CTEIS
Career and Technical Education Information System

CTEIS Responsibilities of the

CEPD ADMINISTRATOR

MICHIGAN CTEIS

WELCOME TO

PTD Technology

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

PTD
Technology

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

REPORTING POLICY HELP:

Joan Church

ChurchJ@michigan.gov

(517) 335-0360

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(517) 241-7652

OCTE WEBSITE:

www.michigan.gov/octe

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INTRODUCTION

CEPD Administrators and CTEIS

Over 50 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).

Reviewing and Releasing CTE Reports

Admin ▾

CEPD ADMIN

CEPD ADMIN. MONITORING
- Enrollment Collection Review
- CEPD Expenditures Review
- CEPD Expenditures Review by Building
- CEPD Follow Up Review
NEW PROGRAMS
- New Programs Review
- CEPD Options
- View Programs

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 a Fiscal Agent, the CEPD Administrator must then review and release the associated reports to OCTE.

TIMELINE OF EVENTS	
September	• 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	• Class and staff enrollment data deadline
November	• Expenditures report submission • Oversee Work-Based Learning and post-secondary credential collection.
January	• Follow-Up report submission
April	• Oversee UIC/MSDS data validation and review. • Conduct CEPD Options selection process.
May	• 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

New Users in CTEIS

To successfully work within CTEIS, CEPD Administrators will need appropriate access permissions. Fiscal Agents are responsible for granting student data access to all Building Reporters as well as CEPD Administrators. Fiscal Agents 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 <u>all</u> Expenditures data is reported fully and submitted on time.
- Assist Enrollment reporters with the proper instructional design of their courses, add course and staff information Fall Data Entry deadline. An 3yr Instructional Design report is accessible from the CTEIS navigation bar by clicking **Reports** then select **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. 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.
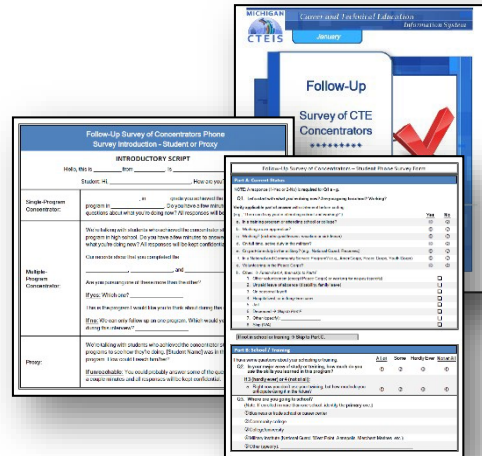
CEPD Administrators are also advised to create milestones or schedules for their reporters to adhere to so that district data is entered steadily throughout the year rather than massively at the end of the school year. Furthermore, they should strive to make district building reporters aware of upcoming 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 mid October. **All CTE courses and linked staff members must be entered into CTEIS by that due date**. 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 Fiscal Agent and CEPD Administrator approval during the first week of November. The final Expenditures report must be submitted by the CEPD Admin to OCTE no later than the due date. Please note that OCTE uses this report to calculate total program costs and funding formula 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 reference materials 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 the due date. Remember, students may only be surveyed by one district; if you believe students are missing from your Follow-Up data, the following building report, accessed by clicking **Reports** then select **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 Review documentation 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 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** then select **Building Reports**. When reviewing MSDS issues, the following reports may help identify problematic student UICs:

- <u>Bad UIC by Building Report</u> – *Provides a list of invalid student UICs.*
- <u>UIC with No Current MSDS</u> – *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

The CEPD Options module provides a way for CEPD Administrators to identify specific programs that they want to fund with their CEPD Share dollars.
The CEPD Options page lists every state approved CTE program within each CEPD. CEPD Administrators are responsible for identifying the individual programs to funds with their CEPD Share dollars. Only those programs **selected** (checked) by the CEPD Administrator will generate CEPD Share dollars.

Steps for CEPD Options Program Submission:

*Please Note: If you are a CEPD Administrator for more than one District, you will need to complete this process separately for each CEPD.

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

Step 1. Log into CTEIS at: www.milogintp.michigan.gov with your MILogin username and password. Follow instructions to connect to CTEIS homepage.

Step 2. From the navigation bar, click the **Admin** tab. Under the CEPD Admin column, select CEPD Options.

Step 3. In the CEPD Options Records grid, click the box next to the program to mark it to select it to receive a portion of your CEPD's Share. Unclick the box next to the highlighted program to deselect it if you do not wish to fund it with CEPD Share dollars. You may select multiple programs by using the "**Select All**" button at the top of the grid, likewise the "Unselect All" button clears all selected programs. Clicking the "Select NON-60%" button selects all programs that will not generate 60% funds.

Functions of buttons located at the top of the grid:

Select All: Selects every program in the CEPD.
Unselect All: Clears selected programs.
Select Non 60%: Selects all programs that will <u>not</u> generate 60% funds.

Step 4. Click the **Save button** at the bottom of the screen to save your changes. You may continue to edit your selections throughout the period that CEPD Options remain open.

Step 5. Once you are ready to submit your final selections to OCTE, click the "**Submit**" **button** to submit all records to OCTE. This locks the report and sends your program selections to OCTE. Clicking the "**Export" button** generates an Excel report that reflects all programs selected to receive CEPD share dollars and allows you to review and save your selections offline.

> **Please note: If you notice errors or would like to change program selections after submission, please contact OCTE to have your CEPD Options reopened for changes.*

Calculation of CEPD Option Funds for Selected Programs

The following formula will be applied to each **selected** program, to determine the amount of CEPD Share dollars generated by each individual program:

[E(a)+P(b)+N(c)+C+(d)]*M = **PSN Formula Value**

Explanation of Formula Components:

E = number of **Enrollees** (or participants) in the PSN
P= number of **Participants** in the PSN
N = number of **Concentrators** in the PSN
C = number of **Concentrators+** in the PSN

a = 0.5 (weight for Enrollees)
b = 1 (weight for Participants)
c = 5 (weight for Concentrators)
d= 10 (weight for Concentrators+)
M = Cost Factor Weight (1, 5, or 10)

● Once the above formula has been applied to the **selected** programs, the **PSN Formula Value** for each selected program is then summed to get the **CEPD Total PSN Formula Value**.
● Each program's **PSN Formula Value** is then divided by the **CEPD Total PSN Formula Value**, which results in a fraction for each program (PSN).

- Each program's fraction is then multiplied by the actual **CEPD Share**, to determine the amount of CEPD Share dollars that each selected program (PSN) will receive.

Explanation of Columns

Selected: Click a row to select or deselect a program. All **selected** programs will receive funds from your CEPD Share – even programs that already generate 60% funds.

PSN: This column reflects the **P**rogram **S**erial **N**umber for each program, which is a system-generated and unique identification code.

CIP Code: This column reflects the **C**lassification of **I**nstructional **Pr**ogram Code for each program, which is a state-assigned code that identifies the program.

Enrollment Counts: This column reflects the **current** number of **unique** students enrolled in the PSN for the school year. The information in this column may be helpful in deciding which programs to fund with your CEPD Share. It may also be useful in verifying the accuracy and completeness of student enrollment currently reported.

Program Name: This column reflects the state-assigned program name – specific to the CIP Code.

Sixty Percent: This column indicates whether or not the program will generate 60% funds (yes or no).

Fiscal District Name: This column identifies the **Fiscal Agency Name** for each program.

Building Name: This column identifies the **Building Name** for each program.

Explanation of Buttons

The following buttons offer shortcut options to assist you in making modifications to your program selections:

Select All: This button selects **all** programs in the CEPD.

> Practical Use: If you want to select a large number of programs, you can choose **Select All** to check all programs, and then individually **unmark** the programs you do not want to fund.

Unselect All: This button **clears all** selected programs in the CEPD.

> Practical Use: If you want to select only a few programs, you can choose **Unselect All** to remove the colored highlights marking all selected programs, then select the few individual programs you want to fund.

Select non-60%: This button selects only programs that will **not** generate 60% funds, marking only the records that are unchecked within the **60% column**.

> Practical Use: If you want to see the programs that will **not** receive any 60% funds - unless selected to received CEPD Options funds – click this button.

Reset: This button will restore the **most recently saved** set of program selections. **Save**: This button saves your program selections. Once you have selected the programs to be funded with CEPD Share dollars, click the **Save** button to retain your selection.

All selected programs will receive a portion of your CEPD Share dollars. If you would like to revise your program selection after you have saved your program selections and exited the

CEPD Options screen, you may do so at any time during the CEPD Options reporting period. Simply reopen the module, make your changes, and click **Save** to update your program selections.

Submit: After you have selected your programs and finished making changes, click the submit button to submit your data to OCTE. (This button locks the report and prevents further changes.) If changes are needed after submission, contact OCTE to unlock the report.

Export Button: This button generates a report that reflects all the programs you have selected to receive CEPD Share dollars. Once you have selected and saved your programs, click the **Export** button to generate a report that reflects your program selection.

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 match date in May.** 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 the **Reports tab**, and selecting **Building Reports**, may assist you with updating and verifying the information that is critical to producing student advancement 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

- <u>Student Advancement Report</u> – *Provides the total number of completers within your programs for the current school year.*

- <u>Program Enrollment History</u> – *Provides a listing of student program/course history that is useful for detecting individual completers.*

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 and CEPD Administrator approval in late June. Remember, it is extremely important to verify advancement using the reports available by clicking the **Reports** tab, select **Building Reports** (see **Using Reports to Verify Data** on page 17-18).

To complete the review of the Enrollment report:

1. Log into CTEIS at www.milogintp.michigan.gov with your MILogin username and password. Follow instructions to connect to CTEIS homepage.

2.
   From the navigation bar, click the **admin tab, under CEPD Admin select Enrollment Collection Review** link to open the CEPD Review screen.

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 Fiscal Agent 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 in June. For additional details on reviewing your Enrollment report, please refer to the Enrollment & Completion Collection reference documents 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 the **Reports tab and select 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.

Reports ▾

REPORTS

- ○ Building Reports
- ○ Funding Reports
- ○ Building Exports
- ○ Followup Reports
- ○ Enrollment Reports
- ○ CPI Reports
- ○ District CPI Reports

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.*

- <u>XO611: Education by Employment Comparison</u> – *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.*

- <u>T1608: Career & Technical Education Follow Up Report</u> – *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

- <u>Bad UIC by Building Report</u> – *Provides a list of invalid student UICs.*

- <u>UIC with No Current MSDS</u> – *Provides a list of students with expired UICs.*

- <u>Class Student List</u> – *Shows students by class within home facilities.*

- <u>Missing Grades</u> – *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 – *Lists students and segments by PSN and building.*

- 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 tab, under CEPD Admin select 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 tab,** under **CEPD Admin** select **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.