



Post-School Survey Overview: Roles and Resources

Center for Change in Transition Services (CCTS)

Improving post-school outcomes for students with disabilities in Washington state

www.seattleu.edu/ccts



Getting started

CCTS Introductions

- Elaine Marcinek, Director
- Jay Shepherd, Marketing and Communication Specialist



Agenda

Objective: Apply Post-School Survey training to real-life scenarios

- CCTS and the Post-School Survey
- Leavers and Leaver Verification
- TSF2 Accounts and User Roles
- Support and Guidance Materials
- Questions



CCTS and Post-School Survey Overview

Center for Change in Transition Services

- OSPI State Needs Project
- Improving post-school outcomes for youth with disabilities
- Provides statewide professional development and technical assistance around transition services (including the Post-School Survey)
- Located at Seattle University

Post-School Survey Logistics

- Survey opens June 1-November 1 each year
- Phone surveys are conducted by school/school district representatives
- Surveys are completed by former special education students (“leavers”) one year after exiting high school
- Survey data are reviewed, analyzed, and reported by CCTS



Importance of the Post-School Survey

- Reconnect with former students who received special education services
- Gain direct insights into education and employment activities one year after leaving school
- Collect post-school outcome data for program improvement and reporting purposes

Post-School Survey and the TSF2

- Transition Systemic Framework 2.0
 - www.cctsTSF.com
 - www.cctsTSF.org
- CCTS's secure data collection website
- Used when conducting the Post-School Survey
- View and download reports and presentations



Leavers and Leaver Verification

Must be completed before making survey phone calls

Leaver Criteria for 2017-18 Leaver Year

- Former student
- Age 16-21 with an IEP at the time of exit
- Left school in the 2017-18 year by graduating with a diploma, aging out, dropping out, or was expected to return and did not

- 2019 = survey year
- 2017-18 = leaver year

Leaver Verification (LV)

Before survey phone calls can begin:

- Compare and edit names and demographic information in the TSF2 to match school or district's records.
- Submit confirmation that the TSF2 list is accurate.
 - LV must be completed by all schools, even those without leavers.
 - Surveys are in read-only mode until LV is submitted.
 - After submitted, LV must be reset and resubmitted to in order to make changes to the list.

Leaver Verification Support and Guidance

- Webinars on Vimeo:
 - [Submitting Leaver Verification Part 1](#)
 - [Submitting Leaver Verification, Part 2](#)
- [Documents in Google Drive:](#)
 - Webinar PowerPoints
 - Survey Guidance
 - TSF2 How-To

TSF2 Accounts and User Roles

Logging in to the TSF2

- New Users
 - Anyone new to the system in the last year
 - Contact District Manager or CCTS
- Existing Users
 - Visit <https://cctsTSF.com> or <https://cctsTSF.org>
 - Enter your email address and password
 - Click login

Note: “Reset your password” link only works for existing users.

TSF2 User Roles

- District Manager
- Post-School Survey User Roles (school-level)
 - Submit Leaver Verification
 - Conduct Survey
 - View Post-School Outcome Reports
- Other Users: Admin, State, and ESD

[CCTS Post-School Survey Training Materials Google Drive Folder](#)

Submit Leaver Verification (LV) User Role

- District and/or school personnel with access to student data
- Permissions:
 - Submit and reset leaver verification for assigned schools
 - Edit former student demographics
 - View, add, and delete surveys that have not been submitted
 - View overall survey progress
 - View and download post-school outcome reports and presentations for district and state

Conduct Survey (CS) User Role

- District and/or school personnel that make survey phone calls.
- Permissions:
 - View and conduct surveys for all former students
 - View and download post-school outcome reports and presentations for district and state

View Post-School Outcome Reports (VPSO) User Role

- District and/or school personnel who only need access to reports and presentations.
- Permissions:
 - View and download post-school outcome reports and presentations for district and state

District Manager (DM) User Role

- District and/or ESD personnel that manages TSF2 users.
- By default, DMs have all Post-School Survey user role permissions for all schools in their assigned district.
- Permissions
 - View, add, modify, and delete LV, CS, and VPSO user accounts in TSF2
 - Unlock completed surveys

Other TSF2 User Roles

- Admin: CCTS staff
 - All TSF2 user permissions
 - Plus: view, add, modify, and delete all user accounts in the TSF2
- State: OSPI staff
 - View and download state, ESD, and district reports and presentations
- ESD: ESD staff
 - All Post-School Survey user role permissions for all districts and schools in their assigned ESD
 - Plus: view and download ESD reports and presentations



Support and Guidance Materials

Center for Change in Transition Services (CCTS)

IMPROVING POST-SCHOOL OUTCOMES FOR STUDENTS WITH DISABILITIES IN WASHINGTON

CCTS is a Washington State Needs Project housed in the College of Education at Seattle University.

ABOUT	AGENCY CONNECTIONS	POST-SCHOOL OUTCOMES
PROFESSIONAL DEVELOPMENT & TRAINING	PROJECTS	RESOURCES
TOOLS	TRANSITION SERVICES	

Post-School Survey

GUIDANCE FOR EDUCATORS	GUIDANCE FOR STUDENTS & FAMILIES	TSF2 DATA COLLECTION PLATFORM
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CCTS Latest News

Post-School Survey is Now Open

June 1 through November 1, schools that have submitted Leaver Verification can make Post-School Survey phone calls.

Jun 13, 2019

[Read More >>>](#)



CCTS Quick Links

- [Calendar >>>](#)
- [Data Requests >>>](#)
- [Informational Materials Requests >>>](#)
- [Transition Services Flowchart >>>](#)
- [Training Requests >>>](#)
- [T-Folio >>>](#)
- [TSF2 >>>](#)



CCTS Website: Guidance for Students and Families

[Guidance for Students and Families page](#) includes:

- Answers to frequently asked questions
- Downloadable materials:
 - Student and Family Guide (PowerPoint and PDF)
 - One-page handout in English and Spanish (Word and PDF)

Use these materials to prepare students for the survey before they leave high school.

CCTS Website: Guidance for Educators

[Guidance for Educators page](#) includes:

- Survey dates
- Important links:
 - TSF2
 - Post-School Survey Training Materials Google Drive folder
 - Upcoming and archived training webinars
- Download Guidance for Students and Families materials
- Download Student Contact Form
- Request Post-School Survey reminder postcards

PSS Training Materials Google Drive Folder

- [All Users](#)
- [Conduct Survey](#)
- [District Manager](#)
- [Leaver Verification](#)

Google Drive Folder – All Users

[All Users folder in Google Drive](#) includes:

- Post-School Outcome Terms and Definitions
- Post-School Survey Calendar
- User Roles and Permissions

Google Drive Folder – Leaver Verification (LV)

[Leaver Verification Folder in Google Drive](#) includes:

- Post-School Survey Guidance: LV (one page document)
- Webinar PPT and PDF: Submitting Leaver Verification, Part 1
- Webinar PPT and PDF: Submitting Leaver Verification, Part 2
- TSF2 How-To: LV

Google Drive Folder – Conduct Survey (CS)

[Conduct Survey Folder in Google Drive](#) includes:

- Post-School Survey Guidance: CS (one page document)
- Webinar PPT and PDF: Conducting the Survey, Part 1
- Webinar PPT and PDF: Conducting the Survey, Part 2
- TSF2 How-To: CS

Google Drive Folder – District Manager (DM)

[District Manager Folder in Google Drive](#) includes:

- Post-School Survey Guidance: DM (one page document)
- TSF2 How-To: DM

TSF2: Guidance

TSF2 Guidance page includes information that is also available on the CCTS Guidance for Educators page:

- Survey dates
- Important links:
 - Post-School Survey Training Materials Google Drive folder
 - Upcoming and archived training webinars



Questions for CCTS

Survey Processes

TSF User Roles

Available Resources



Questions for participants

Five real-life scenarios

Scenario 1: Surveys in read-only mode after June 1

It's June 1 and Charles Xavier is ready to start conducting the Post-School Survey for Xavier Institute.

Charles notices that the Post-School Survey column on the Leaver Survey List page says read only.

Why is this happening?

What steps should be taken to start making survey phone calls?

Xavier Institute (2017-18 Leaver Year)

Leaver Survey List and Progress

Use the table below to access the Post-School Survey for each former student on your school's list of 2017-18 special education leavers.

Surveys are viewable in read-only mode until Leaver Verification is submitted (or resubmitted) for all leavers. Individual surveys are also read-only once the survey is submitted as complete.

To edit a submitted survey, please contact your District Manager.

Row	Name	SSID	Demographics	Post-School Survey	Survey Status	Last Edited	Survey Submitted
		<input type="text"/>					
1	Former Student 1	1111111111	Read Only	Read Only	Not Started		<input type="checkbox"/>
2	Former Student 2	2222222222	Read Only	Read Only	Not Started		<input type="checkbox"/>
3	Former Student 3	3333333333	Read Only	Read Only	Not Started		<input type="checkbox"/>
4	Former Student 4	4444444444	Read Only	Read Only	Not Started		<input type="checkbox"/>

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Scenario 2: Notification about leaver verification

Thor is a district manager for Asgard district.

Thor received several messages from CCTS that Asgard has one or more schools that have not submitted leaver verification.

Thor checks the School List page and sees all of the schools with leavers have been verified.

Why is Thor receiving these messages from CCTS?

What should Thor do to resolve this?

[TSF2](#) / [Post-School Survey Home](#) / [District List](#) / [Asgard School List](#)

Asgard School List (2017-18 Leaver Year)

[Download Raw Data Spreadsheet](#)

Search By SSID:

School	Verified	Progress	Contact Rate	Response Rate	Not Started	Started	Finished	Total
<input type="text" value=""/> <input type="button" value="▼"/>								
School 1	✓	0% <div style="width: 100%;"></div>	0.0%	0.0%	14	0	0	14
School 2		N/A <div style="width: 100%;"></div>	0.0%	0.0%	0	0	0	0
School 3	✓	0% <div style="width: 100%;"></div>	0.0%	0.0%	2	0	0	2
School 4		N/A <div style="width: 100%;"></div>	0.0%	0.0%	0	0	0	0
Totals:		0% <div style="width: 100%;"></div>	0.0%	0.0%	16	0	0	16

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Scenario 3: TSF2 user roles

Black Widow doesn't know what training materials to review, because they don't know what user role they have in the TSF2.

How can they find out?



Scenario 4: Logging in to the TSF2

Hulk hasn't conducted the Post-School Survey in a few years.

Hulk goes to the TSF2 login page and enters their email address and makes a guess at their password.

Hulk gets an error message that says "username or password mismatch."

Hulk clicks on link that says "reset your password," but nothing happens.

Why can't Hulk reset their password?

What steps can Hulk take to successfully log in to the TSF2?



Log in to the Transition Systemic Framework 2.0

CCTS's secure online data collection platform

Existing Users

Email Address:

hulk@incredibleschool.org

Password:

.....

Warning: Username or Password mismatch

Log in

[Reset your password](#)

New Users

The Transition System Framework 2.0 (TSF2) is a platform developed and maintained by the [Center for Change in Transition Services](#). You must be employed by a school, district, or ESD in the state of Washington to receive access to the TSF2.

To be added to the TSF2, please contact your district's data manager or the person who manages the Post-School Survey. If you're not sure who this person is, contact your district's special education office. For further assistance, email ccts@seattleu.edu.

Site Maintenance every Friday from 9-10 a.m.

TSF2 is unavailable on Friday mornings for routine updates. Please save any changes and log out of the TSF2 before the maintenance window begins.

Scenario 5: Guidance Materials

Iron Man is new to Malibu and has been told they're in charge of the Post-School Survey.

Iron Man doesn't know what this is.

Where should Iron Man look for help?



Next Steps

Reminders

- June 1-November 1: Survey open
- Future Webinars, Survey Tutorials TBD, 3pm
 - August 22
 - September 19
 - October 17
- Mid-December: Final post-school outcome reports available

For more information

- Visit the [Guidance for Educators Page on the CCTS website](#)
- Join us for our next training webinar: August 22, 2019
- Contact CCTS
 - ccts@seattleu.edu
 - 206-296-6494

Thank you

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