Session Outcomes

- Reviewing the PSO Timeline
- Share the data entry process using the ADE/ESS PSO Survey web-based data application
- Discuss the Changes for the 2019 Data Collection Season
PSO Timeline

- Preparing for the PSO survey
- 2019 Data Collection Season Dates
- Process to access PSO Application
**Ongoing**

Prior to student graduating..
- Update Contact List as much as possible.
- [Sample PSO Contact Form](#)

Review Previous Data
- Consider improvements to professional practices to impact next year’s engagement rates.

**February**

Confirm correct staff have access to the PSO App

**March-May**

Review the student list
- Update exclusions
- Contact drop-outs and offer engagement resources
- Staff Training

**June-September**

Data Collection
Data Entry into PSO App
Who: Students who had an IEP upon exit from high school.

When: Student has been out of school at least one year.

DATA ENTRY to the web-based PSO Application is only available during a specific timeframe...
When is PSO data collected in Arizona?

June 1 through September 30
The Process for Access

1. Local Entity Administrator
2. ADE/ESS Secondary Approval
   - Verified with SPED Director
3. Access to the PSO Application
Accessing the Application

General Tips

➢ Permission to access the PSO application is granted by the local PEA’s Entity Administrator and approved by the special education director.

➢ Entity Administrator resources

➢ Entity Administrators who experience difficulties, should contact: ADESupport at 602-542-7378, 866-577-9636 or email adesupport@azed.gov
PSO Application Data Entry

- Student List
  - General Information

- 2 Survey Components
  - Introductory Information
  - PSO Questions
Student List

• PSO Surveys are administered to all the students that appear on the Student List (some exceptions apply).
• Starting March 4, 2019, this demographic/exit data was extracted from data PEAs have uploaded in AzEDS.
• The student list will be periodically updated and finalized on or just before the data collection season starts.
Home

Select an option from the menu above.

Documents

PSO One Page Summary
PSO Survey Hardcopy
Definitions - Categories of Engagement

Please select the following web links for more information:

ADE/ESS - Post School Outcomes Survey Page
National Technical Assistance Center on Transition (for general PSO Survey requirement information)

Contact Information

For questions related to PSO Survey participation or data entry, please contact Kym Dillard via e-mail at Kymberli.Dillard@azed.gov or by phone at (602) 542-9412.
## Student List

### Dysart Unified District (07-02-89-000)

- **Download Student List**
- **Only display incomplete students?**

### PEA Status

<table>
<thead>
<tr>
<th>PEA (CTDS)</th>
<th>N/A Students</th>
<th>Eligible Students</th>
<th>Completed PSO Surveys</th>
<th>Surveys Not Collected</th>
<th>Surveys Not Completed</th>
<th>Participation Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dysart Unified District (07-02-89-000)</td>
<td>1</td>
<td>205</td>
<td>0</td>
<td>0</td>
<td>205</td>
<td>0</td>
</tr>
</tbody>
</table>

### School Status

<table>
<thead>
<tr>
<th>School (CTDS)</th>
<th>N/A Students</th>
<th>Eligible Students</th>
<th>Completed PSO Surveys</th>
<th>Surveys Not Collected</th>
<th>Surveys Not Completed</th>
<th>Participation Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dysart High School (07-02-89-205)</td>
<td>1</td>
<td>56</td>
<td>0</td>
<td>0</td>
<td>56</td>
<td>0</td>
</tr>
<tr>
<td>Shadow Ridge High School (07-02-89-225)</td>
<td>0</td>
<td>41</td>
<td>0</td>
<td>0</td>
<td>41</td>
<td>0</td>
</tr>
<tr>
<td>Valley Vista High School (07-02-89-220)</td>
<td>0</td>
<td>67</td>
<td>0</td>
<td>0</td>
<td>67</td>
<td>0</td>
</tr>
<tr>
<td>Willow Canyon High School (07-02-89-220)</td>
<td>0</td>
<td>32</td>
<td>0</td>
<td>0</td>
<td>32</td>
<td>0</td>
</tr>
</tbody>
</table>
IN SUMMARY...

Important sections of Student List

➢ PEA Status
➢ School Status
➢ Student Names
  • Separated by High School
  • Alphabetical Order (by last name)
  • State Student ID (SSID)
All 3 parts of the student list update after a survey is competed.
Select “exiting students” or “Student List” at the top of the “Student” page to return to the student list.

- A gray box indicates that data cannot be entered into that section.
- A white box indicates data entry is allowed.
- A white box outlined with a baby blue glow indicates where your cursor is standing.
Tabs help you to “go back”
Introductory Information

- PEA Staff who conducted the survey
- Exclusions
- Person who responded to the survey
Access the “Student Page” by selecting the SSID.

<table>
<thead>
<tr>
<th>State Student ID</th>
<th>Name</th>
<th>DOB</th>
<th>Completed by</th>
<th>PSO Survey Required?</th>
<th>PSO Survey Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>87654321</td>
<td>Doe, Jane</td>
<td>03/09/00</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>12345678</td>
<td>Smith, John</td>
<td>12/03/98</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>98765432</td>
<td>Johnson, Mary</td>
<td>04/04/00</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>12345678</td>
<td>Garcia, Maria</td>
<td>05/05/01</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>12345678</td>
<td>Rodriguez, Luis</td>
<td>06/06/02</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>12345678</td>
<td>Perez, Juan</td>
<td>07/07/03</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>12345678</td>
<td>Hernandez, Carla</td>
<td>08/08/04</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
</tbody>
</table>
Who administered the survey?

Indicate the name of the person who is conducting the survey. (Who is asking the questions?)
The "Exclusions" Section is located at bottom of the "Student" Page

The default is: "None". The appropriate exclusion button must be selected and a reason indicated, in order to exclude an individual from the PSO Survey.
“N/A” can be checked below if the PSO Survey will not be administered to the student. A reason must be selected; only the reasons listed in the drop down menu are acceptable for not administering the survey.

<table>
<thead>
<tr>
<th>Exclude?</th>
<th>Instructions</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.</td>
<td>Please choose one..</td>
</tr>
<tr>
<td>Not Collected?</td>
<td>Check &quot;Not Collected&quot; and select a reason listed to explain why the PSO survey could not be completed.</td>
<td>Please choose one..</td>
</tr>
<tr>
<td>None</td>
<td>Check &quot;None&quot; if this student is not being excluded from the PSO survey.</td>
<td></td>
</tr>
</tbody>
</table>

Before moving to another page, select “Save Student”
Contact attempts must be logged if unable to reach the former student or a family member.

**Exclusions (Contact Attempts)**

<table>
<thead>
<tr>
<th>Exclude?</th>
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<th>Reason</th>
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<tbody>
<tr>
<td>N/A?</td>
<td>Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.</td>
<td>Please choose one..</td>
</tr>
<tr>
<td>Not Collected?</td>
<td>Check &quot;Not Collected&quot; and select a reason listed to explain why the PSO survey could not be completed.</td>
<td>Please choose one..</td>
</tr>
<tr>
<td>None</td>
<td>Check &quot;None&quot; if this student is not being excluded from the PSO survey.</td>
<td></td>
</tr>
</tbody>
</table>

Select “Contact Attempts”
Fill in the date when the attempted contact was made and what happened.

Exclusions (Contact Attempts)
Contact attempt information is now displayed. Select “Add Attempt” to log additional contact attempts.
Each attempt is listed, continue until the survey can be administered, or three attempts have been logged. Remember to save each attempt.

You will be recording a date between June 1 and September 30.
After three attempts, “Not Collected” is automatically recorded under “Exclusions”.

<table>
<thead>
<tr>
<th>Exclude?</th>
<th>Instructions</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A?</td>
<td>Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.</td>
<td>Please choose one.</td>
</tr>
<tr>
<td>Not Collected?</td>
<td>Check &quot;Not Collected&quot; and select a reason listed to explain why the PSO survey could not be completed.</td>
<td>No Contact After 3 Attempts</td>
</tr>
<tr>
<td>None</td>
<td>Check &quot;None&quot; if this student is not being excluded from the PSO survey.</td>
<td></td>
</tr>
</tbody>
</table>

Save Student  Contacts...  Contact Attempts...  PSO Survey...
All 3 sections of the student list are also updated.

### PEA Status

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<tbody>
<tr>
<td>Dysart Unified District (07-02-89-000)</td>
<td>1</td>
<td>205</td>
<td>0</td>
<td>1</td>
<td>204</td>
<td>0</td>
</tr>
</tbody>
</table>

### School Status

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<thead>
<tr>
<th>School (CTDS)</th>
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<tr>
<td>Dysart High School (07-02-89-205)</td>
<td>1</td>
<td>56</td>
<td>0</td>
<td>1</td>
<td>55</td>
<td>0</td>
</tr>
</tbody>
</table>

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Student in red has an incomplete survey. Student in green has a complete survey or a survey is not required.

### State Student ID

<table>
<thead>
<tr>
<th>State Student ID</th>
<th>Name</th>
<th>DOB</th>
<th>Completed by</th>
<th>PSO Survey Required?</th>
<th>PSO Survey Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>54583456</td>
<td>Atwood, Benjamin</td>
<td>1/1/1993</td>
<td>John Doe</td>
<td>No</td>
<td>No Contact After 3 Attempts</td>
</tr>
<tr>
<td>98765432</td>
<td>Allen, Karen</td>
<td>1/1/1994</td>
<td>Jane Smith</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>12345678</td>
<td>Anderson, Margaret</td>
<td>1/1/1995</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>87654321</td>
<td>Austin, Samantha</td>
<td>1/1/1996</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
</tbody>
</table>
When you reach someone that can answer the PSO survey questions...
The PSO Survey can be found by going to the “Student Page” (which can be accessed by selecting the SSID).

<table>
<thead>
<tr>
<th>State Student ID</th>
<th>Name</th>
<th>DOB</th>
<th>Completed by</th>
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<tr>
<td>87654321</td>
<td>Doe, Jane</td>
<td>03/09/00</td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>98765432</td>
<td>Jones, Bob</td>
<td></td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>12345678</td>
<td>Martinez,</td>
<td></td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>88765432</td>
<td>Rodriguez</td>
<td></td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
<tr>
<td>56789012</td>
<td>Garcia,</td>
<td></td>
<td>(Not Set)</td>
<td>Yes</td>
<td>Student details data downloaded</td>
</tr>
</tbody>
</table>
After identifying who is administering the PSO Survey, select “PSO Survey” at the bottom of the page.
1. Identify the name of the person who is responding to the survey ("survey participant").

2. Indicate if the survey participant is the former student, family member or a state agency representative.

3. Select “continue” to access the survey questions.
Responding to the PSO Survey Questions

- 14 Questions
- Skip logic included
Ask the survey question and record the response.

1. In the 12 months after leaving high school, were you ever enrolled in any school, job training, or education program?
   - No
   - Yes
   - No Answer

Continue  Cancel
After every question answered, your progress is updated.

Skip logic applied automatically.
Continue until all questions have been asked and responses recorded. The “Student” page will be displayed.

Student page is automatically updated.
Continue until all former students have been surveyed!
What’s New for the 2019 PSO Data Collection Season?

- Why the change?
- The changes to one of PSO’s Categories of Engagement
- New PSO Questions (Reviewed using Hard Copy)
Why the Updates???

When reporting in the FFY 2019 SPP/APR, due February 2021, all States must report in alignment with the term “competitive integrated employment” and its definition, in section 7(5) of the Rehabilitation Act, as amended by WIOA, and 34 CFR §361.5(c)(9).

*Until official announcement on March 1, 2019 from OSEP the expectation was that all States would align with the term CIE when reporting in the FFY 2018 SPP/APR, due February 2020.
WIOA definitions:

**Competitive employment** means work— (i) In the competitive labor market that is performed on a full-time or part-time basis in an integrated setting; and (ii) For which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled. (Authority: Sections 7(11) and 12(c) of the Act; 29 U.S.C. 705(11) and 709(c))

**Integrated setting,**— (ii) With respect to an employment outcome, means a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other persons. (Authority: Section 12(c) of the Act; 29 U.S.C. 709(c))
Aligning CIE with W.I.O.A. Definition

Competitive Employment must now satisfy these additional requirements:

- Competitive earnings (customary wage)
- Level of interaction within an integrated setting
- Benefits & opportunities for advancement
Competitive Employment

No changes to this previous criteria:

- An average 20 hours per week
- At least 90 days consecutive or cumulative
- For pay at or above minimum wage
- Includes military
- Setting with others who are nondisabled

What’s new:

- Level of interaction within integrated setting
  
  34 CFR §361.5 (b)(33)(ii)

- Customary wages AND benefits/opportunities for advancement
  
  34 CFR §361.5(b)(11)
<table>
<thead>
<tr>
<th>Category of Engagement</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Higher Education       | - enrolled full-or part-time  
|                        | - community college (2-year program)  
|                        | - college/university (4-or more year program)  
|                        | - 1 complete term  |
| Competitive Employment  | - average 20 hours a week  
|                        | - 90 days (cumulative) since leaving high school  
|                        | - includes military employment  
|                        | - worked for pay at or above the minimum wage while earning customary pay rate*  
|                        | - setting with others who are non-disabled where interaction is at a level comparable to co-workers without disabilities who perform the same job description  
|                        | - available benefits and opportunities for advancement as those without disabilities  |
| Other Postsecondary Education or Training | - enrolled full-or part-time  
|                        | - education or training program (e.g., adult education, vocational technical school that is less than a 2-year program)  
|                        | - 1 complete term  |
| Other Employment        | - worked for pay or been self-employed  
|                        | - 90 days at any time since leaving high school  
|                        | - includes working in a family business (e.g., farm, store, fishing, ranching, catering services, etc.)  |

* A customary pay rate involves a former student compensated at the same wage rate as co-workers without disabilities for the same/similar job description.
The Arizona PSO Survey Hard Copy

Introductory Information

- Student name
- Student SSID
- PEA Staff who conducted the survey
- Person who responded to the survey
- Exclusions

Introductory Information

Record the name of the student: ________________________________

Record the SSID of the student: ________________________________

Record the name of PEA staff conducting the PSO Survey: ________________________________

Indicate the person who responded to the PSO Survey:
- [ ] Student
- [ ] Family member (Name): ________________________________
- [ ] State/local agency personnel (Name): ________________________________

If you are unable to administer the survey, please indicate whether the PSO Survey was not applicable or not collected. NOTE: Only one type of exclusion can apply to each student.

N/A Exclusion:
It was not applicable to administer the PSO Survey to this student because (select one):
- [ ] Student is enrolled in high school
- [ ] Student is deceased
- [ ] Exit code was an error in A2EDS

Not Collected Exclusion:
The PSO Survey could not be completed because (select one):
- [ ] Respondent refused to participate
- [ ] No contact after three attempts
- [ ] Incorrect contact information
- [ ] Contacts not collected
Arizona’s PSO Survey Application

Useful Resources

- Definitions of PSO Engagement Categories
- Arizona’s Current PSO Survey Questions
- PSO One Page Summary

For more resources, please visit our ADE PSO page at:

Resources

- NTACT-National Technical Assistance on Transition
- Arizona Department of Education
  - Exceptional Student Services
  - ADE Secondary Transition
  - ECAP-Education and Career Action Plan
- AZCIS-Arizona Career Information System
- Career One Stop
PSO Contact Information

PSO E-mail    PSOInbox@azed.gov
Sam Gores     Sam.Gores@azed.gov
Ana L. Núñez Ana.Nunez@azed.gov

Arizona Department of Education
Exceptional Student Services, Secondary Transition Team
1535 W. Jefferson St., Bin #24/ Phoenix, AZ 85007
Fax: 602-542-5404
ADE Secondary Transition Webpage