

Follow-Up Report Review and Submission



For
Fiscal Agency
Authorized Officials

January 2024

REVIEW AND SUBMISSION OF THE FOLLOW-UP REPORT FOR FISCAL AGENCY AUTHORIZED OFFICIALS

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency. CTEIS will inform Fiscal Agency authorized officials via email when reports at the building-level are ready for review. Likewise, CEPD administrators are notified by email when a report is submitted by a Fiscal Agency authorized official.

CEPD Administrators must examine all reports submitted by Fiscal Agency authorized officials and

FISCAL AGENT MONITORING Cenrollment Collection Submission Expenditure Fiscal Agency Review Expenditures Review by Building District Follow Up Review View Programs MANAGE USERS

FISCAL AGENT

Manage Users

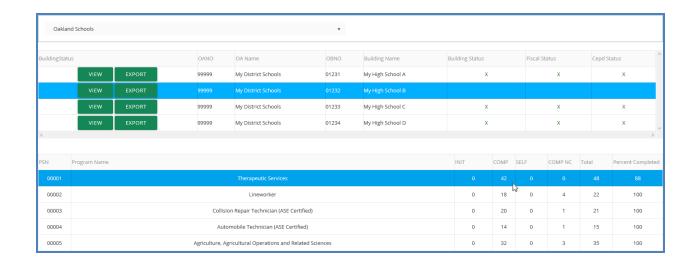
indicate that the CEPD Administrator review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

This booklet contains instructions for the review and submission of Follow-Up reports for Fiscal Agency authorized officials.

To begin reviewing your report:

Navigate to https://www.cteis.com and click the Login using MILogin for CTEIS. You will be redirected to the MILogin For Third Party site. Enter with your MILogin user name and password. Once your log in process is complete the CTEIS homepage will appear.

Click on the Admin menu, then select Fiscal Agent Monitoring → District Follow Up
Review to go to the CTEIS Follow Up Review screen. If necessary, use the drop-down box
at the top of the screen to select your Fiscal Agency, then click the View button beside
one of your buildings to see a summary of its survey responses. You may also use the
Export button to quickly export these results into an Excel spreadsheet.



Those buildings with an "X" in the **Building Status** column have been marked as complete by your building level reporters. When the Fiscal Agency review is complete, an "X" will appear under the column labeled **Fiscal Status**.

Submitting your reports:

On the CTEIS Follow Up Review screen, an "X" appearing under the **Building Status** column indicates a building that has submitted report data for review. When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the **Complete** button beneath the **Fiscal Status** column to indicate that the report can now be reviewed and approved by your CEPD Administrator.

Once all data has been collected for your buildings, submitted by the Fiscal Agency authorized official, and the CEPD Administrator review is complete, the report will be accepted and reviewed by the Office of Career and Technical Education.

If you have questions regarding the Follow-Up report, please contact Yincheng Ye, Office of Career and Technical Education, at YeY@michigan.gov or (517) 281-7229.

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 Fax: (517) 241-5347.