



# 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:** September 11, 2020

**SUBJECT:** Adult Education Operational Memorandum # 01-21

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## Statewide Meetings

### Statewide Policy Forum, Friday, September 18, 2020

The first policy forum for Fiscal Year 2020-21 will be held **on Friday, September 18, 2020**, from 9:00 a.m. to 10:30 am virtually. Policy Forum slides will be distributed after the completion of the Policy Forum.

**Please join the Policy Forum from your computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/514076749>

**You can also dial in using your phone:** United States: +1 (312) 757-3121

### Program Facilitator Meetings for FY 2020-21

Please note the format change for Program Facilitator Meetings, which will be held remotely via Zoom on a monthly basis. The registration information will be posted soon at <https://ed-advance-atdn-workshops.coursestorm.com/> and the zoom link will be emailed to all who register. CSDE strongly encourages Program Facilitators to attend these important meetings.

Program Facilitator dates are as follows:

- October 22, 2020
- November 19, 2020
- January 21, 2021
- February 25, 2021
- April 22, 2021
- May 27, 2021

## Connecticut Competency System (CCS) Training

CCS Training will be conducted through the CASAS website: <http://training.casas.org/>

CASAS Implementation Training Modules 1, 2, and 3 are **REQUIRED** and must be completed via the CASAS website by October 15, 2020. Module 4 is optional, but strongly recommended. CCS Trainees must attend a mandatory CCS Wrap Up meeting which will be held via Zoom on Friday, October 16, 2020 from 1:00 pm - 3:00 pm.

The Schoology access code for Program Facilitators is **W5MMH-4KVW8**.

## Assessment Administration and Security Agreement for FY 21

The Adult Education Program Director assumes the responsibility for safeguarding all restricted materials which include all CASAS developed paper-based and computer-based assessment materials, including test administration manuals, eTests data files and answer sheets (which contain marks or responses). Program Director ensures that all program staff who use the restricted materials covered by this agreement adhere to all the conditions listed.

Additionally, the Program Director ensures that there is a designated and trained Connecticut Competency System (CCS) Program Facilitator available to staff for CCS/CASAS related questions.

All assessment administration and security agreements must be signed by the Adult Education Program Director and sent back to Tony Sebastiano by September 18, 2020.

## CASAS Assessments for NRS Reporting Purposes

### ABE/ASE (CDP, GED, NEDP) Learners

| Modality | Test Series   | Forms              | NRS Approval Through March, 2023 | NRS Approval Through February, 2025 |
|----------|---------------|--------------------|----------------------------------|-------------------------------------|
| Reading  | Reading GOALS | 901-908            |                                  | ✓                                   |
| Math     | Math GOALS    | 913, 914, 917, 918 | ✓                                |                                     |

The Math and Reading GOALS (Greater Opportunities for Adult Learning Success) uses all new test items that measure **academic language and higher-order reading skills** contained in the National Reporting System (NRS) Educational Functional Levels (EFLs). The series covers a balance of life skills and employment-related content of interest to adults

### English Language Learners

| Modality | Test Series        | Forms | NRS Approval Through February, 2023 |
|----------|--------------------|-------|-------------------------------------|
| Reading  | Beginning Literacy | 27-28 | ✓                                   |

|                  |  |                        |   |
|------------------|--|------------------------|---|
|                  | Life and Work                                | 81-188                 | ✓ |
|                  | Secondary Level Assessment for Language Arts | 513-514                | ✓ |
|                  | Citizenship                                  | 951, 951X-952,<br>952X | ✓ |
| <b>Listening</b> | Life and Work 980 series                     | 981-986                | ✓ |

**For ESL**

- Reading GOALS – NRS approval pending
- Listening GOALS – NRS approval pending

**Literacy, Adult and Community Education System (LACES)**

**National Reporting Services (NRS) Overview**

It is the expectation of the CSDE that at least one person from each adult education program participate live in one of the NRS Training sessions being offered. Training is limited to 100 participants each day and the session will be recorded to view at a later time. Please limit no more than two participants from each agency. The two individual sessions for this webinar will be held on the following dates and times. Please note that these are repeating sessions, attendees should register for ONE or the other:

|                              |                      |                                |
|------------------------------|----------------------|--------------------------------|
| Thursday, September 24, 2020 | 1:00 p.m.-2:30 p.m.  | Register by September 21, 2020 |
| Friday, September 25, 2020   | 9:00 a.m.-10:30 a.m. | Register by September 21, 2020 |

**New Users Hands-on Training at the LACES, Virtual Go-To Meeting:**

As mentioned at the June Policy Policy Forum, in lieu of an onsite training day for LACES, training will be split into three (3) consecutive days of web-based training. Live training is limited to ONLY 2 PARTICIPANTS PER AGENCY (one must be the Data Administrator and the other should either be the Program Facilitator or the Program Director).

- Each web-based training is 2 hours long, totaling six hours of training. Each participant must attend all 3 sessions
- The webinars are recorded and links will be provided to share with new staff as needed.
- This format provides the added benefit of attendees being able to take time each day to reflect and process topics covered and generate questions to be covered in the first section of the following day’s webinar.
- This layered learning can be easier to absorb as it splits the material into smaller blocks of learning, which can then be practiced hands-on in the provided training database.

**Group A**

|                               |                      |                                |
|-------------------------------|----------------------|--------------------------------|
| Tuesday, September 29, 2020   | 9:00 a.m.-11:00 p.m. | Register by September 22, 2020 |
| Wednesday, September 30, 2020 | 9:00 a.m.-11:00 p.m. |                                |
| Friday, October 2, 2020       | 9:00 a.m.-11:00 p.m. |                                |

**Group B**

|                               |                     |                                |
|-------------------------------|---------------------|--------------------------------|
| Tuesday, September 29, 2020   | 1:00 p.m.-3:00 p.m. | Register by September 22, 2020 |
| Wednesday, September 30, 2020 | 1:00 p.m.-3:00 p.m. |                                |
| Friday, October 2, 2020       | 1:00 p.m.-3:00 p.m. |                                |

To register for any of the above trainings, please e-mail [idalia.thayer@ct.gov](mailto:idalia.thayer@ct.gov) with the name, e-mail address of the participant, the name of the training and the date of the training session **by the registration date above**. Critical information about data collection policies and practices are conveyed at these sessions. It is

the expectation of the CSDE that at least one person from each adult education program participate in one of the training opportunities being offered.

### **Adult Education Personal Confidentiality Statement**

Connecticut Adult Education Providers are responsible for maintaining confidential student information and keeping this information secure. A personal confidentiality statement must be completed by any staff member with access to LACES, TOPSpro Enterprise, GED Manager, or any other source of confidential student data. Confidentiality statements should be kept on file with your agency for the duration of employment.

### **FY 2020-21 Adult Education Directory Information Form**

A link to the survey form to submit the FY21 Adult Education Directory information has been sent to all directors. If you have not already responded, please do so as soon as possible. Please note that we are asking for additional information this year.

### **FY 2019-20 Adult Education State Grant Statement of Expenditure Report**

The FY 2018-19 Statement of Expenditure Report (ED-141) for the Adult Education State Grant was due to the Division of Finance and Internal Operations on September 1, 2020. The ED-141 is required for every school district that received adult education state funds whether as a provider, cooperator or cooperating eligible entity (CEE). The ED-141 is an electronic submission and is completed by each district's business office. The ED-141 should reflect those line item expenditure amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A). If you have questions regarding the ED-141, please check with your business office - the amount of funds spent according to your records should match what was reported by your fiscal department. These expenditure reports are used to calculate the Prior Year Adjustment (PYA) that is added to or deducted from the May payment.

### **FY 2020-21 Adult Education State Grant**

Due to the State Adult Education Grant's statutory nature, the CSDE distributed an August payment to districts whose Adult Education State Grant award is at least \$1,500. The August payment represents two-thirds of the state grant award. The state grant entitlement is calculated based upon the estimated expenditures reported in the Adult Education Grant Application Form ED-244 and the Supplemental Grant Application Form ED-244A. The CAP is calculated on the funding of the adult education state grant funds relative to the submitted budgets. The FY19 CAP is approximately 8.96% at this time.

**PLEASE NOTE** that due to the tight turn-around for the entering of the budgets, CSDE entered the initial budgets into the CSDE Electronic Grant Management System (eGMS). Beginning with the budgets associated with the ED-245 and ED-245A grant submissions, it will be the responsibility of each provider to enter the revised budget amounts. This needs to be done in a very timely fashion, as those entries are used to calculate the final State payments. Additional instruction on grant submissions will be provided at a later date when we have a final process in place.

### **Federal Program Enhancement Project (PEP) Grants**

The FY 2020 PEP End of Year Report was due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **August 1, 2020**. Thank you for your timely submissions.

**NEW Electronic grant management system (eGMS).** Grant allocations are loaded into the system. Grantees must enter their own budgets including the narratives as approved by Susan Pierson, Grant Manager. The grantee's Superintendent or Director (CBOs) must approve the budget before CSDE management approves the final budget for drawing down any funds.

**RFP** for new PEP grants will be released in early spring of 2021. Stay tuned!

## **National External Diploma Program (NEDP)**

The NEDP is now available to be delivered fully remote if programs and clients choose to do so. You will now have the option of delivering face to face physically or remotely. Diagnostics and Assessment are both online.

A revised 2019-20 NEDP Site Agreement was sent to adult education directors on September 14th with the invitation to the annual NEDP meeting for directors. The NEDP lead advisor/assessor should be in attendance with the program director. **This meeting will be held on October 7th from 1:00-2:30 pm.** Several NEDP updates will be shared. A link to the webinar will be sent out before October 7th.

The three day NEDP New Advisor/Assessor Training is scheduled, IF NEEDED, and will be held virtually on three consecutive Fridays, November 6, 13, and 20. More details will be announced at the Policy Forum. Additional NEDP training sessions are being **developed** for the rest of the year. Stay tuned for further details. If you have any questions regarding NEDP, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov) or 860-807-2121.

## **GED Information**

### **Updates to GED Approval Process**

During this transitional time between databases, CSDE will be doing all student releases for GED Tests. You can certainly work with the students to ensure they have created an account at GED.com and have taken all four GED Ready official practice tests and scored in the green, “Likely to Pass” range on all four practice tests.

As you are aware, all test-takers need to prove identity and CT residency. If test-takers do not have a driver’s license or state issued photo identification, they can use a passport for identity, but they will need specific documentation for residency, such as a utility bill, bank statement, etc. Also, if test-takers are 17 or 18, they should also have the support documentation, such as withdrawal, etc. before they contact us.

Once everything is in place, you can have the test-taker email us directly at [GED@ct.gov](mailto:GED@ct.gov)

### **Updates to GED Online Testing**

In Connecticut, we plan on continuing to offer GED online testing as a pilot for students who have completed and passed 2 of 4 tests. Students must be 18 and older and have a GED Ready “Green” Likely-to-Pass score on the subject tests within the past 60 days. Online testing will be available in both English and Spanish beginning October 1. Extra time is the only accommodation that is currently able to be fulfilled virtually.

Students who are eligible will also receive an alert in their GED.com student account. Test-takers will be required to have a laptop or computer with a camera/microphone and a stable internet connection. (There is an online full system check that test-takers are encouraged to do.) The pilot also requires a closed, private/quiet room.

## **GED Registrar**

The GED Registrar virtual training will be held on Monday, November 9, 2020 from 9:30-12:00. Registration information will be emailed. It is the expectation of the CSDE that at least one person from each adult education program participate in the GED Registrar Training session. The Schoology Access code for GED Registrars is **W5MMH-4KVW8**.

## **GED Day**

GED Day will be held virtually on December 8, 2020 from 9:00-3:00. The purpose of the sessions is to provide practical resources and share best practices in Mathematical Reasoning, Reasoning through Language Arts, Science and Social Studies. We encourage anyone who teaches ABE or a GED class to attend. Participants do not have to register for all sessions. Participants may register for any of the 4 workshops being offered. Go to [www.edadvance.org/atdn](http://www.edadvance.org/atdn) to register for any of the GED sessions.

For questions or concerns regarding the GED<sup>®</sup>, please contact Sabrina Mancini at [sabrina.mancini@ct.gov](mailto:sabrina.mancini@ct.gov).

## **Credit Diploma Program (CDP)**

The Adult High School Credit Diploma Program (CDP) Administrative Manual is available to any director. If you do not have a copy of the current manual, please reach out to [Marcy.Reed@ct.gov](mailto:Marcy.Reed@ct.gov)

## **Professional Development**

### **CSDE Vendor for Adult Education Professional Development**

The CSDE continues to contract with one Regional Education Service Center (RESC), EdAdvance, to provide the delivery of training crucial to adult education staff. As our federal adult education funds support this initiative, training will continue to be offered at no cost or minimal cost to local adult education staff. More information on registration will be included in the new training and development calendar.

### **College and Career Readiness (CCR) Standards**

The GED<sup>®</sup> tests and the NEDP assessment have been aligned with the College and Career Readiness Standards. All Connecticut adult education programs are required to adopt these standards and integrate them into curriculum and classroom instruction. Training for all programs will continue to be delivered during this year. The 100 series of training sessions will be offered on a limited basis virtually to accommodate any new teachers. CCRS 100 series' training courses have been recorded and will be available soon. The 200 series for lead teachers focuses on resource alignment and lesson development. Each program needs to have one or two lead teachers trained in either the ELA or Math 200 series. The College and Career Readiness Standards for Adult Education can be found at: <http://lincs.ed.gov/professional-development/resource-collections/profile-521>

### **ESL Resources and English Language Proficiency Standards**

The English Language Proficiency Standards (ELPS) for Adult Education are posted on the LINCS portal: <https://community.lincs.ed.gov/notice/english-language-proficiency-standards-trainings-available-now-learning-portal> ATDN will continue providing training in the ELPS - stay tuned for details. Directors should expect that ESL teachers are incorporating the ELP standards in instruction. The ELP standards are aligned with the CCRS and also with the future CASAS GOALS 900 series of tests for ESL which will be available upon federal approval.

The ESL Advisory Committee has created a Schoology site which will contain resources and allow members to collaborate on effective practice in serving this population. We will be posting resources for ESL instruction, and also on virtual/distance learning issues specific to the ESL adult population.

The access code for the **CT Adult ESL Practitioners** is TNXV-5CV5-H5WMG.

### **Disability Contact Person Training**

All Adult Education Programs are required to have a Disability Contact Person (DCP). The annual required training for DCPs will be held **virtually** this year on Wednesday, November 18th. There will be one session only from 9:00 am to noon. Go to [www.edadvance.org/atdn](http://www.edadvance.org/atdn) to register for this session.

### **Teacher Evaluation**

Training will continue this fall on the introduction series for evaluation (Adopting Evaluation & Effective Feedback). Participants must participate in BOTH sessions, and will receive a completion certificate and materials for use with their staff. Due to the current situation, the sessions will be delivered virtually. All directors who have not yet attended these sessions are expected to do so.

The Adult Education Evaluation Plan and all accompanying documents can be found on the Adult Education page of the CSDE portal under Policies and Procedures: <https://portal.ct.gov/SDE/Services/Adult-Education/Policies-and-Procedures>

Programs are reminded that the choice is to utilize the district's CSDE-approved evaluation plan (based on SEED) or the Adult Education Evaluation Plan developed and published by the Connecticut State Department of Education Talent Office in 2014.

### **Digital Resources for the Virtual Classroom**

We have created a Schoology page for Technology and Digital Learning. We will be posting resources and it will be a forum for instructors to post successes and ask questions. The Schoology Access Code is HCTF-2KXF-WGTX8.

### **Adult Education Career Pathways Project**

The Career Pathways Task force is continuing to add to the materials, activities and links which are hosted on a Google Site. The site can be viewed at: <https://sites.google.com/danbury.k12.ct.us/career-pathways-toolkit/>. We will continue to add lesson plans, activities, videos and other resources, and welcome suggestions and submissions. In addition, there is a Career Pathways Schoology group. Schoology Group Code: **V439P-VWV7B**

### **Workforce Innovation and Opportunity Act (WIOA)**

The bureau is collaborating with the Department of Labor on several initiatives relating to WIOA. As a core partner, Adult Education is at the table and we intend to share information and any training that we can with the field. As the PEP grants get rolled out in the new fiscal year, we will be providing technical assistance and professional development as the need arises.

Stay tuned as we make plans in the fall to offer training for these initiatives.

***“SEE” YOU ON THE 18<sup>TH</sup>!***