

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				

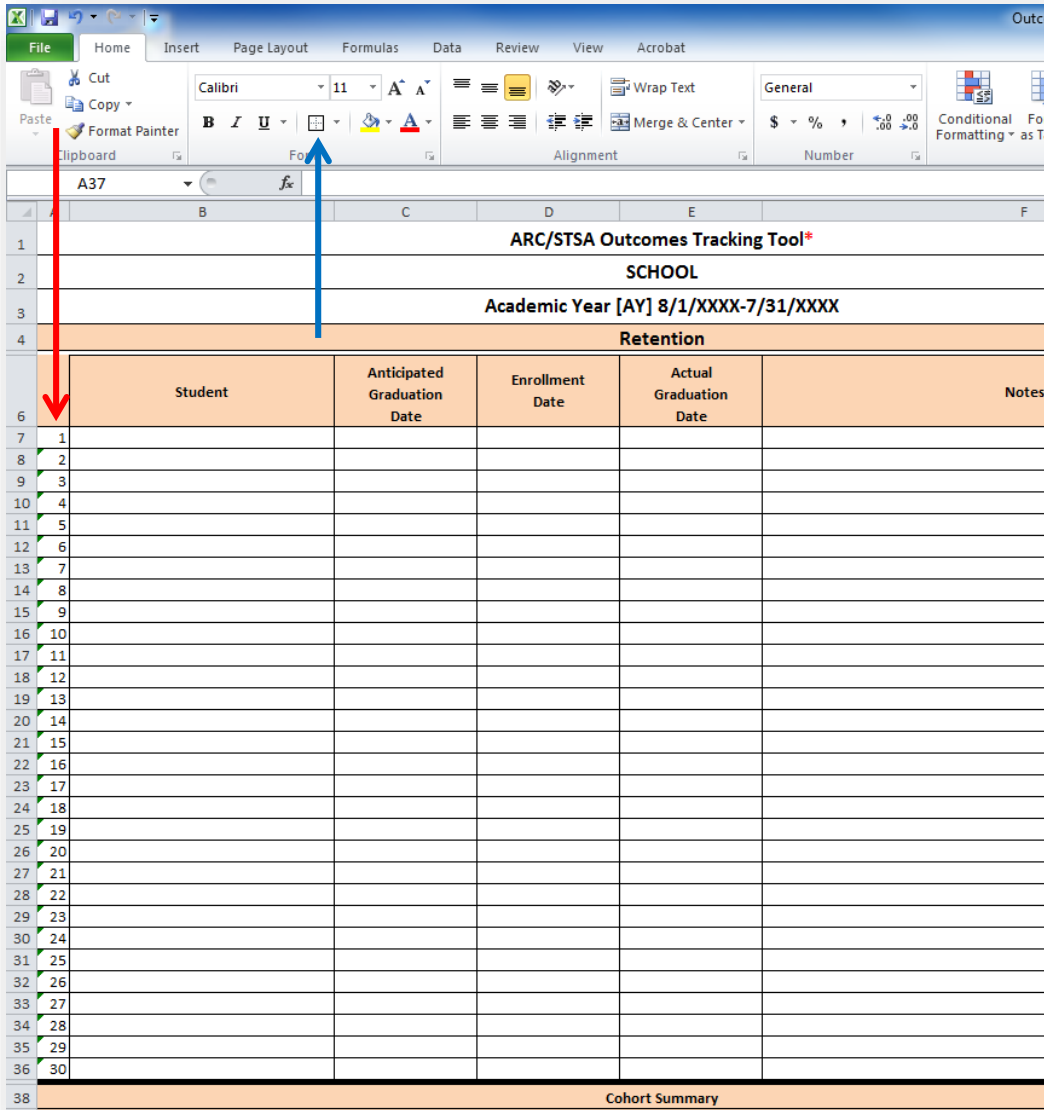
3. Ensure there are sufficient rows under the Retention area to enter all students enrolled in and transferred into the anticipated completion cohort. Two copies of the OTT are available: 1) has sufficient rows to enter up to 25 students and 2) has sufficient rows to enter up to 40 students. Cohorts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

The screenshot shows a Microsoft Excel spreadsheet titled "Outcomes Tracking Tool (8/24)". The spreadsheet is divided into several sections:

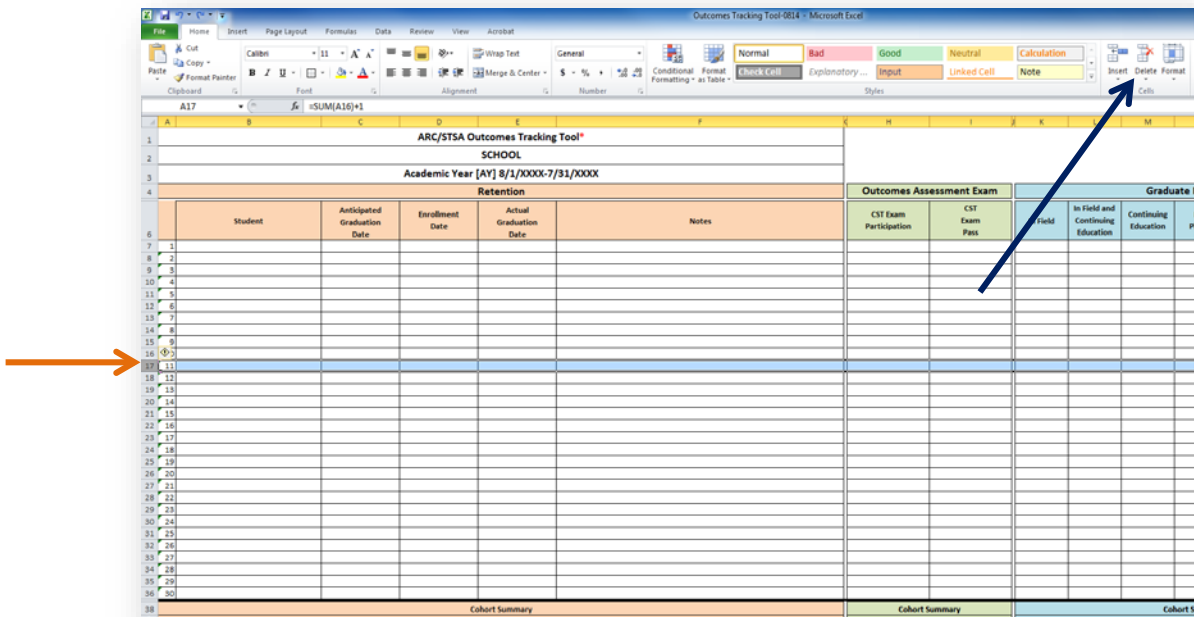
- Retention Section (Rows 4-34):** Contains columns for Student, Anticipated graduation Date, Enrollment Date, Actual graduation Date, and Notes. A purple arrow points to this section.
- Outcomes Assessment Exam Section (Rows 4-34):** Contains columns for CBT Exam (Participation, Pass) and OAE (Participation, Pass).
- Graduate Placement Section (Rows 4-34):** Contains columns for In Field, In Field and Continuing Education, Continuing Education, Next Planned, and Employer. A green arrow points to this section.
- Summary Rows (Rows 35-37):** Provide cohort summary statistics for retention, OAE, and graduate placement rates.

At the bottom of the spreadsheet, there is a note: "Additional rows can be added by highlighting Rows 6:20 and selecting the 'insert' button under 'Cells' on the ribbon above." Below this note is a URL: "Programs are required to use the ARC/STSA Outcomes Tracking Tool to report students' graduate outcomes for all cohorts starting on or after August 1, 2014."

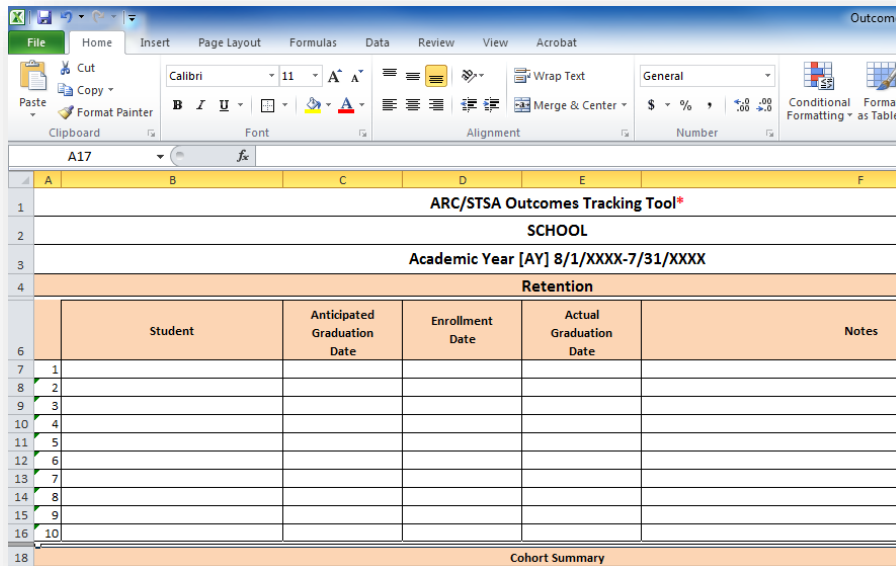
4. Renumber column A to include sequential numbering for the roster [see red arrow on the image below], highlight the 'borderless' cells and select the "all borders" shortcut to add borders to the added rows [see blue arrow on the image below].



- 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].



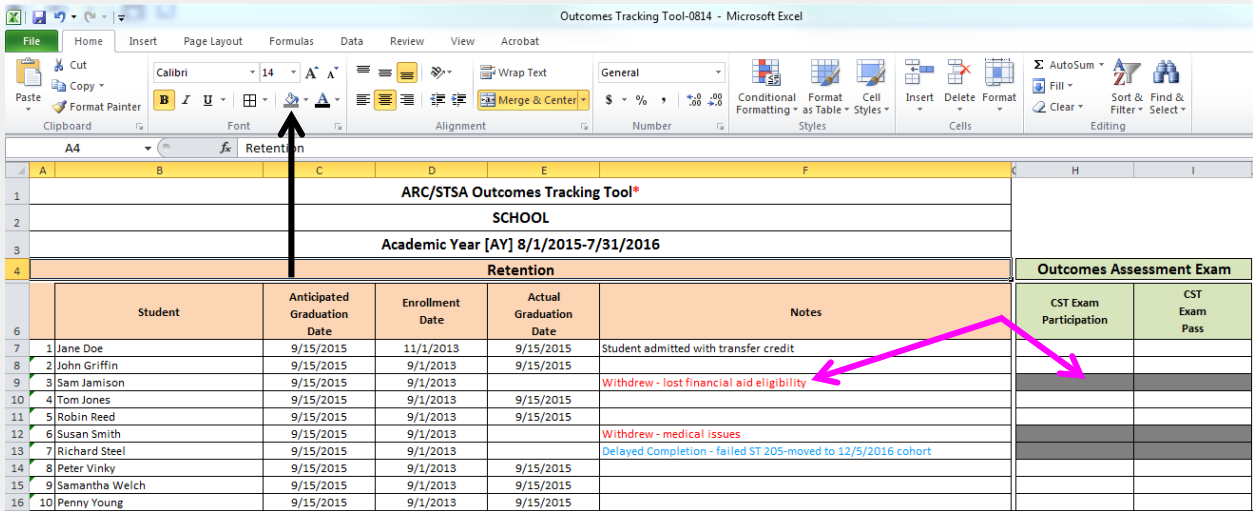
7. Enter the name, anticipated graduate date, and enrollment date for each student enrolled in or transferred into the cohort. [Please note that cohorts are organized by anticipated graduation date, not by enrollment date and students are listed in alphabetical order – see the example in the image below].

Retention					
	Student	Anticipated Graduation Date	Enrollment Date	Actual Graduation Date	Notes
1	Jane Doe	9/15/2015	11/1/2013		
2	John Griffin	9/15/2015	9/1/2013		
3	Sam Jamison	9/15/2015	9/1/2013		
4	Tom Jones	9/15/2015	9/1/2013		
5	Robin Reed	9/15/2015	9/1/2013		
6	Susan Smith	9/15/2015	9/1/2013		
7	Richard Steel	9/15/2015	9/1/2013		
8	Peter Vinky	9/15/2015	9/1/2013		
9	Samantha Welch	9/15/2015	9/1/2013		
10	Penny Young	9/15/2015	9/1/2013		

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.]

Retention					
	Student	Anticipated Graduation Date	Enrollment Date	Actual Graduation Date	Notes
1	Jane Doe	9/15/2015	11/1/2013	9/15/2015	Student admitted with transfer credit
2	John Griffin	9/15/2015	9/1/2013	9/15/2015	
3	Sam Jamison	9/15/2015	9/1/2013	9/15/2015	Withdrew - lost financial aid eligibility
4	Tom Jones	9/15/2015	9/1/2013	9/15/2015	
5	Robin Reed	9/15/2015	9/1/2013	9/15/2015	
6	Susan Smith	9/15/2015	9/1/2013		Withdrew - medical issues
7	Richard Steel	9/15/2015	9/1/2013		Delayed Completion - failed ST 205-moved to 12/5/2016 cohort
8	Peter Vinky	9/15/2015	9/1/2013	9/15/2015	
9	Samantha Welch	9/15/2015	9/1/2013	9/15/2015	
10	Penny Young	9/15/2015	9/1/2013	9/15/2015	

- 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 [see pink arrows in the image below]. “Gray” fill color is added to a cell by selecting the cell, then selecting the “fill color” shortcut [see black arrow in the image below].



- 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/].
- 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.