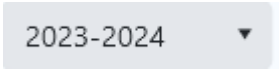
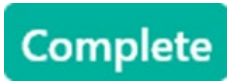
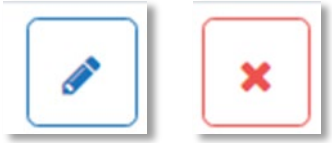
Glossary of PSO App Buttons and Icons

Button Name	Button or Icon	Location used within the App	Description or Definition
Add Contact		Home Dashboard	ADD New Agency Contacts for staff Performing PSO Interviews
Asterisk		• Follow-Up Collection Dashboard • School Survey List	Indicates Special Program in the resident district listing for an out-of-district placement (resident district is responsible for the interview completion-contact attending district for assistance with completing the interview) Special Program Student will also be marked with an asterisk within the resident district School Survey List
Back		• Student List Review • Follow-Up Collection Dashboard • School Survey List	Clicking will return you to the previous screen
Call Logs		• School Survey List • Student List Review	Obtain a list of all Call Logs, contact information will move forward onto this list from the Exit Interview contact data if Exit is completed
Click to Verify		Home Dashboard	Click to verify the Agency contacts listed are correct

Button Name	Button or Icon	Location used within the App	Description or Definition
Collection Year Date		• Follow-Up Dashboard • Student List Review • Follow-Up Collection Dashboard	Drop-down for collection school year (collecting from students who exited from services 365 days earlier)
Complete		School Survey List Status	Follow-Up Interview Complete
Data Entry		Follow-Up Dashboard	Click to gain access to the Collection Status and District Site listing, click on school site to access student listing
Edit		Home Dashboard Contacts Responsible for PSO Collection	Edit Contacts Responsible for PSO Collection
Edit & Delete		Home Dashboard Staff Performing PSO Interviews	EDIT and DELETE Agency Contacts for Staff Performing PSO Interviews
Eligible		Student List Review Status	Student is Eligible for the Follow-Up collection
Excel Export		• School Survey List • Student List Review	View an excel file of all data input entered for the Follow-Up interview per student

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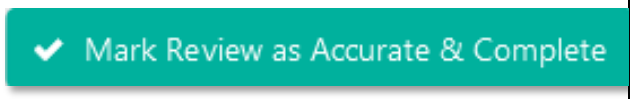
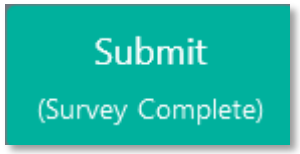
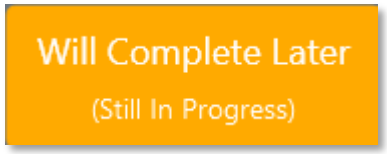
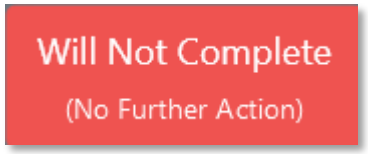
Exit Interview		Home Dashboard	Click to gain access to the Exit Collection Dashboard where districts will add students to complete an Exit Interview
Follow-Up		Home Dashboard	Click to gain access to the Follow-Up Dashboard for both the List Review and Data Entry
Help		Home Dashboard	FAQs and Resources
In-Progress		School Survey List Status	Shows the student interview In-Progress
Lightning Bolt		• Student List Review • School Survey List	Edit Student – can ONLY change last school attended, for any other edits, contact the ODE Data Team
Mark Collection Complete		Follow-Up Collection Dashboard	Follow-Up List is considered complete and is accurate as stands
Mark Review as Accurate & Complete		Student List Review	After completing your review, verify list and click to Mark Review as Accurate and Complete
No Further Action		School Survey List Status	Cannot Complete interview

Button Name	Button or Icon	Location used within the App	Description or Definition
Not Eligible		Student List Review Status	Student is NOT Eligible for the Follow-Up collection
Not Eligible		School Survey List Status	Shows student Not Eligible
Not Started		School Survey List Status	Indicates Follow-Up Interview not started
Open Review for Edits		Student List Review	After marking the Review as Accurate & Complete, you can reopen the Review for Edits, once edits are complete, remark it again with Accurate & Complete
Question		Follow-Up Survey	Help or Question Mark Provides additional information
Search		Follow-Up Collection Dashboard	Search for student by first OR last name or SSID # (Secure Student ID-given to each school-age student upon enrollment in the state of Oregon)
Student List Review		Follow-Up Dashboard	Access to the Student List Review (mark Ineligible or contact ODE Data Team to add or delete students)

Button Name	Button or Icon	Location used within the App	Description or Definition
Submit		Follow-Up Survey	Submit when complete – If any answers have been left unmarked, a message will appear and you must answer before submission will occur
Unlock Collection		Follow-Up Collection Dashboard	If collection was marked Complete, it can be re-opened for edits with this button
View Read-Only		Follow-Up Survey (after student name has been clicked)	If no data entry is desired or available, click this button to view the interview data input
Will Complete Later		Follow-Up Survey	Submit when necessary to leave interview – select reason why – additional notes if needed - Still in Progress
Will Not Complete – No Further Action		Follow-Up Survey	After 3-5 attempts, submit and Indicate a reason why: • Wrong Contact or no contact • Message left, received no response • No Answer

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