Follow Up Data (FW) (Ohio)

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Creating Follow Up Data Records | Fields in the Follow Up Data Tab

Tool Search: Follow Up Data (FW)

The Follow Up Data (FW) tab is used to record follow-up information for graduates, students with Disabilities (SWD), and Career and Technical Education (CTE) students. Follow-up data may come from state and/or district sources and may be manually entered or imported, as described below.

Ohio Follow Up Data Detail Editor

Creating Follow Up Data Records

There are 4 ways of creating Follow Up Data records:

Option 1: Manual Creation | Option 2: Import File of Both State and District Data | Option 3: Import State File First, then Manually Add District Data | Option 4: Start with District Data, Amend with State Data, Reconcile Duplicates

Option 1: Manual Creation

To create records manually, click **New**, enter an **Effective Date** and then enter all data collected for the student, both district and state, into one record and click **Save**.

Option 2: Import File of Both State and District Data

To import Follow Up data, the file must be in comma delimited or tab delimited format. To use this method, combine district and state data into one file.

The file should include: an identifier to student record (such as State ID), Effective Date, the Category designation of CTE, Graduate, and/or SWD, and applicable data for the category-dependent fields.

Use the Federal/State Program Updater to import the file:

▶ Click here to expand...

Option 3: Import State File First, then Manually Add District Data

Step 1: Import State File

First, import the State file to identify which former students require a Follow Up record.

The file should include:

- Identifier to student record (such as State ID)
- Effective Date
- Category designation of CTE
- Graduate and/or SWD
- Indicator that the file contains State data.

Use the Federal/State Program Updater to import the file:

▶ Click here to expand...

Step 2: Identify Students with Missing Data

Next, create an Ad hoc report to identify students who are missing answers to Follow Up record questions. The basics of creating this filter is described below, but refer to the Query Wizard if you are unfamiliar with this process.

In the Filter Designer, use the Query Wizard to create a student filter. Click **Create**. Fields for the Follow Up Data tab can be found in Student > Learner > State Programs > Follow Up Data (FW) in the list of Ad hoc fields. Select the fields to include in the report. Click **Next**.

Next, enter parameters to identify records with missing data. There are two ways to set up this filter: covering all Follow Up records (Graduate, CTE, and SWD in the same filter) or creating filters for each record category:

Parameters for Single Category

- Set the selected category (Graduate, CTE, or SWD) to "Is not null"
- For the questions included in this category (as described in the table below), set all questions to "Is null"
- Enter a Logical Expression to pull all data if some questions are answered but others are not. In the example below, the Category (Graduate, CTE, SWD) is field 2 and the questions that correspond to that category are fields 5, 7, 12, etc. Therefore, the logical expression looks like this:
  2 AND (5 OR 7 OR 12 OR 13 OR 14 OR 15 OR 16 OR 18 OR 19 OR 20)

Parameters for All Categories

- Set all three categories (Graduate, CTE, or SWD) to "Is not null"
- Set all questions to "Is null"
- Enter a Logical Expression to pull all data if some questions are answered but others are not. In the example below, the Categories are in fields 2, 3, and 4 and the remaining fields are the questions. For each category, include the numbers for the question fields that correspond to that category (such as 5, 7, 12, etc for the category in field 2), as follows:
  (2 AND (5 OR 7 OR 12 OR 13 OR 14 OR 15 OR 16 OR 18 OR 19 OR 20)) OR (3 AND (6 OR 7 OR 8 OR 9 OR 10 OR 11 OR 12 OR 15 OR 15 OR 17 OR 18 OR 19 OR 20)) OR (4 AND (5 OR 6 OR 12 OR 14 OR 15 OR 16 OR 18 OR 19 OR 20))

Finally, give the filter a name and click **Save & Test** to see results.

Step 3: Update Imported Records based on District Data

Finally, open the Follow Up Data record for students with missing data and manually complete the records.

Option 4: Start with District Data, Amend with State Data, Reconcile Duplicates

Step 1: Record District Data

Enter district data by manually creating a record for each student and entering data OR by importing a District File.

To import Follow Up data, the file must be in comma delimited or tab delimited format. The file should include:

- Identifier to student record (such as State ID)
- Effective Date

- Category designation of CTE, Graduate, and/or SWD
- Applicable data for category-dependent fields.

Use the Federal/State Program Updater to import the file:

▶ Click here to expand...

Step 2: Upload State File

Next, import State data. The file should include:

- Identifier to student record (such as State ID)
- Effective Date, the Category designation of CTE, Graduate, and/or SWD
- Indicator that the file contains State data.

Use the Federal/State Program Updater to import the file:

▶ Click here to expand...

Make sure that **Allow Overlapping Records** is selected.

Step 3: Identify Duplicate Records

Create an Ad hoc Filter to find students with multiple Follow Up records.

1. In the Filter Designer, use the Query Wizard to create a student filter. Click **Create**.
2. Fields for the Follow Up Data tab can be found in Student > Learner > State Programs > Follow Up Data (FW) in the list of Ad hoc fields. Select the followUpData.personID and followUpData.followUpDataID fields and click **Next**. If desired, also add Student > Demographics > lastName, firstName, and middleName to identify students by name instead of personID.
   - Campus also recommends including the followUpData.stateData field so that state records are differentiated.
   - To simplify the report, on the third screen of the Query Wizard, set followUpData.personID to have a Sort value of 1 and a Direction of Descend. Sorting by PersonID makes it easier to notice duplicates.
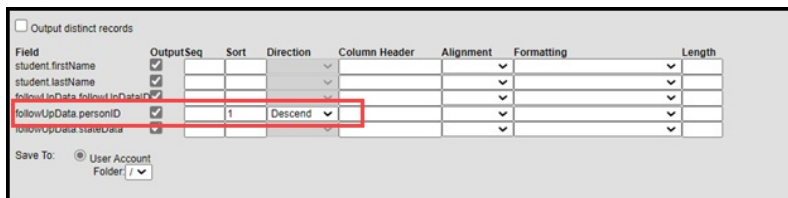
3. Give the query a Name and click **Save & Test**. All students with more than one followUpDataID for a given personID have duplicate records.

Step 4: Reconcile Duplicate Records

Align state and district records by adding any missing data to the District record.

Fields in the Follow Up Data Tab

For all records, the **Effective Date**, **State Data** checkbox, and **Comments** field display. The **State Data** checkbox can only be marked as part of the import process; this field cannot be marked manually. If a record with State Data marked is modified, the checkbox will no longer be marked.

Additionally, there are three categories of records in the Follow Up Data tab. Those categories are:

- Graduate
- CTE (Career Technical Education)
- SWD (Students with Disabilities)

Based on the category selected for the record, various fields display. The following table describes those fields, indicates their respective Ad hoc fields, and indicates which records each field displays for.

he Follow Up Data (FW) tab is used to record follow-up information for graduates, students with Disabilities (SWD) and Career and Technical Education (CTE) students. F

Follow Up Field	Definition	Ad Hoc Field	Grad	CTE	SWD
Effective Date	Date on which the record is created.	startDate			
State Data	Mark this option if the record contains state data. NOTE: This field can only be edited using the Federal/State Program Updater.	stateData			
Graduate	Indicates the former student is part of the prior years graduate group	graduate			
Graduate IRN Override	Use this field to select the district responsible for the student graduate follow up.				

Follow Up Field	Definition	Ad Hoc Field	Grad	CTE	SWD
CTE	Indicates the former student is part of the exiting career and tech consentrator group.	cte			
CTE IRN Override	Use this field to select the district responsible for the student CTE follow up.				
SWD (Students with Disabilites)	Indicates the former student is part of the exiting students with disabilitites.				
SWD IRN Override	Use this field to select the district responsible for the SWD follow up.				
CTE Program of Concentration	Select the CTE program in which the student is concentrating.	cteConcentration	X	X	X
Employment Status	This field is used to track the eomployment status of the student. if known.	employmentStatus	X	X	X
Employment Career Field		employmentField		X	
Employment Typical Hours/Week	Use this field to track the number of hours the student typically works each week, if employed.	employmentHours	X		X

Follow Up Field	Definition	Ad Hoc Field	Grad	CTE	SWD
Employment Duration	This option allows users to record the amount of time the student has been employed since leaving school.	employmentDuration			X
Employment Compensation Type	This option indicates if the student is compensated at a rate that meets the requirements for competitive wages	employmentCompensation			X
Employment Setting	Indicates if the employment location meets the requirements for competitive integrated employment	employmentSetting			X
Employment Advanced Opportunity	Indicates if the advancement opportunities meet the requirements for competitive integrated employment	employmentAdvanced			X
Apprenticeship Status	Indicates apprenticeship status	apprenticeShipStatus	X	X	X
Apprenticeship Type	Indicates type of apprenticeship status	apprenticeShipType	X		
Post-Secondary Status	Indicates post secondary or advanced training status	postSecondaryStatus	X	X	X

Follow Up Field	Definition	Ad Hoc Field	Grad	CTE	SWD
Post-Secondary Education Type	Indicates type of post secondary or advanced training	postSecondaryType	X	X	X
Post-Secondary & Advanced Training	Indicates if student is enrolled in more than one post secondary option	postSecondaryAdvanced	X	X	
Post-Secondary Enrollment Duration	Indicates duration of post-secondary term completion	postSecondaryEnrollment			X
Military Enlistment Status	Indicates military status	militaryEnlistment	X	X	X
Service Program Status	Indicates service program status	serviceProgram	X	X	X
Other Follow-up Status	Indicates status not reported for any of the follow up status elements	otherFollowUp	X	X	X