Post-School Survey

An Instruction Manual for Completing
The Post-School Survey

May 2022

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Introduction

In accordance with the Individuals with Disabilities Education Act (IDEA), several indicators have been established by the Office of Special Education Programs (OSEP). States are required to report on these indicators each year in their Annual Performance Reports.

Purpose of Post-School Survey

The post-school survey provides data for OSEP's **Indicator 14:** Percent of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both, within one year of leaving high school [20 U.S.C. 1416(a)(3)(B)].

Completing the Survey

Completion of the post-school survey weighs directly on the district meeting the timely and accurate data submission requirements that impact the State Special Education District Levels of Determination. It also correspondingly impacts the state's Level of Determination issued by the Office of Special Education Programs. We are required to account for all timely and accurate data submissions in our State Performance Plan and Annual Performance Report to OSEP on the required Indicators. *Part B funds may be used for this activity.*

Who Must Complete the Survey

The district must complete this survey for all high school students *who had an Individualized Education Program (IEP)* during the 2020-2021 school year and left high school during that year for one of the following reasons:
- dropping out
- graduating with a regular diploma
- reaching maximum age for receiving special education services, as established by the district

How the Survey is to be conducted

In the Post-School Survey electronic application districts will be provided a list of special education students who left school in 2020-2021, as reported to the OPI in the AIM system. The application includes a follow-up survey to be conducted with these students between May and September of the current year. Districts have found that phone contacts to the student and or parent provide the best results.

You may, however, choose to mail copies of the survey or use other methods. It may take repeated attempts to contact a former student or person who can provide information to complete the survey. Please make your best effort to contact every student.

Completion of this survey for each student directly impacts the level of determination designation for the district as part of providing timely and accurate data and may affect the district's accreditation status.

Reporting Period

The survey is open from May 16 through September 30.

Who Must Be Contacted

The application will be pre-populated with a list of special education students who left high school during the 2020-2021 year as recorded in AIM by the school district with the following Enrollment Status End Codes:

300	Withdrew for personal or academic reasons
310	Exceeded age requirement set by district policy
330	Withdrew to enroll in non-diploma program
340	Unknown
400	Graduated

Attempts must be made to contact each student listed. The district needs to keep records of multiple attempts to reach students. *A survey must be submitted for each student whether contact was successful or not* and options are included under "Contact Results" for students that cannot be reached. This includes students who have returned to secondary school or who are deceased. If a student is reported as exiting special education in error, please contact Anne Rainey at arainey@mt.gov.

Steps for Completing the Survey

Logging In

Click on the link below or in the e-mail sent to you with your User Name. If you are looking at a hard copy of the manual, simply type the URL into the address bar in your internet browser.

https://apps.opi.mt.gov/SPEDApplicationsPortal/frmLogin.aspx

If you were an assigned user in the application last year, you will use the same user name and password this year. If you don't remember that password, or this is the first time you will be logging in, you will need to click on the "Forgot your password?" link. The system will then e-mail a password to you. Enter that password into the password area. If you don't remember your user name, contact Anne Rainey at arainey@mt.gov.
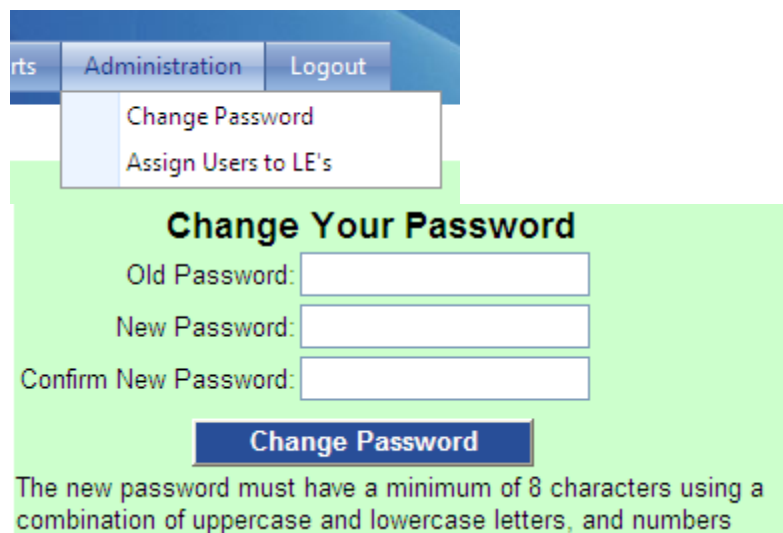
If you are a new user to the application, work with your administrator to request a user account for you. Those requests should be sent to Anne Rainey at arainey@mt.gov. If your administrator has already requested a login for you, you should have received an e-mail containing your user name. If you have not, please contact Anne.

After receiving your initial password via e-mail you have three options:
- Change your password to something you will remember
- Keep the e-mail with the password
- Click on the "Forgot your password?" link every time you log in

To change your password once you have successfully logged in, select "Change Password" in the drop-down under Administration on the navigation bar. You will be prompted to enter the password that was e-mailed to you and then a new password two times. Click the "Change Password" button and it will be changed.

Entering Data into the Application

Your access is limited to those districts to which you have been assigned.

When you log into the system, you will see a Welcome Screen.
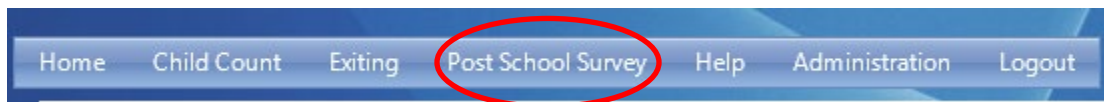
On the navigation bar near the top of the page click on "Post School Survey." Then select "Survey (Data Entry)." You will see the screen below. Select the appropriate district and/or school from the drop-down lists:

Selecting a Student to Survey

Once you have selected the appropriate district and school from the drop-down (if you have access to more than one school/district), a list of students will appear. These are the students for whom you need to complete a survey. Click on the "Select" button next to the first student. The survey will appear below.

Student List:

Number of students to be surveyed = 3

Number of surveys completed = 3   Show 5 ▾ items per

Student Id	Student Name	Birthdate	Gender	Race	Submitted	
123456	Jon Doe	03/31/2001	M	Multi-Racial	Yes	Select
987654	Janey B Smith	05/19/2000	F	White	Yes	Select
123457	Jane Doe	09/19/2000	M	Hispanic	Yes	Select

Contact Results

First, record the results of your contact *or* attempts to contact the student and/or the family members. As seen below, there are several resolutions, some of which will be used only on rare occasions. This is also where to report that a student has returned to secondary education or is deceased.

Note: For any response other than "Contact made and survey completed," the survey can be submitted without answering any more questions.

Contact Results [▾]

"Contact made and survey completed" will be selected most frequently. After selecting this resolution, other questions will be displayed and must be answered.

"Contact attempted/not successful" should be used only after SEVERAL attempts to contact the student, family members, relatives or others that may have knowledge of the student's post-school activities have failed. When selected, describe your contact attempts in the box provided.

"Student returned to secondary education" should be used for those students who dropped out of your district and have now re-enrolled in your district or have enrolled in another high school or K-12 district.

"Student is deceased" should be used for students who have passed away since leaving your district.

"Student on survey in error" will be used when the student shows up on the list to be surveyed but should not have been listed there.

Person Responding

If you have selected "Contact made and survey completed," please identify the person that responded to the survey (student, family member, or other). Then, you will need to answer a series of questions. Some responses will activate other questions that also need to be answered.

Person Responding [▼]

Student's Postsecondary Schooling

The first section inquires about the Student's Postsecondary Schooling – now or at any time since leaving high school.

Select Yes or No as to whether or not the student has been enrolled in a Postsecondary program since leaving 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..."]

       ○ No -> GO TO QUESTION 4
       ○ Yes -> GO TO QUESTIONS 2 AND 3
└──┘

A Yes response to this question will show and require answers to two additional questions.

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

       ○ No ○ Yes

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

Failure to answer all of these questions will cause you to not be able to submit the student's data.

Student's Employment

The second set of questions collects information about the Student's Employment since leaving high school. The questions are designed to gather information about the student's *current* employment or, if not currently working, any employment the student has had since leaving high school.

Answering Yes to the first question will show and require answers for the next eight questions. Failure to answer all of these questions will cause you to not be able to submit the student's data.

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..."]

    ○ No -> STOP: DATA COLLECTION COMPLETED
    ◉ Yes -> GO TO QUESTIONS 5, 6, 7, 8, 9, 10, 11, AND 12

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.]

    ○ No ○ Yes

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.]

    ○ No ○ Yes

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

    ○ No ○ Yes

8. When doing your job, did you interact or talk with co-workers without a disability to get your job done? [NOTE: Emphasis is on interaction with other employees, not supervisors or customers.]

    ○ No ○ Yes

9. In this job, were you eligible for (can you get) a pay raise or promotion?

    ○ No ○ Yes

10. 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.]

    Record the company name: Enter Company Name here

    Please Select Employment Location ▼

11. Were you paid the same as other people who work in a similar job with the same skills, experience and training? [NOTE: Ask this or other probing questions if the interviewer is unfamiliar with the company described in Question 10; otherwise consider this to be YES.]

    ○ No ○ Yes

12. In this job, did you receive benefits (such as group insurance like health, dental, vision, paid sick leave or vacation, social security, unemployment insurance, workers' compensation? [NOTE: Ask this or other probing questions if the interviewer is unfamiliar with the company described inQuestion 10; otherwise consider this to be YES.]

    ○ No ○ Yes

If you answer No to this question, no additional employment information will be required.

Submitting the Survey

After all of the survey questions have been answered, the survey can be submitted by clicking the "Submit" button at the bottom of the survey page.

Note: "Submit" saves the answers to the survey, but it <u>does not lock</u> the survey to prevent future access. The survey will still be available should an answer need to be changed or additional information needs to be added. On initial entry into the survey, clicking the "Return Without Saving" button means no data will be saved. Once the survey has been submitted, if it is reopened and changes are made, click "Submit" again to save new information. Clicking "Return Without Saving" in this instance would not save any new information.

Printing the Completed Survey

You can print a copy of the completed survey for the student <u>after</u> it has been submitted by clicking on the **Print Survey** button next to the student's name. The **Print Survey** button will appear next to the students information after the survey has been submitted. When prompted, "Save" the file to your computer - do <u>not </u>click "Open." Printing the survey is not required.

Frequently Asked Questions (FAQs)

- What if a student cannot be reached to complete the survey?
  - Survey information can be provided by people other than the student. Any person with knowledge of the student's post-school activities can provide information for the survey (i.e., a family member, friend, or school personnel).
  - The survey also provides an option if no one who is knowledgeable of the student's post-school activities can be reached.
    - "Contact Attempted/Not Successful" – This should only be used after SEVERAL attempts have been made to contact the student, his/her family members and relatives or others that may have knowledge of the student's post-school activities.

- Can I change information in a survey that I have already submitted?
  - Yes. Submitting does not lock the survey. You may go back and change or add information if necessary. If you make changes, be sure to click on the **Submit** button to resubmit the survey and save the changes. Submitted surveys will be locked the end of September.

- Can I print a student's survey?
  - Yes, but only after you have completed and submitted the student's survey. Then you can return to the student list and the "Print Survey" button has been enabled. Clicking on this button will provide a copy of the student's survey in a PDF format with the option to save or open the file, allowing a district to save and/or print a copy.

- How do I know if my school has completed a student's survey?
  - In the student list there is a column labeled "Submitted." A "Yes" in this column indicates that a survey has been completed and submitted for that student. However, submitting a survey does not lock the survey. If necessary, you may go back and change or add information.
  - You can also look above the student information grid at the "Number of surveys completed" number.

- When is the survey due?
  - The deadline for submission is September 30, 2022.

- Who Do I Contact For Help?
  - Anne Rainey at arainey@mt.gov