Welcome to WebChat with Minnesota Adult Education!

•We'll begin at 1:00.

•Please stay muted to reduce background noise.

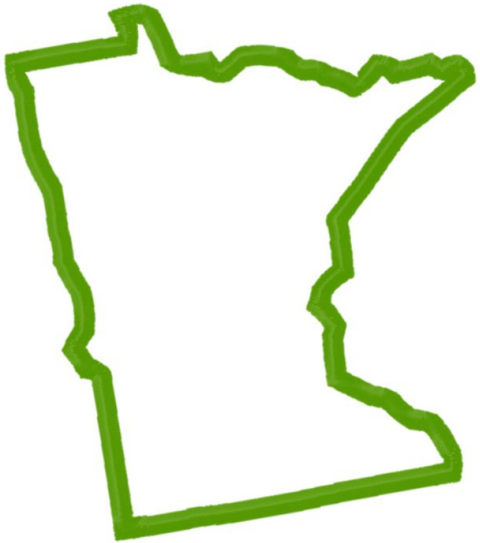
•If you are having any tech issues, please chat to Neill Allard for assistance.

Check-In Discussion (enter responses in the chat):

- **What are your priorities and/or goals as you are planning for programming in the upcoming year?**

Recording Today's Session

The recording will be posted on the Literacy Action Network website.



DEPARTMENT OF EDUCATION

Welcome to WebChat with MNABE

Wednesday, July 20, 2022

Agenda

1. Welcome and Introductions
2. Grants and Funding
3. Accountability
4. High School Equivalency (HSE)
5. Transitions and Partners
6. Professional Development
7. Questions

Adult Education Team @ MDE

Brad Hasskamp, State Director

Jodi Versaw, Program Quality

Julie Dincau, Transitions

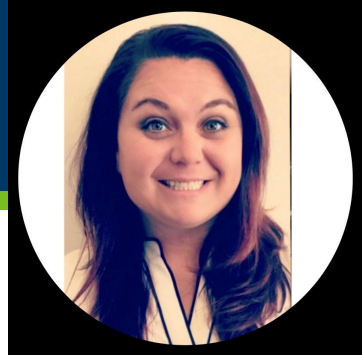
Astrid Liden, Professional Development

Brandy Logan, HSE & Accountability

Neill Allard, Records, Communications, and Admin Support

New team member joining this year!

Welcome, Brandy Logan!



As the new **High School Equivalency and**

Adult Education Accountability Specialist, Brandy:

- Serves as the state GED Administrator;
- Leads MDE's role in HiSET implementation in Minnesota;
- Serves as MDE's main representative on the High SEAs Advisory Group;
- Co-leads MDE's implementation of the Standard Adult High School Diploma;
- Co-leads MDE's adult education accountability and National Reporting System (NRS) efforts, including training, technical assistance, and reporting efforts; and
- Helps lead the Minnesota Adult Education (ABE) system with the rest of the team at MDE.

Contacting the Adult Education Team at MDE

Please email mde.abe@state.mn.us for:

- GED verifications and records requests;
- GED/HSE age waivers;
- GED Manager access;
- August submissions; and
- IET approval forms

Please email neill.allard@state.mn.us for:

- General questions for the adult education team when you do not know which one of us to contact

Grants and Funding

Integrated English Literacy and Civics Education Grants

Due to budgeting delays at the Minnesota Department of Education, these grants are still being processed.

Federal Adult Education Grant Competition

- 36 grant applications received
- 36 grantees are being approved
- Key Change/Challenge: Approving each provider in each consortium
- Next Step: applicants receive feedback from the workforce development boards
- Next federal grant competition: 2028 (unless WIOA is reauthorized requiring a competition earlier)

2021-22 Additional ABE Funding

- Consortia must spend all funding by August 31, 2022
- To request a financial reporting form (FRF), contact Nyagatare Valens (nyagatare.valens@state.mn.us)
- FRFs must be received by MDE by October 15, 2022 (ideally by September 15th if possible)

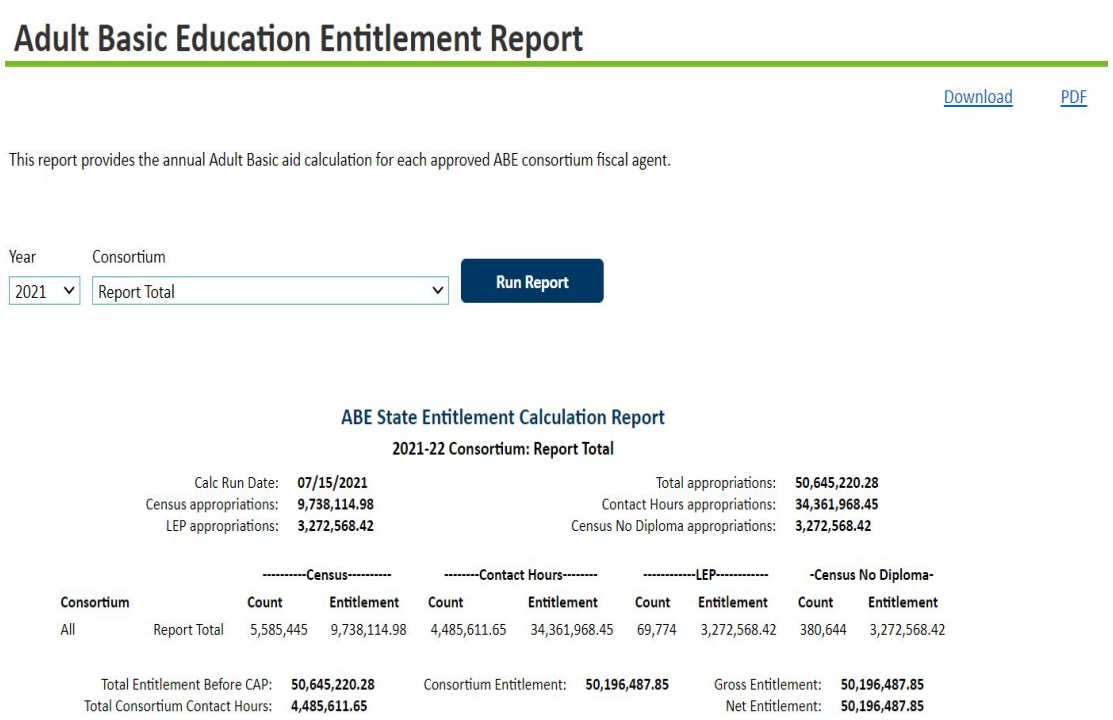
Annual Tech Fees Paid for 2022-23

- Normally, consortia receive invoices from Literacy Minnesota
- This fee covers each consortium's use of SiD and statewide distance learning (DL) licenses
- You will not receive an invoice this year
- MDE is paying all tech fees for 22-23 with unspent federal funding
- Consortia will still need to sign a contract with Literacy Minnesota this year
- This is a one-time situation; the plan is that consortia will be invoiced for the SiD and DL licenses again in 2023

State ABE aid amounts posted

Initial ABE state aid award amounts are now posted on MDE website. Consortium managers: please check to confirm that all data is correct!

(see email from Neill on July 8)



Adult Basic Education Entitlement Report

Download PDF

This report provides the annual Adult Basic aid calculation for each approved ABE consortium fiscal agent.

Year: 2021 | Consortium: Report Total | Run Report

ABE State Entitlement Calculation Report

2021-22 Consortium: Report Total

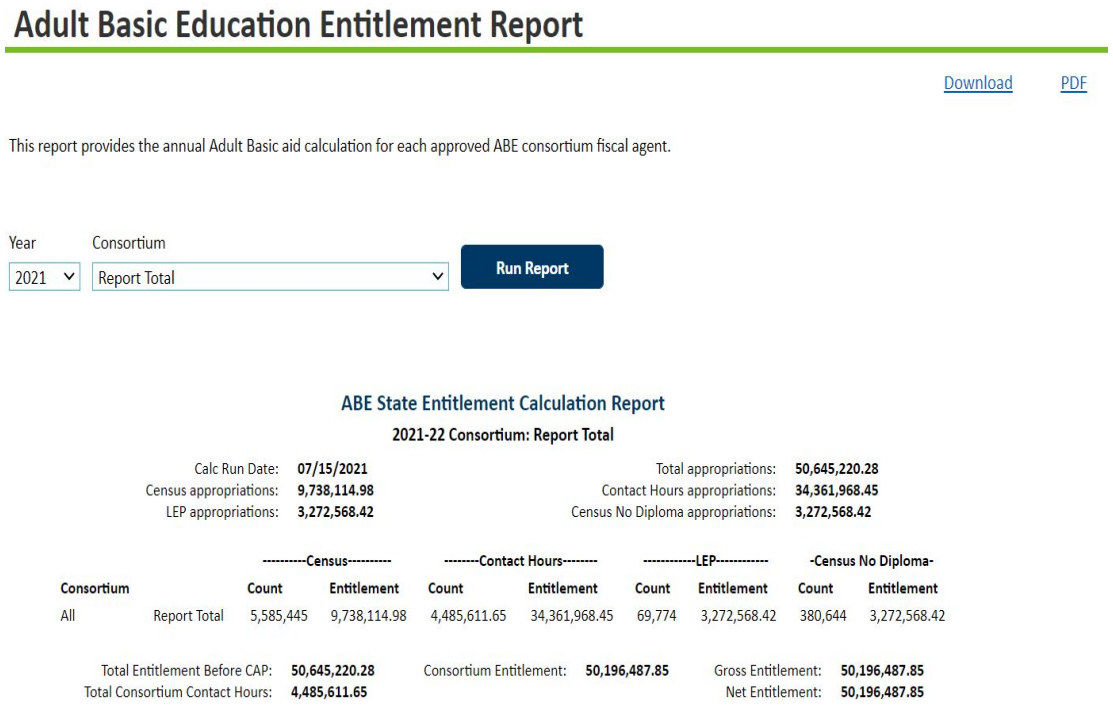
Calc Run Date:	07/15/2021	Total appropriations:	50,645,220.28
Census appropriations:	9,738,114.98	Contact Hours appropriations:	34,361,968.45
LEP appropriations:	3,272,568.42	Census No Diploma appropriations:	3,272,568.42

		----------Census----------		--------Contact Hours--------		----------LEP----------		-Census No Diploma-	
Consortium		Count	Entitlement	Count	Entitlement	Count	Entitlement	Count	Entitlement
All	Report Total	5,585,445	9,738,114.98	4,485,611.65	34,361,968.45	69,774	3,272,568.42	380,644	3,272,568.42

Total Entitlement Before CAP:	50,645,220.28	Consortium Entitlement:	50,196,487.85	Gross Entitlement:	50,196,487.85
Total Consortium Contact Hours:	4,485,611.65			Net Entitlement:	50,196,487.85

Link to State ABE aid amounts

Link to ABE Entitlement Report on MDE website: https://public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=407



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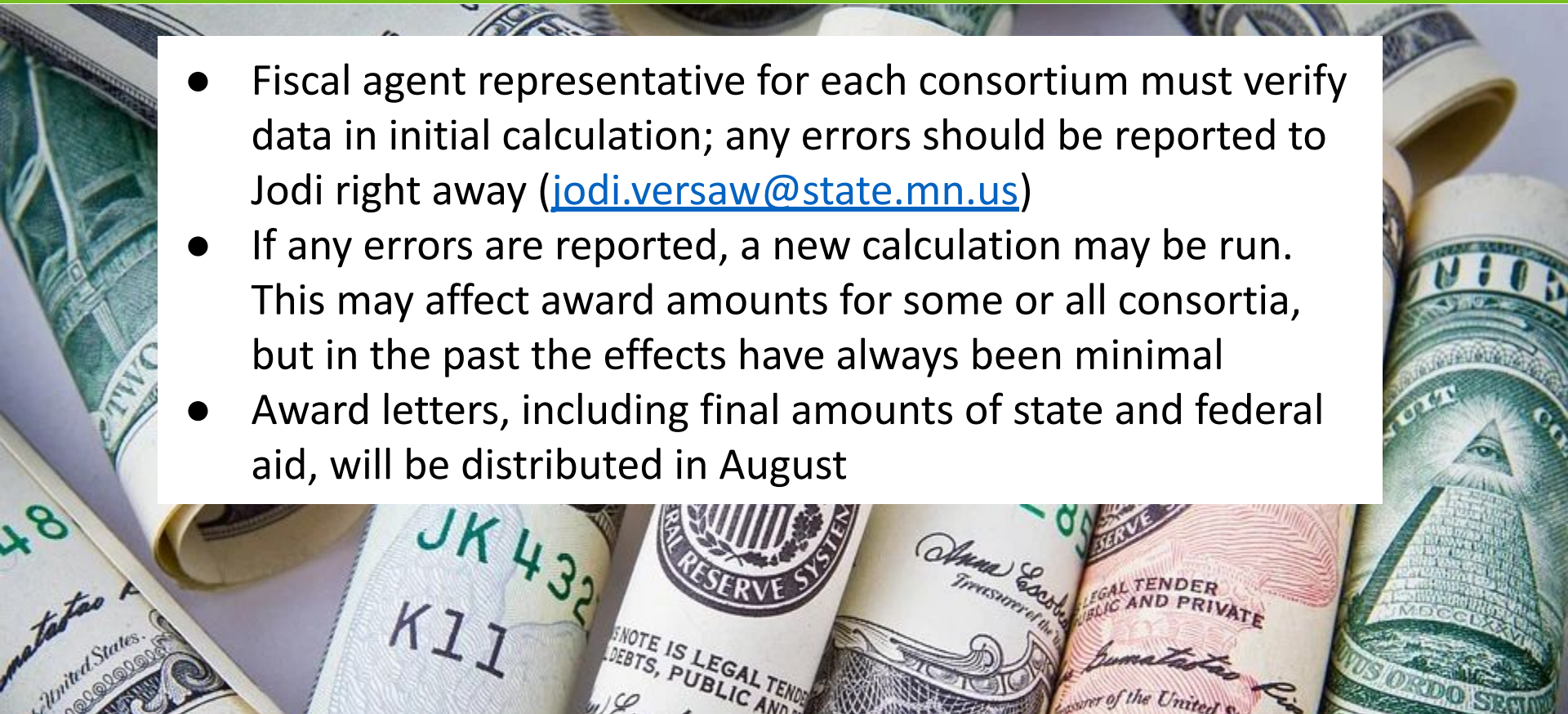
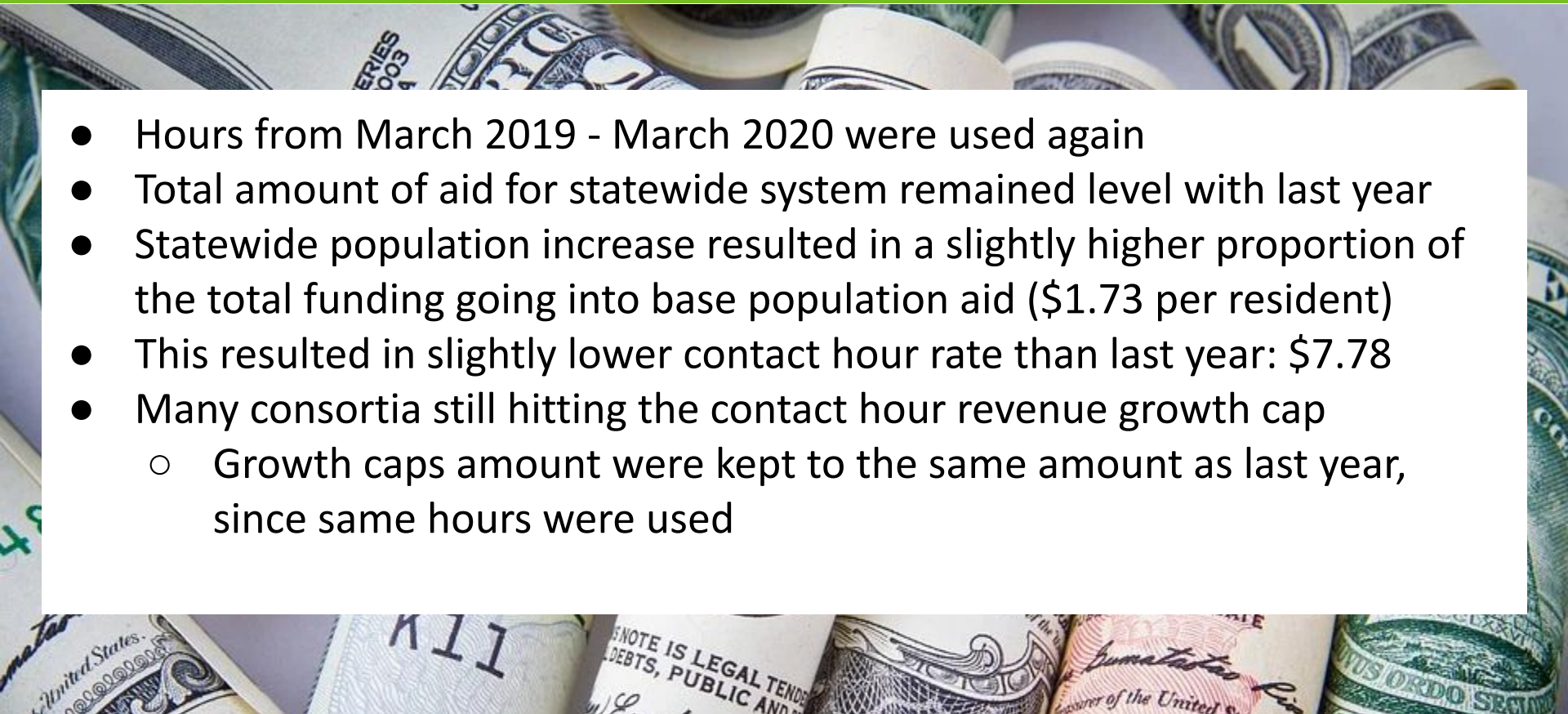
State ABE Aid verification process



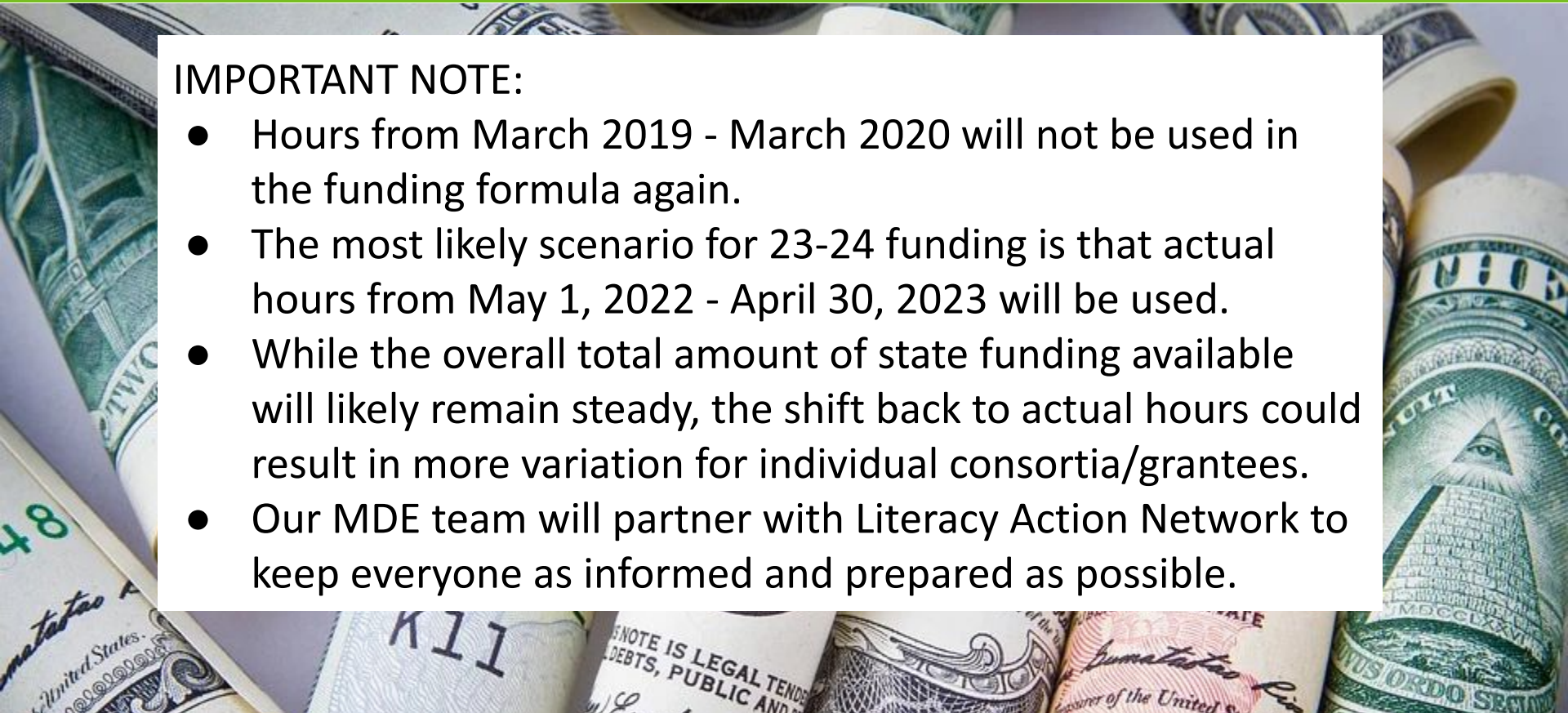
- Fiscal agent representative for each consortium must verify data in initial calculation; any errors should be reported to Jodi right away (jodi.versaw@state.mn.us)
- If any errors are reported, a new calculation may be run. This may affect award amounts for some or all consortia, but in the past the effects have always been minimal
- Award letters, including final amounts of state and federal aid, will be distributed in August

Notes about 2022-2023 State ABE Aid



- Hours from March 2019 - March 2020 were used again
- Total amount of aid for statewide system remained level with last year
- Statewide population increase resulted in a slightly higher proportion of the total funding going into base population aid ($1.73 per resident)
- This resulted in slightly lower contact hour rate than last year: $7.78
- Many consortia still hitting the contact hour revenue growth cap
    - Growth caps amount were kept to the same amount as last year, since same hours were used

Contact hours for 23-24 funding



IMPORTANT NOTE:

- Hours from March 2019 - March 2020 will not be used in the funding formula again.
- The most likely scenario for 23-24 funding is that actual hours from May 1, 2022 - April 30, 2023 will be used.
- While the overall total amount of state funding available will likely remain steady, the shift back to actual hours could result in more variation for individual consortia/grantees.
- Our MDE team will partner with Literacy Action Network to keep everyone as informed and prepared as possible.

Reminder: Carryover unused state ABE funds

Now is the time to use any remaining FY22 State ABE Funding!

Up to 20% of state funds can be spent between July 1 and September 30 of the following fiscal year (“Quarter 5”).

When carrying over funds in this way, be sure they are course coded correctly. The course code for FY22 funds is 002.

UFARS course codes for carryover

Course codes to use for carryover

FY22 = 002
FY23 = 003
FY24 = 004
etc.

5-year narratives due June 1, 2023

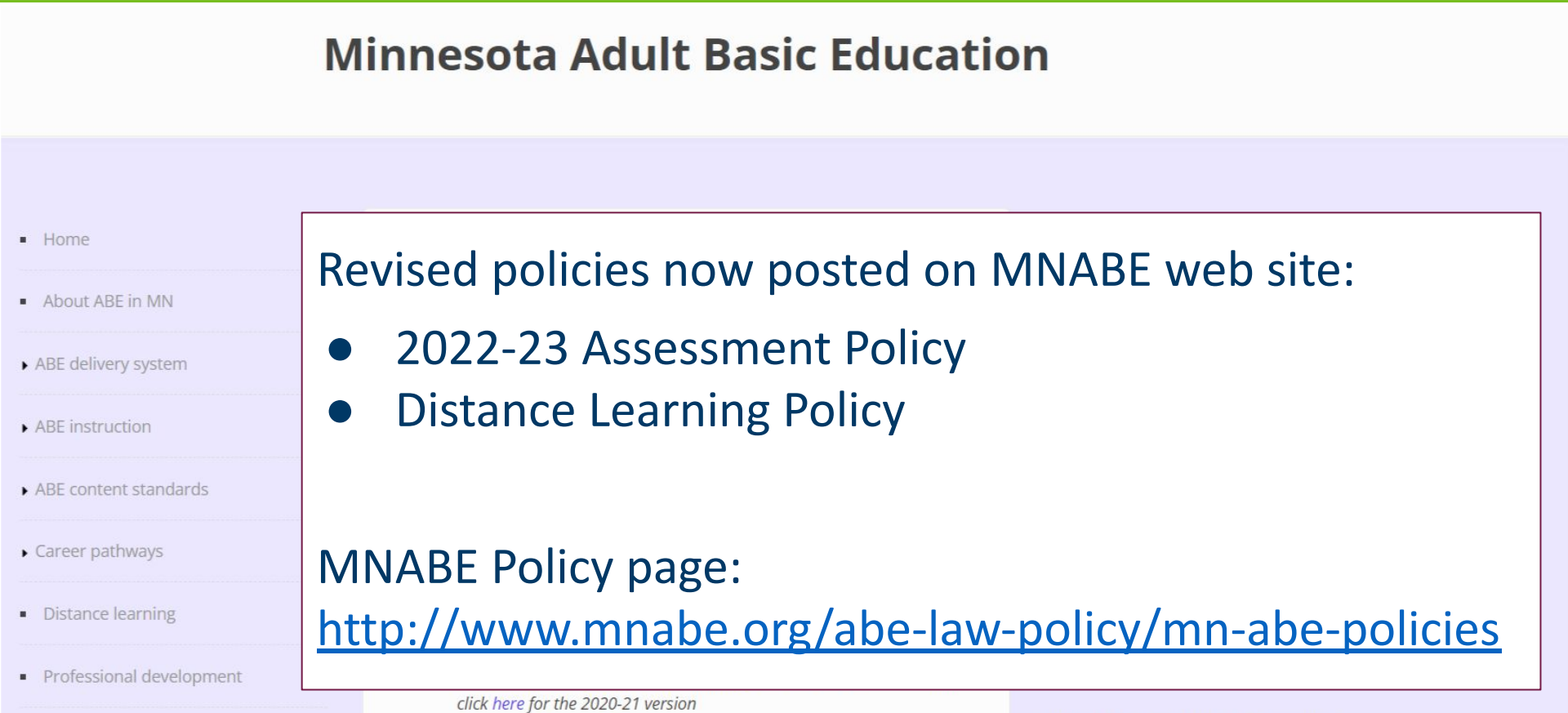
2023 5-year narrative cohort:

- American Indian OIC
- Central MN - St. Cloud
- Department of Corrections
- Great Rivers - South Washington County
- Rosemount/Apple Valley/Eagan
- Southeast ABE - Owatonna

Narrative Writers Workshop: November 2, 2022

Accountability

Updated Minnesota Adult Education (ABE) Policies



Revised policies now posted on MNABE web site:

- 2022-23 Assessment Policy
- Distance Learning Policy

MNABE Policy page:
http://www.mnabe.org/abe-law-policy/mn-abe-policies

August Submission/Reporting

Due: Monday, August 1, 2022

Each ABE Consortium must send:

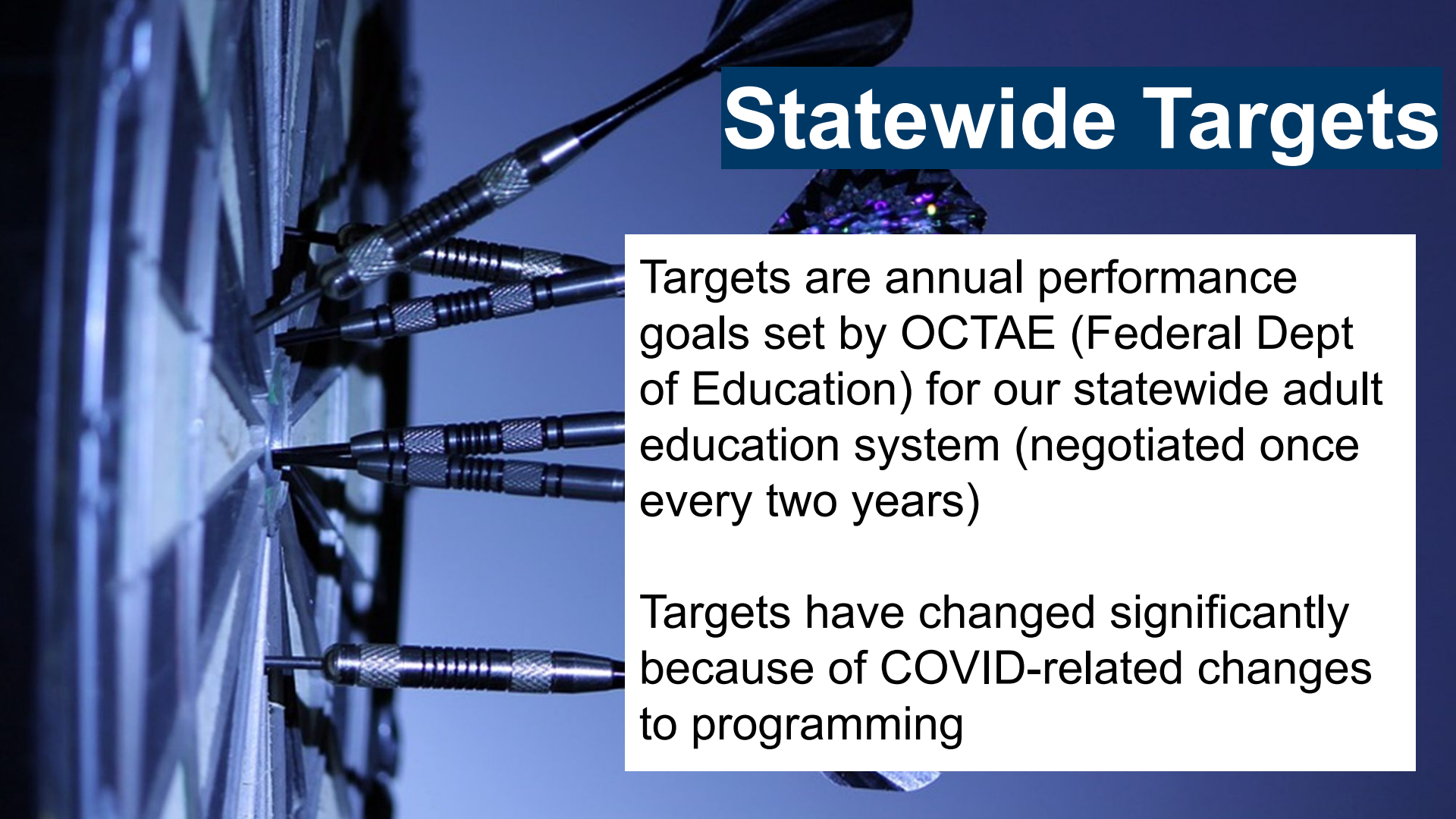
- The completed August submission/reporting document,
- The Level Gains report, and
- The Effectiveness in Serving Employers spreadsheet.

Send to mde.abe@state.mn.us

(Guidance sent from Neill Allard on June 7th)

August Submission/Reporting Components

1. **Level Gains with Post-Test Report for All ABE Participants** (download from SiD and attach in Microsoft Excel format) for your entire ABE consortium for July 1, 2021-June 30, 2022
2. **Annual Volunteer Information Report** (online form)
3. **Effectiveness in Serving Employers for 2021-22** (attach in Microsoft Excel format)
4. **Estimate of IET Workforce Training Costs** using ABE or IELCE funding (July 2021-June 2022)
5. **Consortium one-stop contributions** (CareerForce center and system)
6. **Verification of your consortium's state ABE aid calculation for FY23**



Statewide Targets

Targets are annual performance goals set by OCTAE (Federal Dept of Education) for our statewide adult education system (negotiated once every two years)

Targets have changed significantly because of COVID-related changes to programming

Minnesota Adult Education Targets

WIOA Indicator	Target for 2022-23	Target for 2023-24
Measurable Skill Gain (MSG)	27.5%	28%
Employment Rate 6 months after exiting ABE	34.3%	35%
Employment Rate 1 year after exiting ABE	35.4%	36%
Median Quarterly Earnings	$6,190	$6,200
Credential Attainment Rate	19.3%	20%

22-23 and 23-24 MSG Targets

MSG: Measurable Skill Gains

July 1, 2022-June 30, 2023: 27.5%

July 1, 2022-June 30, 2023: 28%

(down from 44% in 2021-22)

Program Improvement

Program Improvement is a technical assistance process that helps ensure our statewide ABE system reaches federal MSG targets

Program Improvement Process

Consortia that have low performance on accountability measures, such as MSGs, may be required to participate in Program Improvement, including:

- Program Improvement workshop
- Program Improvement planning
- Technical assistance from MDE

2022 ABE Report Card

In fall 2022, the ABE Report Card for 2022 will be released

2021 Report Card

Minnesota ABE PY 2021 Measurable Skill Gains (Level Gains and High School Credentials)

ABE-Level Participants (12+ hours)*

Consortium	Number of Participants (ABE Levels)	Number of Participants Rank	Number of Participants who Made a Level Gain	Number of Participants who Completed a High School Credential **	Percent of Participants with MSG ***
Tri-Co Corrections	110	25	51	11	52.7%
NRS Target					43.0%
Cass Lake Bena Walker	23	34	6	8	39.1%
Hiawatha Valley ABE	57	30	12	12	38.6%
Moorhead	113	24	26	20	37.2%
Rochester	452	7	116	32	32.1%
White Earth	23	34	0	7	30.4%
WEST ABE	335	9	90	12	29.0%
Lakes Area ABE	56	31	8	9	28.6%
Corrections	2226	1	456	166	25.8%
Farmington-Northfield	16	38	2	2	25.0%
Central MN ABE	189	16	18	31	24.3%

NO Program Improvement Process in 22-23

There will be NO Program Improvement Process in 22-23

NOTE:

The 2022 Report Card will give you a chance to see how your MSG and post-testing rates compare to other consortia and to federal targets.

Minnesota ABE PY 2021 Measurable Skill Gains (Level Gains and High School Credentials)

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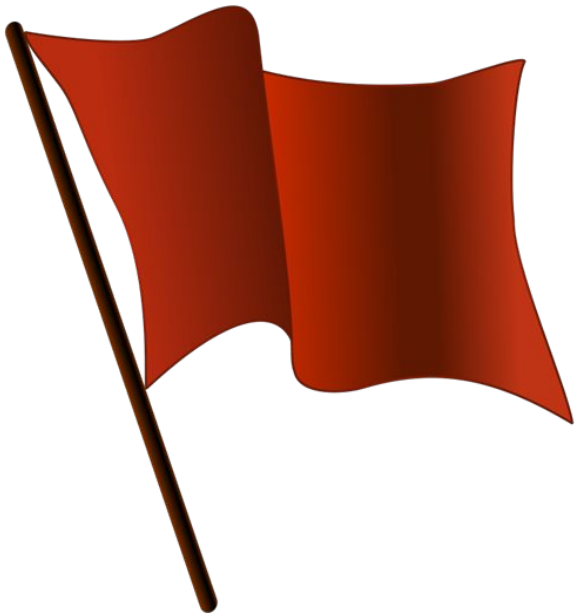
Next Program Improvement Process: beginning FALL 2023

When the 2023 ABE Report Card is released in Summer/Fall 2023, some consortia may be flagged for participation in Program Improvement

Next Program Improvement Process: beginning FALL 2023



2023 ABE Report Card:

ABE consortia will be flagged for *possible participation* in Program Improvement if they fall below the Program Improvement Benchmarks:

Measurable Skill Gains – ABE students

Measurable Skill Gains – ESL students

Post-testing Rates

Program Improvement: NEXT STEPS

- Remember the next Program Improvement process is still more than a year away!
- Be watching for 2022 ABE Report Card and note how your results compare to other consortia.
- More information on upcoming WebChats - there may be changes before Fall 2023!

DEPARTMENT OF EDUCATION

High School Equivalency (HSE)

Need to contact us?
Email **mde.abe@state.mn.us**

Record requests & verifications
Age waivers
GED Manager Access
Other questions

High School Equivalency (HSE)

Updated Records Request & Age Waiver forms are on MDE's website https://education.mn.gov/MDE/dse/abe/

Please check your program's website to update local links and documents

Make sure to communicate the update to staff. Anything that would have gone to Alice Smith, send to **mde.abe@state.mn.us**

High School Equivalency (HSE) Cont…..

Subsidy code **MNGED10** is now reactivated!

Testers can get $10 off the first time they take each subject test (maximum of $40 off for the whole battery per tester)

HiSET Pilot

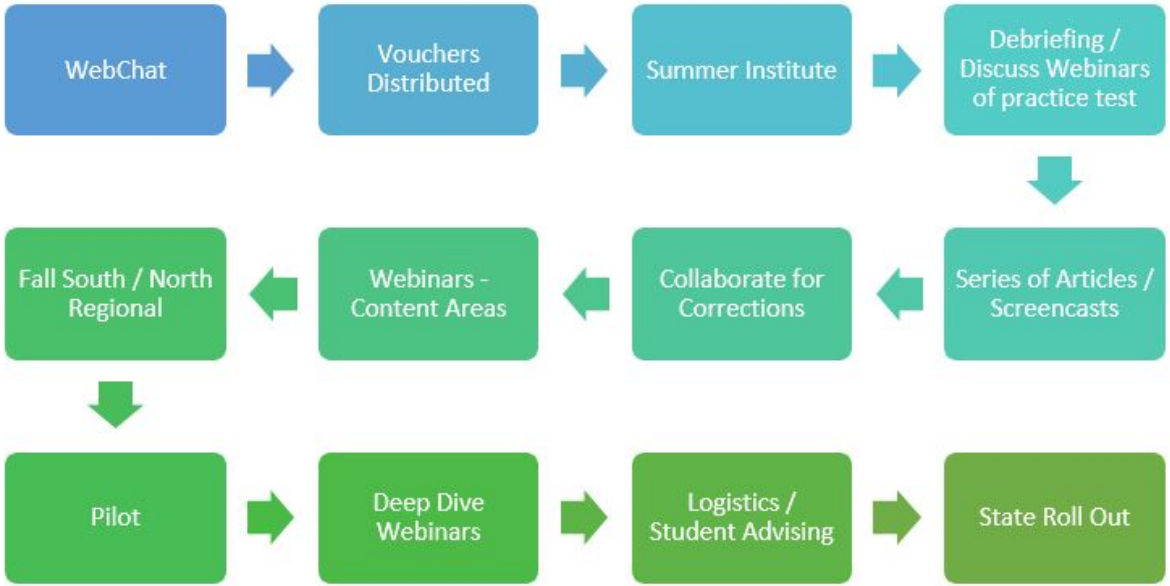
Pilot in October and a full state roll out in January

Application Google Form due by Friday, July 29

HiSET OPT Vouchers

HiSET Official Practice Test (OPT) Vouchers for ABE staff

HiSET Implementation



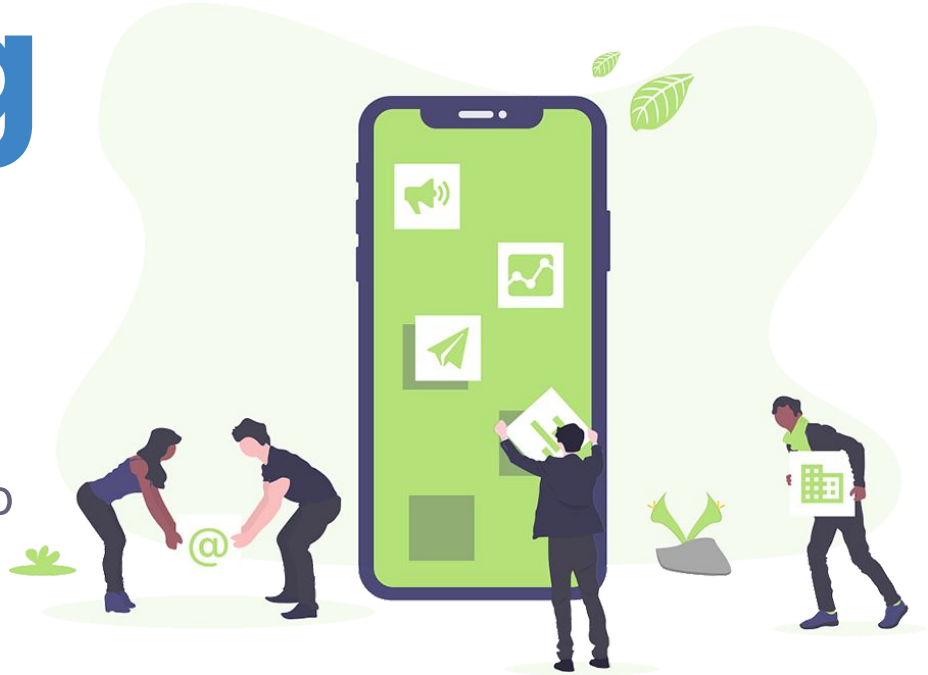
Literacy Action Network's (LAN) Marketing Toolkit

Kaija Bergen, LAN Membership and Marketing Committee Chair

LAN Marketing Toolkit

-Kaija Bergen

Chair of Marketing & Membership for LAN

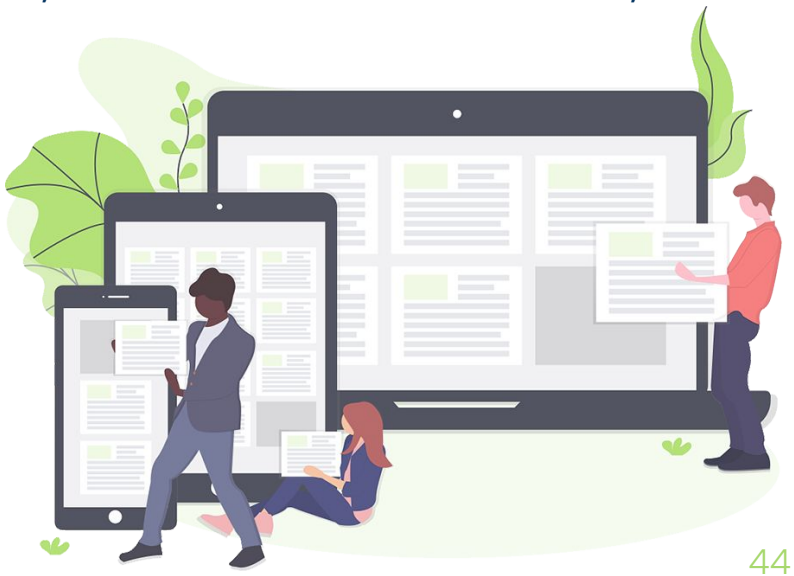


What is it?

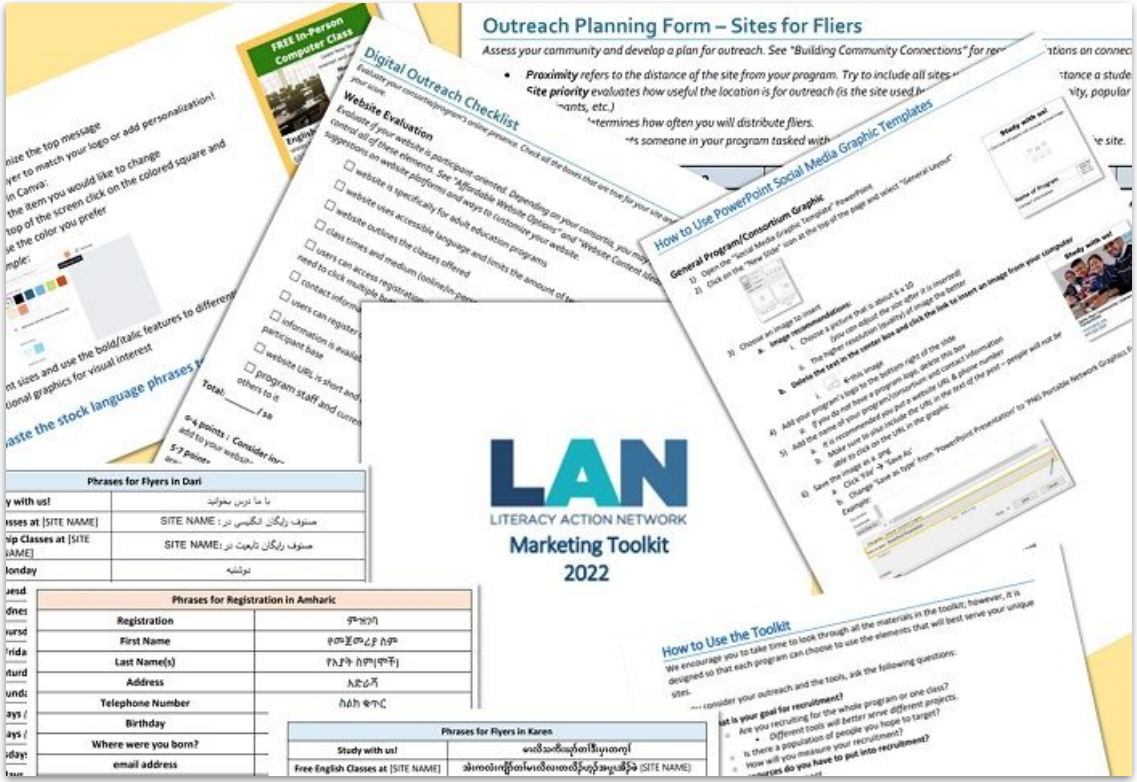
- a ‘toolkit’ of resources that can be used by programs to inform and recruit learners, as well as to inform potential referral partners

- tools includes planning tools for outreach, outreach assessment tools, and a combination of templates for social media posts, flyers, and other materials on basic recruiting topics in various languages for ABE programs to use

- stock phrases & photos from ABE sites to be used for flyers, social media, and registration



Materials Overview



Outreach Planning Form – Sites for Fliers

Assess your community and develop a plan for outreach. See "Building Community Connections" for recommendations on connecting with your communities.

- ***Proximity*** *refers to the distance of the site from your program. Try to include all sites within the average distance a student travels to come to your classes.*
- ***Site priority*** *evaluates how useful the location is for outreach (is the site used by many people in the community, popular with people who are potential participants, etc.)*
- ***Frequency*** *determines how often you will distribute fliers.*
- ***Responsibility*** *targets someone in your program tasked with delivering the fliers/maintain the relationship with the site.*

	Name
example	*Great Books Library*
Libraries	
Coffee shops	
Grocery stores/Bakeries	
Churches	
Mosques	

	Name	Proximity	Contact	Site Priority	Frequency	Responsibility
Temples						
Elementary schools						
Middle/Jr High schools						
High schools						
Community colleges						
Workforce centers						
Additional locations *(ex: laundromats, restaurants, Parks & Rec centers, etc.)*						

Digital Outreach Checklist

Evaluate your consortia/program's online presence. Check all the boxes that are true for your site and total the boxes for your score.

Website Evaluation

Evaluate if your website is participant-oriented. Depending on your consortia, you may not be able to control all of these elements. See "Affordable Website Options" and "Website Content Ideas" for suggestions on website platforms and ways to customize your website.

- ☐ website is specifically for adult education programs
- ☐ website uses accessible language and limits the amount of text
- ☐ website outlines the classes offered
- ☐ class times and medium (online/in-person) are clearly stated
- ☐ users can access registration and class information with minimal website navigation (ex: no need to click multiple buttons, move between tabs, or scroll extensively)
- ☐ contact information provided
- ☐ users can register online
- ☐ information is available in multiple languages specific to the demographic of your potential participant base
- ☐ website URL is short and easy to type/share *(ex: www.programname.org)*

Total: _____ / 9

0-3 points:

3-6 points:

6+ points:

Facebook Evaluation

*Evaluate your digital outreach through Facebook**

- ☐ page is specifically for adult education programs
- ☐ the "About" section includes a link to the program website
- ☐ in the "About" section includes registration information
- ☐ page is regularly updated (at least 1 post a week)
- ☐ posts generally include graphics
- ☐ page features original content specific to the program
- ☐ posts use accessible language and limit the amount of text

Total: _____ / 7

0-3 points:

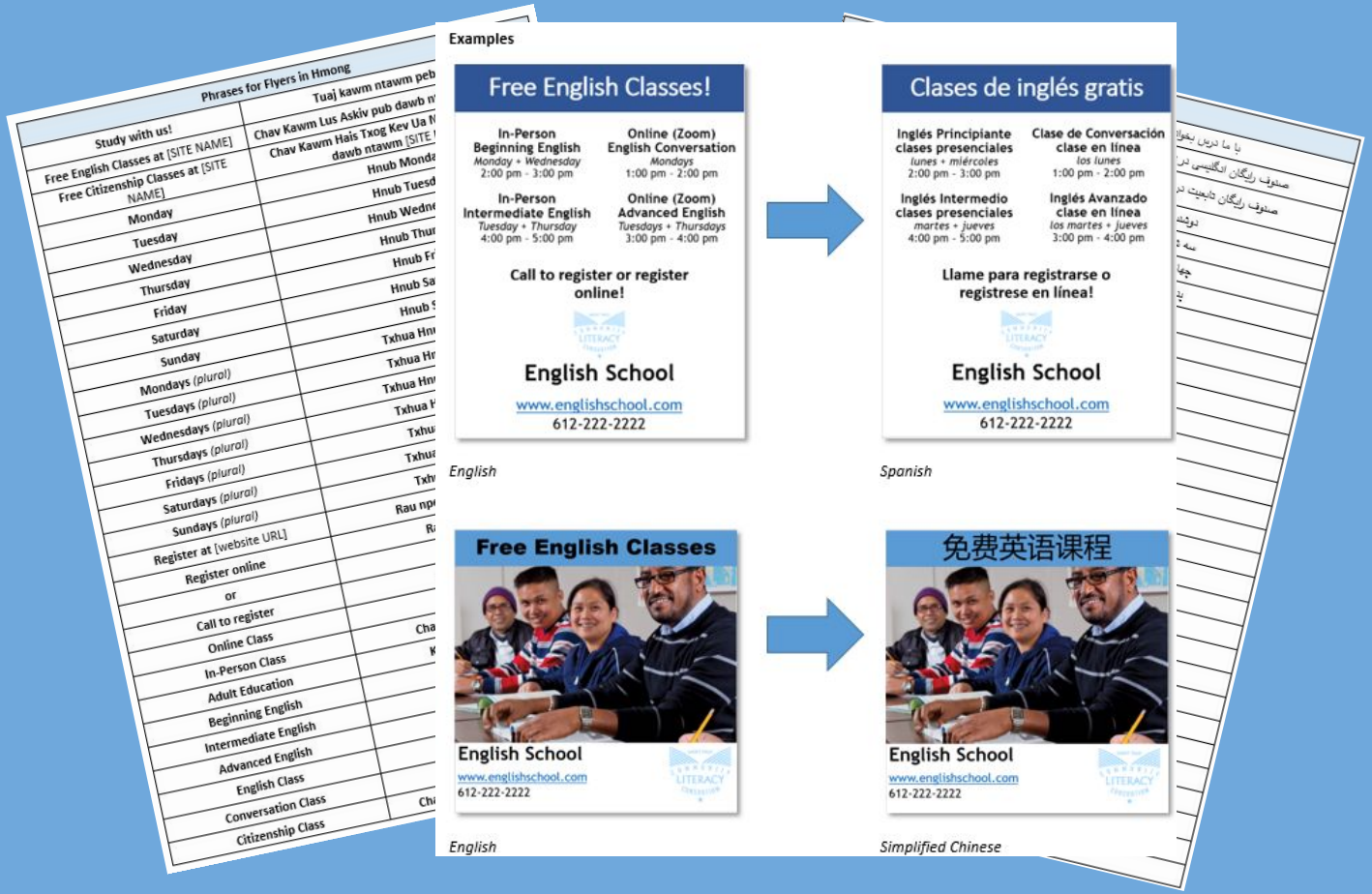
3-6 points:

6+ points:

**Facebook is the most popular social media platform for outreach with ABE participants in general, if you know your potential participant population uses a different social media platform you can adapt these criteria to that medium*

Templates for Flyers & Social Media

Translated Stock Phrases



Languages:
Spanish, Somali, Hmong, Karen*, Simplified Chinese, Vietnamese, Oromo. Amharic. Russian, French, Farsi/Dari, Pashto & Ukrainian

Stock Photos

Photo credit to Bruce Silcox Photography

Thank you also to the sites and students that participated in our project:

- Laura Temali's class at Hubbs Center for Lifelong Learning
- Linda Sandager & Deborah Therrien's classes at Lakeville Area Schools Community Education
- Julie Garner-Pringle & Banichayehu Aychiluhum's class at the International Institute of MN
- Mai Vue-Vang and Asma Abdille classes at ThinkSelf, Inc.

Transitions and Partners

Minnesota Future Together Grants

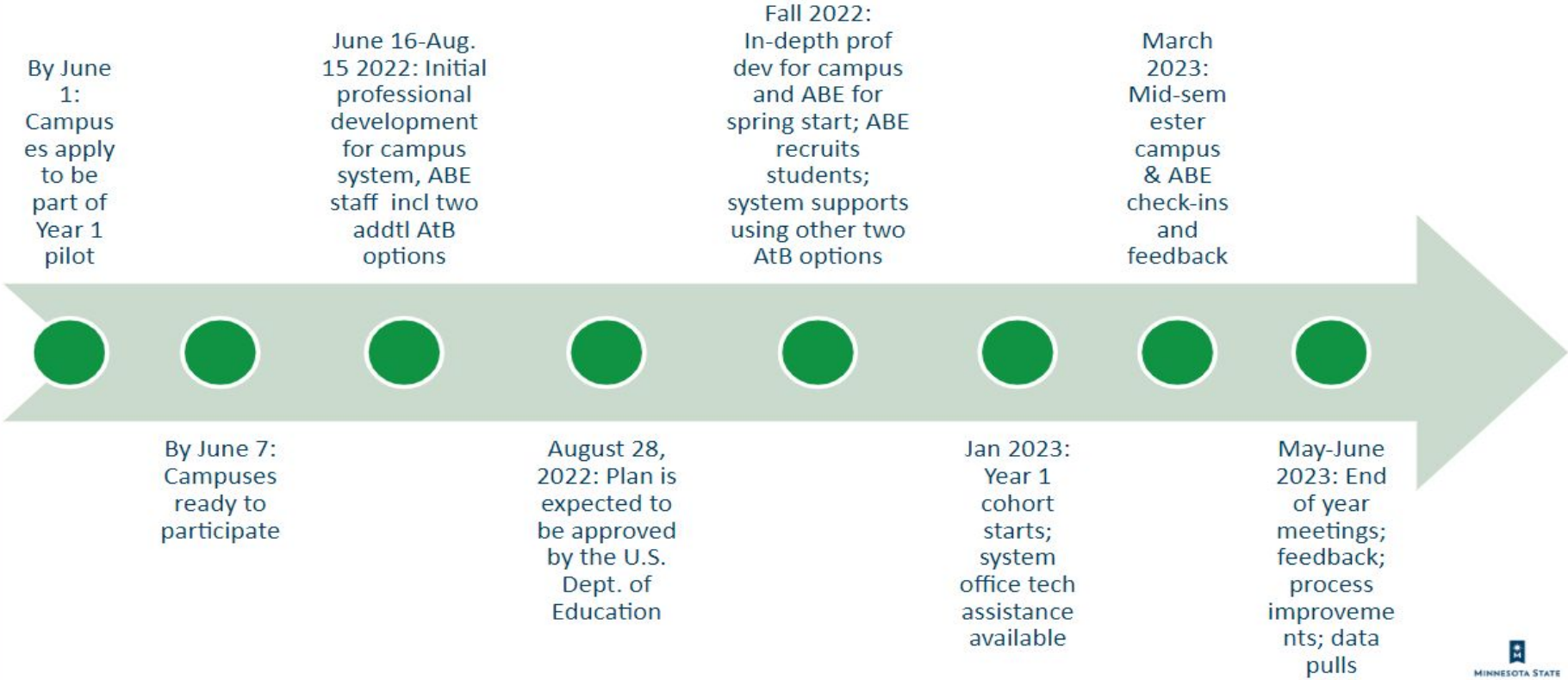
A new grant program offering tuition-free pathways for students in high-need career areas.

…for earning a certificate, diploma, associate's degree, or bachelor's degree at any public institution in the state.

Purpose of Ability to Benefit (AtB) State Plan pilot

- Provide more pathways into college for adults with no high school diploma/GED, who are disproportionately low-income and people of color
- Support Equity 2030 and the State Legislature's attainment goal
- Reduce barriers between secondary and post-secondary pathways by supporting strong collaboration between colleges and ABEs

Overall Timeline



Guided Self Placement for learners transitioning to college

- Guided Self Placement (GSP) guidance was created in May 2020 to address issues regarding how to assess learners for course placement during COVID.
- GSP may be used for students **without** standardized test scores or a high school GPA for placement at Minnesota State.
- College presidents expressed the desire to continue the assessment for course placement pandemic guidance due to concerns about inequities resulting from the use of standardized placement tests.
- The guidance will continue as a system wide pilot project through September 2023 so that more data can be gathered to evaluate effectiveness.

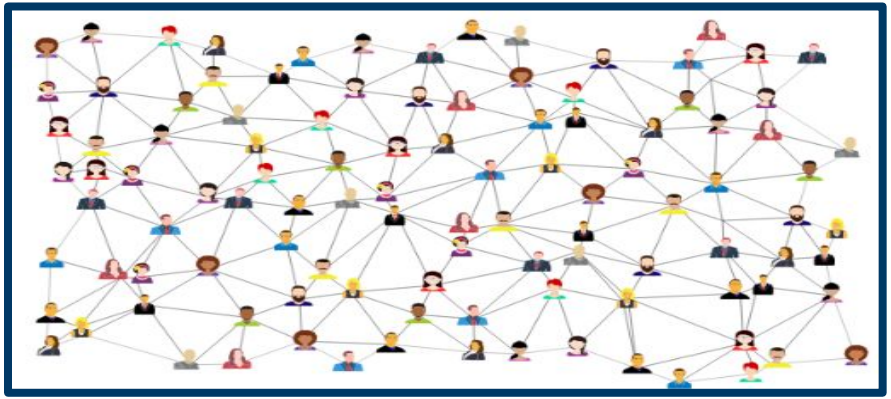
Online Statewide Training Courses Pilot

Classes will be open to all ABE learners who are at the appropriate level for the course.

The referring consortium will count the contact hours.

Courses that will be offered:

- Health Care Core
- Microsoft Office Specialist
- ParaPro
- TEAS



Three one-page briefs that highlight ABE services

Memorandums of Understanding

Memorandums of Understanding (MOUs) are being developed at the local level with one-stop partners.

The Infrastructure Agreement (IFA) is part of the MOU.

Local Workforce Development Areas (LWDAs) are receiving training on creating the MOU.

There is an emphasis on ensuring all partners are included in the initial development of the MOU.

Adult Citizenship Education Program Webinar

Webinar Title: LINCS Universal TA Webinar - Adult Citizenship Education Program Development

The U.S. Citizenship and Immigration Services (USCIS) Office of Citizenship (OoC) will cover aspects of building a comprehensive adult citizenship education program. Attendees will leave with an understanding and resources to start or enhance an adult citizenship education program. Please note that this webinar will NOT be recorded.

Date and time: July 27, 2022 from 3 to 4:30 PM ET/ 12 to 1:30 PM PT

Link to register:
https://air-org.zoom.us/j/96548045210?pwd=U3Z6cHFYR2hOT2lwVkVtL1BQYjg4dz09

Professional Development and Resources

Join the 2022-23 *Racial Equity ABE and Partners Advisory Group*

The Racial Equity Team is looking for applicants for the second year of the **REAP Advisory Group**, which is part of the **Racial Equity in Adult Education Supplemental Services Grant**.

Purpose: By sharing expertise and collective wisdom, the Racial Equity ABE and Partners (REAP) Advisory Group will collaborate to support and inform all grant activities while cohesively working towards promoting equity within ABE.

Meetings: held virtually every 3rd Thursday of the month from 1:30 - 3pm

Apply here: REAP Advisory Group application

Deadline: Friday, July 22

If you have any questions or would like more information contact:

See Moua-Leske
See.Moua-Leske@marshall.k12.mn.us

or Addy Wolbaum

Addy.Wolbaum@ci.marshall.mn.us

Volunteer Training

MN Adult Education Volunteer Training Policy:

Volunteers who work with adult learners are required to receive either **Foundations of Adult Education Tutoring (12 hours)** or **Foundations of Volunteering in the Adult Education Classroom (4 hours)**, depending on their role. Learn more: https://www.literacymn.org/volunteer-foundations-training

***As of July 1, 2022, all training required per the Volunteer Training Standards Policy must be entered in SiD.**

Questions about entering volunteer training in SiD? sidsupport@literacymn.org

ABE Summer Institute

- August 18-19 (virtual)
- Submit your poster session proposal by July 29
- Register by August 12!

Teacher Verification Model (TVM)

Upcoming TVM Certification Webinar:

- August 16, 2:00-4:00

*TVM certification webinar registration info in the TVM module of the Distance and Blended Learning Basics for Minnesota Adult Education online course.

- **More info about TVM and the certification process:** https://www.literacymn.org/teacher-verification-model
- **Questions about TVM or any other DL-related topic?** support@mnabedistancelearning.zendesk.com

NEW! Northstar Digital Literacy Foundations Course

Learn about the **Northstar Digital Literacy Standards** and how to integrate them into your instruction.

A draft version of this self-paced course for MN adult education teachers is now available through Literacy Minnesota's online training portal, with the official launch at Summer Institute.

ABE Foundations at a Distance

Help your new staff get off to a great start!

Webinar series to complement the **ABE Foundations Online Course**

- October 18, 1:30-3:00
- October 25, 1:30-3:00
- November 1, 1:30-3:00

Topics include:

- Introduction to ABE Students
- MN Adult Secondary Credentials
- MN ABE Model & Delivery System
- MN ABE Policy & Accountability
- Introduction to MN Content Standards for ABE
- Volunteers
- Professional Development Resources

ACES TIF 2.0

ACES TIF is getting a refresh!

This fall Stephanie Sommers (ATLAS ACES Coordinator) & an advisory team of MN adult education practitioners will be working to update and revise the Transitions Integration Framework (TIF) and related resources.

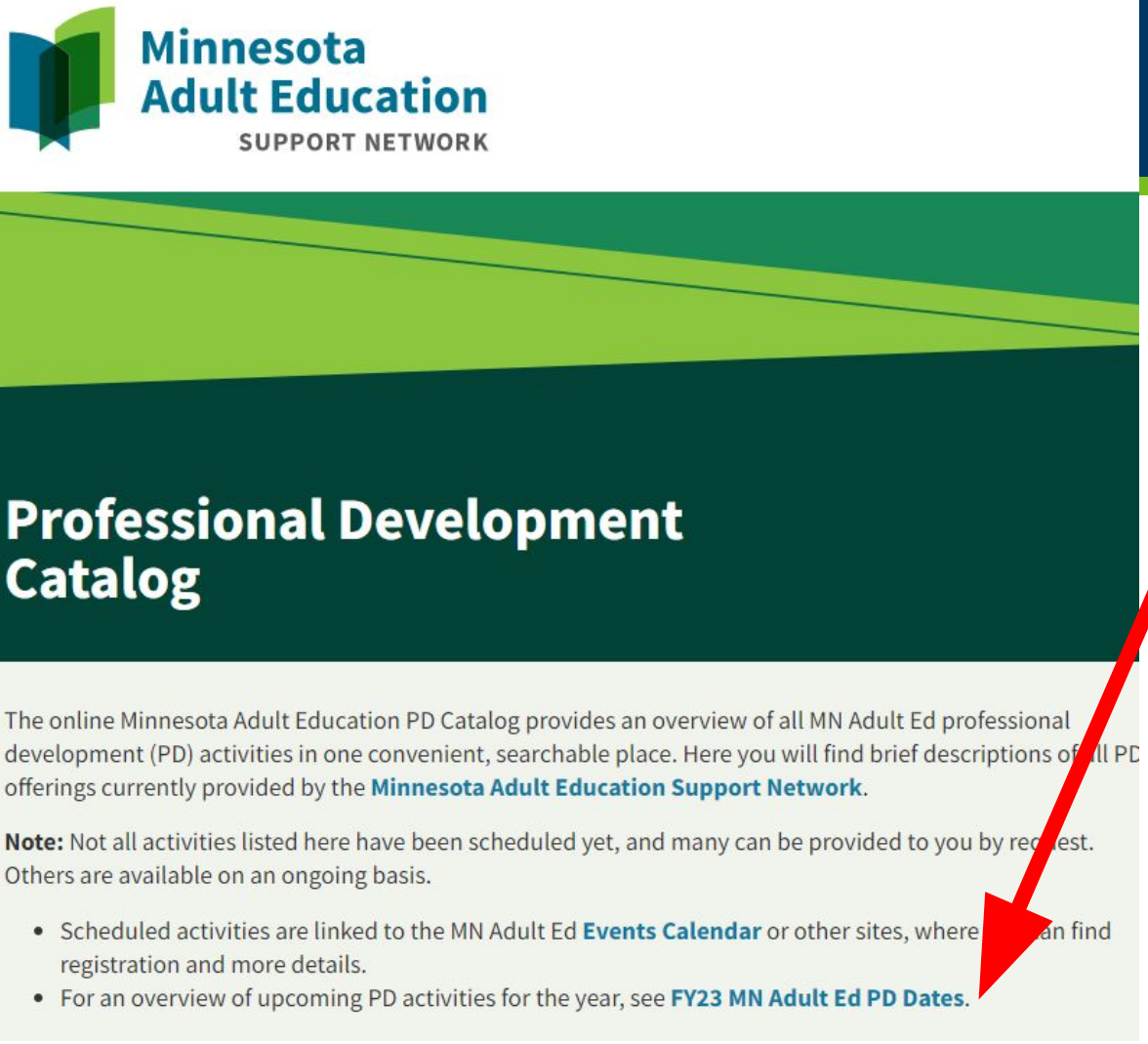
Mark your calendars for the **TIF 2.0 webinar series**:

- Feb. 28, 2:00-2:30
- March 21, 2:00-2:30
- April 18, 2:00-2:30

Fall/Winter PD Events

- **ABE Math Institute** - Sept. 24 (virtual)
- **Fall South Regional** - Sept. 30 (in-person, Mankato)
- **Fall North Regional** - Oct. 13-14 (in-person, Walker)
- **CTE Works Conference** - Nov. 1 (in person & virtual)
- **Fall Manager Meeting** - Nov. 10 (in-person)
- **Support Services Conference** - Nov. 17-18 (virtual)
- **Minnesota English Learner Education (MELEd) Conference** - Nov. 18-19, St. Paul River Centre
- **Volunteer Management Conference** - Dec. 2 (virtual)
- **Language and Literacy Institute** - Jan. 26-27 (in-person, Bloomington)
- **Spring Virtual Conference** - Apr. 28 (virtual)

FY23 PD Dates



A complete list of all FY23 PD events that have been scheduled to date is available on the MN Adult Education PD Catalog.

Upcoming Statewide PD Survey

Help us support you and your staff!

Statewide professional development survey of all managers, instructors and support staff will be open from **September 13th-26th**.

Results will be used to inform PD and resources to support MN adult ed field.

Continue the Conversation!
Minnesota Adult Education Network

Vibrant online community for adult educators:

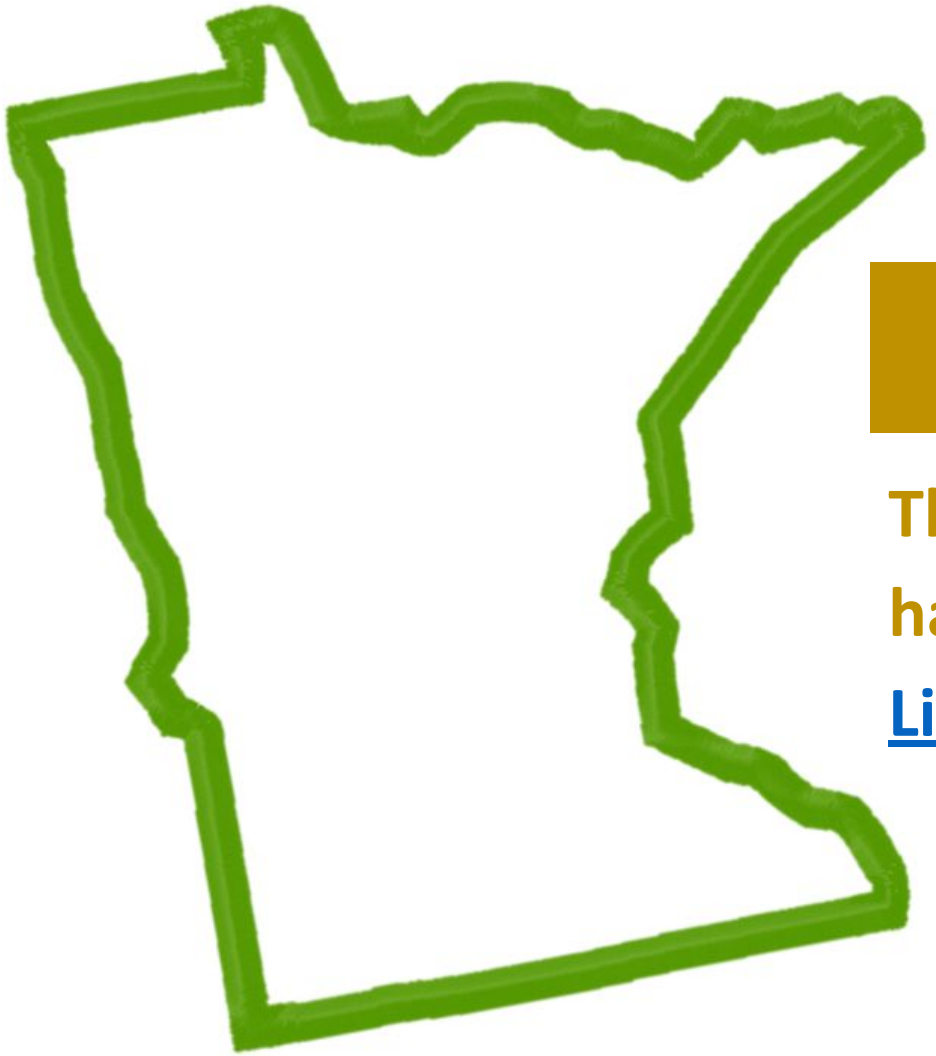
- Post and have threaded conversations
- Direct message and Chat
- Topics to search and organize activity
- Participate in Groups organized around various content areas

Current Groups

- Administrators/Managers
- Adult Career Pathways
- Corrections
- Math & Numeracy
- One-Room Schoolhouse

Learn more and join the MN Adult Education Network:
https://atlasabe.org/news/online-networking-is-getting-mighty-easy/

Questions?



Materials

The recording, slides and handouts will be posted on the Literacy Action Network website.

Next WebChat

September 22, 2022

1-2:30pm

Thank You!

DEPARTMENT OF EDUCATION

Questions?

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