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The Career and Postsecondary Encouragement (CAPE) Network

The Universal Encouragement Program

Guidance assessment for all

To the Reader:

Since the advent of the UEP, we have been asked in just about every workshop or presentation, "Is it possible for a school (or program) to create its own questionnaire items?"

Introducing UEP 2.0—the answer is YES. UEP 2.0 enables deselecting any standard form item (for any or all grades) and adding questionnaire items specific to a school, program, or group. See the 'Ultimate' article on p.1 for more.

The UEP Dashboard enables grouped school and program reporting and creation of customized questionnaire forms that are used in district, state, or other groupings of schools or programs. See 'Dashboard' article on p.2.

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The Universal Encouragement Program 2.0

The Universal Encouragement Program (UEP) is a *no-cost* guidance assessment, reporting, communications, and evaluation system for schools and education support programs.

The UEP enables school counselors and education support professionals to collect key data on student interests, needs, experiences, and perceptions about their education and career development.

The assessments inform efforts to enable higher levels of academic success, educational attainment, and career development.

Online questionnaires take 10-30 minutes to complete, and results are available immediately upon data submission. Guidance assessments enable counselors and education support professionals to —

- Improve academic and career counseling

- Identify gaps in postsecondary and career preparation
- Identify students who are at-risk
- Reveal guidance programming needs and opportunities
- Indicate progress in meeting guidance objectives
- Convey information electronically to targeted groups of students

UEP standard assessment forms target students in grades 6-8 (Form 1), 9-12 (Form 2), and graduates and former students (Form 3).

Customization options enable selecting and deselecting form items by grade, removing items and item groups, and adding new items and item groups (categories of items).

Group reports provide counselors and youth-serving professionals with detailed group descriptions that

inform service provision, program development, and advocacy. Group reports may be used to compare student groups or subgroups and to compare them at different points in time.

Individual reports summarize academic strengths and weaknesses, education and career interests, planning experiences, and interest in specific guidance information and services.

Reports to parents and guardians promote parental involvement in supporting students' academic progress and post-secondary planning.

The UEP enables email communication with targeted groups of students and their parents/guardians.

UEP users may create and save custom reports that report any item response or combination of item responses.

The Career and Postsecondary Encouragement (CAPE) Network

The ESI Career and Postsecondary Encouragement (CAPE) Network is an online professional community dedicated to guidance assessment and career development.

Membership is free. Find links to career development resources, blog postings, discussion groups, announcements, and other communications tools. Members receive updates on new features in ESI guidance assessments, notices of training and professional development opportunities, and news from the field of career development.

Check out the CAPE Network at www.capenetwork.groupsite.com.



The Career and Postsecondary Encouragement Network
 Universal Encouragement Program and Connex Assessment System

The Universal Encouragement Program Data Dashboard

States, cities, school districts, counties, and other entities that operate multiple schools or programs may now administer the UEP centrally and customize assessment forms for all of the member schools or programs in their group.

The group administrator can customize the UEP forms that will be used by all schools or programs in the group and generate reports for individual schools or programs and for the group as a whole.

The UEP Data Dashboard provides group administrators with the tools to track the impacts of system-wide initiatives and services and identify gaps in services across an entire system.

Questionnaire customization tools enable tailoring questionnaire items that are tuned to the priorities and goals of a particular group of schools or programs.

With common assessments across all member schools or programs in a group, administrators can note growth and change over time.

Data Dashboard tools enable the group administrator to

- compare trends at member schools or programs with the trends of the larger group, the state, and the nation.
- Identify schools or programs with significantly better results on the UEP Key Benchmarks Report.
- Create custom reports for all members of the group.

The Connex Assessment System

During summer 2011, ESI unveiled its Connex Postsecondary Assessment System, a customizable guidance assessment system that identifies student support needs and interests in receiving support.

Connex enables advisors and support professionals to obtain an array of indicators that describe students' collegiate experiences and inform service provision.

The Connex System offers no-cost assessments for students in two-year (Form 1) and four-year institutions (Form 2). Premium system users may add items and item groups, select/deselect items for specific grades, and create additional custom questionnaires.

More about Connex is available at www.connex.us/docs.htm.

www.capenetwork.org

ESI Encouragement Services, Inc.
 Career and Postsecondary Encouragement Network®

ESI Home Connex Program Universal Encouragement Program

Welcome
 to the CAPE Network Universal Encouragement Program®
 An online student guidance needs assessment system

Why use the Universal Encouragement Program?

The Universal Encouragement Program (UEP) is a customizable online guidance assessment, reporting, communications, and evaluation system designed to help counselors and other education support professionals document and respond to students' career and education needs, interests, and experiences. UEP assessments inform guidance and encouragement efforts that lead to improved educational attainment and career decision-making.

The UEP is a time-saving online tool that gathers critical data to inform guidance services, student advocacy, comprehensive guidance program development, and school improvement efforts. ESI offers the UEP at no cost to schools and education support programs and provides low-cost data tools that enable states, districts, and other groups to view data across multiple schools or programs.

The UEP provides web-delivered guidance reports for individuals, cohorts, and selected groups of students.

Guidance assessment

- Identifies students in need of guidance services
- Enables targeted guidance and encouragement services
- Lists students at risk of disengagement or not continuing with education or training beyond high school
- Provides a rationale and justification for program development - see at a glance the more popular student preferences for guidance and support services
- Documents the effects of guidance programming efforts
- Informs parents/guardians, mentors, advisors, and other care-givers in assisting youth to realize education and career goals
- Captures the post-high school experiences of graduates and former students

More at www.capenetwork.org/docs.htm

UEP Tools for Measuring Growth and Change

UEP reporting tools can document growth and change among students and demonstrate the impact of guidance programming.

Graphical Comparison and Change Reports (in [Administration and Reporting Tools](#)) in the Professionals Menu enable users to compare groups of students at four points in time or to compare four student subgroups at a single point in time.

Graphical Comparison and Change Reports examine key factors related to school engagement, college readiness, career readiness, high school readiness, and more.

Change is measured by comparing baseline assessment data captured at the outset of services with data captured following service provision. This could be at the beginning and conclusion of a semester.

A powerful demonstration of growth and change comes from using matched comparison groups. These reporting groups include students who have completed assessments in all of the date ranges being compared.

To create a matched comparison group, go to the Manage Reporting Groups option in the Customiza-

tion section of the [Administration and Reporting Tools](#) page. Click on the checkboxes next to the student names to include them in the group.

Up to four date ranges may be compared at one time. To create a date range, go to [Other Settings](#) on the administration and reporting tools page.

Easy exporting of data to Excel enables administrators to further analyze data and create tables, graphs, and charts.

Guidance Assessment Integration with *intoCareers*

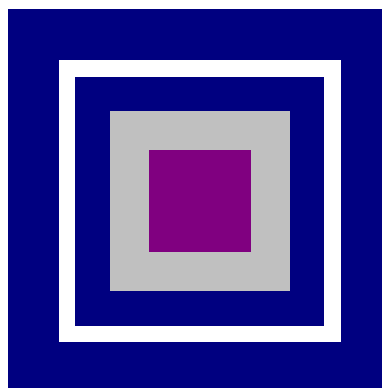
ESI and the University of Oregon-based *intoCareers* (developer of the Career Information System) have collaborated to integrate ESI's Universal Encouragement Program into the nationally distributed Career Information System (CIS).

The result is a synergistic combining of resources that support career development and postsecondary planning and preparation.

Administrative users of the Career Information System may enable students to participate in UEP assessments from within CIS.

Students will have access to their assessments from within their MY CIS portfolios.

Administrators will have access to UEP reporting system from within the administrative tools of CIS.



UEP Custom Reporting Groups

With UEP reporting groups, it is possible to create reports for selected students. At some point, an administrator may have need to document the effects of a program or service that involves only a subset of students.

For example, a career planning course enrolls 60 students each semester. Using the UEP Custom Reporting Groups utility, it is possible to track these students separately from the general student population and to

document the specific differences that derive from participation in the course.

To create a custom reporting group, log in to the Administration and Reporting Tools page and scroll to the Customization section and select [Manage Custom Reporting Groups](#). Through this tool, the administrator may select student assessments (by date) to include in the reporting group. The tool saves the selections, which may be edited or deleted at any time.

Reporting groups will appear on all of the filtering pages for all UEP group reports for the school or program. Using UEP Advanced Reporting, it is possible to create comparison reports that place the general student population and the course-takers side by side. Likewise, UEP Graphical Comparison and Change Reports permit selecting specific factors to compare for as many as four groups of students at a time.

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Custom Registration Groups

Custom registration groups permit schools and programs to group data according to student membership in a group.

Examples of registration groups include career pathways, students assigned to a particular counselor or advisor, students involved in special programs, attendance at a specific campus, and students involved in particular curricular options..

The registration group enables both school-wide reporting and reporting specifically on the registration groups set up by the UEP administrator.

There is no limit to the kinds of groups that may be listed on the student registration page in the UEP.

Students indicate their membership in a custom group as they complete the UEP Student Registration page.

To create custom registration groups, go to the **Edit My Settings** option under the **Customization** section of the [Administration and Reporting Tools](#) page under the [Professionals, Administration & Reporting](#) main menu.



The Ultimate Customization of UEP Questionnaires: Introducing UEP 2.0

The Universal Encouragement Program provides questionnaire forms for middle school (Form 1), high school (Form 2), and high school graduates and former students (Form 3).

UEP administrators may now design their own questionnaire items that are specific to their school or program. These custom-designed items may be used in addition to or in place of the UEP standard form-provided items.

Currently UEP supports five types of custom questionnaire items:

1. Single response
2. Multiple response
3. Single response with 'other' free text response
4. Multiple response with 'other' free text response
5. Free text

With UEP 2.0, program site administrators can design custom questionnaire items and

item responses, include optional second language versions of the items and item responses, and select the grades for which the items will be included in the student questionnaire.

For items provided in the standard UEP Forms, administrators may deselect any item for any grade. Deselecting items enables the administrator to leave out questionnaire items that may be inappropriate for a particular grade or to abbreviate the questionnaires to allow for shorter completion times.

The net effect of these customization options is that schools can customize the UEP to address the issues and concerns that are important in the specific school or program context.

For states and districts that subscribe to the UEP Dashboard, it is possible to create custom questionnaires designed for a specific state, district, system, or other collection of schools or programs.

The dashboard is a set of tools for administering UEP and aggregating data from multiple schools or programs for reporting purposes.

Form customization and editing is accomplished through an easy-to-use online interface that enables administrators to select/deselect standard form items by grade and add new items and item groups.

