

Exit Interview Instructions

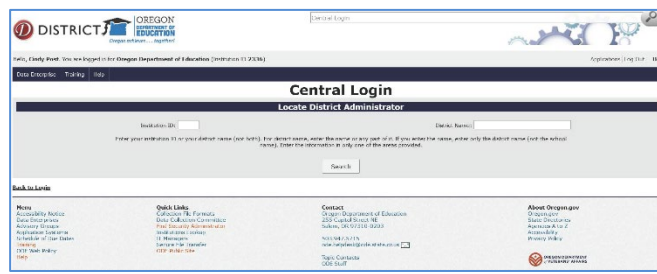
Special Education Post-School Outcomes Application 2.0

Districts are strongly encouraged to administer the Exit Interview with the student they anticipate leaving during the current school year to:

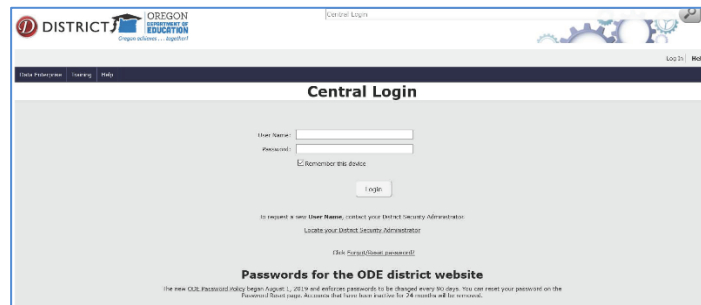
- Let students and families know that their information matters to the district
- Collect a variety of contact information for the Follow-Up Interview
- Have the student self-address a reminder PSO postcard to send the following year
- Use meetings with students and parents/guardians to get the *Agreement to Participate* form signed and the conversation started
- Introduce the student/family to the district's requirement to contact the student for a Follow-Up Interview conversation one year after they leave school
- Provide an opportunity for the student to become familiar with the Follow-Up Interview questions
- Ask the student/family what district person they would prefer make the Follow-Up call next year

Additional step-by-step guided instructions for the Exit Interview can be found in PowerPoint form on the transitionoregon.org website.

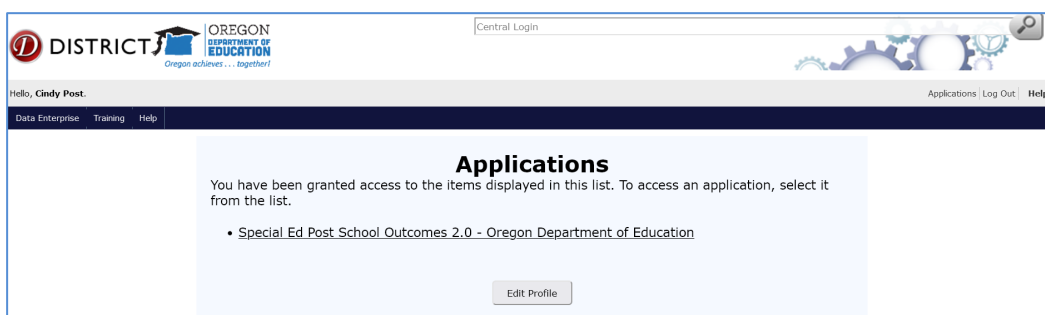
Access to the **Special Ed Post-School Outcomes (PSO) Application 2.0** on the secure district site can be found at: <https://district.ode.state.or.us/apps/login/searchSA.aspx>



Enter either your district name or Institution ID, this will allow you to search for your specific District Security Administrator who will give you your user name and password to login to the PSO Application:



Login: <https://district.ode.state.or.us/apps/login/> with your user name and password.



Once you have entered, click on Special Ed Post School Outcomes 1.0-Oregon Department of Education

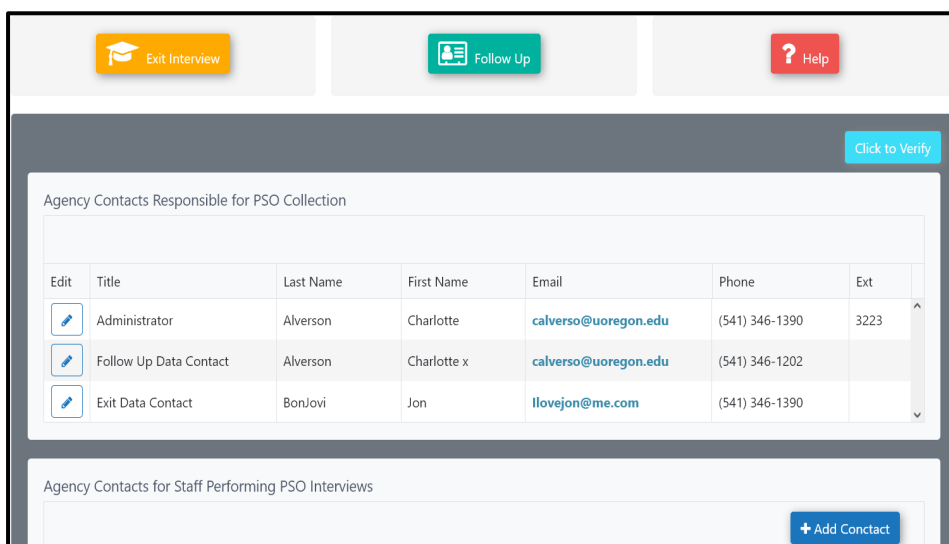
You will see the **Dashboard** page: Welcome to the Post-School Outcomes 2.0 Application!

The Home *Dashboard* index on the left of the screen provides quick access all parts of the PSO Application. This HOME page will keep current updated information. Each section in the Index will have a new Dashboard. The *Help* section will provide links to instructions along with resources for other materials.



Agency Contacts: If you continue to scroll down the Home *Dashboard*, you will find the *Agency Contacts*

- **Administrator:** Who is responsible and will have access to the Admin Section
- **Follow-Up Data Contact:** Who is **primarily** responsible for completing the Follow-Up data collection?
- **Exit Data Contact:** Who is **primarily** responsible for completing the Exit data collection?
- **Staff Performing PSO Interviews:** Add ALL contacts who participate in the Interviews



DATA ENTRY – Exit Interview

- ❖ *Agreement to Participate* forms and contact information can be gathered all year long, a good opportunity would be during the student IEP meeting
- ❖ Exit Interview data can be submitted from February through September in the PSO App – downtime may occur on occasion for the PSO App to update
- ❖ Once data are entered, the interview remains open and modifiable until the collection closes the end of September

Data Entry for *Exit* Interview information is accessed by clicking the appropriate section in the index on the left.

- ❖ Select Exit Interview tab, or Exit to begin entering the Exit Interview data

Adding Exiting Students from the Exit Dashboard:

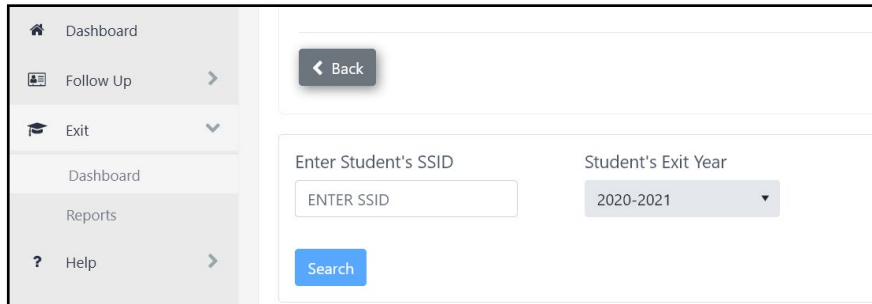
Click on your School name to see your list of students, to begin with you will have none listed.

Select + *Add Student* button, enter the Secure Student Identifier Number (SSID) and click the *Search* button.



School	Progress	Not Started	Started	Completed	Total
City High School (7201)	0%	0	1	0	1

You can also enter the SSID# here and click Search



Enter Student's SSID: ENTER SSID

Student's Exit Year: 2020-2021

Search

Once a student has been added, your site list will begin to grow with each addition



SSID	Name	Agreement to Participate	Status
2342342	xTEST, xJon	<input checked="" type="checkbox"/> Yes	Started

- ❖ If the SSID number does not work to access a student, first re-check the number, and if needed, contact ODE - as the student may be in the system for another district
- ❖ Names and contact information for exiting students (students that leave Special Education during the school year) **must be entered by the district**, ODE does not populate this information for the Exit
- ❖ The six categories of exiting students include: students leaving with a regular, modified, or extended diploma, an alternative certificate or GED, reaching maximum age, and students who dropout
- ❖ Districts often interview some students multiple times to learn about their experiences and update the information, such as:
 - After they complete the academic portion of their services
 - After they complete the 18 - 21 year old portion of their services

Entering Interview Information

- ❖ The name of the student or the student SSID# are the links to entering the Exit information
- ❖ Both the first portion, *Demographic* information, and the final portion, *Contact* information of the Exit Interview, is information that can be taken from student records and input at any time before the actual Exit Interview is completed with the student. And additional contact information can be recorded.

Demographic questions D1 through D15:

Q12, *Does the student/parent/guardian agree to participate?*

PSO MANAGER DISTRICT / [User Name]

Dashboard | Follow Up | Exit | Help

D1a) Student First Name
xJon

D1b) Student Last Name
xHunter

D2) Birth Date
09/12/2004

D3) Gender
 Male
 Female
 Non-Binary

Exit | Help

Not Sure

D11) Did the student have a one-page profile?
 Yes
 No
 Not Sure


D12) Does the student/parent/guardian agree to participate?
 Yes
 No
 Not Sure



- ❖ The Agreement to Participate box must be marked YES in order to continue with the student interview

If you do not have an Agreement to Participate you will receive this message:



When no signed agreement to participate exists, you cannot ask any questions of the student. This agreement is required before interviewing the student. Questions visible from the Demographics and Contact Information sections that the district already has may be entered without a signed agreement to participate

- You will be able to input and save/update anything in the Demographic section (D1-D15) or Contact section (C1-C5) without an Agreement
- A student interview (Q0-28) **CANNOT** be conducted without the Agreement to Participate and you will not have access to the questions in the PSO app.

- ❖ Information is automatically saved when you move down to the next question,  reveals information
- ❖ Click the **Submit** when you enter **ALL** the data for the interview
- ❖ If your interview is complete & submitted, the PSO App will indicate **Completed**:

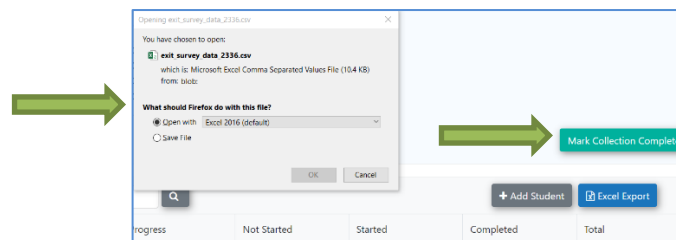
SSID	Name	Agreement ...	Status
222514	xHunter, xJon	<input type="checkbox"/> No	Completed 
22728	xHunter, xJon	<input type="checkbox"/> No	Incomplete 

Making Edits/Updates

- ❖ To make edits/updates to a completed and submitted interview, click on the student's name, and when the interview opens - click the **Unlock Completed Interview** button to access the interview. Make the necessary edits and click **Submit**. These edits may be made until the end of September of the current school year.
- ❖ Upon final review, you can remove a duplicate by clicking the  button and then the 

Marking the Collection Complete and Downloading Interviews

- ❖ When ALL of your students have been entered, you can check for missing students, incompletes, or duplicates make the necessary revisions, and received Administrative permission before clicking **Mark Collection Complete**
- ❖ Interviews can be downloaded in worksheet form and saved as an Excel file



Additional Information

- ❖ The contact information supplied within the *Exit Interview* will appear on the Follow-Up call logs. Additional contact information is gathered from other ODE sources and will be populated, if available.
- ❖ If a student requests a preferred person to make the Follow-Up call, this contact information can be entered at the beginning of this section in C1. All of these contacts will be brought forward to the Follow-Up call log. The district can decide who will make the Follow-Up call.

ADDITIONAL RESOURCES

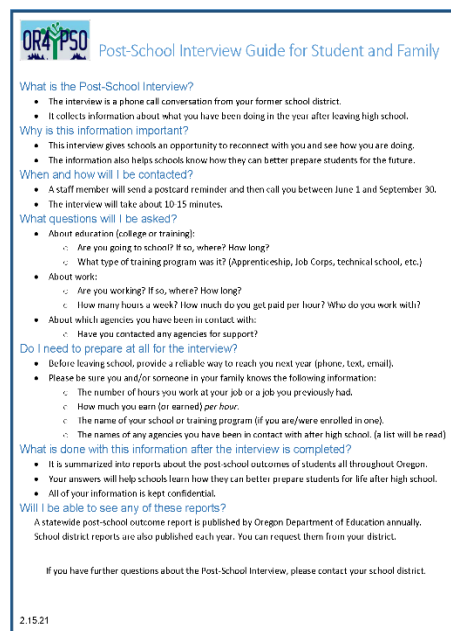
PSO Postcard

Before you complete your interview with your student, remember you can bring out a PSO Postcard for the student to address to themselves. This will allow an opportunity to tell the student about the upcoming Follow-Up Interview in one year from exit and answer any questions the student may have. These are available in both English and Spanish.



PSO Interview Guide for Student and Family

An additional resource document that would be useful when asking a parent or student for the Agreement to Participate would be the PSO Interview Guide for Student and Family. This Guide takes the student or family through a series of questions regarding the PSO Follow-Up Interview.



For additional resources regarding Post-School Outcomes, please see:

- ❖ PSO App 2.0 Help/Resources tab - links only
- ❖ transitionoregon.org website: The *PSO Resources* tab will include training documents along with other PSO resource materials to download

For any questions or technical needs, please contact:

- **PSO email:** psu@uoregon.edu
- Charlotte Alverson; calverso@uoregon.edu
- Sally Simich; sally.simich@ode.oregon.gov