

### Instructions on Upkeep and Annual Submission of the 2019 and Beyond ARF Tracking Tool

The MAERB is now requiring that all programs submit the **2019 and Beyond ARF Tracking Tool**, a requirement based on the MAERB policy 205. You will be submitting the ARF Tracking Tool with your completed Annual Report Form (ARF) each year by the designated deadline.

The MAERB office published the **2019 and Beyond ARF Tracking Tool** in 2018 and conducted training sessions on how to effectively use it. Many programs began to use it for their 2018 data. The **2019 and Beyond ARF Tracking Tool** is designed to be used indefinitely for multiple years into the future. In other words, if you started using the Tracking Tool in 2019 for your 2018 admission and graduate cohorts, we expect that you will have also added your 2019 admission cohorts and graduate cohorts to the Tracking Tool. In fact, you may have already started to add information about the 2020 admission and graduate cohorts. When you upload your updated ARF Tracking Tool to the MAERB website, you should not remove or delete any data; the MAERB office will simply use the **Filter** function to view the desired data. In the same manner, you can use the **Filter** function to sort and organize your data.

On the other hand, if you just started to use the **2019 and Beyond ARF Tracking Tool** with your 2020 ARF, you do not need to update the ARF Tracking Tool for previous years. Simply include all the students admitted in 2019 on the **AdmissionCohorts** tab and all the persons who graduated in 2019 on the **GradCohort** tab. Outlined below you will find the details of the information that is required for you to submit with your 2020 ARF.

If you have not yet started using the **2019 and Beyond ARF Tracking Tool**, you will find it on the MAERB website ([www.maerb.org](http://www.maerb.org)) on the Documents Tab in the “Annual Report Form” section.

For the 2020 ARF upload of your Tracking Tool, please note the following:

1. **At least one year of complete data should be on each Excel tab:** A fully updated version of your program’s **2019 and Beyond ARF Tracking Tool**, with data that matches and supports the outcome data that you reported for the 2020 ARF, which includes the 2019 admission and the 2019 graduation cohorts. Again, if you have included data from previous years, that is perfectly acceptable but not required.
2. **There should be no more than two tabs in your Tracking Tool:** Your **2019 and Beyond ARF Tracking Tool** must include only the **AdmissionCohorts** and **GradCohort** tabs. We ask that you not change the names of the workbook tabs nor create additional tabs for each year or cohort.
3. **No data should be removed from your Tracking Tool prior to uploading it:** Any student that is admitted to your program (now and moving forward) should be placed on the **AdmissionCohorts** tab of the **2019 and Beyond ARF Tracking Tool**. Likewise, any student that graduated from your program (now and moving forward) should be placed on the **GradCohort** tab of the Tracking Tool. Again, if you have students from previous years, that is perfectly acceptable but not required.
4. **Every applicable column of the Tracking Tool should be filled out by your program:** For help in completing the Tracking Tool, please watch the “Training Video: 2019 and beyond ARF Tracking Tool” webinar that is posted on the Documents tab of the MAERB website. You may add new

columns, but you should not delete any columns or the wording of the column headers. For example, your Tracking Tool should include the dates that graduate and employer surveys were sent, the name of companies where your graduates found jobs, and the means by which you became aware of the graduate's placement.

5. **The data on your Tracking Tool must match the aggregated data reported on your 2020 ARF:**  
For example, the month and year of admission on the Tracking Tool should match the month and year reported on the Retention tab of your 2020 ARF. Likewise, the year of graduation on the Tracking Tool should match the year of graduation on your ARF.

We trust that you will find the ***2019 and Beyond ARF Tracking Tool*** to be a great help to you throughout the years, as you keep track of your students' progress in the program. You are encouraged to update it on a regular basis, and, if you do so, you will find that it will be much easier for you to complete your ARF each year.