



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 obtain 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 on the website: [OTE website for PSO Exit Interview](#)

Access to the **Special Ed Post-School Outcomes (PSO) Application 2.0** on the secure district site can be found at: [ODE PSO Central Login](#)

If you already have a user name and password for the PSO App 2.0, please login:

If you are new to the PSO App, to request a new Username, contact your District Security Administrator (DSA).

Scroll down and click:

Here you will enter your district name or Institution ID

and you will find your specific DSA who will give you your user name and password to login to the PSO App.

Locate District Security Administrator

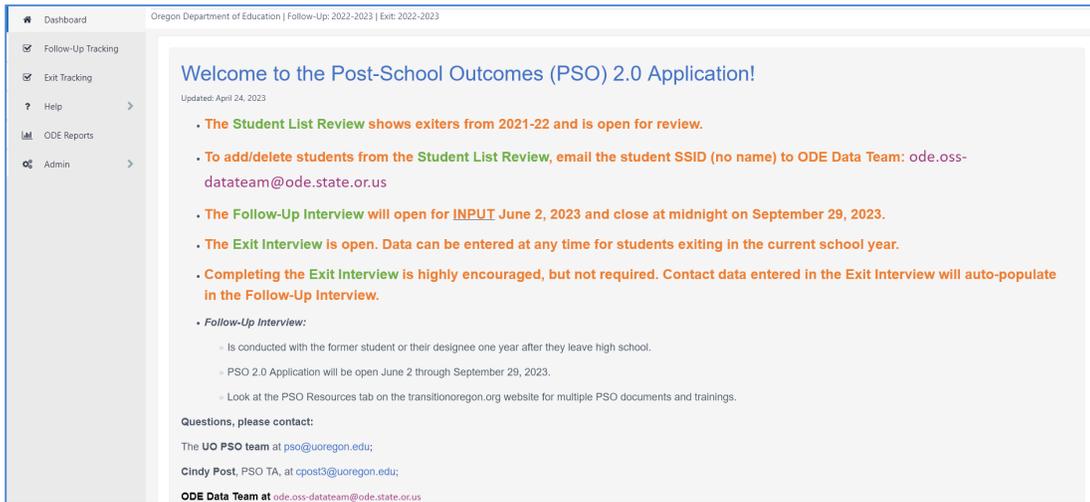
Institution ID	District Name
Enter Institution ID here	Enter District Name here

Enter your institution ID or your district name (not both). For district name, enter the name or any part of it. If you enter the name, enter only the district name (not the school name). Enter the information in only one of the areas provided.

Once you have your username and password, please go back to the PSO Central Login page and submit your information to connect to the PSO App. [ODE PSO Central Login](#)



Once you have entered, click on [Special Ed Post School Outcomes 2.0-Oregon Department of Education](#)
You will see the PSO Dashboard page: Welcome to the Post-School Outcomes (PSO) 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 (REQUIRED): If you continue to scroll down the Home Dashboard, you will find the

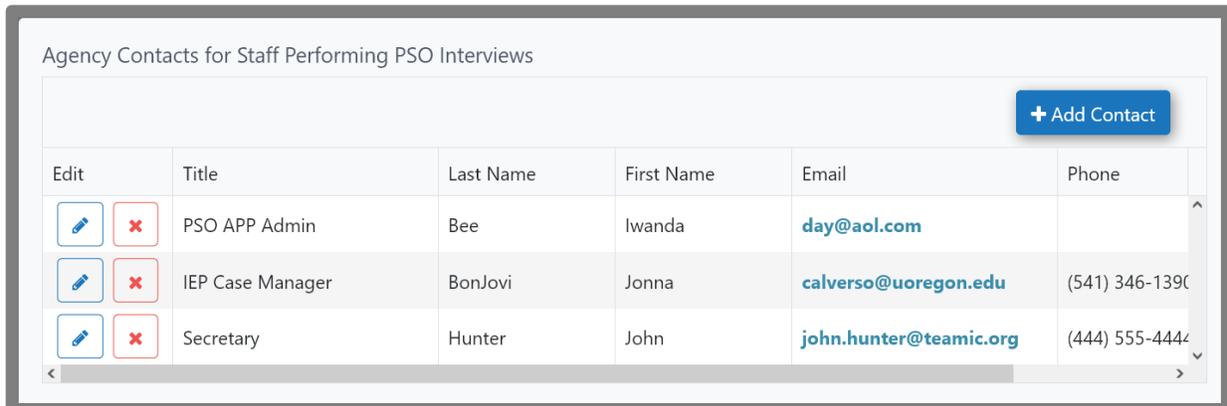
Agency Contacts – you will need to complete this as well, add your name and information.

- **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?



And, you will see Agency Contacts for Staff Performing PSO Interviews:

You will need to complete this as well, adding your name and information.

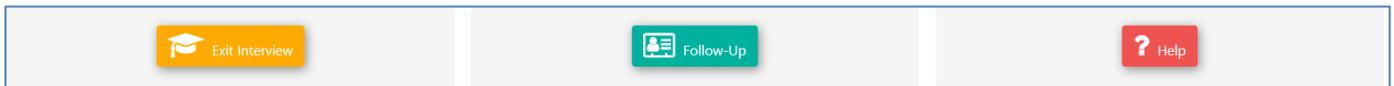


DATA ENTRY – Exit Interview

- ❖ *Agreement to Participate* forms need to be signed before proceeding with the Exit Interview
- ❖ Contact information can be gathered all year long, a good opportunity would be during the student IEP meeting – this is a valuable tool when doing the Follow-Up interview.
- ❖ Exit Interview data can be submitted All year long in the PSO App – downtime may occur on occasion for the PSO App to update
- ❖ Once data are entered, the interview can be accessed again for edits

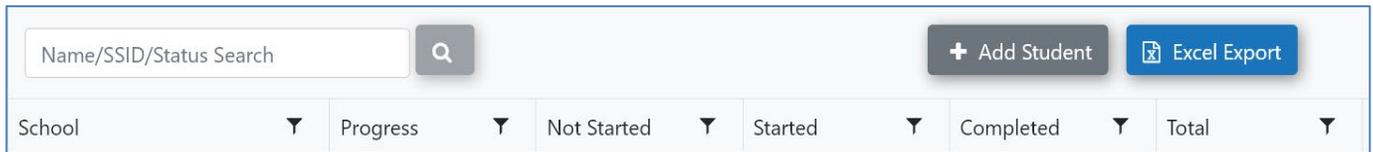
Data Entry for *Exit Interview* information can be accessed by clicking one of two entries:

- ❖ Select **Exit Interview** tab on the main Dashboard Index,
- ❖ or  **Exit button** (see below) – both access points can be found on the main Dashboard



Adding Students from the Exit Dashboard:

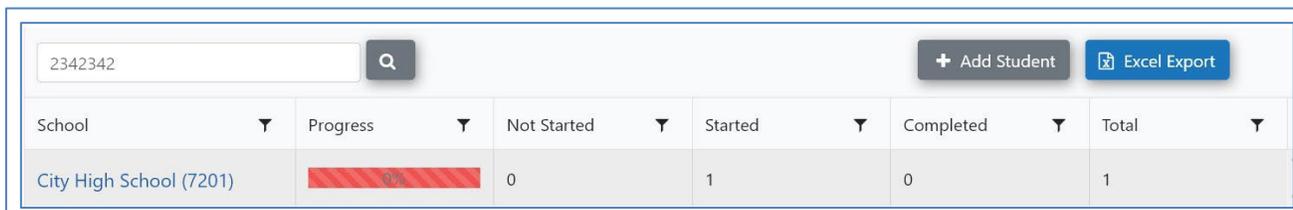
Once you enter the Exit Dashboard, you will begin to develop your District/School list for the Exit Interview. To search for a student, enter the Secure Student Identifier Number (SSID) or name and click *search* button. You will have to populate the student's record (name, school, gender, birthdate). This will add the school name to the district list.



Search: Name/SSID/Status Search [Q] [Add Student] [Excel Export]

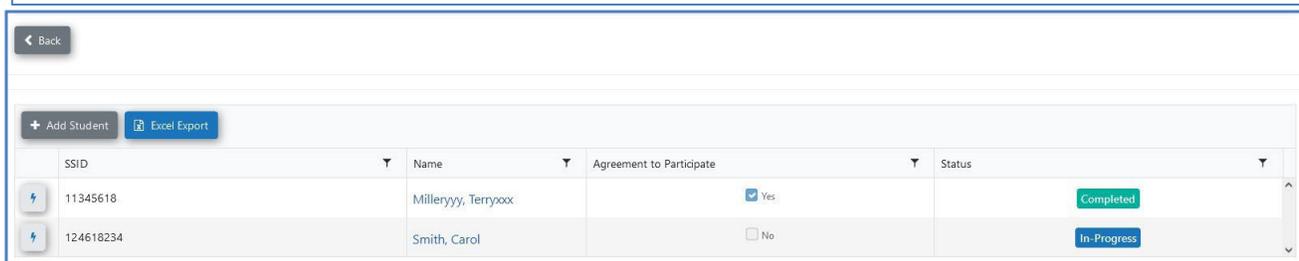
School	Progress	Not Started	Started	Completed	Total
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You can now click on your school name. Continue to add students by clicking the *Add Student* button. With each student added, your list will begin to grow.



Search: 2342342 [Q] [Add Student] [Excel Export]

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



[Back] [Add Student] [Excel Export]

SSID	Name	Agreement to Participate	Status
11345618	Milleryyy, Terryxxx	<input checked="" type="checkbox"/> Yes	Completed
124618234	Smith, Carol	<input type="checkbox"/> No	In-Progress

If the SSID number does not work to access a student, first re-check the number, and if needed, contact ODE Data Team for help email request (SSID# only) to: ode.oss-datateam@ode.state.or.us

- ❖ 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?

- ❖ 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 submit 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.

- ❖ Data is automatically saved when you move down to the next question
- ❖ Provides information – click to see information, click again to remove
- ❖ Click the **Submit** when you enter **ALL** the data for the interview
- ❖ If your interview is complete & submitted, the PSO App will indicate *Completed*:

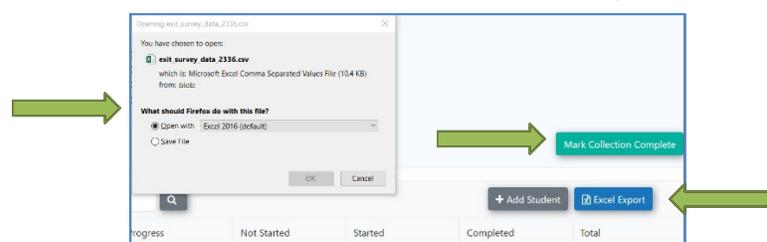
SSID	Name	Agreement ...	Status
222514	xHunter, xJon	<input type="checkbox"/> No	Completed
22728	xHunter, xJon	<input type="checkbox"/> No	Incomplete

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

Marking the Collection Complete and Downloading Interviews

- ❖ When ALL of your students have been entered, you can review for missing students, incompletes, or duplicates; make the necessary revisions, and receive Administrative permission before clicking **Mark Collection Complete**
Interviews can be downloaded in worksheet form with clicking the Excel Export button



Additional Information

- ❖ The contact information supplied within the *Exit Interview* will be automatically added to the Follow-Up call logs. Additional contact information is gathered from other ODE sources and will be populated.
- ❖ 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, answer any questions the student may have, and have the student identify a preferred interviewer. These are available in both English and Spanish



The [insert school or district name] needs your help!

- We want to learn from former students how we can improve high school transition services.
- You will receive a phone call that asks questions about what you have been doing since you left school, such as how you worked or gone to school?
- Answering the questions will take about 10 minutes.
- Teachers will use answers from students like you to learn what they can do to help other youth not just and go to school after high school.
- To make sure you have a chance to answer the questions, please call [psosuccess](mailto:psosuccess@ode.state.or.us) to help the district find you or a family member who can help with this information.
- We want to hear from you, what you tell us is very important. It's easy and totally confidential. Questions, contact your district at psosuccess@ode.state.or.us. Charlotte Alverson at calverso@uoregon.edu. Sally Smith at sally.smith@latson.as. POST-SCHOOL OUTCOMES INTERVIEW

OR4Y PSO Post-School Interview Guide for Student and Family

What is the Post-School Interview?

- The interview is a phone call conversation from your former school district.
- It collects information about what you have been doing in the year after leaving high school.

Why is this information important?

- This interview gives schools an opportunity to reconnect with you and see how you are doing.
- The information also helps schools know how they can better prepare students for the future.

When and how will I be contacted?

- A staff member will send a postcard reminder and then call you between June 1 and September 30.
- The interview will take about 10-15 minutes.

What questions will I be asked?

- About education (college or training):
 - Are you going to school? If so, where? How long?
 - What type of training program was it? (Apprenticeship, Job Corps, technical school, etc.)
- About work:
 - Are you working? If so, where? How long?
 - How many hours a week? How much do you get paid per hour? Who do you work with?
- About which agencies you have been in contact with:
 - Have you contacted any agencies for support?

Do I need to prepare at all for the interview?

- Before leaving school, provide a reliable way to reach you next year (phone, text, email).
- Please be sure you and/or someone in your family knows the following information:
 - The number of hours you work at your job or a job you previously had.
 - How much you earn (or earned) per hour.
 - The name of your school or training program (if you are/were enrolled in one).
 - The names of any agencies you have been in contact with after high school. (a list will be read)

What is done with this information after the interview is completed?

- It is summarized into reports about the post-school outcomes of students all throughout Oregon.
- Your answers will help schools learn how they can better prepare students for life after high school.
- All of your information is kept confidential.

Will I be able to see any of these reports?

A statewide post-school outcome report is published by Oregon Department of Education annually. School district reports are also published each year. You can request them from your district.

If you have further questions about the Post-School Interview, please contact your school district.

2.15.21

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 (website tab-links only)
- OR
- ❖ 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
- Shava Feinstein, Shava.Feinstein@ode.oregon.gov