



CTEIS 2019 Initial Release

Welcome to the initial release of the 2019 version of the Career and Technical Information System (CTEIS). Over the next six or so months, CTEIS will be updated in timely manner to ensure all the functionality that is required will be available when needed. This document is provided to assist you in the transition.

Why were the updates necessary?

In order to ensure that the CTEIS Application is the most secure and compliant with ADA regulations, it became necessary to update the source code with the latest tools and libraries. This ground up rebuild ensures that all best practices and patterns are currently in use. Further, the requirements of data collection to support all the funding streams as well as federal reporting guidelines have changed over the years. This was a chance to refactor out programmatic methods to better suit our computational needs.

What is in Phase 1?

In this first release, Phase 1, the following modules will be available:

Enrollments

Enrollments include

- Manage Students
- Manage Courses
- Manage Enrollments
- Manage Staff
- File Imports

Changes of Note:

The new system was built based on the established practices of the old system. We hope you will find it familiar and easy to use. There are a few notable changes listed here.

Courses: Courses will be created/copied new each year. To reuse a course definition, you will need to copy it. Fortunately, we have several functions to make this easier, including automated “copy-forwarding” during course imports. Please see the attached documentation or ask us at the Help Desk.

Imports:

The courses import is now in line with the fields on the Courses page. You can now import Virtual Deliver, Dual Enrollment, and College and HS Credits. Please see the import documentation provided.

Please see the linked documents

- 2018-19 Optimizing Spring Enrollment
- 2018-19 Course Import File Specification
- 2018-19 Student/Enrollment Import File Specification

Follow-Up

This year's Follow-Up will be done on the old CTEIS application. Everything from data entry to processing completed reports will be done using the old system. To the Follow-Up modules, you will need to log into CTEIS.com with your MEIS account. From the Data Entry menu, select "Follow-Up Survey." You will be redirected to the old site, logged in and presented the Follow Up module. From there, you will conduct your Follow Up tasks as normal. The Follow Up list is expected to be released around the beginning of February. Follow Up Training will be conducted in February. Please note, if you are adding new Follow Up data reporters, please let the Help Desk know so we can make sure the connection from the old system to the new is established.

New Programs

The ongoing New Programs Application process will continue to be conducted in the old system, similar to the Follow-Up. All information currently entered into the New Program Application will still be there and all your previous efforts will be available. To access the New Program Application, you will need to log into CTEIS.com with your MEIS account. From the Data Entry menu, or the CEPD Options menu, select the New Programs action you wish to complete. You will be redirected to the New Programs module within the old application. From there, you can complete or review the New Program application.

Assessments

You will have the ability to complete the Assessment exports for ASE and NOCTI assessment programs. The process will be familiar and operate the same way as before.

District Manage Users

Level 5 Fiscal Agency authorized individuals will be able to create and modify users, similar to what they are used to. However, if you are adding or modifying Follow Up or New Programs Users, be sure to let us know so we can ensure the changes are properly propagated through the old and new system.

What are the upcoming training opportunities.

There are several upcoming training opportunities that will cover each of the new modules in detail.

Follow-Up Survey

Date (2019)	Location
February 5	Webinar
February 13	Webinar

Date (2019)	Location
February 19	Webinar
February 27	Webinar

Spring Enrollment

Date (2018)	Location
Optimizing Spring Enrollment: March 19	Webinar
Spring Enrollment & Completion Collection: April 17	Webinar
Spring Enrollment & Completion Collection: April 23	Webinar
Spring Enrollment & Completion Collection: April 30	Webinar
Completing Spring Enrollment: June 14	Webinar

In addition, we will be offering three live training sessions in April on dates to be determined at a Grand Rapids, Lansing, and Macomb location. We will be providing more information on these soon.

What documentation is available?

As mentioned above, please refer to the three linked updated documents to assist with the transition to the new system.

In addition to our updates to the CTEIS.com Application, we are also upgrading our CTEIS Knowledge Base. Right now, all links on the application website will take you to the relevant information source. Like the CTEIS.com application, our CTEIS KB will continue to evolve over the next 6 months to provide a much more helpful, intuitive and useful experience.

What about Building Reports?

Building reports will be phased in as well. Each report will be sure to be made available when it is most used. The first batch of reports will include

- Class List
- Building Course List
- Completer Assessment Summary
- Completer Assessment Report
- Program Enrollment History

What about CTEIS Reports?

CTEIS Reports is and will continue to be available. However, it should be noted that CTEIS Reports, too, is scheduled for a makeover. This will begin sometime this summer.

What is next?

As mentioned above, we will be doing a phased rollout of CTEIS modules and functions.

The anticipated time line is:

Phase	Anticipated Release	Description
Phase 1	January 16 th , 2019	Enrollments, Import, Assessment Exports, Follow Up (old), New Programs (old), Building Reports pt. 1
Phase 1.x	On going	Addition of Building Reports.
Phase 2	March 15 th	Programs and Certifications, Monitoring Enrollments, Building Reports pt 2,
Phase 3	May 30 th	CEPD Options, Assessment Reviews, Data Code Manual
Phase 4	June 30 th	Expenditures, Year End Reports
Phase 5	Aug 1 st	New Follow Up, New Programs

How do I give feedback?

As with any roll out of a complex system like CTEIS, there might be a bump or two in the road. If you find you are missing any students, courses or enrollment, please let us know. If we missed them, we can get them back. Similarly, if you notice any bugs in the system or generally if you have requests or concerns, let us know at the CTEIS Help Desk.

Thanks for your patience and cooperation during this transition period.

The PTD/CTEIS Development Team