

Follow Up Data (FW) (Ohio)

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The Follow Up Data (FW) tab is used to record follow-up information for graduates, such as employment and post-secondary plans. Follow-up data may come from state and/or district sources and may be entered manually or imported, as described below.

Student, Penny
Grade: 12 #1234567 DOB: 05/21/2004 Gender: F

Extended School Year (ESY) **Follow Up Data (FW)**

+ New Save X Delete Print Summary Report

Modified Date	Modified By	Effective Date	Graduate	CTE	SWD
08/04/2022	Administrator, System	08/12/2022	X	X	

Follow Up Data Detail

*Effective Date:

State Data:

Graduate: CTE: SWD:

Employment Status:

Employment Typical Hours/Week:

Employment Duration:

Employment Compensation Type:

Employment Setting:

Record a student's post-graduate plans on the Follow Up Data tab.

Creating Follow Up Data Records

There are 4 ways of creating Follow Up Data records:

[Option 1: Manual Creation](#) | [Option 2: Import File of Both State and District Data](#) | [Option 3: Import State File First, then Manually Add District Data](#) | [Option 4: Start with District Data, Amend with State Data, Reconcile Duplicates](#)

Option 1: Manual Creation

To create records manually, click **New**, enter an **Effective Date** and then enter all data collected for the student, both district and state, into one record and click **Save**.

Option 2: Import File of Both State and District Data

To import Follow Up data, the file must be in comma delimited or tab delimited format. To use this method, combine district and state data into one file.

The file should include: an identifier to student record (such as State ID), Effective Date, the Category designation of CTE, Graduate, and/or SWD, and applicable data for the category-dependent fields.

Use the [Federal/State Program Updater](#) to import the file:

▶ [Click here to expand...](#)

Option 3: Import State File First, then Manually Add District Data

Step 1: Import State File

First, import the State file to identify which former students require an Follow Up record.

The file should include: an identifier to student record (such as State ID), Effective Date, the Category designation of CTE, Graduate, and/or SWD, and an indicator that the file contains State data.

Use the [Federal/State Program Updater](#) to import the file:

▶ [Click here to expand...](#)

Step 2: Identify Students with Missing Data

Next, create an Ad hoc report to identify students who are missing answers to Follow Up record questions. The basics of creating this filter is described below, but refer to the [Query Wizard](#) if you are unfamiliar with this process.

In the [Filter Designer](#), use the [Query Wizard](#) to create a student filter. Click **Create**. The fields for the Follow Up Data tab can be found in Student > Learner > State Programs > Follow Up Data (FW) in the list of Ad hoc fields. Select which fields to include in the report. Click **Next**.

Next, enter parameters to identify records with missing data. There are two ways to set up this filter - covering all Follow Up records (Graduate, CTE, and SWD in the same filter) or creating filters for each record category:

Parameters for Single Category

Parameters for All Categories

- Set the selected category (Graduate, CTE, or SWD) to "Is not null"
- For the questions included in this category (as described in the [table below](#)), set all questions to "Is null"
- Enter a Logical Expression to pull all data if some questions are answered but others are not. In the example below, the Category (Graduate, CTE, SWD) is field 2 and the questions that correspond to that category are fields 5, 7, 12, etc. Therefore, the logical expression looks like this:
2 AND (5 OR 7 OR 12 OR 13 OR 14 OR 15 OR 16 OR 18 OR 19 OR 20)
- Set all three categories (Graduate, CTE, or SWD) to "Is not null"
- Set all questions to "Is null"
- Enter a Logical Expression to pull all data if some questions are answered but others are not. In the example below, the Categories are in fields 2, 3, and 4 and the remaining fields are the questions. For each category, include the numbers for the question fields that correspond to that category (such as 5, 7, 12, etc for the category in field 2), as follows:
(2 AND (5 OR 7 OR 12 OR 13 OR 14 OR 15 OR 16 OR 18 OR 19 OR 20)) OR (3 AND (6 OR 7 OR 8 OR 9 OR 10 OR 11 OR 12 OR 15 OR 15 OR 17 OR 18 OR 19 OR 20)) OR (4 AND (5 OR 6 OR 12 OR 14 OR 15 OR 16 OR 18 OR 19 OR 20))

ID	*Field	Operator	Value
1	followUpData.personID		
2	followUpData.graduate	IS NOT NULL	
3	followUpData.disability	IS NOT NULL	
4	followUpData.cte	IS NOT NULL	
5	followUpData.employmentStatus	IS NULL	
6	followUpData.employmentField	IS NULL	
7	followUpData.employmentHours	IS NULL	
8	followUpData.employmentDuration	IS NULL	
9	followUpData.employmentCompensation	IS NULL	
10	followUpData.employmentSetting	IS NULL	
11	followUpData.employmentAdvanced	IS NULL	
12	followUpData.apprenticeShip	IS NULL	
13	followUpData.apprenticeShipType	IS NULL	
14	followUpData.postSecondaryStatus	IS NULL	
15	followUpData.postSecondaryEducation	IS NULL	
16	followUpData.postSecondaryAdvanced	IS NULL	
17	followUpData.postSecondaryEnrollment	IS NULL	
18	followUpData.militaryEnlistment	IS NULL	
19	followUpData.serviceProgram	IS NULL	
20	followUpData.otherFollowUp	IS NULL	

Finally, give the filter a name and click **Save & Test** to see results.

Step 3: Update Imported Records based on District Data

Finally, open the Follow Up Data record for students with missing data and manually complete the records.

Option 4: Start with District Data, Amend with

State Data, Reconcile Duplicates

Step 1: Record District Data

Enter district data by manually creating a record for each student and entering data OR by importing a District File.

To import Follow Up data, the file must be in comma delimited or tab delimited format. The file should include: an identifier to student record (such as State ID), Effective Date, the Category designation of CTE, Graduate, and/or SWD, and applicable data for the category-dependent fields.

Use the [Federal/State Program Updater](#) to import the file:

▶ [Click here to expand...](#)

Step 2: Upload State File

Next, import State data. The file should include: an identifier to student record (such as State ID), Effective Date, the Category designation of CTE, Graduate, and/or SWD, and an indicator that the file contains State data.

Use the [Federal/State Program Updater](#) to import the file:

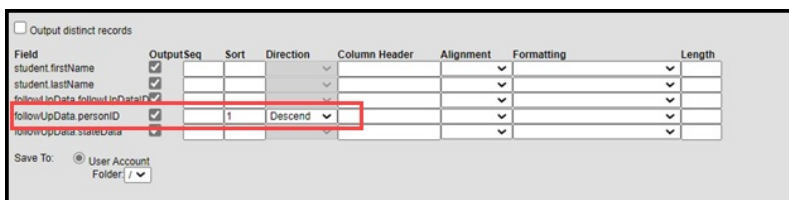
▶ [Click here to expand...](#)

Make sure that **Allow Overlapping Records** is selected.

Step 3: Identify Duplicate Records

Create an [Ad hoc Filter](#) to find students with multiple Follow Up records.

1. In the [Filter Designer](#), use the [Query Wizard](#) to create a student filter. Click **Create**.
2. The fields for the Follow Up Data tab can be found in Student > Learner > State Programs > Follow Up Data (FW) in the list of Ad hoc fields. Select the followUpData.personID and followUpData.followUpDataID fields and click **Next**. If desired, also add Student > Demographics > lastName, firstName, and middleName to identify students by name instead of personID.
 - Campus also recommends including the followUpData.stateData field so that state records are differentiated.
 - To simplify the report, on the third screen of the Query Wizard, set followUpData.personID to have a Sort value of 1 and a Direction of Descend. Sorting by PersonID makes it easier to notice duplicates.



3. Give the query a Name and click **Save & Test**. All students who have more than one

followUpDataID for a given personID have duplicate records.

Step 4: Reconcile Duplicate Records

Align state and district records by adding any missing data to the District record.

Fields in the Follow Up Data Tab

For all records, the **Effective Date**, **State Data** checkbox, and **Comments** field display. The **State Data** checkbox can only be marked as part of the import process; this field cannot be marked manually. If a record with State Data marked is modified, the checkbox will no longer be marked.

Additionally, there are three categories of records in the Follow Up Data tab. Those categories are:

- Graduate
- CTE (Career Technical Education)
- SWD (Students with Disabilities)

Based on the category selected for the record, various fields display. The following table describes those fields, indicates their respective Ad hoc fields, and indicates which records each field displays for.

Follow Up Field	Ad hoc Field	Grad	CTE	SWD
Employment Status	employmentStatus	X	X	X
Employment Career Field	employmentField		X	
Employment Typical House/Week	employmentHours	X		X
Employment Duration	employmentDuration			X
Employment Compensation Type	employmentCompensation			X
Employment Setting	employmentSetting			X
Employment Advanced Opportunity	employmentAdvanced			X

Apprenticeship Status	apprenticeShipStatus	X	X	X
Apprenticeship Type	apprenticeShipType	X		
Post-Secondary Status	postSecondaryStatus	X	X	X
Post-Secondary Education Type	postSecondaryType	X	X	X
Post-Secondary & Advanced Training	postSecondaryAdvanced	X	X	
Post-Secondary Enrollment Duration	postSecondaryEnrollment			X
Military Enlistment Status	militaryEnlistment	X	X	X
Service Program Status	serviceProgram	X	X	X
Other Follow-up Status	otherFollowUp	X	X	X