

# ***CTEIS Instructional Guide***

***for***

## ***Follow-Up 2012***

February 2012

Under a Grant from the

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Office of Career and Technical Education (OCTE)

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# INTRODUCTION

The purpose of the 2012 Follow-Up Survey of 2011 completers is to gather information needed to help people make decisions about Career and Technical Education (CTE) programs that prepare students for jobs. Program Fiscal Agencies that receive federal or state funds for conducting programs are required to report Follow-Up data about program completers.

National and state agencies use the survey results for policy studies, annual program planning, and establishing funding formulae. Additionally, many local districts report their own results as well as state results to their local school boards and the press.

The Office of Career and Technical Education (OCTE) mandates and monitors the survey. OCTE also funds a Survey Support Center (SSC) to handle the flow of data to and from the fiscal agencies, to assist in obtaining complete and accurate data, to perform all data processing, and, in general, to facilitate the survey. PTD Technology operates this Survey Support Center.

The SSC prepares and sends survey findings to all program fiscal agencies which show results for the programs they conducted. In addition, the SSC also provides "home school" reports to districts that participate in career center or shared-time programs. Home school reports enable districts to see results for their own students separate from the findings for all students in a program.

The Follow-Up survey population is based on reported completer counts from the 4301 Year End Report. To ensure that students who have completed multiple CTE programs are considered only once, generation of the 4301 using the Career and Technical Education Information System (CTEIS) software automatically unduplicates these completer counts statewide (by UIC) and provides the basis for the Follow-Up counts as shown on the CTEIS Follow-Up student listing.

In the case of students who have completed multiple programs, the system will choose a default program to survey, but the student may select any program they completed as an 11<sup>th</sup> or 12<sup>th</sup> grader to direct their survey questions toward. A copy of the student phone survey form for use when surveying a student, the proxy phone survey form for surveying someone other than the student, and the mail survey has been included with your Follow-Up materials.

Please remember that:

- You will survey those completers of reimbursed wage-earning programs which CTEIS indicated on the 4301 Year End Report. Do not survey students who were enrolled only in Family Consumer Science courses with CIP Code 19.0000 or those enrolled only in capstone experience (CIP Codes XX.0000).

CTEIS provides a Follow-Up listing feature which displays all students in a CTE program by building. The student is listed under his or her most recently completed program as reported on the 4301, but other qualifying programs for which the student may be interviewed are also shown. This list should be provided to your survey interviewers as a calling list for contacting students.

- To obtain information from your completers, you may survey by phone, face-to-face interview, or mail using the appropriate version of the survey (student, proxy or mail). It is

recommended that you carefully review the *Protocol Manual* also enclosed in the Follow-Up materials. This manual provides the interviewer with guidelines and procedures for conducting a successful Follow-Up survey along with a detailed description of all items included on the survey forms for this year's process.

- Please refer to the timelines shown later in this guide regarding authorizing submission of your Follow-Up survey data to your Fiscal Agency representative, who in turn will review your results and authorize their submission to your CEPD Administrator. Your CEPD Administrator will review your results and authorize their submission to OCTE through CTEIS.
- The SSC will keep all Follow-Up data strictly confidential. Only persons in the SSC who conduct the verification and Non-respondent studies will have access to this information. A memorandum from the State Office of the Attorney General upholds the legitimacy of providing this data. A copy of this memorandum and other pertinent information appears in Appendix B. Please direct any policy questions concerning this to Krishnan Sudharsan at OCTE (email: [SudharsanK@michigan.gov](mailto:SudharsanK@michigan.gov) or phone: 517-241-7652).
- The SSC will base your Follow-Up survey response rates on the number of completers indicated on the 4301, subject to OCTE unduplication rules (by UIC). This means that the SSC will calculate a rate for each Program Serial Number (PSN) on the 4301 by dividing the number of completers who respond to the Follow-Up survey by the total number of completers indicated.
- SSC will destroy all Follow-Up materials when a release is granted by the Project Monitor.
- In conducting the survey, we highly recommend that you make administrators, counselors, teachers, placement coordinators, students, and the community aware:
  1. That you are conducting the survey.

2. That the school and community can benefit from using the results.
- While you are required to follow-up with completers of reimbursed programs, you do have the option, as in previous years, of surveying non-CTE graduates as well. However, you may only use Added Cost funds to cover the expense of surveying your CTE completers.

This Follow-Up guide provides instructions for using the Career and Technical Education System (CTEIS) to assist with various aspects of the Follow-Up. CTEIS makes the process of conducting Follow-Up a more cost-efficient and time-saving endeavor. In addition, because all districts reporting CTE enrollments in Michigan used CTEIS to file their 2010-2011 reports, their CTEIS data also includes information pertinent to the 2012 Follow-Up.

If you *do not* wish to use CTEIS for submission of your survey data, please contact the SSC at (800) 203-0614 x128 to request further instructions for completion of a non-computerized Follow-Up. A district must assume any extra costs incurred by the SSC to translate non-computerized data into a compatible format for CTEIS.

If you wish to *use software or databases other than CTEIS* to input your Follow-Up survey data, contact the Survey Support Center at (800) 203-0614 x128 for a copy of the Follow-Up file layouts required for submission of this data. It is the responsibility of the district to ensure that the data is provided in this required layout if they elect not to utilize CTEIS for Follow-Up survey data entry and submission.

# SERVICES IN SUPPORT OF YOUR SURVEY

The Survey Support Center provides a variety of services for Follow-Up. The SSC will:

1. Answer questions related to the Follow-Up survey forms.
2. Offer suggestions for solving problems you may have while conducting your survey.
3. Provide advice for conducting an efficient and effective Follow-Up survey.

The Survey Support Center provides the instructions and suggestions which may be found on the following pages as well as in the appendices listed below:

1. A definition of terms (Appendix A).
2. Authority to collect Career and Technical Education data (Appendix B).
3. A sample cover letter for the mail survey (Appendix C).
4. A sample cover letter for Non-respondents (Appendix D).
5. Frequently Asked Questions (Appendix E).

## HELP IS AVAILABLE

- If you have any technical or logistic questions regarding the survey forms or need assistance with how to collect your survey data, please call the PTD Technology Survey Support Center at (800) 203-0614 x128 or (517) 333-9363 x128, or email us at [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com).

- For any issues relating to CTEIS operations or usage, please contact PTD Technology at (517) 333-9363 x128 or (800) 203-0614 x128, or email us at [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com).
- Direct questions regarding OCTE policy issues as well as suggestions for further improvements to Krishnan Sudharsan, Office of Career and Technical Education (email: [SudharsanK@michigan.gov](mailto:SudharsanK@michigan.gov) or phone: 517-241-7652).

## 2011 FOLLOW-UP TIMELINES

Date	Activity
Week of January 2 <sup>nd</sup>	Follow-Up materials emailed to CEPD Administrators for distribution to local districts. All materials will also be made available online via the CTEIS web site. Upon receipt of materials, CEPD Administrators should distribute their CEPD-specific instructions with the materials to local district Follow-Up contacts, verifying receipt within 3 days of delivery.
Late January – Early February	Local Districts begin the survey data collection process.
April 30	Districts are to authorize the submission of their Follow-Up data to their CEPD Administrator by April 30, 2012. CEPD Administrators should notify Krishnan Sudharsan at OCTE (phone: 517-241-7652; email: <a href="mailto:Sudharsank@michigan.gov">Sudharsank@michigan.gov</a> ) of districts which have not submitted data along with a projected submission date.
May 7	CEPD Administrators are to authorize release of Follow-Up data for their districts no later than May 7, 2012.
Fall (Dependent on Districts)	Survey results are made available on CTEIS once all districts have turned in their reports. CEPD Administrators should notify and distribute reports to local superintendents and local Follow-Up contact personnel.

# STEPS FOR SUCCESS

Follow-Up 2012 using CTEIS has been designed as a step-by-step process. By following these steps, you can be sure you will not overlook any necessary survey elements.

## **Step 1. Review Your Follow-Up Packet**

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The following items will be included in your Follow-Up materials packet and should be sent to each local Follow-Up contact person.

- A memorandum from the Office of Career and Technical Education;
- A memorandum from the Survey Support Center;
- A workshop schedule;
- One copy of each survey form (introductory script, student, proxy, mail) for duplication purposes;
- The CTEIS Instructional Guide for Follow-Up 2012;
- A Follow-Up Survey of CTE Completers Protocol Manual.

**Note:**

The CTEIS Follow-Up student listing provides information about the students to be called along with completer counts by program. All materials including survey forms, the protocol manual, and the CTEIS instructional guide will be posted immediately to the CTEIS website at

[www.PTDtechnology.com/cteis](http://www.PTDtechnology.com/cteis) and to the OCTE web site at <http://www.michigan.gov/octe> by mid to late February (Data and Reports link, Student Follow-Up Survey).

## Step 2. Generate Your Follow-Up Student Listing

Following are the steps to generate your listing:



- A. Launch the Internet on your workstation and go to [www.cteis.com](http://www.cteis.com). Login to CTEIS using your MEIS username and password. Please note that this requires that your Fiscal Agency Authorized Official has granted you access to the CTEIS Follow-Up features.
- B. Click "Follow-Up," then choose "Survey" to display all of your operating buildings with Follow-Up students.

The screenshot shows the "Career and Technical Education Information System District Portal". At the top, it says "Current User: A1043066 Your Domain is - CEPD:49 FA:11000 OA:9999 OB:9999 Logout". Below this is a navigation menu with items: "CTEIS Home", "Data Entry", "New Programs", "State Reports", "Imports", "Expenditure", "Fiscal Agent", "CEPD Admin.", "Follow Up", "Reports", and "Add Users". The main content area is a table with columns: "FA#", "Fiscal Agency", "OA#", "Operating Agency", "OB#", and "Operating Building". There are two rows of data. The first row has FA# 1000, Fiscal Agency ISD, OA# 1134, Operating Agency Public Schools, OB# 0040, and Operating Building High School. The second row has FA# 1000, Fiscal Agency ISD, OA# 1190, Operating Agency Charter School, OB# 0845, and Operating Building Academy-High School. Each row has a checkbox in the left margin and links for "CADR" and "Survey". Below the table are five buttons: "Select All", "Follow Up List", "List By Program", "Folder Labels", and "Mailing Labels".

- C. Check the box in the left margin next to those buildings for which you wish to generate a Follow-Up listing. Note: You may click the "Select All" button if you wish to automatically check all buildings.

D. Click the "Follow-Up List" button to generate your listing for the selected building(s) by program (CIP), or

Click the "List By Program" button if you would like your list sorted in alphabetical order by student name for each building.

Once the list is displayed on the screen, the user may choose an export option in the upper right area of the report screen to output the listings in various formats (Excel, PDF or Word).



Michigan Department of Education

Office of Career and Technical Education - CTEIS Report

### Follow Up Student List by Program

High School

Student UIC	Last Name	First Name	Phone #	PSN	Program
6026822498	DEYDUX	DSIOWE	(555) 555-5555	403	Personal & Culinary Services
8094441510	HOWWOEXD	DEXEYFSE	(555) 555-5555	403	Personal & Culinary Services
7531423140	HSOFI	VOECE	(555) 555-5555	403	Personal & Culinary Services
0460585697	KUCV	VYKKEFFE	(555) 555-5555	403	Personal & Culinary Services

#### LIST BY PROGRAM

**Important Note:** CTEIS will time-out if there is no activity within a 15-minute period.

### Step 3. Review Follow-Up Listing

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**How to read your Student List:** Your student list is generated by building, as indicated by the right arrow in the figure below. The list itself is sorted first by CIP Code, represented by the left arrow in the figure below, then by the UIC of students within that CIP Code. If a student has completed multiple programs, each CIP Code is listed with the student.

Michigan Department of Education  
Office of Career and Technical Education - CTEIS Report

Follow Up Student List for: YEAR

CIP	UIC	PSN	Program	Status	Sending Facility	Email Address
<b>10.0202 15696 Radio Broadcasting Tech</b>						
7035138068	FACYIC, PUY	12	(517) 456-8857	51755555		cyic@ptd.com
(X)	( )	10.0202	15696	Radio & TV Broadcasting Tech		
5394659532	HEFDUY TC., TEXID	12	5175173333	51757166		@cteis.com
(X)	( )	10.0202	15696	Radio & TV Broadcasting Tech	High School	
9479958722	TUVID, FETE	12	7897897899	456789	COMP	Area Schools Fete@yahoo.com
(X)	( )	10.0202	15696	Radio & TV Broadcasting Tech	High School	
6543717365	WWUKP, CENSIW	12	555-456-7890	INIT	Area Schools	censiw@name.com
(X)	( )	10.0202	15696	Radio & TV Broadcasting Tech	High School	
9851724538	XEDUY, NECWUD	12	1234567894	4567894532	INIT	Area Schools Necwud@myname.com
(X)	( )	10.0202	15696	Radio & TV Broadcasting Tech	High School	
6277308682	XOWWIC, XOCREY	12	9879876342	6346346344	INIT	crey@yahoo.com
(X)	( )	10.0202	15696	Radio & TV Broadcasting Tech		
<b>11.0901 19150 Computer Syst Networking &amp; Telecommunications</b>						
2190306147	CONSECPDUY, FIECE	12	7894564564	9879879879	INIT	gmail.com
(X)	( )	11.0901	19150	Computer Syst Networking & Telecommunications		
8262133133	CUHWEYP, XEJ	11	9876546541	6546542315	INIT	ahoo.com
(X)	( )	11.0901	19150	Computer Syst Networking & Telecommunications		
5543924588	DAXXICD, TUSY TC	10	7897897897	1231231231	INIT	daxxgcd@msn.com
(X)	( )	11.0901	19150	Computer Syst Networking & Telecommunications	High School	

As highlighted by the circled area of the figure above, please note that your initial status column displays “INIT,” indicating that neither survey data nor a noncontact reason has been entered for the student.

The number of students to be surveyed for each program is calculated based on the completer counts reported on your 2011 4301 Report after the statewide unduplication process. To assist you in understanding your counts, a “Total” line appears at the beginning of each program to indicate the total number of completers within that program.

The CTEIS list represents the accurate count for Follow-Up 2012. OCTE performed unduplication processing based on student UICs to eliminate students who may have been reported more than once on the statewide 2011 4301 Report. Therefore, you may notice some differences between

your 2011 4301 completer count and what CTEIS shows as those students with whom you are able to follow up.

CTEIS provides the ability to generate a list of those students reported as completers at one of your operating buildings but who do NOT appear on your Follow-Up list. Click the “CADR” (Completers in Another District Report) link for the desired building to generate a list of those students and determine which operating building will follow up with those students.

Michigan Department of Education  
Office of Career and Technical Education - CTEIS Report  
Completers Followed Up In Another District Report

CEPD: 50  
Fiscal Agcy: 0300 - ISD  
Oper Agcy: 0300 - ISD  
Oper Bldg: 0725 - County Area Technical and Education Center

PSN:	15293	CIP Code:	47.0613	Program Name	Medium/Heavy Truck Technician
UIC	Student Name	Follow Up Program (PSN/CIP Code/Program)	Follow Up Agency		
3403538647	VWQVRYMIR, NEWIM	15854 - 01.0000 - Agr Oper & Rel Sci	03070 - Public Schools	0175	
2259024075	XKICD, DFIGI	18815 - 52.1999 - Marketing Sales and Services	03030 - Public Schools	0006	
PSN:	15307	CIP Code:	10.0301	Program Name	Graphics Communications
UIC	Student Name	Follow Up Program (PSN/CIP Code/Program)	Follow Up Agency		
8824549441	BAORWIK, WEACIY	18816 - 52.0299 - Business Admin Mgt & Operations	03030 - Public Schools	0006	
2777017654	NSEZZWV, NUACFYK	18816 - 52.0299 - Business Admin Mgt & Operations	03030 - Public Schools	0006	
PSN:	15309	CIP Code:	48.0501	Program Name	Machine Tool Oper/Mach Shop
UIC	Student Name	Follow Up Program (PSN/CIP Code/Program)	Follow Up Agency		
4763751297	POJ, PEYQIW	18816 - 52.0299 - Business Admin Mgt & Operations	03030 - Public Schools	0006	
PSN:	15310	CIP Code:	47.0101	Program Name	Electrical/Electronics Repair

**Exceptions: Grade level changes:**

If you find that there are students displayed who were not 12<sup>th</sup> grade students in 2010-2011 due to a repeat of their 11<sup>th</sup> grade year, please mark them as a noncontact using the “still enrolled in high school” option. These students will be deducted from your completer count when your Follow-Up data is processed by the SSC.

**Note: Exit Status (Graduate):**

Use of the Follow-Up data for the Perkins IV Core Performance Indicators makes it even more critical that all student exit statuses are accurate. OCTE updates exit status based on the MSDS data reported by your district on the 2010-2011 4301 End of Year submission. If you find an incorrect exit status, please contact OCTE.

## Step 4. Conduct the Survey

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Using the CTEIS Follow-Up student list (from Step 3):

- Copy the number of survey forms as needed, including the introductory script form.
- Write the student's name and UIC number OR affix Follow-Up survey labels (see the steps below) for each student on the Follow-Up student list to an introductory script form.
- When contacts are made, attach the appropriate survey form (student or proxy) to the introductory script for the student.
- Please consult the Follow-Up Protocol manual for proper procedures and techniques for conducting the survey.

Follow-Up survey folder or mailing labels may be printed from CTEIS. Folder labels include those for the student's name, phone number, and most recently completed wage-earning program.

Mailing labels include those for the student's name, PSN, and address. To create these labels:

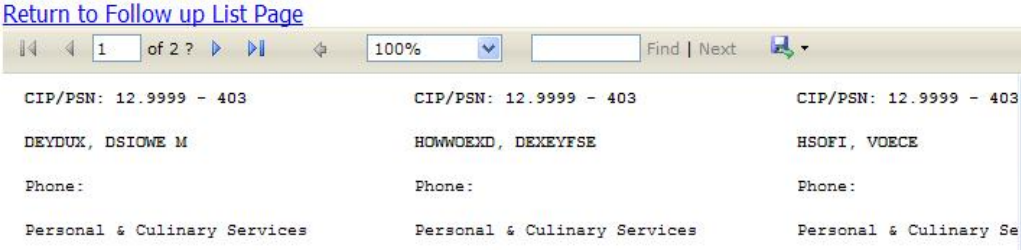
- Click "Follow-Up," "Survey." All operating buildings with Follow-Up students will appear.
- Click the box in the left margin next to those buildings for which you wish to generate survey labels. Note: You may click the "Select All" button if you wish to check all buildings. Choose either "Folder Labels" or "Mailing Labels."

Click the "Folder Labels" button to generate labels suitable for placement on the survey form. These labels include the student's name, program indicated on the Follow-Up list), and phone number.

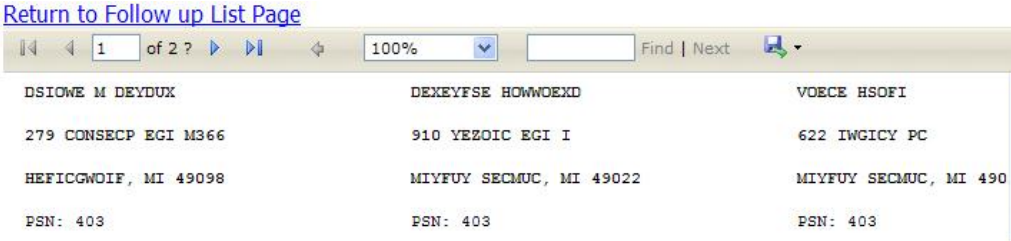
Click the "Mailing Labels" button to generate labels suitable for placement on an envelope should you choose to mail a survey form to the student.

- Print your labels. The labels are generated in the same manner as other CTEIS reports and can be exported to other software programs for printing. Using the Export feature, choose the PDF option. Use Avery 5160 or other equivalent labels, and make sure when setting your print properties that you choose "None" for Page Scaling and then clear the Auto-Rotate checkbox. These settings will ensure the proper alignment of your labels upon printing.

FOLDER LABELS



MAILING LABELS



Once student labels are printed, the Protocol Manual which was included in your packet will aid you in the important process of administering the Follow-Up survey. Instructions and guidance for each question and answer are covered in this manual, which you may also download from [www.cteis.com](http://www.cteis.com) or [www.PTDtechnology.com/cteis](http://www.PTDtechnology.com/cteis).

## **Step 5: Entering Survey Data Into CTEIS**

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To begin your survey, you must first indicate which student you are following up, identify the program that student completed, and select the type of survey you are conducting. Entry of the survey data may be completed while you conduct the survey, or you may enter the survey as a group at any time.

Find your student:

- a) Click "Follow-Up," "Survey."
- b) All operating buildings with Follow-Up students will appear. Locate the building for which you wish to input surveys. Check the box to the left of the appropriate building and click the Survey link to its right.
- c) To search for a student, enter any of the following:
  - Last name
  - Student UIC
  - PSN

Click "Find," and then click "Select."

Find Last Name:  Student UIC  PSN

List only students at an Initial status

**Select Student for Follow up**

STUDENT LIST

<u>UIC</u>	<u>Last Name</u>	<u>First Name</u>	<u>PSN</u>	<u>Program Name</u>	<u>Status</u>	
2282249851	MIAFFIC	FKWIC	417	Machine Tool Oper/Mach Shop	INIT	<a href="#">Select</a>
6776499524	DEYPICD	DSUYYOI	15833	Business Admin Mgt & Operations	INIT	<a href="#">Select</a>

The resulting list is initially sorted by PSN, but you may sort the list by clicking on any of the underlined headings to alphabetize by that field. Alternately, you can scroll down the full list to the desired student and click "Select." A checkbox for listing only students who have not completed a survey is available as well and is found under the PSN search box.

- d) Once you have selected the desired student, all information applicable to the student's completed programs will appear in the lower half of the screen as follows:

PROGRAM LIST

<u>PSN</u>	<u>Program Name</u>	<u>Completed Date</u>	<u>FUP</u>	<u>Survey</u>
15833	Business Admin Mgt & Operations	10/9/2009 12:00:00 AM	( )	<input type="checkbox"/>
19155	Business Admin Mgt & Operations	10/9/2009 12:00:00 AM	(x)	<input type="checkbox"/>

Student
  Proxy
  Mail By Student
  Mail By Proxy

Last Name:  MI:  First Name:

Name:  MI:  First:  Student UIC:  Status:

Phone:  Phone2:  Program Name:

Noncontact:

Sending Facility:  Building Name:

Select survey information:

1. Mark the "Survey" check box for the program for which the student was surveyed on paper.
2. Select the type of survey form: student, proxy, mail by student or mail by proxy.
3. Click "Survey."

Enter the survey responses:

**Career and Technical Education Information System District Portal**  
Current User: A1033331 Your Domain is - CEPD:31 FA:33040 OA:33040 OB:9999 [Logout](#)

[CTEIS Home](#) [Data Entry](#) [New Programs](#) [State Reports](#) [Imports](#) [Expenditure](#) [Fiscal Agent](#) [CEPD Admin.](#) [Follow Up](#) [Reports](#) [Add Users](#)

Student: **MEDWIC, XIREY** Survey Type: **Mail By Student**  
Program: **Agr, Agr Oper & Rel Sci**

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**Part A - Current Status**  
Let's start with what you're doing now.

1a. In a training program or attending school or college?

1b. Working as an apprentice?

1c. Working?

1d. On full-time, active duty in the military?

1e. On part-time duty in the military (National Guard, Reserves, etc)?

1f. Other

2. Did you receive a State or industry-recognized licesure or certification after completing this CTE program of study?

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**Part B - School/Training**  
I have some questions about your schooling or training.

3. In your major area of study or training, how much do you use the skills you learned in this program? Would you say you use them a lot, some, hardly ever, or not at all?

4. Where are you going to school? (Note: if enrolled in more than one, identify the primary one)

5. What type of program are you in?

Select the survey response for each question from the drop down list or input the response as necessary.

An answer of Yes or No is required for questions 1a. - 1e. CTEIS will display an error message when you save your survey if any information is missing.

Depending on which option is selected, the survey questionnaire will automatically adjust itself to follow either the student or the proxy survey form, altering or removing survey questions as applicable.

**Part C - Employment**

Now, I'd like to talk about your job as it relates to your (selected) program.

6. On your job, how much would you say you're using the skills you were taught? Would you say you use them a lot, some, hardly ever, or not at all?

7. How strongly do you agree with the statement "I am satisfied with my present job?" Do you strongly agree, agree, disagree, or strongly disagree?

8. How many hours a week do you work?  hrs/week

8a. **If not specific:** Would you say it's 35 hours a week or more?

9. Including tips and commissions, how much do you make an hour (or week, or month, or year)?

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**Part D - If Not Working**

10. Are you currently looking for a job?

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**Miscellaneous Information**

Method of Contact

Date Survey Completed

Information Collected From *(Optional)*

Job Title *(Optional)*

Location *(Optional)*

Area of Study *(Optional)*

School *(Optional)*

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CTEIS will also validate certain questions to make sure entries are within an acceptable range.

- The "Hourly Range" field must not include a \$ or comma and must include a decimal point.
- The "Hours Worked" field must be less than 99.

In the "Miscellaneous Information" section, the "Date Survey Completed" field defaults to the current date.

Click "Reset Screen" to clear any data currently on the form and allow re-entry of information.

Click "Cancel" to cancel the student survey and remove any current survey answers.

Click on "Save Survey" to complete the survey and return to the student listing page.

Once survey information is saved and you return to the main CTEIS page, you will see “COMP” displayed under the “Status” column. This updated status will appear if you run subsequent Follow-Up reports as well.

“Status” options are as follows:

- INIT means Initial survey.
- COMP means the survey has been Completed.
- COMP NC means the survey is Complete and the student is a NonContact.

#### Entry of Noncontacts (students not reached):

The screenshot shows a web form with the following fields and options:

- PSN**: 17828
- Program Name**: Business Admin Mgt & Operations
- Student/Proxy**: Radio buttons for Student (selected) and Proxy.
- Name**: Last (NWEK), MI (I), First (EXEYP)
- Phone**: Phone (269) 926-2640, Phone2 (269) 4...
- Noncontact**: A dropdown menu with options: N/A, D-Disconnected, N-No Phone, O-Other, R-Refused, U-Unable to Locate, M-Moved, W-Wrong Number, H-Still in High School.
- Sending Facility**: A dropdown menu with N/A selected.
- Update**: A blue button labeled "Up" (partially visible).

For each student on your Follow-Up listing, you must enter survey responses OR a reason for noncontact. To enter a noncontact reason, select the desired student, choose the reason from the noncontact drop down list and click “Update NonContact Reason” to save your entry. Once the noncontact reason is saved, “COMP NC” will display under “Status” on both the screen and on the Follow-Up listing when the report is regenerated.

To View a Completed Survey: From the Student Listing page, check the “Survey” box in the Program List and a Survey Type, then click the “Survey” button.

You will see the survey information including its date of completion, responses, and comments.

Two buttons at the bottom of the page allow you to choose to create a new Follow Up survey for the selected student or return to the Student Listing page.

Student: Survey Type: Contact Method:	NWEK, EKEYPE I Student Phone	Program: Date Completed: Proxy:	Business Admin Mgt & Operations 12/30/2009 No
<b>Part A - Current Status</b> Let's start with what you're doing now. 1a. In a training program or attending school or college? Yes 1b. Working as an apprentice? No 1c. Working? Yes 1d. On full-time, active duty in the military? No 1e. On part-time duty in the military (National Guard, Reserves, etc)? Yes 1f. Other N/A		<b>Part B - School/Training</b> I have some questions about your schooling or training. 2. In your major area of study or training, how much do you use the skills you learned in this program? A Lot 2a. Right now you don't use your training, but how much do you anticipate using it in the future? N/A 3. Where are you going to school? Business or trade school or career center 4. What type of program are you in? Associate's degree	
<b>Part C - Employment</b> 5. On your job, how much would you say you're using the skills you were taught? A Lot 6. How strongly do you agree with the statement, "I am satisfied with my present job?" Strongly Agree 7. How many hours a week do you work? 40 7a. If not specific, Would you say it's 35 hours a week or more? N/A 8. Including tips and commissions, how much do you make an hour? \$7.50		<b>Part D - If Not Working</b> 9. Are you currently looking for a job? N/A	
<b>Miscellaneous Information</b> Information Collected From: James Job Title: Manager Location: Lansing Area of Study: Mgmt School: Lansing CTE			
<b>Comments</b> Student is happy with the skills learned during his program.			
		<a href="#">Create New Follow Up for Student</a> <a href="#">Return to Student List</a>	

To Edit a Survey Response:

Any edits to a student’s survey information require reentry of all survey responses.

If you receive survey information for a student marked as a noncontact, select the desired student and change their noncontact reason back to the default (“N/A”). This will unlock the student and allow you to input survey information.

## Step 6. Complete the Report

The process used to submit your Follow-Up data is comparable to that used for all state reports. To ensure a rapid turn-around for your local and state reports, it is important that you authorize submission of your Follow-Up data to your Fiscal Agency Representative in a timely manner.

Follow-Up lists, survey forms and other Follow-Up materials should be kept by the district to expedite the reporting process. When all survey data has been entered and you are ready to submit your Follow-Up data for Fiscal Agency review, proceed as follows:

**Important:** Survey responses or a noncontact reason must be entered for all students on the Follow-Up listing or submission of Follow-Up data will not occur.

- a) Navigate to the Follow-Up Reports page by selecting the "Report" menu option on the "Follow-Up" Main Menu item.

**Career and Technical Education Information System District Portal**  
 CTEIS Current User: A1043066 Your Domain is - CEPD:49 FA:11000 OA:9999 OB:9999 [Logout](#)

[CTEIS Home](#) | [Data Entry](#) | [New Programs](#) | [State Reports](#) | [Imports](#) | [Expenditure](#) | [Fiscal Agent](#) | [CEPD Admin.](#) | [Follow Up](#) | [Reports](#) | [Add Users](#)

**Indicate Range of Authority**

CEPD Number: 4  
 Fiscal Agency: 1000  
 Operating Agency: Area Schools (1010) [v]  
 Operating Building: High School [v]

## REPORT SUBMISSION Follow Up

[View Report](#) List of Buildings for Report

	CEPD #	FA #	Fiscal Agency Name	Bldg. No.	Building	Bldg. Status	FA	CEPD
<a href="#">Mark Bldg. Comp.</a>	4	1000	ISD	0028	High School			

Building	Incomplete Surveys	Completed Surveys	Percent Complete
High School	1	138	99.280500

b) Select the appropriate building.

Once a building is selected, a second line of information at the bottom of the page will indicate whether you have completed all your required Follow-Up contacts and noncontact responses. Your “Mark Bldg. Comp.” button will remain inactive until you are at 100% Complete in this last column.

c) Click the “View Report” button to see the report.



Michigan Department of Education

Office of Career and Technical Education - CTEIS Report

## X0603 - Survey Results for Follow-up

CIP	Program Name	PSN	2009 12th	2008 11th	Total	Comp Surv.	Non- Contact	Surv. %
<b>District: 000 000- ISD</b>								
<i>11010- Area Schools</i>								
<b>Facility:00286- High School</b>								
12.9999	Personal & Culinary Services	403	10	0	11	10	0	91
10.0202	Radio & TV Broadcasting Tech	15696	6	0	6	6	0	100
52.0800	Finance & Financial Mgt Services	18209	1	0	1	1	0	100
11.0901	Computer Syst Networking & Telecommunications	19150	35	0	35	35	0	100
19.0700	Child & Custodial Care Services	19151	16	0	16	14	2	88
47.0101	Electrical/Electronics Repair	19153	12	0	12	12	0	100
51.0000	Therapeutic Services	19154	53	0	54	48	6	89
52.0299	Business Admin Mgt & Operations	19155	4	0	4	4	0	100
<b>Totals for Benton Harbor High School</b>			<b>137</b>	<b>0</b>	<b>139</b>	<b>130</b>	<b>8</b>	<b>94</b>

- d) Once all Follow-Ups have been completed, the “Mark Bldg Comp.” button will be enabled and the Follow-Up Contact Information Panel will be displayed. You will be required to enter the required Follow-Up contact information as indicated by an asterisk prior to marking your building complete.

## Follow Up Contact Person

Contact Name:*	<input type="text" value="John Smith"/>
Contact Phone:*	<input type="text" value="999-876-5432"/>
Contact Email:*	<input type="text" value="jsmith@myschool.edu"/>
Contact Address:	<input type="text" value="963 Oak St."/>
Contact City	<input type="text" value="Greenville"/>
Contact Zip:	<input type="text" value="24680"/>

- e) Once you have completed your contact information, click the “Mark Bldg. Comp.” button. An X will be displayed in the “Bldg. Status” column, indicating your success.
- f) Contact your Fiscal Agent to inform him or her that your submission is ready for review. Detailed instructions are available for Fiscal Agency Representatives on the CTEIS home page under the Follow-Up Links section. Districts are to authorize submission of their Follow-Up data to their CEPD Administrator by April 30, 2012.
- g) Repeat the process with other buildings as necessary.

## Step 7. FA Review and CEPD Submission

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CEPD Administrators are to authorize submission of their districts' Follow-Up data to OCTE through CTEIS by May 7, 2012. Submission of Follow-Up data is comparable in process to that used for all state reports. Detailed instructions are available for CEPD Administrator submission on the CTEIS home page under the Follow-Up Links section.

When released to OCTE, your Follow-Up data will automatically be compiled and submitted to the Survey Support Center.

## Step 8. Survey Results

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CTEIS will provide Follow-Up survey results. CEPD Administrators should notify and/or distribute these results to local Follow-Up contact personnel and superintendents during the first week of September. The Statewide Follow-Up Reports, X0610, X0611, and T1608 will be available for



The screenshot shows the Michigan Department of Education website. The main navigation menu includes 'Offices', 'Data and Reports', 'Instructional Programs', 'Monitoring', 'Notable Resources', 'Perkins Federal Programs', 'State School Aid Section 61.a1 (Added Cost)', 'CTE Skills Assessments', 'Early Childhood & Family Services', 'Grants Coordination and School Support', 'Financial Management', and 'Michigan School for Deaf Professional Registration'. The 'Career and Technical Education Information System' section is highlighted, containing links for 'Michigan Core Performance Indicators Reports', 'CTEIS Security Authorization Form', 'CTEIS Security Authorization Form - PDF', 'CTEIS Data Code Manual Link', 'Enrollment Reports', 'Student Follow Up Survey', and 'Survey Reports and Trend Data'.

download in Microsoft Excel, Microsoft Word, or Adobe PDF format along with applicable interpretation guides. They will also be posted on the OCTE web site at <http://www.michigan.gov/octe> (Data and Reports link, Student Follow-Up Survey) in mid to late February.

## **APPENDICES**

## APPENDIX A

### Definitions of Terms

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**Completer** A completer is any student who 1.) was enrolled in a reimbursed secondary CTE program, who 2.) was identified as a completer in grades 11 or 12 on the 4301 report, and who 3.) has left school.

**Fiscal Agency (FA)** A fiscal agency is a local or intermediate school district that received reimbursement from the State for the CTE training of the students in Follow-Up listings.

**OCTE** Office of Career and Technical Education  
Attention: Krishnan Sudharsan  
Post Office Box 30712  
Lansing, Michigan 48909  
Telephone Number: (517) 241-7652  
Email address: [SudharsanK@michigan.gov](mailto:SudharsanK@michigan.gov)

**PSN** Program Serial Number - A number that uniquely identifies, for data processing purposes, an existing approved instructional program based on that program's specific fiscal agency, standard of content, instructional location, period of time, and annual starting month. The five-digit PSN for each program appears on Form 4301 on the same line as the CIP code and program name.

Example:

<u>CIP Code</u>	<u>Program Name</u>	<u>PSN</u>
52.1999	Marketing Sales & Services	12345

**SSC** The Survey Support Center is established to handle the flow of data to and from fiscal agencies, to assist in obtaining complete and accurate data, to perform data

processing, and, in general, to facilitate the Follow-Up survey. You may contact the Center by mail, phone, or email at:

PTD Technology  
3001 Coolidge Road Suite 403  
East Lansing, MI 48823  
(517) 333-9363 x128 or  
(800) 203-0614 (long distance) x128  
[cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com)

Form 4301      The report titled "Secondary Vocational Enrollment & Termination Report for the School Year Ending June 2011," submitted to the Office of Career and Technical Education which shows the number of individual students in each program run by your district during that school year. This report lists completers for a program identified by a unique PSN, among other information.

## APPENDIX B

### **Authority to Collect Career and Technical Education Data**

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(Including Student Names, Addresses, Phone Numbers, Etc.)

When a local education agency enters into a cooperative agreement with a fiscal agency to participate in Career and Technical Education programs, the agency's superintendent signs a "Cooperative Agreement for Designation of CTE Perkins Fiscal Agency and Operation of Cooperative Career & Technical Education Programs," which states, in part:

B. The Fiscal Agency agrees to assume responsibility for:

2. Facilitating data collection on CTE Perkins students.

6. Ensuring that all required data and reports are accurate and submitted by the due dates.

C. As a participating agency, the educational agency agrees to assume the following responsibilities when appropriate:

4. Prepare all reports required by state or other agencies, or as mutually agreed to by the parties, forward data to the fiscal agency in time to meet all reporting requirements.

*The full document cited in part above may be found online at: <http://www.michigan.gov/octe> under Perkins Federal Programs, CTE Perkins and Tech Prep, CI Fiscal Agency Cooperative Agreements.*

The Administrative Guide for Career and Technical Education Programs specifies the reporting requirements for CTE programs under "Noncompliance Provisions," pg. G-20, which states in part:

For the purposes of the administration of state and federal funds, the following situations are incidences for which a school district may be found to be out of compliance with legislative regulations. All of these issues have a basis in the federal regulations for Perkins or the School Aid legislation:

- \_ Incomplete, insufficient or late Follow-Up, enrollment, and other data reports;
- \_ Non-submission of individual student enrollment data for all state approved CTE programs;
- \_ Failure to provide the Department with the necessary information to reasonably carry out its function under the Act;

In circumstances where noncompliance has been established, state and/or federal funds may be withheld from an institution until the school district reaches compliance, or funds may be payback/recaptured from the recipient.

*The Administrative Guide for Career and Technical Education Programs may be found online at <http://www.michigan.gov/octe> under Notable Resources.*

APR 22 1988

DEPARTMENT OF  
ATTORNEY GENERAL

MEMORANDUM

TO: Mr. Dick Shupe  
Vocational-Technical Education Service

FROM: Paul J. Zimmer *PJZ*  
Assistant Attorney General

April 22, 1988

Re: Release of Student Information for a Verification Study

In your memorandum of April 19, 1988, you advise that the Department annually conducts a student follow-up study of high school graduates who have completed vocational education programs. The purpose of this study is to improve the vocational education curriculum. The Department contracts with a private vendor to conduct the verification component of this study. The verification component requires that the vendor have access to student names and telephone numbers so that he may contact students and provide them with the student follow-up survey instruments.

You inquire as to whether the Family Educational Rights and Privacy Act, 20 USC 1232g, would prevent a school district from releasing this student information to the vendor. Subsection (b)(1)(f) of the statute specifically authorizes a school district to release personally identifiable student information for this purpose. The vendor is an organization conducting a study on behalf of the state educational agency for the purpose of improving instruction. The only condition on release of the information to the vendor is that the vendor must assure that the study will be conducted in a manner which assures that the personally identifiable information will not be released to a third party and that the vendor will destroy the information when it is no longer needed for purposes of the study.

PJZ:ss

## APPENDIX C

### Sample Cover Letter for Mail Surveys

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*Include a cover letter with each survey you conduct by mail. The letter should explain the survey and be typed on your school's letterhead stationery. You may modify the following sample cover letter to suit your local needs. It is important to keep your cover letter warm in tone and as brief as possible.*

*Professional data collectors feel that the inclusion of a personal communication of this type increases the return rate. They also feel that identification of the survey with state and federal agencies as well as institutions familiar to the person receiving the survey will also increase the return rate. In addition, the cover letter gives you an opportunity to explain to the person why the information is being sought and how it can benefit students.*

(Date)

Dear Former Student (or Alumnus/Alumna):

It's your chance to help (LEA) plan its Career and Technical Education programs for the future. By sharing with us on the enclosed form what you are doing now and how your school's CTE\* programs met your needs, we are able to get a clearer picture of what our program did for you and where you think we can improve. We are cooperating with both the Michigan Department of Education and the United States Department of Education in this effort.

Your answers and comments will help your school improve programs and services for your brothers, sisters and friends who are or will be attending (LEA) in the future.

Please fill out the enclosed survey form and return it in the included stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

## APPENDIX D

### Cover Letter for Non-Respondents

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*Send a Follow-Up letter or make a Follow-Up telephone call to former students who have not responded to the initial cover letter and survey form. The letter should explain the purpose of the mailing and be typed on your school's letterhead stationery. You may modify the following sample Follow-Up letter to suit your local needs.*

(Date)

Dear Former Student (or Alumnus/Alumna):

Recently we sent a survey form to you concerning the Career and Technical Education experiences\* you had at (LEA) and how they relate to what you are doing now. It is important that we include your opinions as we begin to look at the results of the survey.

In the event you did not receive it, we have enclosed another form for you to use. The survey is required by the State government and provides useful information regarding the success of our program.

Please fill out the enclosed survey form and return it in the included stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

