Division of Adult Education Bimonthly Update Webinar

September 17, 2018

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Agenda

- Assessments
- Professional development
- Status of grants and FERs
- Status of eData
- IELCE information
- Family literacy information

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Assessments

- ## Policy D.100
  - Using the most up-to-date test administration manual
  - Follow the test administration procedures

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Professional Development

- Instruction Institutes
  - All acceptances sent
  - Work with PDS on logistics
  - Send expense proposals to Christine at chouck@pa.gov

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Status of grants

- State leadership, IELCE, and family literacy grants: Division Chief Review step completed
  - Most in rest of review process or completed
  - Some still with agencies for corrections
- 064 Adult Ed
  - 13 Division Chief Review step completed
  - 19 still in Division Chief Review

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Grant review process

- Process
  - Advisor reviews, adds internal comments
  - Fiscal reviews, adds internal comments
  - Division chief reviews, enters external comments, return grant to agency
    - Email to person listed as contact in eGrants under Administrative Functions>Contact Information
  - Once past Bureau Director Review, we have no control

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Fixing returned grants

- Read policies and guidelines
- Read comments carefully
- Discuss with your advisor
- Helpful for us: add comments in Message Board telling us the changes made
- Issues with eGrants
- Resubmit: Make sure correct person signs off before submission

FERs

- Being reviewed: priority for those owed money or returning money

- Common error: submitted without sign off
  - "Returned for Correction–FER' to 'Review and Resubmit - FER' via the Next Step button
  - Next, on the right side of Grant Application Detail page, within the Authorized Signoff area, there is a link for Final Expenditure Signoff

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eData

- Some changes/additions
- Testing PY 2018-19 eData
- Will open when testing is completed
- Individual agencies cannot enter data until grant is in Completed status

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IELCE

- Outcome measures for civics education programs
  - Same outcomes: achieved citizenship skills; register to vote; vote first time; increase involvement in community
  - Still need to set and document success
  - Guidelines, AB2

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Family literacy information

- End of year school report
  - Will add missing items to eData
  - Programs can collect information in any way that works for them and the teachers
  - Enter all data in eData
  - Do not send forms to eData Tech Support

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For more information on adult basic and family literacy education programming, please visit PDE's website at www.education.pa.gov

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.

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