Annual Report/Student Tracker narrative 2025

Instructions

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

Scroll down to *Annual Report/Student Tracker* *https://star.abfse.org/*

Login   (must login to access Annual Report/Student Tracker/Faculty Database/Textbook Survey)

       Username is your email (unless you changed it @ initial setup)

       Password – you created. (ABFSE Office does not have it)
          Use Forgot Password, if necessary

1st step – Before you start the Annual Report
          Update/complete Student Tracker
          Faculty Database

       Info from STAR auto fills in the Annual Report

Check/verify accuracy of Student Tracker by reviewing the Online Reports.
Changes made *after* you start the Annual Report will <u>not</u> update.

Annual Report

Start with Sample Forms – consider view &/or print before you start so you know what info is required

You can put data in the Sample Forms, but it will not save.

<mark>Submit Annual Report</mark> will appear when access to AR is ready.

Annual Report (and Sample Forms) has 10 forms or pages.
***Many autofill from Student Tracker & Faculty Database that's why you must complete those first for most efficient use of Annual Report.

When you are ready to begin, click **Start Submission**.

Note: Help is available. The reminder 'Contact ABFSE Support' is an opportunity to obtain generic program assistance.
       You can also contact Mike Landon or the ABFSE office directly.

Profile

Auto-fills with last year's info

Check and update as necessary

Pay particular attention to website;

> You must provide the institution website ***AND*** the Program website/webpage

Other things to watch for:

Embalming facility

> If embalming is done at a trade service, select 'funeral home', not Other.

> Other is for those circumstances given as examples – hospital, medical examiner and places whose primary purpose is not funeral embalming.

New in 2024:

- **Merchandising space** – Do you have it or not? it is not an accreditation issue if you don't
- **Dedicated classroom** – again not an accreditation issue
  private schools that use classrooms for gen ed instruction and funeral course instruction will answer 'yes'
- **Admissions** – primary purpose is to determine how many require a separate application for the program and/or pre-requisite courses before admission to funeral courses.

Call the office if you are unsure about how to respond.

Click continue at the bottom of each page to move ahead.
This also saves the work.

Accreditation Information

Select the 'regional' accreditor **of the institution**
OR

ABFSE accreditation only (for most private schools)

OR

Other. (Only one of the currently accredited 58 programs has another accreditor other than a 'regional' or ABFSE only.)

For Funeral Service Accreditation dates, check the Directory information

Non-Accredited. Approximately 16-18 of the 58 programs offer non-accredited programs.

This is NOT to be used for Bachelor degree completion programs. That topic is addressed separately.

Branch. We ask this question to satisfy USDE information.

NONE of the ABFSE programs currently utilize a Branch Campus. Branch Campus requires ABFSE/COA approval.

Additional Location. Based on prior year's responses, only 1 ABFSE program operates additional locations. (*fyi*: with the advent of Zoom and similar platforms the need for additional locations was essentially eliminated)

Click continue at the bottom of each page to move ahead.
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Faculty and Staff

Important! Update Faculty database before starting the Annual Report.
numbers fill from the Faculty Database.

Key points:

- **Size of staff.** include the PD in the count. PD should be included in the Faculty Database unless they do <u>not</u> have teaching responsibilities.
- **Program Director title**. Use the drop-down menu.
- **Staff Changes**. This is for the program, <u>not</u> the institution. (we do not need changes for Deans, VP, librarians, etc. unless they also teach in the program)

The focus is on the faculty. We do not need info on financial aid officers, registrar, student success coaches, etc.

Reminder: if you answer 'yes' to changes in faculty/staff, you must list at least 1 name.

Click continue at the bottom of each page to move ahead.
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Other Changes

Total student populations will auto-fill from last year. Review your Student Tracker entries. Current student info comes from the Student Tracker.   Be sure the numbers make sense to you.

Budget Changes. Report any change in budget numbers that you can access. Some institutional budgets are limited to operational expenses only and do not include salaries and other expenses that are categorized differently than by program. That is OK.

Provide $ amount of change and percent %.

Wherever requested in Annual Report, provide percent as a whole number, not a fraction & no percent sign.

In this section, whenever you answer 'yes', you must describe. (briefly)

Click continue at the bottom of each page to move ahead.
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Standards Compliance

Accurate responses are necessary and must be supported when a Self study is completed.

Example: don't report that surveys are done annually if that is not the case. During the Self study and site visit you will be expected to show evidence of the surveys.

Adverse Actions. This includes ABFSE and a 'regional' or other accreditor.

A 'Warning' for one-year low NBE pass rates is <u>not</u> an adverse action, but Probation and Show Cause are.

Adverse Actions from regional accreditors that impact the entire institution must be included.

Student Complaints.
Report the <u>written</u> complaints and give brief description of the steps taken to resolve.

You don't want a contradiction when the Self study is written.

Demographics

Most of this section auto-fills from the Student Tracker. That is why you must update Student Tracker **before** you start the Annual Report.

If you notice a discrepancy in the demographic numbers reported on the Annual Report you can make adjustments. However, those changes made on the Annual Report do <u>not</u> flow back to Student Tracker. You must fix the Student Tracker manually.

Once you start the Annual Report any changes made to Student Tracker or Faculty Database will <u>not</u> be reflected. That's why you must review the Student Tracker first.

There are 3 pages/forms for collecting Demographics info.

Each starts with a 'control number' of New Enrollees and Graduates. Totals must match.

Note: if there are no students in particular demographic categories the block/box may be left blank. Zero (0) is not necessary.

Reminder: the demographic reports do not identify individual students.

Ethnicity / gender uses the US Census categories.
Complete Student Tracker entries to the best of your ability.

Don't get 'hung up' over the category names.

Previously attended includes students who left your program and returned in a different year. That means you reported them as left the program/did not finish on a prior Annual Report.

This count includes students who attended another FS program before entering your program.

Note: the option to count a departing student as changing to an unaccredited program was added as an option.

Associate degrees. Most of our programs issue AAS or AS degrees.

One issues an AA degree, and several are authorized to issue other Associate degrees (e.g. Associate of Occupational Studites, etc.)

Bachelor degree completion. A growing number of schools are offering a bachelor degree completion option for students who already obtained the associate degree (or equivalent) to be eligible for licensure.

Those students were already tracked in ABFSE statistics when they earned the Associate degree. They are not tracked in the Demographic reports again for the Bachelor degree.

For Bachelor degree completion the number of new enrollees and graduates are the only numbers counted.

Distance Education

All programs complete the 1st three questions.

Those offering DE for funeral courses (even 1) should complete the rest of the section.

Future Plans. There are questions for those offering DE and for those who are not currently offering.

DE pass rates. This section does not collect pass *rates*. Instead, you are asked to provide the <u>number</u> of DE grads who took the NBE in the calendar year of the report.

Beginning in 2024 we asked how the DE is delivered – synchronous, asynchronous, etc.

You are also asked to describe how much of the program is available via distance.

If all instruction is offered via distance delivery (except labs and embalming certification and the required RA segment) that is complete program via distance delivery.

Give a brief description of the on-campus requirements.

Compliance statement addresses USDE requirements.

Programs offering DE must have policies in place to assure that the student taking DE courses is the person who registered and must have methods to confirm student identity.

Since funeral service programs lead to licensure, DE programs must inform students whether or not the program is accepted for licensure in their home state.

Click continue at the bottom of each page to move ahead.
This also saves the work.

Outcomes

Job placement and graduation data is self-reported by the institution.

Job placement data can be drawn from a survey at graduation. Survey does not need to be delayed for 6 months.

NBE pass rates come from ICFSEB reports to the ABFSE office.
Annual Report requests the number of takers (as known to the program).
Please identify in Student Tracker those known to have taken the NBE.

Enrollment patterns. Responses are not expected to total 100%. Programs can be offered as 100% traditional <u>and</u> 100% via distance.

Part time. Do you provide the opportunity for students to start and complete the program on a part-time basis?

This is not intended to track students required to repeat courses and in doing so end up taking a part-time load.

Innovation. (this is a CHEA driven question)

If you are trying something new, tell us.

The intent is to know what schools are doing to enhance/improve academic quality.

Innovation doesn't have to be a big shift in policy or require a huge investment.
(i.e. CCMS and Worsham are adding a crematory. American River has a functioning mortuary facility. These are innovations, *and* exceptions.)

Innovation could be a change in scheduling so that classes meet less than 5 days/week or adding web-enhanced programming to traditional courses, or adding certifications i.e. Celebrant training, Crematory operator training, etc.

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Final Preview & Certification

When you have entered data on **all** pages of the Annual Report you will do a Final Preview.

This will disclose errors or omissions in **red**. Be sure to address those.

If errors exist, you may be prevented from accomplishing the final submission.

During Final Preview you may return to any point in the Annual Report to make changes.

Note: Preview can be used at any point during your completion of the report to help identify blank responses or sections skipped, etc.

In completion of the report, you may start and stop at will.

You can start on any page in the Annual Report. Completing pages in order is not required.

However, when you start a page you cannot go back to prior questions until you reach the end. (unless you do 'Preview')

If you stop and re-start a page you will be taken back to the point where you stopped.

Certification.

Certification of the report requires two (2) signatures – Program Director and typically a higher ranking administrator. (Dean, VP, etc.)

Be sure to allow sufficient time for the review process.

Signatures can be applied electronically.

To complete the report, send an electronic copy to the ABFSE office accompanied by the necessary lists.

List of   New Enrollees
          Graduates
          DE Graduates, if applicable.

These can be generated from Student Tracker.

Private schools have additional reporting requirements.

ANNUAL REPORT is due **February 15**.

Meet this deadline by submitting the report via the website.
An electronic copy and the required lists may follow after the 15th.
Do **not** send hard copies in overnight packages.