The CTEIS Process

The average building-level reporter is tasked with entering data related to students, courses, and teachers into CTEIS. Various government and local reports leverage this data throughout the year to determine the efficacy of CTE programs as well as the funding each school may receive. New users sometimes find it helpful to break down the reports they are responsible for into smaller processes to focus on.

The CTEIS reporting process consists of four main steps:

Collect Data

Each report requires the collection of a specific set of data. In general, enrollment reports center around collecting enrollment information, instructor data, course section details, and student demographics. Expenditure reporters are concerned with different records, typically those related to program expenses. The Follow-Up report requires reporters to interview post-high school students to obtain first-hand accounts of the strengths and weaknesses of individual CTE programs.

Building reports tailored to the different CTEIS reports may also assist with your data collection process. To access these reports, log in to CTEIS, go to the “Reports” menu, and click “Building Reports.” The reports in this section of CTEIS are compiled using the data that you enter into the application. They are organized in several useful ways and may be saved, exported, and printed for your records.

Verify Data

Due to the importance of the data, you collect and submit, it is extremely important that you strive to verify your information in a reliable and consistent fashion. You are ultimately accountable for the data you report, and it is recommended that you ask data providers to sign your collection forms when gathering information. Also, remember to record the date and the name of the database you use when you draw records from a student management system.

Data Quality

Data quality refers to data that is:

- Accurate — the data is correct.
- Reliable — The data was collected using standard and consistent procedures.
- Timely — the data was submitted within an appropriate timeframe.

As you strive to obtain the highest quality data, remember to observe all laws and regulations regarding confidentiality and to protect your information from loss and corruption. Developing and following standard procedures to handle data collection, management, and reporting will simplify your task, allow the CTEIS input and submission processes to run smoothly, and help to ensure that state funds are correctly disbursed.

Go to the Source

Attempt to verify your records with the most accurate source at hand—that is, find the source "closest" to, or most likely to have first-hand knowledge of, the information. For example, a program instructor can personally provide and verify information regarding the students enrolled in his or her classes. When using multiple data management systems, practice cross-checking their outputs to try and discover inconsistencies and solve discrepancies.

Ask Questions

Asking questions can prevent a great deal of confusion and lost time as you prepare to enter your data into CTEIS. The following are examples of good verification questions to keep in mind:

- Do all course sections appear in my report and are they correct?
- Are the course section start and end dates accurate?
- Is the beginning month correct?
- Is the semester type correct?
- Is the primary instructor of each course section correctly identified and listed?
- Are all certification materials in order?
- Have all primary instructors reviewed and certified your list of course sections?
- Do additional staff members need to be reported for any course sections?
- Does each CTE student appear within CTEIS?
- Are all students progressing toward student advancement?
- Are students receiving all appropriate segments/competencies? Miscalculations can prevent student advancement and generally occur when:

Programs are designed improperly and do not include all 12 segments/competencies.

Students are placed into the wrong subsection of a course and are marked to receive incorrect segments/competencies.

Data Verification Summary

Program data is important for determining CTE funding levels and Perkins Core Performance Indicators, and the accuracy of this data is crucial. Unfortunately, data errors are a common problem, particularly since information concerning programs and staff is continuously adjusted. Key strategies for ensuring that your CTE information is complete, accurate, and timely include:

Following consistent, standard processes and procedures for providing, collecting, entering, verifying, and compiling data by utilizing:

- Instructional manuals are available on the knowledge base,
- CTEIS reports are available with a CTEIS login.
- Standard terminology docs
- Data collection techniques.
- Data import and export utilities instead of manual entry.

Checking data for accuracy prior to submission by:

- Verifying data with the source "closest" to the information.
- Closely examining similar data fields within different management systems.
- Estimating report values prior to entering them.
- Understanding the error-checking tools within CTEIS.

- Reviewing the warnings and errors generated by validation tools.
- Training everyone involved in collecting, entering, verifying, and submitting CTE data.
- Taking advantage of state-provided resources such as: Manuals, guides, codebooks, and training workshops.
- Technical support

Input Data

Data entry methods vary for each seasonal report, but specific instructions for completing can be found in the various online modules. Please review the online Enrollment modules.

Complete and Submit Reports

When all information has been entered, Reporters may then complete their reports by clicking on the **"Completion"** buttons within the individual report menus. This will direct users to a **"Submission"** screen where they may indicate the year and the buildings for which they are compiling data. This area also alerts building-level reporters to data errors discovered by the CTEIS validation tools. After acknowledging all warnings and clearing all errors, users may mark their buildings "complete," which will lock those buildings from further editing. CTEIS will then attempt to send an email alert to the appropriate Fiscal Agency Authorized Official indicating that the report is ready for review.

Fiscal Agency Authorized Officials will also complete their initial review of building-level report data and forward the information to their respective CEPD Administrators using the features found on their **"Submission"** pages. Similarly, CEPD Administrators will use these screens to complete the final review of report data and submit it to OCTE.