



STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

KEITH W. COOLEY  
DIRECTOR

June 18, 2007

Mr. Michael J. Moody, Director  
Office of Financial Management  
Department of Management & Budget  
Romney Building – Seventh Floor  
111 S. Capitol, P.O. Box 30026  
Lansing, Michigan 48909

Dear Mr. Moody:

We are enclosing our response to comments made in the Office of the Auditor General's Performance Audit of the Michigan Career and Technical Institute (MCTI), Department of Labor and Economic Growth for the period August 1, 2003 through March 31, 2006.

If you have any questions regarding this report, please feel free to call me at 335-1953.

Sincerely,

Signature Redacted

Allen Williams, Director  
Internal Audit Division

Enclosure

cc: Keith W. Cooley  
Andy S. Levin  
Susan Corbin  
Allan Pohl  
Jaye Shamsiddeen  
Lori Shader-Patterson  
Dennis Hart

## AUDIT RESPONSE SUMMARY

Performance Audit of the Michigan Career and Technical Institute  
Department of Labor and Economic Growth  
For the period August 1, 2003 through March 31, 2006

I. Citations complied with:

None.

II. Citations to be complied with:

# 1 - Expected date of compliance – October 1, 2008.

# 2 - Expected date of compliance – January 1, 2008.

# 3 - Expected date of compliance – October 1, 2007.

III. Citations agency disagrees with:

None

**Audit Response**  
**Performance Audit of the Michigan Career and Technical Institute**  
**Department of Labor and Economic Growth**  
**For the period August 1, 2003 through March 31, 2006**

**1. Evaluation of MCTI Effectiveness**

Finding

MCTI had not fully implemented a comprehensive continuous quality improvement (CQI) process for its vocational training programs.

Recommendation

We recommend that MCTI fully implement a comprehensive CQI process for its vocational training programs.

Agency Response

DLEG agrees with this recommendation and is actively working on compliance. Current plans include developing automated reports and evaluative processes to ensure that MCTI continues to meet qualifications for the North Central Association's Commission on Accreditation and School Improvements, the Commission on Accreditation of Rehabilitation Facilities accreditation process, and factors associated with federal rehabilitation standards. This work is being done in cooperation with the College of Rehabilitation Services associated with Michigan State University. Upon completion, DLEG will examine other evaluative measures, as appropriate. Our expected date for fully implementing the CQI process is October 1, 2008.

**2. Postgraduate Follow-Up**

Finding

MCTI did not consistently conduct and document postgraduate follow-up with all graduates and/or their employers.

Recommendation

We recommend that MCTI consistently conduct and document postgraduate follow-up with all graduates and/or their employers.

Agency Response

DLEG agrees with this recommendation and will reevaluate the postgraduate follow-up process and will comply with written procedures. This will be accomplished by reviewing existing procedures and then revising and documenting any new processes and procedures. Our expected date to be in full compliance is January 1, 2008.

### 3. Training Prerequisites

#### Finding

MCTI did not ensure that students met vocational training prerequisites before the students entered vocational training. Also, MCTI did not sufficiently document student waivers of vocational training prerequisites.

#### Recommendation

We recommend that MCTI ensure that students meet vocational training prerequisites before the students enter vocational training.

We also recommend that MCTI sufficiently document student waivers of vocational training prerequisites.

#### Agency Response

DLEG agrees with these recommendations and will comply. A committee has been formed at MCTI to evaluate and update suggested training requirements. The committee has met on several occasions and MCTI Program Managers have received training in appropriate case documentation during in-service training.

Updated training pre-requisites are in the process of being reviewed by MCTI staff and are expected to be in place by the beginning of academic year 2007-2008. The updated pre-requisites will be posted on E-Learn for Michigan Rehabilitation Services customers and incorporated into the next edition of the MCTI catalog for other stakeholders. Program Managers will receive training specific to documentation of waivers to training pre-requisites. Our expected date to be in full compliance is October 1, 2007.