

How to Complete the ARC/STSA Outcomes Tracking Tool*

[*The ARC/STSA Outcomes Tracking Tool is required for use by CAAHEP-accredited surgical technology and surgical assisting programs for all cohorts enrolled on or after **August 1, 2014**; programs may be required to complete the tracking tools for cohorts for the previous three (3) years for use during a Comprehensive/Consultative On-Site Evaluation, a Focused On-Site Evaluation, or if requested for submission in a findings letter response.]

1. Enter the sponsoring institution [school] name in Row 2

	A	B	C	D	E	F
1	ARC/STSA Outcomes Tracking Tool*					
2	SCHOOL					
3	Academic Year [AY] 8/1/XXXX-7/31/XXXX					

2. Enter the Academic Year dates in Row 3

	A	B	C	D	E	F
1	ARC/STSA Outcomes Tracking Tool*					
2	SCHOOL					
3	Academic Year [AY] 8/1/XXXX-7/31/XXXX					

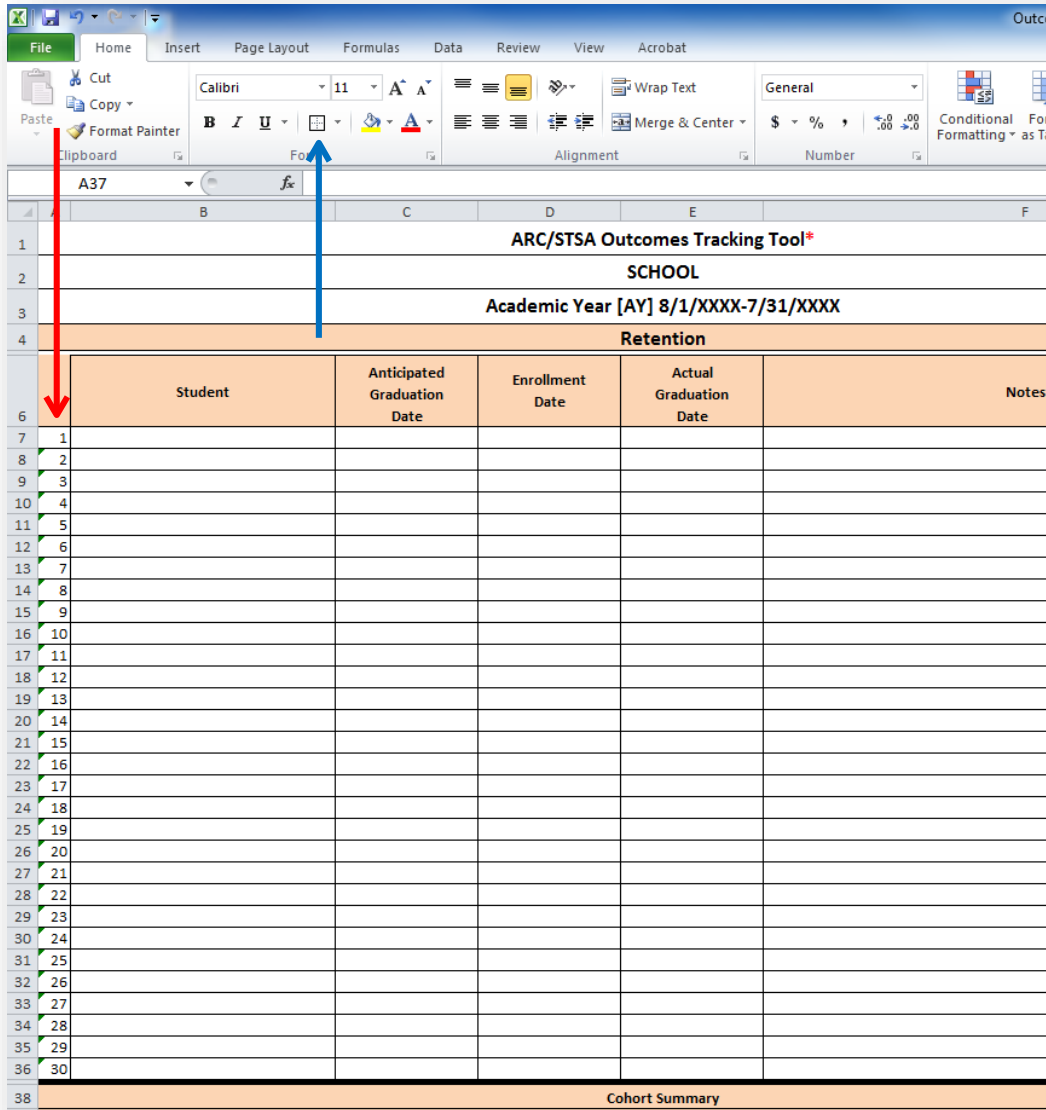
3. Ensure there are sufficient rows under the Retention area to enter all students enrolled in and transferred into the anticipated completion cohort. Two copies of the OTT are available: 1) has sufficient rows to enter up to 25 students and; 2) has sufficient rows to enter up to 40 students. Cohorts with more than 40 students can be entered on more than one form.

The screenshot shows a Microsoft Excel spreadsheet titled "Outcomes Tracking [ent-8824] - Microsoft Excel". The spreadsheet is divided into several sections:

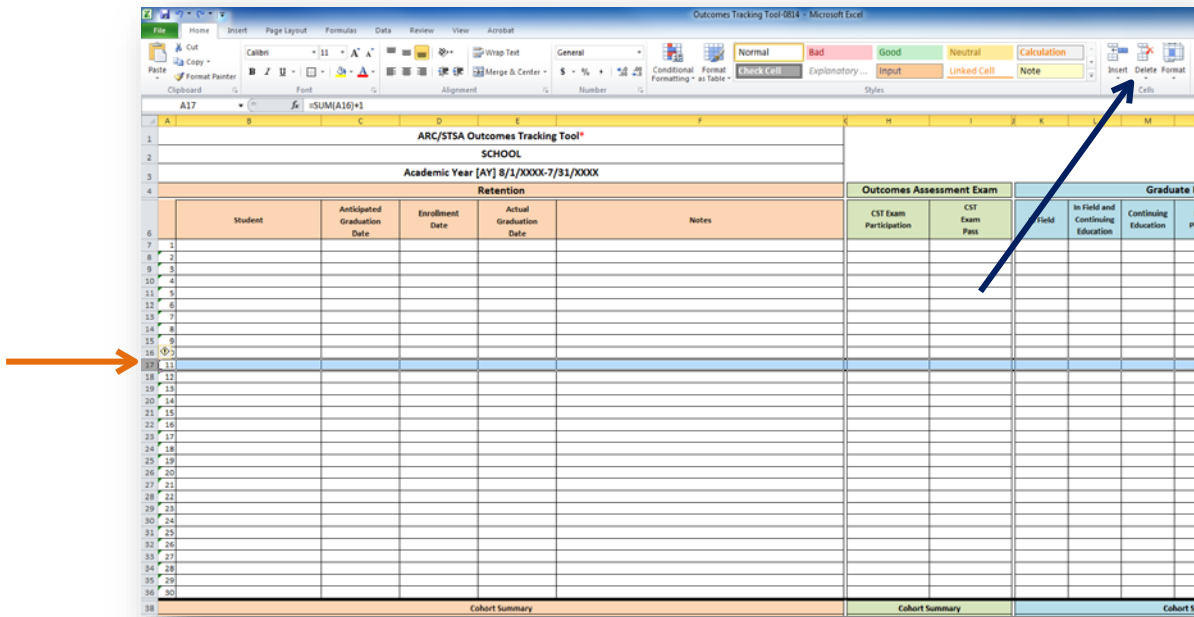
- Retention:** A table with columns: Student, Anticipated graduation Date, Transfer Date, Actual graduation Date, and Notes. It contains 25 rows for data entry.
- Outcomes Assessment Exam:** A table with columns: CSE Exam Participation, CSE Exam Pass, In Field, In Field and Continuing Education, Confirming Education, Not Placed, and Employer. It contains 25 rows for data entry.
- Graduate Placement:** A table with columns: Not Placed and Employer. It contains 25 rows for data entry.

At the bottom of the spreadsheet, there are summary rows for "Retention for the MONTH DAY YEAR completion date = X/X [XXX%]" and "Retention for the AY 8/1/XXXX-7/31/XXXX = X/X [XXX%]".

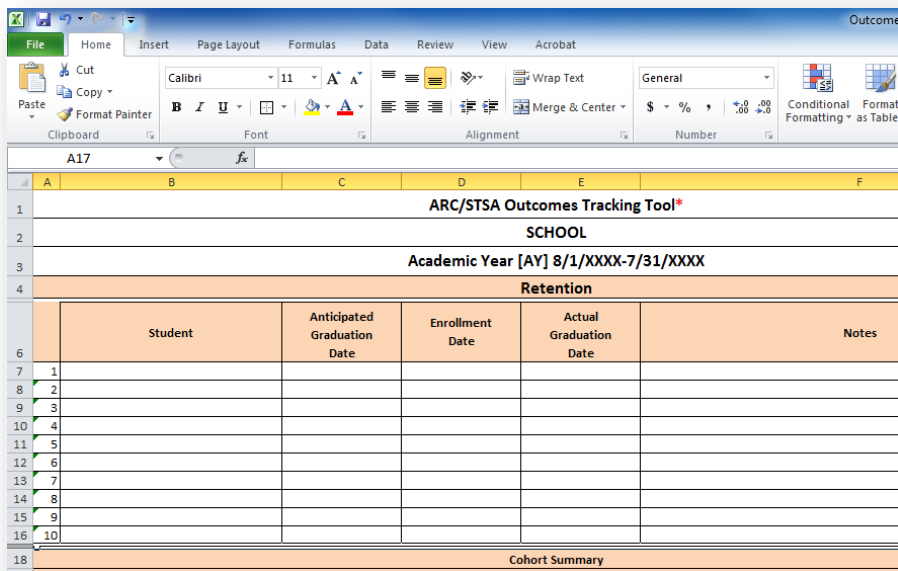
4. Renumber column A to include sequential numbering for the roster [see red arrow on the image below], highlight the 'borderless' cells and select the "all borders" shortcut to add borders to the added rows [see blue arrow on the image below].



- Programs may choose to delete unused rows from the tracking form to make the spreadsheet and printout more compact. Rows can be deleted by placing the cursor over the number for the first row not needed for tracking [example below selected Row 17 for 'student 11', as only 10 students were enrolled or transferred into the cohort to be reported], right clicking to highlight the row [see orange arrow on the image below], and selecting "Delete" on the Tool Ribbon [see navy blue arrow on the image below] – select "Delete" as many times as needed to delete sufficient rows.



- The tracking tool is now ready for you to enter program data [see the image below].



7. Enter the name, anticipated graduate date, and enrollment date for each student enrolled in or transferred into the cohort. [Please note that cohorts are organized by anticipated graduation date, not by enrollment date and students are listed in alphabetical order – see the example in the image below].

	Student	Anticipated Graduation Date	Enrollment Date	Retention	
				Actual Graduation Date	
1	Jane Bell	5/21/2017	8/22/2015	5/21/2017	
2	Sarah Constantine	5/21/2017	8/22/2015	5/21/2017	
3	David Davidson	5/21/2017	8/22/2015	5/21/2017	
4	Samuel Jackson	5/21/2017	8/22/2015		
5	Eli Lamm	5/21/2017	8/22/2015	5/21/2017	
6	Natalie Pickens	5/21/2017	8/22/2015	5/21/2017	
7	Bill Smith	5/21/2017	8/22/2015	5/21/2017	
8	Charlotte Jones	5/21/2017	8/22/2015	5/21/2017	
9	Elizabeth Tudor	5/21/2017	8/22/2015		
10	Marsha Mason	5/21/2017	8/22/2015		
11	Clarisa Singer	5/21/2017	8/22/2015		
12	Peter Stockley	5/21/2017	8/22/2015	5/21/2017	
13	Ron Jones	5/21/2017	8/22/2015	5/21/2017	
14	Clara Barton	5/21/2017	8/22/2015	5/21/2017	
Cohort Summary					

8. Add tracking information for each student/graduate, as applicable. [The example below includes color-coding for students who withdrew (red) and students who changed their anticipation graduation cohorts (blue) for ease in tracking – see the image below.]

	Student	Anticipated Graduation Date	Enrollment Date	Retention		Notes
				Actual Graduation Date		
1	Jane Bell	5/21/2017	8/22/2015	5/21/2017		
2	Sarah Constantine	5/21/2017	8/22/2015	5/21/2017		enrolled in Aug 2015 - failed SUR 121; joined 5/21/2017 completion cohort
3	David Davidson	5/21/2017	8/22/2015	5/21/2017		
4	Samuel Jackson	5/21/2017	8/22/2015			academic challenges
5	Eli Lamm	5/21/2017	8/22/2015	5/21/2017		
6	Natalie Pickens	5/21/2017	8/22/2015	5/21/2017		
7	Bill Smith	5/21/2017	8/22/2015	5/21/2017		
8	Charlotte Jones	5/21/2017	8/22/2015	5/21/2017		
9	Elizabeth Tudor	5/21/2017	8/22/2015			moved out of the state
10	Marsha Mason	5/21/2017	8/22/2015			academic challenges
11	Clarisa Singer	5/21/2017	8/22/2015			pregnancy
12	Peter Stockley	5/21/2017	8/22/2015	5/21/2017		
13	Ron Jones	5/21/2017	8/22/2015	5/21/2017		
14	Clara Barton	5/21/2017	8/22/2015	5/21/2017		

- Fill non-applicable cells under outcomes assessment exam, graduate placement, Employer Surveys, and Graduate Surveys with “gray” fill color to indicate no data required for students who do not complete the program with the cohort or who continue their education or are not employed under graduate placement. “Gray” fill color is added to a cell by selecting the cell, then selecting the “fill color” shortcut *below*. Compare the “Notes” section to the “Outcomes Assessment Exam” section

ARC/STSA Outcomes Tracking Tool*							
SCHOOL							
Academic Year [AY] 8/1/2016 -7/31/2017							
Retention						Outcomes Assessment Exam	
Student	Anticipated Graduation Date	Enrollment Date	Actual Graduation Date	Notes	CST Exam Participation	CST Exam Pass	
1 Jane Bell	5/21/2017	8/22/2015	5/21/2017		X	X	
2 Sarah Constantine	5/21/2017	8/22/2015	5/21/2017	enrolled in Aug 2015 - failed SUR 121; joined 5/21/2017 completion cohort	X	X	
3 David Davidson	5/21/2017	8/22/2015	5/21/2017		X	X	
4 Samuel Jackson	5/21/2017	8/22/2015		academic challenges			
5 Eli Lamm	5/21/2017	8/22/2015	5/21/2017				
6 Natalie Pickens	5/21/2017	8/22/2015	5/21/2017		X		
7 Bill Smith	5/21/2017	8/22/2015	5/21/2017		X	X	
8 Charlotte Jones	5/21/2017	8/22/2015	5/21/2017		X	X	
9 Elizabeth Tudor	5/21/2017	8/22/2015		moved out of the state	O		
10 Marsha Mason	5/21/2017	8/22/2015		academic challenges			

- Complete outcomes data as received [see completed outcomes example available online at: www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/].

Outcomes Assessment Exam		Graduate Placement					Employer Satisfaction			Graduate Satisfaction		
CST Exam Participation	CST Exam Pass	In Field	In Field and Continuing Education	Continuing Education	Not Placed	Employer	ES Sent	ES Returned	ES Satisfied [7/10 3or>]	GS Sent	GS Returned	GS Satisfied [7/10 3or>]
X	X			X						X	X	X
X	X		X			Johnson Regional Medical Center	X	X	X	X	X	X
X	X			X						X	X	X
		X				Littleton Medical Center	X	X	X	X		
X		X				Littleton Medical Center	X	X	X	X	X	X
X	X					Makin Memorial Hospital	X	X	X	X		
X	X					Makin Memorial Hospital	X					
O												
X	X	X				Parker Adventist SurgiCenter	X	X	X	X	X	X
X	X					Makin Memorial Hospital	X			X	X	
X	X					Makin Memorial Hospital	X			X	X	
Cohort Summary		Cohort Summary					Cohort Summary			Cohort Summary		
OAE participation rate = / [%] OAE pass rate = / [%]		Graduate Placement rate = / [%]					ES return rate = / [%] ES satisfaction rate = / [%]			GS return rate = / [%] GS satisfaction rate = / [%]		
OAE participate rate = / [%] OAE pass rate = / [%]		Graduate placement rate = / [%]					ES return rate = / [%] ES satisfaction rate = / [%]			GS return rate = / [%] GS satisfaction rate = / [%]		

- Copies of the completed Outcomes Tracking Tool are best printed on 8.5" x 14" paper.

Contact the ARC/STSA at 303-694-9262 or via email at info@arcstsa.org with questions regarding how to customize, complete, and use the ARC/STSA Outcomes Tracking Tool.