ANNUAL REPORT
AND STUDENT TRACKER

2024

ABFSE School Reporting

Welcome to the **School Reporting** section of the ABFSE website. Program Directors and designated associates have access to the **ABFSE Annual Report** (*due February 15 each year*). The **Student Tracker** provides a secure mechanism to compile the demographic information necessary for the Annual Report. The **Faculty Database** facilitates communication between funeral service colleagues.

Annual Report

Student Tracker

Faculty Database

STUDENT TRACKER 2024 DATA

- Info collected in Student Tracker is used to complete the Annual Report for 2022 and beyond

- Access Annual Report via *For Educators* page of ABFSE website http://www.abfse.org/html/educators.html

- Access Student Tracker via Star.abfse.org (access to Annual Report also)

- STAR acronym = Student Tracker Annual Report

2024 ANNUAL REPORT

Student Tracker replaced Cohort Tracking

Log-in for Annual Report

Print Instructions first (at least read them)

Preview and/or print the sample forms

ABFSE
AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

Annual Report

Submit/View Report

Sample Forms

User Guide

STUDENT TRACKER. UPDATE THESE ENTRIES *BEFORE* YOU START THE ANNUAL REPORT

- Will summarize data needed to complete demographics section of Annual Report.
  Be sure Student Tracker entries are correct before you start the Annual Report.

- From Student Tracker you can create:
  Lists of Graduates, New Enrollees, DE Grads

- Submit Annual Report electronically by February 15, 2025

INSTRUCTIONS (AKA USER GUIDE)

Verify numbers in Student Tracker **before** starting the Annual Report

Note: transfer will be *automatic.*

Changes made to Student Tracker data after the start the Annual Report will NOT update.
Must be done manually.

ANNUAL REPORT

Due February 15 ,2025

Submit electronically

Digital signature is included

FIND ANNUAL REPORT

- Go to *For Educators* page https://abfse.org/html/educators.html
  - Scroll down to

Annual Report - Click here for Annual Report/Student Tracker/Faculty Database PowerPoint (PDF)

For the Annual Report - Only those programs approved by COA to offer 50% or more of the accredited program via distance should report Distance Ed graduates.

- Annual Report/Student Tracker/Faculty Database
- **Annual Report Summaries**
  ---Select One---

click here

  - Or use drop down menu for Annual Report

GETTING STARTED

ABFSE User Login

ABFSE

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

Username or Email

staff-Landon

Password

••••••••••••••

☐ Remember Me

Log In

Forgot Password

LOG IN

- Username is your email address (unless you changed it at initial setup)

- Password – you created. ABFSE has no record of it.
  - can change old password
  - **Use *Forgot Password* option**

GETTING STARTED

1. Update Student tracker 1st

2. Update Faculty database

   Info from both autofills to Annual Report

3. Look at Sample Forms

   (Can put info in Sample Forms, but it will not save)

ANNUAL REPORT

- See sample forms on website

- Print a blank copy *after* sign-in, if you prefer.
  A good way to review the Annual Report questions before you get started.

- *Fyi*: when you submit, you are reminded to keep a copy.
      Copy is a summary of your responses.
        Not the same forms you originally completed.

ANNUAL REPORT INCLUDES

- 10 sections

+ Final Preview

+ Certification page (requires signatures)

SECTIONS OF ANNUAL REPORT

Annual Report Blank Sample Forms

These blank sample forms have been provided for use in preparation for the Annual Report Submission process. Each form includes an icon at the top of the page. Print a copy of the form for offline use, to assist your school in collecting its reporting data and to simplify the submission process.

|		
Profile Information	Standards Compliance	Distance Education
Accreditation Information	Demographics – Race, Ethnicity & Gender	Student Outcomes
Faculty and Staff Changes	Demographics – Residence Locations	
Other Program Changes	Demographics – Other Information	

GENERAL

- Review pre-filled info and make any necessary changes

- Must click *continue* to advance to next page
  (click continue automatically saves)

- You can stop/start as many times as you like, BUT when you re-start you will go automatically to the last entry.

- From Final Preview page you can return to ***any*** point to make corrections.

- You cannot submit an incomplete report.

REMINDERS

- Bottom of every page

Return to Sample Main Page

Contact ABFSE Support

Goes to generic email
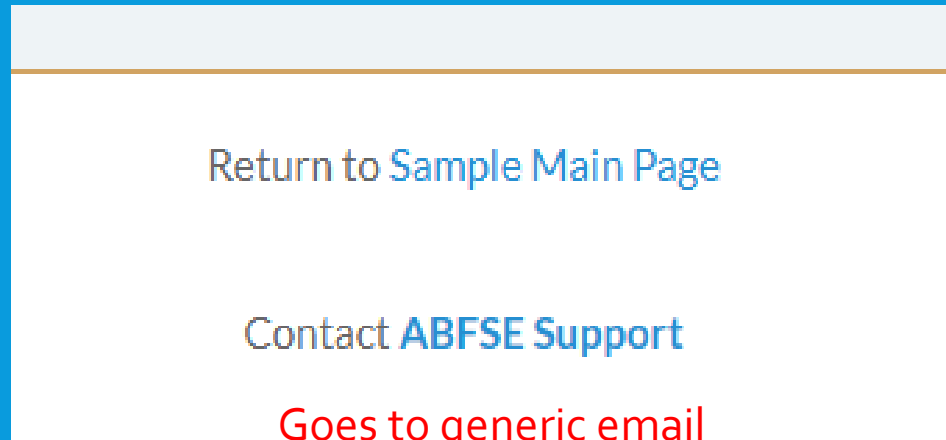
Can also contact M. Landon directly

ANNUAL REPORT

- Access via *For Educator* page to start; includes instructions
http://www.abfse.org/html/educators.html

Annual Report - Click here for Annual Report/Student Tracker/Faculty Database PowerPoint (PDF)

For the Annual Report - Only those programs approved by COA to offer 50% or more of the accredited program via distance should report Distance Ed graduates.

- Annual Report/Student Tracker/Faculty Database
- Annual Report Summaries

  ---Select One--- ⌄

- Print instructions first (or at least read them!)

PROFILE INFORMATION
ACCREDITATION INFORMATION

- Pre-fills with last year's info. Be sure to make any necessary amendments.

- Notes: Program webpage
                   College website

- US Department of Ed wants info about Department,
       i.e. who do **you** answer to?
  Some programs have department status within the institution,
  but still answer to a Dean or V-P of some area.

PROGRAM V. INSTITUTIONAL WEBSITE

Phone

Email

Website

https://

Program Profile

Program Name

Address

Address 2

City

State

Zip

Program Director

Program Director Title

First

Last

Phone

Email

Program Website

https://

PROFILE INFORMATION

About the Institution

Institution Purpose

○ Single Purpose   ○ Multi Purpose

Institution Type

○ Public   ○ Private - Not-For-Profit   ○ Private - Proprietary

If Multi Purpose, in which department is the program located?:

Courses are assigned which designation?:

○ Semester hours   ○ Quarter hours

Embalming facility on campus is:

○ Fully functional
○ Demonstration only

Where does clinical embalming occur?: *(Select all that apply.)*

☐ On campus
☐ In funeral homes
☐ Other location

If other location(s), please specify:

(e.g. ME office, med school, hospital, etc.)

EMBALMING FACILITY

- If embalming occurs at a trade service, designate as 'in funeral home' (most are licensed like funeral homes)
- Use 'Other' for facilities that are not used primarily for embalming. See examples on form.

NEW QUESTIONS

Does the program have a merchandising 'space'?

○ Yes
○ No

Does the program have dedicated classroom space used only for funeral service/mortuary science?

○ Yes
○ No (space also used for other college classes)

Admissions Policy *(Required)*
Select one

○ Institution has an 'open door' admissions policy
○ Applicants to the college must 'qualify' for the program via pre-requisite courses
○ Applicants to the college must 'qualify' for the program via a separate application
○ Other

If "Other" Admissions Policy, briefly describe: *(Required)*

DEDICATED CLASSROOM

- Single purpose schools should answer 'yes' even if Gen Ed classes are taught in the same room.

ADMISSIONS

- When new applicants can enter directly into funeral courses this is 'open door'.

- If applicants can enter the institution but have another layer of requirements before entering funeral courses, select the response that best applies.

PROFILE INFORMATION ACCREDITATION INFORMATION

- Annual Report collects detailed info regarding accredited programs.

- *Non-accredited programs* are offered by at least 16 institutions and 6-7 offer bachelor degree completion programs.

- **Annual Report focuses on the accredited programs** leading to initial (complete) licensure in the profession.

- Limited info on the Bachelor degree completion and non-accredited programs is collected.

NON-ACCREDITED PROGRAMS

Non–ABFSE Accredited

Does the institution offer any funeral service / mortuary science-related programs or diplomas leading to licensure that are **not** ABFSE Accredited? *(Do not include Bachelor degree completion programs. These will be addressed later in your submission, in section Demographics Other Information)*

○ Yes   ○ No

If yes, how many New Enrollees did you have in the non-accredited program(s) in the 2024 program year? *(Enter whole numbers only.)*

If yes, how many Graduates did you have in the non-accredited program(s) in the 2024 program year? *(Enter whole numbers only.)*

List each program and diploma. *(Separate each with a comma.)*

BRANCH &/OR ADDITIONAL LOCATIONS

Branch and Locations

Does your institution operate a branch campus location for delivery of the accredited funeral service program?
(**Note:** *Branch locations require COA approval.*)

○ Yes   ○ No

Is academic instruction of the accredited Funeral Service / Mortuary Science program delivered at any additional locations? Additional location does not refer to clinical sites only.
Note: *Tracking additional locations is an ABFSE requirement from the US Department of Education.*

○ Yes   ○ No

If yes, at how many locations do you deliver the program? (Whole numbers only)

[   ]

BRANCH &/OR ADDITIONAL LOCATIONS

- These are federally mandated questions.

- None of the current ABFSE programs in 2023 operated a branch campus. This requires *special* approval.

- Additional locations – only 1 ABFSE program operated an additional location in 2023.

- If unsure, contact the ABFSE office before you submit.

OTHER PROGRAM CHANGES

- When a 'yes' response is provided, be sure to describe.

- Indicate + and – for enrollment changes

- Reminder: % sign is **un**necessary.

- Prior enrollment pre-fills.
  Notify the ABFSE office if an error exists.

- Some changes require Substantive Change form – See Manual, Appendix K

YES ? MUST DESCRIBE

Enrollment Changes

Have significant changes in student enrollment since the last annual report?
(i.e. Is increase/decrease of **Total Current Enrollment** over **Total Prior Enrollment,** as entered above, greater than 10%?)

○ Yes ○ No

If yes, please indicate if the enrollment change you entered above is an increase or a decrease.

○ Increase ○ Decrease

Describe the Impact of the Change
Describe whether existing funding, facilities, and staffing, etc. are sufficient to manage the change. If they are not sufficient, indicate the steps being taken and when it is anticipated those steps will be completed.

OTHER PROGRAM CHANGES - BUDGET

Budget Changes

Have any budget changes occurred since the last annual report?

○ Yes   ○ No

If yes, please enter the amount, percentage of increase/decrease and describe the impact on the program:

Budget Change ($):

e.g. 2500 *(increase)* or -2500 *(decrease)*

Budget Percent Change (%):

e.g. 10.1 *(increase)* or -10.1 *(decrease)*

Describe the Impact on Resources:

STANDARDS COMPLIANCE

- Annual Report responses in Section 3 should correspond to info provided in the Self study (e.g. frequency of surveys, etc.)

- Student complaints are to be reported via Annual Report (Standard 3.4)

- Student complaints do require follow-up action (*expect review of complaints during site visit*)

ACCURATE REPORTING IS ESSENTIAL

Adverse Actions

Have any adverse actions been taken against this program or sponsoring institution by another accrediting agency during the past year?

○ Yes   ○ No

If yes, describe the action's impact on your continuing ability to meet the Standards of the ABFSE:

0 of 2000 max characters

NOTE: Attach a copy of the letter announcing the adverse action to your signed annual report submission.

Student Complaints

Has the program received any written student complaints since the last annual report was submitted?

○ Yes   ○ No

If yes, briefly describe each complaint and the action taken:

STAFF CHANGES – FOCUS ON FACULTY

Staff Changes

Have there been any new program faculty or administrative staff added since the last annual report?

○ Yes   ○ No

If yes, please list the following for each new or administrative staff member, whether part-time or full-time.

You must have at least one entry.

Staff Full Name	Highest Degree Earned	Courses Taught or Primary Duties

STAFF SIZE (INCLUDE PD, UNLESS ???)

Staff Information

Size of Dedicated Funeral Service Staff

Enter the number of teaching staff, including the program director. *(Enter whole numbers only.)*

Full Time With Masters

Full Time Without Masters

Part Time With Masters

Part Time Without Masters

SURVEY INFO MUST BE CONSISTENT WITH SELF STUDY DOCUMENTATION

Accreditation Standards and Evaluations

Student Evaluation of Courses and Faculty
What was the date of the last student evaluation of courses and faculty as per Standard 10.1.2.c, and how often do such evaluations occur?

mm/dd/yyyy

(e.g. Annual, Quarterly, etc.)

Evaluation of Faculty and Program Administrators
What was the date of the last evaluation of faculty and program administrators as per Standard 10.1.2.d, and how often do such evaluations occur?

mm/dd/yyyy

(e.g. Annual, Quarterly, etc.)

Survey of Graduates
What was the date of the last survey of graduates as per Standard 10.1.2.e, and how often do such evaluations occur?

mm/dd/yyyy

(e.g. Annual, Quarterly, etc.)

Survey of Employers
What was the date of the last survey of employers as per Standard 10.1.2.e, and how often do such evaluations occur?

DEMOGRAPHICS
(COLLECTED VIA STUDENT TRACKER.)

- Demographic info is reported in the aggregate.

- Number of New Enrollees and Graduates should match the number of names on the attached lists.

- Counts must be consistent and you will not be able to submit an Annual Report with errors. (counts that do not match is an error!)

DEMOGRAPHICS

New Enrollment and Graduates

Student Counts

The student counts you enter below for **New Enrollees** and **Graduates** will be used as control totals that must be consistent throughout this section. You must also attach a list of **New Enrollees** and **Graduates** (*and Distance Education Graduates, if applicable*) and submit it with your final Annual Report. It will be displayed for you to print and mail at the end of the submission process.

For Section 4: Report only those in the accredited program(s) offered by your institution.

Total New Enrollees

Leave blank if "0"

Total Graduates

Leave blank if "0"

Distance Education Graduates

How many are Distance Education Graduates?
Leave blank if "0"

Note use of 'o'

US Military Service

New Enrollee Veterans

Graduate Veterans

By Race, Ethnicity & Gender	New Enrollees		Graduates
White Males *(non-Hispanic)*:			
White Females *(non-Hispanic)*:			
Hispanic Males:			
Hispanic Females:			
African American Males:		Autofills from Student Tracker. <u>Blanks</u> are acceptable here.	
African American Females:			
Native American Males:			
Native American Females:			
Asian/Pacific Islanders Males:			
Asian/Pacific Islanders Females:			
Other/Did Not Indicate Males:			
Other/Did Not Indicate Females:			
Total By Race, Ethnicity, Gender:	0	Control number	0

DEMOGRAPHICS
(INFO IS COLLECTED VIA STUDENT TRACKER)

- Individual student responses are <u>not</u> identified or tracked.

- Program director (or assignee) typically completes the report.

- Number of New Enrollees and Graduates must match the number of names reported.
  Count must be consistent.

BACHELOR DEGREE COMPLETION
<10 APPEAR TO OFFER THIS OPTION

- Bachelor degree completion applies to students who previously completed an accredited program leading to licensure. Do not count a 2nd time.

- Bachelor degree completion is NOT for programs offering a bachelor degree designed to accomplish initial licensure (i.e. Wayne State, SUNY-Canton, U CO, SIU, etc.)

Bachelor Degree Completion

Does your institution offer a bachelor degree program for licensees and/or individuals who have already completed an ABFSE Accredited program that allowed them to take the NBE?

○ Yes
○ No

If yes, please answer the following for students in the degree completion program:

How many new enrollees in 2024 ?: [   ]

How many graduates in 2024 ?: [   ]

(Student information related to Bachelor Degree completion programs is not included in the Student Tracker, nor should it be included in the demographics in the earlier part of this Annual Report.)

PREVIOUSLY ATTENDED

- Use for student who attended another program **or** left and returned to your program in a different reporting year (i.e. included in attrition report)

Number Who Previously Attended a Funeral Service Program
(Include those who dropout and return in a different calendar year.)

DISTANCE EDUCATION

- Everyone answers at least 2 of the first 3 questions.

- Continue if some level of DE is offered.

- Tracking for Gen Ed only, <50% of program via DE, and 50% and +

- Designate the number of DE grads who take the NBE.
  These numbers will be tracked with the list of DE grads.

- If the answer to USDE compliance is 'no', there is a PROBLEM!

DISTANCE EDUCATION

ABFSE Courses Information

Distance Education Courses

Everyone answers these questions

Does your institution/program offer distance education courses?:

○ Yes   ○ No

If yes, is Distance Education available **only** for General Education courses?:

○ Yes   ○ No

If Your School Does NOT Offer Distance Education or if Distance Education is Available only for General Education Courses

Does your program have any plans to offer funeral service / mortuary science distance education courses in the future?:

○ Yes   ○ No

If you answered "Yes" to the previous question, briefly indicate your program's future plans for funeral service / mortuary science distance education:

NEW APPROACH TO DE QUESTIONS

Distance Education Delivery

☐ Synchronous   ☐ Asynchronous   ☐ Hybrid (Blended)   ☐ Other

(Select all that apply)

Distance Education - Complete Degree

A program is considered to offer Distance Education for funeral service if one or more degree program courses is offered in a distance format.

Select one of the following:

○ One or more funeral courses, but < 50% of program courses, are available via Distance Education.

○ 50% or more of program courses are offered via Distance Education.

○ Complete program is available via Distance Education (except the requirement for Embalming and Restorative Art).

STUDENT OUTCOMES

- % boxes <u>only</u> require a <u>number</u> (no % sign).

- Verify the number of NBE takers with your ICFSEB reports.

- Reminder: for job placement – a survey at graduation is acceptable. It is not necessary to wait 6 months to track employment.

- Improved job placement results after 6 months should be documented
  report for site visit
  ABFSE Directory is updated June and December

REMINDERS FOUND THROUGHOUT

- You must click continue at the bottom of each page. This also saves the work.

- You can complete the Annual Report pages in any order. You can stop/start at any time and go back to finish later.

- Corrections/amendments made to *autofill* info on Annual Report **do not** flow back to Student Tracker or Faculty database. You must enter changes in the source program.

FINAL PREVIEW

- Correct errors/omissions in order to submit.

- Print/save a copy for your records.

- Certification page requires 2 signatures. Electronic signature is now available.

- Graduate and New Enrollee lists are available via Student Tracker.

- *Note*: incomplete or late reports are subject to Administrative Probation and fine.

FINAL PREVIEW

- Errors and omissions appear in red.

- Cannot submit the final report if there are blanks.

- Zero 'O' is an acceptable response. Leaving a blank is not. (*exception is in Demographics*)

- When response calls for an answer in %, a whole number is expected (<u>no</u> % sign)

SUBMIT DUE DATE: FEBRUARY 15, 2025
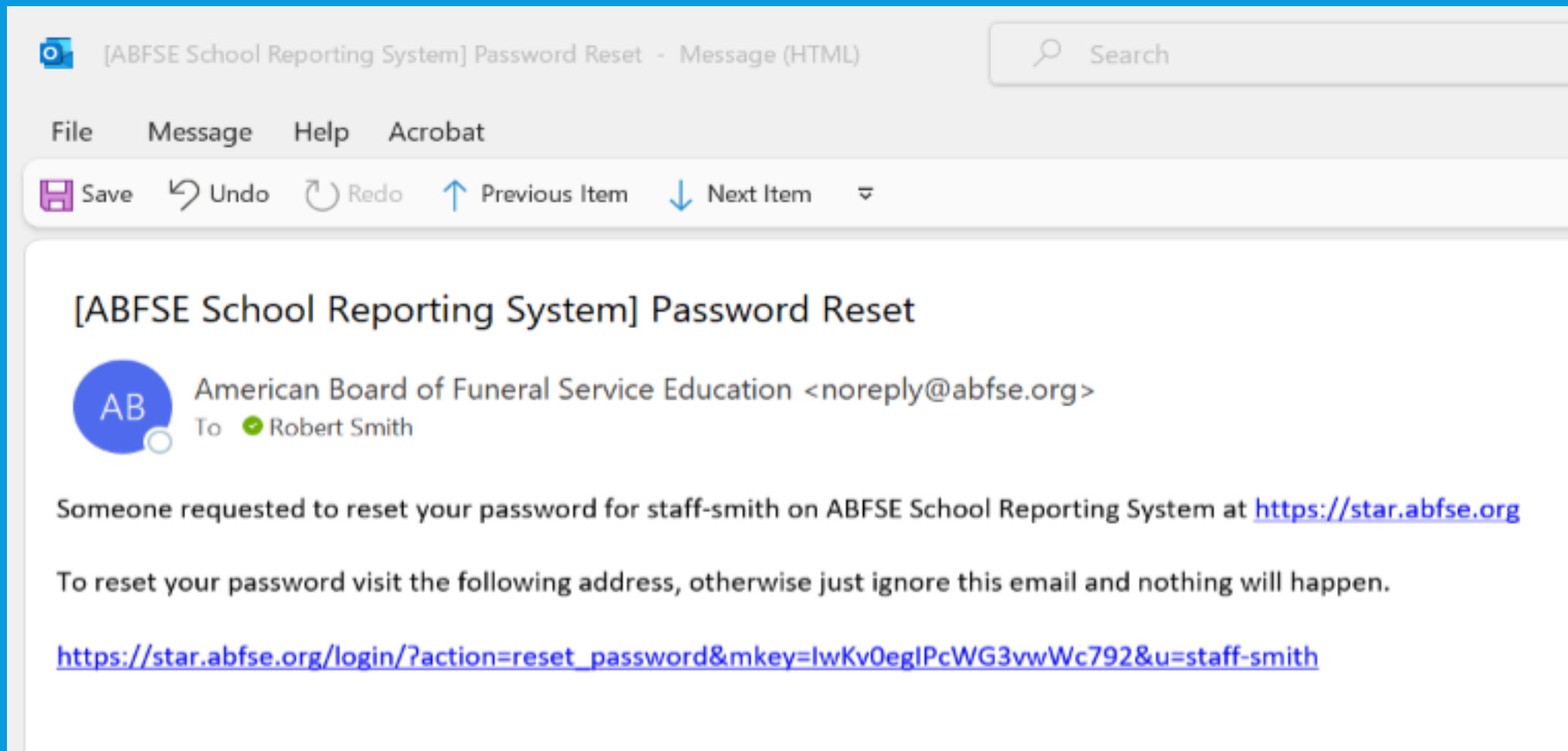
- Late reports delay processing.
  Fines are applicable.

- Submit electronically via website by deadline.
  Follow-up with copy that includes *lists*.

- Overnight is <u>not</u> necessary as long as electronic copy is submitted on time.

- Help is available: email or phone.

STUDENT TRACKER

(some additional reminders)

CHANGE PASSWORD IN STUDENT TRACKER (LINK VIA EMAIL)

MESSAGE WHEN STUDENT INFO IS INPUT

REPORT OPTIONS FROM STUDENT TRACKER (VERIFY INPUT VIA THE REPORTS)

Student Tracker Reports

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Online Reports

Profile Report

Race, Ethnicity & Gender

Education

Employment

Left Program