



# Division of Adult Education Bimonthly Update Webinar

September 16, 2019

9/16/2019



1

## Agenda

- TABE 11 & 12 items
- High school equivalency
- Data related items
- Action plans/progress reports
- Other programs

9/16/2019



2

## TABE Assessments

- TABE 11& 12
  - Changes to testing times effective 8-29-2019
    - Published on <https://tabetest.com>
    - Make sure all testing documents are marked with the correct testing times (directions, booklets, etc.)
  - Updated testing materials are currently in print
  - Additional information
    - All TABE 11 & 12 tests must be administered with the new times (effective August 29, 2019)
    - Prior administered TABE 11& 12 tests are still valid
    - Administer posttests using the new test times



9/16/2019

3

The updated testing times have been approved and published on the TABE website at <https://tabetest.com>. As of August 29, 2019, all TABE 11 & 12 Assessments must be administered using the updated times. It is important all TABE 11 & 12 testing materials be corrected to reflect the updated testing times. The updated TABE 11 & 12 testing materials are currently in print. Previous administered assessments of TABE 11 & 12 are still valid. Students who were pretested using the old times, do not need to be reassessed. Programs should posttest using the new times, regardless of the times on the pretest. If you have questions, contact me, Mary Kay Peters, at [mkpeters@pa.gov](mailto:mkpeters@pa.gov).

## TABE Online

- COS Service Device (COS-SD)
  - Updated from 3.0 to 3.1 on September 12, 2109
  - On September 13, 2019, still running 3.0?
  - Manual update:
    - Maintenance Tool (Central Office program folder) OR
    - Uninstall and manually reinstall latest version from DRC INSIGHT
      - Portal at My Applications
      - General Information
      - Downloads
    - Still having issues, contact TABE Technical Support at 866-282-2250 or [tabehelpdesk@datarecognitioncorp.com](mailto:tabehelpdesk@datarecognitioncorp.com)

9/16/2019



4

Programs using TABE Online should check to make sure the COS Service Device is running version 3.1. On the evening of September 12, 2019 the new version updated automatically; however, if your COS-SD was not turned on, it would not have updated automatically. To update manually, use the Maintenance Tool which can be found in the Central Office program folder OR go to DRC INSIGHT, portal at My Applications, General Information, Downloads Still having issues, call or email DRC.

## HiSET Webinar

- HiSET Webinar
  - September 18, 2019
  - 9:00 am to 10:00 am
  - Overview of the test and updated information
  - To register for the online event
    - 1. Go to
    - <https://hiset.webex.com/hiset/onstage/g.php?MTID=ed4452b93aed7d01bdc0c44bb70cb10d6>
    - 2. Click "Register"
    - 3. On the registration form, enter your information and then click "Submit"
    - Once the host approves your registration, you will receive a confirmation email message with instructions on how to join the event
    - For assistance contact HiSET Host at: [hisetcoreteam@ets.org](mailto:hisetcoreteam@ets.org)



9/16/2019

5

HiSET is hosting a webinar on September 18, 2019 from 9 am to 10 am. The webinar will include test information as well as any updates or changes to procedures. If you are interested, please contact me and I will send you an email on the registration process.

## HiSET Update

- Reminders:
  - Individual retakes are good for 12 months from the initial subtest purchase date
  - Individual retake subtests must be taken in the same format of the original subtest
  - Paper-based test sheets must be submitted without errors to avoid delays in processing
  - Pre-completed forms with changes cause delays in processing



9/16/2019

6

HiSET reminders: Individual retake subtests are valid for 12 months from the date of purchase of the original subtest and the retakes must be taken in the original format. This is because there is a format price difference. The tester is still required to pay the test center fee. Paper-based test sheets should be submitted error free. Testing centers who pre complete forms should avoid using the forms if a tester does not show for testing. Errors on test sheets must be manually scored and will cause delays in processing.

## GED Updates

- GED Manager Enhancements
  - GED Prep Connect Notifications
    - Users must “opt in” to receive an email when a new student is interested in your program
    - Use the Toolbar, Admin and Receive Email
    - Update the student status whenever necessary
  - Voucher Search Field
    - On student test activity report
  - Accessing GED Manager
    - Email Brian Smith [Brian.Smith@GED.com](mailto:Brian.Smith@GED.com)

9/16/2019



7

GED Updates: In August GED made enhancements to GED Manager. For programs who use GED Prep Connect, you will need to “opt in” to receive emails about potential students. Use the Admin button on the Toolbar and check the Receive email box. Remember, to update the student status when contact is made. In the Student Test Activity Report, you can enter a voucher number to determine if it has been used. If programs do not have access to GED Manager, contact Brian Smith at [Brian.Smith@ged.com](mailto:Brian.Smith@ged.com). Every program is eligible for GED Manager provided the program meets the requirements of the signed data sharing agreement with GED Testing Service. Brian will provide you with the necessary information to receive access.

## 2019-20 eData

- Open September 23
- Available after grant is past “eData accepted” step
- A few changes
  - New assessments allowed
  - Expired assessments not allowed
- Prepare
  - Review manual for order of data entry
  - Collect paperwork
  - Review for completeness and accuracy
- eData Tech Support will email information



9/16/2019

8



## ▶ Assessment training compliance

- Comparison of staff who have completed assessment training with initials in eData of staff administering assessments
  - All programs have at least one staff member out of compliance with assessment training requirements
- Review your data
  - Address training needs as appropriate
  - Share information with advisors
- Include assessment training in agency's assessment policy and procedures



9/16/2019

9

## Staff data entry issue

- Mismatch in Staff details in eData
  - Adult Ed. Experience versus Adult Ed. Start Date
  - e.g., Adult Ed. Experience=Less than one year but Adult Ed. Start Date is 5/1/2016
  - Result is agency appears out of compliance with staff induction requirements

9/16/2019



10

## Staff induction

- Required of ALL new staff
  - Full time AND part time
- Full time staff have additional items to complete
- Details in [guidelines](#)
  - Section 502 Required Professional Development

9/16/2019



11

## PS enrollment forms

- Use form from current year [C.135](#) (p. 9)
- Postsecondary Program Entry Date
  - Required; if missing, form is invalid
- Original form w/original signatures
- DO NOT get student signature before top portion is filled out
  - FERPA: Form is students' permission for PS institution to share educational records with you

9/16/2019



12

## ▶ Action plans and progress reports

- Not just a list of activities completed
- Analysis/evaluation/description of results of the activities and impact on progress towards intended outcomes
- What revisions are you making to the plan?
- Final Report at end of year

9/16/2019



13

## Items of interest

- Fostering Independence Initiative
  - Act 16 School Code
  - IHEs must waive tuition above what is covered by financial aid (undergraduate); begins fall 2020
  - In foster care at age 16 and older
  - Limit 5 years or age 26
- KEYS Program
  - SNAP and TANF recipients
  - Support services to those in community college
  - KEYS Program Coordinator and Student Facilitators
  - Does not cover tuition



9/16/2019

14

Portion of text from Act 16 School Code related to the fostering Independence Initiative

(B) AWARD.--BEGINNING WITH THE SEMESTER STARTING IN THE FALL OF 2020, EACH INSTITUTION OF HIGHER EDUCATION SHALL AWARD A FOSTERING INDEPENDENCE WAIVER FOR UNDERGRADUATE COURSES AT THE INSTITUTION FOR EACH INDIVIDUAL WHO IS ELIGIBLE UNDER SUBSECTION (C). THE FOSTERING INDEPENDENCE WAIVER SHALL HAVE SUBTRACTED FROM IT THE AMOUNT OF ANY FEDERAL GRANTS, STATE GRANTS OR OTHER SCHOLARSHIPS OR GRANTS THE INDIVIDUAL RECEIVES. AN INDIVIDUAL SHALL RECEIVE A FOSTERING INDEPENDENCE WAIVER UNDER THIS ARTICLE FOR FIVE YEARS, WHETHER OR NOT CONSECUTIVE, OR UNTIL THE INDIVIDUAL REACHES 26 YEARS OF AGE, WHICHEVER OCCURS FIRST, PROVIDED THAT THE INDIVIDUAL REMAINS ELIGIBLE UNDER SUBSECTION (C).

(C) ELIGIBILITY.--IN ORDER TO RECEIVE A FOSTERING INDEPENDENCE WAIVER UNDER THIS SECTION, AN INDIVIDUAL MUST BE A CURRENT RESIDENT OF THIS COMMONWEALTH AND ELIGIBLE FOR THE PENNSYLVANIA CHAFEE EDUCATION AND TRAINING GRANT PROGRAM UNDER THE FOSTER CARE INDEPENDENCE ACT OF 1999 (PUBLIC LAW 106-169, 113 STAT. 1882) AS ADMINISTERED BY THE DEPARTMENT OF HUMAN SERVICES.

### What is KEYS?

A collaborative program between the Department of Human Services (DHS) and the

Commonwealth's 14 community colleges that is designed to assist recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) attending these schools for post-secondary education. Student facilitators provide case management services and help clients to navigate the responsibilities of attending a community college. Each community college has a Program Coordinator and Student Facilitators that have the ability to serve eligible students at each campus, whether the facilitator is permanently located on that campus or not.

### **Who is eligible for KEYS?**

Recipients of TANF or SNAP that enrolled in, or are interested in enrolling in, one of Pennsylvania's 14 community colleges to pursue their high school equivalency or post-secondary education certificate or degree.

### **Who refers individuals to KEYS?**

The County Assistance Office (CAO) determines a client's eligibility for a KEYS referral and must complete an electronic referral to the program so the individual can be served. There are two ways an individual can receive a referral:

The client may discuss their activities and goals directly with the CAO Employment and Training worker at application, renewal, or any client-initiated contacted. The CAO will determine if KEYS is an appropriate Employment and Training program for the individual and complete an electronic referral to KEYS.

The KEYS program may identify TANF and SNAP recipients already attending or interested in attending the community college and complete a reverse referral form on behalf of the student. The program will send the reverse referral form to the CAO for determination of KEYS eligibility. When the CAO determines that KEYS is the appropriate program for the individual, they will complete an electronic referral to the program.

### **How can KEYS support individuals?**

KEYS Student Facilitators provide case management to each student based on their needs. The CAO can assist individuals enrolled in KEYS with special allowances for books, equipment, testing fees, transportation, and childcare. Most special allowances have annual or lifetime limits on the amounts the individual can receive. KEYS programs can supplement these items with incentives if the individual exhausts their limits. The CAO and KEYS programs cannot cover the cost of tuition.

### **How can adult education providers connect with KEYS?**

Utilizing the provided KEYS information, individuals can be educated on the availability of the KEYS program during career pathways discussions so they can advocate for themselves with the CAO. The KEYS Program Coordinator Contact list can be used to set up local connections and partnerships to gather additional

community college or program specific information and establish local collaboration procedures. DHS and PDE encourages adult education providers to invite KEYS Program staff to speak to prospective community college students who receive TANF or SNAP and arrange campus tours for interested individuals.



## Contact/Mission

For more information on adult basic and family literacy services please visit PDE's website at [www.education.pa.gov](http://www.education.pa.gov)

*The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.*

9/16/2019



15