



# STATE OF CONNECTICUT

## STATE DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** John Frassinelli, Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** May 21, 2015

**SUBJECT:** Adult Education Operational Memorandum # 03-15

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## **Statewide Meetings**

### ***Next Policy Forum: June 5, 2015***

The last policy forum for Fiscal Year 2014-15 will be held on **Friday, June 5, 2015**, from 9:00 a.m. to 12:00 p.m. at the Courtyard by Marriott, 4 Sebeth Drive Cromwell, CT 06416. Directions are available at [www.marriott.com/hotels/maps/directions/bdlhc](http://www.marriott.com/hotels/maps/directions/bdlhc). Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

### ***Policy Forums for 2015-16***

For Fiscal Year 2015-16 the Connecticut State Department of Education (CSDE) will hold Statewide Policy Forums on the following dates from 9:00 a.m. to 12:00 p.m.:

- Friday, September 25, 2015
- Friday, January 15, 2016
- Friday, June 10, 2016

Policy Forums for FY 2015-16 will continue to be held at the Courtyard by Marriott, 4 Sebeth Drive in Cromwell.

### ***Meetings for Program Facilitators for 2015-16***

The statewide meeting for Program Facilitators only will be held in the afternoon of September 25, 2015, from 1:30 to 4:00 p.m. at the Courtyard by Marriott. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting.

- **Regional Facilitator Meetings for the Fall of FY 2015-16**
  - October 22, 2015                      1:00-3:00 p.m.                      East Haven Adult Education
  - October 29, 2015                      1:30-3:30 p.m.                      Waterbury Adult Education
  - October 30, 2014                      9:30 a.m.-12:00 p.m.                      CREC Central

## **Grants and Applications**

### ***Adult Education State Grant Final Grant Award Letters***

Final Grant Award Notification Letters and Budgets (ED-114) for FY 2014-15, have been disseminated to all school districts via the State Department of Education's Prepayment Grant System. Adult Education directors and CEE agency heads, should contact their district's business office to obtain a copy of the ED-114 and Grant Award Letter. It is important to remember that Grant Award Notification Letters reflect a district's state grant allocation/entitlement for FY 2014-15. The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2013-14) and the ED-245/A Adult Education Revision Applications. The final cap on adult education state grant funds for FY 2014-15 was 7.71 percent.

## ***Adult Education State Grant Statement of Expenditure Report***

The FY 2014-15, Statement of Expenditure Report, form ED-141, for the Adult Education State Grant must be submitted to the Division of Finance and Internal Operations by **September 1, 2015**. The ED-141 is required for every school district that received adult education state funds whether as a provider, a cooperator or a cooperating eligible entity (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 the data required for submission with your 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). For additional information regarding the Statement of Expenditure report, please contact Valerie Marino at [valeire.marino@ct.gov](mailto:valeire.marino@ct.gov).

## ***Federal Program Improvement Project (PIP) Grants***

PIP Continuation Grant Applications for the Workforce Investment Act, Title II -Adult Education and Family Literacy Act are due to the CSDE on **Thursday, May 28, 2015**. We fully expect to fund all eligible programs. Thank you for complying with the new Workforce Innovation and Opportunity Act of 2014 (WIOA) regulations for this 2015-16 transition year. We will be reviewing all applications and providers will be notified of any changes, if any, in the grant awards as soon as reviews have been completed.

## **Assessment, Accountability and Data Management**

### ***CASAS Assessments for NRS Reporting Purposes***

Adult education programs may continue to use CASAS Life and Work Reading Series and CASAS Life Skills Math Series for NRS purposes through June 30, 2017.

#### **CASAS Life and Work Reading Series forms:**

Appraisal:	Form 80
Level A:	81/82, 81X/ 82X
Level B:	83/84
Level C:	185/186
Level D:	187/188
Level A-Citizenship:	951/952, 951X952X

#### **CASAS Life Skills Math Series forms:**

Appraisal:	Form 50
Level A:	31/32
Level B:	33/34
Level C:	35/36
Level D:	37/38

#### **CASAS Secondary School Assessment Series forms:**

Level D	513/514	Reading
	505/506	Math

## ***Connecticut Adult Reporting System (CARS)***

### **Data Entry Deadline**

As outlined in the CARS policy manual, all data entry for the fiscal year 2014-15, that includes information relative to learner demographics, entry status, reasons enrolled, enrollments, attendance, achievements, credits earned, credits transferred and all appraisal and pre-post assessments **must be entered in CARS by July 24, 2015**. After this date, the CARS system will be locked and no data entry for fiscal year 2014-15 will be possible.

To ensure the completeness of the data, it is recommended that program administrators compare the Program Profile report (see the CARS Web site under the “Reports” menu) for 2014-15, with the same report from the prior year. If the data appear incomplete, then class-level reports within CARS can provide insights into data that may not have been entered.

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.

### **CARS Training for 2015-16**

Training for new and experienced CARS users will be held on the following dates:

- **Experienced Users Training - Conference Call Sessions**
  - Wednesday, August 26, 2015      9:00 a.m.-11:00 a.m.      Register by August 21, 2015
  - Thursday, August 27, 2015      1:00 p.m.-3:00 p.m.      Register by August 24, 2015
  - Wednesday, September 23, 2015      1:00 p.m.-3:00 p.m.      Register by September 18, 2015
  
- **New Users Hands-on Training at the CSDE in Middletown**
  - Wednesday, September 16, 2015      9:00 a.m.-1:00 p.m.      Register by August 10, 2015
  - Wednesday, October 21, 2015      9:00 a.m. – 1:00 p.m.      Register by October 15, 2015

To register for any of the above trainings, please email [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov), with the name, email address of the participant and the date of the trainings 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 Experienced Users training opportunities being offered.

### **Data Collection Forms**

Changes and additions have been made to the CARS Data Entry forms for 2015-16. These forms will be made available by June 15, 2015, on our Adult Education Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320698&sdePNavCtr=|45471|#45549](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320698&sdePNavCtr=|45471|#45549)

## ***Writing Assessment Results***

Adult education programs that utilize the Adult Training and Development Network (ATDN) Scoring Service to formally score pre-post writing assessments for reporting purposes should pick up those results from ATDN at the Statewide Policy Forum on June 5, 2015, **and enter** those writing assessment results in CARS by the **July 25, 2015**.

## **Program Updates**

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

All current NEDP advisor/assessors must attend at least **one** annual meeting order to continue working in the program next year. The next meeting will take place on **Friday, May 29, 2015, at New Haven Adult Education Center**. Training for new advisor/assessors will be held in August at a date to be determined.

**Important:** Each NEDP program must have at least two certified scorers for the new NEDP Written Prompt used in the Diagnostic phase of the program. Those who have not completed this requirement will not be able to administer the NEDP at their site until this is resolved. Contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov) with any questions.

### ***General Educational Development Tests (GED®)***

1. Publisher update! The GED Testing Service is working with publishers to ensure all preparation materials are aligned to the GED® test. Beginning in September, publishers with content that demonstrates 100 percent match with GED® test objectives will be formally recognized on the GED Testing Service Web site as reviewed and aligned content.
2. The 2014 GED® Educator Handbook is available online. It provides an in-depth look at the GED® test content, recommended teaching strategies and guidance on how to determine if test takers are ready for the test.
3. There are options available to test takers who think their constructed responses were scored incorrectly. While the system the GED Testing Service uses to score constructed responses is highly reliable and accurate, test takers may believe they deserve a higher score on their constructed responses. If a test taker wants to challenge their constructed response score, they can contact customer support at 1-877-EXAM-GED to request a re-score. The fee is \$50 per challenged response. If the challenge results in a score change, the \$50 will be returned to the test taker. If the challenge does not result in a score change, GED Testing Service will retain the fee.
4. Adult Education providers and teachers should encourage their students to visit [www.GEDTestingService.com](http://www.GEDTestingService.com) frequently. Teachers should integrate the use of the Web site in their classroom instructional strategies.

5. Adult Education providers are prompted to encourage teachers to use the Performance Level Descriptors (PLDs) in their classrooms. The PLDs show the exact skills test takers must demonstrate on each GED® Test subject in order to pass. Please share with your teachers the following helpful tips for PLD use in the classroom:
  - check your students' current skill levels and see what skills require attention;
  - ascertain if students are ready for the GED® Test or the GED Ready™ practice test;
  - target classroom learning objectives and lesson plans on the skills highlighted in the PLDs; and
  - evaluate whether you should modify your instruction to ensure you have covered all the necessary skills required to pass the test.
  
6. The CSDE is working with the Adult Training and Development Network (ATDN) staff to offer relevant professional development to teachers for all four content areas of the 2014 GED® test.

For questions or concerns regarding the GED®, please contact Sabrina Mancini at 860-807-2110 or at [sabrina.mancini@ct.gov](mailto:sabrina.mancini@ct.gov).

## **Professional Development**

### ***FY 2015-16 Professional Development***

The CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, in partnership with ATDN, will continue to focus this year's professional development on College and Career Readiness Standards (CCRS) in the areas of math, reading, writing and English language instruction. This focus is in response to the Office of Career, Technical, and Adult Education (OCTAE), the new Workforce Innovation and Opportunity Act (WIOA) and the adult high school completion programs. ATDN will deliver professional development activities/workshops, targeting the needs of our adult programs in response to new and on-going initiatives at both the state and federal.

This year there will not be a Summer Institute in the way it has been offered for the last three years. The goal for 2015-2016 will be to train cohorts of teachers in the CCR Standards in Action model beginning in August 2015 at a location to be determined. We are asking for at least two math and two language arts teachers from each program to participate in these trainings to enhance lesson planning, instructional progression, and to build instructor collaboration. Additional details will be sent under separate cover. If you know that you would like to participate in the next cohort in August, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov).

## **CSDE Initiatives**

### ***Workforce Development Forums***

Four Workforce Development Discussion Forums were offered this program year to inform providers about adult education's role in workforce education and to help the state system prepare for the implementation of the Workforce Innovation and Opportunity Act of 2014 (WIOA).

The forums were facilitated by Connecticut experts and centered on relevant workforce development topics including the workforce development landscape; connecting the work of adult education with existing and innovative workforce development activities, collaborating with Workforce Investment Boards (WIBs), developing job shadowing opportunities for adult learners, college and career transitions and career pathways, including I-BEST.

This coming year will provide an opportunity to more fully explore the essential topics specific to workforce development and expand our knowledge base so that our system is better prepared to assist its students in successful transitions to post-secondary education, training and/or employment. If you have any topic suggestions please contact Maureen Wagner at [maureen.wagner@ct.gov](mailto:maureen.wagner@ct.gov). The first forum is slated for the fall.

### ***Integrated English Language/Civics***

With the passage of the WIOA, the English Language Civics (EL/Civics) grant has been renamed to reflect the new requirements established by the expectations contained in WIOA. Now referred to as Integrated English Language/Civics (IEL/Civics), classroom activities must include preparing adults for employment in in-demand industries and occupations and developing of student career portfolios with curriculum focused on the skills necessary for the workplace. In addition, programs are expected to coordinate with their local workforce system.

Four professional development forums will be offered to grantees with an invitation extended to all ESL classroom teachers who express interest in these new requirements. The initial session will introduce the *Integrating Career Awareness* curriculum with a particular focus on the ESL learner. Three additional sessions on various topics will include the development of career portfolios, workplace essential skills and effective contextualization of ESL instruction. Participants will be expected to test various methods in their classrooms and provide feedback for the benefit of the larger learning community. Contact Maureen Wagner at [mauren.wagner@ct.gov](mailto:mauren.wagner@ct.gov) for further information

### ***Developing Career Pathways in Adult Education***

With the passage of WIOA into law and the release of the Vice President's Ready to Work report, the role of career pathways systems in improving our nation's economy is more important than ever. The Career Pathways Exchange, a new information service funded by the U.S. Department of Education, Office of Career, Technical, and Adult Education, consolidates and distributes career pathways information, resources and events from federal and state agencies and partner organizations. Launched in October 2014, the Exchange offers subscribers the opportunity to receive the latest high-quality information on career pathways from a single source. You can subscribe to the exchange at <http://lincs.ed.gov/programs/movingpathways/career-pathways-exchange>.

Connecticut is currently receiving technical assistance through the *Moving Pathways Forward* Project. Virtual mentoring support is helping us to examine Connecticut's current career pathways activities and to implement and identify priority components for further development. We are currently identifying project goals and activities and planning steps that will strengthen and expand key career pathways systems components in adult education.