

N A T I O N A L



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# Post-School Outcome Data Collection Protocol

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**Revised For New Measurement Table**

**Updated June 14, 2010**

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## ***Disclaimer***

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# Post-School Outcome Data Collection Protocol

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June 2010

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## PURPOSE

The purpose of this **Post-School Outcome Data Survey** is to offer an optional—but practical and uniform—way for collecting data on post-school outcomes of former students with disabilities who leave public secondary schools.

This Survey has been revised to meet new **Indicator 14 requirements** for the Part B State Performance Plan (SPP) and the Annual Performance Report (APR) as defined by the February 2009 Indicator/Measurement Table and the May 2010 Indicator/Measurement Table.

In addition to this Protocol, we encourage readers to review the NPSO developed “Frequently Asked Questions: Revised Part B Indicator 14 Post-School Outcomes” available at <http://www.psocenter.org>. This FAQ contains clarification of definitions, as well as important information on timelines and how to count the components of the measurement and calculate Indicator 14 for submission in the State Performance Plan and Annual Performance Report (SPP/APR). Below is Indicator 14 from the revised 2010 Measurement Table.

### **New Indicator 14 Requirements Defined in the Part B SPP/APR Indicator/Measurement Table OMB NO: 1820-0624/Expiration Date: 2/29/2012**

**Note:** Throughout this document *italics* indicate direct quotes from the new (May 2010) Indicator/Measurement Table. **Bold emphasis added.**

*Indicator 14: Percent of youth who are no longer in secondary school, had Individualized Education Programs (IEPs) in effect at the time they left school, and were:*

- A. *Enrolled in higher education within one year of leaving high school.*
- B. *Enrolled in higher education or competitively employed within one year of leaving high school.*
- C. *Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))*

#### **Data Source and Measurement**

- A. *Percent enrolled in **higher education** = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.*
- B. *Percent enrolled in **higher education or competitively employed** within one year of leaving high school = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education or competitively employed within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.*

C. Percent enrolled in **higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment** = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

Collect data by September 2010 on students who left school during 2008-2009, timing the data collection so that at least one year has passed since the students left school. Include students who dropped out during 2008-2009 or who were expected to return but did not return for the current school year. This includes all youth who had an IEP in effect at the time they left school, including those who graduated with a regular diploma or some other credential, dropped out, or aged out.

## I. Definitions

**Enrolled in higher education** as used in measures A, B and C means youth have been enrolled on a full- or part-time basis in a community college (2-year program) or college/university (4- or more year program) for at least one complete term, at anytime in the year since leaving high school.

**Competitive employment** as used in measures B and C means that youth have worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 days at any time in the year since leaving high school. This includes military employment.

**Enrolled in other postsecondary education or training** as used in measure C, means youth have been enrolled on a full- or part-time basis for at least 1 complete term at any time in the year since leaving high school in an education or training program (e.g., Job Corps, adult education, workforce development program, vocational technical school which is less than a 2-year program).

**Some other employment** as used in measure C means youth have worked for pay or been self-employed for a period of at least 90 days at any time in the year since leaving high school. This includes working in a family business (e.g., farm, store, fishing, ranching, catering services, etc.).

## II. Data Reporting

Provide the actual numbers for each of the following mutually exclusive categories. The actual number of "leavers" who are:

1. Enrolled in higher education within one year of leaving high school;
2. Competitively employed within one year of leaving high school (but not enrolled in higher education);
3. Enrolled in some other postsecondary education or training program within one year of leaving high school (but not enrolled in higher education or competitively employed);
4. In some other employment within one year of leaving high school (but not enrolled in higher education, some other postsecondary education or training program, or competitively employed).

*“Leavers” should only be counted in one of the above categories, and the categories are organized hierarchically. So, for example, “leavers” who are enrolled in full- or part-time higher education within one year of leaving high school should only be reported in category 1, even if they also happen to be employed. Likewise, “leavers” who are not enrolled in either part- or full-time higher education, but who are competitively employed, should only be reported under category 2, even if they happen to be enrolled in some other postsecondary education or training program.*

### **III. Reporting On the Measures/Indicators**

*Targets must be established for measures A, B, and C.*

*Measure A: For purposes of reporting on the measures/indicators, please note that any youth enrolled in an institution of higher education (that meets any definition of this term in the HEA) within one year of leaving high school must be reported under measure A. This could include youth who also happen to be competitively employed, or in some other training program; however, the key outcome we are interested in here is enrollment in higher education.*

*Measure B: All youth reported under measure A should also be reported under measure B, in addition to all youth that obtain competitive employment within one year of leaving high school.*

*Measure C: All youth reported under measures A and B should also be reported under measure C, in addition to youth that are enrolled in some other postsecondary education or training program or in some other employment.*

*Describe the calculations and results using actual numbers and compare these results to the targets. Include a description of how the State has ensured that survey data are valid and reliable, including how the data represent the demographics of the State.*

*In the FFY 2009 submission, due February 1, 2011, establish a new baseline, targets and, as needed, improvement activities for this indicator.*

## OVERVIEW AND INSTRUCTIONS

This revised **Post-School Outcome Data Collection Protocol** is based on these May 2010 Indicator/Measurement requirements and consists of two parts. The Student Demographic profile collected prior to the youth's exit and the post-school outcome survey collected at least one year after the youth's exit from school.

### 1. Student Demographic Profile and Contact Information

The **Demographic Profile** consists of 10 demographic questions plus collection of contact information (see pages 6-7).

The demographic data are important to collect on **all** students who have IEPs when they leave high school. These data are likely available in the student information system already existing in districts or states. States may choose to collect these data through various sources, including existing student records, at the student's final IEP or through extant data available through state departments of education and/or local school districts.

In addition to the 10 demographic data, it is critical to capture current and anticipated **Contact Information**. Collecting multiple contacts will increase the likelihood of contacting the student or family a year after the student leaves school. This will increase the response rate, and in turn, increase the representativeness of the data gathered.

### 2. Post-School Outcome Survey

The **Survey** consists of 8 questions (see pages 8-9). These data are to be collected *by September 2010 on students who left school during 2008-2009, timing the data collection so that at least one year has passed since the students left school. Include students who dropped out during 2008-2009 or who were expected to return but did not return for the current school year. This includes all youth who had an IEP in effect at the time they left school, including those who graduated with a regular diploma or some other credential, dropped out, or aged out.*

The **Survey** reflects essential questions needed for Indicator 14 reporting. States may choose to go beyond these essential questions at their own discretion or based on their programmatic needs.

States may use multiple data collection procedures. For example, information on a student's post-school outcomes may be gathered by surveying or interviewing (e.g., in-person, phone, web or mail) the student or his or her family member directly or by using state-level, extant databases (e.g., state employment, higher education, vocational rehabilitation).

On pages 6-7, we present the **Student Demographic Profile and Contact Information**.

Then we present the **Post-School Outcome Survey** in three versions to enhance understanding of the calculations:

- On pages 8-9, we present the **Survey** with no highlighting
- On pages 12-13, we present the **Survey** highlighted with **yellow** to easily identify responses needed to calculate "*higher education*" and "*competitively employed*";
- On pages 14-15, we present the **Survey** highlighted with **blue** to easily identify responses needed to calculate "*some other postsecondary education or training program*" and "*some other employment*."
- On pages 10-11, we describe and display how to calculate Indicator 14 using this survey.

The National Post-School Outcomes Center provides technical assistance to States and their partners to design and implement practical, rigorous post-school outcome data collection systems.

For assistance implementing these changes:

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# STUDENT DEMOGRAPHIC PROFILE AND CONTACT INFORMATION

**Match the following to your State demographics.**

Much of the data on student demographics can be gathered from existing State or district student information databases. Wherever possible variables are matched to the Part B data collection forms for child count and exiting.

**NOTE:** The numbers in parens behind the response options are to help in numerically coding the data for data entry purposes.

## DEMOGRAPHICS SECTION

Whenever possible, provide the unique state-issues student identifier (4a). Additional demographic item should be pre-populated to support reporting.

1. School district name: \_\_\_\_\_
2. School district code: \_\_\_\_\_
- 3a. Student's last name: \_\_\_\_\_
- 3b. Student's first name: \_\_\_\_\_
- 3c. Student's middle name or initial: \_\_\_\_\_
- 4a. Student's District ID: \_\_\_\_\_
- 4b. Student's State ID: \_\_\_\_\_
- 4c. Student's Survey ID: \_\_\_\_\_

5. Student's date of birth: Month (mm): \_\_\_\_ Day (dd): \_\_\_\_ Year (yyyy): \_\_\_\_\_

6. Date student exited school: Month (mm): \_\_\_\_ Day (dd): \_\_\_\_ Year (yyyy): \_\_\_\_\_

7. Student's PRIMARY special education disability: (*CHECK ONE OPTION*)

- \_\_\_\_\_ Mental Retardation (1)
- \_\_\_\_\_ Hearing Impairment (including deafness) (2)
- \_\_\_\_\_ Speech or Language impairment (3)
- \_\_\_\_\_ Visual Impairment (including blindness) (4)
- \_\_\_\_\_ Emotional Disturbance (5)
- \_\_\_\_\_ Orthopedic Impairment (6)
- \_\_\_\_\_ Autism (7)
- \_\_\_\_\_ Traumatic brain injury (8)
- \_\_\_\_\_ Other Health Impairment (9)
- \_\_\_\_\_ Specific Learning Disability (10)
- \_\_\_\_\_ Deaf/blindness (11)
- \_\_\_\_\_ Multiple disabilities (12)
- \_\_\_\_\_ No Answer (99)

8. Gender (*CHECK ONE OPTION*)

- \_\_\_\_\_ Female (1)
- \_\_\_\_\_ Male (2)
- \_\_\_\_\_ No Answer (99)



9. Race/Ethnicity in school records (*CHECK ALL THAT APPLY*) (**NOTE: These are aligned with the new 7 categories for race/ethnicity required by 2010; again, match to option your state is currently using.**)

- \_\_\_\_\_ American Indian or Alaska Native (1)
- \_\_\_\_\_ Asian (2)
- \_\_\_\_\_ Black or African American (not Hispanic) (3)
- \_\_\_\_\_ Hispanic/Latino (4)
- \_\_\_\_\_ Native Hawaiian or Other Pacific Islander (5)
- \_\_\_\_\_ White (not Hispanic) (6)
- \_\_\_\_\_ Two or more races (7)
- \_\_\_\_\_ No Answer (99)

10. Manner in which student exited school (*CHECK ONE OPTION*)

- \_\_\_\_\_ Graduated with regular high school diploma (1)
- \_\_\_\_\_ Received a certificate (certificate of completion, modified diploma) (2)
- \_\_\_\_\_ Reached maximum age (3)
- \_\_\_\_\_ Dropped out (4)
- \_\_\_\_\_ No Answer (99)

#### **CONTACT INFORMATION AFTER LEAVING HIGH SCHOOL**

*If the student and/or family member are to be contacted for the post-school survey, the following information will be necessary. This information typically is found in the student's file for the last year in high school.*

Family Member Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Facebook: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Facebook: \_\_\_\_\_

Student's Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Facebook: \_\_\_\_\_

## POST-SCHOOL OUTCOME SURVEY

THESE DATA ARE TO BE GATHERED ONE YEAR FOLLOWING THE STUDENT'S EXIT FROM HIGH SCHOOL.

### POSTSECONDARY SCHOOL

1. At any time since leaving high school, *have you ever* been enrolled in any school, job training, or education program? [NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]

- (1) NO → GO TO QUESTION 4  
(2) YES → GO TO QUESTIONS 2 AND 3  
(99) No Answer

2. Did you complete an entire term? [NOTE: this can be any complete term including quarter, semester, inter-session, summer, on-line]

- (1) NO  
(2) YES  
(99) No Answer

3. Describe the kind of school or job training program you were enrolled. (*CHECK ONE OPTION*) [NOTE: If telephone survey, ask as an open-ended question and train interviewers to check the appropriate response.]

- High school completion program (e.g., Adult Basic Education, GED) (1)  
 Short-term education or employment training program (e.g., WIA, Job Corps)(2)  
 Vocational, technical, trade School (3)  
 2- or 4-year college or university (4)  
 Religious or church sponsored mission. [NOTE: Adjust examples based on your state.] (5)  
 Other (Specify): \_\_\_\_\_ (88)  
 No Answer (99)

### EMPLOYMENT

4. At any time since leaving high school, *have you ever* worked? [NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]

- (1) NO → STOP: DATA COLLECTION COMPLETED  
(2) YES → GO TO QUESTIONS 5, 6, 7 & 8  
(99) No Answer

5. Since leaving high school, have you worked for a total of 3 months (about 90 days)? [NOTE: Days do not need to be in a row.]

- (1) NO
- (2) YES
- (99) No Answer

6. Did you work an average 20 or more hours per week (or about half time of a 40-hour week)? [NOTE: hours may vary week to week.]

- (1) NO
- (2) YES
- (99) No Answer

7. Were you paid at least minimum wage? [NOTE: You may want to insert your state's minimum wage as a prompt.]

- (1) NO
- (2) YES
- (99) No Answer

8. Describe the job you have or have had? (*CHECK ONE OPTION*) [NOTE: If a telephone survey, ask this question as an open-ended question and train interviewers to mark appropriate response.]

- In a company, business, or service with people with and without disabilities (1)
- In the military (2)
- In supported employment (paid work with services and wage support to the employer) (3)
- Self-employed (4)
- In your family's business (e.g., farm, store, fishing, ranching, catering) (5)
- In sheltered employment (where most workers have disabilities) (6)
- Employed while in jail or prison (7)
- Other (Specify) \_\_\_\_\_ (88)
- No Answer (99)

**DATA COLLECTION COMPLETED**

## CALCULATIONS FOR INDICATOR 14 USING POST-SCHOOL OUTCOME SURVEY

Using responses to the **Survey**, calculate percentages for Indicator 14 A, B and C based on the chart below.

First, determine each respondent's status in

1. Higher Education
2. Competitively Employed
3. Some Other Postsecondary Education or Training Program
4. Some Other Employment, and
5. Not Engaged in 1-4.

Use these numbers to calculate A, B and C of the Indicator 14.

In the table below, "Q" corresponds to the **Survey** question number and "R" corresponds to the numbered response option to the specified question.

Indicator 14 Measure	Survey Questions (Q) with numbered Response Options (R)
1: Higher Education =	Q1 (R2) + Q2 (R2) + Q3 (R4)
2: Competitively Employed =	Q4 (R2) + Q5 (R2) + Q6 (R2) + Q7 (R2) + Q8 one of the following: (R1), (R2), (R3), (R4), (R5)
3: Some Other Postsecondary Education or Training Program =	Q1 (R2) + Q2 (R2) + Q3 one of the following: (R1), (R2), (R3), (R5) or (R88) or (R99)
4: Some Other Employment =	Q4 (R2) + Q5 (R2) + either Q6 (R1) or (R2) or (R99) and/or Q7 (R1) or (R2) or (R99) + Q8 one of the following: (R1), (R2), (R3), (R4), (R5), (R6), (R7) (R88) or (R99)
5: Not engaged in 1 – 4 above	Q1 (R1) + (R99) + Q4 (R1) + (R99) or Q4 (R2) + Q5(R1) or Q1 (R2) + Q2 (R1) or (R99)

Yellow denotes corrections identified November 2012.

To calculate the indicator percentages, use the following calculations:

A = 1 divided by total number of respondents

B = 1 + 2 divided by total number of respondents

C = 1 + 2 + 3 + 4 divided by total number of respondents

A visual representation of the calculations for A, B, and C:

<b>1 =</b> <b># Higher Ed</b>	<b>2 =</b> <b># Competitive Employed</b>	<b>3 =</b> <b># Postsecondary Education or Training</b>	<b>4 =</b> <b># Other Employed</b>	<b># Other or Not Engaged</b>  (States are not required to report this # but they are part of the denominator)
<b>A = 1/ Total respondents</b>				
<b>B = 1+2/ Total respondents</b>				
<b>C = 1+2+3+4/ Total respondents</b>				
<b>Total Respondents</b>				

**HIGHLIGHTS INDICATE "HIGHER EDUCATION" AND "COMPETITIVE EMPLOYMENT"**

**POST-SCHOOL OUTCOME SURVEY**

THESE DATA ARE TO BE GATHERED ONE YEAR FOLLOWING THE STUDENT'S EXIT FROM HIGH SCHOOL.

**POSTSECONDARY SCHOOL**

**HIGHLIGHTED RESPONSES MUST BE SELECTED TO COUNT AS "HIGHER EDUCATION"**

1. At any time since leaving high school, *have you ever* been enrolled in any other school, job training, or education program? [NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]

- (1) NO → GO TO QUESTION 4  
(2) YES → GO TO QUESTIONS 2 AND 3  
(99) No Answer

2. Did you complete an entire term? [NOTE: this can be any complete term including quarter, semester, inter-session, summer, on-line]

- (1) NO  
(2) YES  
(99) No Answer

3. Describe the kind of school or job training program you were enrolled. (*CHECK ONE OPTION*) [NOTE: If telephone survey, ask as an open-ended question and train interviewers to check the appropriate response.]

- High school completion program (e.g., Adult Basic Education, GED) (1)  
 Short-term education or employment training program (e.g., WIA, Job Corps)(2)  
 Vocational, technical, trade School (3)  
 2- or 4-year college/university (4)  
 Religious or church sponsored mission [NOTE: Adjust examples based on your state.] (5)  
 Other (Specify): \_\_\_\_\_ (88)  
 No Answer (99)

## EMPLOYMENT

### **HIGHLIGHTED RESPONSES MUST BE SELECTED TO COUNT AS "COMPETITIVELY EMPLOYED"**

4. At any time since leaving high school, *have you ever* worked? [NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]
- (1) NO → STOP: DATA COLLECTION COMPLETED  
(2) YES → GO TO QUESTIONS 5, 6, 7 & 8  
(99) No Answer
5. Since leaving high school, have you worked for a total of 3 months (about 90 days)? [NOTE: Days do not need to be in a row.]
- (1) NO  
(2) YES  
(99) No Answer
6. Did you work on average 20 or more hours per week (or about half time of a 40-hour week)? [NOTE: hours may vary week to week.]
- (1) NO  
(2) YES  
(99) No Answer
7. Were you paid at least minimum wage? [You may want to insert your state's minimum wage as a prompt.]
- (1) NO  
(2) YES  
(99) No Answer
8. Describe the job you have or have had? (**CHECK ONE OPTION**) [Note: If a telephone survey, ask this question as an open-ended question and train interviewers to mark appropriate response.]
- \_\_\_ In a company, business, or service with people with and without disabilities (1)  
\_\_\_ In the military (2)  
\_\_\_ In supported employment (paid work with services and wage support to the employer) (3)  
\_\_\_ Self-employed (4)  
\_\_\_ In your family's business (e.g., farm, store, fishing, ranching, catering) (5)  
\_\_\_ In sheltered employment (where most workers have disabilities) (6)  
\_\_\_ Employed while in jail or prison (7)  
\_\_\_ Other (Specify) \_\_\_\_\_ (88)  
\_\_\_ No Answer (99)

**DATA COLLECTION COMPLETED**

**HIGHLIGHTS INDICATE "SOME OTHER EDUCATION OR TRAINING" AND "SOME OTHER EMPLOYMENT"**

**POST-SCHOOL OUTCOME SURVEY**

THESE DATA ARE TO BE GATHERED ONE YEAR FOLLOWING THE STUDENT'S EXIT FROM HIGH SCHOOL.

**POSTSECONDARY SCHOOL**

**HIGHLIGHTED RESPONSES MUST BE SELECTED TO COUNT AS "SOME OTHER POSTSECONDARY EDUCATION OR TRAINING PROGRAM"**

1. At any time since leaving high school, *have you ever* been enrolled in any other school, job training, or education program? [NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]

- (1) NO → GO TO QUESTION 4  
(2) YES → GO TO QUESTIONS 2 AND 3  
(99) No Answer

2. Did you complete an entire term? [NOTE: this can be any complete term including quarter, semester, inter-session, summer, on-line]

- (1) NO  
(2) YES  
(99) No Answer

3. Describe the kind of school or job training program you were enrolled. (*CHECK ONE OPTION*) [NOTE: If telephone survey, ask as an open-ended question and train interviewers to check the appropriate response.]

- High school completion program (e.g., Adult Basic Education, GED) (1)  
 Short-term education or employment training program (e.g., WIA, Job Corps)(2)  
 Vocational, technical, trade School (3)  
 2- or 4-year college/university (4)  
 Religious or church sponsored mission [NOTE: Adjust examples based on your state.] (5)  
 Other (Specify): \_\_\_\_\_ (88)  
 No Answer (99)



## EMPLOYMENT

### **HIGHLIGHTED RESPONSES MUST BE SELECTED TO COUNT AS "SOME OTHER EMPLOYMENT"**

4. At any time since leaving high school, *have you ever worked?* [NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]

(1) NO → STOP: DATA COLLECTION COMPLETED  
(2) YES → GO TO QUESTIONS 5, 6, 7 & 8  
(99) No Answer

5. Since leaving high school, have you worked for a total of 3 months (about 90 days)? [NOTE: Days do not need to be in a row.]

(1) NO  
(2) YES  
(99) No Answer

### **EITHER/OR BOTH Q 6 AND Q7**

6. Did you work on average 20 or more hours per week (or about half time of a 40-hour week)? [NOTE: hours may vary week to week.]

(1) NO  
(2) YES  
(99) No Answer

7. Were you paid at least minimum wage? [You may want to insert your state's minimum wage as a prompt.]

(1) NO  
(2) YES  
(99) No Answer

8. Describe the job you have or have had? (**CHECK ONE OPTION**) [NOTE: If a telephone survey, ask this question as an open-ended question and train interviewers to mark appropriate response.]

\_\_\_ In a company, business, or service with people with and without disabilities (1)  
\_\_\_ In the military (2)  
\_\_\_ In supported employment (paid work with services and wage support to the employer) (3)  
\_\_\_ Self-employed (4)  
\_\_\_ In your family's business (e.g., farm, store, fishing, ranching, catering) (5)  
\_\_\_ In sheltered employment (where most workers have disabilities) (6)  
\_\_\_ Employed while in jail or prison (7)  
\_\_\_ Other (Specify) \_\_\_\_\_ (88)  
\_\_\_ No Answer (99)

**DATA COLLECTION COMPLETED**