Addendum to Policy D.130 Distance Learning for COVID-19 Period

Effective: March 16, 2020
Expires: Indefinite
Status: In effect for duration of COVID-19 period only

Purpose

The purpose of this addendum is to provide guidance to adult education and family literacy programs funded through the Division of Adult Education on allowable distance learning activities during the COVID-19 pandemic and how to report the associated instructional time. The first section provides guidance on the types of instruction, acceptable materials, and determining distance learning time. The second section provides instructions on entering time in eData. Note: Consistent with the *Adult Education and Family Literacy Program Guidelines for PY 2019-20*, time students spend receiving student support services may not be entered in eData as attendance hours.

This addendum must be used in conjunction with Policy D.130 Distance Learning.

Computer-based/technology enhanced

Supplemental Distance Learning:

Definition: Teacher assigns activities from the curricula approved for local programs in D.130 under Approved for Supplemental Computer-Based Distance Learning Opportunities Provided by Local Programs. The content of the assigned activities aligns with the content of the class, and the teachers reviews the content with the students, either in groups or individually. This is the category for:

1. Students who were in face-to-face classes prior to March 16, 2020, who were already participating in supplemental distance learning and the supplemental distance learning they are doing now aligns with the content being taught in face to face classes.
2. Students who during the COVID-19 period are participating in real time remote instruction led by a teacher from your program who are also completing supplemental distance learning that directly aligns with and supports the learning in the remote real-time class

Acceptable materials: Curricula approved for local program use in D.130

Determining distance learning time: Clock Time Model; refer to Policy D.130 for specific directions.

Data entry: Follow instructions under Data entry for allowable instructional hours.

Teacher-assigned not supplemental:

Definition: Teacher assigns student to do activities from curricula approved for local programs in D.130 under Approved for Supplemental Computer-Based Distance Learning Opportunities Provided by Local Programs. Teacher reviews the work with the students, but the activities are not aligned to prior face-to-face instruction or current remote real-time instruction. This includes

students who transitioned immediately into distance learning when onsite classes were canceled.

Acceptable materials: Curricula approved for local program use in D.130

Determining distance learning time: Clock Time Model; refer to Policy D.130 for specific directions.

Data entry: Follow instructions under [Data entry for allowable instructional hours](#).

Real time remote instruction

Definition: Teacher (tutor) conducts a class (small group or pair) in real time with one or more students.

1. Teacher can verify student identity and participation.
2. Use of telephone, Zoom, Skype, FaceTime, etc. to provide live, real-time instruction.

Teacher/tutor must

1. Have a way to confirm student identity and participation.
2. Precisely document each student's start and end time.

Programs with teachers or tutors using real-time remote instruction must develop a standardized procedure for teachers/tutors to meet the requirements listed above.

Acceptable materials: Since the teacher/tutor is essentially conducting class, just remotely, the content can be standard instructional content. Programs are encouraged to purchase books to give to students to use.

Determining distance learning time: Teacher verification model

- Report students' actual attendance/participation time, just as you would do for in-person instruction.
  - Example 1: A remote class meets on Tuesdays and Thursdays from 1-3:30.
    - On Tuesday, April 7, Student A is there for the full time; that student has 2.5 hours.
    - On Tuesday, April 7, Student B joins the class at 1:30 and leaves at 3:00; that student has 1.5 hours.
  - Example 2: A tutor works with a small group of 4 students on Wednesdays from 5:00-6:30.
    - On Wednesday April 8, three students participate the full time; each of them has 1.5 hours.
    - The fourth student only joins from 5:45-6:15; that student has 0.5 hours.
  - A tutoring session using Zoom should be reported for the time the tutor and student are actually meeting.

Data entry: Follow instructions under [Data entry for allowable instructional hours](#).

Paper-based

Paper based: Reportable under 054/061/064 contracts

Definition: Teacher assigns sections in books or gives students paper packets from the curricula approved for the Statewide Distance Learning Project in policy D.130. Students complete the work, return it to the teacher for review, and teacher provides feedback.

Acceptable materials: Only the curricula listed in Policy D.130 under Approved for the Statewide Distance Learning Project.

Determining distance learning time: Refer to Policy D.130 for specific directions. Each approved curriculum has related assignments, and each assignment has an assigned Distance Learning Time. There are additional criteria for each of the curricula on how much of the assignment must be completed in order for Distance Learning Time to be awarded. Programs must have local documentation to support the times entered.

Programs using the paper-based curricula listed in Policy D.130 and reporting related hours must have written, standardized procedures for staff to follow.

Data entry: Follow instructions under [Data entry for allowable instructional hours](#).

Paper-based: Reportable under N contract only

Definition: Teacher assigns books or paper packets consisting of materials not listed in Policy D.130.

Determining distance learning time: Not allowed. Programs are strongly encouraged to provide textbooks, workbooks, and/or paper packets to students who are unable to participate in any of the other distance learning options listed above. However, programs may not report these hours in a class/group/pair assigned to an 054/061/064 grant. Agencies may choose to report estimated time on task for these activities, but the class/group/pair used to track the time must be assigned to an N contract in eData.

Data entry: Follow instructions under [Data entry for instructional hours that cannot be counted](#).

Reminder: Once we return to having face-to-face instruction, if you posttest outside of recommended timeframe, you can make a note in the student file explaining why. In this case, you can state that the student completed paper packets during the COVID-19 period and that the estimated time on task and progress through that work warrant administering a posttest.

Directions for Data Entry during COVID restrictions

For detailed data entry instructions, consult the eData Manual and Glossary.

Data entry for allowable instructional hours:

Classes and Groups: Add a Class or Group. The name of the class or group should start with the following words for each type of distance learning:

- Supplemental Distance Learning: COVID SDL
- Teacher-assigned not supplemental: COVID TADL
- Real time remote instruction: COVID Remote
- Paper based: Reportable under 054/061/064 contracts: COVID D.130 Packets

The agency may then add additional words to the class/group name as needed. For example, a class could be named "COVID Remote ESL Morning" or "COVID Remote ABE Afternoon". Then, use the following information to fill in the remaining fields:

- *Contract-Program*: Use an existing 054, 061, or 064 contract option
- *Service (for classes):* Distance Learning
- *Service (for groups):* Enter the same as pre-COVID groups
- *Levels (for classes):* All Levels
- *Levels (for groups):* Enter the same as pre-COVID groups
- *Start Date:* Date derived from approved instructional plan
- *End Date:* 6/30/2020
- *Status:* Active
- *Special Program Type (for classes):* Distance Learning
- *Special Program Type (for groups):* Not Applicable
- *Enrollment Type*: Open Entry-Open Exit
- *Keyword*: COVID
- *Hours per week*: Enter 0
- *Total hours projected for year*: Enter 0

Pairs: Add COVID to the beginning of the keyword field (if there is already a keyword in the field, enter COVID and add a space before the existing keyword) (note: there is a challenge in the system as currently configured that will make tracking COVID related hours difficult for pairs as eData cannot create a new version of a pair marked just for COVID related hours)

Adults: Assign the adult to a Class/Group as needed to track their COVID period instruction. Once assigned to a COVID class, check the adult's Distance Learner check box and then specify 'Provided by Local Program'.

Family: No change

Child: No change

Staff: No change

Data entry for instructional hours that cannot be counted

In eData, under Agency:
Contract Details -> Non-bureau funded: Add a Non-Bureau Funded Contract to track COVID related instructional hours. When adding the Non-Bureau Funded Contract, enter the following information in the fields:

- *Contract Type*: Other (in the description box enter: COVID)
- *Name of Funding Source*: COVID instruction
- *Amount*: Optional (may be left blank)
- *Keyword*: COVID
- *Contracted Number*: Optional (may be left blank)

After the N contract is created, you may create class(es), group(s) and pair(s) under that contract.

Classes and Groups: Add a Class and/or Group, starting with "COVID Packets" in the class name (agency may then add additional words after that as needed). For example, a class could be named "COVID Packets Prison" or "COVID Packets ABE".

- *Contract-Program*: N-contract COVID
- *Service (for classes):* Distance Learning
- *Service (for groups):* Enter the same as pre-COVID groups
- *Levels (for classes):* All Levels
- *Levels (for groups):* Enter the same as pre-COVID groups
- *Start Date:* Date derived from approved instructional plan
- *End Date:* 6/30/2020
- *Status:* Active
- *Special Program Type (for classes):* Distance Learning
- *Special Program Type (for groups):* Not Applicable
- *Enrollment Type*: Open Entry-Open Exit
- *Keyword*: COVID
- *Hours per week*: Enter 0
- *Total hours projected for year*: Enter 0

Adult: Assign to each N-Contract COVID class/group they will have hours in. Once assigned to a COVID class, check the adult's Distance Learner check box and then specify 'Provided by Local Program'.

Pairs: Add a new pair, using the N-Contract COVID for the contract component. (Note: for preexisting pairs from earlier this program year, create a new pair using the guidance above so that the COVID period hours are track separately)

Family: Record ILA, Parenting, Home Visit hours under N-Contract COVID

Child: Assign Early Childhood Hours to N-Contract COVID

Staff: No changes