## CTEIS User Group Meeting (Teams) Wednesday, November 17, 2021 9:00 – 10:00 am

## **Notes from Microsoft Teams Meeting**

- 1. Attendance of CTEIS Representatives for each CEPD (obtained from **Chat**) see last page.
- 2. PTD Technology Update
  - The 4033 Expenditure Reports were due to CEPD Administrators for review on November 4<sup>th</sup>, and to OCTE with all approvals on November 11<sup>th</sup>.
  - The 4483 Enrollment is open for reporting. The import function has been revamped and the process has been rebuilt for better performance. The final testing is underway, and the import function should be ready by the end of this week.
  - Follow-up training is underway. The Student Follow-up List Report had some grouping issues that have been corrected. PTD Technology will send a notice out to let people know that the correction has been made, and it's now available.
  - PTD Technology is finalizing last year's data reports. The Core Performance Indicators (CPIs) should be available by the end of December.
  - The transition to **MILogin** is scheduled to take place in February, 2022. PTD Technology is working with CEPI to develop MILogin instructions to be included in their trainings.
  - PTD is in the process of rebuilding all the public reports. As they are completed, they
    will be posted on the new public site reports.com (formerly
    cteis.reports.com).
- 3. Questions and Discussion
  - Tanya Lillie: The Student Class Lists are not populating for the competency-based programs.
    - Doug indicated that they are working on it, and trying to figure out the best way to display the data.
  - Brenda Frank: Tried to run a Class List for Building Reports, and the students' names are not populating. Also, in trying to update "Exit Dates" for students that have dropped in the 1<sup>st</sup> semester, the dates don't save.
     PTD Technology is currently looking into this issue to determine a solution.
  - Steven Billes and Sheila Brugger: Can the proxy rate percentage be displayed (in real time) at the building level, prior to validation and completion, so that districts stay within the requirements of the state?
    - This request has been noted. (Currently, the proxy rate can be found on the X0610 Report.)

- Chris Machiniak: Berrien RESA collects information from the students (phone numbers and contact information of parents, grandparents, etc.) before the end of school. Instructors contact their students for Follow-up.
- Colleen Tennant: Indicated that they get a very poor response rate, using the online form.
  - Jill indicated that this is very common, which is the reason that OCTE traditionally has encouraged phone calls. The online form can help, but to obtain accurate and complete results, districts need to make phone calls.
- DyAnn Steinberger: What year does the 20% proxy rate go into effect?
   Yincheng indicated that the 20% proxy will be required at the building level, and will be implemented for the 2021-22 data. (See link below for further details.)
   <a href="https://www.michigan.gov/documents/mde/Requirement Change of Follow-up Survey Proxy Rate 739532 7.pdf">https://www.michigan.gov/documents/mde/Requirement Change of Follow-up Survey Proxy Rate 739532 7.pdf</a>
- Sam Sallee: How much time is there between the time that the student completes the Follow-up Survey, and the Verification Study? (Students can answer differently within the same day let alone when time has passed.) Yincheng indicated that students are re-contacted about 3 months after the original survey, and students are reminded to recall their situation from last fall.
- Shannon Williams: Is the proxy rate based on only the students who respond... or on 100% of students?
   Yincheng indicated that the proxy rate is calculate only based on the students who responded to the survey.
- Follow-up Discussion: There was much discussion concerning best practices to obtain student responses to the Follow-up Survey; the issues encountered; the focus on meeting the requirements, etc.
  - Who has had success? What worked?
  - How can best practices be shared?
  - Phone calls vs electronic responses. (Students prefer to respond electronically.)
  - Is a proxy response better than no response at all?
  - Recommend a "best practices" session by CEPDs who consistently achieve the required percentages.
  - Students don't want to answer or return calls to numbers they don't recognize.
  - Students are reluctant to talk on the phone for any length of time.
  - Parents are more willing to share information about their child.
  - Concentrating on staying within the 20% proxy threshold becomes a "numbers game".
- Jill indicated that the verification study showed that proxy responses were significantly less accurate than actual student responses. OCTE will explore ways to obtain and share best practices and tips for success.
- Sheila Brugger: Where can PIN information be found?
   Doug indicated that the PIN number can be found in Column M of the Student List Export.

- Shannon Williams: Indicated that she had difficulty getting the "filter" to work. Doug indicated that the filter tools may work a little differently, but should be available.
- Jeannine Keck: Students indicated they could not get into the self-survey. Their basic information shows up, but the survey button is not there. Jeannine tried it and indicated that the problem seems to come and go. Doug indicated that initially, there were some intermittent glitches, but he thinks that the problem has been resolved now.

**As Always...** We encourage the CTEIS User Group, as representatives for their CEPD, to share information gleaned from these conference calls with other CTEIS Users in your respective CEPDs. Forwarding the Notes and information received from the conference calls is a good way to keep everyone informed, and may help to reduce problems, concerns, and errors.

Please see the PTD Technology website below for Minutes of past conference calls and additional information. <a href="http://support.cteis.com/Resources/User-Groups">http://support.cteis.com/Resources/User-Groups</a>

## **CTEIS User Group Attendance**

\*Note: If you participated in the November 17, 2021 Microsoft Teams meeting, and your CEPD is not checked, please email Joan Church to be added to the attendance list.

			Representative	9-22-2021	11-17-2021	1-19-2022	3-09-2022	5-4-2022						
CEPD	Last Name	First Name	Repre	9-22	11-1	1-19	3-09	5-4-						
01	O'Leary	Dawn			$\boxtimes$						П	П		$\forall \Box$
02	Norkol	Jennifer					H	H	H	H	H	峝		
03	Chartier	Sadie	Ħ				H	H	H			悑	H	卌
04	Hauswirth	Abbey		Ħ		$\overline{\Box}$	Ħ	П	П	П	П	П	П	
05	Miron	Jennie	A	M			同	Ħ	Ī	Ħ		ቨ		
06	Darling	Emily												
07	Sanderson	Hannah												
08	Jaroneski	Debbie												
09	Kania	Angie		$\boxtimes$	$\boxtimes$									
10	Tennant	Colleen	$\boxtimes$		$\boxtimes$									
11	Smolarz	Lyndsay	$\boxtimes$											
12	Young	Jay												
13	Zirkle (Hammond)	Stacy												
14	Teske	Jocelyn	$\boxtimes$		$\boxtimes$									
15	Smith	Amy Jo	$\boxtimes$		$\boxtimes$									
16	VanDenBoom	Lori	$\boxtimes$		$\boxtimes$									
17	Myers	Heidi												
18	Deans	Kim												
19	Nunn	Jodie		$\boxtimes$	$\boxtimes$									
20	Graves	Kelly												
21	Ferrier	Ashley		$\boxtimes$	$\boxtimes$									
22	Gerlach	Sharon												
23	Wright	Becky												
24	Higgins	Terri									Щ	Щ		
25	Gordon	Shelli				$\underline{\sqcup}$	Щ	Щ	Щ	Щ	Щ	Щ	Щ	111
26	Navarro	Tracy				$\underline{\sqcup}$	Щ	Щ			Щ	Щ		111
27	Genaw	Tammy				Щ	Щ	Щ	Щ			Щ		<del>  _ </del>
28	Ball	Kristen				$\underline{\sqcup}$	Щ	Щ	Щ		Щ	Щ	Щ	111
29	Villarreal	Norma				Щ	Щ	Щ	Щ	Щ		Щ		<del>    </del>
30	Nixon	Nicole	$\boxtimes$											

CEPD	Last Name	First Name	Representative	9-22-2021	11-17-2021	1-19-2022	3-09-2022	5-4-2022								
31	Courter	Jackie	$\boxtimes$		X											
32	Anderson	Holly	$\boxtimes$	$\boxtimes$	$\boxtimes$											
33	Rehkopf	Jacquie		$\boxtimes$	$\boxtimes$											
34	Smith	Robert		$\boxtimes$												
35	Schomisch	Michael		$\boxtimes$												
36	Bowers	Katrina	$\boxtimes$	$\boxtimes$												
37	Woods	Delinda														
38	Blair	Kimberly	$\boxtimes$													
39	Billes	Steven														
40	Williams	Shannon														
41	Bailey	Michelle									<u> </u>					
42	Evers	Jason					Ш	Ш			<u> </u>					
43	Koch	Emily									L					
44	Keck	Jeannine														
45	Brugger	Sheila									<u> </u>					
46	Frank	Brenda						Ш	Щ		<u> </u>					Щ
47	Steinberger	DyAnn						Щ	Щ		<u> </u>		<u>                                     </u>			Щ
48	Lillie	Tanya					Щ	Щ	Щ		Ļ					Щ
49	Machiniak	Chris		Щ				Щ	Щ		<u> </u>		<u>                                     </u>			Щ
50	Sallee	Samantha					Щ	Щ	Щ		Ļ			Щ		Щ
51	Fenning	Jennifer				<u> </u>		Щ	Щ		Ļ	<u>    _ </u>		Щ		
52	Hazelman	Margo				<u> </u>	Щ	닏	닏	Щ	Ļ			Щ	닏	
53	Hills	Michele				Щ		Щ	닏		Ļ					
PTD	Wiesner	Doug				<u> </u>	Щ	닏	닏		Ļ	4				
	Church	Joan				<u> </u>		닏	닏	Щ	Ļ			Щ	닏	
	Milton	Valerie				<u> </u>	Щ	Щ	Щ	Щ	L			Щ		11
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