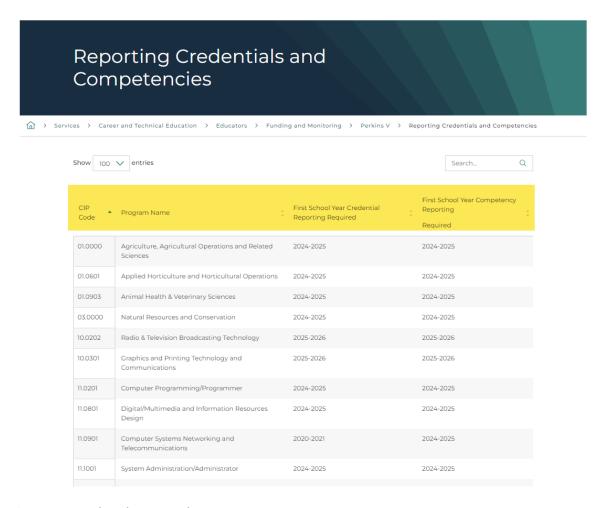
CTEIS User Group Meeting (Teams) Wednesday, May 7, 2024 10:00 – 11:00 am

Notes from Microsoft Teams Meeting

- Attendance of CTEIS Representatives for each CEPD (obtained from Chat) see last page.
- 2. There is a new report available on the OCTE Website. See link and screen shot below: Reporting Credentials and Competencies (michigan.gov)



- 3. PTD Technology Update.
 - Currently, the UIC Checker has been working well and there is no backlog of UICs to be checked.
 - The MSDS (Michigan Student Data System) checking of CTEIS UIC records is currently being run twice weekly. Next week the frequency of MSDS checks will be increased to twice weekly, then daily after Memorial Day.
 - May 12th is the deadline for districts to have ALL CTE students enrolled in at least one course-section of CTEIS, in order for the UIC match to be applied.
 - Building Enrollment Reports are available to CEPD Administrators that reflect current year summary enrollment data. These reports were designed to use as a

"smell test" to assist CEPD Administrators in spotting potential enrollment problems. (For example: No enrollment reported for a building; or enrollment reported for a building that is no longer operating CTE programs.)

CEPD Administrators can locate these reports by logging into CTEIS, and selecting the following:

- Select Admin Menu
- Under **CEPD Admin**
 - Select Enrollment Collection Review
 - Click on **Building Enrollments Report** (hotlink on right side of screen)
 - Click on radio button for desired Report...
 - Enrollment Counts by Program Report
 - Enrollment Counts by Building Report
 - Click Launch Report button
- PTD added a new Class List Report, but to run these reports for large districts was a
 cumbersome process, causing CTEIS to "time out". So PTD is working with some of
 the larger districts to explore ways to reduce the processing time needed. PTD
 added the ability to select **beginning month** to reduce the size of some reports.
- PTD is also exploring a way to display segment and competency data for coursesections reflected on the X0107 Funding Report.

4. Questions and Discussion

- Steven requested that PTD add a **sorting function** to the Class List Report. Doug will check into this.
- There is a new Credential Report available—a summary of approved credentials by grade. It reflects the number of students per grade that have a particular credential. Steven requested that a **student total** be added to the report. Doug will check into this.
- Steven indicated that he is no longer able to manually trigger a UIC resolution in the Manage Students module. Doug will look into this.
- Sharon had some issues with "bad UICs", but John at PTD Technology was able to assist her in fixing them. (FYI, only John has the ability to fix UICs—the UICs in CTEIS and MSDS must match.)
- Holly indicated that the WBL (Work-Based Learning) "Append" feature was adding double the data (but overwrite seems to work). PTD contacted Holly but could not reproduce this error. So the Append feature seems to be working now.

Also, the Student Advancement Export is not consistently correct. Once the adjustment is made to segments or competencies, removing a segment or competency is much more complex. PTD knows about this issue, and it should be corrected in the next few days.

Several people had questions concerning the MSIX Clock Hours data field used for reporting Migrant students. If a Migrant student completes a course-section, the student's grade should be reported in CTEIS (and <u>0</u> clock-hours are reported for this student). If a Migrant student does not complete a course-section, the number of clock-hours should be reported in CTEIS (and no grade is reported for this student).

Instructions concerning the **MSIX Clock Hours** can be found on **page 343** of the MSDS Manual. MSDS Collection Details Manual (michigan.gov)

The CTEIS instructions for reporting this data can be found here <u>Migrant</u> Students.pdf (cteis.com)

If you have additional questions concerning this field, please contact CEPI directly at CEPI@Michigan.gov or (517) 335-0505 ext 3.

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://support.cteis.com/Resources/User-Groups

CTEIS User Group Attendance

*Note: If you participated in the May 7, 2024 Microsoft Teams meeting, and your CEPD is not checked, please email Joan Church to be added to the attendance list.

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CEPD	Last Name	First Name	Representative	9-20-2033	11-15-2023	1-10-2024	3-06-2024	5-08-2024					
01	O'Leary	Dawn	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
02	Smith	Shannon	\boxtimes			\boxtimes	X						
03	Wilmot	Erin	\boxtimes										
04	Pelkola	Lori	\boxtimes		\boxtimes								
05	Miron	Jennie	\boxtimes	\boxtimes		X							
06	Jones	Patricia				\boxtimes	\boxtimes						
07	Sanderson	Hannah	\boxtimes	\boxtimes			X						
08	Jaroneski	Debbie	\boxtimes	\boxtimes									
09	LaRoche	Hannah					\boxtimes						
10	Tennant	Colleen	\boxtimes	\boxtimes			X						
11	Warren	Alexandra				\boxtimes	\boxtimes						
12	Young	Jay	\boxtimes		\boxtimes		\boxtimes						
13	Kulhawick	Lynn	\boxtimes	\boxtimes	\boxtimes		\boxtimes	\boxtimes					
14	Teske	Jocelyn	\boxtimes	\boxtimes	\boxtimes		\boxtimes						
15	Smith	Amy Jo	\boxtimes										
16	Reed	Carissa	\boxtimes			\boxtimes	\boxtimes	\boxtimes					
17	Myers	Heidi	\boxtimes										
18	Deans	Kim	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes					
19	Nunn	Jodie	\boxtimes		\boxtimes	\boxtimes	\boxtimes						
20	Graves	Kelly	\boxtimes	\boxtimes			\boxtimes	\boxtimes					
21	Mahn	Pam			\boxtimes	\boxtimes	\boxtimes	\boxtimes					
22	Dora	Jessica	\boxtimes			\boxtimes	\boxtimes	\boxtimes					
23	Mieske	Terrie	\boxtimes		\boxtimes		\boxtimes	\boxtimes					
24	Bartolowits	Megan	\boxtimes	\boxtimes		\boxtimes							
25	Gordon	Shelli	\boxtimes	\boxtimes	\boxtimes		\boxtimes	\boxtimes					
26	Navarro	Tracy											
27	Genaw	Tammy	\boxtimes										
28	Ball	Kristen	\boxtimes				\boxtimes						
29	Villarreal	Norma	\boxtimes	\boxtimes	\boxtimes	\boxtimes		\boxtimes					
30	Lloyd	Cari	\boxtimes		\boxtimes		\boxtimes						
31	Courter	Jackie			\boxtimes	\boxtimes	\boxtimes			[

			Representative	9-20-2023	11-15-2023	1-10-2024	3-06-2024	5-08-2024							
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34	Galvan	Debbie	\boxtimes		\boxtimes	\boxtimes	\boxtimes	\boxtimes							
35	Schomisch	Michael	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes][[][[
36	Miller	Jocelyn	\boxtimes	\boxtimes		\boxtimes	\boxtimes	\boxtimes] [] [
37	Jensen	Jennie	\boxtimes			\boxtimes	\boxtimes	\boxtimes] [] [
38	Blair	Kimberly	\boxtimes] [] [
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40	Williams	Shannon	\boxtimes	\boxtimes		\boxtimes	\boxtimes	\boxtimes							
41	Wilcox	Sharon	\boxtimes	\boxtimes	\boxtimes	X	\boxtimes	\boxtimes							
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43	Jones	Charlie	\boxtimes	\boxtimes		X									
44	Armer	Shawn	\boxtimes	\boxtimes	\boxtimes	X	\boxtimes	\boxtimes							
45	Brugger	Sheila	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes][
46	Rounds	Amy	\boxtimes	\boxtimes	\boxtimes		\boxtimes][][
47	Steinberger	DyAnn	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes][
48	Bressler	Elizabeth	\boxtimes			\boxtimes	\boxtimes								
49	Kern	Trish	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes][[
50	Sallee	Samantha	\boxtimes	\boxtimes	\boxtimes		\boxtimes	\boxtimes							
51	Fenning	Jennifer	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
52	Hazelman	Margo	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes			\prod				
53	Hills	Michele	\boxtimes				\boxtimes								
PTD	Wiesner	Doug													
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