

CTEIS Informer

NEWSLETTER

Fall CTEIS Updates:

2024 Follow-Up Collection Instructions and Resource Documents:

The follow-up collection process is underway. There are many instructional resources available to help with the interview process, data collection, and data entry. The [Protocol Manual](#) is a useful guide for policy details when conducting Follow-Up interviews and the [Follow-Up Instructional Guide](#) gives detailed instructions on how to navigate CTEIS Follow-up screens. Please visit the CTEIS Knowledge Base for more helpful resources.

Follow-Up Survey Best Practices:

Have you reviewed the suggestions Follow-Up best practices? The list was provided by 2022 survey results and includes tips on how to maximize Follow-up survey results. View this document on the CTEIS Knowledgebase [Follow-Up](#) homepage.



CTEIS Best Practices:

This month, we're shining a spotlight on CTEIS Best practices. This includes tips for all data collection, review processes and data entry. [Click here](#) to view.

Upcoming Due Dates:

Follow-Up Report: Due to CEPD Administrator January 16, 2025, and CEPD submit to OCTE: January 23, 2025.

Follow-Up Report O&A

Thank you for attending Follow-Up training! We appreciate all your feedback. Here are a few frequently asked questions from Follow-Up Training sessions:

Q: Is there a way to download which students completed a self-survey to avoid contacting them a second time?

A: Yes. You can use the Follow-Up List Report or Export. If a student completes a self-survey, it will be listed in the column as "SELF." Students that still need a completed survey will be listed as "INIT".

Q: I am missing students from my Follow-up list. Where can I look?

A: First verify that your students have left school and have reached concentrator status. Next, check to see if they are being followed up in another district by running the CADR report. If you still believe you are missing students, please contact the CTEIS help desk.

For more FAQs on the Follow-Up collection, please see the Follow-Up FAQ document on the CTEIS Knowledge Base at: <https://support.cteis.com/follow-up/>

CTEIS Support and Assistance

For technical questions regarding survey forms, or if you need assistance with issues related to CTEIS operation or usage, please contact the Help Desk: cteis.help@PTDtechnology.com. or by calling (800) 203-0614 or (517) 333-9363 ext. 128.