



Connecting & Engaging.
It's What We Do!

Adult Education and Workforce Development Statewide Webinar

April 15, 2020

Marilyn Pitzulo | Adult Education Staff

Department of Workforce Development | Indiana ADULT EDUCATION
10 N. Senate Avenue, IGCS SE 203 | Indianapolis, IN 46204

AdultEd@dwd.in.gov

Across **INDIANA**

Remote Edition

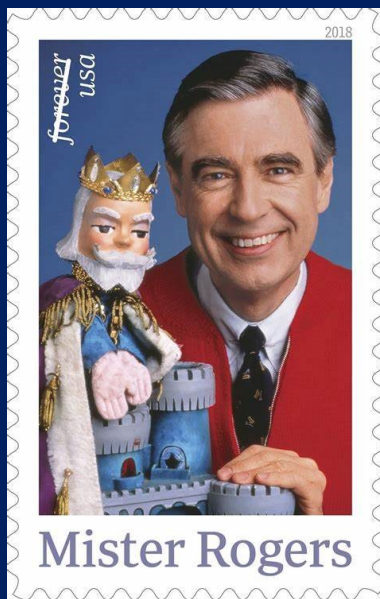


INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

Across INDIANA *Remote Edition*

- | | |
|----------|-------|
| Marilyn | Jerry |
| Melinda | Donna |
| Matt | Brin |
| Dan | Nancy |
| Jennifer | Roy |
| Jose | Lance |



“When I was a boy and I would see scary things in the news, my mother would say to me, 'Look for the helpers. You will always find people who are helping.' To this day, especially in times of 'disaster,' I remember my mother’s words and I am always comforted by realizing that there are still so many helpers - so many caring people in this world.”

“Look for the Helpers.”



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Jennifer	Roy
Jose	Lance

Coronavirus (COVID-19)

And Its Effect on ADULT EDUCATION
And the State of Indiana

8,000+ Confirmed Cases

Reported

INDIANA

Nearly **565,000** Nationally
More than 1.8 Million Globally



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Coronavirus (COVID-19)

Hoosiers – “Hunker Down”

Stay-At-Home Order

Gov. Eric Holcomb ordered Hoosiers to stay at home until at least April 20, issuing an order designed to combat the rising number of coronavirus infections statewide.



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Coronavirus (COVID-19)

The Indiana Department of Workforce Development (DWD) announced on March 23, 2020, that it **closed** to the public its office at the Indiana Government Center downtown as well as all **WorkOne centers** statewide **until further notice**.

“We made the difficult decision to close the offices in light of state and federal guidelines restricting public interactions,” – Fred Payne, DWD Commissioner.

WorkOne

Individuals must apply for unemployment benefits online using a computer, tablet, or smart phone. Online filing information can be found at

www.unemployment.in.gov

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Coronavirus (COVID-19)

Initial Indiana Unemployment (UI) Claims

16.8 million or 11% of U.S.
Labor Force Prior 3 Weeks

March 2020	Claims Filed	Percent Change
Week ending March 7	2,015	-17.3%
Week ending March 14	2,312	28.1%
Week ending March 21	53,608	2,873.3%
Week ending March 28	120,331	6,709.9%
Week ending April 4	108,628	3,796.3%
TOTAL	286,894	



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No. 1 Priority

Protect & Ensure the Safety of Our STUDENTS and STAFF

Gov. Holcomb

<https://www.in.gov/gov/>

Department of Workforce Development

<https://www.in.gov/dwd/>

SCHOOLS E-LEARNING
Academic YEAR

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Indiana ADULT EDUCATION

OUR VIRTUAL DOORS
ARE WIDE

OPEN

“We Continue to LEARN!”

<https://www.in.gov/dwd/2910.htm>

We continue to LEARN!

While our physical classrooms are closed, our instructors are still here to help you on your educational journey! You should be hearing from your teacher...and you can always reach out to us!

McDowell High School Equivalency Class Assistance

Kim Bonnell	bonnellk@bcsc.k12.in.us	502-694-0754
Brandon Macy	macyb@bcsc.k12.in.us	502-276-5092
Mark Schneider	schneiderm@bcsc.k12.in.us	812-379-8522
Donmichael Thompson	thompsondo@bcsc.k12.in.us	812-565-2286
Lynnsay Swan	swanl@bcsc.k12.in.us	812-565-2293

McDowell English Language Learning Class Assistance

Jan Hehman	hehmanj@bcsc.k12.in.us
Nicole Moore	mooren@bcsc.k12.in.us
Michelle Newland	newlandm@bcsc.k12.in.us
Tyler Nolting	noltingt@bcsc.k12.in.us
Arlene Parsons	parsonsa@bcsc.k12.in.us
Mayra Rodriguez	rodriguezlarom@bcsc.k12.in.us
Polly Zurita	zuritavaldebenitop@bcsc.k12.in.us

www.mcdowelledu.org

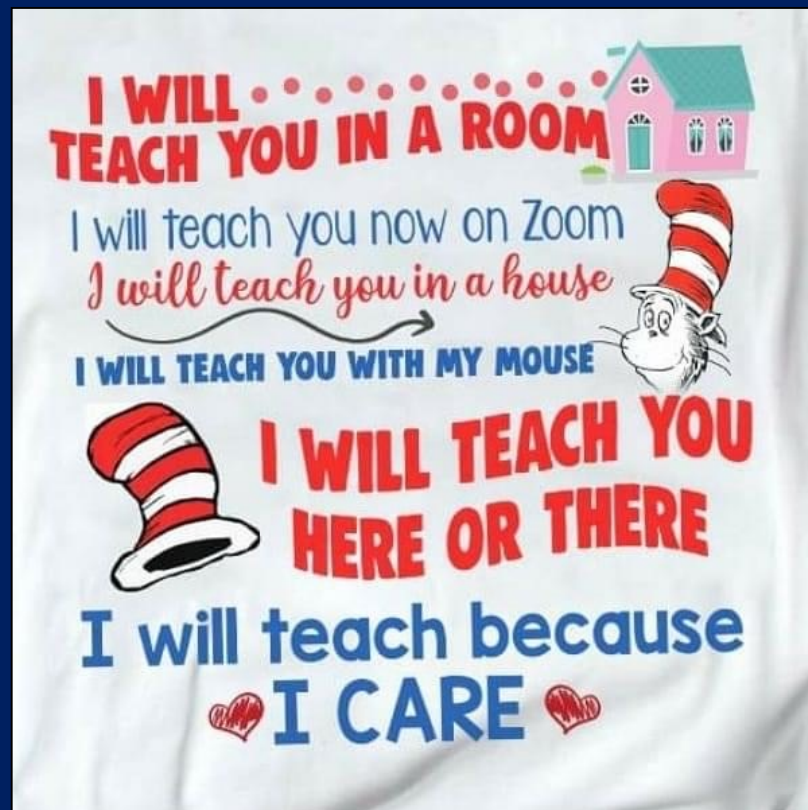


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DR. SEUSS

“I WILL TEACH
YOU IN A ROOM,
I WILL TEACH
BECAUSE I CARE.”



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Sheila Butler
**Professional
Development
Facilitator (PDF)**
Broadview Learning
Center, Bloomington

- | | |
|----------|-------|
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| Melinda | Donna |
| Matt | Brin |
| Dan | Nancy |
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| Jose | Lance |

Stay in Touch

The most important thing is to find a way to be in contact with your students."

"It is easy to get overwhelmed with all the ideas. Focus on one thing at a time.



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Sheila Butler
**Professional
Development
Facilitator (PDF)**
Broadview Learning
Center, Bloomington

Stay in Touch

“All of my students are on Remind and I will use that for roll call each day and communication. They can take pictures of what they have done or they can email me answers and essays. I predict everyone's digital literacy will improve.”

“Email is also a good way with all students (especially ELL) because they can translate the email. Messaging on Facebook allows this as well.”



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Sheila Butler
**Professional
Development
Facilitator (PDF)**
Broadview Learning
Center, Bloomington

Virtual School 101

“Remember to keep account of student hours. (Our assistants) should be able to put in attendance remotely and can help with digital learning and communication.

“It is a **new world** we are embarking on. Look on this as a time to expand our teaching arsenal and digital skills. I know we can do it.”

“Have a good **first day** of Virtual School.”



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Similar Message

Karen Crawford
**Professional
Development
Facilitator (PDF)**
Crawfordsville Adult
Resource Academy

A STRONGER Adult Education Program

“Instructors have a lot on their plates at the moment. Some instructors may not be tech-savvy and feel overwhelmed. Let's support each other as we move forward, and in the end, we will have an even **stronger** adult education program!”

“(There is a) difference between a **K-12 learner** and an adult learner.”



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Similar Message

Karen Crawford
**Professional
Development
Facilitator (PDF)**
Crawfordsville Adult
Resource Academy

A STRONGER Adult Education Program

- 1) Is the material designed for children? If so, stay clear! We teach adults, not children!
- 2) Is the material relevant to the HSE or a MSG in TABE?
- 3) Are you making your material relevant to your adult learners' lives?

“Target - instruct your adults. They and **YOU** want results! We can do this online.”



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Similar Message

Karen Crawford
**Professional
Development
Facilitator (PDF)**
Crawfordsville Adult
Resource Academy

A STRONGER Adult Education Program

“We have all been bombarded with many ‘trial’ online sites, try to develop learning segments that you can keep for use with distance education in the future!”

“Try to give your students interesting information that **promotes their self-efficacy** in learning.”



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Lindsey Brown

Beginning/Intermediate/Advanced
English Instructor
Lafayette Adult Resource
Academy
1100 Elizabeth Street
Lafayette, IN 47904
765.476.2920



LARA
Lafayette Adult Resource Academy

Staying Connected

“For those of you who haven't attempted to teach classes via zoom I would highly recommend giving it a try. It seems a little daunting, but once you get the meeting set up, the rest is rather easy.

It has been a huge blessing for me, and there have been a lot of tears shed by students as they have had the opportunity to connect with their fellow classmates. The community we have created at LARA is special and means so much to so many different people. Thank you all for the hard work you do to make Lafayette and the surrounding communities a better place to live.”



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Natalie Reuter

Director of Adult &
Continuing Education
MSD of Warren Twp.
317.532.6155



adulthoodeducation.warren.k12.in.us

"This has turned out to be an opportunity where we have all learned new skills, built up our team, introduced new technology to students, and shown our flexibility and adaptability. Our staff spent their spring break reaching out to text each and every student in the program to check on their social emotional well-being."

"All of my students were **ecstatic** to be part of our online learning program."

MSD of Warren Township
Adult Education Teacher





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Key Takeaways from our PDFs

- *Stay in Touch*
- Avoid Overload
- *Enhance Technology Skills*
- Offer Support
- Create Relevant Materials
- *Target Instruction*
- Promote Self-efficacy
(*Motivate Adult Learners to Persist*)



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Matt
Dan
Jennifer
Jose

Jerry
Donna
Brin
Nancy
Roy
Lance

UNKNOWN

is very Scary

- Challenges • Opportunities • Failures • SUCCESSESS

STRONGER

Adult Education

AE **Barrier** Busters

Here's what Indiana Adult Education has done to Assist You . . .



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Adult Education COVID-19 Updates

<https://www.in.gov/dwd/2910.htm>

March 19, 2020 | Letter

The coronavirus has dramatically upended lives. Adult education students are vulnerable as programs close and teachers scramble to find alternative ways to provide instruction during this extended shut down. While program visits are curtailed, **all members of the state adult education team are available** and may be contacted by email, telephone, or text.

Free (or Low Cost) Adult Education
Distance Learning Opportunities



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HSE - TASC TESTING



TEST
ASSESSING
SECONDARY
COMPLETION™

DWD Policy 2019-01

High School Equivalency Testing

Time Limit

In response to COVID-19, the Department of Workforce Development waived the 60-day time limit for HSE testing (High School Equivalency Testing, DWD Policy 2019-01). Any candidate who sat for the HSE test this year (from January 17 on), and has not completed all five tests, shall have the 60-day time limit waived. This waiver shall remain in effect until further notice.





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HSE - TASC TESTING



TEST
ASSESSING
SECONDARY
COMPLETION™

DWD is ready to approve more **addendum testing sites** to help meet the testing needs because of COVID-19

Melinda R McKinney | HSE Testing Coordinator
Department of Workforce Development
10 N. Senate Avenue, IGCS SE 203
Indianapolis, IN 46204
317.234.7706

MMckinney@dwd.IN.gov





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Grant Timelines

Critical Dates

- RFA Released
- RFA FAQ Questions
- RFA FAQ Released
- RFA/Grant Application Submission Deadline
- Award Decisions

RFA/Grant Submissions

- Deadline Extended
- April 10, 2020

- Review Phase

- Award Decisions

- May 2020

Subrecipients may not have a finalized contract until two-to-three months into the coming program year.

Workforce Development Board Review

34 CFR §463.21

WDBs will review eligible providers' application materials to determine whether the applications are consistent with local plans. Local WDBs will submit any recommendations to DWD to promote alignment with the local plan.



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ADULT EDUCATION

► **Expend** State
funds **first**

Program Year 2019-2021
Fiscal Year Ends **June 30, 2020**

Unspent **STATE** Adult Education Funds
- Revert Back to the State's General Fund

Unspent **FEDERAL** Adult Education Funds
- Revert Back to the State's Adult Education Office
- Reallocated by State's Adult Education Office

Question – Will a program be penalized for not spending its adult education allocation?



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ADULT EDUCATION

► **Expend** State
funds **first**

Program Year 2019-2021

Fiscal Year Ends **June 30, 2020**

Answer – Since this is a grant competition year, the state office cannot hold providers accountable if they fail to utilize their funds fully. There is not a similar metric for new providers, but there will be an **impact** in following years.

One provider has not submitted any reimbursements this year.



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ADULT EDUCATION

► **Expend** State
funds **first**

Program Year 2019-2021

Fiscal Year Ends **June 30, 2020**

*Don't Advocate "Fire Sales"
at end of a program year*

But
consider

Distance Education

- Unmet Technology Needs
- Materials
- Online Programs
- Digital Literacy
- Online Curriculum
- E-Learning
- Communication Tools & Software

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STAFF SALARIES Instructional COSTS

- State Policy
- Federal Policy



National Reporting System
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Technical Assistance Guide

<https://nrsweb.org/>

Can states reimburse local programs for teachers who facilitate online instruction?



Teacher Karen Crawford

“Yes, States can use AEFLA funds to pay teachers delivering **distance learning programs** if such programs deliver adult education and literacy activities **allowable** under AEFLA.”



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FISCAL Accountability

- State Policy
- Federal Policy



National Reporting System
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Technical Assistance Guide

<https://nrsweb.org/>

If a conference, training, or other activity is cancelled due to COVID-19, may grant funds be used to reimburse nonrefundable travel (e.g., conveyance or lodging) or registration costs that were properly chargeable to the grant at the time of booking?

Yes, provided that a grantee or subgrantee first seeks to recover nonrefundable costs (e.g., travel, registration fees) associated with a grant from the entity that charged the fee (e.g., airline, hotel, conference organizer).



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FISCAL Accountability

- State Policy
- Federal Policy



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“Some businesses are offering flexibility with regard to refunds, credits, and other remedies for losses due to the COVID-19 outbreak.”

“If a grantee or subgrantee is unable to recover the costs, the grantee or subgrantee **may charge** the appropriate grant for the cancellation costs, provided the costs were reasonable and incurred in order to carry out an allowable activity under the grant.”



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Distance Education

- State Policy
- Federal Policy

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FLEXIBILITY

Beyond Traditional Classrooms

Students **must** have at least **twelve (12) direct contact hours** for official enrolment in adult education or Integrated English Literacy & Civics Education programs. Direct contact hours may include both orientation and instructional hours.



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Distance Education

- State Policy
- Federal Policy



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FLEXIBILITY

Beyond Traditional Classrooms

Direct contact hours for distance learners can be a combination of actual contact and contact through –

- Telephone
- Video
- Teleconference
- Online communication

Where participant and program staff can interact and through which participant **identity is verifiable.**



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Distance Education

- State Policy
- Federal Policy



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Is it possible to waive the requirement of 12 hours of “actual contact” for distance education for reporting purposes for the remainder of the 2019-2020 program year?

“Students newly enrolled in distance learning programs and who were not receiving classroom instruction before COVID-19-related program closures **must (still) meet the 12-hour requirement** before being considered an AEFLA participant.”

No



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Distance Education

- State Policy
- Federal Policy



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Is it possible to waive the requirement of 12 hours of “actual contact” for distance education for reporting purposes for the remainder of the 2019-2020 program year?

“The 12-hour enrollment requirement for distance learners can be met by accruing contact hours through **telephone, video, teleconference, or online communication**, where participant and program staff can interact and through which participant identity is verifiable.”

No

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Performance Accountability

- State Policy
- Federal Policy



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- What steps will OCTAE take to account for a **decrease** in State performance in **Program Year (PY) 2019** because of . . . the pandemic?
- Will States be **penalized** for performance issues?

“The Departments (Education & Labor) will take the effect of the COVID-19 outbreak into consideration in reviewing PY 2019 data. (Because of a **new statistical adjusted** model), the first year for which performance success or failure can be determined for some indicators applies to **PY 2020.**”

**DATA
REPORTED
2021**



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Performance Accountability

- State Policy
- Federal Policy



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Closely *Monitor*

IMPACT on Services and
Performance **OUTCOMES**

“The Departments (Education & Labor) will continue to closely monitor the effect of the COVID-19 outbreak and its impact on services and performance outcomes.”

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Adult Education
HIGH PERFORMING STATE

67.09%

NRS Table 4, Col. 1, 2018-2019

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ASSESSMENT TABE | TABE CLAS-E

- State Policy
- Federal Policy



National Reporting System
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Technical Assistance Guide

<https://nrsweb.org/>

Will States be given the option to conduct virtual pre/post-assessment testing?

“States **may** choose to develop procedures to **implement virtual test proctoring**. States that choose to use this flexibility must have procedures to ensure that (1) the student who is testing can be properly identified, (2) any approved test that is used is properly secured, and (3) the virtual proctor can properly administer the test.”



TABE 11/12
TABE CLAS-E

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ASSESSMENT TABE | TABE CLAS-E

- State Policy
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Will States be given the option to conduct virtual pre/post-assessment testing?

“Test security measures would require that **only secure electronic versions** of a test are administered by a virtual proctor and are **deemed secure** by the test publisher.”



TABE 11/12
TABE CLAS-E



MADLYN REECE
Earned HSE February 2020
Whitewater Adult Education



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- State Policy
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Response from DRC –
Advisory Group – Meeting
4.8.2020

1. Short-Term Solution

TABE Locator

Web-based ● Email Link

Goggle Chrome – Latest Version

Available This Week



TABE 11/12 Online Only |
CLAS-E Later



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ASSESSMENT TABE | TABE CLAS-E

- State Policy
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Response from DRC –

Advisory Group – Meeting 4.8.2020

2. Short-Term Solution

Virtual Proctoring

Video Conferencing Platforms

- Ex. Zoom | Webex • Recording Capability
- DRC Guidance to Come / Guidelines
- Ready April 24, 2020



TABE 11/12 Online Only
| CLAS-E Later



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ASSESSMENT TABE | TABE CLAS-E

- State Policy
- Federal Policy



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Response from DRC –
Advisory Group – Meeting
4.8.2020

3. Long-Term Solution
Virtual Proctoring Service
– Live Proctor • Artificial Intelligence
– Cost • 30 to 60 Days



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ASSESSMENT TABE | TABE CLAS-E

- State Policy
- Federal Policy



National Reporting System
for Adult Education

Technical Assistance Guide

<https://nrsweb.org/>

From one of our local programs –

My biggest concern is entering hours that will push students into needing to TABE test. Any thoughts on that?

Can we just let them accrue hours and not worry about testing hours for now?

Response –

Continue instruction until there are solutions in place from TABE regarding remote testing. Remember that DWD's assessment policy outlines only minimums for testing.

Yes



INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

Educational Functioning Level

PLACEMENT

- State Policy
- Federal Policy



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From one of our local programs –

Can we accept new students into our program without the ability to do remote testing currently?

Response –

The assessment policy provides flexibility to administer TABE and TABE CLAS-E beyond the first 12 hours of instruction.

DWD Policy 2017-13 - TABE **should** be administered to all adult education students by the time of official enrollment

Yes



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Educational Functioning Level

PLACEMENT

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From one of our local programs –

Can we accept new students into our program without the ability to do remote testing currently?

- Conduct orientation and begin instruction for all new students.
- Until TABE becomes available remotely, another assessment may be helpful to guide instruction in the meantime.

Yes

DO NOT
PLACE
NEW
STUDENTS
ON HOLD

INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

Educational Functioning Level

PLACEMENT

- State Policy
- Federal Policy



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National Reporting System for Adult Education

“The NRS requires that local programs assess and place all participants into an EFL at intake. Programs **should** administer the initial assessment at intake or as **soon as possible thereafter**, and administer follow-up or posttest assessments according to State policy.

Programs **should** administer the initial assessment to participants at a uniform time **shortly after enrollment**. This time should be set by State policy and apply to all participants to improve test comparability among participants.”

DO NOT
PLACE
NEW
STUDENTS
ON HOLD



INDIANA ADULT EDUCATION

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Educational Functioning Level

PLACEMENT

by Credits – ABE Levels 5 & 6

- State Policy
- Federal Policy



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Participants may be placed without assessment in **ABE Levels 5-6** based on the number of **credits** when they left high school. In adult education, students earning credits in high school-level courses can **complete** ABE Level 5 by earning enough credits to move to 11th- or 12th-grade status (ABE Level 6) as determined by district school policy.

Measurable Skill **GAINS**

An MSG may be recorded with the receipt of a secondary school diploma or recognized equivalent during enrollment or after exit, and by the end of the program year.



INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

STAFF Qualifications DWD Adult Ed POLICY

- State Policy
- Federal Policy



National Reporting System
for Adult Education
Technical Assistance Guide
<https://nrsweb.org/>

DWD Policy 2015-11 | Adult Education (AE) Professional Qualifications and Development Policy

Adult education program directors and instructors must have a bachelor's degree. **An instructor who is teaching the "training" portion of an Integrated Education and Training (IET) program must have a high school diploma or equivalent, and appropriate industry certification.** All instructional aides must have a high school diploma or equivalent. Providers may set more stringent qualifications.



INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

ONLINE InTERS Application

- State Policy
- Federal Policy



National Reporting System
for Adult Education

Technical Assistance Guide

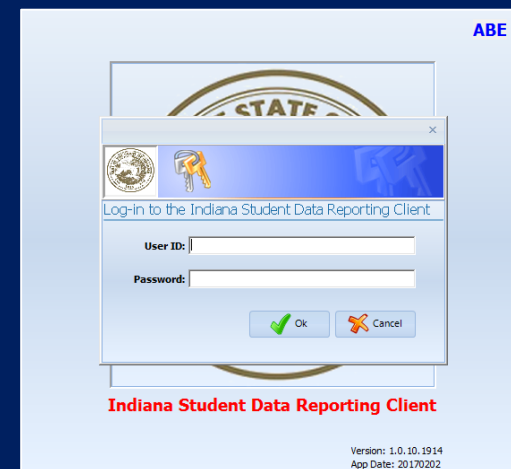
<https://nrsweb.org/>

ONLINE InTERS Application

Demographic Information
Electronic Signature

Available **Soon**

Distance Education
Participants





INDIANA
DEPARTMENT OF
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InTERS

ADULT EDUCATION UPDATES,
TRAININGS

PRIME TIME TO CLEAN
UP InTERS ERRORS

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ABE

Log-in to the Indiana Student Data Reporting Client

User ID:

Password:

Ok Cancel

Indiana Student Data Reporting Client

Version: 1.0.10.1914
App Date: 20170202

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