

## 2017 Wisconsin Post School Outcomes Survey - Assurances and Stipend Schedule

### 1. ASSURANCES

#### Interviewing Preparation

- Prior to first Interview

The district will complete and return the following documents (page 2 of this document) to Jenny Jacobs.

- **Assurance Form** – Annually signed by Director of Special Education/Pupil Services and each district interviewer.
- **W-9** (Request for Taxpayer Identification Number and Certification) prior to beginning interviews, completed by each interviewer once, and returned prior to the first interview. **CESA 11 only needs one copy on file, so the W-9 only needs to be submitted the first year of interviewing.**

- May – June 2017

Participate in scheduled interviewer training the first year of interviewing, thoroughly prepare before beginning the interviews. Participate in a refresher course if desired.

#### Interviewing

- July 1 to Sept 15, 2017

Conduct interviews during survey window of time.

Make a minimum of 5 contacts per former student.

Document responses to interview attempts (date, time, contact type, notes, action taken).

#### After Interviews have been Completed

- July 1 to Sept 15, 2017

As a district, report to Jenny Jacobs when all interviews/attempts have been completed.

#### Confidentiality

- Only trained interviewers may conduct the interviews, and individual information obtained from the interviewee will not be shared with anyone else.
- Usernames and Passwords are non-transferrable and may only be used by the person to whom the password has been assigned.

### 2. METHOD AND DATES OF INTERVIEWER TRAINING and REFRESHER OPPORTUNITIES

- a. **New interviewers only: Required Training.** The interviewer training takes approximately 90 minutes and must be completed prior to beginning the interviews the first time. **Interviewers must select one of the following options and register on [www.witig.org](http://www.witig.org) to participate in one** of the group trainings via a **ZOOM** conference call:

- |                                                                  |                                                                   |
|------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Tuesday May 23, 2017 3:30 – 5:00 p.m.   | <input type="checkbox"/> Wednesday June 14, 2017 8:00 – 9:30 a.m. |
| <input type="checkbox"/> Wednesday May 31, 2017 3:30 – 5:00 p.m. | <input type="checkbox"/> Monday, June 19, 2017 10:00 – 11:30 a.m. |
| <input type="checkbox"/> Monday June 5, 2017 9:00 – 10:30 a.m.   | <input type="checkbox"/> Wednesday June 21, 2017 1:00 – 2:30 p.m. |

- b. **Previously trained interviewers: Elective Refresher.** Two **refresher ZOOM conference calls** will be offered. The course is unpaid and only for those who participated in interviewer training during the past few years. It will cover any changes to the survey and provide an opportunity to ask questions.

- Tuesday June 6, 2017 3:30 p.m. – 4:00 p.m.
- Tuesday June 20, 2017 8:00 a.m. – 8:30 a.m.

### 3. PAYMENT SCHEDULE

- a. Interviewers are paid directly from CESA 11 and are paid as follows in one or two payments:

- **Interviewer Training completed by June 30, 2017 - paid in July**
  - One (1) Interviewer training @ \$75.00 – ONLY paid for the first year's training, though you may join any of the scheduled training sessions or refresher sessions
- **Interviews July 1 - September 12, 2017 - paid in October**
  - \_\_\_ Number of successfully completed interviews @ \$20.00 (no payment for unsuccessful surveys)

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**Assurances:** The District DSE/PS must sign the top part of this form, and each interviewer must sign the bottom of the form. Interviewer signatures may all be on one page or individual pages and can be scanned and sent as an attachment to Jenny Jacobs at [jennyj@witig.org](mailto:jennyj@witig.org). **W-9: Interviewers only need to submit a W-9 once. If one is on file, a second one does not need to be completed.** The W-9 needs to be returned via U.S. Mail to Jenny Jacobs via U.S. Mail @ CESA 7, 595 Baeten Rd., Green Bay, WI 54304.

District: \_\_\_\_\_ Date Received (completed by Jenny Jacobs upon receipt): \_\_\_\_\_

**Director of Special Education(DSE)/Pupil Services(PS) - one signature per district:**

- I have read the above assurances.
- I understand that the district has agreed to complete the 2017 Indicator 14 Post School Outcomes interviews on behalf of the district.
- I will promptly contact Jenny Jacobs, PSO Coordinator, if the district is unable to conduct interviews as anticipated.

\_\_\_\_\_  
 Name/Title

\_\_\_\_\_  
 Date

**Each Interviewer - one signature per interviewer; add additional names/pages as needed:**

- I have read the above assurances.
- I understand that I have agreed to complete the 2017 Indicator 14 Post School Outcomes interviews on behalf of the district.
- I will promptly contact the district Director of Special Education/Pupil Services if I am unable to conduct interviews as anticipated.
- I will contact Jenny Jacobs, PSO Coordinator, with any questions I have about the interviews or interviewing process.

Name/Title	Signature	_____	First Year Interviewing	_____
			Returning Interviewer	Date
Name/Title	Signature	_____	First Year Interviewing	_____
			Returning Interviewer	Date
Name/Title	Signature	_____	First Year Interviewing	_____
			Returning Interviewer	Date
Name/Title	Signature	_____	First Year Interviewing	_____
			Returning Interviewer	Date
Name/Title	Signature	_____	First Year Interviewing	_____
			Returning Interviewer	Date

**Please contact any of us if you have any questions**

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