

# Educate and Elevate: Empowering students with access to a better life through WIOA

## FY 2018 Administrators Meeting



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# Welcome

**Jennifer Foster**

Deputy Director of Adult Education and Workforce

# Marilyn Sue Ahring Schmidt



# Dawn of a New Day in Adult Education

- WIOA
- ONE-STOP PARTNERSHIPS – MOUs
  - Infrastructure Costs and Shared Costs
- New Strategic Plan for Adult Education
  - Redesigning of Adult Education
- Workforce Education Strategic Plan (WESP)
- WIOA Unified Plan
- Illinois Workforce Board Strategic Plan
- Creation of a Seamless Approach
- No wrong door

# How do we build a system of Adult Education that includes:

- Adult Basic Education
- Adult Secondary Education
- English as-a Second Language
- Workforce Preparation
- Career Awareness
- College and Career Readiness Standards (CCRS)
- Bridge Programs
- Integrated Education and Training
- Career Pathways

# Changes Needed

- Intake
- Referral
- Assessment
- Sharing of Information
- Career Services
- Sharing of Client/Customers/Students
- Co-enrollment
- Internal and External Relationships
- Professional Development
  - Joint Training

- What changes are happening in your area related to WIOA?

- What difficulties are you having with implementation?



# Vision:

- Comprehensive Intake Process that ensures individuals are ready to make the step into Adult Education and Literacy Services and Career Pathway programs.
- Orientation that is well thought out and helps students make decisions about their future. May include career inventories, awareness activities, specific goals, assessment including diagnostics
- Instruction that is literacy and career pathway focused, that is contextualized, utilizes STAR, technology, and prepares students for education/training and employment.

# Vision:

- Requires participation with local one-stops
- Meeting accountability standards
- Requires participation with employers
- Use of Labor Market Information
- Development of Bridge, Integrated Education and Training, and Integrated English Literacy/Civics Education Programs
  - Requires connections with CTE, postsecondary education, one-stops and employers.
- Alignment with other programs and services

# Vision:

- Deliberate, Collaborative and Comprehensive approach to Professional Development/Training
- Comprehensive Monitoring to ensure services comply with WIOA requirements.
- Evaluation of Services offered through adult education
- Deliberate use of Technology in Programs
- Use of Curriculum and State Standards
- Innovation in the delivery of Adult Education and literacy services

# Vision



# Roll Call

- **Who's Here FY18:**
  - 40 Community Colleges or Higher Education Institutions
  - 27 Community Based Organization
  - 12 School Districts/Regional Office of Education

# FY18 New Programs

1. Chinese Mutual Aid – 509
2. English Works/PODER
3. St. Augustine College-Aurora
4. UIC-Center for Literacy

# RFP Scores- 82 Applicants

<b>Applicants</b>	<b>Scores</b>	
15	100% -90%	
34	89% - 80%	
19	79% -70%	
11	69% - 65%	
3	64%-below	

# ICCB Adult Education

- Jennifer Foster, [Jennifer.Foster@Illinois.gov](mailto:Jennifer.Foster@Illinois.gov)
  - Deputy Director of Adult Education and Workforce
- Nora Rossman, [Nora.l.rossman@illinois.gov](mailto:Nora.l.rossman@illinois.gov)
  - Office Administrator
- Jamil Steele, [Jamil.Steele@Illinois.gov](mailto:Jamil.Steele@Illinois.gov)
  - Senior Director of Adult Education and Literacy
- Ben McDaniel, [Ben.Mcdaniel@illinois.gov](mailto:Ben.Mcdaniel@illinois.gov)
  - Director of Data and Accountability
- Ben Greer, [Ben.Greer@Illinois.gov](mailto:Ben.Greer@Illinois.gov)
  - Associate Director of Adult Education Program Support
- Nelson Aguiar, [Nelson.Aguiar@Illinois.gov](mailto:Nelson.Aguiar@Illinois.gov)
  - ESL/Immigrant Issues



# Welcome

- Jane Black
  - Associate Director of Program Compliance

# Workforce Staff

- Jennifer Foster
- Lavon Nelson [Lavon.Nelson@illinois.gov](mailto:Lavon.Nelson@illinois.gov)
  - Senior Director for Workforce

# High School Equivalency

- Jennifer Foster
- Caitlyn Barnes, [Caitlyn.Barnes@illinois.gov](mailto:Caitlyn.Barnes@illinois.gov)
  - Associate Director of Assessment and Testing

## Cook County Staff:

- James Edwards, [James.Edwards@illinois.gov](mailto:James.Edwards@illinois.gov)
  - Director Cook County HSE
- Angelica Jimenez, [Angelica.Jimenez@illinois.gov](mailto:Angelica.Jimenez@illinois.gov)
  - Associate Director – Associate Director HSE Testing
- Mbu Museu, [Mbu.Museu@illinois.gov](mailto:Mbu.Museu@illinois.gov)
  - Associate Director HSE Testing

# Workforce Innovation Opportunity Act (WIOA ) Purpose

- **Integrated Services**
  - Adult Literacy Services
  - Workforce Preparation
  - Occupation Training
- **Transitions**
  - Post Secondary Education
  - Job Training
  - Employment

# Illinois WIOA Partnerships

- **Illinois WIOA Partnerships**
  - **2017 Unified State Plan**
    - **Title I B:** Adult, Dislocated Workers and Youth
    - **Title II:** Adult Education and Literacy
    - **Title III:** Wagner-Peyser
    - **Title IV:** Vocational Rehabilitation.
    - **State required partners**

**Collaborate to provide Integrated services  
to support student success**

# The Partnership Vision

Integrate education, workforce, and economic development resources across systems to provide business, individuals, and communities with the opportunity to prosper and contribute to growing the state's economy.

(2017 Illinois Unified State Plan)

# Workforce Board Participation

- Adult Education has a seat on the State and Local workforce boards
- Area Planning Council will appoint AE representative
- Collaborate in creating a local plan for integrated services that prepare students for local labor market.

# One Stop Participation

- Resource for student referral
- AE programs will provide onsite services
  - virtually or Physical presence
  - The amount of service will be negotiated with WIOA Partners
- Partners will negotiate shared cost



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# The Mission and Vision of Illinois Adult Education

- The mission and vision of adult education is to provide every individual in Illinois with access to Adult Education and Literacy services.
  - 1.15 Million Adults Lack High school Diploma
  - 2.8 Million need ESL services



# ICCB Adult Education Strategic Plan

“We envision adult education as the foundation of a career pathways system that prepares adult learners for economic self-sufficiency.



# FY 18 AE Strategic Goals

- Prepare Adults for Education and Employment
- Reduce Barriers and smooth transitions
- Ensure high quality curriculum and instruction
- Develop partnership to meet student needs
- Use data to improve services

# Area Planning Councils (APC)

- Established by State Statute to meet at least 2 times per year
- Develop and submit a Area Plan for coordination and provision of adult education services
  - **Due on or before March 1** of each year
  - all APCs must submit an annual plan for approval
  - Forms and guidance are provide in **section 2 of the Adult Education Provider Manual**
- FY18 Amendments

# Eligible population

- 16 years or older who are not enrolled or required to be enrolled in secondary school under state law; and
- basic skills deficient;
- does not have a secondary school diploma or its recognized equivalent level of education; or
- is an English language learner.

# Our students Win!

- **Stronger support services**
  - Vocational Rehabilitation
  - Community Social Service agencies
- **Enhanced employment opportunity**
  - One Stop and Local Workforce board participation
- **Enhance Job Training**
  - Bridge, Integrated Education and Training (IET)
    - Career Technical Education
    - Business and Industry
    - Curriculum and Instruction Innovation

# Performance and Accountability

- National Reporting System NRS
- Student Intake
- Assessments

# National Reporting System (NRS)

## **Three performance measures for Title II:**

- Employment measures
  - 2<sup>nd</sup> and 4<sup>th</sup> Quarter After Exit, Median Income
- Credential attainment
  - HSE\* or Enrollment into Post-Secondary
- Measurable skill gains (MSG)
  - Rolled up Measurable Skill Gain (MSG) target of 44% for FY18



# Intake Process / Intake Form

- New Student Status options for FY18
  - **11 Barriers to Employment**
- Career Pathways / Career Clusters replacing goal setting at intake
  - **16 Career Pathways**
- New Intake Form template available on ICCB website and in Provider Manual

# Assessment

- The Secretary of Education has determined that the following test is suitable for use in Literacy/English Language Arts and Mathematics at all ABE levels of the NRS for a period of seven years from the date of publication of this notice (9/7/2017):
- ***Tests of Adult Basic Education (TABE 11/12).*** Forms 11 and 12 are approved for use on paper and through a computer-based delivery format. Publisher: Data Recognition Corporation—CTB, [www.ctb.com/](http://www.ctb.com/)

# Fiscal Policies

- **There are four categories of funding with two sources of funds for Adult Education and Literacy provided through ICCB. Each funding source has statutory regulations, policies and guidelines which dictate the way dollars may be spent. (Federal and State Policy)**
- **Programs must adhere to the Grant Accountability and Transparency Act (GATA) Requirements (State Policy)**

# Fiscal Policies

- **All funded providers must submit for approval, on the ICCB AEL provided forms, a Post Allocation Budget and Budget Narrative. (Federal and State Policy)**
- **The Instructional Line of each budget for State Basic, Federal Basic, and Integrated English Literacy and Civics Education (IEL/CE) must be generated. (Federal and State Policy)**

# Curriculum and Instruction

- Adult Basic Education (ABE)
- Adult Secondary Education (ASE)
- English as Second Language (ESL)
- High School Credit (HSCR)
- Vocational Skills Training \*
- Integrated English Literacy/Civics Education (IEL/CE)



# Courses

- must be approved by the ICCB prior to instruction.  
(State Policy)
- must be offered in a fixed entry, open-entry/exit, and/or an individualized instruction format.
- submitted for approval **at least 30 days prior** to implementation
- Forms can be found in **section 7** in the provider manual

# Curricula and Instruction

- Required to incorporate **Evidence Based Reading Strategies**
- required to incorporate **career pathways** into the instructional process.
- incorporate the Illinois Adult Education **Content Standards**
- incorporate **Digital Literacy/ Technology** into instruction

# ICCB Approved Curriculum

- All FY 18 providers must have approved curriculum that aligned with Illinois ABE/ASE standards and ESL Content Standards
  - **Illinois ABE/ASE ESL Content Standards**
  - [ICCB.org](http://ICCB.org)

Section 7 Provider manual



# Other Services

- Family Literacy
- Literacy Coordination
- Workplace Adult Education and Literacy
- Distance Education

Section 7 of the provider manual provides guidance in implementing the above activities.

# Student Support Services

- to **reduce personal barriers** to retention and accelerate smooth transitions
- programs are to develop written procedures and maintain auditable records
- adhere to administrative requirements according to the Americans with Disabilities Act (ADA). (Federal and State Policy) ( Section 9 Provider Manual)

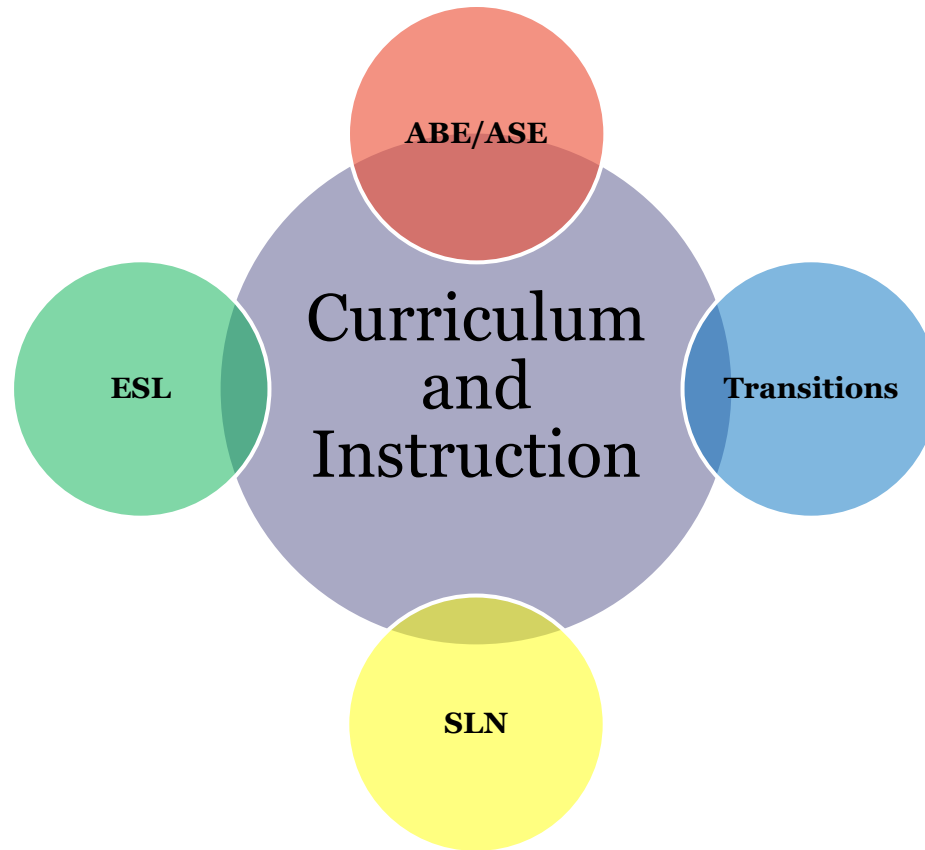
# High School Equivalency (HSE)

- ICCB has approved three HSE exams
  - General Education Development Test (GED®)
  - High School Equivalency Test (HiSET®)
  - Test Assessing Secondary Completion (TASC™)
- Coming Soon! Additional Alternative Methods of Credentialing including Competency Based
- Section 8 Provider Manual

# Professional Development (PD)

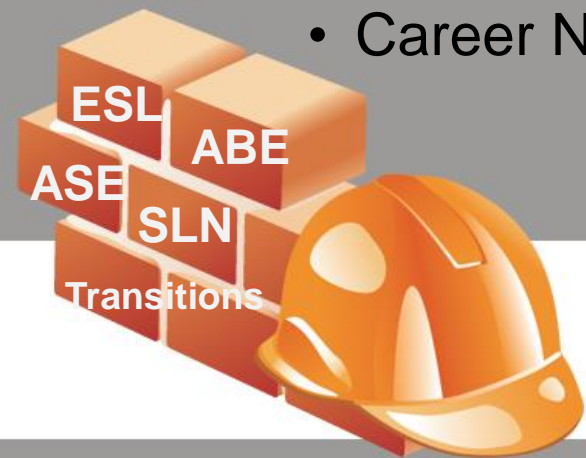
- All AE programs are required to develop a PD plans for all staff
  - Develop subject matter specialist
- All instructors are required to complete 12 hours of PD
- All new instructors must complete the New Teacher Orientation (Section 10 Provider Manual)

# Programs create teams of Specialist



# Team Participants

- Considering the instructional categories a program provides, the instructional team should be composed of Standards Proficient Instructors and Specialists in the following areas:
  - ABE/ASE Language Arts and Math
  - ESL
  - Transitions
  - Special Learning Needs
  - Career Navigators



# Additional Team Members

- Staff with expertise in:
  - Technology
  - Digital Literacy
- The Program Administrator and Program Coordinators are required members of the Instructional Team

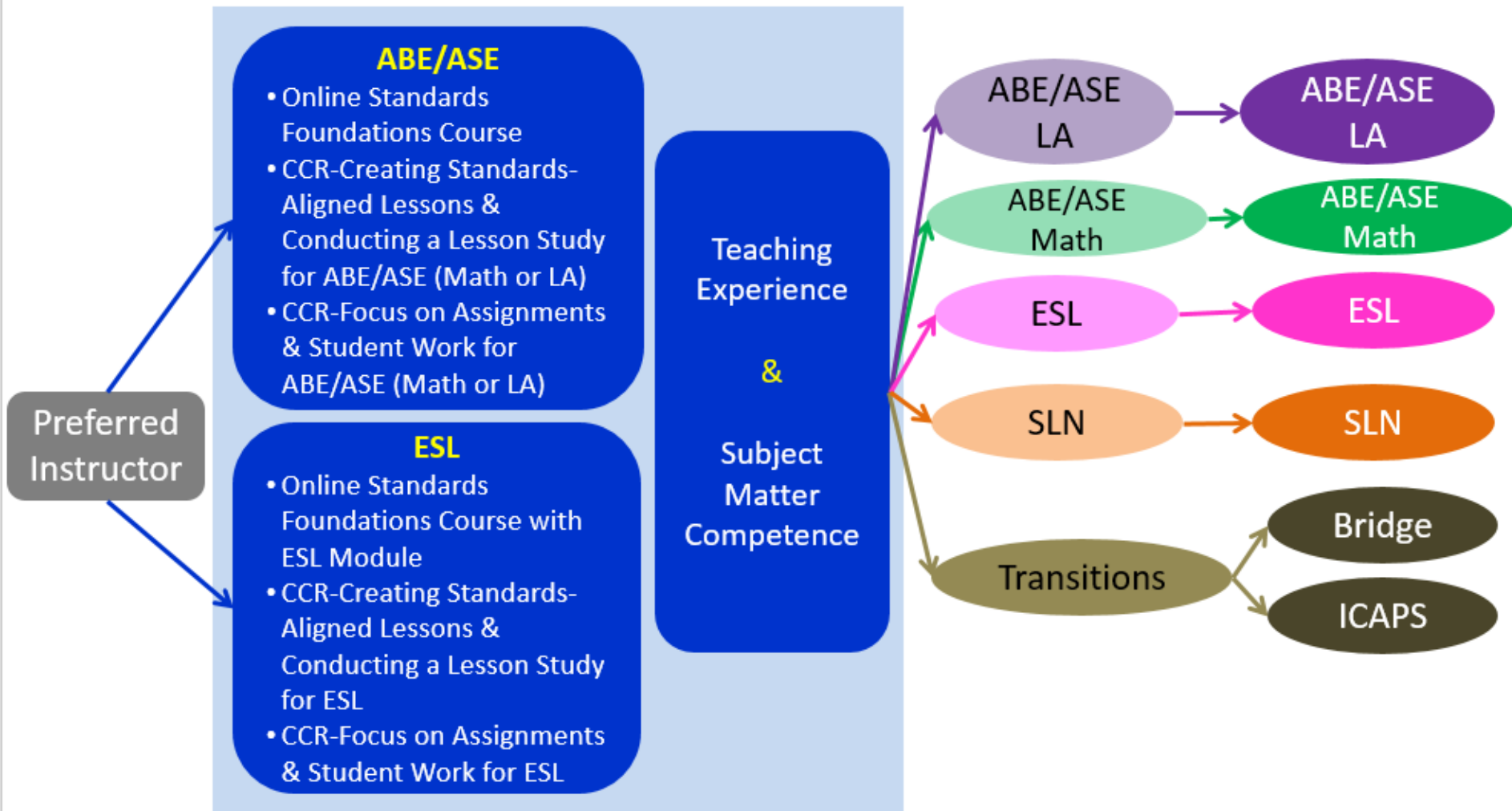


# Illinois Community College Board Adult Education & Literacy Instructional Staff Professional Pathways\*

## Standards Proficient Instructor Credential\*\*

## Specialist Credential\*\*

## Master Teacher Credential\*\*



\*For more detailed information, see the appropriate instructional pathway document.

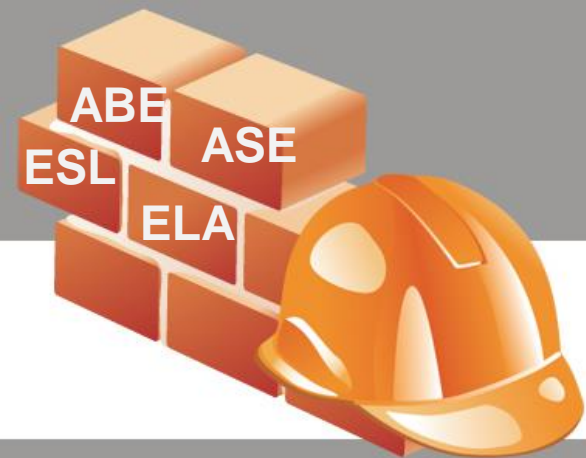
\*\*Credential will be issued by the ICCB.



# Standards Proficient Instructor

ABE/ASE

ESL



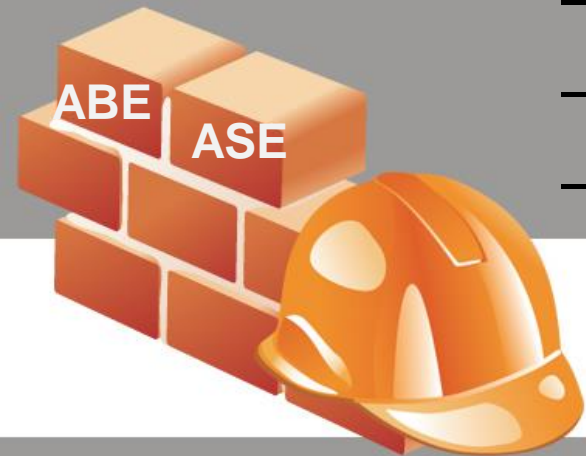
# ABE/ASE Professional Pathway

## ABE/ASE (LA or Math) Specialist

- Criteria
- Curriculum Work
- Supporting Instruction
- Programmatic Development & Support

## ABE/ASE (LA or Math) Master Teacher

- Criteria
- Curriculum Work
- Supporting Instruction
- Programmatic Development & Support



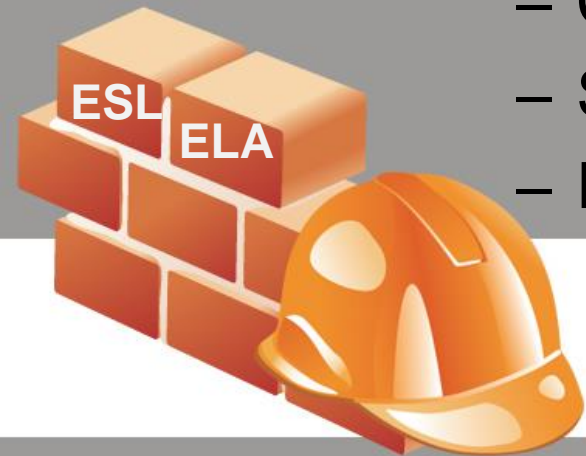
# ESL Professional Pathway

## Specialist

- Criteria
- Curriculum Work
- Supporting Instruction
- Programmatic Development & Support

## Master Teacher

- Criteria
- Curriculum Work
- Supporting Instruction
- Programmatic Development & Support



# Special Learning Needs Professional Pathway

## Specialist

- Criteria
- Curriculum Work
- Supporting Instruction
- Programmatic Development & Support

## Master Teacher

- Criteria
- Curriculum Work
- Supporting Instruction
- Programmatic Development & Support



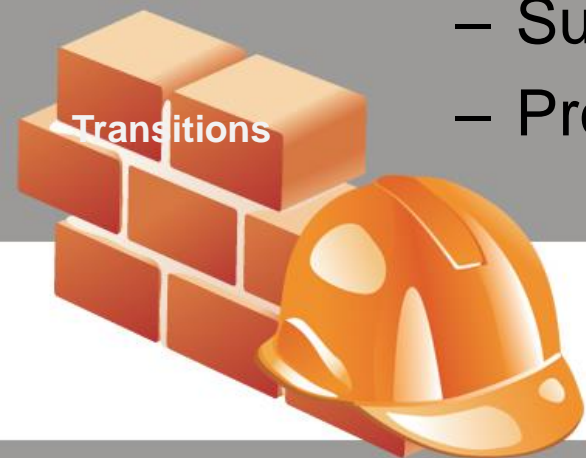
# Transitions Professional Pathway

## Specialist

- Criteria
- Curriculum Work
- Supporting Instruction
- Programmatic Development & Support

## Master Teacher

- Criteria
- Curriculum Work
- Supporting Instruction
- Programmatic Development & Support



# Professional Pathway Credentialing

Three separate credentials exist for Standards Proficient Instructors on the Illinois Data Collection System (DAISI).

Standards Proficient Instructor (SPI), Content Specialist (CS) and Master Teacher (MT) credentials are applied directly to the instructor's record by State or Service Center Network staff



HELP

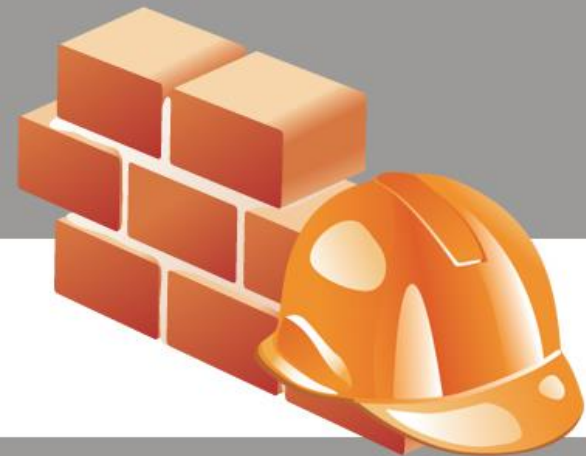
## Instructor Credentialing

The initial phase in the credentialing is to be a **Standards Proficient Instructor.**

After becoming a Standards Proficient Instructor, the instructor can become a **Content Specialist.**

After becoming a Content Specialist, the instructor can become a **Master Teacher.**

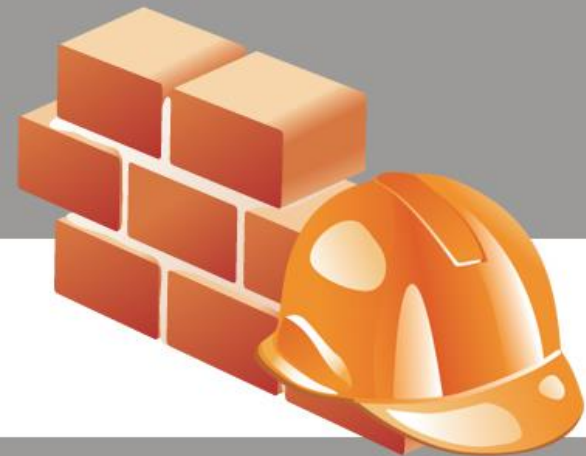
When you add a date for the Standards Proficient Instructor or the Content Specialist, additional fields will appear to store the next certification for the instructor.



# Assessing Classroom Outcomes for Credentialed Standards Proficient Instructors

Program Average outcomes for instructors data is compared to outcomes generated by Standards Proficient Instructors through the DAISI reporting system.

Instructor Information (FY SUMMARY)	Instructor	Program average for instructors(FY2017)
Total # of Class Sections (w/students)	15	21.42
Average Class Enrollment	2.67	3.79
Average Student AH	65.33	89.11
Persistence Rate (All Classes)	73.29%	71.17%
Total # of claimable students in FY	23	34.02
Total # of NRS claimable students in FY	23	33.29
Total # pre-tested	23	34.02
Total # post-test	13	13.40
Post-test %	56.52%	39.39%
Total # gaining level	12	10.71
Total % gaining level	52.17%	31.48%
Total # gaining points, but not a level	1	1.80
Total % gaining points, but not a level	4.35%	5.29%
Total # making gains	13	12.51
Total % making gains	56.52%	36.77%



# Reporting and Records

- All ICCB AEL funded programs must submit student and program level reports on a **quarterly basis**. (Federal and State policy)
- All ICCB AEL funded programs must submit an **annual budget, quarterly expenditure and final expenditure reports**. Signed certifications of accuracy must accompany vouchers requesting payment, annual reporting, and final fiscal reporting statements. (2 CFR 200.415)(Federal and State policy)



# Performance Reporting

Reporting Requirement Table for Student Level Records (per EDGAR 200.328)

Report	Submission	Due Date
NRS Performance Report	Signed aggregate original and electronic submission	October 30, January 30, April 30, July 30
Enrollment Generation	Signed original for each funding source, except performance	January 30 and July 30
Program Status Report	Signed aggregate original and electronic submission	October 30, January 30, April 30, July 30
DAISI Data Verification	Emailed digital submission	August 15

### Reporting Requirement Table for Fiscal Records

Report	Submission	Due Date
Quarterly Expenditure Reports	Mail signed original	October 30, January 30, April 30
Final Expenditure Report	Mail signed original	* August 15 **Refund, if applicable, due August 15
Budget	Signed original for each funding source	(dependent upon receipt of federal and state allocation)
Annual Audit	Signed original from auditing firm	State – October 15 ***Federal
Equipment/Inventory Report (Single unit value of \$5,000 or more)	E-mailed digital submission	August 15
AEL Certification of Units Report	Mailed signed original	August 15

\*The August 15 submission consists of a cumulative submission for the fiscal year.

\*\*If the audit does not match the Final Expenditure Report, a new report must be resubmitted to reflect changes.

\*\*\*The Federal audit of Adult Education and Literacy funds shall be completed and submitted within the earlier of 30 days after receipt of the auditor's report (s), or nine months after the end of the audit period which runs from July 1 to June 30.

# Records Maintenance

- **Administrative and individual student records** must be maintained by the program.
- All records must be maintained by the institution for at least five years.
  - If an audit is in progress at the end of the fifth year, records must be maintained until the audit is complete.
- After five years disposal of records should be in accordance with EDGAR guidelines.

# Program Monitoring

## **ICCB funded Adult Education and Literacy**

### **Programs are monitored:**

- for program improvement;
- for demonstrated effectiveness;
- to determine the degree to which the programs comply with ICCB, state and federal policies and guidelines;
- for information to be used in local program planning;  
and
- to meet federal requirements.

# Program Monitoring

- ICCB reserves the right to conduct **programmatic monitoring visits** on an annual basis. Monitoring may take place in the form of a **desktop review**, but also could be done as an **on-site review**. All programs are subject to monitoring throughout each fiscal year.
- Programs that are found to have **Medium and/or High Risk GATA Assessments** will be required to undergo intensive technical assistance and additional reporting requirements.

# Adult Education Advisory Council

- 30 Members
  - Community Colleges
  - Community Base Organization
  - Regional Office of Education
  - State Agency partners
  - Professional Developers

**Improve Adult Education  
Policy and Services**

# FY2018 Advisory Council Members

- Elizabeth Hobson -**Elgin CC** \*Chair
- Michael Matos -**Albany Park**
- Elizbieta Chrzanowska- **Polish American**
- David Wu- **Pui Tak Center**
- Stephen Richard Alderson -**Instituto del Progreso Latino**
- Kathleen Dowling- **Greater West Town**
- Gisella Faggi- **Chinese Mutual Aid**
- Monica Foster- **John Wood Community College**
- Arlene Santos-George -**College of Lake County**
- Matt Beasland -**South Suburban College**
- Kerry Urquizo - **Heartland Community College**
- Laura Vahlkamp-Anderson- **Kaskaskia**
- Sandra Snowden - **Carbondale Community High**
- Reni Mitkova -**Township HS District 113**
- Karla Libera -**Springfield District 186**
- Shari Crockett -**Monroe Randolph ROE #45**
- Diann Duke -**ROE #48 Peoria County Jail**
- Carey Thacker - **ROE 33 Henderson Mercer Warren**
- Arlene Anderson -**Urbana Public Schools**

# DAISi Training

- St. Augustine Chicago
  - September 25 -27<sup>th</sup>
  - Contact Ben McDaniel  
[Ben.McDaniel@Illinois.gov](mailto:Ben.McDaniel@Illinois.gov) for registration



# Celebrate !



**Adult Education & Family Literacy Week**

- WIOA impact on Instruction Webinar
  - **September 26, at 10:00 am**
- COABE Educate and Elevate Campaign
- Social Media
  - **Twitter/Facebook**

# FY18 Hybrid STAR training Pilot: 10 programs

## **Region 1:**

A Safe Haven

Howard Area Community Center

Jane Addams Resource  
Corporation

## **Region 2:**

College of Lake County

Moraine Valley CC

Waubonsee CC

## **Region 3:**

Kankakee CC

Illinois Central CC

## **Region 4:**

Rend Lake CC

SWIC

# FY 18 Distant Education Training Pilot

## 10 programs

- Waubonsee Community College
- Wright College
- College of Lake County
- Illinois Eastern Community Colleges
- Richland Community College
- Heartland Community College
- Howard Area Community Center
- Illinois Valley Community College
- Instituto del Progreso Latino
- Rend Lake College

# WIOA Summit on October 24 & 25, 2017



- ICCB will pay for two people from each program to attend.
- Use the Code: “AEL” when registering
- <http://icsps.illinoisstate.edu/illinois-wioa-summit-2017/>

## Wyndham Springfield City Centre

700 E Adams St,  
Springfield, IL 62701

# FY2018 Allocations

## Continuation Funding

- Programs that meet or exceed performance outcomes will be consider for continued funding for 2019



COMING  
2019