



Data Collection Tool for Local Transition Teams

This guide is a means to provide you with a quick overview of how the [Data Collection Tool](#) is used. This tool was developed for the SC Employment First Initiative pilot program as a part of the [Hire Me SC campaign](#). It is intended to serve as a template that you can personalize and use in ways that work best for you and your interagency teams¹. The goal is to track valuable data that research shows are linked to post-school outcomes success, including competitive, integrated employment and access to adult service providers. As you collect this data, use it as a way to assess the progress of your interagency team and create goals for improvement.

Below, each tab within the data tool is broken down with key components and the originally intended purpose of collecting that data. It also includes examples of personalization for inspiration.

Flow of Services

This is intended to be edited by all interagency team members who will contribute to this data collection tool. The flow of services is color-coded by grade level, which will be seen throughout the tool.

- Feel free to add, change titles, or subtract roles depending on what is feasible for each agency
- Feel free to adjust outcomes, services, and roles per each grade and role

Student Demographics

- To be filled in by classroom teachers, transition coordinators, and/or other school personnel.
- Student's names are automatically highlighted based on the grade that is chosen in the drop-down option on the grade section: green=freshman, yellow=sophomore, orange=junior, red=senior and senior plus.
 - This is intended for quick reference on other pages of the grade of the student as well as a comparison of the Flow of Services tab.
- Feel free to edit demographic data as needed (e.g., you may not have a need to list the student's race/ethnicity and you can easily delete that column).

Work Experiences Monitoring

- To be filled in by classroom teachers, transition coordinators, and/or other school personnel with support from SCVRD staff as needed.

¹ Interagency teams here refers to teams comprised of school personnel, Vocational Rehabilitation (VR) counselors and staff, local Developmental Disabilities and Special Needs (DDSN) case managers and staff, Career and Technology Education (CTE) personnel, Local Parent Training and Information Centers (PTIs), and any other members that serve and support students in transition.

- Definitions of some items listed in the dropdown across tabs are located on this tab:
 - For example, the Work Experiences Monitoring tab has a dropdown option for “School-based, unpaid” and the definition for this is found on the far right
- Has formulas that calculate aggregate data at the bottom
- Feel free to edit the “Setting, Pay Rate, and Weekly Hours” to capture data most important to your team.
- Feel free to edit the frequency of time the data is collected (e.g., you could do this monthly rather than bi-monthly, or even per semester if the data does not change widely outside of that time period).

SCVRD Referral Tracking

- To be filled in by SCVRD staff with support from classroom teachers, transition coordinators, and/or other school personnel as needed.
- Has formulas that calculate aggregate data at the bottom
- Feel free to edit the dropdown items (e.g., add an option for “Parent declined services”).
- Feel free to take away or add to the Pre-ETS tracking tab.

DDSN Referral Tracking

- To be completed by DDSN staff for students with individual DDSN releases of information on file.
- Has formulas that calculate aggregate data at the bottom
 - Partially by formula and partially to be completed by DDSN staff by hand.
- Feel free to edit the dropdown items and adjust the frequency for tracking.

CTE Participation Tracking

- To be completed by classroom teachers, transition coordinators, and/or other school personnel and CTE teacher(s).
- Has formulas that calculate aggregate data at the bottom
- Use the notes section to document what program the student is involved in, their progress, and any other helpful information.

Student Outcomes at Exit

- To be completed by classroom teachers, transition coordinators, and/or other school personnel with support from SCVRD staff as needed.
- Feel free to edit dropdown for outcomes to be tracked.

For questions or assistance on how to use the data collection tool, feel free to reach out to Hire Me SC at hiremesc@able-sc.org

