



WIOA Adult Education **Supplemental Policies**

Student

❖ **TABE Out of Range Scores and Plus/Minus Indicators**

- Generally, when TABE 11/12 pre and posttests in LACES show as "0", they are "out of range". The student performed more than one level below the targeted level. They should be tested on a lower TABE assessment. This assessment does *not* need to be invalidated with DRC or deleted in LACES.
 - If a student gets a score of "0" in LACES because they started a test but did not answer any questions or finish the test, or if there are technical issues, cheating, etc., the score should be invalidated. Page 11 of this [document](#) covers invalidating a TABE test.
- When a test score shows a "+" or "-" adjacent to the scaled score in LACES, this means the *program may want to reassess* the student. Please reference [the TABE 11 and 12 Scoring Levels Best Practice Guidance](#) for more information.

❖ **Deleting Records**

- Deletion of records is allowed, but state will be monitoring this.
- Add comment under Student Data Tab noting why deletion was made.

❖ **Manually Entering TABE Scores**

- Do not manually enter TABE scores.
- Check to make sure that the following areas match completely:
 - First Name
 - Last Name
 - Date of Birth: required format is MM/DD/YY
 - Gender: must be "M" or "F" only. TABE Supports "O", but this value is not recognized in LACES. Make sure gender of "M" or "F" is used in TABE.
- *Contact OPI AE Program Assistant if all areas match and score does not populate by the next day. Supply date tested/submitted, and Student ID #.*

❖ **Protocol for Serving High School Age Students Enrolled in Adult Education**

Contacting School Districts:

- Notify appropriate staff in the school district(s) served by your program of the need for a documented procedure for AE programs serving high school age students.

- Document the way you contact your local schools and save information in local program file.
- If the authorized representative of your AE grant is a school district, you should discuss access to the school's student accountability program, i.e. School Master, Power School. This would provide instant access to the enrollment status of the student.
- If a student (age 16-18) requests enrollment without verification of withdrawal, obtain telephone verification from the school last attended before providing service. Document telephone contact in the student's personal folder.
 - Explain to the student that service cannot extend beyond five business days without written verification of withdrawal from the school district.
 - Request written verification of the student's withdrawal in cases where services began without written confirmation.
 - The way the letter is received should suit the needs of the school district and the local AE program. (Student delivered, e-mail requests, faxes).
 - All verifications of withdrawal must be on school letterhead.
- If documentation is not received within five business days, discontinue instructional services until the letter is received.
- File withdrawal letter in student's personal folder.
- Upload withdrawal letter under the Student Tab – Documents in LACES.
- The above steps are the minimal requirement. Individual programs may determine that written documentation is necessary before providing any instructional service.
- The adult education participant may sign off on the [Consent to Share School Withdrawal Documentation](#) so that only one withdrawal letter is needed for HiSET minimum age overrides and WIOA Adult Education Services. This document may also be used for services between two WIOA Adult Education programs. The original letter should be photocopied and sent with the Consent to Share School Withdrawal Information to the HiSET Test Center or WIOA Adult Education program the student is transferring to.

❖ **Transfer Students**

- Contact the State office to “push through” viable assessments taken at other WIOA Adult Education Programs after the transfer student has been entered into LACES
- A “viable” score includes any pre or posttest taken at another WIOA Adult Education Program within one year from the date of the assessment, to the date of enrolling into the new program. A TABE or BEST assessment is valid for one calendar year if there is no lapse in service greater than 90 days.

❖ **Push Assessments Forward (Carry-Over Students) reference LACES guidance**

- A TABE, BEST Plus, or BEST Literacy assessment may be pushed forward and used in the new program year from the previous program year.
 - Completed ESL Level 6 may not be pushed forward as it is not a valid NRS entry level.
- Only one assessment per subject area may be pushed forward.
- If a student has two assessments in the same subject area within the move forward window, only one generating the highest assessed level should be moved forward.
- Assessments may be pushed forward after the start of the new program year (July 1) and may not be older than the previous program year.

Class

❖ IETP Students

- IETP documentation should be held in the documents section of the student's LACES electronic file and hard record at or before exit OR before 40 hours (whichever comes first) during the program year.
- Documentation for those enrolled in IETP classes will be checked by the state in September, December, and March. At the end of the program year (May-June) programs should work to enter all remaining documentation into LACES. All students will be checked at the end of the year.
- Documentation should be saved as "IETP Survey" for IETP surveys. All other IETP documents should be labeled accordingly i.e. "IETP ServSafe", "IETP CNA License" (IETP MSG - progress toward milestone or passing a technical or occupational skills exam).
- If documentation is not filed in LACES by the end of the program year, the state will email program director to complete this task. If documentation is not filed within two weeks, the state will edit the student record and change enrollment from "IETP" to "No Value Entered".
- Students should have a new or updated IETP survey present in LACES for each Period of Participation.

❖ Instruction at the 9th Grade Level or Above Checkbox Option: HSE Final Prep

- All programs will create a class titled HSE Final Prep
- Due to the fact we have so few students that pre/posttest in levels 5 and 6, and yet we have students testing in lower levels that are successful on the HiSET, we need a simple and consistent way to indicate high school level instruction in order to receive credit on NRS Table 5 – Primary Indicators of Performance.
- Students would be enrolled in the class titled HSE Final Prep and the 9th grade level and above checkbox would be checked once instructors determine the student is prepared. Preparation would be determined via classroom instruction and HiSET practice tests.
- Students will also attend other classes that are 9th grade level and above to obtain readiness – all titled differently for each program – but these classes would not justify checking the box. We DO NOT want to inflate the cohort on Table 5. We only want to include those highly likely to complete the HiSET by the end of the program year.
DO NOT check the 9th grade level and above checkbox on any other class you create. Please strive to include more individuals in the 9th grade level or above cohort in the 2021-2022 PY. Numbers were relatively low for this area PY 2020-2021 (NRS 5, Column B sections attained SSD/Equivalent and Enrolled in PSE or Training within One Year of Exit AND Attained SSD/Equivalent and Employed within one year of Exit)

Staff

❖ Table 7

- All staff working in the WIOA Title II program in any capacity should be entered into LACES, so the State has an accurate representation of NRS Table 7.

❖ Professional Development

- All staff working in the WIOA Title II program in any capacity (full time or part time staff-excluding volunteers) should have PD loaded into LACES.
- Full time staff: complete four hours of professional development of choice, in addition to the state- sponsored meetings/trainings.
- Part time staff: complete two hours of professional development of choice, in addition to the state- sponsored meetings/trainings.
- Upload documentation under the Staff Tab – Documents – in LACES by June 30.