We’ll begin at 10:00.

Everyone is currently muted to reduce background noise.

If you are having any tech issues, please chat to Karla Vien for assistance.

This PowerPoint and materials are in the materials tab and they will be posted at www.mnabe.org/state-abe-presentations.
COVID-19 & ABE Updates
Thursday, April 30, 2020

MDE – Adult Basic Education (ABE) Staff
Staff from Literacy Action Network (LAN) and MN ABE Distance Learning Team
Introductions

MDE Staff:

Todd Wagner, ABE State Director
Astrid Liden, Professional Development Specialist
Brad Hasskamp, Secondary Credential and Policy Specialist
Jodi Versaw, Program Quality Specialist
Julie Dincau, Transitions Specialist

Literacy Action Network and ABE Distance Learning Team members:

Karla Vien, Literacy Action Network Staff
Susan Wetenkamp-Brandt, Senior Manager Ed Technology Literacy Minnesota and Literacy Action Network President
Tom Cytron-Hysom, ABE Distance Learning Team, consultant to Literacy Minnesota
Please hold your questions until the Questions Section

When we get to the Q & A:

• Type using the webinar’s chat function

• Raise your hand and ask over phone or headset during Q & A periods when unmuted

Ask Karla Vien if you have any tech questions or need technical assistance
1. Key Messages and Updates
2. Policy and Testing
3. High School Equivalency
4. Distance Learning
5. ABE Grants, Funding and Hours
6. IELCE, IET, Transitions and Partner Updates
7. Resources & Professional Development
8. Questions
Resources from this webinar and earlier communications can be found online at: www.mnabe.org/state-abe-presentations
Key Messages and Updates

Todd Wagner
Your Innovations Are Helping Students Learn in New Ways!

The ABE team at the Minnesota Department of Education have witnessed amazing innovations, rapid adaptability and an inspiring dedication to serving adult education students during the last month.

You are amazing!
What is the date today?
\((x-5)(x-5)=9\)
\[(x-5)^2=9\]
\[x-5=\pm3\]

Check:
\[x-5=3 \quad x-5=-3\]
\[+5 +5 +5 +5\]
\[x=8 \quad x=2\]
Advanced Office Hours: Tuesday & Thursday, 9-10 AM

Click this link to sign up for text message updates from Kaija: https://www.remind.com/join/ggfd3g
(I will only text you to tell you about class updates or to answer your questions!)
Math Week Three - The Coordinate Place

Khan Academy Lesson on the Coordinate Plane

And here's a link to an online graphing calculator

Math Week Two - Negative Numbers

Khan Academy Lesson on Negative Numbers
Kristin Klas posted a new assignment: We will have class together for 1 hour every day. Due May 5

Please answer the questions on the survey below:

Google Forms
What is your reaction to today's video? How do you feel about what you learned? Can you connect to it in any way? *

My reaction to the video was of hope for our countries to recover from covid 19. I feel like I learn a lot about our planet which is not just what is in front of us but up and below end sometimes we forget that our planet is bigger than we think. I connect with the video because during this time I may feel like there is nothing to do but in reality is allot I can learn or explore and I love it.

Individual feedback

My reaction to the video was of hope for our countries to recover from covid 19. I feel like I learn(ed) a lot about our planet which is not just what is in front of us but up (above) and below and sometimes we forget that our planet is bigger than we think. I connect with the video because during this time I may feel like there is nothing to do() but in reality (there) is a lot I can learn or explore and I love it.

What a thoughtful and awesome reaction! I'm happy to hear that you are hopeful and you're finding a lot to learn and explore.
Walking for a Better Life

Pre-reading

Question

What do you think the title means?

Definitions:

- often—at many times: again and again
- motivate—to stimulate action or give desire for action
- Exercise—activity done for the health of the body and mind
- stride—a long step
Hello! I want to teach you English at home. I am a teacher at the Hubbs Center.

Emmanuel
Hello! Non computer
Let’s Take Care of Each Other

We do not expect everything to be the same. ABE programs are creating new service delivery routines that balance student and staff needs and issues.

- **Students**: We understand that some students are busy with other responsibilities and life issues. They may not be able to engage right now. That is okay and understandable.

- **Staff**: Be nice to yourselves and each other. We cannot do everything immediately. Please take care of yourself.
On April 23, Governor Walz signed **Executive Order 20-41**, which extends the closure of Minnesota schools through the remainder of the school year...

Through at least June 1, 2020, all in-person ABE programming across the state of Minnesota should remain closed. This includes locations offering drop-in or one-room-classroom type services, as well as ABE programs not located within a school building. ABE providers should encourage their students to stay home when they would have been attending ABE programming.

*The only exception is for programming in a correctional facility, where ABE staff should work with facility leadership to plan for the safety of everyone in the facility.*
Re-opening/Access to Buildings:

• Unknown: In-person classes during the summer

• Education Commissioner identified two kinds of K-12 activities that can now occur in school buildings. A request that GED testing be added to that list has been put forward.

Distance Learning Planning Days (May 1 and 4)

• The Governor’s order does not explicitly prohibit ABE instruction these days.

• Follow your district/organizational guidance.
Legislative Update:

- An education bill working its way through the legislature includes language that would, if passed, result in an ~3% increase in ABE funding. That is the only thing ABE-related currently in legislative process.

Contact Hours for 2021-22 Funding:

- MDE and LAN collaborating to facilitate a process for ABE stakeholders to advise MDE regarding counting contact hours for use in the formula.
- Likely that May 2020 hours will not be used in the formula for 2021-22 funding.
Policy and Testing

Brad Hasskamp
Starting May 1, the MDE Adult Education Office is lifting the 12-hour restriction in SiD for new students with no pre-test during the school closure period. Enter the “COVID EFL Exemption” in the student’s assessment tab to enter 12+ hours.

These students’ hours will count for state ABE funding but may not count for federal ABE funding. MDE Adult Education Office sending a memo April 29 via email.
1. Make “COVID EFL Exemption” available in the test options

Each SiD user that enters test scores must make COVID EFL Exemption available to them.
2. Select “COVID EFL Exemption”

Select the test so that it will be displayed in your Assessment drop down list of options.

This needs to be done by each SiD user once.
3. Find students that do not have a valid pre-test and that you cannot test.

4. Select “COVID EFL Exemption” for each student file in the assessment tab.

5. Enter a score of 1. 12+ hours (from May 1 and after) can now be entered for these students.
How Long this Exemption to the 12-Hour Restriction will Last

MDE’s Adult Education Office will consider reinstating the 12-hour restriction when:

• In-person ABE testing can resume; and/or

• Remote testing options are approved and available for all ABE programs and students.

MDE will give ABE programs one-month notice when reinstating the restriction.
Help: Exemption to 12-Hour

For More Information


SiD Support (support@mnabe.org)

Or contact Brad Hasskamp (brad.hasskamp@state.mn.us)
Remote NRS Testing

The Minnesota Department of Education’s Adult Education Office approves remote NRS testing for ABE programs, as long as it adheres to requirements set by test vendors and the U.S. Department of Education.
Remote Testing

BEST Plus

- Available with training
- Contact Linda Keller, state assessment trainer at Metro North ABE, for more information

CASAS

- Making remote e-testing via Zoom available in May to programs already doing computer-based CASAS testing
Remote TABE Testing

- **Computer-Based TABE 11/12** now available via web-conferencing for TABE test administrators (need DRC INSIGHT account)

- **Computer-Based TABE Locator** is “unlocked” available to give remotely to students with devices for free to all programs that have a DRC INSIGHT account.

- Training by DRC started 4/27

- DRC released guide on remote proctoring requirements.
High School Equivalency

Brad Hasskamp
During Governor’s Stay at Home Order and while businesses that work face-to-face with clients are closed, GED Testing Centers have closed locally across the state of Minnesota with the exception of some limited testing in corrections.
Exploring Future GED Testing Options

Remote Computer Testing
- Not available until 3rd week of May at the earliest
- Prioritized nationally
  - Top: For those with cancelled tests, 1 test left, GED and Ready testing green score
  - Next: job offers, military, court ordered, other need?
- Proctors from OnVUE

Future Testing with Social Distancing?

Paper Testing (not like 2002 series)
- Need to schedule tester at least 10 days in advance
- Corrections?

Meeting on Friday for staff with GED testing centers.
Contact Brad with issues/questions.
Train On-Site Adult to Proctor: An ABE program can train an adult (like a parent) to be in the room with the tester. After testing, the program would check with the proctor to ask about the testing and any questions the proctor may have.

Remote proctoring: The ABE program could virtually proctor the test by watching the potential tester complete the GED Ready Test. This could be via a video call on a device (laptop, smart phone, tablet. etc.).

Other ideas?
Proctors must be able to:

- Watch the tester complete the entire test;
- Know what is and is not allowed during testing;
- Verify that the tester did not use a device or resource not allowed during testing;
- Check that the student is not recording the test questions or responses; and
- Assure that the tester did not cheat.
Still funding left, though not currently being used.

July-March: Nearly 90% of the subsidy has been spent ($28,830 left).

Subsidy is currently approved by to get same funding again starting July 2020.
2020 HiSEAs Competition

Minnesota High School Equivalency Assessments

• Vendor application posting this Spring
• Almost all reviewers selected
• Anticipated results announced by July. Transition period of 6 months likely.
Distance Learning Updates

Tom Cytron-Hysom and Susan Wetenkamp-Brandt
The current situation has led to many requests for approval of teacher-created DL courses.

The DL Team has worked with the MDE ABE Team to develop a process.

This includes procedures to approve both time-on-task and unit-completion courses.

Courses (for this purpose) are defined as a series of at least twelve online lessons, totaling at least 20 hours, created by a teacher initially for their own use, and later potentially for use by other ABE staff.
Teacher-Created Course for Distance Learning: What we need

Courses submitted must include the following information:

• Learning Management System on which the course is built
• Proxy hour reporting process
• Course description and summary of content
• Content standards alignment
• Sources of instructional materials
• Instructional delivery method (DL only, blended/hybrid, supplementary)
• Certification of application
By submitting this form, I certify that:

• I am the person primarily responsible for creating and/or curating the learning materials in this course.
• This course covers eligible Adult Basic Education content.
• This course includes materials and activities for both instruction and practice.
• This course is built on a system that tracks time-on-task data that can be used to determine distance learning proxy hours. OR This course is not built on a system that tracks time-on-task data that can be used to determine distance learning proxy hours. Unit-completion proxy hours will be used instead.
• I have reviewed guidelines regarding copyright and educational fair use. I believe that any and all copyrighted materials used in this course have been used appropriately.
Teacher-Created Course for Distance Learning: Approval process

The process (two stages)

• Teacher completes online application for the appropriate type of course (time-on-task or unit-completion)
• The DL team reviews the application for completeness
• If application is complete, course is approved for individual teacher’s pilot use
• After pilot period, three months for time-on-task system courses or six months for unit-completion system courses, they may request approval for statewide use. This will be determined in consultation with the DL Team. Teachers are encouraged to apply for this approval if they have found the course to be highly effective.
Where do you find the new application forms & policy?
On the DL website (mnabe-distancelearning.org), click Resources, choose *State Policies, Procedures, and Information*
Teacher-Created Course for Distance Learning: Training

Teacher-Created DL Course Approval Process Training
Wednesday, May 13th 1:00-2:00
Susan Wetenkamp-Brandt

Registration link:
https://attendee.gototraining.com/r/6597717785558518785

Or check the ATLAS event calendar.
Thanks to the following ABE professionals for their input, feedback, and pilot testing of application forms!

- Amy Van Steenwyk (Cedar Riverside Adult Education)
- Amber Delliger (Metro North, Anoka Ramsey Community College)
- Allison Wilcox (Metro South ABE)
- Paula Freiermuth (Osseo ABE)
ABE Grants, Funding and Hours

Jodi Versaw
Most Due Dates Have Not Currently Been Adjusted

- Annual ABE Grant Application
- IELCE Reports
- Regional Transitions Plans

If there are any adjustments to these, we will let you know.
Due date for 5-year narratives has been extended to:

August 1, 2020

2021 narrative writers: you will need to review narratives in August, not in June

Group review will be via webinar not in-person

More details via email soon!
Reminders about Annual Grant Application

The annual grant application will be due on June 1, as usual.

The grant application materials have been posted and are available on the MDE website.

Information and updates about the Annual Application:

- Series of brief videos at [mnabe.org/state-abe-presentations](http://mnabe.org/state-abe-presentations)
- WebChat on May 6 (1:30-3)

Registration on ATLAS event calendar
New this year: Table A1

Due to adjustment of contact hour reporting period

<table>
<thead>
<tr>
<th>Consortium Name:</th>
<th>Table A1 (March 14, 2019 - March 13, 2020)</th>
<th>Total Enrollment &amp; Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Functioning Level at Entry</td>
<td>Number of Enrollees (any # of hrs)</td>
<td>Total Contact Hours For Enrollees</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>1. ABE 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. ABE 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. ABE 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. ABE 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. ABE 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fiscal years and contact hours reporting periods

Fiscal year: **July 1 – June 30**

Contact hour reporting period: **May 1 – April 30**

Hours from contact hour reporting period are used in calculation of funding for following fiscal year.

For example:

*Hours from May 1, 2018 – April 30, 2019 were used in calculation of funding for Fiscal Year 2020 (July 1, 2019 – June 30, 2020)*
Because of COVID-19, we made the following change:

Fiscal year 2021: **July 1, 2020 – June 30, 2021**

Contact hour reporting period: **May 1, 2019 – April 30, 2020**

Adjusted contact hour reporting period: **March 14, 2019 – March 13, 2020**
Because of this adjustment, hours from March 14 – April 30, 2019 will be “counted” twice:

- Counted in Fiscal Year 2020 funding
- Will count in Fiscal Year 2021 funding

If your consortium experienced a significant decrease in hours due to service disruption in this time period (March – April 2019), please contact our office.
Distance Learning proxy hours: If a monthly total was entered for March 2020, follow these steps to split hours.

1. Determine hours earned from Mar 1-13, and hours earned between Mar 14-31.
2. Delete the original proxy hours entry that included hours for the entire month.
3. Create two new March time entries:
   - Hours on or before March 13, 2020
   - Hours after March 13, 2020
ABE Funding for Upcoming Years

**Fiscal Year 2020**: July 1, 2019 – June 30, 2020

Contact hours from May 1, 2018 – April 30, 2019

**Fiscal Year 2021**: July 1, 2020 – June 30, 2021

Contact hours from March 14, 2019 – March 13, 2020

**Fiscal Year 2022**: July 1, 2021 – June 30, 2022

Contact hours from: ??????
ABE state funding amounts for statewide system

**Fiscal Year 2020:** ~$50,000,000

**Fiscal Year 2021:** Amount from Fiscal Year 2020 (~$50,000,000)

  Possibility of 3% increase?

**Fiscal Year 2022:** Amount from Fiscal Year 2021

  Possible additional 1 – 3% increase?
Please remember:

- There is no direct relationship between the amount of contact hours and the amount of funding for our statewide system.
- Contact hours are used to DIVIDE the statewide total between consortia.
- In general, when statewide hours go down, the contact hour rate goes up, and vice versa.
Current funds go through June 30, 2020. These awards will not change.

This funding can be used to pay for:

- Staff working from home
- Staff providing instruction to students at a distance
- Professional development
- Planning and curriculum development
- Capacity building - especially around future online and distance education
- Devices, software, instructional materials
What if we can’t spend it all?

State ABE Funds:
• Up to 20% can be spent between July 1 – September 30,

Federal ABE Funds:
• Cannot be spent past June 30

Chromebooks for students to check out?
July 1, 2020 – June 30, 2021

• Annual application due on June 1, 2020

• Total state ABE funding will be similar to last year (~$50,000,000)
  • Possibility of 3% increase

• Hours from March 14, 2019 – March 13, 2020 will be used in the calculation to DIVIDE the total between consortia.
Fiscal Year 2022

July 1, 2021 – June 30, 2022

• Total state ABE funding based on total for Fiscal Year 2021 (~$50,000,000+)
  • Possibility of 1-3% increase

• THE BIG QUESTION: What contact hour reporting period should we use?
  • LAN and MDE will be convening a stakeholder group to address this

• The calculation to DIVIDE the total between consortia will use hours decided by the stakeholder group
Continue to:

• Provide ABE instruction at a distance with as much access and quality as possible.

• Build staff and program capacity to serve students at a distance.

Don’t worry about funding.
Continue to:

- Provide all the instructional opportunities to your students, in all the ways you can, regardless of whether or not you can count contact hours for those activities.

Contact hours will go down.

Statewide funding won’t.
Continuing to provide educational services

We want you to find ways to help your ABE students continue learning!

Some ways that can be entered as contact or proxy hours in SiD:

• Deliver ABE instruction using Skype, Zoom or another video conferencing tool
• Online learning with currently approved distance learning platforms
• Instruction via phone

Some ways that can’t be entered as contact or proxy hours in SiD (and that is OKAY!):

• Online learning using distance learning platforms that are not currently approved
• Emails
• Text messages
• Snail mail (handouts, worksheets, textbooks, packets, etc.)
IELCE, IET, Transitions and Partners

Julie Dincau
Reminder:

• Continue to work on the submitted work plan as much as possible

• There will be a question on this year’s final report regarding changes that had to be made due to COVID-19

• I will be reaching out to some of the grantees to schedule virtual check-in’s
Reminders regarding IET in SiD:

• Please “untag” classes that are not IET

• Please label all classes that are IET with the “IET” label

The next step will be to complete an IET approval form for all IET classes. An approval form will need to be completed no later than June 30, 2020.
All requests for modifications must be made by May 1, 2020.


2020: Grantees may extend their SFY20 grants to 12/31/2020.

2021: Grantees may extend their SFY 21 grants to 9/30/2021.
Questions on Partner Programs

Employment and Training Programs Question and Answers

The Employment and Training Program Division (ETP) has created a listing of Questions and Answers (Q & A) in relation to the current COVID-19 pandemic. The Q & A's are intended to guide and assist partners and providers through the crisis. The Q & A's are broken out by program area and will be updated regularly. If partners and providers require additional information, they are encouraged to directly contact their program coordinators.

- Adult Career Pathways Questions & Answers
- Dislocated Worker Program Questions & Answers
- Senior Community Service Employment Program Questions & Answers
- Trade Adjustment Assistance Questions & Answers
- Youth Programs Questions & Answers
- U.S. Department of Labor ETA

https://mn.gov/deed/programs-services/etp/
CareerForce Services are available

Career seekers can connect with CareerForce staff over the phone or email to receive assistance with services such as:

• Connecting to job search resources
• Interviewing assistance
• Resume writing assistance
• Navigating the Unemployment Insurance website
Regional and Local Plans: DEED is extending the deadline for the submission of the regional and local plans to 4/30/2021. Regions and areas may still submit their plans before this date if they wish to do so. For all local plans DEED is further requiring the following item to be addressed:

Detail how your one-stop system has prepared to respond to your area’s new workforce development needs as a result of the coronavirus outbreak’s economic effect.
The DOL informed DEED that we cannot extend the deadlines for our system’s MOUs expiring 6/30/2020 as the maximum time MOUs can be in place per regulations is three years. We need to proceed as a system as if new MOUs must be finalized by 7/1/2020.

- The IFA must indicate the overall one-stop budget of the local area, then subsequently break out infrastructure costs and additional costs per organization as the “Local Funding Mechanism.”

- The IFA must include regulatory language describing the appeals process of the document.

- The IFA must indicate how all required one-stop partners in each area contribute to the infrastructure costs of the area’s one-stop system in a clear manner.
The DOL’s commentary on the MOU they reviewed indicated they will require more robust descriptions of referral processes between programs...
Directory of Language Resources

The US Census Bureau provides translated web pages and guides in 59 non-English languages and operates Census Questionnaire Assistance phone numbers in English, Spanish, and 15 additional languages. View a list of language lines available here.

https://mn.gov/admin/2020-census/
Resources & Professional Development

Astrid Liden
New Schoology group designed to:

- centralize resources being shared around COVID-19 and its impact on MN adult education programs
- facilitate the sharing of questions, resources, and ideas for continuing to serve learners at a distance

To join:

1. If you don’t already have a Schoology account, go to [www.schoology.com](http://www.schoology.com) and sign up as an Instructor.
2. Once you are in your account, go to the top blue bar, choose Groups, and then click My Groups on the right.
3. Click Join a Group and then enter the group access code 4PQM-9XNK-FRF7X.
4. Click the Join button.
Join ATLAS staff and adult education colleagues from around the state to discuss teaching at a distance, share ideas, and ask questions!

- **Math** - April 30, 1:00-2:00
- **ESL** - May 4, 1:00-2:00
- **English Language Arts** - May 19, 2:00-3:00
- **Using Volunteers** - May 20, 10:00-11:00

Register on the ATLAS calendar!

Notes from previous Coffee Breaks are in the COVID-19 Schoology group (in the Resources section)
Upcoming webinars

Step Into a Classroom: Detail-Oriented Reading Activities - May 1, 10:00-11:30

Teaching in Real Time: Maximizing Instructional Time Online - May 7, 10:00-11:30

Moby Max for Distance Learning – May 7, 2:00-3:00

It Takes a Village to Navigate a Pandemic (& All 3 Sets of Standards!) - May 11, 2:00-3:30

Pronunciation - Intonation - May 13, 2:00-3:30

Adult Career Pathways at a Distance - May 14, 1:00-2:30

Edmentum Courseware New & Refresher Training - May 18, 2:30-4:00

DL Platforms Speed Date: What’s New & Approved for Minnesota? - May 21, 1:30-2:30

Designing a Single Set of Learning Objectives for Integrated Education and Training (IET) – May 28, 2:00-3:30

Register on the ATLAS calendar!
Archived webinars on MN ABE PD YouTube Channel

View past webinars, including webinars on distance learning, on our YouTube channel:

www.tinyurl.com/mnabepd
May 8 - Now a Virtual Conference!

9am-1:30pm (with breaks!)

A fantastic half-day of training & support for CCRS instructional leaders:

• Training Materials & Resources
• Workshop/meeting facilitation
• Troubleshooting ELA and Math specific issues and questions
• Networking and collaborating as CCRS leaders in the state
ABE Summer Institute is going ONLINE!

Virtual online conference – August 19-20, 2020

Call for proposals deadline extended to May 31!

Concurrent proposal application, presenter resources, and other Summer Institute information available on LAN website: www.literacyactionnetwork.org
Distance Learning Resources

MN Distance Learning Summit (Live virtual K-12 event, May 1 and 4): https://sites.google.com/view/mndlsummit/home

MN ABE Distance Learning Resources: http://mnabe-distancelearning.

National EdTech Center:

- Tips for Distance Learning Website
- Weekly webinars on distance education strategies

LINCS Integrating Technology Discussion Group: https://community.lincs.ed.gov/
Stay connected with MN ABE Connect!

Read your newsletter and stay connected!

New resources in your inbox every Tuesday!
PELSB COVID-19 Updates & FAQ’s: https://mn.gov/pelsb/covid19/

Q. My license is up for renewal in 2020 and I have not completed all the licensure renewal requirements. Will I be able to renew?

A. For statutorily required trainings (i.e., positive behavior interventions strategies (PBIS), mental health, cultural competency, suicide prevention, and reading strategies), PELSB is working with state legislators to address this issue.

(FAQ, April 8, 2020)
What questions do you have?
Thank you!

Resources from this webinar and earlier communications can be found online at:

www.mnabe.org/state-abe-presentsations