

Data Interview Questions

Data Interview Questions – CTEIS Input Staff

1. Do you import student data from student management system(s)? (D01)
2. Who is your Michigan Student Data System (MSDS) Coordinator and who is your UIC Resolver? Do you exchange information regarding students with the Coordinator? (D02)
3. Have you used the CTEIS Data Code Manual from the public reports page on www.CTEIS.com? Was it helpful? Recommendations? (D02, D05)
4. Who is your CEPD CTEIS User Group representative? (D02, D05)
5. What is your process for collecting course-section information? (D02, D05) What is your process for collecting student enrollment information? (D05)
6. How do you ensure that all student information is secure? (FERPA) (D08)
7. How do you obtain current phone numbers for follow-up purposes (D01)?
8. How do you obtain information on displaced homemakers and single parents, including single pregnant women? Who is responsible for identifying these students? How is this information shared with you? (D02a)
9. How do you verify the special populations information in MSDS? If incorrect, what procedure is used to correct the special populations information in the MSDS? (includes MSDS Characteristics and Special Education Components: Supplemental Nutrition [Fall MSDS Only], Primary Disability, Secondary Disability, IEP Date, Support Services, Program Service Code, Primary Educational Setting, Placed By Another District IEP, Special Education Exit Reason, Special Education Exit Date, Section 52 FTE, Section 53 FTE, LEP Exit Date, and LEP Re-Entry Date). (D02a)
10. What is the process used to verify students' exit status in MSDS? If a student's district exit status/high school graduation status is incorrect, what procedure is used to correct it? (D01)
11. If core student data (UIC, gender, DOB, first name, last name) is incorrect in CTEIS, the UIC Master, or MSDS, what procedure is used to correct it? (D01)
12. What procedure is used to identify students who exit a course-section prior to the end of the term? How do you get this information? What procedure is used for reporting course-section enter and exit dates in CTEIS? (D05)

Data Interview Questions – Follow-Up Survey

1. How do you keep the follow-up information secure? (D08)
2. How do you maintain confidentiality for CTE Follow-Up Survey responses? (D08)
3. What kind of training do interviewers receive? (D01)
4. Do you know how to find the current CTE Follow-up Interview Protocol Manual? How do you use this manual? (D01)
5. How many times do interviewers attempt to contact the students and/or proxies for follow-up? (D01)
6. How do you obtain current phone numbers for follow-up purposes? (D01)
7. Do instructors/staff share information about the follow-up survey with students before they leave the program? (D01)
8. How is information from the CTE follow-up survey (particularly related placement) disseminated/used for program improvement? (D06)

Data Interview Questions – CTE Administrator

1. How do you ensure that all student information is secure? (D08)
2. What is the process for providing information to CTEIS data entry staff regarding segments in each course-section? (D02b)
3. What is the process for checking the UICs and MSDS fields for accuracy? (D02a)
4. How do you maintain confidentiality for CTE Follow-up survey responses? (D08)
5. What kind of training do interviewers receive? (D01, D08)
6. Do you know how to find the current CTE Follow-up Interview Protocol Manual? How do you use this manual?(D01)
7. How many times do interviewers attempt to contact the students and/or proxies for follow-up? (D01)
8. How do you obtain current phone numbers for follow-up purposes? (D01)
9. Do instructors/staff share information about the follow-up survey with students before they leave the program? (D01)
10. How do you review CPI performance levels with CTE administrators, instructors, counselors, and SPOPS coordinators? (D03)
11. How do you ensure that all eligible concentrators take the technical skill assessments? (D01)
12. Describe your process for conducting technical skill assessments including use of site coordinator(s) and proctor(s) (D01)
13. What is your procedure for reporting which students took the technical skill assessment, and accurately reporting the student scores? (D01)
14. What process do you use to identify and accurately report secondary students in a Program of Study who: 1) enroll in postsecondary education, 2) enroll in the same field or major, 3) complete a state or industry-recognized certification or licensure? (D04)