CTEIS User Group Conference Call
Wednesday, May 22, 2013
9:00 – 10:00 am

Notes from Conference Call

1. Roll Call of CEPDs. (See attached)

2. OCTE Update

- **<u>MSDS/CTEIS Match Process to Import MSDS data into CTEIS</u>**.
  Doug explained that certain data items collected in MSDS (grade level, exit status, special populations, etc.), are also needed for CTEIS. In order to reduce duplicative reporting, and maintain consistent data between MSDS and CTEIS, those common data fields are obtained from the MSDS file, through a match process, and imported into CTEIS.

  To accomplish this match, OCTE takes only the students in CTEIS that are ***enrolled in CTE course-sections,*** and matches their UICs against the MSDS file, to pull out the necessary MSDS data fields ***for only those students***.

  Because this match represents a ***snap-shot in time*** – any student enrolled in CTEIS ***after*** the match process has occurred, will ***not*** be included in the match, and therefore, will not be updated with the necessary MSDS data. Any student that does not have MSDS data in CTEIS, will produce an ***MSDS Error*** that will not allow validation of the 4483—unless the student is removed from CTEIS. So it is ***crucial*** that districts get their students entered into CTEIS ***and enrolled*** as soon as possible – beginning in the fall.

  It is also important to understand that this match process is extremely complex and time-consuming to accomplish. Next year, we will publish a schedule of dates when the MSDS/CTEIS match will be run. Districts will need to get their students enrolled in CTEIS (and have their MSDS data current) by those dates in order to be included in the match.

- **<u>Proposal to Combine the 4483 and 4301 into One Collection</u>**
  There was discussion concerning the pros and cons of combining the 4483 and 4301, and extending the due date to late June. Following is a summary of the pros and cons that emerged during the conversation.

  <u>Pros</u>
  - ♦ More time to complete the report, and review for accuracy after MSDS data is updated.
  - ♦ With extended due date, data could be entered a little later in the year, when it is more stable – less necessity to correct data.
  - ♦ More flexibility – allows districts freedom to manage CTEIS reporting, based on their individual circumstances.
  - ♦ Allows additional time to verify segments and grades with teachers.
  - ♦ Opportunity to catch segment errors (usually caught when entering grades) – in time to correct them before submitting the report. (Could ultimately increase concentrator/completer accuracy.)

Cons

- Districts wait until the due date to enter their students, and **then** find problems. Requires districts to be more disciplined and timely.
- Significantly shortens 4483 processing time for OCTE/PTD to produce X0107.
- Shorter processing timeline necessitates less tolerance for late report submissions–districts that don't adhere to OCTE deadlines will risk losing Section 61a1 funds.

Steven Billes suggested bringing back the 4483A. CEPD Administrators could use it as a tool to promote discipline in district personnel, and encourage timely data entry – beginning in the fall.

3. PTD Update

- **Difference Between Monthly Match and Nightly (Batch) Match**.
  Monthly (or bi-weekly) match reviews all **new** CTE students enrolled in CTEIS.
  Nightly (batch) match double-checks students already enrolled in CTEIS (that have already been matched).

- **Clarification of UIC and MSDS Match**.
  UIC Match. The UIC match compares all UICs entered in CTEIS against CEPI's ***UIC Master*** to make certain that each student in CTEIS has a ***valid*** UIC/ First Name/Last Name/Gender/Date of Birth combination. The UIC match occurs on a nightly basis.

  MSDS Match. The MSDS match compares all MSDS data against the CTEIS student record, using the UIC. The MSDS match is done in batches – and it only updates students that are enrolled in CTEIS. MSDS errors show up on the CTEIS 4483 report, when the validation is run. The MSDS update only occurs if something in the student's CTEIS record changes. (Note: Every student's ***complete record*** is matched only two or three times per year.)

  Important Note: ***Students that do NOT have a current MSDS record are NOT eligible for Section 61a1, Added Cost funds, and are not retained in the CTEIS system***.

4. Issues from CTEIS Users

- Shelly Dunneback (Kent ISD) wanted to know which entity is responsible for obtaining MSDS records for parochial school students attending their career center – usually it's the resident district. However, the resident district is refusing to submit MSDS records for them, because they do not provide services for these students, and do not want to assume the responsibility for being their PEPE. If the career center wants to report these students in CTEIS, then the career center will need to submit an MSDS record and assume responsibility as the students' PEPE. (This is a local decision between the career center and the school district.) If neither the district nor the career center wants to assume responsibility for these students, the students can be removed from CTEIS, and omitted from Sections 61a1 funding consideration.

- Jennifer Perry indicated that 4483 errors prevent districts from running the Instructional Design Report. She would like to access the Instructional Design Report ***prior*** to validation – to check for accuracy of subsections established. Tracy Navarro also indicated that the 4483 has to be validated in order to get an Assessment Report. Doug explained that some reports are dependent upon validated data in order to run. Doug will look into loosening restrictions to allow these reports to be run before validation occurs.

- Jackie Leonard would like a segments report (***pre*** and ***post***-validated) that reflects the structure of each course-section -- ***before*** students are enrolled, and ***after*** students are enrolled. (She suggested using the Multi-year Instructional Design Report layout without students.) Jackie would also like the Instructional Design Report ***with*** students—and the ability to run the report even with students who have errors.

- Jennifer Perry indicated that teacher verification can be done using class lists, which DO show sub-sections. Jennifer also suggested resurrecting the building report of ***Active Classes*** (available two year ago), and asked that segments be added to the end of the report. Doug will check into it.

- Steven Billes suggested that PTD develop a webinar training to highlight the ***Reports*** and ***Tools*** available in CTEIS that can be used to provide data for individual district needs.

- Carol Geving indicated that their student grades are not available until June 18th this year, which may cause her 4301 Report to be late. Carol will let Joan at OCTE know if they will be late, and if an extension is necessary.

- Steven Billes would like a link between the student and course/sub-section information. Doug will check into the possibility of naming the subsections, or choosing a subsection (other than the default - **A**), and see if this can be done next year.

- **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. http://www.ptdtechnology.com/CTEIS/Home/tabid/61/Default.aspx

CEPD Roll Call - CTEIS User Group

*__Note__: If you participated in the **March 20th** conference call, and your name is not checked, please email Joan Church to be added to the attendance list.

CEPD	Last Name	First Name	Representative	9-19-12	11-14-12	1-16-13	3-20-13	5-22-13								
01	O'Leary	Dawn	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
02	Wilmers	Christina	☒	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
03	Taff	Karie	☒	☒	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
04	Creech	Colleen	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
05	Harvey	Mary	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
06	Rogers	Janet	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
07	Gabos	Patti	☒	☐	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
08	Jaroneski	Debbie	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
09	Fontaine	Patti	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
10	Maki	Kati	☒	☐	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
11	Allen	LeAnne	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
12	Porter	Mary	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
13	Feak	Mary	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
13	Hammond	Stacy	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
14	Wietecha	Leah	☒	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
15	Gallagher	Tracy	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
16	Lodewyk	Sara	☒	☒	☐	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
17	Schaefer	Christine	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18	Cesena	Bernie	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20	Phillips	Joel	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
21	Rusco	Andrea	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
22	Gerlach	Sharon	☒	☐	☐	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
23	Fobear	Kimberly	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
24	Sayers	Joan	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
25	Maurer	Randy	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
26	Navarro	Tracy	☒	☐	☒	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
27	Genaw	Tammy	☒	☐	☐	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
28	Marcola-Pichla	Hollie	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
29	Horning	Judy	☒	☐	☒	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
30	Wolanin	Robin	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
31	Greathouse	Becky	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
32	Dunneback	Shelly	☒	☐	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
33	Steinbach	Kathy	☒	☐	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
34	Leins	Ellen	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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35	Geving	Carol	☒	☐	☒	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
36	Bowers	Katrina	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
37	Woods	Delinda	☒	☒	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
38	Leonard	Jackie	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
39	Billes	Steven	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
40	Mullin	Dana	☒	☒	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
41	Mulligan	Asa	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
42	Perry	Jennifer	☒	☒	☒	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
43	Weidmayer	Sharon	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
44	Leonard	Jackie	☒	☒	☒	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
45	Brugger	Sheila	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
46	Frank	Brenda	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
47	Bohm	Dawn	☒	☒	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
48	Cooper	Candy	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
49	Haley	Cathy	☒	☒	☒	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
50	Spreitzer	Linda	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
51	Gilbert	Lori	☒	☐	☐	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
52	Eddy	Julie	☒	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
53	Mason	Beth	☒	☐	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
PTD	Wiesner	Doug	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
OCTE	Church	Joan	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
OCTE	Felder	Valerie	☒	☐	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
OCTE	Kroll	Jill	☒	☐	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
OCTE	MacQuarrie	David	☒	☒	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
OCTE	Sudharsan	Krishnan	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
OCTE	Zollinger-Russell	Glenna	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐