



## Plan for Institutional Outcome Follow-Up

### Introduction

The purpose of the plan for follow up is to identify the process for the collection of placement data during the program and upon student completion. This plan also should ensure that the process is systematic and continuous. Program **Completion**, **Placement** and **Licensure** data needs to be accurate for reporting to both the Council on Occupational Education and the Ohio Department of Higher Education. In addition, program completion, placement and licensure data is reported to organizations that include the Ohio Department of Public Safety, the Ohio Board of Health and others. **Employer and Student Satisfaction Data** is accumulated to evaluate and improve programming.

Follow-Up Methods and Activities for Completion Information	Person Responsible	Time Frame
Grades & attendance are monitored through Aceware (and Schoology for most programs)	Program Directors	Throughout program year during monthly meetings
Financial obligations are monitored through AceWare	Financial Aid Specialist	Throughout program year
Follow-Up Methods and Activities for Placement Information	Person Responsible	Time Frame
Reminders given to staff about collecting job placement information <i>and forms from students not interested in working in the field.</i>	Student Services/Career Coordinator Business Partnership Director	At end of all program modules
Change of student demographic information entered in Aceware (if applicable) in comments and history	Administrative Assistant and could also include instructors and other staff members	Throughout program
Staff collect job placement information via the following methods: <ol style="list-style-type: none"> <li>1. In person</li> <li>2. Email</li> <li>3. End of program employment surveys using google forms</li> <li>4. Shout Point Text message Reminders</li> </ol>	Directors, Student Services/Career Coordinator, Business Partnership Director	As students/graduates obtain employment and collected at the end of modules or in end of program employment surveys

with the google form in the text for easy completion.		
<p>For students who do not respond, the student services/career coordinator works with the instructor and director to contact student via phone, email or looking at social media sites, send google form and Shout Point Text messages with the form attached.</p> <p>&amp;</p> <p>Withdrawal forms and student refusal to work data/forms are also collected for reporting purposes.</p>	Student Services/Career Coordinator, Directors	End of program and within 6 months of end of program
Directors gather program employment verification surveys with employer data and submits them to Student Services/Career Services Coordinator. Employment data also is updated in Aceware. Copies are placed in program binders.	Student Services/Career Coordinator  Executive Secretary	End of program and before reporting
Executive Secretary downloads a shared excel spread sheet to begin accurately putting all data into one place	Student Services/Career Coordinator  Executive Secretary	Leading up to reporting
<p>Student Services/Career Services Coordinator verifies job placement of students who did not fill out end of course survey by calling, emailing, Shout Point text message with survey in text to all students, look at social media sites to verify employment and sending by mail a placement status report before submitting data. Phone call/email or other information is recorded on spreadsheet</p> <p>All placement documents will be housed in a shared Drive for all staff to easily access</p>	Student Services/Career Coordinator  Executive Secretary	Leading up to reporting

Employer Placement and Evaluation Survey is also sent to Employers by email or employers are called to verify placement.		
<b>Follow-Up Activities for Licensure Information</b>	<b>Person Responsible</b>	<b>Time Frame</b>
<p><b>State Tested Nurse Aide:</b> Written and Skill Exams are coordinated on site for students by the Director of Nursing-Results sent to Director and students.</p> <p>Licensure is also verified by Executive Secretary who checks official website of the Ohio Board of Health.</p>	<p>Director of Practical Nursing</p> <p>Executive Secretary</p>	<p>Upon completion program</p> <p>Upon completion of testing</p>
<p><b>Auburn Practical Nursing:</b> Exams are coordinated on site or off site for students by the students and testing coordinator-Results sent to Director and students</p> <p>Executive Secretary who checks official website of the Ohio Board of Nursing.</p>	<p>Director of Practical Nursing</p> <p>Executive Secretary</p>	<p>Upon completion of program and all requirements for graduation including end of program testing</p>
<p><b>Dental Assistant:</b> students take exam scheduled by instructor – and students take additional exam scheduled by students: Results of both are sent to instructor and students.</p>	<p>Dental Assistant Instructor</p> <p>Executive Secretary</p>	<p>Upon completion program</p> <p>Upon completion of testing</p>
<p><b>Paramedic</b> Exams are coordinated on site or off site by students and the Director of Public Safety.</p> <p>Exam results are sent to students and verified by Executive Secretary by checking the Ohio Department of Public Safety and National Registry of NREMT Website.</p>	<p>Director of Public Safety</p> <p>Executive Secretary</p>	<p>Upon completion of program</p> <p>Upon completion of testing</p>

<p><b>Emergency Medical Technician</b> Exams are coordinated on site or off site by students and the testing coordinator.</p> <p>Exam results are sent to students and verified by Executive Secretary by checking the Ohio Department of Public Safety and National Registry of NREMT Website</p>	<p>Director of Public Safety</p> <p>Executive Secretary</p>	<p>Upon completion of program</p> <p>Upon completion of testing</p>
<p><b>Firefighter 1 &amp; 2</b> Exams are coordinated on site by testing coordinator.</p> <p>Exam results are verified by Executive Secretary</p>	<p>Director of Public Safety</p> <p>Executive Secretary</p>	<p>Upon completion of program</p> <p>Upon completion of testing</p>
<p><b>Follow-Up Methods and Activities for Collecting Surveys</b></p>	<p><b>Person Responsible</b></p>	<p><b>Time Frame</b></p>
<p>Students complete an end of program Evaluation Survey</p>	<p>Directors</p>	<p>Upon completion of program</p>
<p>Employers complete on an annual basis, an Employment Placement and Evaluation Survey</p>	<p>Directors and Director of Business Partnerships</p>	<p>Annually</p>

This plan and the data is shared with staff and instructional personnel and evaluated annually.