PaTTAN
Pennsylvania Training and Technical Assistance Network

Pennsylvania Post School Outcomes Exit Survey Target Year 5

February 27, 2020

Using Zoom

- Hearing OK? If not click “test computer audio” or join via telephone
- We have muted all participants
- You may reach the presenters by using the chat feature on your Zoom screen

If you are attending as part of a group

- Please send an email to papos@pattanpgh.net indicating the names of those in attendance at your site.

Agenda

- Make connections to the Pa State Performance Plan (SPP)
- Identify the Target Population for Indicator 14 Exit Survey
- Demonstrate accessing the online system for PA Post School Outcomes Survey

Training Session Materials

- IU and PaTTAN Transition Consultants' Support Structure for PaPOS 2019-2020
- Contacting Hard-to-Find Youth: Strategies for the Post-School Survey
- Strategies to Contact Youth for the PaPOS Process: Lessons from Pennsylvania Schools
- Today's PowerPoint (background information, timelines, directions for survey completion)
- A blank Exit Survey Form

PaTTAN's Mission

The mission of the Pennsylvania Training and Technical Assistance Network (PaTTAN) is to support the efforts and initiatives of the Bureau of Special Education, and to build the capacity of local educational agencies to serve students who receive special education services.

PDE's Commitment to Least Restrictive Environment (LRE)

Our goal for each child is to ensure Individualized Education Program (IEP) teams begin with the general education setting with the use of Supplementary Aids and Services before considering a more restrictive environment.

State Performance Plan (SSP)

- Required for each state
- Evaluates the efforts of the state to implement IDEA
- Describes how the state will improve IDEA implementation

State Performance Plan (SSP)

- Indicator 14 – Students achieving their Postsecondary goals
- Indicator 1 & 2 - Students staying in school and graduating
- Indicator 13 – High quality IEPs designed to help students achieve their post secondary goals
- The Foundation – High quality rigorous, standards-aligned secondary school programs for all students

National Technical Assistance Center on Transition

www.transitionta.org

Pennsylvania Post-School Outcome Survey

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PaPOS is a 2 year process

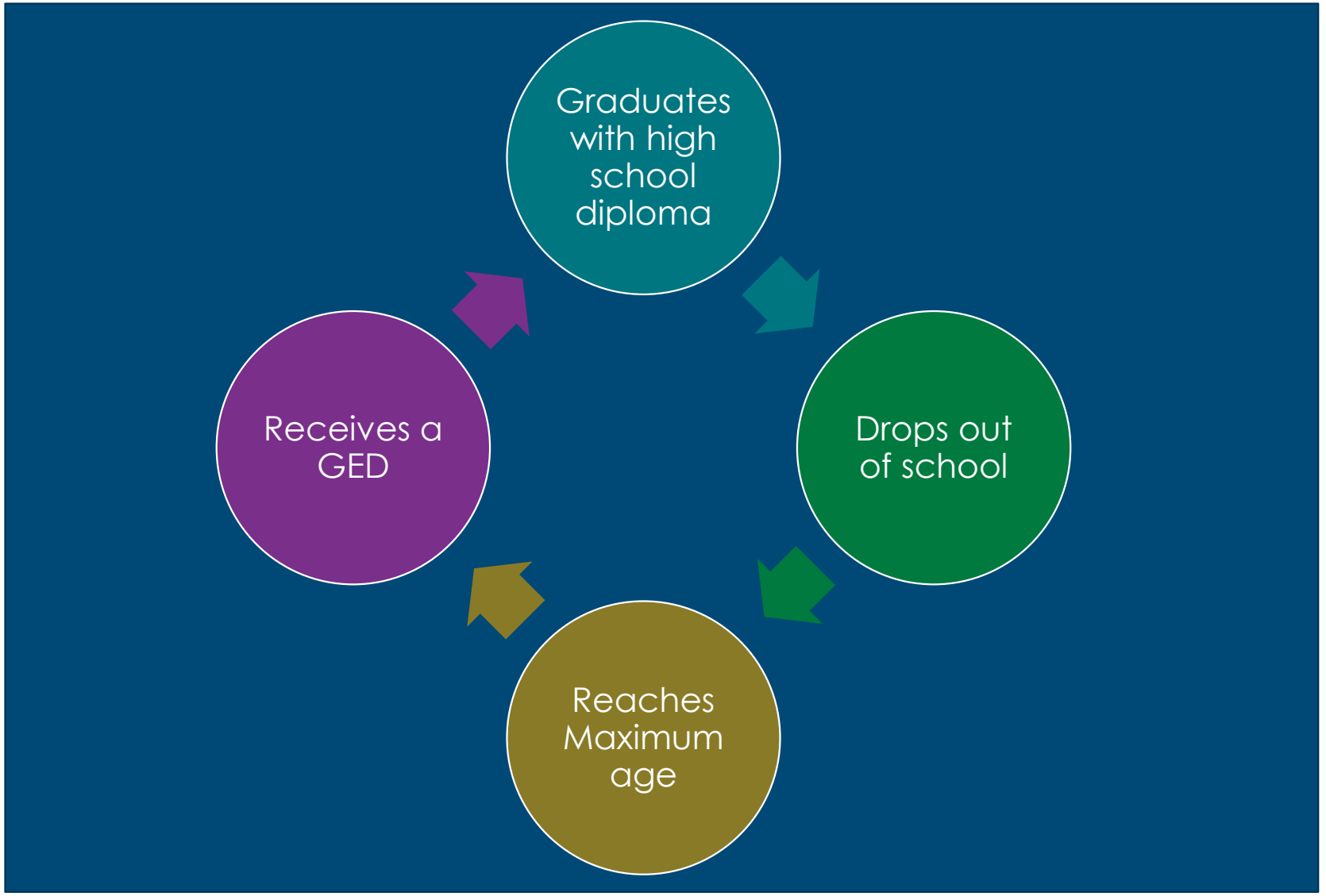
2019-2020

- Complete EXIT surveys for all potential leavers during 2019-20 school year

2020-2021

- Complete POST SCHOOL surveys for those same leavers form 2020-21 school year

Survey Population for PaPOS



How do I get a list of potential "leavers"?

- Identified through the December 1, 2018 child accounting/penn data report
- All students with IEPs between ages 16 and 20
- ***LEA reviews the list and helps to create a more accurate list of 2019-20 leavers***

Exceptions to June 30, 2020

Summer Scenario 1

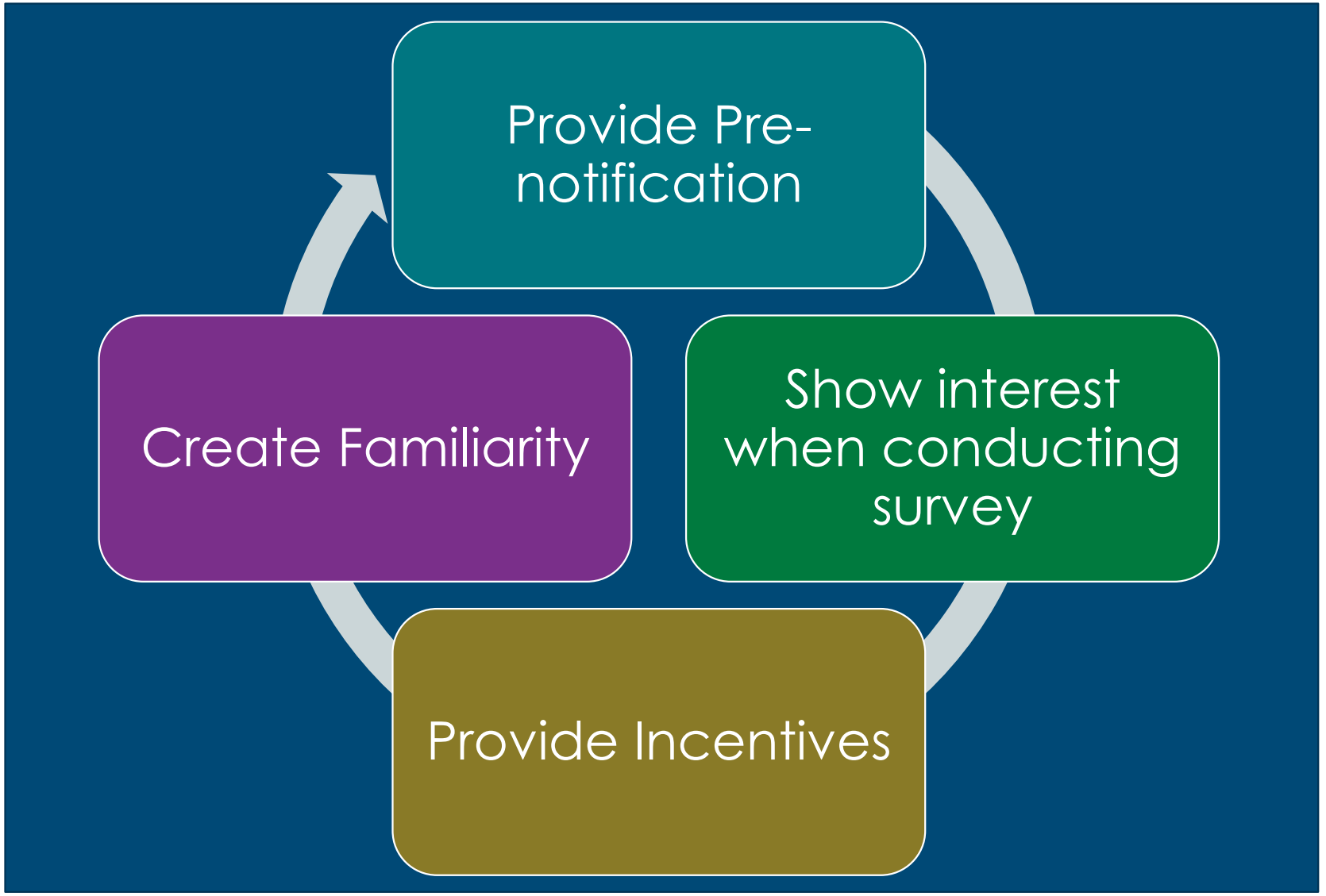
- A student turns 21 on March 15, 2019 and will be staying throughout the rest of the term which ends on May 31, 2020. Although graduation is on June 2, 2020, the student qualifies for ESY and will be attending ESY through July 31, 2020

Exceptions to June 30, 2020

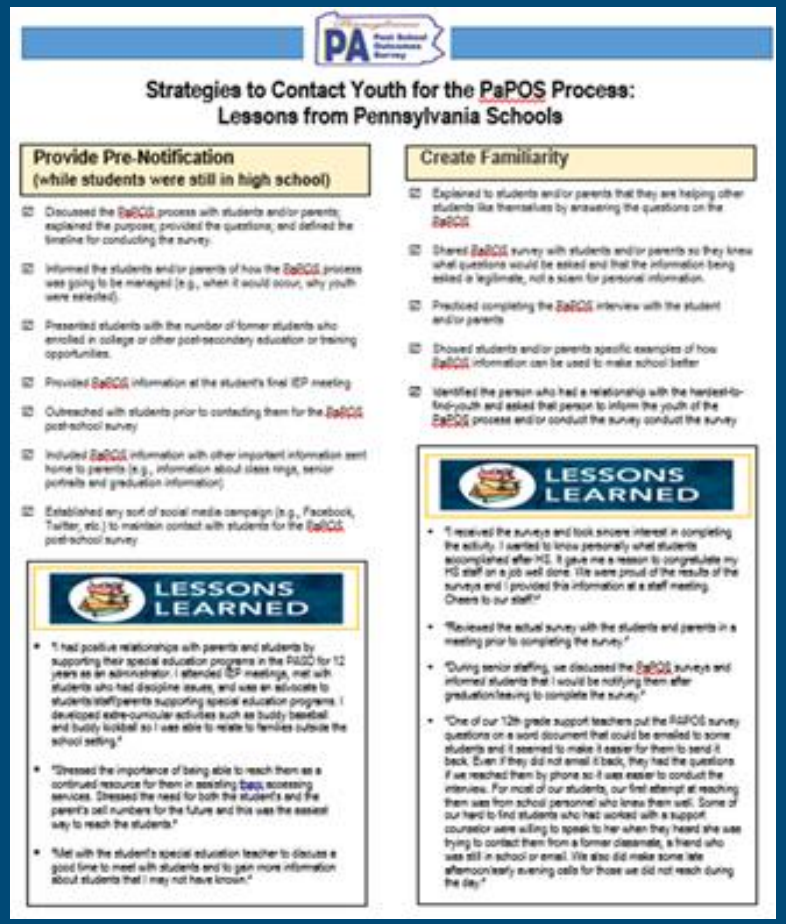
Summer Scenario 2

- A student with an IEP has met all graduation requirements with the exception of failing his last social studies class. He is taking the class over the summer and is anticipating passing the class and receiving his diploma

Contacting Hard-to-find Youth



A Pennsylvania Resource



Strategies to Contact Youth for the PaPOS Process: Lessons from Pennsylvania Schools

Provide Pre-Notification (while students were still in high school)

- ☑ Discussed the PaPOS process with students and/or parents; explained the purpose; provided the questions; and defined the timeline for conducting the survey.
- ☑ Informed the students and/or parents of how the PaPOS process was going to be managed (e.g., when it would occur, why youth were selected).
- ☑ Presented students with the number of former students who enrolled in college or other post-secondary education or training opportunities.
- ☑ Provided PaPOS information at the student's final IEP meeting.
- ☑ Outreached with students prior to contacting them for the PaPOS post-school survey.
- ☑ Included PaPOS information with other important information sent home to parents (e.g., information about class rings, senior portraits and graduation information).
- ☑ Established any sort of social media campaign (e.g., Facebook, Twitter, etc.) to maintain contact with students for the PaPOS post-school survey.

LESSONS LEARNED

- "I had positive relationships with parents and students by supporting their special education programs in the PASD for 12 years as an administrator. I attended IEP meetings, met with students who had discipline issues, and was an advocate to students/staff/parents supporting special education programs. I developed extra-curricular activities such as buddy baseball and buddy kickball so I was able to relate to families outside the school setting."
- "Stressed the importance of being able to reach them as a continued resource for them in assisting them accessing services. Stressed the need for both the student's and the parent's cell numbers for the future and this was the easiest way to reach the students."
- "Met with the student's special education teacher to discuss a good time to meet with students and to gain more information about students that I may not have known."

Create Familiarity

- ☑ Explained to students and/or parents that they are helping other students like themselves by answering the questions on the PaPOS.
- ☑ Shared PaPOS survey with students and/or parents so they knew what questions would be asked and that the information being asked is legitimate, not a scam for personal information.
- ☑ Practiced completing the PaPOS interview with the student and/or parents.
- ☑ Showed students and/or parents specific examples of how PaPOS information can be used to make school better.
- ☑ Identified the person who had a relationship with the hardest-to-find-youth and asked that person to inform the youth of the PaPOS process and/or conduct the survey conduct the survey.

LESSONS LEARNED

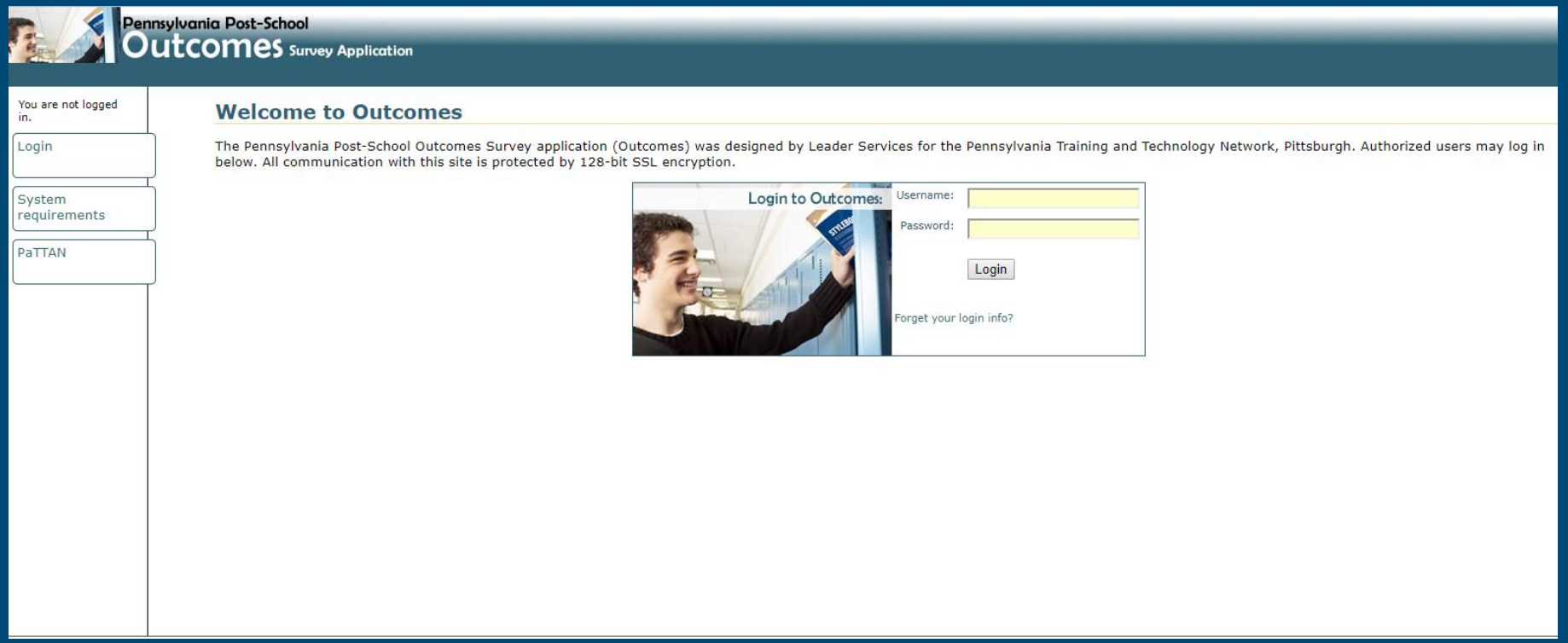
- "I received the surveys and took sincere interest in completing the activity. I wanted to know personally what students accomplished after HS. It gave me a reason to congratulate my HS staff on a job well done. We were proud of the results of the surveys and I provided this information at a staff meeting. Cheers to our staff!"
- "Reviewed the actual survey with the students and parents in a meeting prior to completing the survey."
- "During senior staffing, we discussed the PaPOS surveys and informed students that I would be notifying them after graduation/leaving to complete the survey."
- "One of our 12th grade support teachers put the PAPOS survey questions on a word document that could be emailed to some students and it seemed to make it easier for them to send it back. Even if they did not email it back, they had the questions if we reached them by phone so it was easier to conduct the interview. For most of our students, our first attempt at reaching them was from school personnel who knew them well. Some of our hard to find students who had worked with a support counselor were willing to speak to her when they heard she was trying to contact them from a former classmate, a friend who was still in school or email. We also did make some late afternoon/early evening calls for those we did not reach during the day."

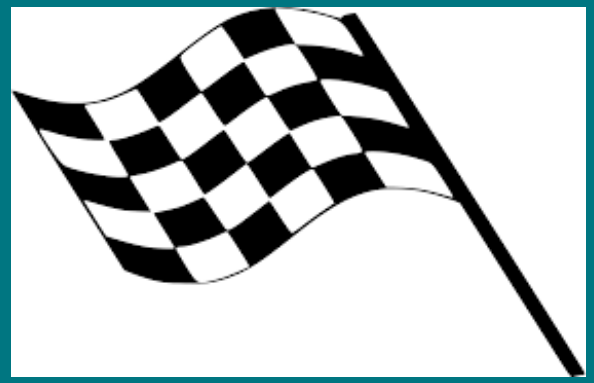
Online Reporting

Administering Exit Surveys in Leader Services

Accessing The Online Survey

[PaPOS Login Link]





You can
begin
entering data
in the leader
services
system
beginning
3/1/2020

Login Information

PaTTAN
Pennsylvania Training and Technical Assistance Network

3190 William Pitt Way
Pittsburgh PA 15238-1360
412-826-2336 ■ 800-446-5607
www.pattan.net

Date

LEA

Dear:
This is a reminder that you are to complete the PaPOS Exit Surveys for Cohort 3 between March 1 and June 30, 2019. All information will be available electronically to you through Leader Services on March 1. You can find the webinar from the February 20, 2019 PaPOS Exit Surveys on this site to review:
https:/

Here is your USERNAME and PASSWORD for your LEA. These are LEA specific, not person specific. If you have any questions, please contact: Paula Quinn, PaPOS@pattanpgh.net, 800-446-5607 x6880

USER NAME:
PASSWORD:

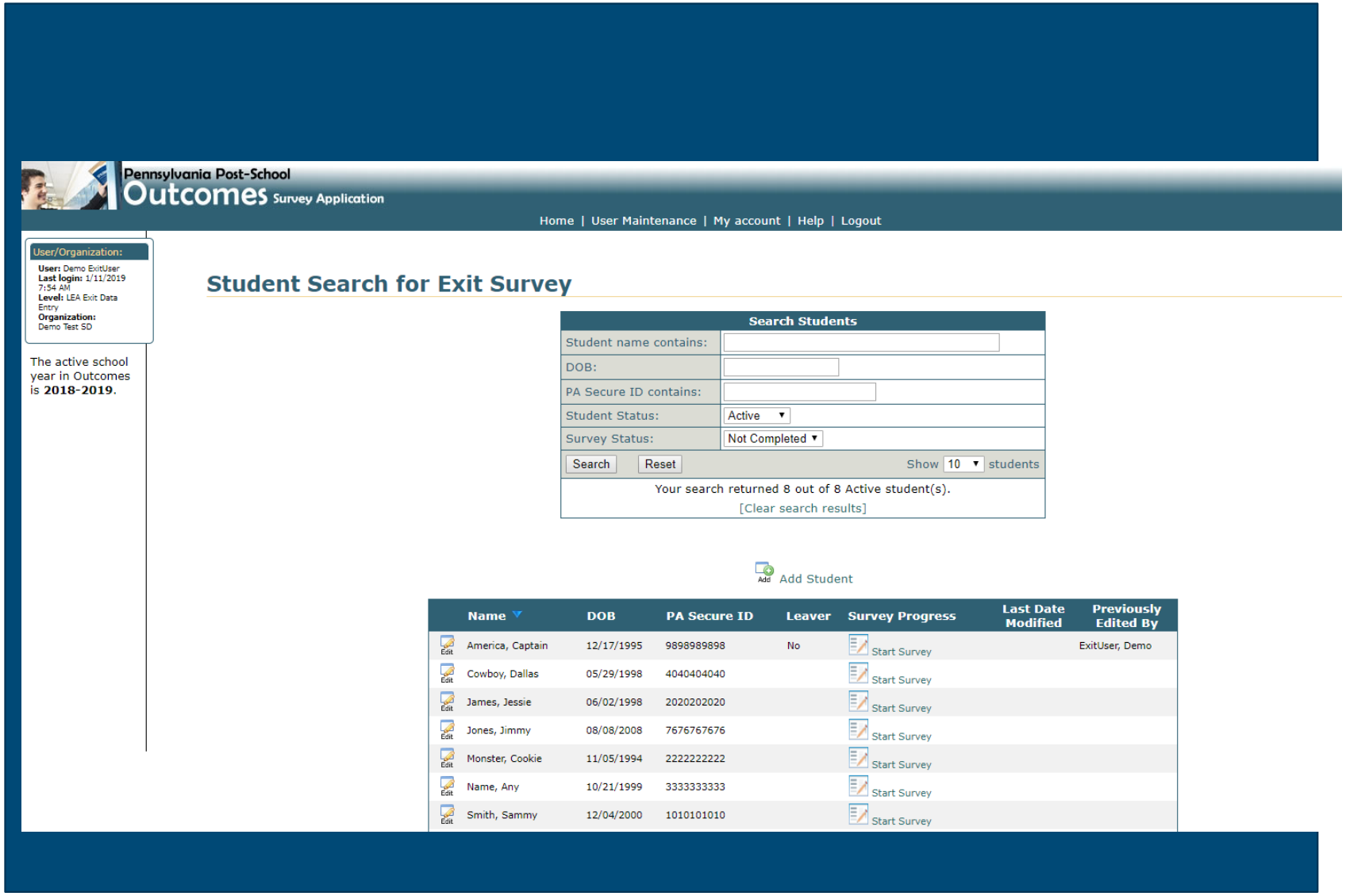
Here is the link for Leader Services Outcomes:
https://apps.leaderservices.com/_outcomes/

Paula Quinn
Paula Quinn | Secretary to Educational Consultants
Pennsylvania Training and Technical Assistance Network (PaTTAN)
3190 William Pitt Way | Pittsburgh, PA 15238
412.826.6880 (direct line) | 800.446.5607 (in PA only)
www.pattan.net

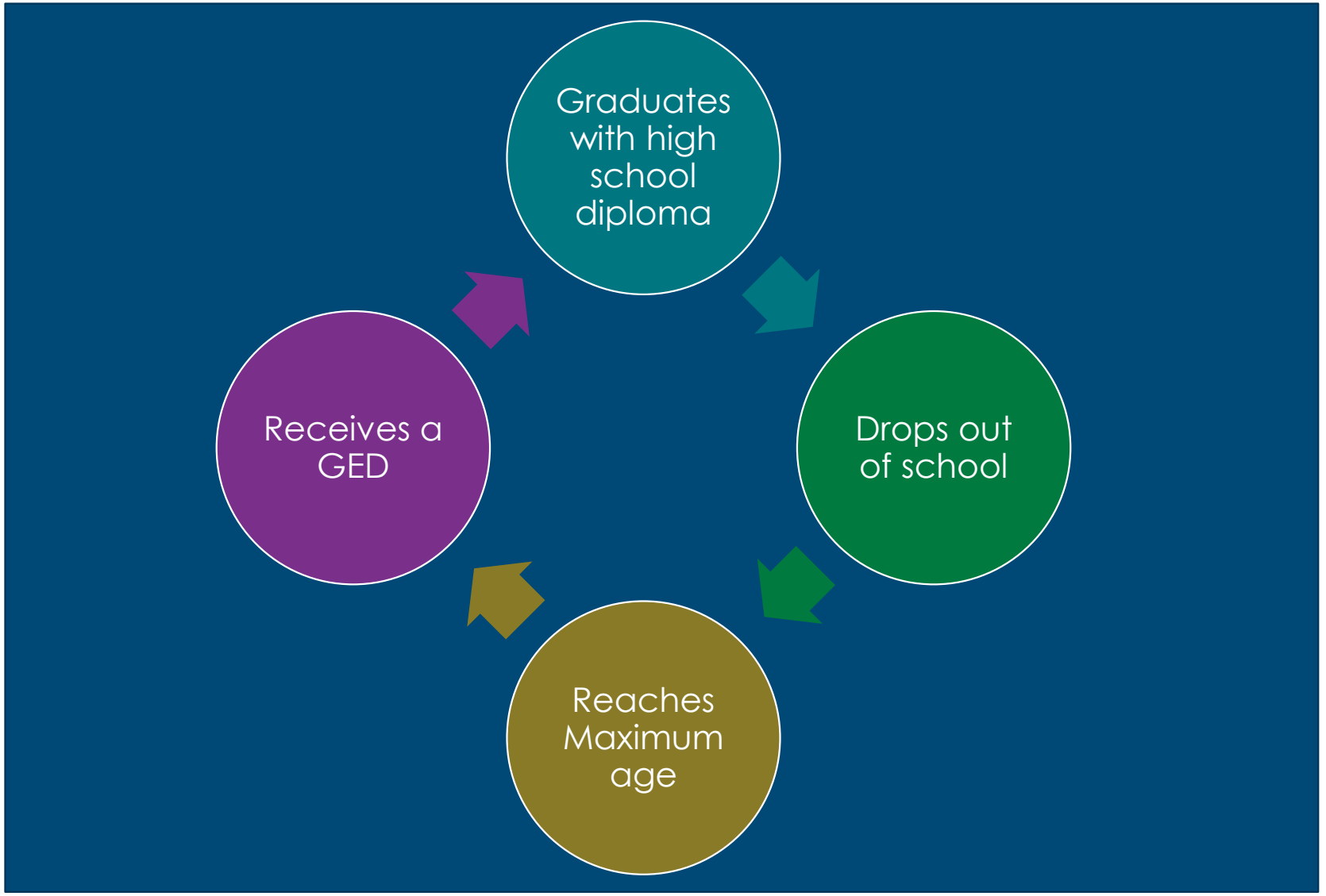
The mission of the Pennsylvania Training and Technical Assistance Network (PaTTAN) is to support the efforts and initiatives of the Bureau of Special Education, and to build the capacity of local educational agencies to serve students who receive special education services.

Identified LEA contacts will receive an email that shows both the username and password during the week of 2/24/20

When you login…



Remember your Survey Population for PaPOS



Remember: How do I get a list of potential "leavers"?

- Identified through the December 1,2018 child count/penn data report
- All students with IEPs between ages 16 and 20
- ***LEA reviews the list and helps to create a more accurate list of 2019-20 leavers***

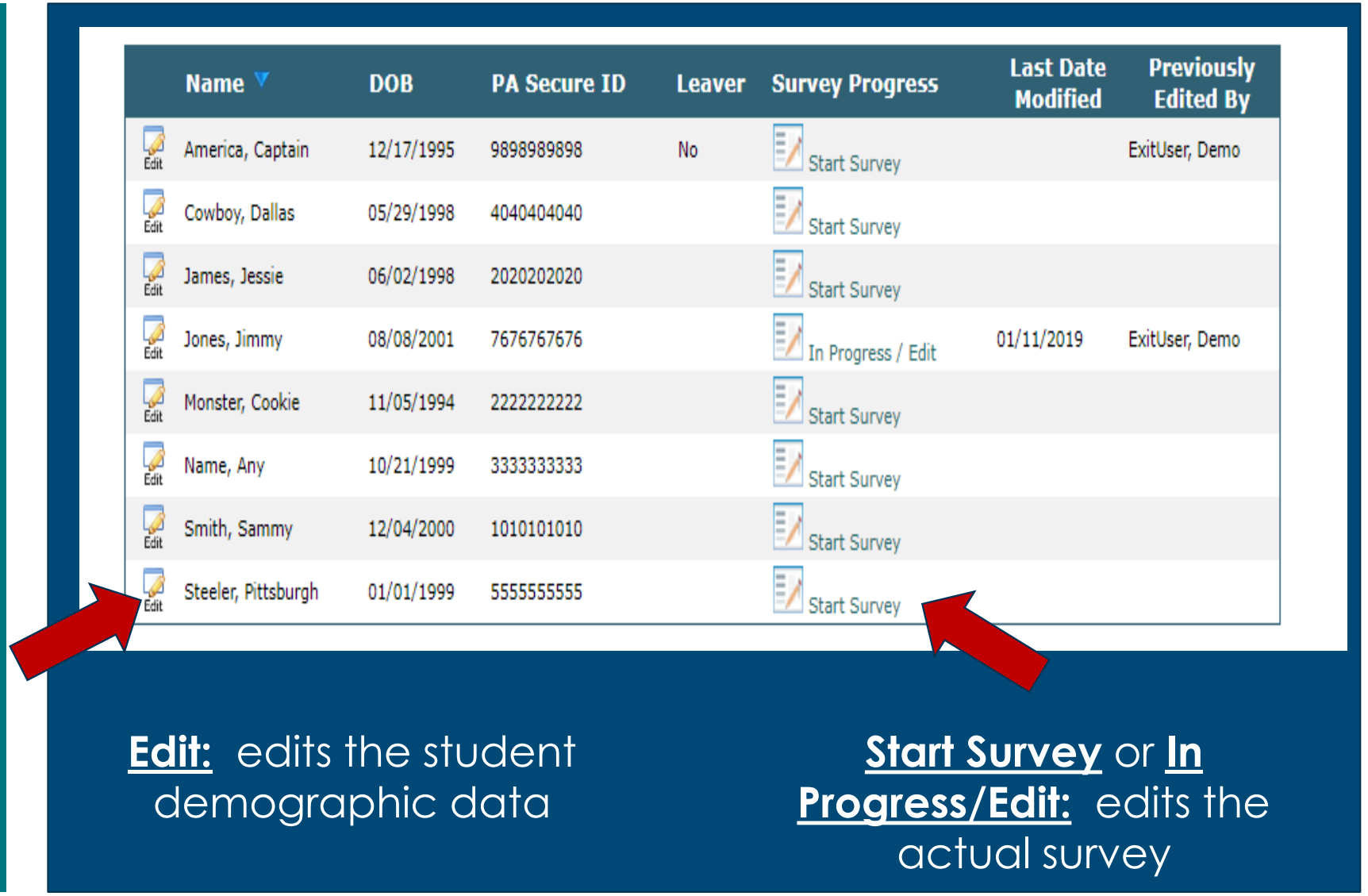
Suggested Process:

1. Complete records of students who are NOT leavers for the 19-20 school year
    1. Check the NO box (that student is NOT a leaver) and submit
    2. Student record is complete
2. Update records of students who ARE leavers for the 19-20 school year
    1. Complete all questions and submit
    2. Student record is complete
3. Add any new/additional students who already left or will be leavers for the 19-20 school year
    1. Add new contact
    2. Complete all questions and submit
    3. Student record is complete

Who are my "NON-LEAVERS"?

- Student who graduated, reached maximum age, dropped out or received a GED prior to September 1, 2019
- Student who is not graduating or reaching maximum age by June 30, 2020
- Student who is deceased, moved out of district or out of state
- Student no longer has an IEP

Getting Started

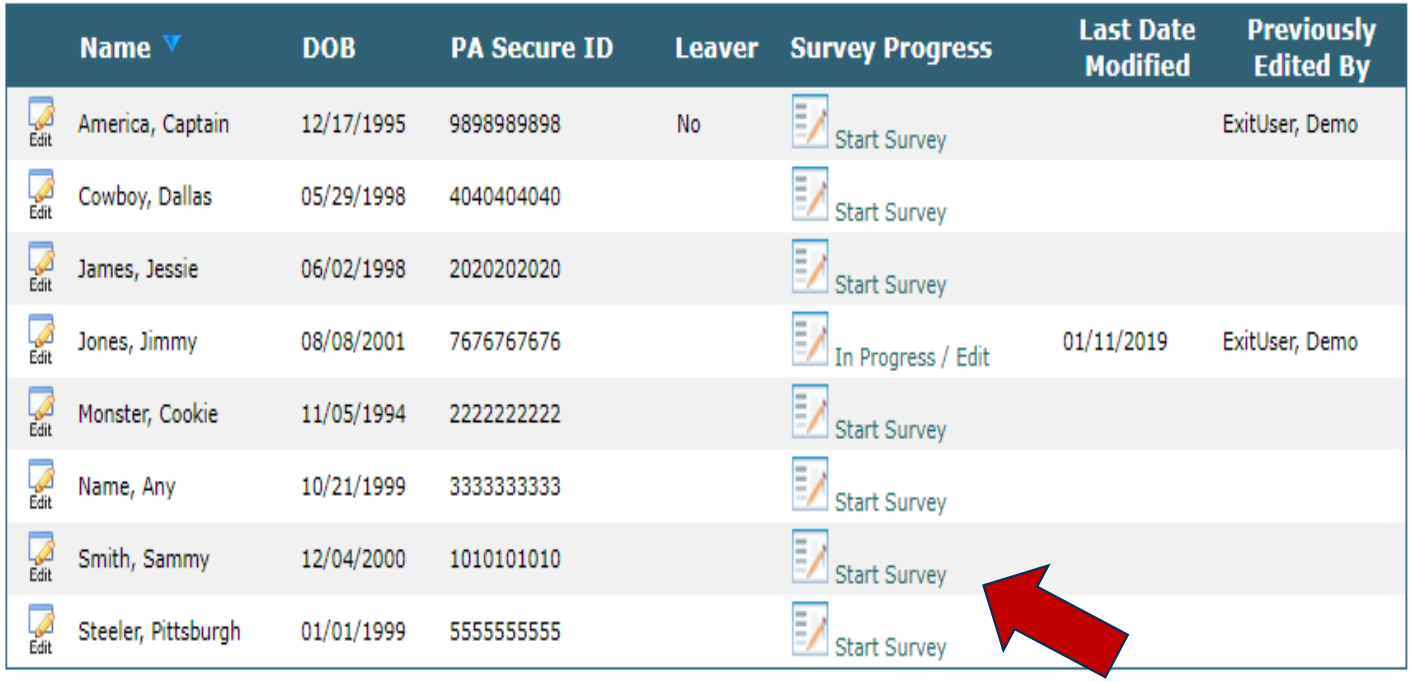


	Name	DOB	PA Secure ID	Leaver	Survey Progress	Last Date Modified	Previously Edited By
Edit	America, Captain	12/17/1995	9898989898	No	Start Survey		ExitUser, Demo
Edit	Cowboy, Dallas	05/29/1998	4040404040		Start Survey		
Edit	James, Jessie	06/02/1998	2020202020		Start Survey		
Edit	Jones, Jimmy	08/08/2001	7676767676		In Progress / Edit	01/11/2019	ExitUser, Demo
Edit	Monster, Cookie	11/05/1994	2222222222		Start Survey		
Edit	Name, Any	10/21/1999	3333333333		Start Survey		
Edit	Smith, Sammy	12/04/2000	1010101010		Start Survey		
Edit	Steeler, Pittsburgh	01/01/1999	5555555555		Start Survey		

Edit: edits the student demographic data

Start Survey or **In Progress/Edit:** edits the actual survey

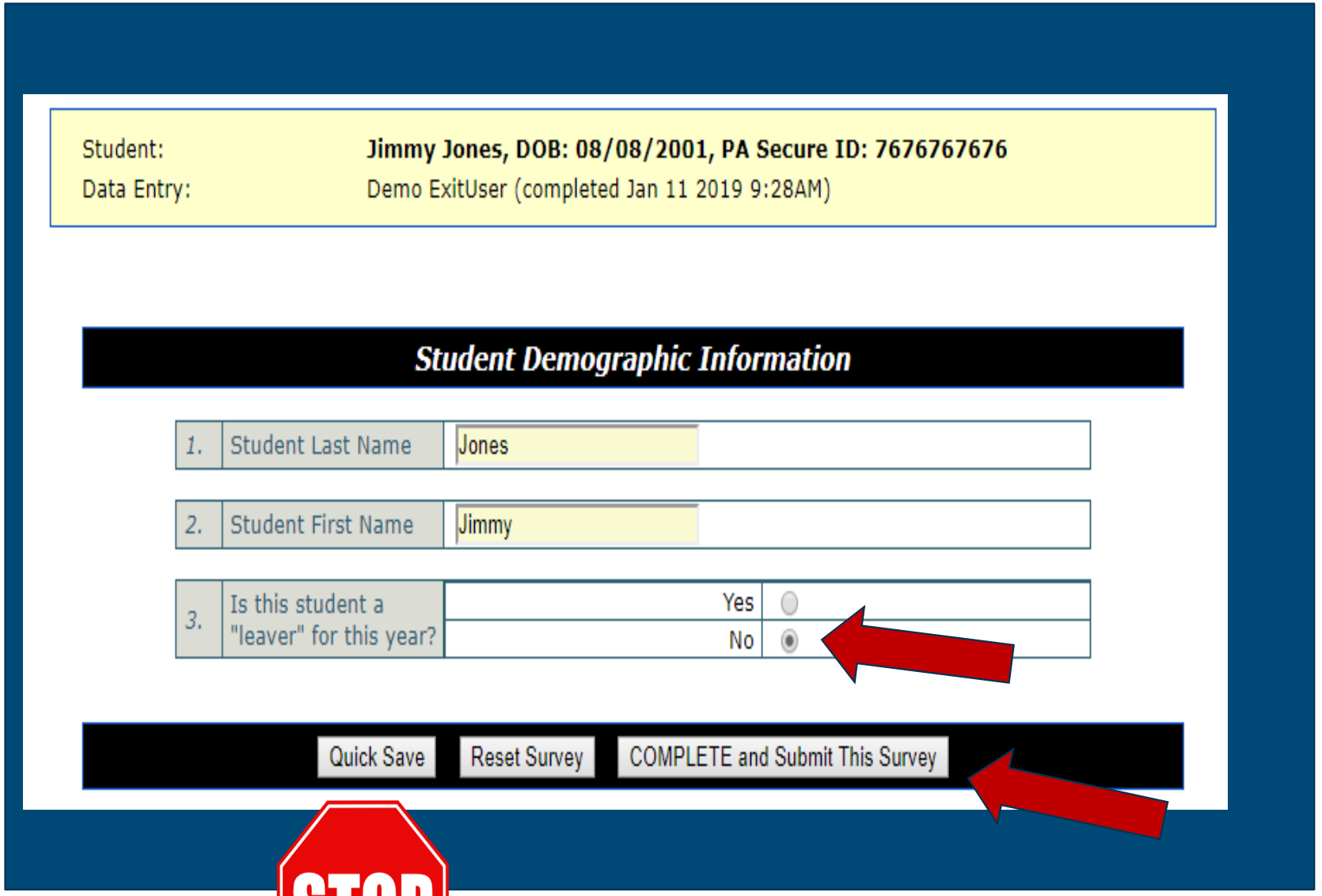
STEP 1 - Find Non-Leavers for 19-20



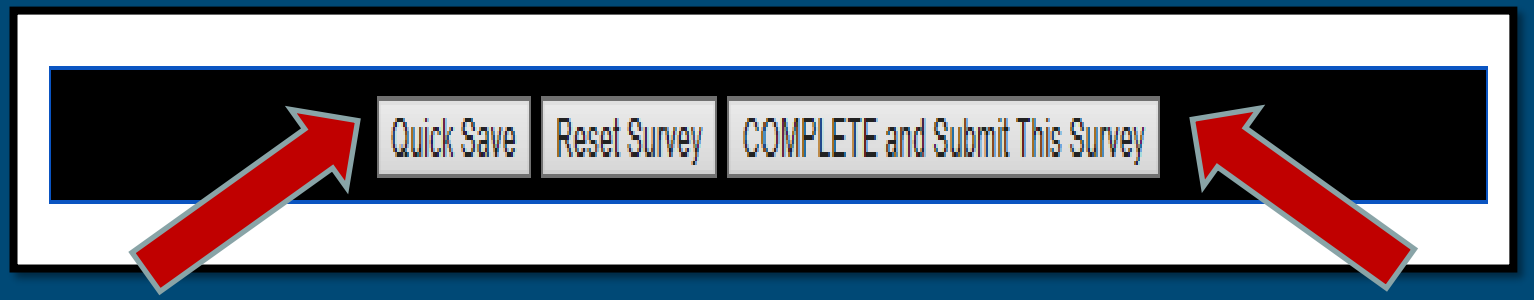
	Name	DOB	PA Secure ID	Leaver	Survey Progress	Last Date Modified	Previously Edited By
Edit	America, Captain	12/17/1995	9898989898	No	Start Survey		ExitUser, Demo
Edit	Cowboy, Dallas	05/29/1998	4040404040		Start Survey		
Edit	James, Jessie	06/02/1998	2020202020		Start Survey		
Edit	Jones, Jimmy	08/08/2001	7676767676		In Progress / Edit	01/11/2019	ExitUser, Demo
Edit	Monster, Cookie	11/05/1994	2222222222		Start Survey		
Edit	Name, Any	10/21/1999	3333333333		Start Survey		
Edit	Smith, Sammy	12/04/2000	1010101010		Start Survey		
Edit	Steeler, Pittsburgh	01/01/1999	5555555555		Start Survey		

Click on **Start Survey** for the NON-LEAVER for 19-20 school year

Check "NO" for question#3



Options Other Than Complete and Submit



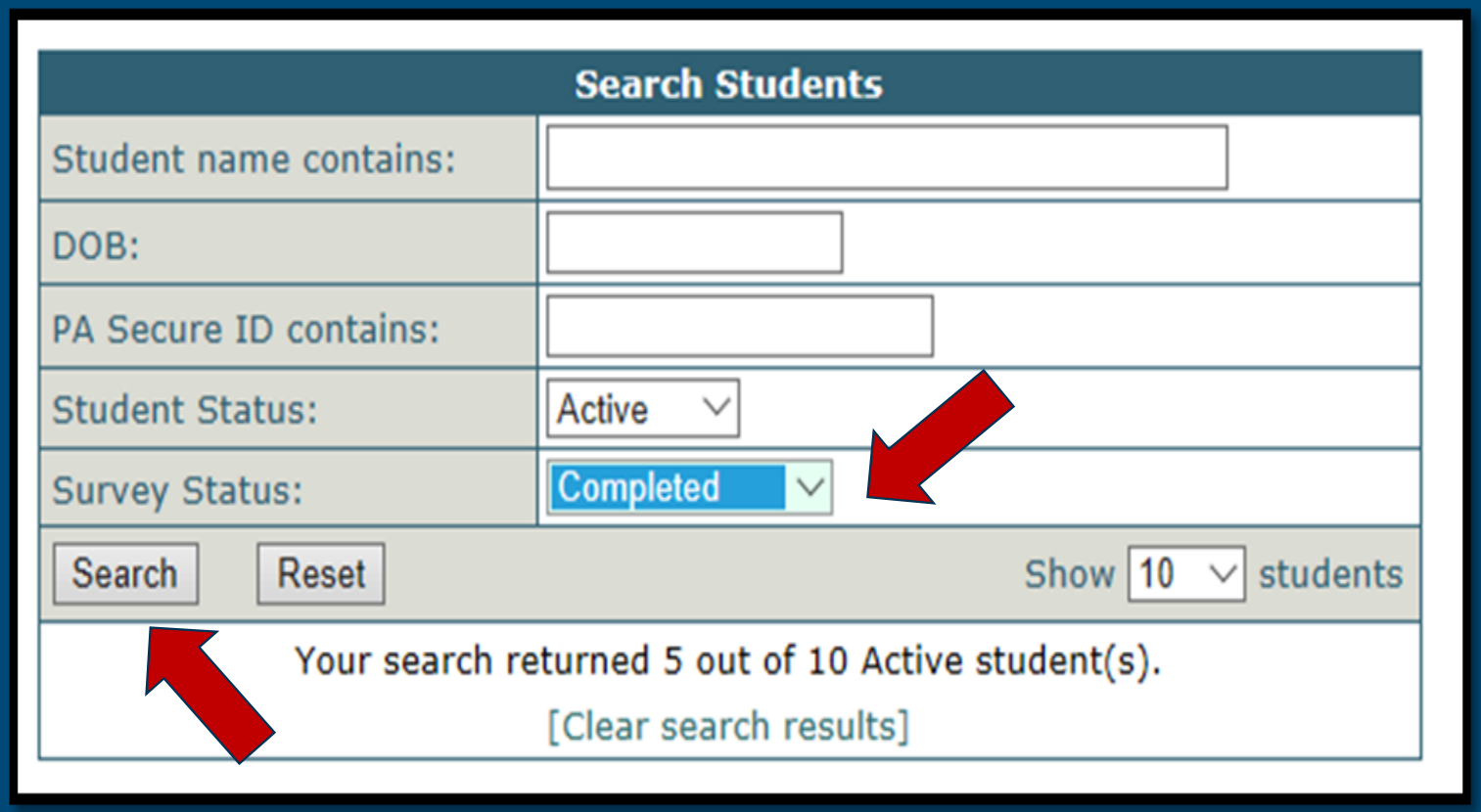
Quick Save allows you to save your work and come back to it later.

You must hit **COMPLETE and Submit This Survey** in order to submit the record to Leader Services

Reset Survey allows you to go back to the original information that was in the system prior to it being saved.

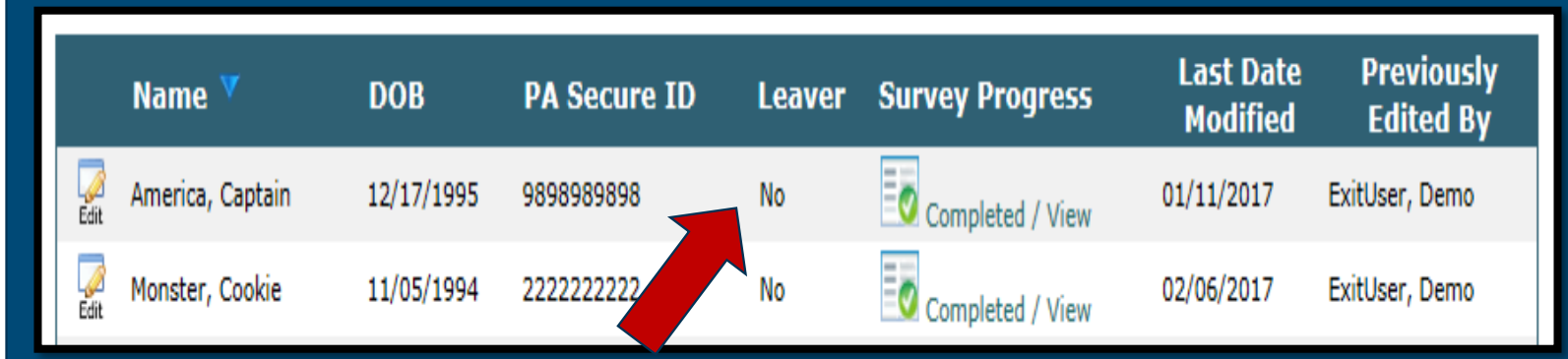
You must hit **COMPLETE and Submit This Survey** in order to submit the record to Leader Services

Verification of Non-Leavers: Step 1



If you want to double check to make sure you've coded your non-leavers correctly, you can do a search of **Completed** records, and click **Search**

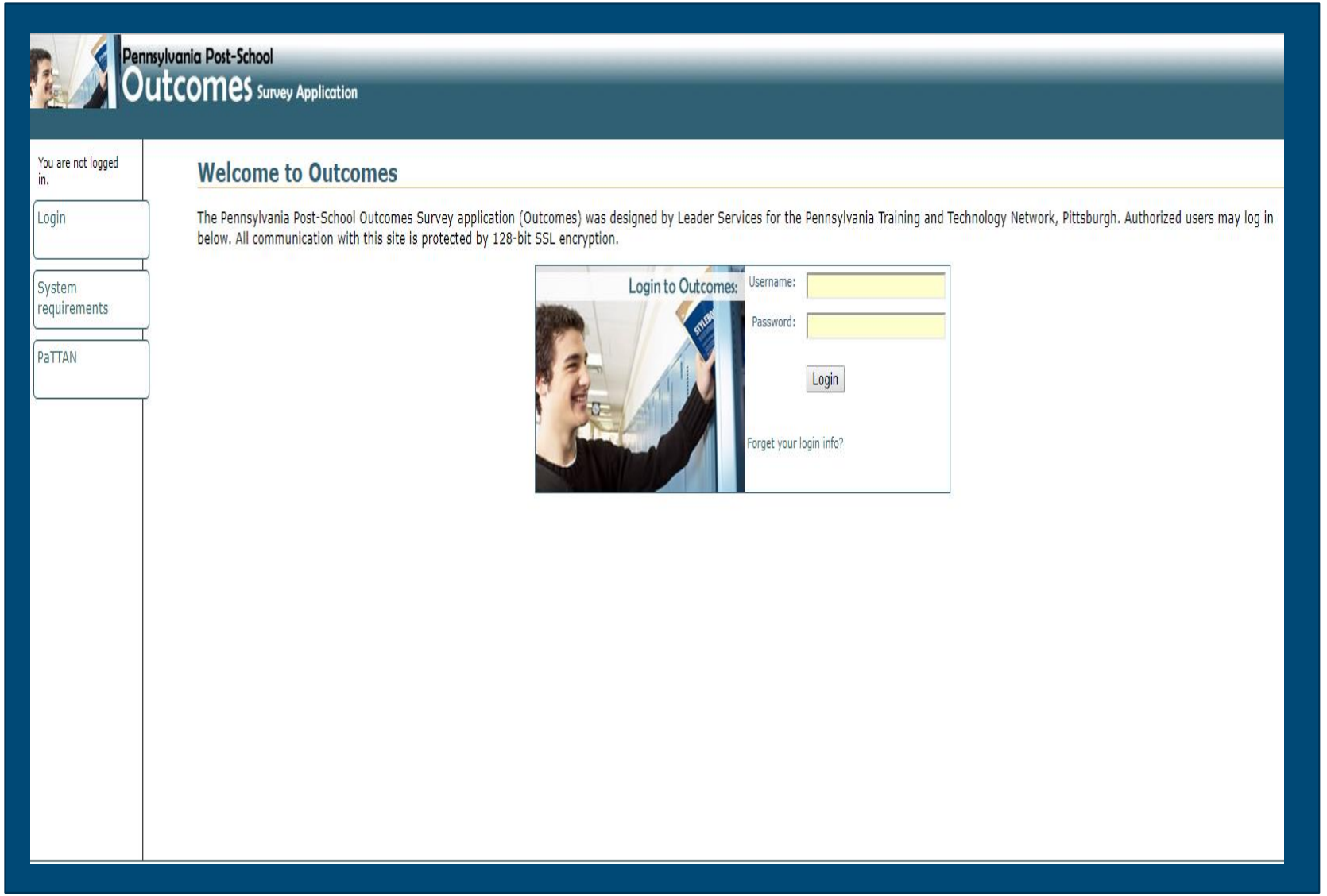
Verification of Non-Leavers: Step 2



	Name	DOB	PA Secure ID	Leaver	Survey Progress	Last Date Modified	Previously Edited By
Edit	America, Captain	12/17/1995	9898989898	No	Completed / View	01/11/2017	ExitUser, Demo
Edit	Monster, Cookie	11/05/1994	2222222222	No	Completed / View	02/06/2017	ExitUser, Demo

All non-leavers for the 2019-2020 school year should be coded as "NO" and their survey should be coded as complete

Let's Give It A Try. . . . "Non-LEAVER"



PaPOS Login Link

Suggested Process: Step 2

1. Complete records of students who are NOT leavers for the 19-20 school year
    1. Check the NO box (that student is NOT a leaver) and submit
    2. Student record is complete
2. Update records of students who ARE leavers for the 19-20 school year
    1. Complete all questions and submit
    2. Student record is complete
3. Add any new/additional students who already left or will be leavers for the 19-20 school year
    1. Add new contact
    2. Complete all questions and submit
    3. Student record is complete

REMINDER – Who is your "LEAVER" population?

A student should be considered a LEAVER , if between 9/1/19 and 6/30/20 they:

- Will graduate with a HS diploma
- Drop out
- Reach maximum age between
- Receive GED

Which students am I responsible for?

YES

- Approved Private Schools
- Career and Tech Ed Center
- AEDY Facility
- Adjudicated youth
- Anyone currently in your LEA as reported on your child count (from December 1, 2017)

NO

- Charter Schools
- Cyber Charter Schools

STEP 2 – Find "LEAVERS" for 19-20

	Name	DOB	PA Secure ID	Leaver	Survey Progress	Last Date Modified	Previously Edited By
Edit	America, Captain	12/17/1995	9898989898	No	Start Survey		ExitUser, Demo
Edit	Cowboy, Dallas	05/29/1998	4040404040		Start Survey		
Edit	James, Jessie	06/02/1998	2020202020		Start Survey		
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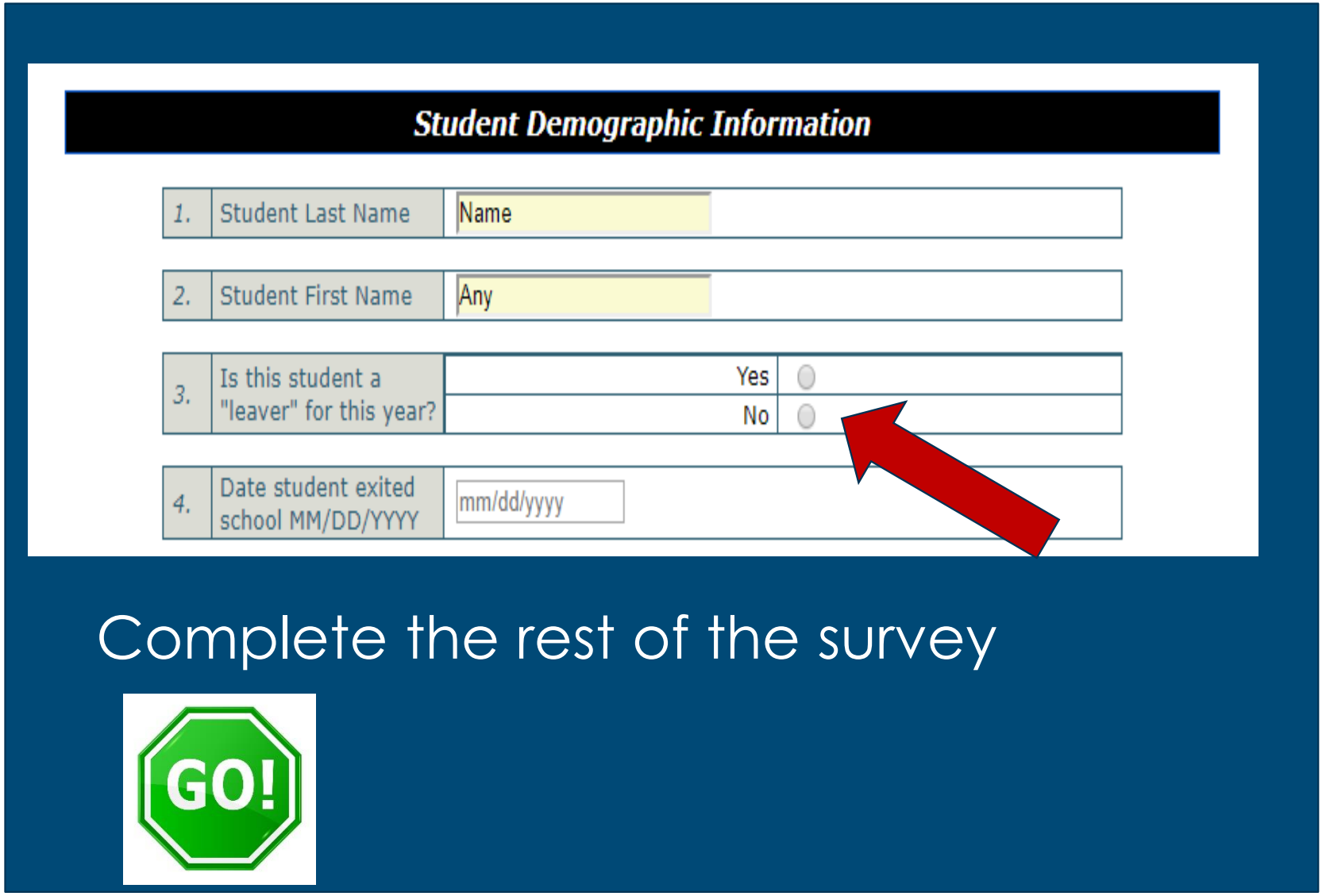
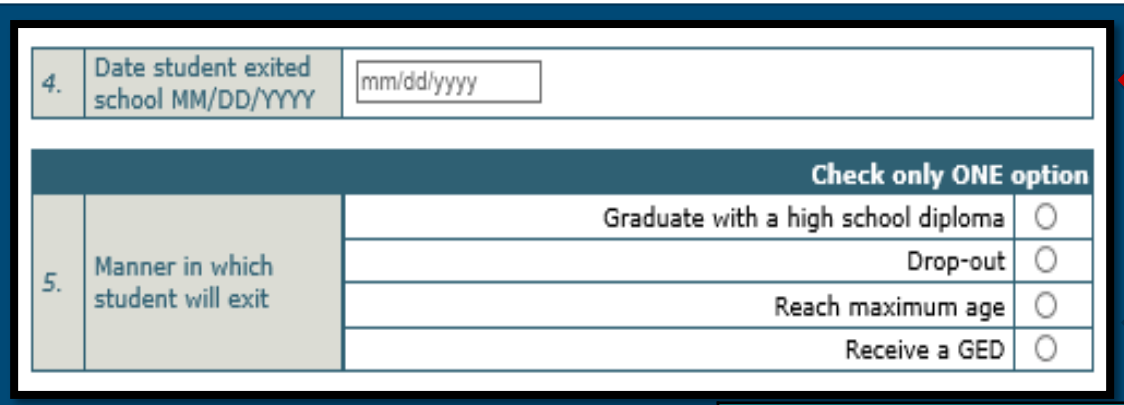
Edit	Name, Any	10/21/1999	3333333333		Start Survey		
Edit	Smith, Sammy	12/04/2000	1010101010		Start Survey		
Edit	Steeler, Pittsburgh	01/01/1999	5555555555		Start Survey		

Click on **Start Survey** for a LEAVER for 19-20 school year

If Leaving, Check YES for Question #3



Complete the rest of the survey



4.	Date student exited school MM/DD/YYYY	mm/dd/yyyy

		Check only ONE option
5.	Manner in which student will exit	Graduate with a high school diploma ○
		Drop-out ○
		Reach maximum age ○
		Receive a GED ○

Must be during the 19-20 school year: Record as MM/DD/YYYY

Must only check ONE option

If Answer for #5 is:	Then Answer for #4 is:
Graduate with diploma	The date of the school's graduation
Drop-Out	The date the student dropped out of (or withdrew from) school
Reach maximum age	The date of the student's last day of school within the school term of the student turning 21
Receive GED	The date the student received the GED (not the day the student left school to obtain the GED). If the student has not obtained a GED during the 19-20 school year, then the student is considered a dropout

Additional Demographic Information

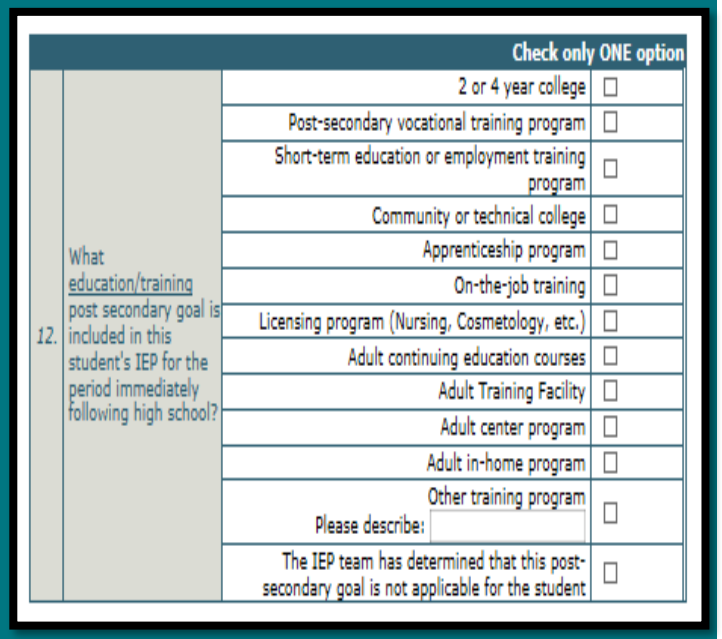
All demographic information should match PennData/PIMS

6.	District of Residence (LEA)	Demo Test SD	
7.	PA Secure ID	7676767676	
8.	Date of Birth MM/DD/YYYY	8/8/2008	
		Check only ONE option	
9.	Gender	Female ☐	
		Male ☑	
		Check only ONE option	
10.	PRIMARY Special Education Disability	Mental Retardation (Intellectual Disability) ☐	
		Hearing Impairment including Deafness ☐	
		Speech or Language Impairment ☐	
		Visual Impairment including Blindness ☐	
		Emotional Disturbance ☐	
		Orthopedic Impairment ☐	
		Specific Learning Disability ☐	
		Deaf-Blindness ☐	
		Multiple Disabilities ☐	
		Autism ☑	
		Traumatic Brain Injury ☐	
		Other Health Impairment ☐	
		Check only ONE option	
11.	Ethnicity in School Records	American Indian/Alaskan Native ☐	
		Black or African American ☐	
		Hispanic ☐	
		White ☑	
		Multiracial ☐	
		Asian ☐	
		Native Hawaiian or Other Pacific Islander ☐	

Must only check ONE option and should match PennData/PIMS

Must only check ONE option and should match PennData/PIMS

Education/ Training Goal



		Check only ONE option
12.	What education/training post secondary goal is included in this student's IEP for the period immediately following high school?	2 or 4 year college ☐
		Post-secondary vocational training program ☐
		Short-term education or employment training program ☐
		Community or technical college ☐
		Apprenticeship program ☐
		On-the-job training ☐
		Licensing program (Nursing, Cosmetology, etc.) ☐
		Adult continuing education courses ☐
		Adult Training Facility ☐
		Adult center program ☐
		Adult in-home program ☐
		Other training program Please describe: ☐
		The IEP team has determined that this post-secondary goal is not applicable for the student ☐

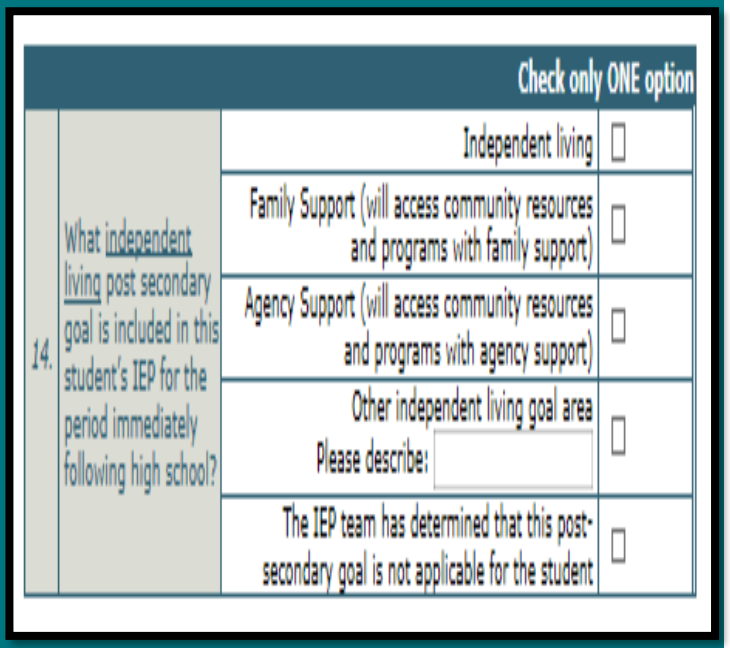
- ✓ Locate the student's most recent IEP.
- ✓ In Section 3, Secondary Transition Activities and Services (the grid), find the post-secondary goal for education/training and then record what it is by checking the corresponding box in Question #12
- ✓ Only check ONE option
- ✓ If the IEP team determined that no training/education post-secondary goal was needed, it is OK to check the last box for Question #12

Employment Goal

		Check only ONE option
13.	What employment post secondary goal is included in this student's IEP for the period immediately following high school?	Competitive employment ☐
		Military ☐
		Employed in family business ☐
		Self-employment ☐
		Supported employment (paid work in a community setting with support services) ☐
		The IEP team has determined that this post-secondary goal is not applicable for the student ☐

- ✓ Locate the student's most recent IEP.
- ✓ In Section 3, Secondary Transition Activities and Services (the grid), find the post-secondary goal for employment and then record what it is by checking the corresponding box in Question #13
- ✓ Only check ONE option
- ✓ If the IEP team determined that no employment post-secondary goal was needed, it is OK to check the last box for Question #13

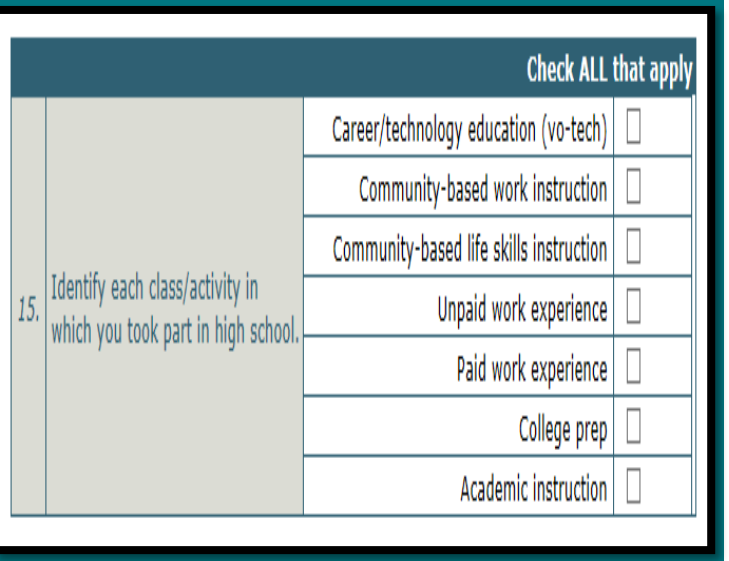
Independent Living Goal



		Check only ONE option
14.	What independent living post secondary goal is included in this student's IEP for the period immediately following high school?	Independent living ☐
		Family Support (will access community resources and programs with family support) ☐
		Agency Support (will access community resources and programs with agency support) ☐
		Other independent living goal area Please describe: ☐
		The IEP team has determined that this post-secondary goal is not applicable for the student ☐

- ✓ Locate the student's most recent IEP.
- ✓ In Section 3, Secondary Transition Activities and Services (the grid), find the post-secondary goal for independent living and then record what it is by checking the corresponding box in Question #14
- ✓ Only check ONE option
- ✓ If the IEP team determined that no independent living post-secondary goal was needed, it is OK to check the last box for Question #14

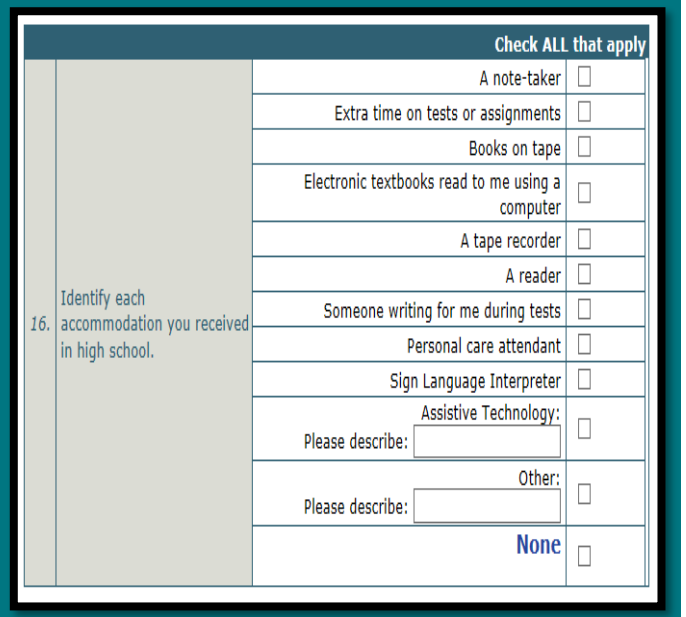
Classes/ Activities in High School



		Check ALL that apply	
15.	Identify each class/activity in which you took part in high school.	Career/technology education (vo-tech)	☐
		Community-based work instruction	☐
		Community-based life skills instruction	☐
		Unpaid work experience	☐
		Paid work experience	☐
		College prep	☐
		Academic instruction	☐

- ✓ Ask the student this question
- ✓ If the student is unsure of the answer, you can refer to the student's most recent IEP or school record for assistance
- ✓ You should check ALL boxes that apply to this this question

Accommodations in High School

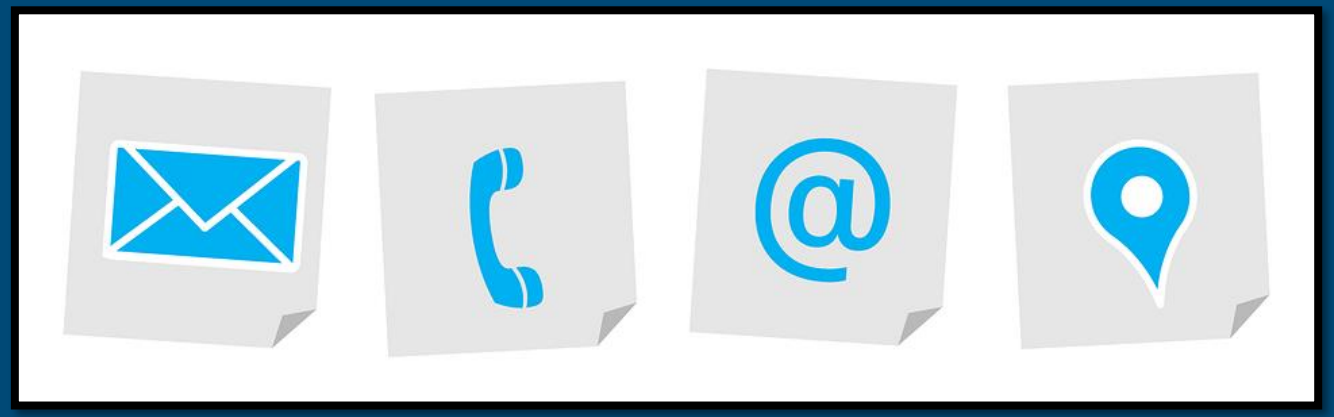


		Check ALL that apply	
16.	Identify each accommodation you received in high school.	A note-taker	☐
		Extra time on tests or assignments	☐
		Books on tape	☐
		Electronic textbooks read to me using a computer	☐
		A tape recorder	☐
		A reader	☐
		Someone writing for me during tests	☐
		Personal care attendant	☐
		Sign Language Interpreter	☐
		Assistive Technology: Please describe:	☐
		Other: Please describe:	☐
		None	☐

- ✓ Ask the student this question
- ✓ If the student is unsure of the answer, you can refer to the student's most recent IEP or school record for assistance
- ✓ You should check ALL boxes that apply to this this question, checking primary accommodations only
- ✓ If you choose a box where additional information is needed (AT or other), please briefly describe
- ✓ You have the option of answering 'None" on this question

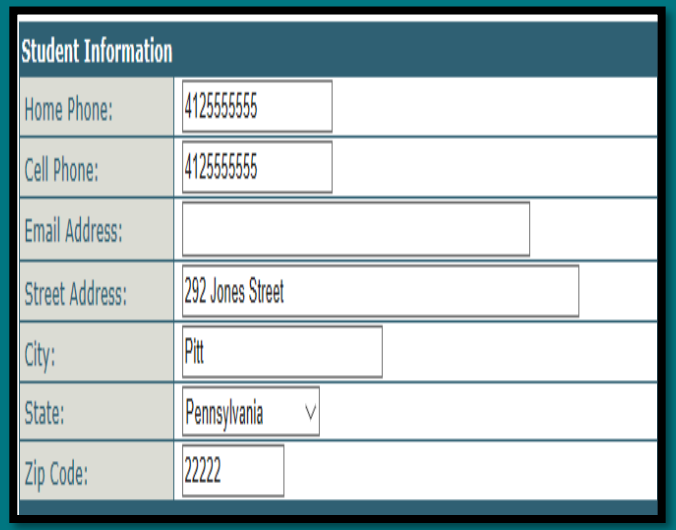
Contact Information After Leaving High School

Student Information
Primary Contact other than the Student



For use in Post-School Surveys next year

Student Information



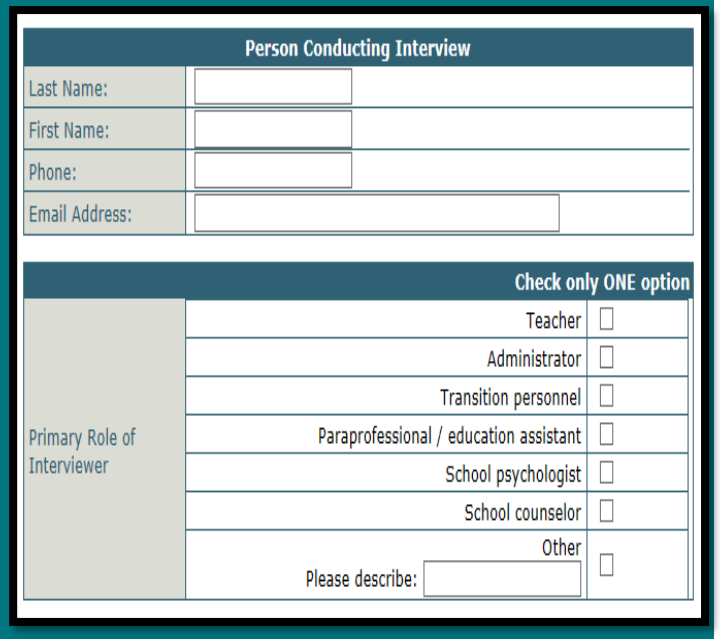
Student Information	
Home Phone:	4125555555
Cell Phone:	4125555555
Email Address:	
Street Address:	292 Jones Street
City:	Pitt
State:	Pennsylvania
Zip Code:	22222

This information is critical in order to better assist you next year when attempting to contact the student leaver in order to administer the post-school survey

Primary contact other than student	
Last Name:	Cowboy
First Name:	Christine
Relationship to Student:	mother
Home Phone:	555-555-5555
Cell Phone:	555-555-5555
Email Address:	zzz@zzz.net
Street Address:	Country Rosd
City:	Nowheresville
State:	Pennsylvania
Zip Code:	55555

If you are not able to get in touch with the student next year given the information on the previous slide, it will be crucial for you to contact someone who can get you in touch with the student in order to administer the post-school survey.

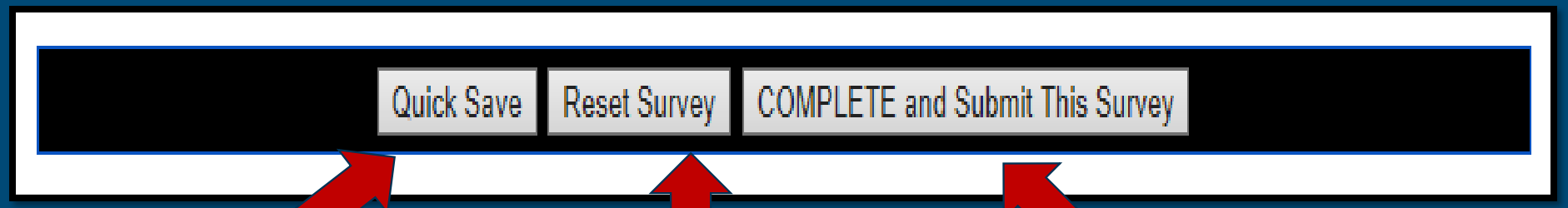
Person Conducting the Interview



Person Conducting Interview	
Last Name:	
First Name:	
Phone:	
Email Address:	

		Check only ONE option
Primary Role of Interviewer	Teacher	☐
	Administrator	☐
	Transition personnel	☐
	Paraprofessional / education assistant	☐
	School psychologist	☐
	School counselor	☐
	Other Please describe:	☐

This information will be used if a follow-up is needed. Provide the contact information for the person completing the exit survey with the student. Also, choose the interviewer's primary role. Select only one option – the interviewer's primary role.



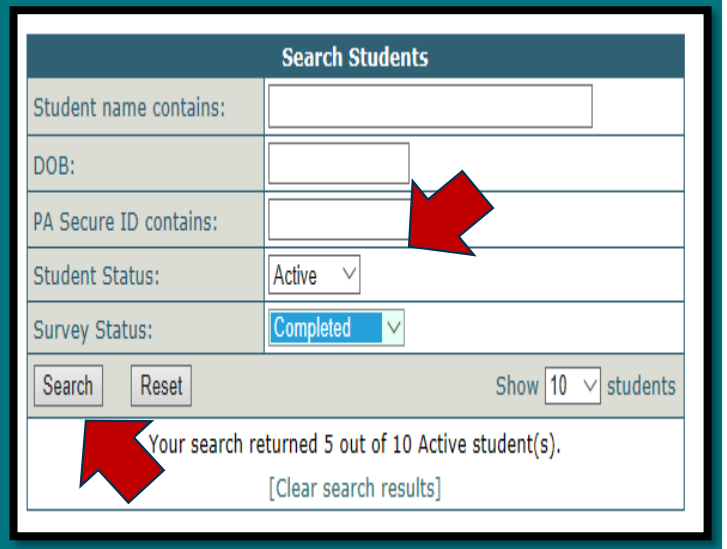
Remember . .

Quick Save allows you to save your work and come back to it later.

Reset Survey allows you to go back to the original information that was in the system prior to it being saved.

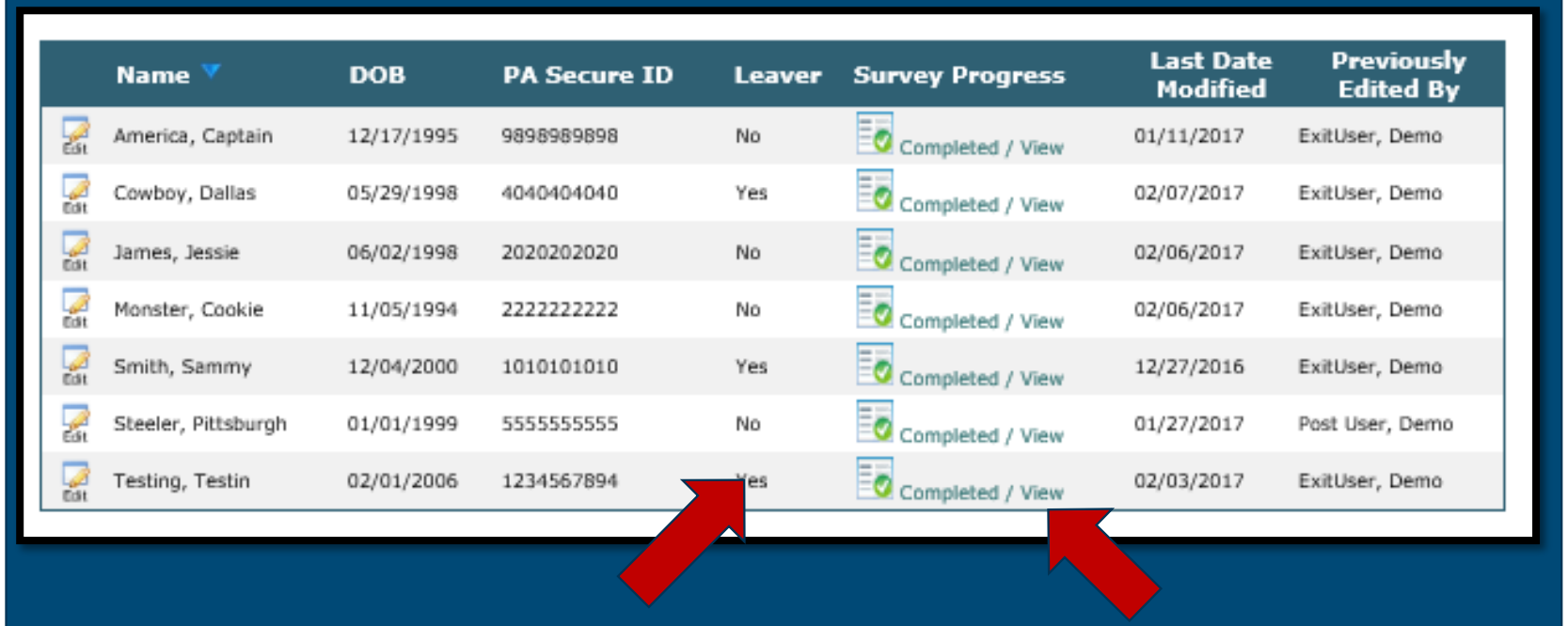
COMPLETE and Submit This Survey should be used when the survey is completed and needs to be submitted to Leader Services

Verification of Leavers



If you want to double check to make sure you've coded your leavers correctly, you can do a search of **Complete** records & click **Search**

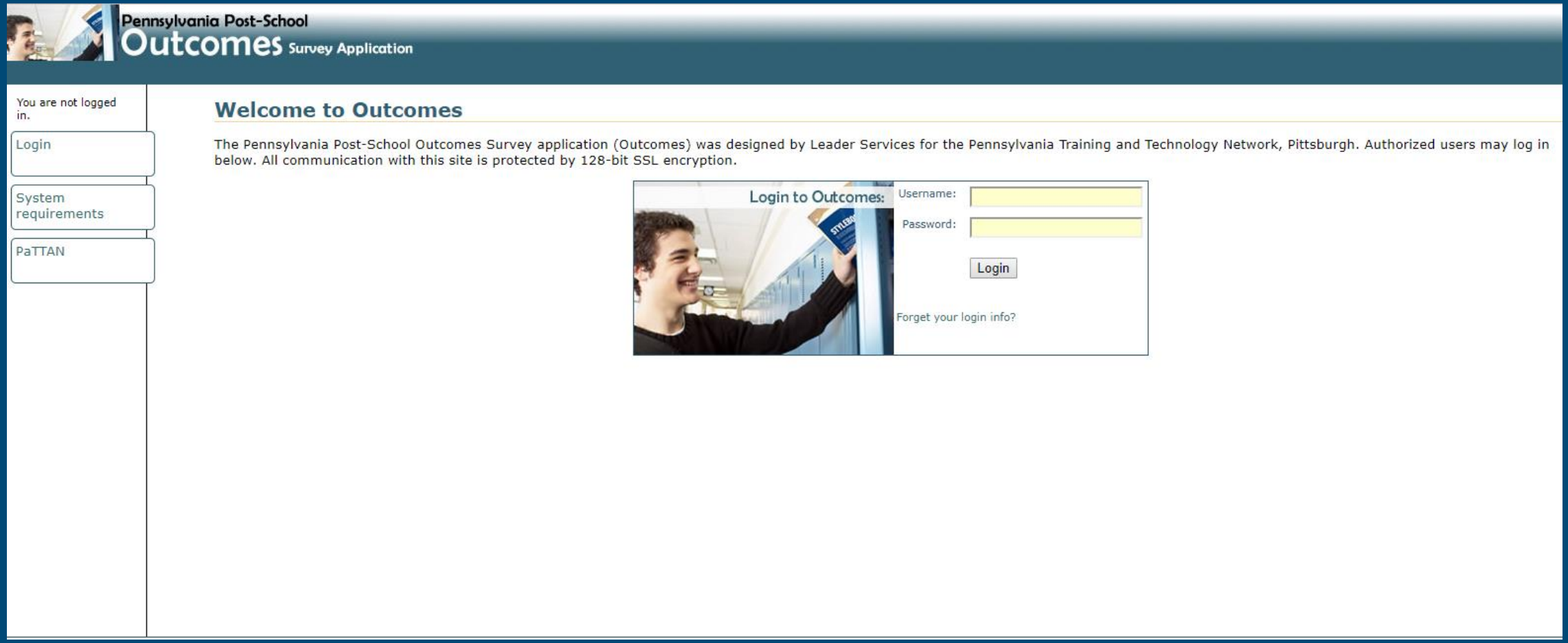
How to Verify Leavers



	Name	DOB	PA Secure ID	Leaver	Survey Progress	Last Date Modified	Previously Edited By
Edit	America, Captain	12/17/1995	9898989898	No	Completed / View	01/11/2017	ExitUser, Demo
Edit	Cowboy, Dallas	05/29/1998	4040404040	Yes	Completed / View	02/07/2017	ExitUser, Demo
Edit	James, Jessie	06/02/1998	2020202020	No	Completed / View	02/06/2017	ExitUser, Demo
Edit	Monster, Cookie	11/05/1994	2222222222	No	Completed / View	02/06/2017	ExitUser, Demo
Edit	Smith, Sammy	12/04/2000	1010101010	Yes	Completed / View	12/27/2016	ExitUser, Demo
Edit	Steeler, Pittsburgh	01/01/1999	5555555555	No	Completed / View	01/27/2017	Post User, Demo
Edit	Testing, Testin	02/01/2006	1234567894	Yes	Completed / View	02/03/2017	ExitUser, Demo

All leavers for the 2019-20 coded as "Yes" and their survey should be coded as "complete"

Let's Give It A Try. . . . "LEAVER"



PaPOS Login Link

Suggested Process: Step 3

1. Complete records of students who are NOT leavers for the 19-20 school year
    1. Check the NO box (that student is NOT a leaver) and submit
    2. Student record is complete
2. Update records of students who ARE leavers for the 19-20 school year
    1. Complete all questions and submit
    2. Student record is complete
3. Add any new/additional students who already left or will be leavers for the 19-20 school year
    1. Add new contact
    2. Complete all questions and submit
    3. Student record is complete

Example of Additional Student Leavers

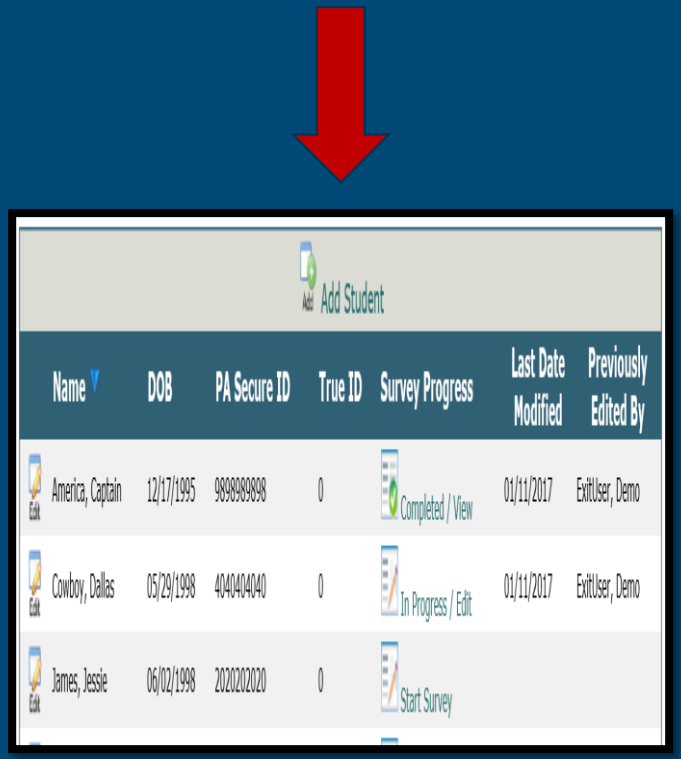
Those students who enrolled in your district after the December 1, 2018 Child Count was submitted

AND

Who graduated, reached maximum age, dropped out or obtained a GED from September 1, 2019 through June 30, 2020

Add New/Additional Students

For any 2019-2020 student leaver that does not have an automatically generated record, you will need add this student to your list of leavers. Start this process be clicking on Add Student



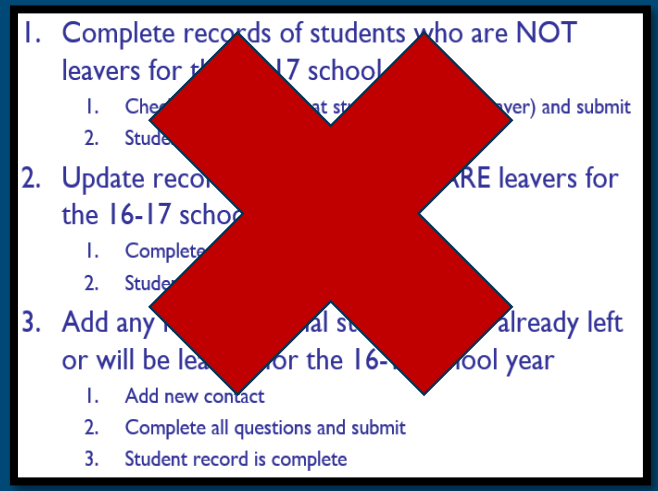
Add New/Additional Students Process

- ✓Complete Demographic Information
- ✓Complete Questions 1-16
- ✓Complete Student Contact Information
- ✓Complete Primary Contact other than Student
- ✓Complete Person Conducting the Interview
- ✓Submit the Survey

This process is the exact same for any student who is a leaver for the 2019-2020 school year.

Additional Administrative Recommendations

Should your LEA not want to follow the process we just went over and you would rather just go through each student alphabetically and complete the survey, that is fine.



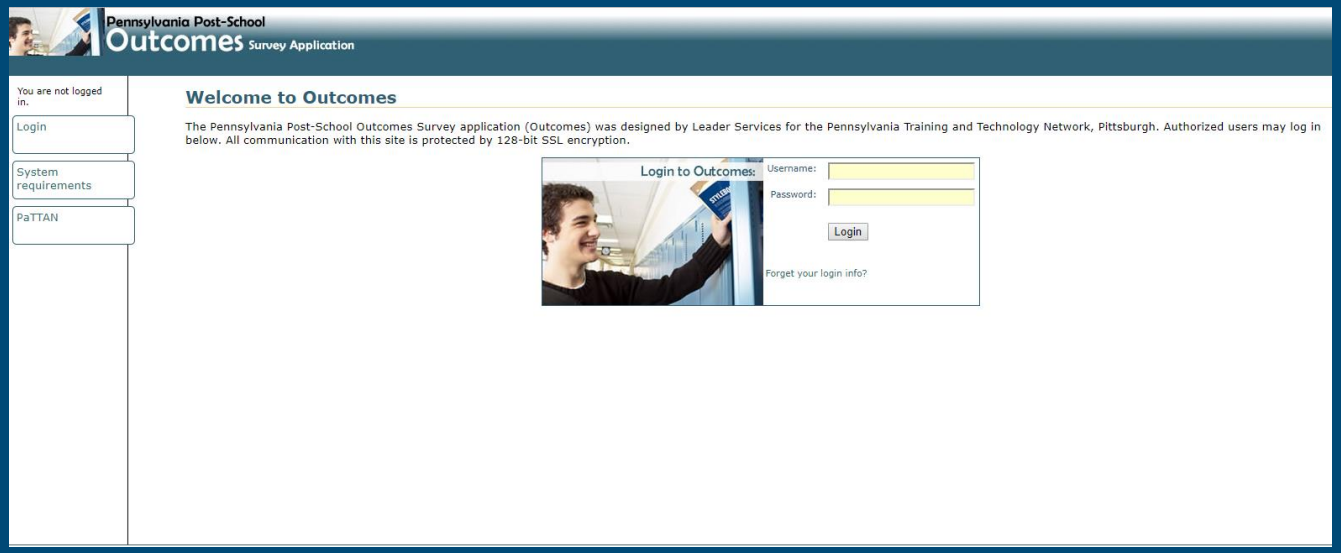
	Name	DOB	PA Secure ID
Edit	America, Captain	12/17/1995	9898989898
Edit	Cowboy, Dallas	05/29/1998	4040404040
Edit	James, Jessie	06/02/1998	2020202020
Edit	Jones, Jimmy	08/08/2008	7676767676
Edit	Monster, Cookie	11/05/1994	2222222222
Edit	Name, No	10/21/1999	3333333333
Edit	Smith, Sammy	12/04/2000	1010101010
Edit	Steeler, Pittsburgh	01/01/1999	5555555555
Edit	Williams, William	12/08/1996	9090909090

Determine who will complete the surveys with the students and who will enter the exit data into Leader Services

Supervisors/Directors, Teachers, Guidance Counselors, Transition Coordinators, Secretaries, etc.

Login Information

PaPOS Login Link



REMINDER - Use the username and password sent to you the week of 2/24/20 to login into Leader Services

Dates to remember

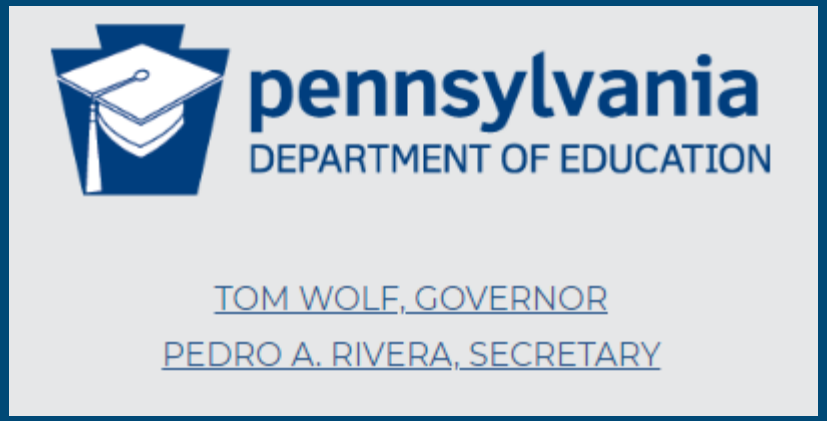
DATE	RESPONSIBILITY
March 1, 2020	LEAs can start entering exit survey data on individual students via Leaders Services
May 1, 2020	PaTTAN will provide you with a status update of all completed student records (and how many more student records the LEA still must complete by May 31, 2020)
May 31, 2020	Final submission of all completed Exit Surveys from Cohort 5 LEAs

Questions Regarding Leader Services Submission

LEADER
SERVICES
A Division of LDP Inc.

For Leader Services Technology Questions:

For PaPOS Content Questions:
PAPOS@pattanpgh.net



PaTTAN
Pennsylvania Training and Technical Assistance Network

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Elaine Neugebauer - eneugebauer@pattan.net

PaTTAN Harrisburg:

Ryan Romanoski - rromanoski@pattan.net

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Commonwealth of Pennsylvania
Tom Wolf, Governor

Pennsylvania Department of Education
Pedro A. Rivera, Secretary

Matthew Stem, Deputy Secretary, Elementary and Secondary Education

Ann Hinkson-Herrmann, Director, Bureau of Special Education