New FA accounts must be authorized by OCTE. If a new FA needs access to the CTEIS system, please contact Joan Church at OCTE.

Editing and Adding CTEIS Users

From the User Information panels, FAs have a great deal of control over how individual user accounts are maintained within the CTEIS system. You can adjust the following when using these panels:

1. User account details.
2. Student data access levels and CTEIS reporting roles.
3. Access to individual building data.

At times, you may need to record the details of a new account in CTEIS to authenticate your district personnel correctly. This is accomplished on the main Manage Users screen by adding information to the fields within the **User Information** panel below the grid, then clicking the **Add User** button.

First Name: *	<input type="text"/>	Title:	<input type="text"/>
Last Name: *	<input type="text"/>	Email: *	<input type="text"/>
MI Login Id: *	<input type="text"/>	Phone Number:	<input type="text"/>
Level * <input type="radio"/> Level (1) Reports Only <input type="radio"/> Level (2) Read Only <input type="radio"/> Level (3) Data Entry <input type="radio"/> Level (4) Data Entry/Economically Disadvantaged (Level (5) Go To Fiscal Agent)		Modules <input type="checkbox"/> Enrollment/Funding <input type="checkbox"/> Expenditures <input type="checkbox"/> Follow-Up <input type="checkbox"/> Programs	
Available Buildings		Buildings for (no district selected)	
<input type="text"/>		<input type="text"/>	
<input type="button" value="Add User"/>			

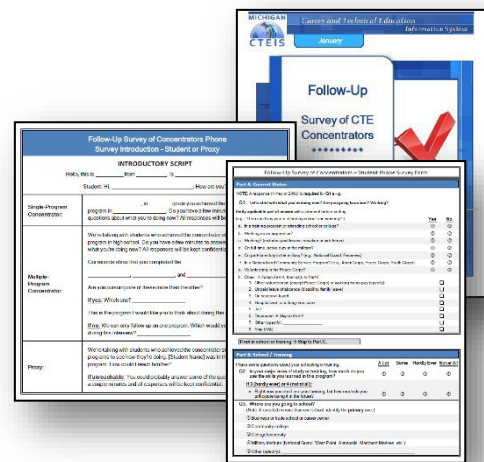
Coordinating Expenditure, Follow-Up, and Enrollment Data Entry

Beginning in September, OCTE provides 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 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 FAs:

- 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 for Fall Course and Staff Entry. An Instructional Design report is accessible from the CTEIS navigation bar by clicking **Reports** → **Building Reports** and can help districts plan segment/competency 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. FAs 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.

FAs 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

The Fall Course and Staff entry is required to provide OCTE program staff a preview of the courses and staff that will be operating in the current year. This information allows program staff to accurately plan functions accordingly. Any staff with the potential to be assigned to a CTE program should be entered into CTEIS associated with a course and program. FA's will need to update courses and staff based on educational needs. You will be able to update your staff and courses throughout the school year. Please pass this information on to your building reporters, for timely and accurate data submission.

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 mid October. **All staff in a program must be entered into CTEIS and linked to a course by Fall Course and Staff Collection submission date.** FA's 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 approval during the first week of November. Please note that OCTE uses this report to calculate total program costs and funding formulas 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.

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 documents 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 approval during early January. The final Follow-Up report must be submitted to OCTE by the January submission date. Remember, students may only be surveyed by one district; if you believe concentrators 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.*

For additional details on submitting your Follow-Up report, please view the Follow-Up documentation available at: support.cteis.com.

SPRING TASKS - APRIL

UIC/MSDS Data Review

As spring approaches, Fiscal Agents should take an active interest in the student enrollment data that building reporters have compiled in CTEIS. Valid and accurate student UIC's 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, Fiscal Agents may take advantage of the 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 UIC's:

- 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 20.

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 the CTEIS/MSDS Match Dates deadline the second week of May.** Entries added after this date, may be excluded from the matching process and OCTE cannot guarantee that students advancement data will be processed properly and therefore may not be eligible for funding and CPI reporting.



Fiscal Agents 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 Fiscal Agents 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 completer's 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 Student Advancement

- Student Advancement Report – *Provides the total number of student advancements within your programs for the current school year.*
- Program Enrollment History – *Provides a listing of student program/course history that is useful for detecting individual student advancement.*

For more information, please see Using Reports to Verify Data on page 20.

SPRING TASKS - JUNE

Enrollment Data Review and Submission

Building reporters should perform a final review of enrollment data and submit the final information for Fiscal Agent approval in late June. Remember, it is extremely important to verify student advancement using the reports available by clicking **Reports → Building Reports** (see **Using Reports to Verify Data** on page 20).

To complete the review of the Enrollment report:

1. Log into CTEIS at: www.milogintp.michigan.gov with your MILogin username and password.
2. From the navigation bar, click the **Admin → Enrollment Collection Submission** link to open the Fiscal Report Submission screen.

**This procedure applies to all submissions: manage users, expenditures, and follow-up.*

The screenshot shows the 'Fiscal Report Submission' screen. At the top, there is a 'Select Year' dropdown menu. Below it, a 'Buildings: 29' label is visible. The main part of the screen is a table with columns for 'VIEW ISSUES', 'REPORT', 'REPSTD', 'COMP ASSESS', '99', 'CEPD', 'Fiscal...', 'Fiscal Agency Name', 'T', 'Oper...', 'Operating Agency name', 'T', 'Buil...', 'Building Name', 'T', 'Building Status', 'T', 'Fiscal Status', 'T', 'CEPD Status', 'T', and 'OCTE Stat...'. The table contains several rows of data for different schools, including Ferndale Public Schools, Oakland Schools, and Clawson City School District. Each row has a 'VIEW ISSUES' link and a 'REPORT' link. There are also 'SEND BACK' and 'SUBMIT' buttons visible in the interface.

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 district.

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 reporter 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 **Submit** to pass that building's report to the CEPD Administrator for review.

The final Enrollment report must be submitted to OCTE no later than the June Enrollment End of the Year Completion Entry deadline. For additional details on submitting your Enrollment report, please refer to: 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 reports for CEPD Administrator review.



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		
<input type="button" value="Select"/>	Class Student List	Class list of students by building with Home Facilities and dates.
<input type="button" value="Select"/>	Bad UIC by Building	List of invalid student UIC's
<input type="button" value="Select"/>	UIC With No Current MSDS	List of students with not updated by MSDS
<input type="button" value="Select"/>	Missing Grades	List of students missing grades
<input type="button" value="Select"/>	Sending Building Counts	Listing of student counts by sending building
<input type="button" value="Select"/>	Segment Q Class List	Class listing of Students with a Segment Q

Program/Student Reports		
<input type="button" value="Select"/>	Completer Assessment Report	Listing of students and segments by PSN and building
<input type="button" value="Select"/>	Completer Assessment Summary	Completion totals for the current school year
<input type="button" value="Select"/>	EMC and Dual Enrollment Report	Class listing of students in EMC programs or Dual Enrollment Courses
<input type="button" value="Select"/>	Program Counts	listing of student counts in programs by sending building
<input type="button" value="Select"/>	Program Enrollment History	Listing of student program/course history; useful for finding completers
<input type="button" value="Select"/>	Special Population Alpha	Listing of students w Special populations by Alpha
<input type="button" value="Select"/>	Special Population Class	Listing of students w Special populations by Class List
<input type="button" value="Select"/>	Special Population Summary	Listing of summary totals of classes with students w Special populations

Program/Course Reports		
<input type="button" value="Select"/>	Instructional Design Reports	Listing of programs and subsections with segments
<input type="button" value="Select"/>	3 Yr Instructional Design Report	Listing of programs and subsections with segments for multiple years
<input type="button" value="Select"/>	Secondary Taxonomy	Listing of programs by building
<input type="button" value="Select"/>	List of Courses by Building	Listing of active courses within a building
<input type="button" value="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.*
- Student Advancement Report- *Provides the total number of student advancement 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 → Fiscal Agent Monitoring → Enrollment Collection Submission**).*
- 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 → Fiscal Agent Monitoring → Enrollment Collection Submission**).*

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 Fiscal Agency Level 5 Authorized Official'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) 335-0166.