



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

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Adult Education Policy Forum

January 10, 2020



Agenda

- Welcome/Introductions
- Connecticut State Department of Education Updates
- Connecticut Association for Adult and Continuing Education (CAACE)
- ATDN Professional Development
- CT Adult Virtual High School (CTAVHS)
- Credit Diploma Program
- National External Diploma Program (NEDP)



Agenda continued



- GED Updates
- State Grant Update
- Teacher Evaluation
- Career Pathways
- Technology
- CARS Updates
- CCS Updates
- College and Career Readiness Standards
- Integrated English Language/Civics Education
- Census
- Provider Performance
- Federal Grant Update



Learning for life

CAACE

The Connecticut Association for Adult & Continuing Education

Happy New Year!

CAACE 2020

- CAACE Conference

March 26th and 27th

Mystic Marriott Resort and Spa

- **Early Bird Pricing Now Available**
- **ByLaws Revision Vote**



ATDN Professional Development Updates

- Summer and Fall 2019:
 - The 2019 Summer Institute held on August 13 & 14 at UNH's Orange Campus had 170 participants
 - 45 Workshops offered in CCRS, Teacher Evaluation, Disability, ESL, CCS, GED & NEDP attended by approximately 907 adult ed staff
 - ESL Day was held on November 14 at MDC with 64 participants
 - *Important 2020 Census resources were shared by Catherine Marx
 - GED Day was held on December 10 at the Wyndham Hotel with over 55 participants
 - The first two of five Mini Institutes were held at C.E.S. and Windsor Adult Ed with 27 participants
 - The 27th Annual Disabilities Conference was held on October 18, 2019 with 240 participants at Water's Edge



ATDN Professional Development Updates

- Spring 2020:
 - 42 Workshops are being offered in CCRS, Teacher Evaluation, Disability, ESL, CCS,GED & NEDP
 - An ESL Day will be held on March 6th at MDC, Hartford –specific workshop information to follow
 - Digital Learning Day is scheduled at MDC, Hartford on February 27th with 6 workshops including Applied Digital Skills, Podcasting, OER, CDP Online Resources and Augmented Reality Experience
 - CCRS 100 ELA & Math Series videos have been developed for new instructors and those needing a refresher. The registration process will be reviewed.
 - Three additional Mini Institutes are scheduled- January 31 at Norwich Adult Ed, April 7th at New Milford Adult Ed and April 8th at Danbury High (WERACE). A special thanks to our Mini Institute hosts
 - The CCRS focus is the CRS 200 Series, please encourage CCRS 100's certified Adult Ed staff to register for a 200's workshop **as this is mandated by CSDE.**
 - The Spring ATDN Professional Development Catalog has been distributed at today's Policy Forum. It lists the PD offerings for adult educators, adult education regional PD locations and please note the 2020 Census information on Page 11





Update

Updates:

- **Spring 2020 Term 3 is right around the corner** – Registration opened this past Monday, 1/6/2020. Courses start on 1/20/2020.
- **New Course** to be offered in Term 3 - **Veterinary Technology**

Reminders:

- **2020 Flexible Enrollment courses** - still open for registration through mid-March.
- **Spring 2020 Term 4 courses** – registration will open on 3/9/2020.



Adult Secondary Programs

This comes from our State Plan:

- Adult Secondary Education (ASE) programs must integrate functional life and employability skills into the curriculum, incorporate technology into the instructional process, and provide comprehensive counseling, transition and support services in collaboration with other community or human services organizations.

How many of you are doing this in your high school completion programs?



Credit Diploma

- The Credit Diploma Advisory Committee has completed the work on the revised Administrative Manual.
- The manual can be found on the SDE website, along with the sample letters and forms in Word:
<https://portal.ct.gov/SDE/Adult-Ed/Adult-Education-Instructional-Programs/Documents>
- Directors should be sure to share the manual and the accompanying forms with all school counselors



Credit Diploma

Legislative Update:

- SDE has filed a formal request to change the current statutory requirements from 20 to 25 credits.
- SDE will provide updates as the process evolves.
- We recommend that all programs require a minimum of 22 credits for the class of 2021 and 25 for the class of 2023.
- No program should require fewer credits than the local district requires.



NEDP Update

- NEDP new advisor/assessor training was completed on December 20th. Thank you to New Haven AE for hosting 10 trainees over 3 days!
- NEDP Refresher training will be held on February 7th at Bristol AE. Invitation will come from Sue. Registration <http://www.edadvance.org/atdn>
- The **National NEDPC Conference** will be held at Foxwoods Resort on April 27-29. CASAS NEDP staff will be presenting on various NEDP topics. Contact Amy Shea sheaa@edadvance.org if you would like to help with the conference committee.
- Annual administrative Policies and Practices meetings will be held on May 8th and 15th. Register at <http://www.edadvance.org/atdn>



GED Updates

GED PathSource

Students can access the free career exploration tool through their GED.com accounts. Through PathSource, students can take a career assessment, watch videos of real people at work, and access career summaries and salary information.



Your PathSource Hub: Discover your future career

Learn about jobs that are right for you. Watch videos of real people in real jobs or take your free career assessment.

[Learn More](#)



Job Training

Not all jobs require a college degree. Learn more about the highest paying jobs for high school credential holders and get connected to the training you need.



College

Is college the next step for you? Feel confident with information about how to choose and apply to a college. Need help paying for it? Use the resources below to learn about financing your



Career & Salaries

Start your career now. Assess your skills, pick a career path, and get help applying for a job.

• [Find a job in your area](#) 



GED Updates

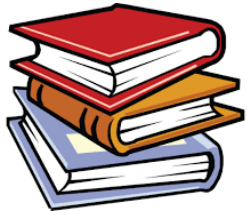
GED Manager

- All Adult Educators with Student-Authorized View (otherwise known as Prep Connect) will receive email notifications when an individual selects their program.

New Account Security Feature

- Automatic, nightly, deactivation of GED Manager user account after 6 months of no activity.
- In addition to the 90-day password refresh





GED Updates

Candidate Misconduct

- This is a reminder to TEST ADMINISTRATORS that if you suspect misconduct you should have the Tester leave the testing room immediately and put the test in unscheduled break mode.
- Please let the test time out.
- DO NOT stop the test.
- You can log into VSS for more information.





GED Updates

- Do not inform Testers of their score(s) and credentialing status. This is a reminder that you should never tell a Tester what their scores are and/or whether or not they earned their GED. Please inform Testers that they can log into their GED.com account or they will receive an email letting them know when we have posted scores in their account.
- This a reminder that GED students are **NOT ALLOWED** to take unscheduled breaks. If a student takes an unscheduled break during the test, please create a case, selecting exam delivery and candidate error or misconduct. Do not allow the student to re-enter the testing room after the unscheduled break.
- Also, a reminder about Pearson VUE's policy regarding watches. Test takers with any watches, including smart watches, must store their watches away before entering the testing room.



GED.com Account Demo Site

- Tool to demonstrate account set-up
- No need for real email accounts—no more managing multiple accounts just for GED.com account demos
- Can see the latest GED.com account look and feel
- Can experience different profile situations
 - (GEDWorks, accommodations, etc.)
- Demo sites won't impact GED data, and won't generate emails



How you can take advantage of the new GED.com account demo site in two easy steps:

Step 1: Navigate to the website link: <https://ged-demo.jedtest.pw/preLogin2#/signup>

**When you go to the site you may see a warning stating “Your connection is not private.” You will see this because it is a demo site and not a public-facing website. Please click the “Advanced” button and proceed, you should only have to do this once.*

Step 2: Sign-up for a GED.com account—just like you would on GED.com.

A few things to remember:

- You can use a real or “fake” email account and password when you sign-up for a demo account
 - Example: You could use “newstudent123@gg.com” or “signmeup@123.com”. As long as the email address follows a standard email address format, they can type anything they want.
- You can sign up for accounts as many times as you want
 - Example: If you have three new classes you can demonstrate the account setup for each one.
- None of the demo accounts you set up are real

*You also have the option to log in with any student account you create. It is a good practice to use the same password for all the student accounts you create in the demo environment so you don’t have to worry about remembering it.

- This new tool is a streamlined way for you to demonstrate to your students how to set up a GED.com account!



Adult Education State Grant Update

FY 2019-20

- **FY 2020** State Grant Revision Applications: **ED-245** and **ED-245A** are available on the SDE Web site:
<https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants/Documents>
- ED-245 and ED-245A revision application forms must include the completed **Excel Budget Templates**
- Due to the Bureau on or before **March 16, 2020** (due to the 15th being a Sunday)
- Reminder that grants must be delivered and also sent electronically as follows:
 - One original copy with superintendent signature via mail or delivery service
 - One electronic copy: e-mailed to Marcy.Reed@ct.gov



Adult Education State Grant Update

FY 2020-21

- Letters will go out to all superintendents regarding 2020-21 grant funds soon.
- The **FY 2021** State Grant Application, forms **ED-244** and **ED-244A** for adult education providers and CEE agency heads will be available on the CSDE Website next week.
- Due to the Bureau on or before **Thursday, April 15, 2020**.
- **ED-244** and **ED-244A** application forms must also include the completed **Excel Budget Templates**.
- The Preliminary FY 20-21 Support Percentages will be released in February. A notice will be sent out when they are posted.



Adult Education State Grant Update

FY 2020-21

Please note that the ED-245 includes a chart to enter all personnel.

F. ADULT EDUCATION PERSONNEL INFORMATION - MANDATED STAFF ONLY			
Adult Education Personnel by Function and Job Status	NUMBER		
	Total Part-time Personnel	Total Full-time Personnel	Unpaid Volunteers
Administrative/Supervisory Services			
Clerical Staff			
Certified School Counselors			
Paraprofessionals (Aides)			
Total Teachers			
Teacher Experience in Adult Education			
Less than one year			
One to three years			
More than three years			
Teacher Certification			
No Certification			
Adult Education Certification			
K-12 Certification			
Special Education Certification			
TESOL Certification			



Adult Education State Grant Update

FY 2020-21

For all personnel:

- Enter an unduplicated count of personnel by function and job status. Count **positions**, not the number of staff who filled them.
- Count one time only each part-time position of the program administered under AEFLA who is being paid out of Federal, State, and/or local education funds.
- Count one time only each full-time position of the program administered under AEFLA who is being paid out of Federal, State, and/or local education funds.
- Report the number of volunteer positions (personnel who are not paid) who served in the program administered under AEFLA.

For Teachers:

- Count and report the number of PAID teachers, not the number of positions. For example, if one local part-time teaching position was filled with 3 teachers throughout program year, count and report 3 local part-time teachers.
- Report adult education **experience** and **certification** for paid teachers only, not volunteers. The total number of teachers for which experience is reported must equal the total number of teachers reported.
- For certification, report **all** certifications a teacher has. Multiple responses are allowed. Report teachers who lack certification in the “No Certification” category.



Adult Education Teacher Evaluation Plan Highlights

- Directors who have not completed both Part I and Part II of the training should contact [EdAdvance](#) to register for that training.
- Training will be held at the CSDE offices on Friday, February 28 from 9:00 to 3:00.
- All new directors who have not attended Part I and Part II training are expected to attend this session – this is the last for the year.
- A session on Effective Feedback will be held on March 17th at Middletown Adult Education – register through EdAdvance.
- All documents and a copy of the plan may be found on the CSDE website:

<https://portal.ct.gov/SDE/Adult-Ed/Policies-and-Procedures/Teacher-Evaluation>



Career Pathways Update

- The Career Pathways Taskforce is continuing to work on the online toolkit.
- There will be a presentation on the Toolkit for ESL Students at the Norwich 'Mini Institute' on Friday, January 31st from 9:00 – 12:00.
- All are welcome but must register with EdAdvance: <https://ed-advance-atdn-workshops.coursestorm.com/course/mini-institute-jan-career-pathways-tool-kit-for-esl-students-at-norwich-am>
- If you would like a presentation on the resources for an in-house meeting, please contact Marcy Reed marcy.reed@ct.gov



Technology

- [Digital Learning \(DL\) Day](#) is Thursday, February 27, 2020!
- MDC Anthony Gallicchio Training Center, 125 Maxim Road, Hartford.

Sessions include:

- Digital Literacy for CDP
- Google Skills
- Augmented Reality (AR)
- Open Educational Resources (OER)
- And More!

For a full list of sessions and to register, go to the EdAdvance ATDN Website: <https://ed-advance-atdn-workshops.coursestorm.com/category/technology>



Connecticut Adult Reporting System (CARS) Updates

CARS data entry deadline for the first semester is **Friday, January 31, 2020**

- semester data include the completion of attendance, achievements, credits earned and assessments
 - all data are to be error free
 - contact the CARS helpdesk/copy Sabrina if you have questions or issues
- CARS will be migrating to a new server and be **shut down** next **Friday, January 17. Please make all CARS user aware.**
 - **New data management information system RFP for FY21**



CARS Updates continued

REMINDER

CARS data administrators are reminded to:

- review the user list and the access levels users have within CARS;
 - check “*not active*” for any users who are no longer with the program; and
 - enter CDP transfer credits individually and as detailed as possible and NOT by one summarized/combined entry.
- 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 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. Directors should be reviewing for accuracy.
 - Please count only the **years of teaching experience in adult education** and select one of three choices from the drop-down list:
 - Less than 1 year
 - 1-3 years
 - More than 3 years



CARS Updates continued



- Importance of Data in WIOA times
 - Please review your data for accuracy
 - Ensure that students are thoroughly completing the Student Information Forms at intake
 - Directors should be reviewing a CARS Data Verify report every month
 - No student may enroll in classes at age 17 without an official withdrawal signed by the parent/guardian as well as a school, official (dated when the student was 17 years of age)
 - Be sure to compare DOB and date of withdrawal
- Attempted Duplicate students
 - A new safeguard has been established to help eliminate duplicates in the statewide database. Please make sure all CARS staff are following appropriate search procedures.





CARS Updates continued



- Merge requests are done weekly
- Please refer to pages 32 and 33 of the *CARS Policies and Guidelines* manual for instructions pertaining to a merge request and to obtain the business rules that apply to any merge request
 - Merge requests that do not have a SSN on original student but there is an SSN for duplicate user will NOT be merged.
 - The **Social Security Number** is an important field for state and federal reporting
- FY 2019 State and Local Program Profiles for all state and federal adult education providers will be available on the CSDE Web site



Connecticut Competency System (CCS) Updates

CASAS (NRS Approved Assessments) for ABE/ASE (CDP, GED, NEDP):

- Reading GOALS (900 Series) approved through February 2025
- Math GOALS (900 Series) approved through March 2022

CASAS (NRS Approved Assessments) for ESL:

- Life and Work Reading (80 Series) approved through February 2021
- Beginning Literacy, (Forms 27/28) approved through February 2021
- Life and Work Listening (980 Series) approved through February 2021



CCS Updates

- CASAS eTest units cost **\$1.20** for 2020-2021
- The agreement between CASAS and the CSDE provides the discounted rate as well as license and support to access the [TOPSpro Enterprise](#) data management application through June 30, 2020.
- Administering tests via eTests Online requires a Chromebook (must buy Chromebook management licenses) or a Windows PC (Windows 10) with Internet access or an iPads (iOS 11 or higher)
- eTests is compatible with Chrome, Edge, Firefox, and Safari web browsers
Note: Internet Explorer is being phased out by Microsoft. It is currently compatible with eTests, but may cease to be at any time.



College and Career Readiness Standards (CCRS)

- CCRS ELA and Math 100 series for all ABE/GED, CDP teachers ongoing sessions being offered; Training videos to be released.
- CCRS ELA and Math 200 Series for identified teachers continue to be offered.
Remember: Each program must send 1-2 lead teachers to attend the 200 sessions.
- Train the trainer session on January 29th in West Hartford.



Integrated English Language/Civics Education

- A second mandatory meeting of all Integrated English Language and Civics Education (IEL/CE) grantees will be held on Friday, April 3, 2020 from 9:30 pm to 12:00 pm at the CAS/CIAC center in Cheshire.
- Grantees are asked to bring a display and/or handouts to share with other providers.
- More details will be coming soon via email from Sue.



CENSUS 2020

Resources

- <https://nelrc.org/stand-up-and-be-counted/census2020/>
- <https://nelrc.org/stand-up-and-be-counted/census2020/state-specific-information/>
- Information
video: https://youtu.be/fXg1_1HHKzA



Provider Performance Summary

For FY 2019

- Measures that examine areas of:
 - Recruitment
 - Retention
 - Testing
 - Performance
- Standards of a measure that when calculated lead to earned points
- Attainable refers to the maximum number of points a program has the potential to earn when a standard is calculated
- Range refers to the percentage range to which points are assigned



Provider Performance Summary

Calculation Protocol Highlights

- Recruitment standards were not calculated for:
 - Federal Grantees;
 - Cooperating Eligible Entities; and
 - Any provider whose denominator/student count was less than 20
- Retention and Testing standards were not calculated for:
 - Any provider whose denominator/student count was less than 20
- Performance standards, where applicable, were calculated regardless of the denominator/student count



TESTING	Pre-Test Rate	Percent of students who attended at least 12 hours in: * ABE/GED with a pre-test * ESL/Citizenship with a pre-test	80-89.99%: 1 >=90%: 2
	Post-Test Rate	Percent of students who attended at least 12 hours in: * ABE/GED with matched pre- and post-tests * ESL/Citizenship with matched pre- and post-tests	50-59.99%: 1 60-69.99%: 2 70-79.99%: 3 >=80%: 4
PERFORMANCE		Percent of students in the following programs with post-tests in: * ABE/GED making at least a 4 point CASAS scale score gain in reading or math * ESL/Citizenship making at least a 4 point CASAS scale score gain in reading or math or listening (where applicable)	50-59.99%: 1 60-69.99%: 2 70-79.99%: 3 >=80%: 4
	Progress	Percent of all students with post-tests making at least a 4 point CASAS scale score gain in: * Reading * Math * Listening (where applicable)	50-59.99%: 1 60-69.99%: 2 70-79.99%: 3 >=80%: 4
		Percent of all CDP students who earned at least 4 adult education credits in the fiscal year	20-29.99%: 1 30-39.99%: 2 40-49.99%: 3 >=50%: 4
		Overall percent of students completing an NRS level	>=40%: 1
	Diploma Attainment for CDP	Percent of all exiting CDP students with 11 or more credits at entry	50-59.99%: 1 60-69.99%: 2 70-79.99%: 3 >=80%: 4
	Diploma Attainment for NEDP	Percent of all NEDP students who attained a high school diploma	50-59.99%: 1 60-69.99%: 2 70-79.99%: 3

Expected Level of Performance

**WIOA
Targets**

Entering Educational Functioning Level	2019-20 Proposed State Targets
ABE Level 1	42%
ABE Level 2	51%
ABE Level 3	46%
ABE Level 4	39%
ABE Level 5	56%
ABE Level 6	36%
ESL Level 1	61%
ESL Level 2	63%
ESL Level 3	56%
ESL Level 4	45%
ESL Level 5	47%
ESL Level 6	21%



Reading GOALS

NRS ABE/ASE Levels	ABE/ASE Level Names	Reading GOALS Scale Score Ranges	Grade Level
1	Beginning ABE Literacy	193 and below	K
		194 – 203	1
2	Beginning Basic Education	204 – 210	2
		211 – 216	3
3	Low Intermediate Basic Education	217 – 222	4
		223 – 227	5
4	High Intermediate Basic Education	228 – 230	6
		231 – 234	7
		235 – 238	8
5	Low Adult Secondary Education	239 – 243	9
		244 – 248	10
6	High Adult Secondary Education	249 – 253	11
		254 and above	12



Math GOALS

NRS ABE/ASE Levels	ABE/ASE Level Names	Math GOALS Scale Score Ranges	Grade Level
1	Beginning Literacy	184 and below	K
		185 – 193	1
2	Beginning Basic	194 – 198	2
		199 – 203	3
3	Low Intermediate	204 – 209	4
		210 – 214	5
4	Middle Intermediate	215 – 221	6
		222 – 225	7
5	High Intermediate	226 – 228	7
		229 – 235	8
6	Adult Secondary	236 – 240	9
		241 – 244	10
		245 – 248	11
		249 and above	12



Program Profile Update

Student Performance by Program Area

Adult Basic Education (ABE)/General Educational Development (GED) Preparation

Performance of Students Retained for at least 12 hours and with a Pre-Test

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% of Available Instruction Used	% with at least One Matched Pair	% Making Gains	% Completing Level	% with at least One Achievement
Level 2	3	29	41.26%	100.00%	100.00%	100.00%	66.67%
Level 3	8	29	33.71%	100.00%	50.00%	87.50%	25.00%
Level 4	15	35	41.67%	86.67%	66.67%	66.67%	46.67%
Level 5	4	37	48.02%	100.00%	100.00%	100.00%	0.00%
Level 6	2	33	40.24%	100.00%	100.00%	0.00%	0.00%
Total:	32	163	40.24%	93.75%	71.88%	75.00%	34.38%

English as a Second Language and Citizenship

Performance of Students Retained for at least 12 hours and with a Pre-Test

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% of Available Instruction Used	% with at least One Matched Pair	% Making Gains	% Completing Level	% with at least One Achievement
Beginning Literacy	5	33	52.61%	80.00%	40.00%	60.00%	0.00%
Low Beginning	13	36	46.31%	100.00%	100.00%	84.62%	0.00%
High Beginning	30	36	47.06%	86.67%	63.33%	46.67%	3.33%
Low Intermediate	49	35	44.11%	93.88%	59.18%	55.10%	0.00%
High Intermediate	32	33	41.35%	81.25%	59.38%	50.00%	3.13%
Advanced	19	38	43.12%	94.74%	36.84%	10.53%	5.26%
Total:	148	211	44.36%	89.86%	60.14%	49.32%	2.03%

Federal Grant Update

- The FY 2020 PEP Mid-Year Report and budget revisions are due to the Bureau on Thursday, February 13, 2020 no later than 3:00 pm.
- Documents may be accessed from the CSDE Web site:
<https://portal.ct.gov/SDE/Adult-Ed/Federal/Federal-Legislation-and-Grants/Documents>
- One complete packet of original materials with original signatures delivered/mailed to CSDE, Bureau of Health/Nutrition, Family Services and Adult Education, 540 Columbus Blvd, Suite 508, Hartford, CT 06103 and complete packet emailed to susan.pierson@ct.gov



Federal Grant Update

- New RFP is being reviewed by OCTAE
- Expect to release new RFP in Spring 2020
 - Priority Areas basically the same, structured differently and fewer grants awarded
 - “Demonstrated Effectiveness” key to eligibility



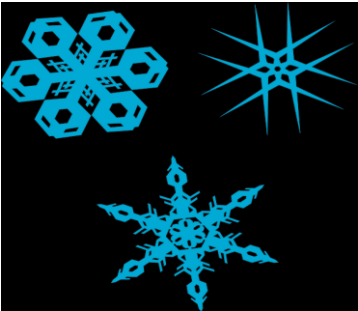
Federal Grant Update

What is “Demonstrated Effectiveness”?

Describe

- key academic outcomes and successes in the past three years for all students;
- academic outcome challenges and how to meet the threshold for educational functioning level gains;
- outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training; and
- follow up with students post-exit.





**Thank you for all you do and have a great,
productive second semester!**

**Next Policy Forum:
Friday, June 5, 2020**

