



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: The Adult Education Unit
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 6, 2018

SUBJECT: Adult Education Operational Memorandum #02-18

-) Statewide Policy Forum, Friday, January 12, 2018
-) FY 2017-18 Adult Education State Grant Application Revision - Forms ED-245 and ED-245A
-) FY 2018-19 Preliminary Adult Education Support Percentages
-) FY 2018-19 Adult Education State Grant Application – Forms ED-244 and ED-244A
-) Program Enhancement Projects Mid-Year Report and Budget Revision
-) GED® Update
-) Workforce Innovation and Opportunity (WIOA) Update
-) Integrated English Language and Civics Education (IELCE)
-) College and Career Readiness Standards
-) FY 2017 Final State and Local Program Profile Reports
-) CARS Data Entry Timelines
-) National External Diploma Program (NEDP)
-) Disability Focus Group

Statewide Policy Forum, Friday, January 12, 2018

The next policy forum will be held on **Friday, January 12, 2018**, from 9:00 a.m. to 12 noon at the **Energize CT Center**, <http://www.energizect.com>, 122 Universal Drive N, North Haven, CT 06473 in the Target Shopping Center near Panera Bread.

Directors may bring one Program Facilitator to the forum. **Space is limited so no more than two from each program are permitted to attend.** REMINDER: Refreshments will NOT be provided.

In the event of delays/cancellations due to the weather, please call **860-807-2121** after **7:00 a.m. on the** morning of January 12, 2018, and listen to the voice mail message for the latest updates.

All handouts **will be e-mailed** to directors prior to the policy forum meeting date. Please be sure to bring a copy with you. **No copies of handouts will be distributed at the policy forum.**

FY 2017-18 Adult Education Grant Application Revision Forms - ED-245 and ED-245A

The Adult Education Grant Revision Application, form ED-245 and the Supplemental Application, form ED-245A for FY 2017-18 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education by **Thursday, March 15, 2018**. The application forms along with the **Excel Budget Narrative Template** that includes the ED-114 Budget Revision Form are available on the Adult Education Website:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=|45472|#45554> .

All paper copies with original signatures must be mailed to the CSDE. Be sure to include the Excel document, a copy of the current FY 2018 Program Profile and any outstanding lease agreements with the ED-245 and ED-245A submissions. **Cooperating Eligible Entity (CEE) grantees are reminded that evidence of private source funds must be included with the submission of the ED-245A.**

FY 2018-19 Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2018-19 will be located on the Adult Education Website:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=|45472|#45554>.

These percentages are based on current law and are considered preliminary in nature until approved by the General Assembly. If you have any question or concerns regarding the preliminary support percentages, please contact Marcy Reed at 860-807-2130 or marcy.reed@ct.gov.

FY 2018-19 Adult Education State Grant Application - Forms ED-244 and ED-244A

The FY 2018-19 Adult Education State Grant Application, form ED-244 and the Supplemental Application for Adult Education Cooperating Eligible Entity (CEE), form ED-244A will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **April 16, 2018**, in accordance with Section 10-71a of the Connecticut General Statutes. Any new, amended or updated lease agreements should accompany the submission of these forms. Additionally, letters of commitment from private source contributors must accompany the submission of the ED-244A. Notification will be e-mailed to all superintendents, adult education directors and CEE Agency Heads as soon as these forms are made available on the Adult Education Web site. Ed-244 and ED-244A grant forms will be available by the end of February.

Program Enhancement Projects Mid-Year Report and Budget Revision

Recipients of Federal Program Enhancement Projects (PEPs) are required to complete a mid-year self-monitoring report. **Any necessary budget revisions must also be submitted.** These modified 2017-18 reports and the **revised** Excel budget templates were e-mailed to program directors on January 4, 2018. The report forms and budget templates with instructions can also be found at ct.gov/SDE/federal_grants

Be sure to mail ONE original copy with original signatures and ALSO e-mail everything to susan.pierson@ct.gov. All reports and budget revisions are **due to the Bureau**, 450 Columbus Blvd, Suite 508, Hartford, CT 06103 **by Friday, February 16, 2018, no later than 3:00 pm on that day**. Please note that our office is closed on Monday, February 12th in observance of Lincoln's Birthday.

GED® Update

GED Testing Service

GED Testing Service will be sponsoring a professional development session on January 18, 2017 at MDC in Hartford, CT. The morning session will review topics in Reasoning through Language Arts and the afternoon session will review components of the Mathematical Reasoning test. Space is limited.

GED Testing Service will return to Connecticut to present at the annual CAACE Conference in March.

GED® Study Guide

The GED® Study Guide will show students what concepts they need to understand and example questions illustrate skills the student will be tested on. There is a study guide per each subject area and each includes a description of the skills on the test and questions.

Educators can use the free GED® Study Guide as an additional resource for classroom instruction. It can also be used to create individual study plans for students to use for at-home study. Students can access the guide on GED.com by going to the “Study” category and selecting the “Study Materials” section.

GED Science Update

Based on test development study, the GED® Science test no longer includes short answer items. The constructed response did not provide as much valuable measurement data as other items in the same time allotment. All Science test forms will continue to have the same number of score points and the same test length as before. This has also impacted the GED Ready; however constructed response items will remain on the assessment guide and other reference to item types that can appear on the GED test – as the constructed response item may return at some point in the future. This change will give GEDTS additional flexibility in choosing the item types that best measure students’ attainment of the science indicators.

Policy for Identity and Residency for GED® testing

The new policy regarding verifying identity and residency for GED® testing in Connecticut has been distributed. Please make sure everyone involved with GED testing is aware of the new policy, including, but not limited to GED Registrars and GED Test Administrators.

Please contact Sabrina Mancini at sabrina.mancini@ct.gov or at 860-807-2110 for any questions.

Workforce Innovation and Opportunity Act (WIOA)

In compliance with WIOA, Title II, Adult Education must file an end of year report for 2016-17. The report includes a narrative of accomplishments for the year, a federal financial report showing how federal funds are spent, a data quality checklist, data tables which show our performance and our assessment policy for 2018-19. As we transition from WIA to WIOA, the data we collect is changing. Therefore, we will be calling on providers to supply us with any information required to be in compliance with the regulations. Looking forward, our Unified State Plan will require a revision in the spring of 2018.

Integrated English Language and Civics Education (IELCE)

In the IELCE Program, literacy, English language acquisition, and civics education must be delivered **in combination with** integrated education and training activities. OCTAE has developed an initiative called “Building Opportunities Collaborative”. This project is to provide technical assistance (TA) to support state and local implementation of the new requirements, under section 243 of WIOA, Integrated English Literacy

and Civics Education Program (IELCE). New London Adult Education staff will be working with SDE to develop professional development activities along with Maureen Wagner, former State Consultant. SDE will be having a meeting of the IELCE grantees later in January. Stay tuned!

College and Career Readiness Standards (CCRS)

Full implementation of CCRS is required to have begun as of July 2017. The College and Career Readiness implementation training has been actively taking place. All adult education teachers, ABE/GED, CDP and Advanced ESL, must complete the 100 series training. Each program needs one lead person to be trained in each of the 200 series. Training sessions for the 200 series are ongoing for those lead staff who have completed the 100 series.

The English Language Proficiency Standards (ELPS) have been developed and online training modules will be released by OCTAE soon. Stay tuned for more information and training in the ELPS.

Teacher Evaluation CSDE and CAACE are offering a workshop on February 2, 2018 in West Hartford from 1-3 pm on connecting the CCR Standards to Teacher Evaluation. Click on this link to register <https://www.eventbrite.com/e/esl-innovations-and-administration-tickets-39915286697>.

FY 2017 State and Local Program Profile Reports

The final FY 2017 State and Local Program Profile reports for all state and federal adult education program providers are available and may be accessed from the Adult Education Web site at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=321924&sdePNavCtr=|45570|#45575>

CARS Data Entry

Important Reminders:

CARS data entry, including attendance, achievements, credits earned, assessment, etc. is to be completed by **Friday, January 26, 2018**. Please ensure that all data are error free. If you have any questions or issues regarding data entry, please contact the CARS helpdesk at ewhelpdesk@ca.com. Programs must also use the “data verify” feature on the CARS Web Site to ensure that their data are error free. Remember, “warnings” indicate data anomalies and may require corrective action while “errors” must be corrected unless indicated in writing by the CSDE.

Please be patient as CARS is making the appropriate changes to meet all state and federal requirements. The updated CARS Data Entry forms will be emailed during the week of January 8th.

For all CASAS eTest online and scanner users, the CARS-TOPS “bridge” is successfully working. There will be various trainings throughout the year.

Additionally, there is a new safeguard in place to eliminate users from creating a duplicate in the database. Users will see a warning message, if they attempt to enter a student already in the database with the same FIRST NAME, LAST NAME AND DATE OF BIRTH. This is a way to stop duplicates in the system and have the providers go back and look again for the student. Search inside and outside of your program (import). If the student was intentionally created with the same first name, last name and DOB and is not a duplicate, CSDE will ask for a “reasoning” to differentiate how the student already in the CARS database is not the SAME student. We will release the student if on occasion this is not a duplicate, otherwise the system is prompting the CARS user to SEARCH AGAIN.

All data from the Student Information Form must be thoroughly completed before being entered into CARS. In particular, be sure that students have included their social security number. These data are critical for our federal reporting. As discussed at the mandatory CARS training sessions, there are new data collection items for federal reporting purposes.

Please validate the unique ten-digit Educator Identification Number (EIN) on the staff screen and ensure the years of teaching experience in adult education for your staff is current and correct. This needs to be updated every year.

CASAS

Reading:

All programs should be using CASAS Reading Appraisal Form 80. Reading Appraisal Form 50 will be “retired” at the end of FY2018. You may continue to use it this year and there is no need to retest those who may have already taken Reading Appraisal Form 50.

CASAS

Math:

All programs may begin using CASAS Math Appraisal Form 80 effective immediately or Math Appraisal Form 50. Programs may continue to use Form 50 this year and there is no need to retest those who may have already taken Math Appraisal Form 50.

National External Diploma Program (NEDP)

NEDP trainers have been busy! We just completed the three day new Advisor/assessor training for 16 staff from nine programs! A Refresher training for those advisor/assessors who have not completed a portfolio in the past year will be held on January 19th at New Haven Adult Education. The new College and Career Competency Instrument (CCCI) and Manual have been released by CASAS. Stay tuned for additional training sessions on the CCC manual and Home Management checklist.

Disability Focus Group

Since the annual Conference on Serving Adults with Disabilities will be moved to October 2018, the Disability Focus Group agreed to hold a “Thought Exchange” to generate ideas and topics for the conference. Please be sure to respond to the emails from Tony Sebastiano and give your response to the idea or “thought” each month.