



CTEIS Training

Follow-Up Report 2026/2027

October 2026
9:00 a.m.-12:00 p.m.





Introduction

PLEASE ENTER YOUR NAME IN CHAT.

Please include:

- Name
- CTEIS Role
- How many years have you been in that role?

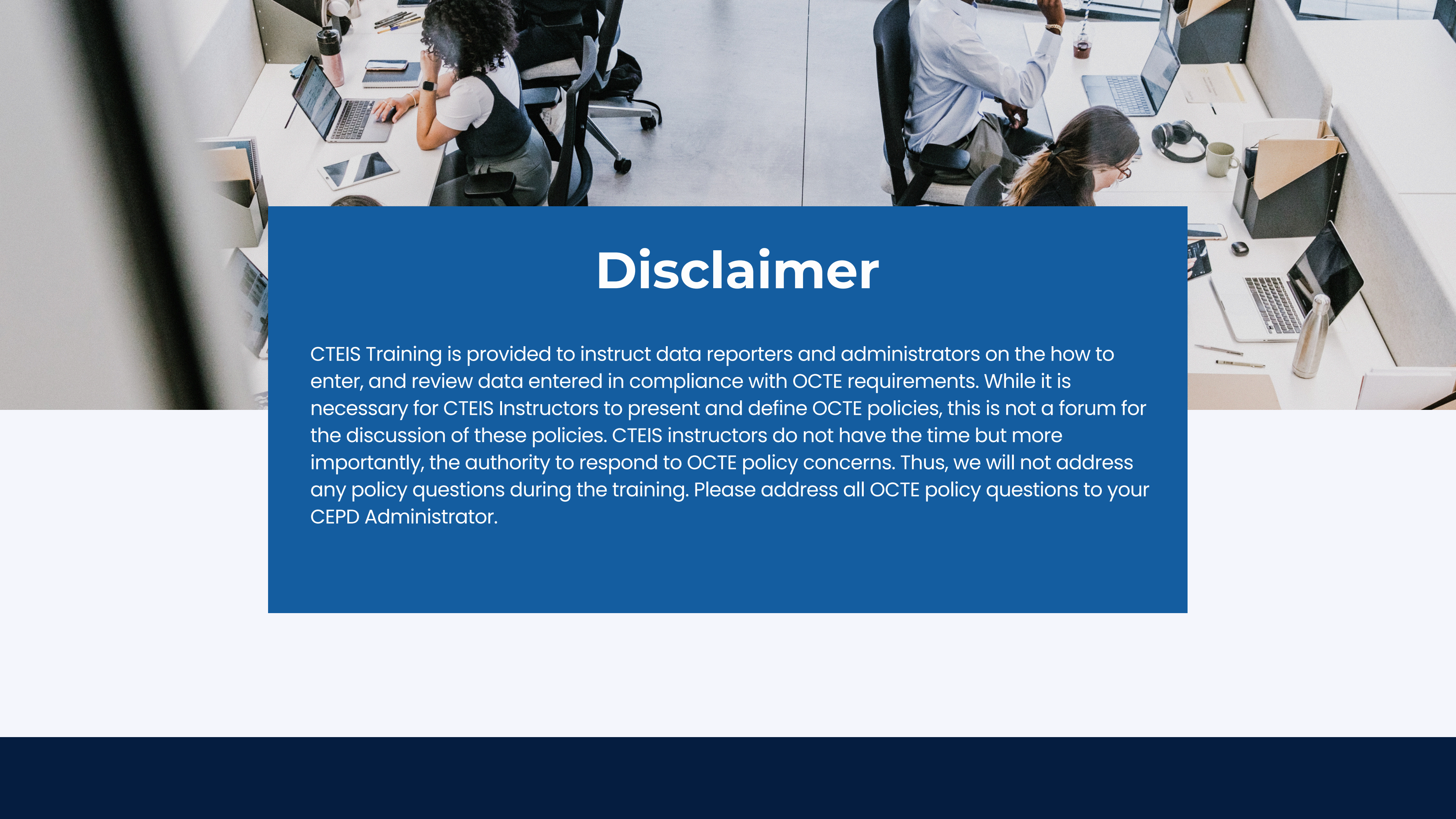
Thank you. We will begin shortly.



The background of the slide is a photograph of an office environment. It shows several people working at their desks. On the left, a woman with curly hair is seen from the back, sitting at a desk with a laptop and a tablet. In the center, a man in a light blue shirt is sitting at a desk, looking towards the right. On the right, a woman with long brown hair is sitting at a desk, looking down at her work. The desks are equipped with various office supplies like laptops, tablets, pens, and water bottles. The office has a modern feel with white walls and a clean, organized workspace.

Questions?

- Today, we will cover Follow-Up topics.
- We welcome your questions and appreciate your engagement. However, we kindly ask that you hold all questions until the end of the training session. At that time, we'll be happy to address them for you.
- For technical questions, please feel free to contact the CTEIS helpdesk via email at: cteis.help@PTDtechnology.com.

The background of the slide is a photograph of an office environment. It shows several people working at their desks. On the left, a woman with curly hair is seen from the back, sitting at a desk with a laptop and a water bottle. To her right, another person is partially visible. On the right side of the image, a man in a light blue shirt is sitting at a desk, looking at a laptop. Next to him, a woman with long brown hair is also working at a desk. The desks are equipped with various office supplies like pens, paper, and water bottles. The overall atmosphere is professional and busy.

Disclaimer

CTEIS Training is provided to instruct data reporters and administrators on the how to enter, and review data entered in compliance with OCTE requirements. While it is necessary for CTEIS Instructors to present and define OCTE policies, this is not a forum for the discussion of these policies. CTEIS instructors do not have the time but more importantly, the authority to respond to OCTE policy concerns. Thus, we will not address any policy questions during the training. Please address all OCTE policy questions to your CEPD Administrator.



You will need MILogin for Business credentials. Please See your Level 5 Fiscal Agent Authorized Official for access.

The image shows a screenshot of the MiLogin for Business login page. The page is split into two main sections. The left section has a dark blue background and contains the text "Michigan's one-stop login solution for business" with a right-pointing arrow. Below this, in smaller white text, it says: "MiLogin for Business connects you to many State of Michigan business services through a single user ID. Whether you want to renew a business license, access CHAMPS for Medicaid billing & claims, or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to connect you to many Michigan government services." The right section has a white background and contains the login form. At the top right of the white section are links for "Help" and "Contact Us". The form starts with "Welcome to MiLogin for Business". It has two input fields: "User ID" and "Password". Below the "User ID" field is a link "Forgot your user ID?". Below the "Password" field is a link "Forgot your password?". There is a checkbox with the text "I agree to the Terms & Conditions, Privacy Policy and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy." Below the checkbox are two buttons: a dark teal "Log In" button and a white "Create an Account" button with a dark teal border.



Follow-Up Overview

- Each year, Fiscal agencies that receive federal or state funds that assist with the operation of CTE programs must report Follow-Up data.
- The data is collected from students who achieved concentrator status within those programs.
- Data is collected via a Follow-Up survey, which is designed to gather information needed to determine programs that prepare students to hold jobs after leaving high school.



How to Conduct the Survey

- Review the Protocol Manual- It contains the purpose and Importance of the Follow-Up collection.
- Generate your Follow-Up list.
- Have Introduction Scripts ready
- Select the appropriate Follow-Up survey questionnaire.
- Conduct the survey and record responses on survey forms.
- When all have been surveyed, record responses into CTEIS.

Demo: How to enter Follow-Up survey data into CTEIS. (train.cteis.com)
Follow-Up Best Practices (found on support.cteis.com). Under Follow-Up reporting instructions.



Student Self-Survey

- Self-Survey site: <https://StudentFollowUp.CTEIS.com>
- Allows concentrators to record survey responses themselves.
- Concentrators will need their PIN to complete.
- A self-survey instructional guide is available on the knowledgebase support.cteis.com under Follow-Up reporting instructions.
- Once completed, the survey results will appear in your Follow-Up list as “Self”.
- Special note: The student self-survey is for student entries only; administrators or teachers are to use the Follow Up Teacher Tool to input survey responses.



Follow-Up Teacher Tool (New)

- Self-Survey site: <https://StudentFollowUp.CTEIS.com>
- Allows administrators and teachers to record survey responses.
- Teachers will need their teacher PIN to complete survey responses. Please use the Follow-Up list to obtain access codes.
- A Follow-Up teacher tool instructional guide is available on the knowledge base at: support.cteis.com under Follow-Up reporting instructions.
- Once completed, the survey results will appear in your Follow-Up list as "Staff".



Completing the Follow-Up Report

- Building Reporter review and report completion. (Demo: train.cteis.com)
- Fiscal Agent and CEPD Administrator report completion. (Demo: train.cteis.com)
- Survey Results– X0610, X0611, and T1608 reports are generated from Follow-Up survey results. Interpretation guides can be found on the CTEIS knowledgebase: support.cteis.com. Under the Data entry tab, select Follow-Up.
- Reports are usually available in the spring. But they are dependent on districts submitting reports on time.

Looking Ahead:

- Expenditure report is due to CEPD: on November 5, 2026, and the CEPD submits it to OCTE: on November 12, 2026.
- Follow-Up Report training begins October 13, 2026.
- Follow-up report is due to CEPD: January 14, 2027, and the CEPD submits to OCTE: January 21, 2027.
- Spring Enrollment Training begins in March 2027.



THANK YOU!



Technical Support:

CTEIS Helpdesk:

-  (517)-333-9363 ext. 128 or (800) 203-0614 ext. 128
-  support.cteis.com
-  cteis.help@ptdtechnology.com

Policy Assistance:

-  Dr. Yincheng Ye: (517) 281-7229
-  YeY@michigan.gov

