OHIO LONGITUDINAL TRANSITION STUDY (OLTS)

Exit and Follow-Up Survey Packet

Permission Form

Dear student (or family member/guardian),

You have been selected to participate in the Ohio Longitudinal Transition Study. The purpose of this study is to identify programs and activities that were effective in preparing you (or your family member if completed with a guardian), to live, learn, and work after you leave high school. The study information will be gathered by your school. All information will be confidential and recorded anonymously.

We hope that you will agree to participate in this survey and allow us to call you in the spring of next year to see how you are doing. Of course, you may choose not to participate in this study or withdraw at any time without penalty. If you would like further information on how this research will be used, you may contact:

Rachel McMahan Queen, PhD, CITE Director Center for Innovation in Transition and Employment 202 White Hall, Kent State University, Kent OH 44242 rmcmahan@kent.edu or 330-672-0724

 Yes, I will participate. The following are ways I can be contacted after grad 	luation:
Name	Phone
	Cell Phone
	Email
Family Member	Phone
	Cell Phone
	Email
Additional Contact	Phone
	Cell Phone
	Email
Additional Contact	Phone
	Cell Phone
	Email
Signature	Print Name

OLTS EXIT SURVEY INSTRUCTIONS (www.olts.org)

Contact: Stacia Kaschak (330) 672-0729 or smather@kent.edu

HOW DO I DETERMINE WHEN TO SURVEY AND WHICH STUDENTS TO SURVEY?

- 1. Survey students with IEPs exiting high school include students aging out or dropping out.
- 2. Fill out exit survey for students graduating or aging out and contact them by phone one year later.
- 3. Fill out follow-up survey for students who have dropped out during the 2018/2019 school year.
- 4. The exit survey link will be open April 1, 2019 and closed on July 1, 2019.

All exit surveys are DUE by June 30, 2019.

HOW DO I OBTAIN SURVEYS?

- 1. Regional trainings will be held at the State Support Teams. Ohio and regional data will be presented. Participants will be trained in the implementation of this process and the OLTS surveys will be available at that time.
- 2. If you cannot make any regional training, email Stacia Kaschak at smather@kent.edu and:
 - a. State how many surveys you would like based on the projected number of graduates.
 - b. Provide a person and mailing address to send the surveys.
 - c. Schedule a time to speak with Stacia and discuss these instructions.

HOW DO I CONDUCT THE OLTS EXIT IN-SCHOOL TRANSITION SURVEY (PAGES E-1 thru E-3)?

- 1. Complete the cover page "Permission Form" of the survey packet by:
 - a. Obtaining the student's permission, unless there is a guardian.
 - b. Obtaining as many ways of reaching the student as possible.
 - c. Storing this page for future reference. (Do not send to Kent State.)
- Complete the "Record Review (EMIS)" section (page E-1 of exit survey) using student records and EMIS data. (Please provide your name as the contact person.)
- 3. Schedule a meeting with the student, possibly during the Summary of Performance meeting, and complete the "Exit Interview" section (pages E-2 and E-3 of exit survey).
 - a. Verbally conduct the survey and paraphrase questions as needed.
 - b. Leave questions blank for no response and code N/A if not applicable.

ENTERING THE DATA ON THE OLTS EXIT SURVEY WEBSITE*

- 1. Identify one person to coordinate the OLTS online data submission. Multiple people may enter the surveys.
- 2. You may access the OLTS Exit Survey by going to www.olts.org and clicking on "Exit Survey" on the left side of the page.
- 3. Enter one survey at a time and type the data as reported.
- 4. When you have completed the survey, you will be directed to a new page to enter the next survey. Your data will be stored in our database. If you would like a copy of each submitted survey, please enter your email when prompted.
- 5. When you have entered all your exit surveys, you may exit out of the system.

ONCE YOU HAVE ENTERED ALL COMPLETED EXIT SURVEYS ONLINE

- 1. Keep the hard copies of your exit surveys in your OLTS file.
- 2. Advise several co-workers of the location of the surveys for easy retrieval next year.

*If you are unable to access the survey online, please scan and email the record review and exit survey to **Stacia Kaschak** at smather@kent.edu. Please include your district name and IRN in the email subject.

*If you are mailing surveys through the United States Postal Service to Kent State University, the surveys **must** be sent Certified Mail.

OLTS In-School Exit Transition Survey

Record Review (EMIS)						
Marking Instructions:	Home School: Career Tech Program: tely Other: Date of Interview:	Home School: Career Tech Program: Other: Date of Interview:				
retrieved from EMIS.	1	11. Disability Type? (Please mark				
1. Projected Graduation Year:	6. How old will the student be when he or she receives a diploma?	identified disability from EMIS record. Do not ask on telephone interview)				
2. Gender Male Female	7. What is the manner in which student exited school (Mark one option)	a. Autism b. Deaf-Blindness c. Deafness (Hearing Impairment)				
a. White, Non-Hispanic b. American Indian/Alaska Native c. Hispanic/Latino d. Black or African- American (Non- Hispanic) e. Asian f. Native Hawaiian/Other Pacific Islander g. Multiracial	a. Graduated b. Reached maximum age c. Dropped out 8. In what type of school setting was the student educated? a. Rural b. Suburban c. Urban 9. What type of school? (Mark all that apply)	d. Intellectual Disability (formally MR, DH, CD) e. Multiple Disabilities (other than Deaf-Blind) f. Orthopedic Impairment g. Emotional Disturbance (SBH) h. Specific Learning Disability i. Speech and Language Impairment j. Traumatic Brain Injury k. Visual Impairment I. Other Health Impairment (major and minor)				
4. Is the student Limited English Proficient (LEP)? Yes No 5. Please mark the type of assessment in which the student participated. End-of-Course Exam Alternate Assessment In which area(s) of the assessment above was the student proficient? (Mark all that apply) a. Math b. English Language Arts c. Science d. Social Studies	a. Career Technical Center (Comprehensive) b. Career Technical Center Compact/Contract) c. Career Technical Center (Joint Vocational School) d. High School e. Other Specify: 10. At the time of exit, the student was receiving how much special education and special education services outside the regular class? (Mark one option) a. Special Education (less than 21%) b. Special Education (21%- 60%) c. Special Education (61% or more)	12. What transition services did the student receive? (Mark all that apply) a. Workstudy b. VOSE c. Job Training Coordinator (Option 4) d. Special Needs CTE e. Career and Technical Education f. Career Assessment g. Assistive Technology h. Transition Plan 13. Was the student taking courses within a career pathway? Yes No If yes, specify career pathway:				

OLTS In-School Exit Interview

Exit Interview Instructions. Schedule a meeting with the student, possibly during the Summary of Performance, and verbally conduct the survey and paraphrase questions as needed. Leave questions blank for no response and code N/A if not applicable. **All surveys are DUE to be entered online by June 30, 2019.**

Informant was: 3. Which of the following fields do	
working or studying in after gradu	uation? (Mark
Student <u>ONE</u>)	
Parent/Guardian	
Other: a. Hospitality and Tourism	
Student Zip Code: b. Transportation Systems	
C. Information redinitional common graphs	
d. Construction Technologies	
1. When you leave high school do you expect to: (Mark all e. Manufacturing Technologies .	
that apply) f. Marketing	
g. Finance	
Attend: h. Arts and Communication	
a. 4-year college for at least one complete term j. Agricultural/Environmental Sy	i ——
(quarter or semester) : Education and Training	
b. 2-year college/technical school for at least one	
complete term (quarter or semester)	
c. A college program for students with intellectual	
disabilities	
d. Another training opportunity (e.g. GED, WIOA, n. Government/Public Administra	ation
OhioMeansJobs, VISTA)	······
Work: e. Full-time 35 hours or more per week on average p. Business/Administrative Servi	ces
for 90 days at or above minimum wage (includes	
military service) 4. What are your leisure and com	
f Part-time 20-34 hours per week on average for 90 participation goals after graduation	on? (Mark all
days at or above minimum wage (includes military	
service)	1 1
g. Less than 20 hours per week on average for 90	
days at or above minimum wage (includes military b. Driver's license	
service)	
Necesive Services from:	
11. Opportunities for Ornoans with Disabilities (OOD,	
Dowling to Co. David in a babbine	
h Going to church or religious ac	
j. Mental Health	
Specify: j. Going to movies	
k. Participating in outdoor activiti	es
2. Where do you plan to be living one year after	
graduation? (Bubble ONE) Specify:	
· —	-4111-
a. Living with parents or relatives	
b. Living alone	ion pian?
C. Living with a friend or friends well Neur	tral Not N/A
d. Living with a husband/wife/partner a. My work goals	Well
e. Living with children b. My college goals	-
	-
6. J J I	
	_
h. Living on a college campus	_

6. How do you plan to pay for the things you need after graduation? (Mark all that apply)			Plan to	Applied	9. If you took career and technical education classes, how many semesters did you take in your field (e.g., auto mechanics) in the same					
a. Competitive Work (minimum wage or above)b. Work Incentives (PASS; IRWE)c. Work below minimum wage		_		career pathway?123456						
d. Medicaid for health expensese. Family members' help			_							
f. Disability benefits (such as SSI) g. Food stamps					10. How well did the school prepare you to get a job?					
h. Aid in paying renti. Scholarships					Very Well Neutral Not Well N/A					
j. Student loansk. Other			_		11. How well did the school prepare you to go on to further education/training?					
					Very Well Neutral Not Well N/A					
7. When you were in high school how helpful were the following in preparing you for life after graduation?	Helpful	Neutral	Not Helpful	N/A	12. Which high school courses or activities were you not able to take/participate in that would have better prepared you for life after graduation? (Mark all that apply)					
School-supervised community work experience (paid)					a. School-supervised community work experience (paid)					
b. School-supervised community					b. School-supervised community work experience (unpaid)					
work experience (unpaid)					c. Job shadowing					
c. Job shadowing			—	—	d. In-school job					
d. In-school job e. Paid work on own				—	e. Paid work on own					
f. Job Training Coordinator (JTC)		_		—	f. Job Training Coordinator (JTC) Program					
Program					g. Career and Technical Education					
g. Career and Technical Education				—	h. Career assessment					
h. Career assessmenti. Extracurricular activities				—	i. Extracurricular activities					
Specify:				—	Specify:					
j. Courses for college credit					j. Courses for college credit					
k. Preparing for college entrance					k. Preparing for college entrance exams					
exams					I. Visits to college					
I. Visits to college					m. Assistive technology					
m. Assistive technology					n. IEP/Transition meetings					
n. IEP/Transition meetings										
o. Student-led IEPs					p. Transition specialist					
p. Transition specialist,,,,,,,,,,				—	Disabilities (OOD, formerly BVR)					
q. Opportunities for Ohioans with					r. County Board of Developmental					
Disabilities (OOD, formerly BVR)				—	Disabilities (DD)					
r. County Board of Developmental					s. Mental Health services					
Disabilities (DD)s. Mental Health services				—	t. Self-determination/advocacy training					
t. Self-determination/advocacy			—		u. Other school-to-career activities					
training					Specify:					
u. Other school-to-career activities										
Specify:					Comments:					
8. Which of the following services/ac Question 7 was the most helpful in p employment or further education after Specify:	repari	ng yo	u for							

OLTS Post Exit Survey Checklist

Checklist Instructions: This checklist will help prepare students for questions asked during the Follow-Up phone interview. Please go through each step, discuss each bullet, answer student questions, and check when each step is complete. If the student has a related question you cannot answer, use the space at the bottom to write the question, who you will ask, and when you will get the answer to the student.

Step	Activity	Complete
1.	Reminders: OLTS Purpose Phone interview Contacted by school using Permission page contacts Contacted between April 1, 2020 and August 31, 2020	
2.	 Survey Format: 22 Questions; 15-20 minutes Show 3 pages of survey Review Question 1: Currently and During the past year columns 	
3.	 Work-Related Survey Questions, Page F-2: What are benefits related to working? What does it mean to be paid the same as others doing my job? What is minimum wage? What does it mean to have the same opportunities for pay raises and promotions? What does it mean to work and interact with coworkers with or without disabilities? How to know the amount of time working with others without disabilities. 	
4.	 Student Questions: Any questions about follow-up survey? Exit survey? Do they want to add anything to Permission form or exit survey answers? 	
5.	 Conclude Meeting: Thank the student for their time. If applicable, continue to Summary of Performance or other meeting items. 	
Who ca	t Question? an answer? t date and method (call, text, email, etc.) will answer be given to student?	
Comme	ents:	

OLTS FOLLOW-UP SURVEY INSTRUCTIONS (www.olts.org)

Contact: Stacia Kaschak (330) 672-0729 or smather@kent.edu

FOLLOW-UP SURVEY REVISIONS

- 1. The survey has been updated to more accurately identify graduates involved in competitive integrated employment.
- 2. Several items include probing questions, with examples, to help graduates answer questions if unclear.
- 3. Pages F-1 and F-3 are answered by ALL graduates. Page F-2 is answered only by those who reported to have worked part- or full-time since leaving high school.

HOW DO I SURVEY THE GRADUATES (OR EXITERS)?

- 1. Find the "Permission Pages" from the "exit surveys" conducted at your school last year.
- 2. Complete the **follow-up survey** using the OLTS form and number from last year's packet.
 - If last year's packet cannot be found, enter the **Survey Number** from last year's "Permission Page" on a blank follow-up form.
- 3. You may conduct your follow-up interviews from April 1 to August 31.
- 4. Contact the former student using the information on the "Permission Page".
- 5. Try to interview the same informant as used in the exit interview.
- 6. Try to contact each former student at least four times.
- 7. You may obtain the information from a family member or relative as necessary.
- 8. You will enter only the **completed** follow-up surveys online. Please keep documentation of those surveys not completed in your OLTS file.

All follow-up surveys are DUE by August 31, 2020.

ENTERING THE DATA ON THE OLTS FOLLOW-UP SURVEY WEBSITE*

- 1. You may access the OLTS Follow-Up Survey by going to www.olts.org and click on "Follow-up Survey" on the left side of the page.
- 2. Take one survey at a time and enter the data as reported.
- 3. Once you have completed the survey, you will be directed to a new page to enter the next survey. Your data will be stored in our database. If you would like a copy of each submitted survey, please enter your email when prompted.
- 4. When you have entered all your follow-up surveys, you may exit out of the system.

ONCE YOU HAVE ENTERED ALL COMPLETED FOLLOW-UP SURVEYS ONLINE

1. Keep the hard copies of your follow-up surveys in your OLTS file.

If you are unable to access the survey online, scan and email the follow-up survey to Stacia Kaschak at smather@kent.edu . Please include your district name and IRN in the email subject.
*If you are mailing surveys through the United States Postal Service to Kent State University, the surveys must be sent Certified Mail.
Follow-Up Attempts to Contact Comments: Use this space to document dates, times, and result of attempted contacts.

OLTS Follow-Up Survey Phone Interview

Follow-Up Instructions. Attempt to contact former students at least 4 times from April 1 through August 31. Try to interview the same informant as in the exit interview, but you may obtain information from a family member or relative as necessary. **All follow-up surveys are DUE to be entered online by August 31, 2020.**

Hello, my name is and I am a teacher at	. You may remember that we had asked for						
Hello, my name is and I am a teacher at You may remember that we had asked for your approval to call you and see how you are doing after leaving high school. All of your responses will be strictly confidential and no identifiable information will be on this survey. Do you have time to talk now?							
- If "yes" proceed with the questions If "no" then say "Is there a better time to call you?" Informant was: Former Student Parent/Guardian Other	Comments.						
1. Since you left high school have you: (Mark all that apply) DURING THE PAST YEAR Attended: a. A 4-year college for at least one complete term (quarter or semester)	3. If you went on to postsecondary education, did you register for disability services? Yes No 3a. Did you receive any of the following? (Mark all that apply) a. Remedial classes b. Note taking service c. Tutoring d. Extra time on tests e. Tapes of books or lectures f. Accommodations for visual impairments g. Reduced schedule loads h. Sign language interpreters i. Other – Specify:						
average for 90 days at or above minimum wage (includes military service)	4. If you are not currently working, what are the reasons for not working? (Mark all that apply) a. Enrolled in post-secondary education						
2. If you did not go on to postsecondary education as planned, can you tell us why? (Mark all that apply) a. Changed plans	i. Other						

OLTS Follow-Up Survey

Follow-Up Instructions. COMPLETE this page **ONLY IF** question 1e or 1f is marked on Page F-1 (i.e., the graduate is working part- or full-time *currently* or has *during the past year*). If the graduate is not currently employed, please change the questions to past tense and ask about employment in the past year. Use probing questions provided if the graduate does not know if the answer is "yes" or "no".

SKIP TO PAGE F-3, if question 1e or 1f is not marked (i.e., the graduate is not currently working part- or full-time, has not worked part- or full-time during the past year, or is working less than 20 hours a week currently or during the past year).

		g less than 20 hours a week currently of during the past year).
	you are currently working, what kind of job do have? (Mark <u>ONE</u>)	12. Do you receive the same benefits as your coworkers, such as group insurance like health, vision, dental, paid sick leave or vacation, social security,
a.	Hospitality and Tourism	unemployment insurance, worker's compensation?
	Transportation Systems	anomproyment modulation, worker o compensation.
b.		a. Yes
c.	Information Technology	b. No
d.	Construction Technologies	c. I don't know
e.	Manufacturing Technologies	Probing question: if the answer is "I don't
f.	Marketing	know", ask <i>"When you get your paycheck, is</i>
g.	Finance	there money taken out for additional benefits
h.	Arts and Communication	besides taxes?" If the answer is still "I don't
	Agricultural/Environmental Systems	know", mark "I don't know." If the new answer is
i.		"yes" or "no", write the new answer here
j.	Education and Training	Comments:
k.	Engineering/Science Technologies	
l.	Health Science	13. Do you work/interact with coworkers (without
m.	Human Services	disabilities) to get your job done?
n.	Government/Public Administration	
ο.	Law and Public Safety	a. Yes
р.	Business/Administrative Services	b. No
ρ.		c. I don't know
nar 9. (f working, where do you work? (What is the me of your place of employment?) Optional) If working, what is your hourly ge?	know," ask "Do you work side by side with anyone?" If the answer is still "I don't know", mark "I don't know." If the new answer is "yes" or "no", write new answer here
	Approximately, how many hours a week do u work?	14. If yes, how often do you work/interact with coworkers (without disabilities) to get your job done?
•		a. Never (work alone)
		b. Sometimes (less than half of the time)
11	Are you paid the same amount of money as	c. A lot (more than half of the time)
	ar coworkers, who are doing the same job?	d. Always
,	concerns of the are are are are are sum job .	Comments:
a.	Yes	15. How did you find your job? (Mark <u>ONE</u>)
b.	No	13. How did you find your job! (Mark ONE)
	I don't know	a. Parent helped
٠	Probing question: if the answer is "I	b. Friend helped
	don't know", ask <i>"Are there other people</i>	c. Agency helped
	doing the same job as you? e.g., if you	Specify:
	stock, are there other people stocking at	d. Found on own
	an auto parts store at the same time? Do	e. Other
	you think they make the same amount of	Specify:
	money you do?" If the answer is still "I	ороопу
	don't know", mark "I don't know". If the	16. Did you choose your current job?
	answer is "yes" or "no", write new answer	Sim you dilood your ourions job!
	here	a. Yes
	Comments:	b. No

OLTS Follow-Up Survey

Follow-Up Instructions. This page must be completed by **ALL** graduates (exiters). All surveys are **DUE** to be entered online by **August 31, 2020**.

	Do you currently have: (Mark all that apply)	20. Please rate how satisfied you are with the	Satisfied	Neutral	Not Satisfied	N/A
a. b.	Registration to vote	following:	sfie	ıtral	ot sfiec	À
c. d. e. f. g.	as others doing the same job)	a. Your current job b. Your postsecondary education c. Your current residence d. Your current contact with	<u>.</u>	<u> </u>		
h. i. j.	A computer at work/home/school	friendse. Your transportation arrangementsf. Adult Services		 	<u>—</u>	
k. l. m.	Pay raises and/or promotions	g. Your contact/interactions at work with coworkers (with and without disabilities)				
	How are you currently paying for ngs you need? (Mark all that apply) Have Help					
	Competitive Work (minimum wage or above) Work Incentives (PASS; IRWE) Work below minimum wage Medicaid for health expenses Family members help Disability benefits (such as SSI) Food stamps Aid in paying rent Scholarships Student loans Other Specify: What are your current living arrangements? ark one)	21. In retrospect, was there a experience that was particula preparing for your goals? Specify: 22. Are you experiencing any prequire assistance? a. Yes	oroble	ilpful i	urrentl	y that
a. b. c. d. e.	Living with parents or relatives Living alone Living with friend or friends Living with husband/wife/partner Living with children	COMMENTS:				
f. g. h. i.	Living with foster family Living in group home Living on a college campus Other					
	Specify:					