



Graduate Follow-up Report: Strategies for Following Students and Reporting with Accuracy

FCSUA Team
May 2025



Florida Center for Students
with Unique Abilities

UNIVERSITY OF CENTRAL FLORIDA

Discussion Points

- FCSUA community access
- Reporting deadlines
- What information will be collected?
- The cloning function
- Common errors
- Walkthrough
- Available assistance & resources

Access to the FCSUA Community

- Three licenses per program
 - Four licenses for program on **multiple campuses** and **large number of students**
-

FPCTP Program and Student - Timeline

Annual Program Information Report – Due July 1

- Submit and be approved before Student Report
- There is not limitation on when to start this report. Start early

*2 Months
Away*

Annual Student Information Reports – Due August 1

- **Not available until Program Information Report is approved**
- Individual data for each student enrolled
- Should align with student scholarships

3 Months Away

Student Follow Up Report- Due August 1

- Can begin early in the new year
- For graduates, 5 years after completion

3 Months Away



Student Follow-up Reports

- Inform graduates of follow up reporting requirements
 - Maintain contact and collect data (employment rate, salary, benefits, etc.)
 - **Update information. Avoid only cloning!**
- Refer to Student Report webinars:
 - [Strategies for Thorough and Comprehensive Student Reports](#)
 - [Student Info Reports](#)



FPCTP Graduates Follow-ups: How did we do last year?

17

FPCTP submitted
Follow-up reports

14

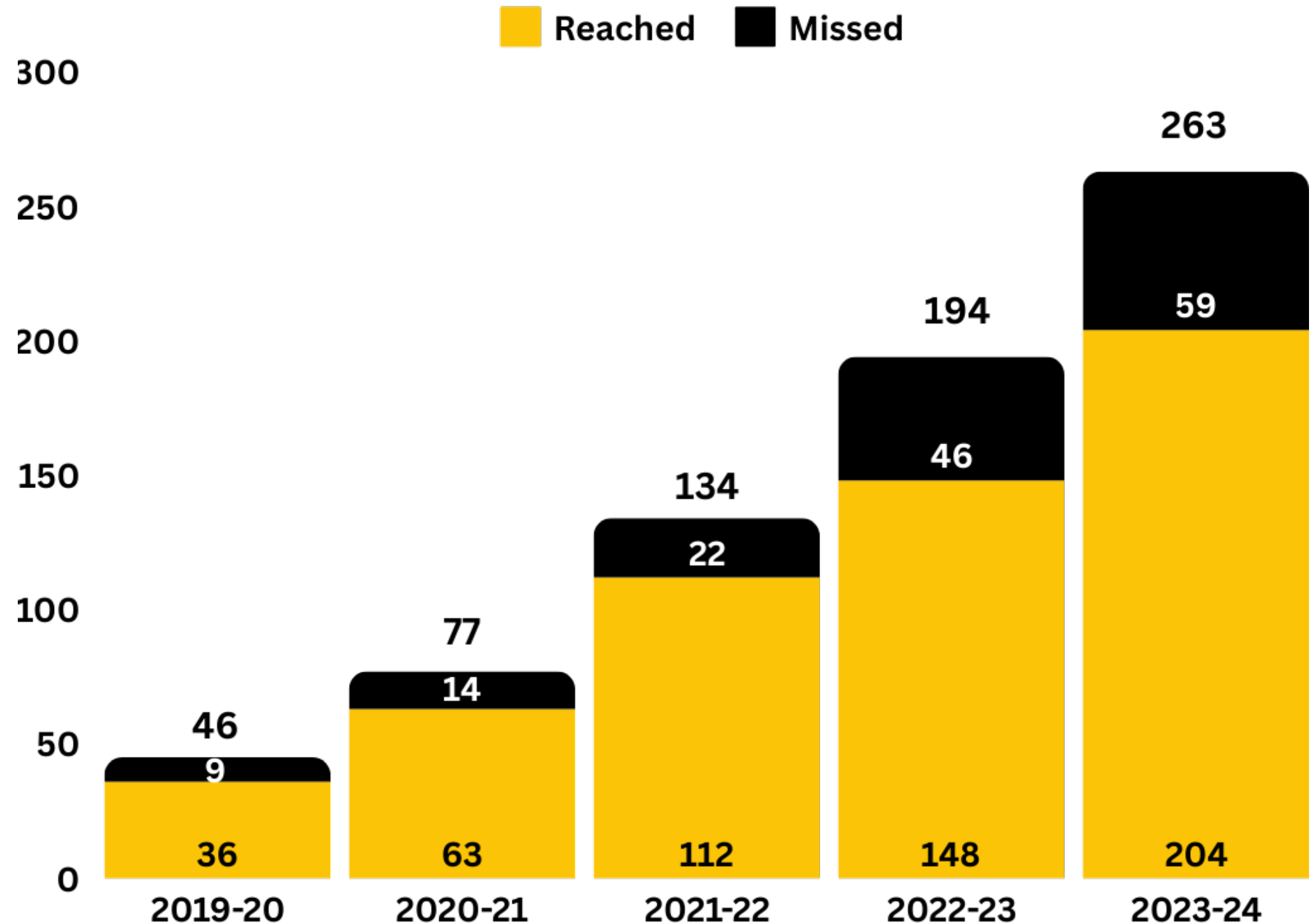
FPCTP submitted
Follow-up reports late

4 - 35

Dates late range

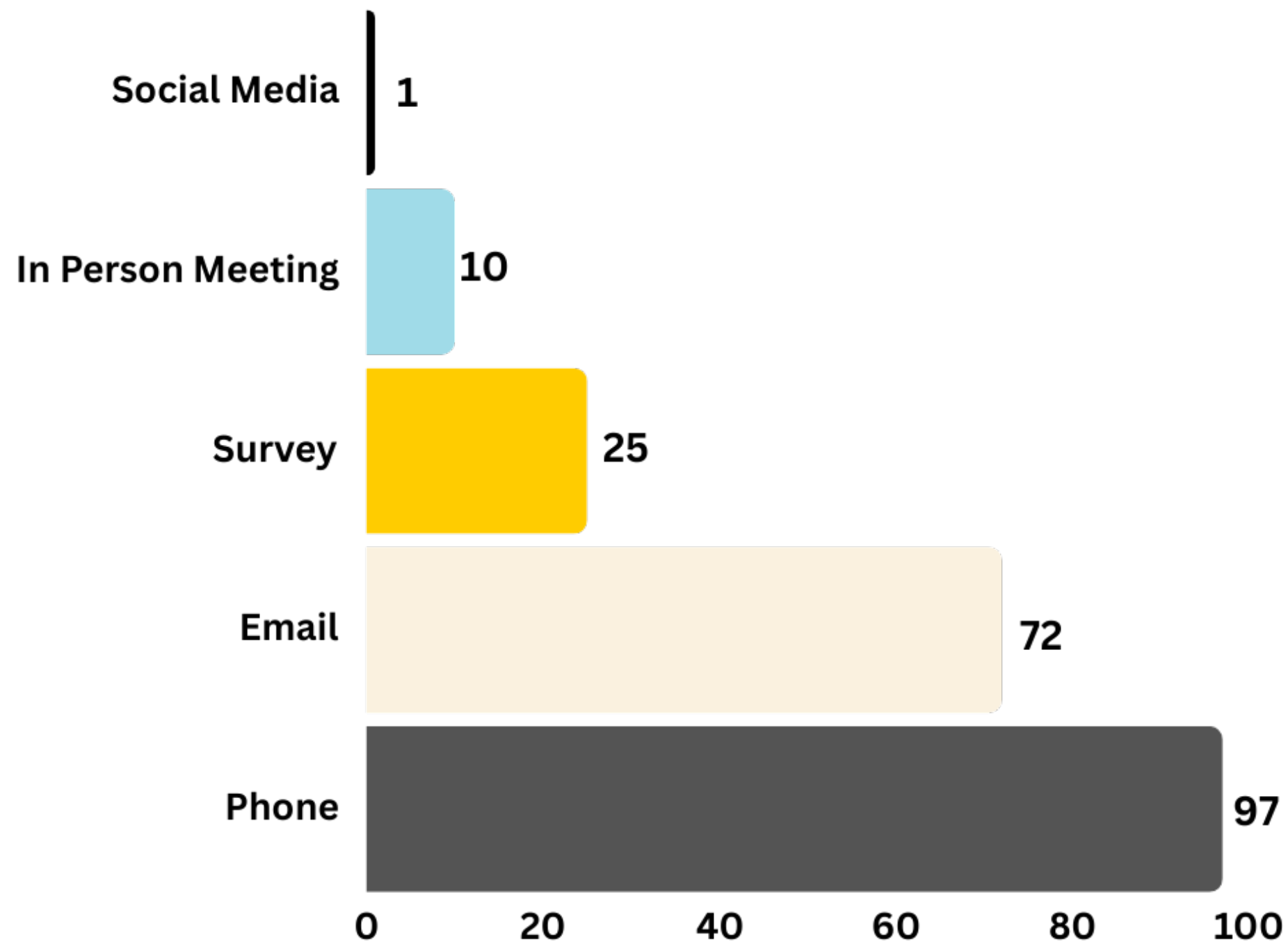


Graduates Reached vs. Graduates Missed



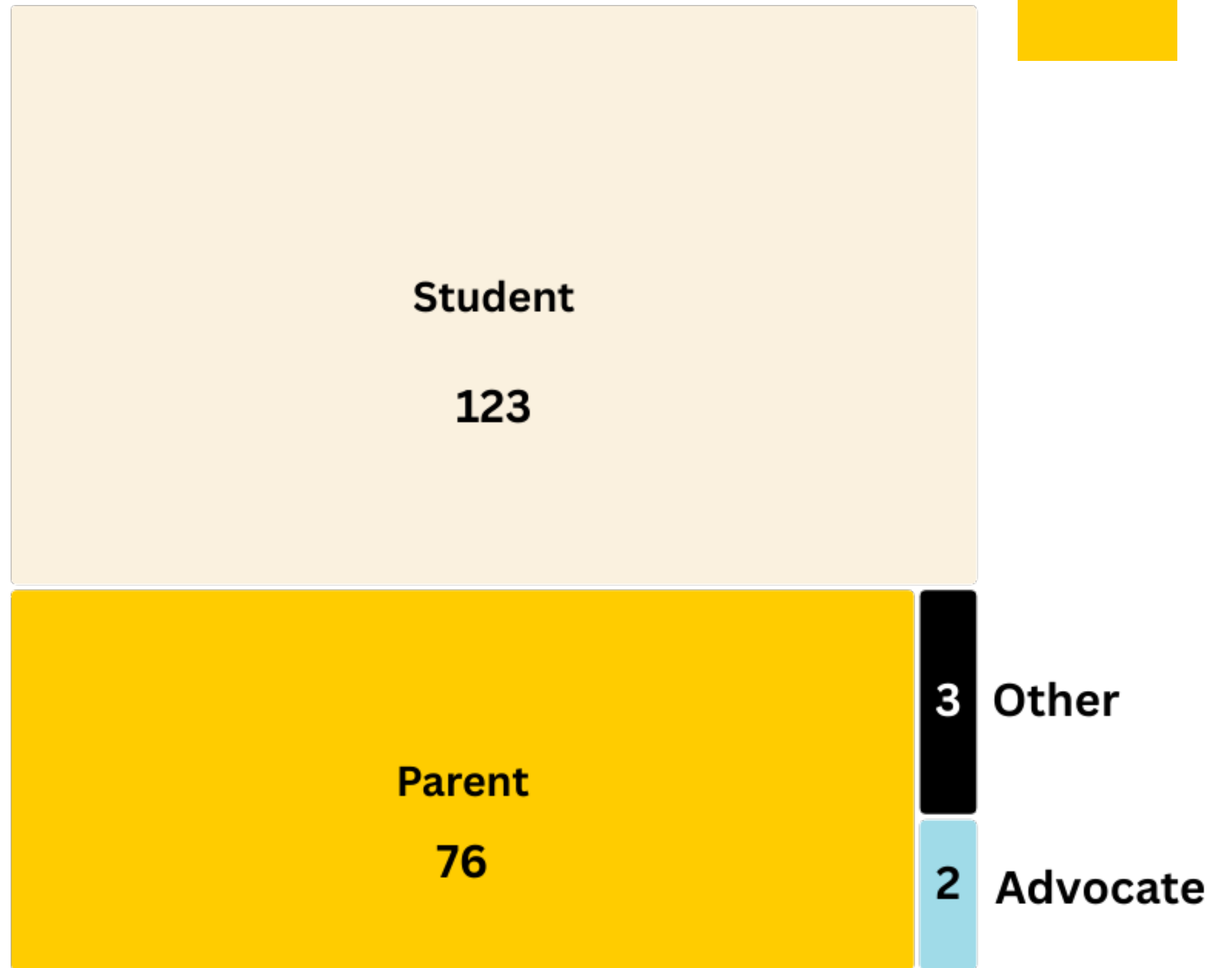


Graduates Contact Methods





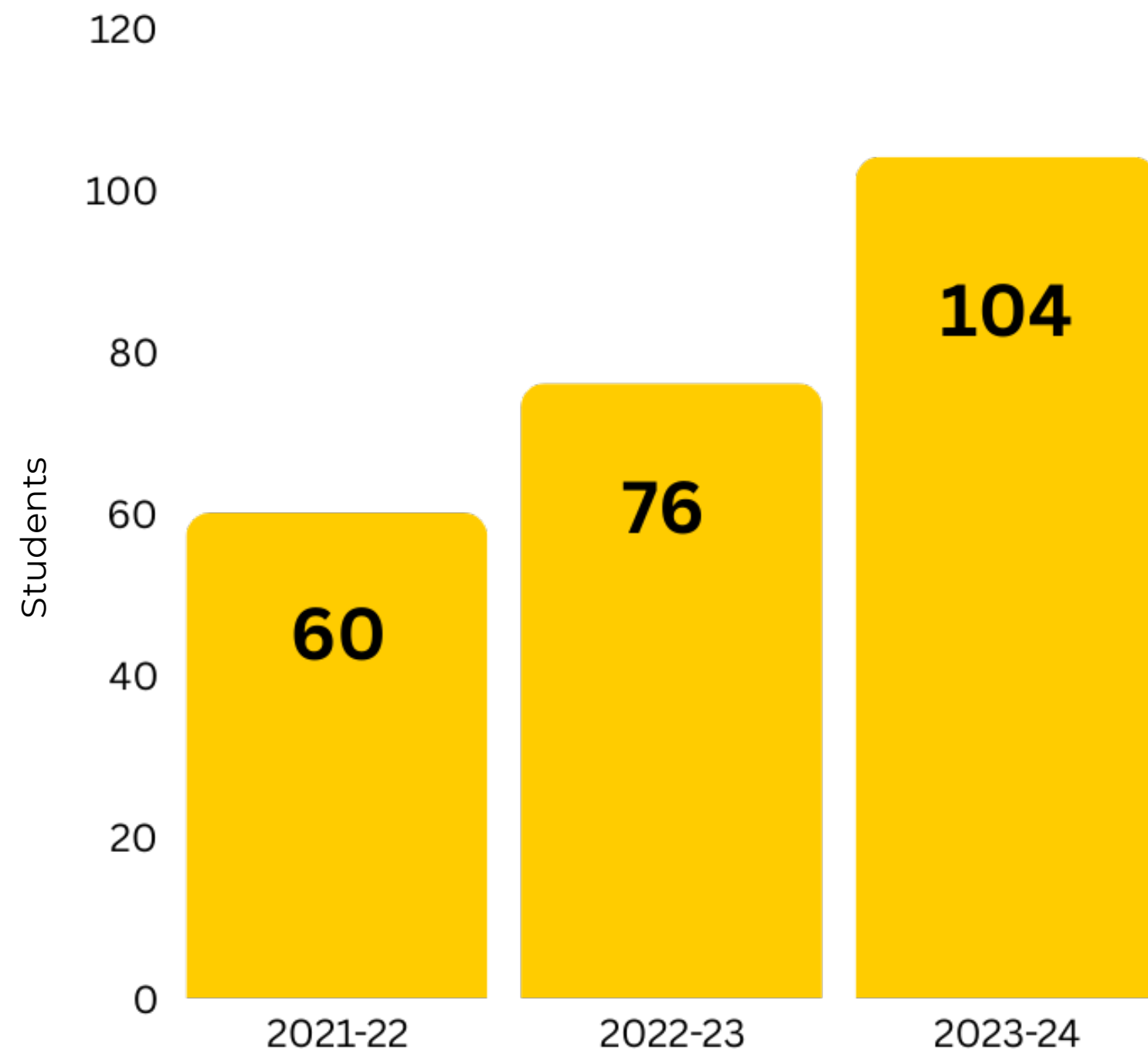
Who Respond to the follow-up questions?



FPCTP Graduates

375

Total Students who
Completed FPCTPs





This year

19

FPCTPs will submit
follow-up reports

FPCTP submitting Follow-Up
Reports for the *First Time*:

- Broward College
- Okaloosa Technical College

Understanding the List View

Filter by Reporting Year
Format: YYYY-YYYY

Submit **all**
reports selected
at once.

Filter by Academic Program Year (YYYY-YYYY)

Student Follow Up Reports

Institution Name: **webinar**

Submit to FCSUA

New

Refresh

SELECT	STUDENT NAME	ACADEMIC PROGRAM YEAR	CREATED BY	STATUS	SUBMITTED DATE	NAME OF PERSON COMPLETING REPORT	ACTION
<input type="checkbox"/>	Janice Seabrooks-Blackmore	2020-2021	William Webinar	Approved	Jun 18, 2021	William Webinar	  
<input type="checkbox"/>	Drew Andrews	2020-2021	William Webinar	Approved	Jun 18, 2021	William Webinar	  
<input type="checkbox"/>	Claudia Bello Punto	2020-2021	Claudia Bello Punto (test)	Submitted	Feb 26, 2025	William Webinar	  
<input type="checkbox"/>	Christian Zimmerman	2020-2021	Claudia Bello Punto (test)	Approved	Feb 26, 2024	William Webinar	  
<input type="checkbox"/>	Christian Zimmerman	2022-2023	Claudia Bello Punto (test)	Approved	Feb 26, 2024	William Webinar	  
<input type="checkbox"/>	Christian Zimmerman	2021-2022	Claudia Bello Punto (test)	Approved	Feb 26, 2024	William Webinar	  
<input type="checkbox"/>	Christian Zimmerman	2019-2020	Claudia Bello Punto	Approved	Jul 1, 2020	William Webinar	  
<input type="checkbox"/>	Christian Zimmerman	2023-2024	Claudia Bello Punto (test)	Approved	Feb 26, 2024	William Webinar	  

Total Student Follow Up Reports : 8

Select all reports
**Ready for
Submission**

Not available to
clone. **Student
exited the
program**

For Established FPCTPs
To Consider after Cloning



To Consider after Cloning

- After cloning previous year report, **information is not updated to the most recent year.**
- The resulting report is **identical** to the one used to create it except for the reporting year
- **All** sections need to be revised and updated before submitting to FCSUA.
- Do not leave questions empty.
- Provide additional information using the description boxes





Student Follow-Up Reports

- **Questions 1:** Make sure to explore all options available in a dropdown menu before selecting **Other** and provide a description similar to the options available

1. a. Were you able to reach someone who could provide the information needed to complete this section?

Yes

b. How was this follow-up information obtained (e.g., phone, e-mail, in-person meeting)?

Other

Please describe

Phone Call

c. Who provided the information (e.g., student, parent, other family member, advocate, etc.)?

Other

Please describe

Student



Student Follow-Up Reports

Questions 2 and 3

- **Questions 2 and 3:** FCSUA will update them for users to delete the information cloned from previous year if not applicable.

2. Where does this former student currently live? (choose one)

- ☒ **With parents, siblings, or extended family**
- ☐ **Alone, or on his or her own with a spouse, domestic partner, or roommate(s)**
- ☐ **In military housing, job training program facility, or a college dormitory**
- ☐ **In a group home, assisted living center, or other supervised living arrangement**
- ☐ **In a health, mental health, or correctional facility**
- ☐ **Other**

3. a. Which of the following best describes this former student's current employment status? (choose one)

- ☐ **Competitive integrated employment, not receiving ongoing supported employment services**
- ☐ **Competitive employment with ongoing supported employment services**
- ☐ **Self-employed**
- ☒ **Working in a sheltered workshop**
- ☐ **Not currently employed**



Student Follow-Up Reports

Questions 5 and 6

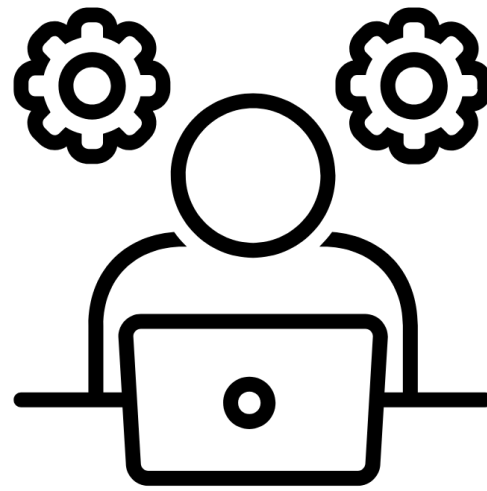
- **Questions 5 and 6:** Make sure to delete answers for sub-question **b.** before changing answers for questions **a.** to **No.**
- In case there was not contact with the graduate, delete answers for sub-question **b.** and change questions a. to **--Make Selection--**.

5. a. Was this former student enrolled in any postsecondary education or training classes during the past year?	
Yes	
b. Which of the following best describes the nature of this postsecondary education enrollment?	
Degree-seeking (e.g., AA, AS, BS, etc.)	Certificate or industry certification program
Another FPCTP. See the list of currently approved FPCTPs for reference	PSE program for students with ID (not a FPCTP)
Adult education	Other
Unknown	
6. a. Did this former student earn any additional degrees, credentials, or certifications in the past year (this does not include credentials and certifications earned in your FPCTP)?	
-- Make Selection --	



Common Errors to Avoid

- Not updating based on lack of contact. The report must reflect **current reporting year** information. Delete as much information as possible from subsequent questions before submitting.
- Not completed with fidelity. **Start the data collection process with plenty of time** to attempt multiple contacts with the graduate. One phone call/email is not enough.
- Not completed by Program Coordinator. For example, the reports are completed by someone with little to no knowledge of the FPTCP and its graduates.



Walkthrough

1. Let's log in to the FCSUA Community: **<https://fcsua.force.com>**
2. Clone a **2023-2024** student follow-up report or
3. Click **New** if you are completing this report for the first time
4. Follow along as we walk through the report form. Take notes on data points you will need to collect before completing this report for each student.




FPCTP- Communication

- Maintain contact with FCSUA staff
 - Changes in leadership/personnel
 - Student concerns
- Update FCSUA Community contacts
- Complete accurate and timely data reporting
- **Request TA as needed**



Resources Available

[FPCTP Reporting Section](#) on FCSUA's Website



About Us ▾

Planning for College ▾

Becoming an FPCTP ▾

Approved FPCTPs ▾

FPCTP Reports ▾

Research to Practice ▾

Events and News ▾

Select Language ▾
Powered by Google Translate

FPCTP Reporting Schedule

Reporting Schedule

FPCTP Reports

FPCTP Grant Reports

FPCTP Scholarship Reports

The Act requires FPCTPs to submit annual reports to the FCSUA. Center staff compile the information regarding the FPCTPs as well as information on the Center's activities to prepare the annual FCSUA report due October 1. The Center does not report information regarding individual students.

Please refer to the calendar below for daily details of reports due to FCSUA. All FPCTP contacts associated with reports will receive automatic email reminders at least a month in advance. FCSUA has developed an [annual reporting schedule](#) in PDF format, in case it is needed.

TODAY

<

>

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1 Final Performance Rep...
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Legend

Grants

Scholarships

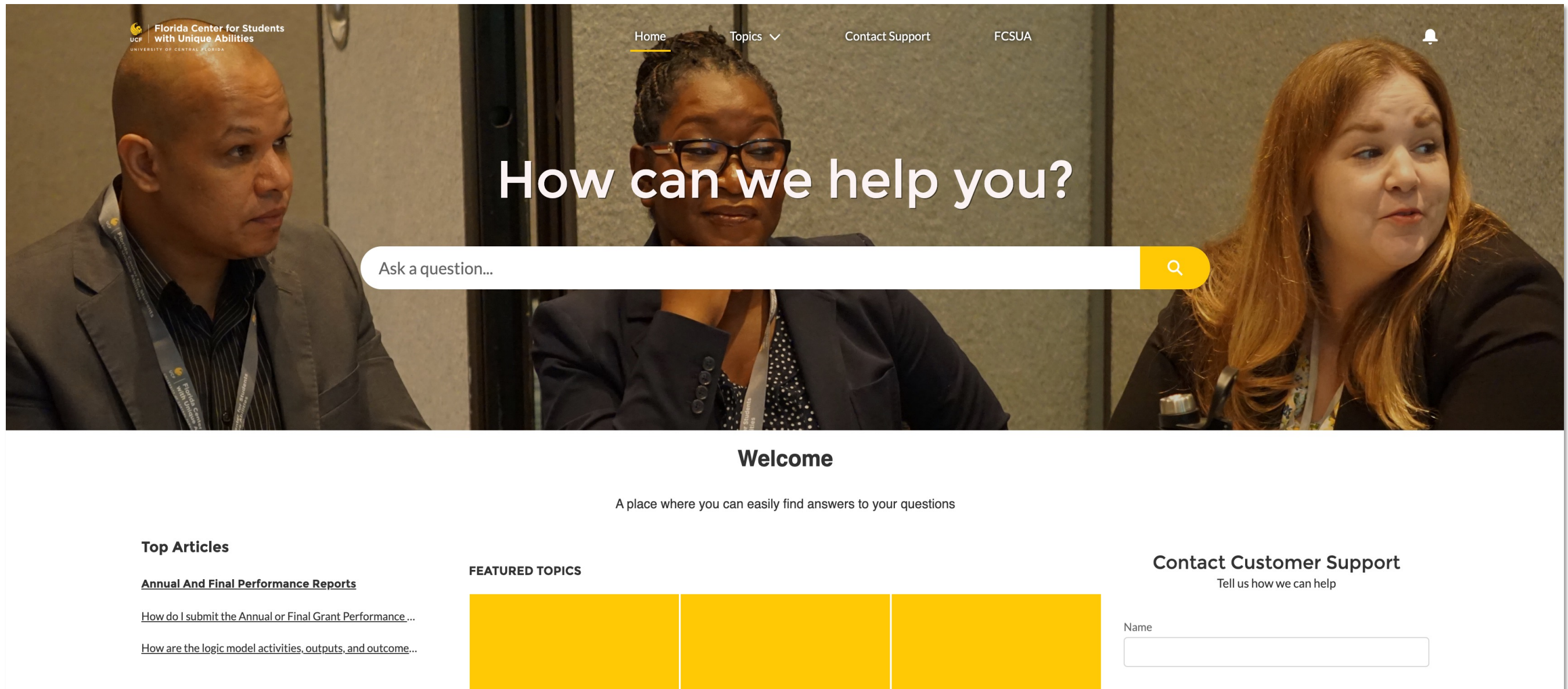
Program

Students

Strategic Plan

Resources Available

[Help Center](#) available now!



**Florida Center for Students
with Unique Abilities**
UNIVERSITY OF CENTRAL FLORIDA

Home Topics Contact Support FCSUA

How can we help you?

Ask a question...

Welcome

A place where you can easily find answers to your questions

Top Articles

Annual And Final Performance Reports

[How do I submit the Annual or Final Grant Performance...](#)

[How are the logic model activities, outputs, and outcome...](#)

FEATURED TOPICS

Contact Customer Support

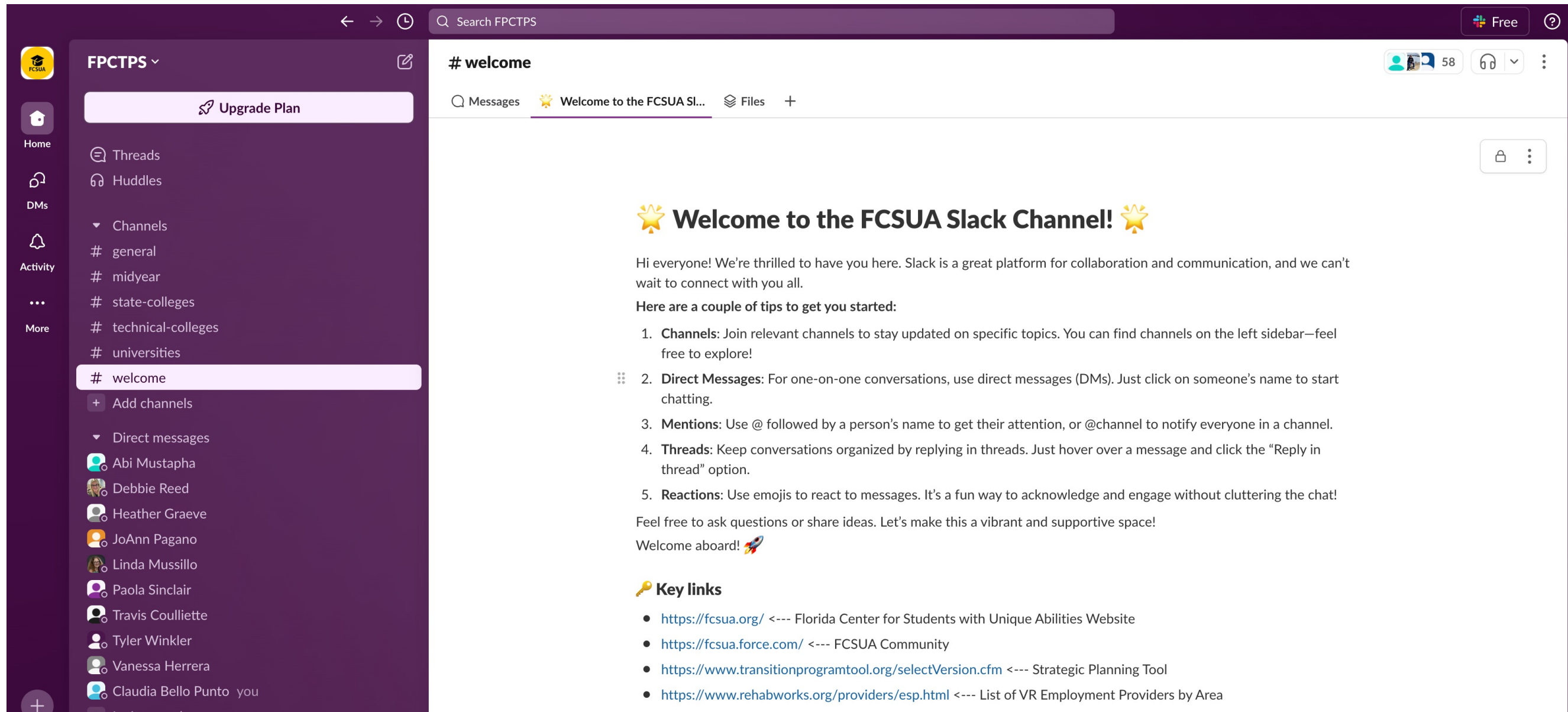
Tell us how we can help

Name



Resources Available

Don't forget about [Slack](#)!



The screenshot shows the Slack interface for the FCSUA Slack channel. The left sidebar displays the channel list with options like Home, DMs, Activity, and More. The main area shows the '# welcome' channel with a welcome message and a list of key links.

FPCTPS Upgrade Plan

welcome 58

Messages Welcome to the FCSUA Sl... Files +

Welcome to the FCSUA Slack Channel!

Hi everyone! We're thrilled to have you here. Slack is a great platform for collaboration and communication, and we can't wait to connect with you all.

Here are a couple of tips to get you started:

- Channels:** Join relevant channels to stay updated on specific topics. You can find channels on the left sidebar—feel free to explore!
- Direct Messages:** For one-on-one conversations, use direct messages (DMs). Just click on someone's name to start chatting.
- Mentions:** Use @ followed by a person's name to get their attention, or @channel to notify everyone in a channel.
- Threads:** Keep conversations organized by replying in threads. Just hover over a message and click the "Reply in thread" option.
- Reactions:** Use emojis to react to messages. It's a fun way to acknowledge and engage without cluttering the chat!

Feel free to ask questions or share ideas. Let's make this a vibrant and supportive space!

Welcome aboard! 🚀

Key links

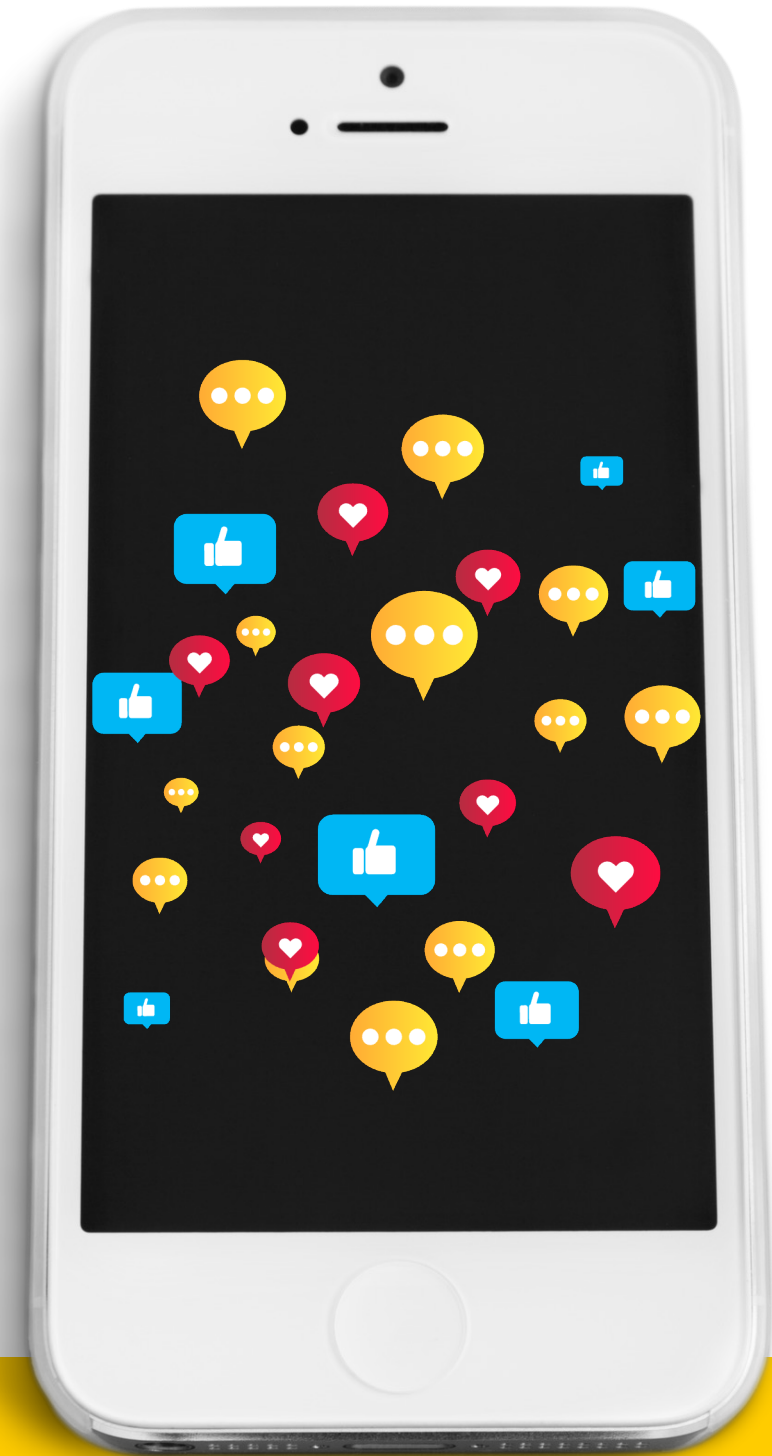
- <https://fcsua.org/> <--- Florida Center for Students with Unique Abilities Website
- <https://fcsua.force.com/> <--- FCSUA Community
- <https://www.transitionprogramtool.org/selectVersion.cfm> <--- Strategic Planning Tool
- <https://www.rehabworks.org/providers/esp.html> <--- List of VR Employment Providers by Area

Social Media



Search for @Floridacsua

FCSUA Community Playlist





Your Feedback is Valuable!

- Scan QR Code
- Link shared on Zoom chat
- Link will be shared in a follow-up email with handouts and recording posted on FCSUA YouTube Channel



Contact Information

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