



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 15, 2007

SUBJECT: Adult Education Operational Memorandum # 01-08

- Statewide Policy Forum September 7, 2007
- New GED Test Sites Needed
- Adult Education State Grant Year End Reports
- Program Improvement Project (PIP) Grants Year End Reports
- Connecticut Adult Reporting System (CARS) Professional Development
- Forest and Trees Training
- Improving Persistence through the Goal-Based Outcomes Report
- Career Connections Grant Opportunity

I hope your summer has been going well and the Department wishes a good start up for the new school year.

Statewide Policy Forum September 7, 2007

The first policy forum for Fiscal Year 2007-2008 will be held on Friday, September 7 from 9:00 A.M to 12:00 noon at the Holiday Inn in North Haven. For directions, please visit <http://www.crec.org/cetes/atdn/directions/holidayinnnh.php>. Directors are encouraged to bring at least one Program Facilitator to the forum. The statewide meeting for Program Facilitators only will be held in the afternoon of September 7 from 1:00 P.M. to 4:00 P.M. at the same location. Critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Program Facilitators are also encouraged to attend the Statewide Policy Forum on the morning of September 7.

New GED Test Sites Needed

Beginning on January 1, 2008, the Connecticut Technical High School System sites will not administer the General Educational Development (GED) Tests at their high schools. As a result, we would like to hear from adult education programs in and around Manchester, Hartford, Middletown/Meriden, and Stamford/Norwalk that would consider becoming a GED test site in

2008. Both evening and Saturday test sites are needed. Please contact Carl Paternostro at (860) 807-2110 or carl.paternostro@ct.gov.

Adult Education State Grant Year End Reports

The *ED-241 –Adult Education Summary Report* and the *ED-241A-Adult Education Summary Report-Cooperating Eligible Entity* are due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 1, 2007**. Be sure to sign and submit two typed copies (one with original signature(s) and be sure to include your program's most recent brochure as well as your program's current *Program Profile for 2007*.

The *ED-141 Statement of Expenditure Report* must be submitted to the Division of Finance and Internal Operations by September 1, 2007. The ED-141 is required for every school district that received adult education funds whether as a provider, or a cooperator or a CEE. The ED-141 is an electronic submission and is usually completed by someone in your district's business office. Therefore, please be sure that you discuss with your business office the data required for submission. Remember, the ED-141 should reflect the line item amounts and budget totals submitted in the Adult Education State Grant Revision forms (ED-245 and ED-245A) and approved in the May Adult Education Grant Award letters.

Program Improvement Project (PIP) Grants Year End Reports

The FY 2007 PIP End of Year Reports will be due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 17, 2007**. **A separate report must be completed for each project funded.** Be sure to submit two typed copies and include your program's current *Program Profile for 2007* with your submission.

Connecticut Adult Reporting System (CARS) Professional Development

Training sessions for new and experienced users of CARS have been scheduled as follows:

CARS Experienced Users (Click the location for driving directions)

- Wednesday, September 5, 1:00 PM – 3:30 PM, [Department of Education, Middletown](#)
- Thursday, September 6, 9:30 AM – 12:00 PM, [Valley Regional Adult Education, Shelton](#)
- Thursday, September 13, 9:30 AM – 12:00 PM, [CREC Central, Hartford](#)

CARS New Users (hands-on training)

- Wednesday, September 12th, 9:30 AM – 1:00 PM, Computer Associates, Hartfield Executive Park, One Hartfield Boulevard, East Windsor, CT 06088 (Directions will be emailed upon registration).

Please use the attached form and register by Friday, August 31. Since space is limited, please register no more than two (2) individuals per program. Critical information about data collection

policies and practices are conveyed at these sessions. **The Department expects that at least one person from each adult education program will attend one of the training opportunities.**

Forest and Trees Training

Forest and Trees is an optional component of CARS. It is provided to those programs interested in performing ad-hoc queries, generating summary tables/graphs, and exporting data. Computer Associates is offering the following three sessions for both new and experienced users of Forest and Trees:

- Tuesday, September 25 from 2:00 PM to 3:00 PM
- Wednesday, October 3 from 12:00 PM to 1:00 PM
- Wednesday, October 3 from 2:00 PM to 3:00 PM

Computer Associates will utilize a phone conference call to deliver this training. In addition to signing on to the conference call by phone, participants will be expected to install Forest and Trees prior to the training session and follow along with the presenter's instructions.

Since Forest and Trees provides access to most programmatic and student data, the Adult Education Director must sign off on the attached registration form to confirm that the training participant is eligible to receive access from Computer Associates to the provider's data. If the provider is new to Forest and Trees, Computer Associates will establish the necessary data file and access prior to the training.

Forest and Trees presumes user proficiency with Windows and the Internet. Any past experience with creating and running queries will be extremely helpful.

If there are any questions, please do not hesitate to contact Ajit Gopalakrishnan at (860) 807-2125 or ajit.gopalakrishnan@ct.gov.

Improving Persistence through the Goal-Based Outcomes Report

This CARS report will enable you to identify the students who were enrolled during FY 2006-07 with either the *Earn a Diploma* or the *Enter Postsecondary* goal but failed to achieve their diploma. For a detailed explanation about this CARS report, please refer to page 3 of the Operational Memorandum #01-07 from August 2006. This memorandum is available online at <http://www.sde.ct.gov/sde/lib/sde/pdf/deps/adult/op0107.pdf>.

If the program is able to encourage more of these non-graduating learners to return to adult education in FY 2007-08, it will greatly improve Connecticut's overall performance on these critical federal indicators. This report can be accessed through the CARS Web site in Fiscal Year 2007 under "Reports" (see report #21). If there are any questions, please contact Ajit Gopalakrishnan at ajit.gopalakrishnan@ct.gov or (860) 807-2125.

Career Connections Grant Opportunity

The Workforce Strategy Center and the U.S. Department of Education, Office of Vocational and Adult Education, invite local adult basic education (ABE) programs across the country to apply for the *ABE Career Connections* project. Five sites will be selected to receive support in the development and implementation of new or improved approaches to build upon their current involvement in career pathways. The *ABE Career Connections* project will demonstrate how ABE programs can operate within career pathways to prepare students for postsecondary courses leading to a degree or occupational certificate targeted toward an industry important to a regional economy. Each winner will receive \$75,000.00, technical assistance, and national recognition. For more information, visit the [Workforce Strategy Center Website](#). Applications are due September 5, 2007.

Thank you.

**Connecticut Adult Reporting System (CARS) Training
For New and Experienced CARS Users
Registration Form**

Program Name: _____

Program Address: _____

Day Telephone: _____

Name(s) of Person(s) Attending Training
(Please register no more than two (2) persons per program):

1. _____
Name Title

Email Training Date

2. _____
Name Title

Email Training Date

Mail, Fax, or E-Mail registration forms should be received no later than Friday, August 31.
Telephone registrations cannot be accepted. No registration confirmations will be sent.
Send all registrations to:

Gina Hoag
Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
E-Mail: gina.hoag@ct.gov
Fax: (860) 807-2062

**Connecticut Adult Reporting System (CARS)
Forest and Trees Training
Registration and Signoff**

Provider Name: _____

Director Name: _____

Email: _____

Phone: _____

Forest and Trees Users

1. _____
Name Title

Email Training Date and Time

2. _____
Name Title

Email Training Date and Time

By signing below, the Adult Education Director confirms that the above listed users are authorized to receive access to download the provider's programmatic and student data through the Forest and Trees software application.

Adult Education Director Signature

Date

Please mail or fax this signoff to:

Gina Hoag
Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
Fax: (860) 807-2062