

Example of completed Outcomes Tracking Tool (OTT)

ARC/STSA Outcomes Tracking Tool Ultimate College Academic Year [AY] - 8/1/2022-7/31/2023													Blue-Delayed, out of cohort, re-entry Red-Withdraw (list reason)					
Outcomes Thresholds →		Retention = 60% or >				100%	Pass Rate = 70% or >		Graduate Placement = 80% or >				*ES satisfaction = 7 out of 10 survey items scored 3 or greater			**GS satisfaction = 7 out of 10 survey items scored 3 or greater		
	Student	Anticipated Graduation Date	Enrollment Date	Actual Graduation Date	Retention	Outcomes Assessment Exam		Graduate [Positive] Placement					Employer Satisfaction			Graduate Satisfaction		
					Notes	CST Participation	CST Examination- Passed on First Attempt	In Field	In Field and Continuing Education	Continuing Education	Not Placed	Employer	ES Sent to all placed in field/in field & continuing ed	ES Returned [50% or >]	ES Satisfied*	GS Sent	GS Returned [50% or >]	GS Satisfied**
1	Auer, Aurelia	11/1/2022	5/1/2021		Delayed completion- move with Sept. cohort													
2	Hernandez, Mario	11/1/2022	5/1/2021	11/1/2022		X	X	X				Parkview Medical	X	X	X	X	X	X
3	Jaramillo, Sunny	11/1/2022	5/1/2021	11/1/2022		X	X	X				Littleton General Hospital	X			X	X	X
4	Katz, Julia	11/1/2022	5/1/2021	11/1/2022		X	X	X				Littleton General Hospital	X			X	X	X
5	Mendoza, Theresa	11/1/2022	5/1/2021	11/1/2022		X	X	X				Littleton Valley Medical	X	X	X	X	X	X
6	Miller, Gary	11/1/2022	5/1/2021	11/1/2022		X	X	X				Littleton Valley Medical	X	X	X	X	X	X
7	Rivera, Jenni	11/1/2022	5/1/2021	11/1/2022		X	X	X				Playa Larga Medical Center	X	X	X	X	X	X
8	Stafford, Claire	11/1/2022	5/1/2021		Withdrawn-lost financial aid eligibility													
9	Sturgis, Glenn	11/1/2022	5/1/2021	11/1/2022		X	X		X				X			X	X	
10	Talenti, Max	11/1/2022	5/1/2021	11/1/2022		X	F				X	Not certified				X		
COHORT SUMMARY →		Retention for the 11/1/2022 completion date = 8/10 [80%]				OAE participation rate = 8/8 [100%] OAE pass rate = 7/8 [87.5%]		Graduate Placement rate = 7/8 [87.5%]					ES return rate = 4/7 [57%] ES satisfaction rate = 4/4 [100%]			GS return rate = 7/8 [87.5%] GS satisfaction rate = 6/7 [85.7%]		
	Student	Anticipated Graduation Date	Enrollment Date	Actual Graduation Date	Retention	Outcomes Assessment Exam		Graduate [Positive] Placement					Employer Satisfaction			Graduate Satisfaction		
					Notes	CST Participation	CST Examination- Passed on First Attempt	In Field	In Field and Continuing Education	Continuing Education	Not Placed	Employer	ES Sent to all placed in field/in field & continuing ed	ES Returned [50% or >]	ES Satisfied*	GS Sent	GS Returned [50% or >]	GS Satisfied**
1	Auer, Aurelia	3/20/2023	5/1/2021	3/20/2023	Reentry from May 2021 cohort	X	X	X				Active duty-military	n/a			X		
2	Barton, Therese	3/20/2023	9/1/2021	3/20/2023		X	X	X				Littleton Valley Medical	X	X	X	X	X	X
3	Bauch, Dakota	3/20/2023	9/1/2021		Academic failure-withdraw													
4	Buckridge, Vernie	3/20/2023	9/1/2021		Delayed completion- move with May 2023 cohort (AY23-24)													
5	Greenfelder, Marcel	3/20/2023	9/1/2021	3/20/2023		X	X	X				Parkview Medical	X	X	X	X	X	X
6	Hettinger, Laisha	3/20/2023	9/1/2021	3/20/2023		X	X	X				Littleton General Hospital	X			X	X	X
7	Johnson, Ima	3/20/2023	9/1/2021	3/20/2023		X	X	X				Littleton General Hospital	X			X	X	X
8	Kerluke, Chelsea	3/20/2023	9/1/2021		Delayed completion- move with May 2023 cohort (AY23-24)													
9	Mayer, Sammie	3/20/2023	9/1/2021	3/20/2023		X	X	X				Littleton Valley Medical	X	X	X	X	X	X
10	Mora, Hallie	3/20/2023	9/1/2021	3/20/2023		X	X	X				Eagle View Medical	X	X	X	X	X	X
COHORT SUMMARY →		Retention for the 3/20/2023 completion date = 7/10 [70%]				OAE participation rate = 7/7 [100%] OAE pass rate = 7/7 [100%]		Graduate Placement rate = 7/7 [100%]					ES return rate = 4/6 [66%] ES satisfaction rate = 4/4 [100%]			GS return rate = 6/7 [85%] GS satisfaction rate = 6/6 [100%]		
ACADEMIC YEAR SUMMARY →		Retention for the AY 8/1/2022-7/31/2023 = X/X [XX%]				OAE participation rate = X/X [XX%] OAE pass rate = X/X [XX%]		Graduate Placement rate = X/X [XX%]					ES return rate = X/X [XX%] ES satisfaction rate = X/X [XX%]			GS return rate = X/X [XX%] GS satisfaction rate = X/X [XX%]		

The OTT is used to track and calculate program outcomes which are then reported on the Annual Report; it is also used to verify the program is enrolling within its approved Maximum Enrollment Capacity (MEC).

ARC/STSA uses the Academic Year (AY) period August 1 - July 31 for tracking and reporting outcomes. Outcomes are to be tracked and reported on the Annual Report by **academic year (AY) reporting period and by completion date**. The AY period listed on the OTT should capture the graduation date.

In this example, the program's Maximum Enrollment Capacity (MEC) is 10x2: they enroll up to ten students per cohort, two cohorts per Academic Year (AY) period, for a total overall MEC of 20. The example shows two Academic Year periods, 8/1/2022-7/31/2023; and, 8/1/2023-7/31/2024. This program is an 18-month associate program that enrolls every May and September, and graduates every November and March. The example shows a total of four cohorts spanning two separate Academic Year periods.

This example shows how students with delayed completion count as attrition from the cohort they did not complete with, and count as a re-entry student when joining another cohort.

Tip: first input student names in alphabetical order by last name, enrollment date and anticipated graduation date. Then, identify what academic year period [8/1/20XX-7/31/20XX] the anticipated graduation date falls into, and enter it in the AY line. Ensure each student name row is numbered.

ARC/STSA Outcomes Tracking Tool																		
Ultimate College																		
Academic Year [AY] - 8/1/2023-7/31/2024																		
<div>Blue-Delayed, out of cohort, re-entry</div> <div>Red-Withdraw (list reason)</div>																		
Outcomes Thresholds →		Retention = 60%				100%	Pass Rate = 70% or >		Graduate Placement = 80% or >				*ES satisfaction = 7 out of 10 survey items scored 3 or greater			**GS satisfaction = 7 out of 10 survey items scored 3 or greater		
		Retention				Outcomes Assessment Exam		Graduate [Positive] Placement				Employer Satisfaction			Graduate Satisfaction			
	Student	Anticipated Graduation Date	Enrollment Date	Actual Graduation Date	Notes	CST Participation	CST Examination-Passed on First Attempt	In Field	In Field and Continuing Education	Continuing Education	Not Placed	Employer	ES Sent to all placed in field/in field & continuing ed	ES Returned [50% or >]	ES Satisfied*	GS Sent	GS Returned [50% or >]	GS Satisfied**
1	Buckridge, Vernie	11/1/2023	9/1/2021	11/1/2023	Reentry from November 2023 cohort	X	X	X				Parkview Medical	X	X	X	X	X	X
2	Kerluke, Chelsea	11/1/2023	9/1/2021	11/1/2023	Reentry from November 2023 cohort	X	X	X				Parkview Medical	X	X	X	X	X	X
3	Pacocho, Amos	11/1/2023	5/1/2022	11/1/2023		X	X		X			Littleton General Hospital	X			X	X	X
4	Pfannerstill, Gussie	11/1/2023	5/1/2022	11/1/2023		X	X			X		Going for Bachelor degree				X	X	X
5	Roberts, Mara	11/1/2023	5/1/2022	11/1/2023		X	X	X				Littleton Valley Medical	X	X	X	X	X	X
6	Shields, Luciano	11/1/2023	5/1/2022		Withdrew- medical issues													
7	Stark, Devan	11/1/2023	5/1/2022	11/1/2023		X	X	X				Eagle View Medical	X	X	X	X	X	X
8	Thiel, Craig	11/1/2023	5/1/2022	11/1/2023		X	F				X	Not certified				X	X	X
9	Wisoky, Layla	11/1/2023	5/1/2022	11/1/2023		X	X	X				Eagle View Medical	X	X	X	X	X	X
10	Yanez, Aniyah	11/1/2023	5/1/2022	11/1/2023		X	X	X				Littleton General Hospital	X			X	X	X
COHORT SUMMARY →		Retention for the 11/1/2023 completion date = 9/10 [90%]				OAE participation rate = 9/9 [100%] OAE pass rate = 8/9 [89%]		Graduate Placement rate = 8/9 [89%]				ES return rate = 5/7 [71%] ES satisfaction rate = 5/5 [100%]			GS return rate = 9/9 [100%] GS satisfaction rate = 9/9 [100%]			
		Retention				Outcomes Assessment Exam		Graduate [Positive] Placement				Employer Satisfaction			Graduate Satisfaction			
	Student	Anticipated Graduation Date	Enrollment Date	Actual Graduation Date	Notes	CST Participation	CST Examination-Passed on First Attempt	In Field	In Field and Continuing Education	Continuing Education	Not Placed	Employer	ES Sent to all placed in field/in field & continuing ed	ES Returned [50% or >]	ES Satisfied*	GS Sent	GS Returned [50% or >]	GS Satisfied**
1	Beaty, Marietta	3/1/2024	9/1/2022															
2	Dickinson, Savanna	3/1/2024	9/1/2022															
3	Echevarria, Rosena	3/1/2024	9/1/2022															
4	Franklin, Aretha	3/1/2024	9/1/2022															
5	Hedges, Jeanne	3/1/2024	9/1/2022															
6	Oakley, Barney	3/1/2024	9/1/2022															
7	Quintanilla, Selena	3/1/2024	9/1/2022															
8	Roosevelt, Teddy	3/1/2024	9/1/2022															
9	Valens, Richie	3/1/2024	9/1/2022															
10	Winehouse, Amy	3/1/2024	9/1/2022															
COHORT SUMMARY →		Retention for the 3/1/2024 completion date = X/10 [XX%]				OAE participation rate = X/X [XX%] OAE pass rate = X/X [XX%]		Graduate Placement rate = X/X [XX%]				ES return rate = X/X [XX%] ES satisfaction rate = X/X [XX%]			GS return rate = X/X [XX%] GS satisfaction rate = X/X [XX%]			
ACADEMIC YEAR SUMMARY →		Retention for the AY 8/1/2023-7/31/2024 = X/X [XX%]				OAE participation rate = X/X [XX%] OAE pass rate = X/X [XX%]		Graduate Placement rate = X/X [XX%]				ES return rate = X/X [XX%] ES satisfaction rate = X/X [XX%]			GS return rate = X/X [XX%] GS satisfaction rate = X/X [XX%]			