CTEIS INFORMER

Fall Newsletter

FALL CTEIS: WHAT YOU NEED TO KNOW!

2023 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.

Follow-Up Survey Best Practices:

Have you reviewed the 2022 list of Follow-Up best practices? The list was provided by 2022 survey results and includes tips on how to maximize Follow-up survey results. Some tips for RESD/RESA/ISD include:

- Set the bar high.
- Split the list by instructor and paraprofessionals for direct contact.
- Require weekly updates and incentives.

To view more tips, the **Follow-up Best Practices** document is available on the CTEIS Knowledgebase under the data entry tab and selecting Follow-Up.

2022-2023 Verification Study of the Follow-Up Survey of CTE Concentrators.

Periodically, the OCTE will commission a verification study of the Follow-Up survey of CTE concentrators. The goal of this validation study is to determine the validity of survey data. For more information: please review the bottom portion of the 2022 **Follow-Up Best Practices** document on the CTEIS Knowledgebase.

Upcoming Due Dates:

Follow-Up Report: Due to CEPD Administrator January 11, 2024. Due to OCTE January 18, 2024.

Follow-Up Report Q&A:

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 a second time when contacting students?

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**.

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.