# Indicator 14 Trend Data Display + 3

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NATIONAL POST-SCHOOL OUTCOMES CENTER

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# Instructions for
# *Indicator 14 Trend Data Display+3*

*We encourage you to print these instructions*.

These instructions accompany the National Post-School Outcomes Center's *Indicator 14 Trend Data Display+3 tool* for reporting SPP/APR Part B Indicator 14. The indicator reads:

> Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were:
>
> A. Enrolled in higher education within one year of leaving high school.
>
> B. Enrolled in higher education or competitively employed within one year of leaving high school.
>
> C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school.
>
> (20 U.S.C. 1416(a)(3)(B))

**Overview**

The ***NPSO Indicator 14 Trend Data Display+3*** tool is an **optional** tool that States may use to display trend data (i.e., across multiple years) for Indicator 14.The phrase *+3* refers to the three years of target and actual achieved data that can be entered in the tool. The purpose of this tool is to visually display the baseline data, Measurable and Rigorous Targets, and Actual Target Data achieved over the life of the State Performance Plan (SPP) for Indicator 14. The *Trend Data Display+3* tool produces a graphical presentation of Indicator 14 data from information entered on one (1) worksheet. The *Trend Data Display+3* tool requires data entry for the graph to be visible; therefore, you will not see a graph until data are entered. Sample graphs are provided in this document.

The *Trend Data Display+*3 tool was designed in an EXCEL workbook without using macros or scripts. You can use the graph created by the *Trend Data Display+3* tool to report statewide post-school outcomes results to various groups, including the (a) federal government, (b) state department of education personnel, (c) state legislators, and (d) other stakeholders. The *Trend Data Display+3* can be submitted in the State's SPP/APR to display a summary of post-school outcomes over time.

This document provides an overview of the *Trend Data Display+3* tool and outlines the steps for (a) getting started, (b) entering data, and (c) printing the graph from the worksheet. Using the *Trend Data Display*+3 tool requires beginner EXCEL skills. We encourage users, regardless of skill level, to take the following precautions when working with the *Trend Data Display+3*:

**Precautions when using the *Trend Data Display+3*:**

1. Print these instructions.
2. Use the "save as" command to save the file to your computer before entering data.
3. Save frequently when entering data into the workbook.
4. Use the "print preview" command *before printing* to verify that you are printing only the pages you want to print.
5. The workbook contains hidden formulas and for this reason it is password protected. Contact NPSO if you need the password.
6. Data entry prohibits locking all cells, therefore changing columns, or deleting large blocks of cells will result in deleting some unprotected formulas. We discourage resizing columns or deleting data by using the "select all" command. To delete, select specific individual cells.
7. We have tested this product using EXCEL 2007; however we have not tested it with a Vista operating system.

The workbook contains nine worksheets. The worksheets are listed in Table 1 below in order of appearance and described briefly.

**Table 1.** Description of Worksheets

| Worksheet | Description |
|---|---|
| **NPSO:** | Title page |
| **Instructions:** | Contains abbreviated instructions for using the NPSO Indicator 14 *Trend Data Display+3* tool. Full instructions are available in the separate instructions document available at the web address given on the front of this document. |
| **SPP #14 Background** | Summarizes the measurement table for Indicator B #14. This page is formatted for printing. |
| **Data Entry:** | Requires data entry on one worksheet. Date entered here are used to populate four trend data displays. Cells are color coded to facilitate data entry. The shade of the cell corresponds to the cell/s where data are entered. Data are entered in white cells only. |
| **Tabular Report:** | Displays the data entered on the Data Entry Worksheet in a print friendly table. |

| | |
|---|---|
| **Trend Data Chart Measure A:** | Creates a display of Baseline, Target, and Actual Target Data (Achieved) percentages for Measure A, of the current reporting cycle based upon your entries to the Data Entry Worksheet. To include this graph in your SPP/APR you can copy and paste it into a Microsoft Office document or print it directly from this file. This page is formatted for printing. |
| **Trend Data Chart Measure B:** | Creates a display of Baseline, Target, and Actual Target Data (Achieved) percentages for Measure B, of the current reporting cycle based upon your entries to the Data Entry Worksheet. To include this graph in your SPP/APR you can copy and paste it into a Microsoft Office document or print it directly from this file. This page is formatted for printing. |
| **Trend Data Chart Measure C:** | Creates a display of Baseline, Target, and Actual Target Data (Achieved) percentages for Measure C, for the current reporting cycle based upon your entries to the Data Entry Worksheet. To include this graph in your SPP/APR you can copy and paste it into a Microsoft Office document or print it directly from this file. This page is formatted for printing. |
| **Trend Data A, B & C:** | Displays all three measures on one printable page. This page is formatted for printing. |

## GETTING STARTED:

**Step 1.** Gather the following Indicator 14 data for data entry:

- **Baseline** percent of youth enrolled in higher education, competitively employed, enrolled in some other postsecondary education or training program, and in some other employment from the SPP submitted February 2011.
- **Measurable and Rigorous Targets** as set in the FFY 2009 SPP submitted February 2011.
- **Actual (i.e., Achieved)Target Data** of the percent of youth enrolled in higher education, competitively employed, enrolled in some other postsecondary education or training program, and in some other employment obtained from the current year's data collection efforts.

**Step 2.** Download the *Trend Data Display+3* from the NPSO website: http://psocenter.org

- Click the title *Trend Data Display+3* to open the EXCEL file.
- Save the *Trend Data Display+3* tool to your desktop, or an appropriate location.
- Close the NPSO website.
- Open the *Trend Data Display+3* from your desktop or other location. You are now ready to enter data.

## ENTERING DATA

**Remember:**

- Data are entered only on this one worksheet, on the Data Entry tab.
- Comments are embedded in the tool to facilitate data entry. A small red triangle in the upper right corner of a cell indicates a comment is included. Place your mouse on the cell, without clicking on the cell, to view the comment.
- Avoid resizing columns.
- Save frequently.
- Blue cells, like this, require no data entry. All data are entered in the white cells, like this.

## Data Entry

Figure 1below is a screen shot of the Data Entry Worksheet. Data are entered in four places on the worksheet and correspond to the four steps outlined here.

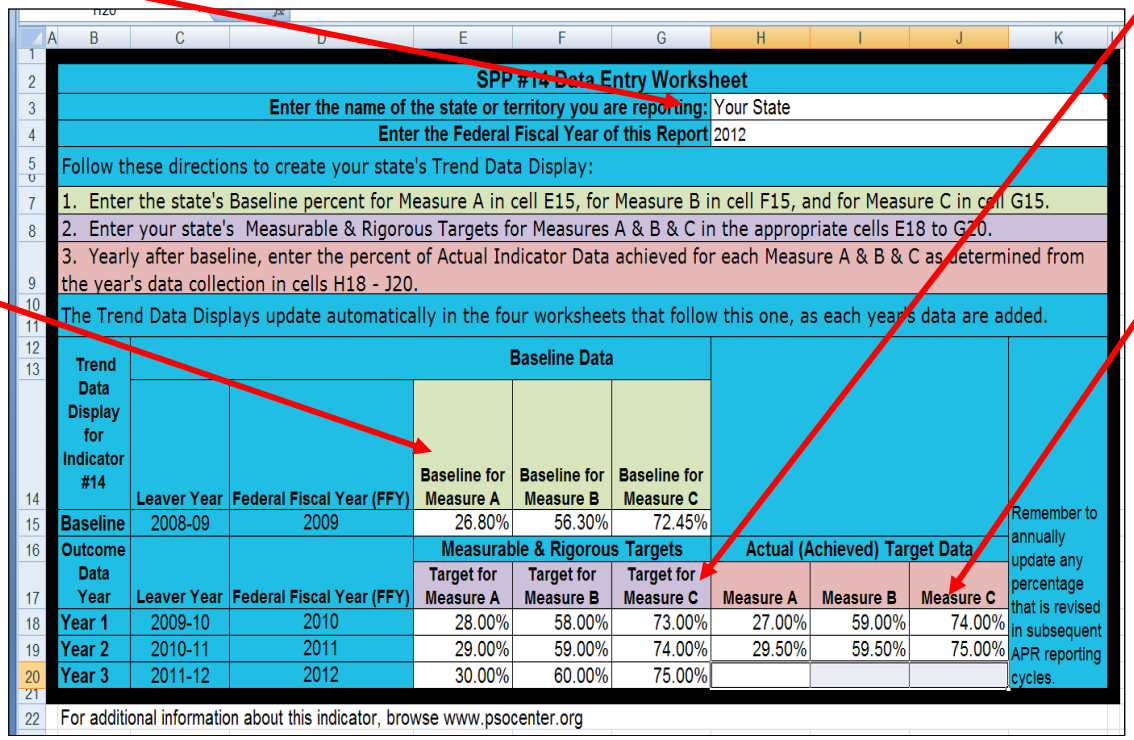
**Step 1.**

Enter the state & current Federal Fiscal Year (FFY) in cells H3 & 4.

**Step 2.**

Enter the ***baseline*** percent for each measure A, B, & C in cells E15, F15, & G15.

**Figure 1.** Screen shot of Data Entry Worksheet



SPP #14 Data Entry Worksheet

| | |
|---|---|
| Enter the name of the state or territory you are reporting: | Your State |
| Enter the Federal Fiscal Year of this Report | 2012 |

Follow these directions to create your state's Trend Data Display:

1. Enter the state's Baseline percent for Measure A in cell E15, for Measure B in cell F15, and for Measure C in cell G15.
2. Enter your state's Measurable & Rigorous Targets for Measures A & B & C in the appropriate cells E18 to G20.
3. Yearly after baseline, enter the percent of Actual Indicator Data achieved for each Measure A & B & C as determined from the year's data collection in cells H18 - J20.

The Trend Data Displays update automatically in the four worksheets that follow this one, as each year's data are added.

| Trend Data Display for Indicator #14 | | | Baseline Data | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Leaver Year | Federal Fiscal Year (FFY) | Baseline for Measure A | Baseline for Measure B | Baseline for Measure C | | | | |
| Baseline | 2008-09 | 2009 | 26.80% | 56.30% | 72.45% | | | | |
| Outcome Data Year | | | Measurable & Rigorous Targets | | | Actual (Achieved) Target Data | | | |
| | Leaver Year | Federal Fiscal Year (FFY) | Target for Measure A | Target for Measure B | Target for Measure C | Measure A | Measure B | Measure C | |
| Year 1 | 2009-10 | 2010 | 28.00% | 58.00% | 73.00% | 27.00% | 59.00% | 74.00% | |
| Year 2 | 2010-11 | 2011 | 29.00% | 59.00% | 74.00% | 29.50% | 59.50% | 75.00% | |
| Year 3 | 2011-12 | 2012 | 30.00% | 60.00% | 75.00% | | | | |

Remember to annually update any percentage that is revised in subsequent APR reporting cycles.

For additional information about this indicator, browse www.psocenter.org

**Step 3.**

Enter the Measurable & Rigorous Targets for Years 1 - 3 as set in the SPP in cells E18 - 20, F18 – 20, & G18 - 20.

**Step 4.**

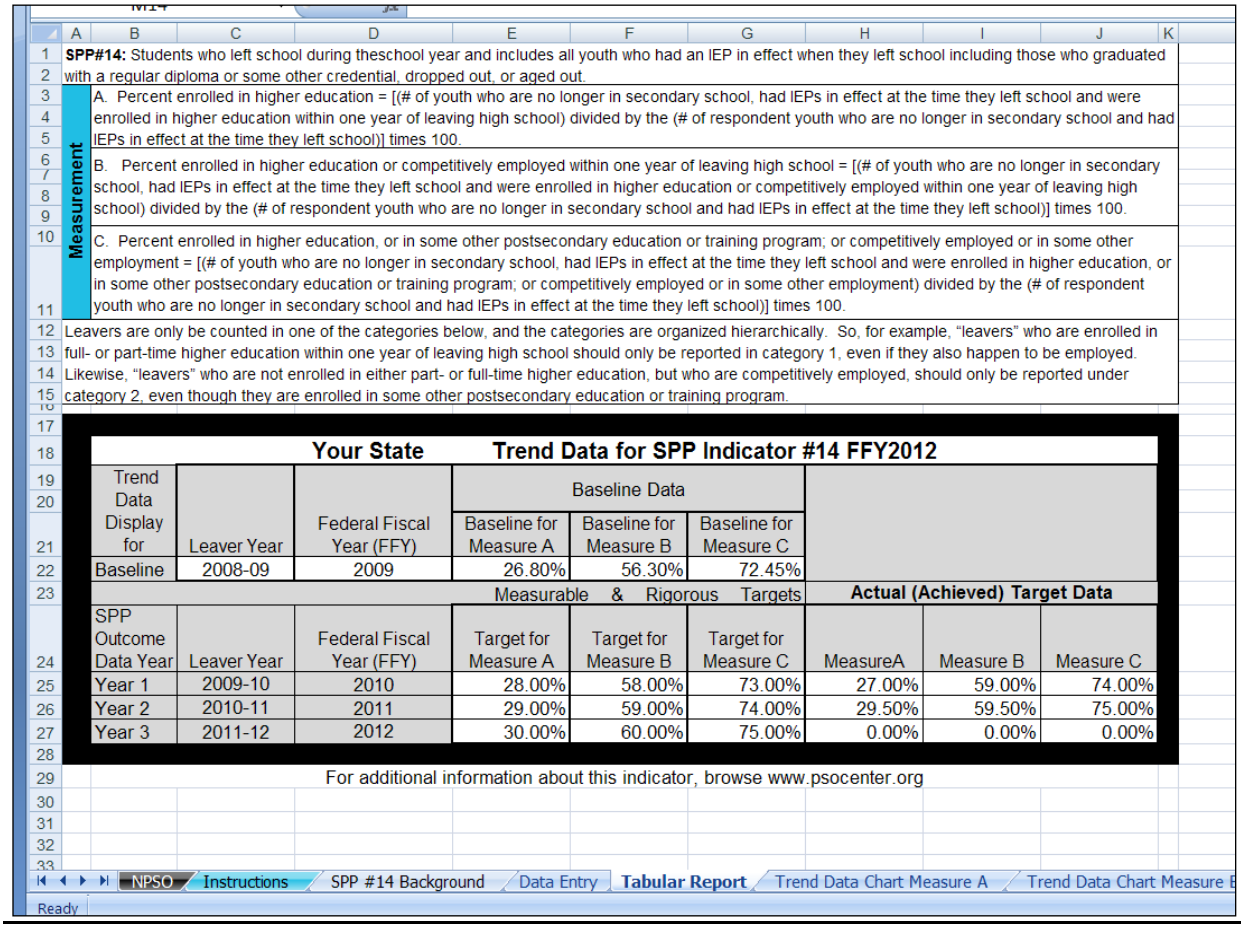
Actual (Achieved) Target data are entered after data collection has occurred, when youth have been out of school for at least a year.

After entering data in Steps 1 – 4, no other data are entered in the workbook. The following pages of this document describe the remaining worksheets in the workbook.

## Tabular Report

Figure 2 is a print friendly table, titled Tabular Report, based on data entered on the Data Entry Worksheet. The definitions of each measure, A, B, & C are included along with a black and white table, making it a simple handout for including in reports to stakeholders.

**Figure 2.** Tabular Report



**SPP#14:** Students who left school during theschool year and includes all youth who had an IEP in effect when they left school including those who graduated with a regular diploma or some other credential, dropped out, or aged out.

**Measurement**

A. Percent enrolled in higher education = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

B. Percent enrolled in higher education or competitively employed within one year of leaving high school = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education or competitively employed within one year of leaving high school) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

C. Percent enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment = [(# of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were enrolled in higher education, or in some other postsecondary education or training program; or competitively employed or in some other employment) divided by the (# of respondent youth who are no longer in secondary school and had IEPs in effect at the time they left school)] times 100.

Leavers are only be counted in one of the categories below, and the categories are organized hierarchically. So, for example, "leavers" who are enrolled in full- or part-time higher education within one year of leaving high school should only be reported in category 1, even if they also happen to be employed. Likewise, "leavers" who are not enrolled in either part- or full-time higher education, but who are competitively employed, should only be reported under category 2, even though they are enrolled in some other postsecondary education or training program.

**Your State Trend Data for SPP Indicator #14 FFY2012**

| Trend Data Display for | Leaver Year | Federal Fiscal Year (FFY) | Baseline Data: Baseline for Measure A | Baseline for Measure B | Baseline for Measure C |
|---|---|---|---|---|---|
| Baseline | 2008-09 | 2009 | 26.80% | 56.30% | 72.45% |

Measurable & Rigorous Targets

| SPP Outcome Data Year | Leaver Year | Federal Fiscal Year (FFY) | Target for Measure A | Target for Measure B | Target for Measure C | Actual (Achieved) Target Data: MeasureA | Measure B | Measure C |
|---|---|---|---|---|---|---|---|---|
| Year 1 | 2009-10 | 2010 | 28.00% | 58.00% | 73.00% | 27.00% | 59.00% | 74.00% |
| Year 2 | 2010-11 | 2011 | 29.00% | 59.00% | 74.00% | 29.50% | 59.50% | 75.00% |
| Year 3 | 2011-12 | 2012 | 30.00% | 60.00% | 75.00% | 0.00% | 0.00% | 0.00% |

For additional information about this indicator, browse www.psocenter.org

NPSO | Instructions | SPP #14 Background | Data Entry | Tabular Report | Trend Data Chart Measure A | Trend Data Chart Measure B

Ready

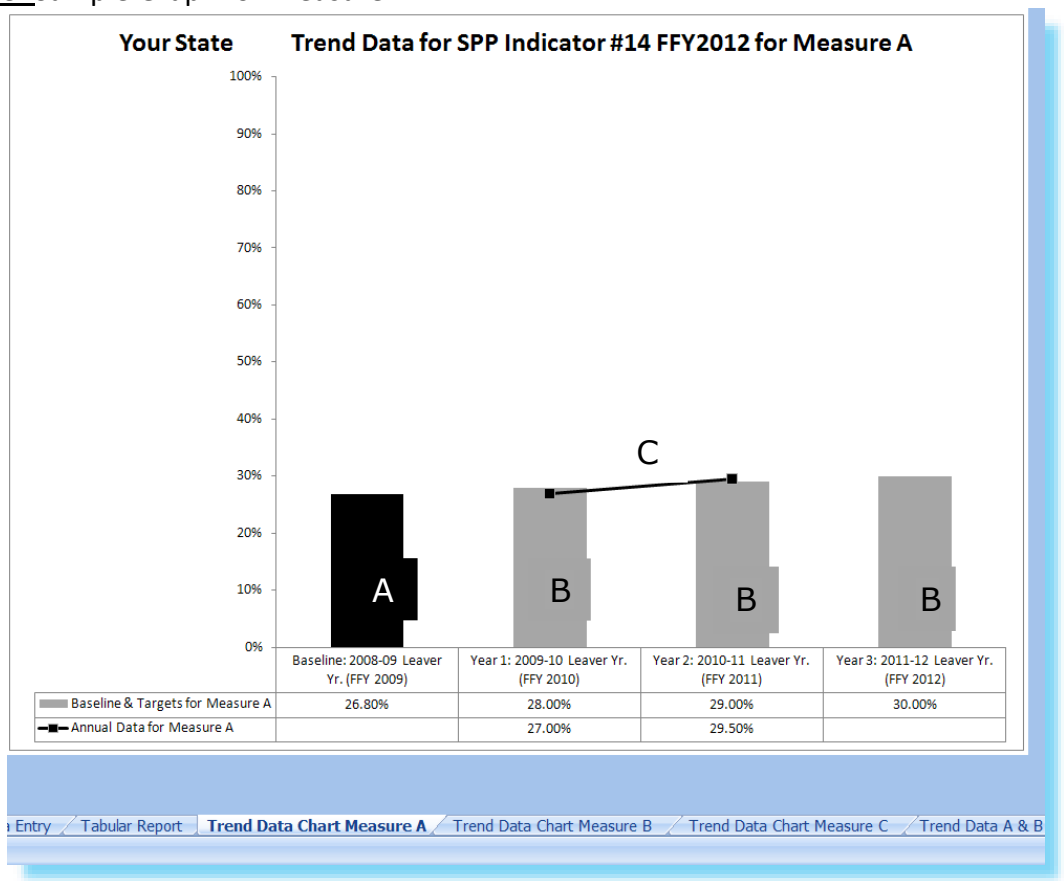
## PRINTING FROM THE WORKSHEET

### Trend Data Chart for Measures A, B, & C

Figure 3 displays a graph for measure A; a similar graph is created for Measures B and C. After entering the baseline data and the target percentages for each measure A, B, & C in the Data Entry Worksheet data are carried forward to create three separate bar graphs; one for each measure A, B, and C. The single page column graph is suitable for printing or including in a PowerPoint Presentation. Using the print command (Ctrl + P) to print the graph will print a 1-page graph. The columns are colored in black and gray to facilitate interpretation when printing in black and white.

Each graph (i.e., measures A, B, and C) contains three pieces of information for each FFY. The Baseline is represented by the black bar to the far left, labeled here as A. The Targets for each FFY are represented by the gray bars, labeled here as B. The Actual (achieved) data for each FFY are represented by the line connecting the bars; labeled here as C. A data table below the graph contains the same information displayed in the graph.

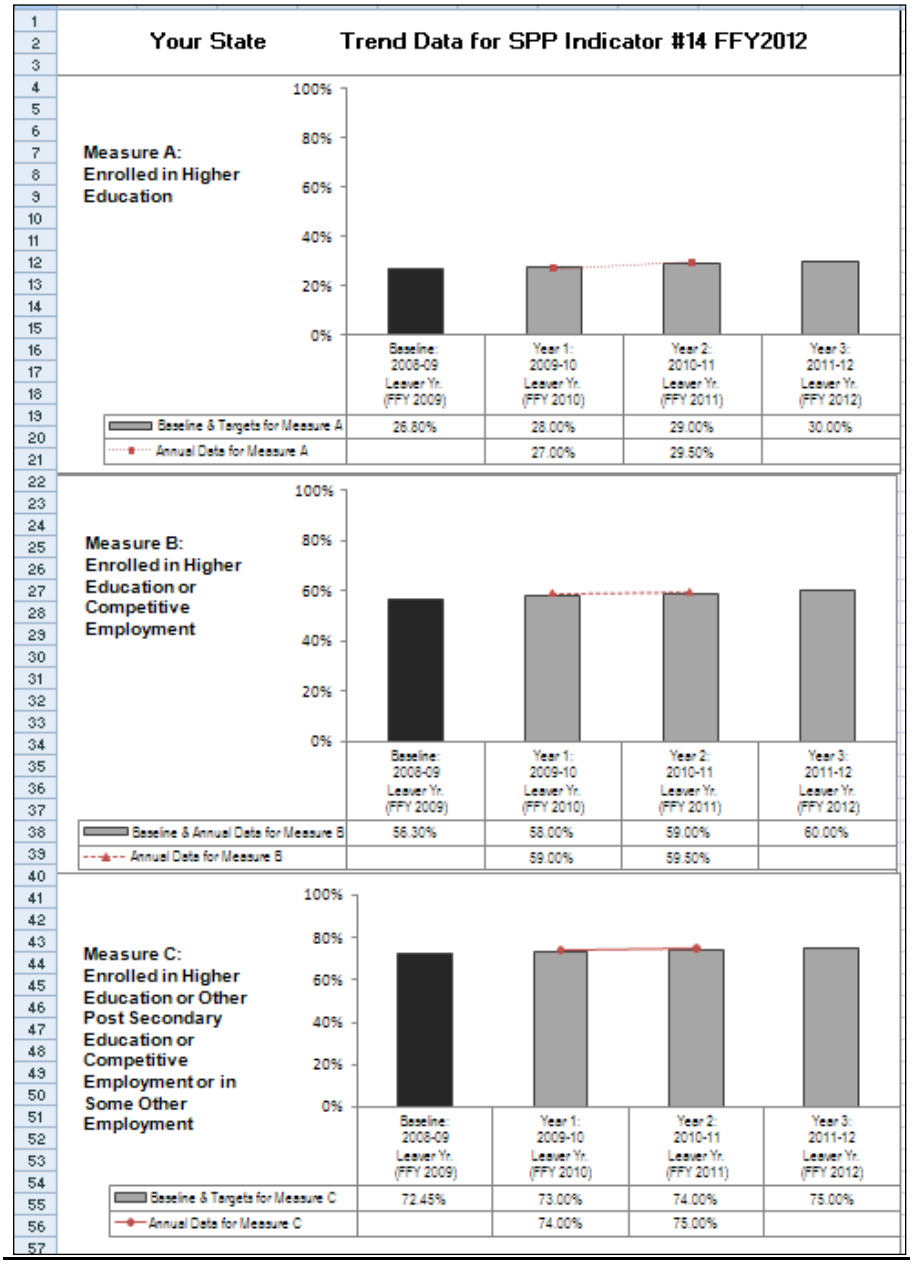
**Figure 3.** Sample Graph for Measure A



**Trend Data A & B & C**

Figure 4 represents the 1-page handout containing all three graphs. It is suitable for including in reports or printing as a separate handout.

**Figure 4.** 1-Page Handout of all three Graphs




For assistance with the Trend Data Display+3 contact the NPSO staff.

The National Post-School Outcomes Center
provides technical assistance to States and their partners
to design and implement practical and rigorous post-school outcome
data collection systems.

For assistance implementing this tool, please contact:

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**And visit our website:**
http://www.psocenter.org

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