

# Welcome to WebChat with MNABE

Wednesday, July 12, 2023

# 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 Wendy Her for assistance.

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

- **How are staff and programs doing? If you have waitlists, how are you handling them? Are you making referrals to other programs?**



# Agenda

1. Welcome and Introductions
2. August Reporting Submission
3. Legislation
4. Funding and Service Disruption
5. SiD and DL Fees
6. Professional Development
7. Accountability
8. High School Equivalency (HSE)
9. Transitions
10. Questions

A large, grey stone monument stands against a blue sky with white clouds. The monument features a large, red, cursive 'Missouri' script on its upper portion. Below the script, the words 'Welcome You' are carved into the stone in a bold, black, sans-serif font. The monument is partially obscured by a dark blue banner at the top of the image.

# 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

Starting Next Week! **Hailey Swanson**, Grants,  
Records, and Admin Support

# New ABE Consortium: Mille Lacs Band of Ojibwe!



The Mille Lacs Band of Ojibwe has applied to be a new ABE consortium. They are provisionally approved pending narrative review follow up, the upcoming site visit, and additional steps to be completed during this fiscal year.



# Racial Equity ABE & Partners (REAP) Advisory Group

## Looking for Applicants for 2023-24!!

Meetings are the 3rd Thursday of the Month  
\*Excluding August's meeting which is the 24th

## Tasks will include:

- Support & Inform Grant activities
- Assist in final reports of Educator & Learner survey data;
- Assist in conducting Learner focus groups;
- Make recommendations to MDE ABE State Team

**Deadline to Apply: July 14th @4:00pm**

**Join us in wrapping up the Racial  
Equity in Adult Basic Education  
Statewide Grant!**

**[Application Link HERE](#)**

For more information: view application or  
contact See Moua-Leske  
[See.Moua-Leske@marshall.k12.mn.us](mailto:See.Moua-Leske@marshall.k12.mn.us)

**Stipend Offered!**

# Racial Equity Adult Learner (REAL) Advisory Group

This group is for adult learners who have an interest in improving the ABE system for all students.

Zoom meetings are the 3rd Wednesday of the month @12:30pm-1:30pm starting September 20th

## Tasks will include:

- Provide insight on ABE experiences;
- Assist in final reports of Educator & Learner survey data;
- Make recommendations to MDE ABE State Team

**Deadline to Apply: August 15 @4:00pm**

**Help uplift learners' voices by sharing this opportunity with your students!**

**[Application Link HERE](#)**

**Stipend offered!**

For more information view application or contact: See Moua-Leske  
[See.Moua-Leske@marshall.k12.mn.us](mailto:See.Moua-Leske@marshall.k12.mn.us)

# August Reporting Submission



# August Reporting Submission

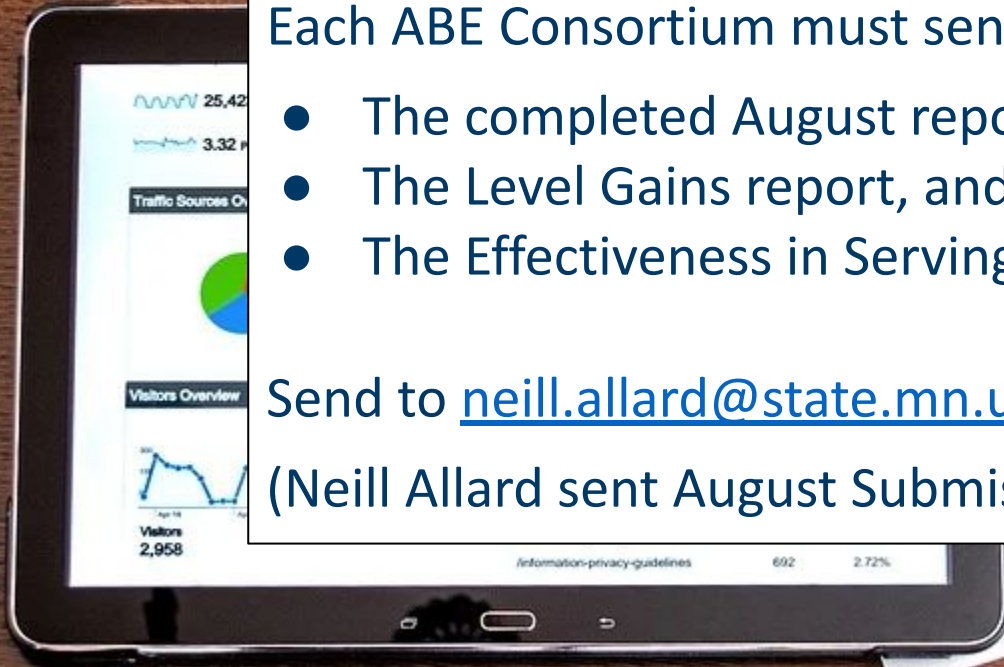
Due: Tuesday, August 1, 2023

Each ABE Consortium must send:

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

Send to [neill.allard@state.mn.us](mailto:neill.allard@state.mn.us)

(Neill Allard sent August Submission document on June 7th)



# August Reporting Submission Sections

1. Level Gains with Post-Test Report for All ABE Participants
2. Annual Volunteer Information Report
3. Effectiveness in Serving Employers for 2022-23
4. Estimate of IET Workforce Training Costs
5. NEW: Estimate of Career Service Costs
6. Consortium One-Stop Contributions
7. Verification of your Consortium's State ABE Aid Calculation



# August Submission/Reporting Component 1

## Level Gains with Post-Test Report for All ABE Participants

- All required data must be entered through June 30, 2023, including:
  - Enrollee registration info
  - Test scores
  - Contact and proxy hours
  - Diplomas earned
- Download Level Gains with Post-Test Report from SiD
- Attach report with August submission as Microsoft Excel spreadsheet
- The report needs to include participants and outcomes for your entire ABE consortium
- Report needs to use the dates: July 1, 2022 - June 30, 2023

# August Submission/Reporting Component 2

## Annual Volunteer Information Report

Complete once as entire consortium or have providers complete

Online Report with two versions - for consortia/providers that:

- [Did use volunteers](#) (preview questions [here](#))
- [Did not use volunteers](#) (preview questions [here](#))

Use date range of July 1, 2022 - June 30, 2023

Run Annual Volunteer Report in SiD for statistics

If a learner or volunteer fits multiple categories, list them just once

You can save progress and complete/make changes later

More help available in [webinar recording](#) or [SiD Help Center Article](#)

# August Submission/Reporting Component 3

## Effectiveness in Serving Employers for 2022-23

- Complete and attach with August submission as Microsoft Excel spreadsheet
- Document all employers that the consortium has served from July 1, 2022–June 30, 2023, including what type of service was provided
- If you are not serving any employers, you do not need to submit the spreadsheet



# 3 Effectiveness in Serving Employers

ESE Categories of Service	What this measure is: Staff assisted services, in-depth in-person or remote	Applicable to ABE?
<b>1. Employer Information and Support Services</b>	- Orientation sessions, workshops, or other business consultations (e.g., initial site visits)	Yes
	- Tax credit programs/ WOTC	
	- Customized workforce information	Yes
	- Proactive referrals between establishments and community resources	Yes
<b>2. Workforce Recruitment Assistance</b>	- Supporting search for qualified candidates	Yes
	- Screening/pre-screening/running background checks/1-9 support job candidates for establishments	
	- Job order information	
	- Organizing, conducting, and participating in job fairs	Yes
	- Providing co-working employer space at One-Stop Center for interviewing - Job and task analysis services for establishments, such as absenteeism	
<b>3. Engaged in Strategic Planning/ Economic Development</b>	- Workforce investment strategic planning	Yes
	- Business growth and economic development strategic planning in the community	
	- Providing information for the purpose of corporate economic development planning	
	- Partnering to name and address challenges	Yes
<b>4. Accessing Untapped Labor Pools</b>	- Pipeline activities in partnership with public workforce system	Yes
	- Youth outreach/high school partnerships	Yes
	- Targeted demographic groups: veterans, individuals with disabilities, older workers, ex-offenders, LEP, and others	Yes
<b>5. Training Services</b>	- Received publicly funded training assistance: customized, on-the-job, or incumbent worker	Yes
<b>5A. Incumbent Worker</b>	- Received publicly funded incumbent worker training assistance	Yes



# August Submission/Reporting Component 4

## Estimate of IET Workforce Training Costs (July 2022-June 2023)

- This applies if the consortium was operating an approved IET program  
AND
- Paid for the student workforce training portion of the IET using state or federal ABE or IELCE funding.

IET: Integrated Education and Training

Workforce training: student training for the career-specific technical components of an IET

Costs: could include staffing, materials, testing fees, or other resources used in workforce training



# 4 Estimate of IET Workforce Training Costs

Please answer the following questions to calculate your consortium's workforce training costs:

1. Did your consortium offer **any IET programming** from July 1, 2022–June 30, 2023?

No. If the answer is no, stop here and enter the following workforce training costs at the bottom of this section: **\$0 State ABE Funding; \$0 Federal ABE Funding; \$0 IELCE Funding.**

Yes. If the answer is yes, please go to #2.

2. Did your **ABE consortium pay for the workforce training component** of the IET from July 1, 2022–June 30, 2023?

No. If the answer is no (meaning that a partner paid for the workforce training or that there was no cost to provide the training), stop here and enter the following workforce training costs at the bottom of this section: **\$0 State ABE Funding; \$0 Federal ABE Funding; \$0 IELCE Funding.**

Yes. If the answer is yes, please go to #3.

3. Did your consortium pay for workforce training for students in an IET program **using state ABE funding and/or federal ABE/IELCE funding** from July 1, 2022–June 30, 2023?

No. If the answer is no (meaning the funding came from another source or grant, such as P2P), stop here and enter the following workforce training costs at the bottom of this section: **\$0 State ABE Funding; \$0 Federal ABE Funding; \$0 IELCE Funding.**

Yes. If the answer is yes, please estimate, to the best of your ability, the amount of **state ABE funding, federal ABE funding and/or federal IELCE funding** used for the training part of an IET. *(If no providers in your consortium have an IELCE grant, the IELCE amount should be \$0.)*

# 4 Estimate of IET Workforce Training Costs

Total amount of funding spent by consortium for the training portion of an IET from July 1, 2022–June 30, 2023:

Type of Funding	Amount Consortium Spent on Training Costs with IET programming
State ABE grant funding	\$Click or tap here to enter text.
Federal Adult Education grant funding	\$Click or tap here to enter text.
IELCE grant funding	\$Click or tap here to enter text.
Other funding (please specify): Click or tap here to enter text.	\$Click or tap here to enter text.

# August Submission/Reporting Component 5

## **NEW: Estimate of Career Service Costs** using ABE or IELCE Funding

Career Services provided July 2022–June 2023:

- Outreach, intake, and orientation information;
- Pre-testing skill levels, aptitudes, abilities, and supportive services needs;
- Referrals to and coordination of activities with other programs/services;
- Sharing performance information and program cost information on eligible providers of education, training, and workforce services by program and provider type; and
- Sharing information on supportive services/assistance and referrals (child care; child support; Medicaid; CHIP; SNAP; EITC; TANF, and other supportive services and transportation).

# 5 Estimate of Career Service Costs

In the past, the state used to estimate career service costs. The U.S. Department of Education now wants grantees and providers (not states) to provide estimated costs for career services.

The state used to calculate career services by estimating each participant received an estimated 6 hours of career services per year and then used the contact hour rate to estimate how much was paid for those services.

Consortia and providers can create an estimate however they think is attainable and reasonably accurate.

# 5 Estimate of Career Service Costs Table

Please estimate how much your consortium has spent on career services from July 1, 2022–June 30, 2023, using state ABE grant funding, federal adult education grant funding, and Integrated English Literacy and Civics Education (IELCE) grant funding:

Type of Funding	Amount Consortium Spent on Career Services
State ABE grant funding	\$Click or tap here to enter text.
Federal Adult Education grant funding	\$Click or tap here to enter text.
IELCE grant funding	\$Click or tap here to enter text.
Other funding (please specify): Click or tap here to enter text.	\$Click or tap here to enter text.

# August Submission/Reporting Component 6

**Consortium one-stop contributions** (CareerForce center and system)

Contributions from July 1, 2022 - June 30, 2023

Use the Infrastructure Funding Agreement(s) (IFA) with the workforce development area(s) where your consortium is located to help you determine the contributions.

Note: If one consortium within the workforce development area makes the contribution on behalf of multiple ABE consortia then only that consortium that makes the contribution should document the contribution.

# 6 Consortium One-Stop Contributions

<b>Workforce development area(s) where your consortium is located</b>	Click or tap here to enter text.
---	----------------------------------

<b>Contribution Type</b>	<b>Amount</b>
<b>Federal Adult Education grant funding</b>	\$Click or tap here to enter text.
<b>State ABE grant funding</b>	\$Click or tap here to enter text.
<b>In-Kind Contributions</b> (please include a dollar amount for the value of the in-kind contribution)	\$Click or tap here to enter text.

# August Submission/Reporting Component 7

## Verification of your consortium's state ABE aid calculation for FY24

Review your consortium's state aid calculation:

- Contact hours (Table A for May 1, 2022–April 30, 2023 in your annual application);
- School district members; and
- Any other data you can verify that is used for calculating the state ABE aid for the consortium.

If you find inaccurate data in the state ABE aid calculation, email Jodi ([Jodi.Versaw@state.mn.us](mailto:Jodi.Versaw@state.mn.us)) as soon as possible.

*(More details later this session)*



# Legislative Update

# ABE-Focused State Legislation Passed in 2023



- A. Adjusting the Gross Revenue per Contact Hour Cap to \$30 (from \$22)
- B. Increase in state ABE funding
- C. Connecting future state ABE funding growth with K12 funding growth
- D. One-time funding to temporarily pay for HSE testing
- E. ABE (and ECFE) teachers no longer exempted from being defined as teachers in school districts (Minnesota State Statute 122A.26) - guidance is being developed by PELSB

# Adult Education Funding and Service Disruption

# Funding: Key Terms

**Fiscal year (FY):** July 1 - June 30

**FY23:** July 1, 2022 - June 30, 2023 ← JUST ENDED

**FY24:** July 1, 2023 - June 30, 2024 ← JUST STARTED

**UFARS:** Codes for fiscal reporting that must be used by all MDE grantees

**FIN 322:** State Adult Education/ABE Funds

**FIN 438:** Federal Adult Education/ABE Funds

Funding = aid = entitlement = \$\$\$\$\$

# FY23 Funding

# Carryover unused FY23 state ABE funds (FIN 322)

There is still time to use FY23 State ABE Funding!

Up to 20% of state funds can be spent between July 1 and Sept 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 FY23 funds is 003.



Chromebooks?  
Hyflex equipment?  
Curriculum  
project?

# UFARS course codes for carryover

Course codes to use for carryover (FIN 322)

FY23 = 003

FY24 = 004

FY25 = 005

etc.



# Reminder: Draw down FY23 federal funds (FIN 438) in SERVS

Federal funds (unlike state funds) cannot be used after June 30 of the fiscal year they are awarded.

Work with your business office to draw down FY23 federal funds from SERVS.

If necessary, revise the budget to match expenses.

Do this ASAP, but no later than Sept 30.





# FY24 Funding

# FY24 INITIAL State ABE funding amounts posted

Initial ABE state funding award amounts are now posted on MDE website.

The screenshot shows a web browser window with the URL `public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=407`. The page header features the Minnesota Department of Education logo and a navigation menu with items: Home, About, Students and Families, Licensing, Districts, Schools and Educators, and Data Center. Below the navigation is a breadcrumb trail: `MDE > Data Center > Data Reports and Analytics`. The main heading is `Adult Basic Education Entitlement Report`. A description states: "This report provides the annual Adult Basic aid calculation for each approved ABE consortium fiscal agent." Below this is a form with two dropdown menus: "Year" (set to 2023) and "Consortium" (set to Anoka-Hennepin Public School District), followed by a "Run Report" button. At the bottom, the report title is `ABE State Entitlement Calculation Report` for the `2023-24 Consortium: 0011-01 Anoka-Hennepin Public School District`. Summary statistics are provided: Calc Run Date: 06/16/2023, Census appropriations: 9,957,321.43, Total appropriations: 51,599,704.62, and Contact Hours appropriations: 34,979,601.88.

public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=407

**mn** DEPARTMENT OF EDUCATION

Home About Students and Families Licensing Districts, Schools and Educators Data Center

MDE > Data Center > Data Reports and Analytics

## Adult Basic Education Entitlement Report

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

Year Consortium

2023 Anoka-Hennepin Public School District **Run Report**

**ABE State Entitlement Calculation Report**  
2023-24 Consortium: 0011-01 Anoka-Hennepin Public School District

Calc Run Date:	06/16/2023	Total appropriations:	51,599,704.62
Census appropriations:	9,957,321.43	Contact Hours appropriations:	34,979,601.88

# Link to FY24 INITIAL State ABE funding amounts

State ABE funding calculations are on the [MDE's site for Adult Basic Education Entitlement Reports](#)

(also see email sent by Neill on June 29)

public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=407



- Home
- About
- Students and Families
- Licensing
- Districts, Schools and Educators
- Data

MDE > Data Center > Data Reports and Analytics

## Adult Basic Education Entitlement Report

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

Year: 2023 Consortium: Anoka-Hennepin Public School District **Run Report**

### ABE State Entitlement Calculation Report

2023-24 Consortium: 0011-01 Anoka-Hennepin Public School District

Calc Run Date:	06/16/2023	Total appropriations:	51,599,704
Census appropriations:	9,957,321.43	Contact Hours appropriations:	34,979,601
LEP appropriations:	3,331,390.66	Census No Diploma appropriations:	3,331,390

# Navigate to FY24 INITIAL State ABE funding amounts

Or go to [education.mn.gov](https://education.mn.gov) and click on “Data Center,” “Data Reports and Analytics,” then “Adult Basic Education Entitlement Report.”

To get your consortium’s report:

- In Year, select “2023;”
- In Consortium, select your consortium’s fiscal agent;
- Click on “Run Report.”

# August Submission/Reporting Component 7

## Verification of your consortium's initial state ABE aid for FY24

- Contact hours
- School district members
- Other data

If you find inaccurate data, email Jodi ([Jodi.Versaw@state.mn.us](mailto:Jodi.Versaw@state.mn.us)) as soon as possible. If all data appears accurate, simply verify that on August reporting submission document.

# State ABE Aid Calculation Report

Year: 
 Consortium:

## ABE State Entitlement Calculation Report

2023-24 Consortium: 0011-01 Anoka-Hennepin Public School District

Calc Run Date: 06/16/2023  
 Census appropriations: 9,957,321.43  
 LEP appropriations: 3,331,390.66

Total appropriations: 51,599,704.62  
 Contact Hours appropriations: 34,979,601.88  
 Census No Diploma appropriations: 3,331,390.66

Consortium	-----Census-----		-----Contact Hours-----		-----LEP-----		-Census No Diploma-	
	Count	Entitlement	Count	Entitlement	Count	Entitlement	Count	Entitlement
0011-01 Anoka-Hennepin Public School District	485,741	840,331.93	273,529.30	2,311,658.78	7,569	352,676.28	21,474	187,940.13
			@ 1.73	@ 8.45122910	@ 46.59483132	@ 8.75198520		
Member	Count	Entitlement	Count	Entitlement	Count	Entitlement	Count	Entitlement
0011-01 Anoka-Hennepin Public School District	247,394	427,991.62			3,373	157,164.37	9,950	87,082.25
0012-01 Centennial Public School District	35,321	61,105.33			317	14,770.56	1,228	10,747.44
0013-01 Columbia Heights Public School District	27,904	48,273.92			1,435	66,863.58	2,570	22,492.60
0014-01 Fridley Public School District	17,319	29,961.87			488	22,738.28	1,059	9,268.35
0015-01 St. Francis Area Schools	33,744	58,377.12			141	6,569.87	1,468	12,847.91
0016-01 Spring Lake Park Public Schools	34,933	60,434.09			884	41,189.83	1,815	15,884.85
0286-01 Brooklyn Center School District	9,891	17,111.43			444	20,688.11	885	7,745.51
0728-01 Elk River Public School District	79,235	137,076.55			487	22,691.68	2,499	21,871.21
<b>Total</b>	<b>485,741</b>	<b>840,331.93</b>	<b>273,529.30</b>	<b>2,311,658.78</b>	<b>7,569</b>	<b>352,676.28</b>	<b>21,474</b>	<b>187,940.13</b>

CAP Amount: 2,311,658.78

Total Entitlement Before CAP: 3,692,607.12  
 Maximum Amount per Contact Hour: 30.00  
 Total Consortium Contact Hours: 273,529.30

Consortium Entitlement: 3,692,607.12  
 Per Contact Hour: 13.50

Gross Entitlement: 3,692,607.12  
 Proration Factor: 1.00  
 Net Entitlement: 3,692,607.12

# Notes about FY24 State ABE Funding

- Actual hours from May 1, 2022 - April 30, 2023 were used
- Total amount of aid for statewide system increased 2% from last year
- Higher total amount plus a lower number of contact hours resulted in a much higher contact hour rate: **\$11.05**
- Because each contact hour is worth significantly more than previous years, many consortia hit the Contact Hour Revenue Growth Cap
- The increase in the Gross Revenue Per Contact Hour Cap increased to \$30 (previously \$22). 18 out of 38 consortia had a higher award amount as a result of this change.

# Timeline for State ABE final funding calculation

- **ASAP:** Fiscal agent representative for each consortium must verify data in initial calculation. If errors are reported, they may be corrected in the final calculation.
- **July:** MDE will complete a final calculation
- **August:** award letters, including final amounts of state and federal aid, will be distributed



# IMPORTANT NOTE: final funding calculation process

For FY24, final award amounts will most likely change from this initial amount. This is due to two factors:

- Addition of a new ABE consortium
- Possible Service Disruption adjustment to some consortia

Most consortia will see a very small decrease.

Consortia who are approved for a Service Disruption adjustment will see an increase.

# Service Disruption Adjustment of Contact Hour Revenue

The Service Disruption Adjustment may be available to ABE grantees seeing a significant decrease in **state contact hour revenue**

- At least 10% decreased revenue for a consortium
- At least 15% decreased revenue for a program (provider)

*As long as the service disruption was caused by a factor outside of the control of the program, and reasonable actions were taken to avoid the loss of contact hours.*

*Source: Minnesota State Statutes [124D.531 \(Subd. 10\)](#) and [124D.518 \(Subd. 4a\)](#)*

# Service Disruption Adjustment in Funding: Phase One

## Phase One - COMPLETE

- Open to consortia who would lose more than 10% of funding AND will hit the \$30 Gross Revenue Per Contact Hour Cap
- Three applications submitted, all three approved
- These adjustments are reflected in the initial calculation of state aid

# Service Disruption Adjustment in Funding: Phase Two

## Phase Two - CURRENTLY OPEN

- There are no consortia who are seeing more than 10% decrease in funding
- Therefore, Phase Two is open only for consortia who have multiple providers and one or more of those providers is facing at least a 15% decrease in funding
- Application deadline: July 17

For more information, look for email from Neill sent on June 30

# Service disruption adjustment

If one or more consortia apply and are approved for a service disruption adjustment in phase two:

- The final calculation will increase revenue for consortia approved for a service disruption adjustment.
- To offset this, there will be a small decrease in revenue for all other consortia.



# SiD and DL License Fees

# Annual Tech Fees Paid Again for 2023-24



- In other years, consortia pay Literacy Minnesota a fee
- This fee covers each consortium's use of SiD and statewide distance learning (DL) licenses
- MDE is paying all tech fees for 23-24 with unspent federal funding
- Consortia will still need to sign a contract with Literacy Minnesota this year
- Consortia will receive information noting what its fee would be, but you do not need to pay it
- This is a unique situation; the plan is that consortia will be invoiced for the SiD and DL licenses in 2024

# Professional Development, Staff Training Policy, and Onboarding Resources



# Adult Education Staff Training Policy

Required Within First **12 Months** of Hire: (Full-time staff strongly encouraged to complete within 6 months of hire)

- ABE Foundations (all staff)

Required Before Implementation:

- CASAS Implementation Training - before administering tests & every 5 years
- TABE Implementation Training -before administering tests & every 5 years
- Distance & Blended Learning Basics Online Course - before engaging in DL programming
- TVM Certification - before implementation
- Standard Adult Diploma 101 Training - staff from new standard adult diploma programs: before implementing programming; new staff from existing standard adult diploma programs: within a year of engaging in standard adult diploma programming

In effect as of July 1, 2023

Only new requirement

Already required by existing policies

**Strongly Encouraged: (flexible timeline)**

- CCRS Foundations - ELA (ELA teachers & admin)
- CCRS Foundations - Math(Math teachers & admin)
- ACES Foundations (teachers & admin)
- Northstar Foundations (teachers & admin)

# Training Policy - ABE Foundations Exemptions

- Staff who worked in an adult education role with an approved MN Adult Education Provider prior to July 1, 2023.
- Staff that have successfully completed the Hamline University graduate course *EDUC 7601, Introduction to Adult Education*.

*To discuss special circumstances in complying with this policy as stated, please contact Astrid Liden.*

# Training Policy - Documentation

- All trainings required by this policy must be entered as a Staff Training history item in each staff person's SiD record.
- MDE recommends that other trainings be documented in SiD as well, but that documentation is not required.
- Starting in August 2024, consortia will be required to use SiD to report on required staff training participation with their annual August reporting submission.

# Resources for Staff Training and Onboarding



Lindsey Pust, ATLAS

# 3 Resources

1

ABE  
Foundations

2

Suggested  
Training  
Pathways

3

Mentorship  
Experience  
Pilot

# ABE Foundations

in-person pre-conference  
at Summer Institute

updated online course in  
Canvas

[register](#)  
with  
Literacy  
Action  
Network

**August 15th**

12pm-6pm

**AND**

**August 16th**

8am-11:30am

expected release date:

**August 15th**

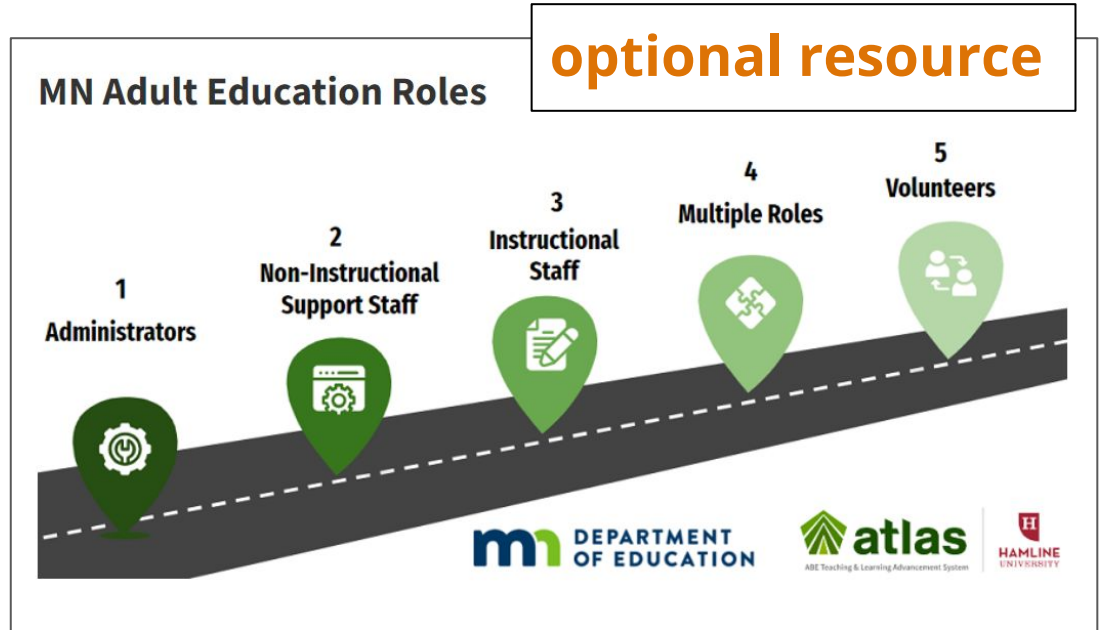
watch for a newsletter  
article with more details

# Suggested Training Pathways



## MN Adult Ed (ABE) Staff

ABE Foundations & FAQs



# Mentorship Experience **PILOT**

## **11 Task Force Members...**

Christine Besch  
Tracy Chase  
Amber Delliger  
Patsy Egan  
Kristine Kelly  
Astrid Liden  
Lindsey Pust  
Anne Soerens  
Harmony Wilson  
Christine Wytaske  
Heather Yee

## **...met 5 times...**

to provide input, guidance, and expertise in order to deliver a new PD opportunity around mentoring adult educators

## **...with the goals of...**

**supplementing current “onboarding” mentorship programs for new staff (including instructors, managers and support staff)** with ATLAS-sponsored mentoring/observation activities and supporting tools

**strengthening the current work of MN adult educators** by connecting teachers, managers, and support staff members to others who are in similar roles for mentoring and observation opportunities

**providing leadership opportunities** for those in mentoring roles, which in turn builds capacity for MN adult education leaders statewide



# Mentorship Experience **PILOT**

Starts November 3rd

## Mentorship Experience *Pilot*

supporting Minnesota ABE professionals



### purpose

To support Minnesota ABE professionals through facilitating a relevant, meaningful, and effective mentorship experience between mentors and mentees

The mentor/mentee relationship is a positive, dynamic reciprocal relationship grounded in the value of continued professional growth.

### who

Mentors and mentees may be managers, coordinators, support staff or instructors who are looking to intentionally support and learn from peers in MN ABE programs.

**MENTOR:** A mentor is NOT someone who has all of the answers! Rather, a mentor is an experienced professional who has a particular skill set needed by the mentee; a colleague who nurtures professional growth in a mentee by sharing their knowledge and insights and supporting the mentee in their professional learning and growth.

### benefits

**For you:**  
This is an opportunity to further develop your personal leadership skills.

**For everyone:**

## a fun tidbit

While this entire experience will take place virtually (making it accessible and sustainable), ATLAS funds can be used to support in-person meetings between mentors and mentees.

Recruit  
mentors  
and  
mentees

July & August

Applications  
and interest  
forms are  
due!  
(for the pilot)

September 15th

Mentor  
interviews;  
matching of  
mentors and  
mentees for  
pilot

By Oct 20

Virtual  
Kickoff  
Orientation

Fri November 3  
from 12:30-4:30

# Timeline for Mentorship Experience Pilot

# What we anticipate going forward...



# 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 18th-October 6th.**

Results will be used to inform PD and resources to support MN adult ed field, as well as the RFPs for ABE Supplemental Service Grants for FY25-FY27.



# Accountability

# State-purchased CASAS Computer-based Test Administrations

- A Google Form to indicate interest in CASAS eTests will be sent to consortium fiscal agents in August.
- The test publishers' requirements must be met in order to accept test administrations.



# Remote Testing Hub

If we had a state-supported remote testing hub available for post-testing students:

- Would your consortium be interested in referring students for remote post-testing?
- How many students would you refer for remote testing in a year (estimate)?

Please share your responses in the chat!



# 2023-24 Assessment Policy Posted

[Home](#) / [ABE law and policy](#) / [Minnesota ABE policies](#)

## Minnesota ABE policies

The policies below outline guidelines and expectations for ABE providers in Minnesota, on topics and issues not directly or fully addressed in federal or state statute.

### Policies:

- [ABE Consortium Membership and Operations Policy](#)
- [ABE Program Improvement Policy](#)
- [Adult Diploma Policy](#)
- [Assessment Policy \(2023-24\) - click here for the 2022-23 version and click here for the 2021-22 version](#)
- [Computer Literacy Policy](#)

### Policy Updates

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#### 2023-24 Assessment Policy

*(Posted July 7, 2023)*

#### New Staff Training Policy

*(Posted June 29, 2023)*

#### Revised Conditional Work Referral Policy and Form

*(Posted April 2023)*

#### Revised Assessment Policy and Distance Learning Policy

▪ [Home](#)

▪ [About ABE in MN](#)

▶ [ABE delivery system](#)

▶ [ABE instruction](#)

▶ [ABE content standards](#)

▶ [Career pathways](#)

▪ [Distance learning](#)

▪ [Professional development](#)

▪ [Upcoming events](#)



# New Tests Coming

**CASAS Math GOALS (v.2)** and **STEPS (ESL)** are being approved by the U.S. Department of Education.

Steps before we can use for Adult Education pre- and post-testing purposes:

1. Official approval needs to be published in Federal Register
2. Tests need to be available for purchase and review
3. Test review and recommendation by SPARC
4. Test approval by MDE
5. MDE adds new tests to revised Assessment Policy
6. U.S. Department of Education reviews and approves revised policy
7. MDE lets programs know the tests are now officially approved for use in Minnesota ABE programs for pre- and post-testing purposes

# Required Assessment Training

MN adult education assessment training is provided through SWABE.

Per the MN Adult Education Assessment Policy, anyone administering NRS assessments must:

- Participate in initial assessment implementation training prior to administering that test
- Participate in recertification assessment training at least every 5 years

Learn more about assessment training: <https://www.mnabeassessment.com/>

Request an assessment training: [martha.olsen@gmail.com](mailto:martha.olsen@gmail.com)

# CASAS and TABE Implementation Training

## **CASAS Implementation Training**

Friday, August 11 - 9:00-12:00

[Registration link](#)

## **CASAS Recertification Training @ Summer Institute**

Thursday, August 17 - 11:30-12:15



## **TABE Implementation Training**

Friday, August 11 - 12:30-3:30

[Registration link](#)

## **TABE Recertification Training @ Summer Institute**

Friday, August 18 - 11:00-11:45





# 22-23 and 23-24 MSG Targets

**MSG: Measurable Skill Gains**

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

**July 1, 2023-June 30, 2024: 28%**

# Next Program Improvement Process: beginning FALL 2023

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



# 2022 ABE Report Card

ABE Report Card for 2023 will be released  
toward the end of August

2022 Report Card



Minnesota ABE PY 2022 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 ***
Hiawatha Valley AE	44	32	17	7	54.5%
Brainerd ABE	72	28	21	15	50.0%
Cass Lake Bena Walker	36	33	10	13	47.2%
Adult Options In Education	184	17	79	10	46.7%
<b>PY22 NRS Target</b>					<b>44.0%</b>
Lakeville	50	31	18	4	42.0%
SouthWest Metro	152	21	57	7	40.1%
Tri-Co Corrections	95	26	34	2	36.8%
Area Adult Learning Coop	14	37	4	1	35.7%
White Earth	35	34	0	12	34.3%
Metro South ABE	547	6	165	25	33.1%
Rochester	444	8	118	25	31.5%
Moorhead	129	22	30	12	31.0%
Southeast ABE	441	9	128	10	30.8%
Mankato	204	15	54	12	30.4%
Lakes Area AE	106	24	25	12	29.2%
Rosemount-AV-Eagan	282	11	58	23	28.4%
<b>PY23 NRS Target</b>					<b>27.5%</b>

# Program Improvement Process

Program Improvement is a state-required process for consortia whose measurable skills gains (MSGs) fall 30% under the state weighted target

- FY23 target is 27.5% in both ABE and ESL
  - Program Improvement falls below 19.25%

Program Improvement will participate in **LEAD** this year



# LEAD Institute



The Program Improvement process for FY24 will involve an opportunity for all of Minnesota's ABE managers, coordinators, and lead teachers to participate in ([LEAD](#))

You can find the application at:  
<https://atlasabe.org/applications/> (scroll down to *COHORTS & STUDY CIRCLES* and click on **LEAD** Institute application).

**Stipend offered!**

**Deadline to Apply: August 25**



# High School Equivalency (HSE)

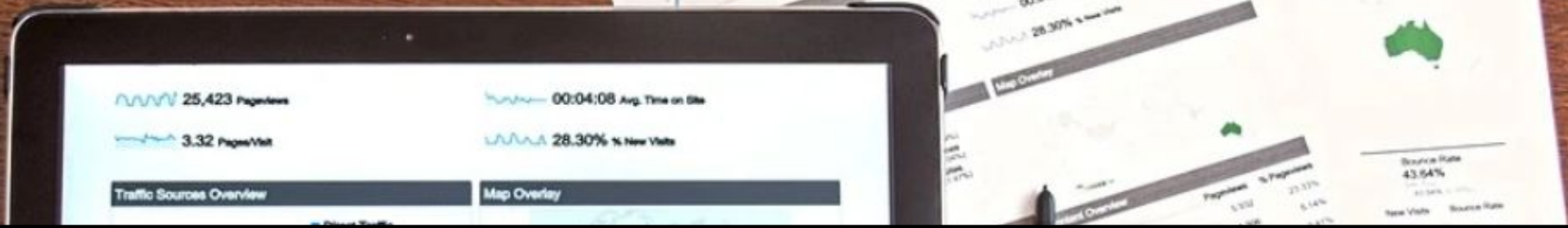
Need to contact us?

Email [mde.abe@state.mn.us](mailto:mde.abe@state.mn.us)

Verifications  
Age waivers  
Records  
Other questions

If you receive a request for copies of a record - please give them the records request form (that would be our next step as well) <https://education.mn.gov/MDE/fam/abe/ged/>

# GED Manager Access HiSET Client Portal



Someone need GED/HiSET student view access; submit a request to:

- GED Operations
- PSI Zendesk

(other access levels available for corrections and managers)

# High School Equivalency (HSE)

## GED

- ★ July 1 - additional \$6 to computer based in person test (\$36 total per test)
  - Still have 2 discounted re-takes currently
- ★ Subsidy **MNHSEFREE**

## HiSET

- ★ In person Hubbs Center
  - More sites are onboarding
- ★ Subsidy **MNHSEFREE**

Information to bring HiSET to your location:

<https://psihiset.zendesk.com/hc/en-us/requests/new>

# Transitions



Transitions to employment

# Child Development Associate® (CDA®) Credential

CDA®/FCS Training &  
Networking Event:

**August 9–10, 2023**

9:00 am to 3:30 pm

(3:00 pm on Thursday)

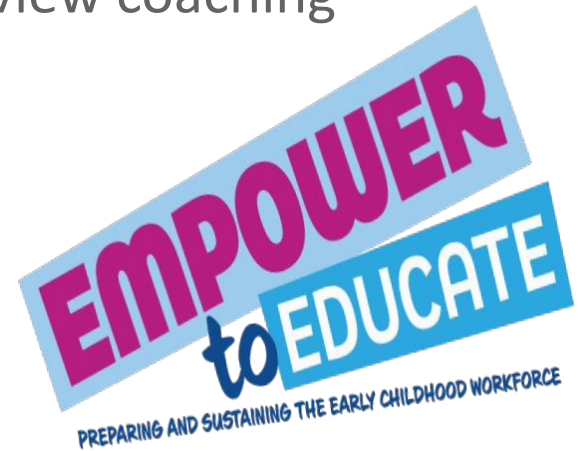
at Minneapolis Community  
and Technical College  
(MCTC).



Photo by [Leo Rivas](#) on [Unsplash](#)

# Empower to Educate - Begin a career in childcare

- Personal support from a local Workforce Advisor.
- \$300 to help you complete training requirements.
- \$600 after working in a Minnesota child care program for six months.
- A free training package in English, Spanish, or Somali.
- Job skills training like resume writing and interview coaching
- Help accessing and navigating technology
- Connect to low- to no-cost college classes and early childhood certificate programs
- The Empower to Educate Mentorship Program





# Follow your heart to a caring career

**Follow Your Heart  
to a Caring Career**



There are informational flyers on several caring careers that are available in the following languages:

Amharic, Dari, English, Karen, Oromo, Pashto, Somali, Spanish, Ukrainian, Vietnamese

Find your fit in health care employment that makes a real difference in the lives of others

#CaringCareerMN

**CareerForce**<sup>™</sup>  
Minnesota's Career Resource



## Transitions to Postsecondary

# Options for Adult Learners



Multiple  
Measures



Guided-Self  
Placement



Math  
Pathways

# Purpose of the 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 Adult Basic Education programs.

# Ability-to-Benefit State Plan Pilot Partnerships

- Pine Technical College/Saint Croix River Education District (SCRED ABE) and Minnesota State-Southeast/Winona and Red Wing ABE are the partnerships that have approved career pathway programs.
- There are eight other AtB partnerships being explored.
- The value this brings to the adult learner is the ability to work on both a high school diploma or equivalency while also completing college coursework. They can access federal financial aid for the college coursework while working on their diploma or HSE.



Transitions to training

# Pathways to Prosperity (P2P)

Minnesota Pathways to Prosperity Competitive Grant Request for Proposals are open:

- Bridge to Career Pathway
- Individualized Training Pathway
- On-Ramp to Career Pathways

## **Deadline**

5:00 pm August 28, 2023

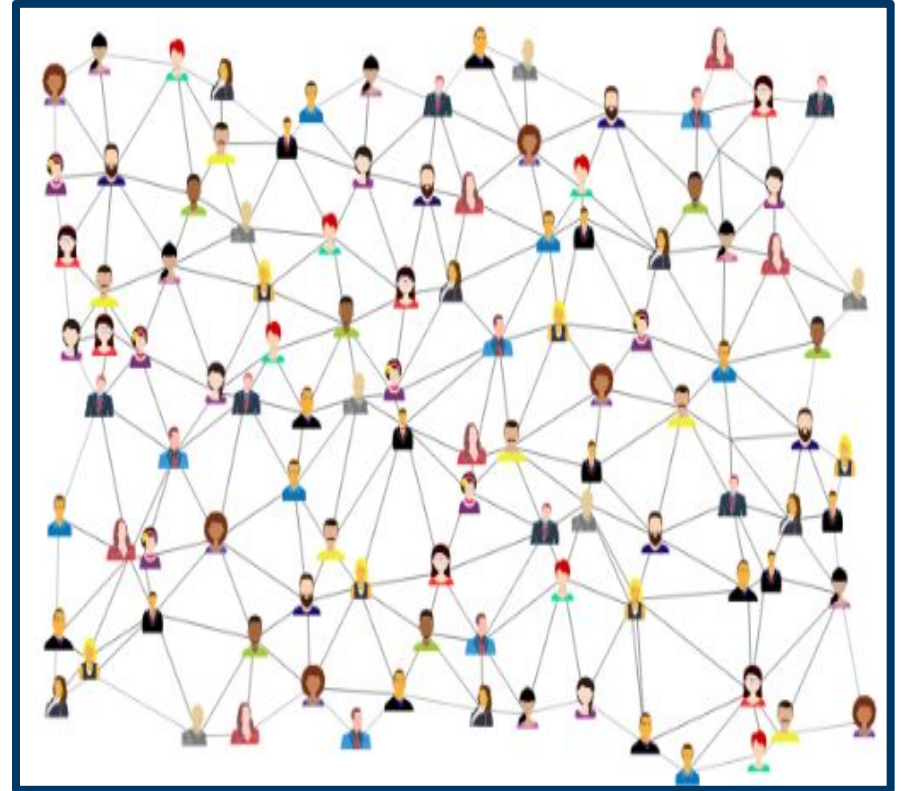
## **Informational Webinar**

DEED will host an Informational Webinar on Monday, July 17, 2023; 10:00 a.m. - 11:30 a.m. (CST)

# 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.





# Online Statewide Training Courses

- **Health Care Core Course**-Begins September 15, 2023
- **Microsoft Office Specialist (MOS) Course**-First on-boarding session is Wednesday, September 27, 2023
- **ParaProfessional Training Course** -begins in September
- **Test of Essential Academic Skills Preparation Course**-Begins September 5, 2023

# Integrated English Literacy and Civics Education (IELCE) and Integrated Education and Training (IET)



End of the year reporting is due July 17, 2023.

# Integrated Education and Training (IET)

There will be a new IET Approval Process beginning this year. It should be finalized by the end of July.

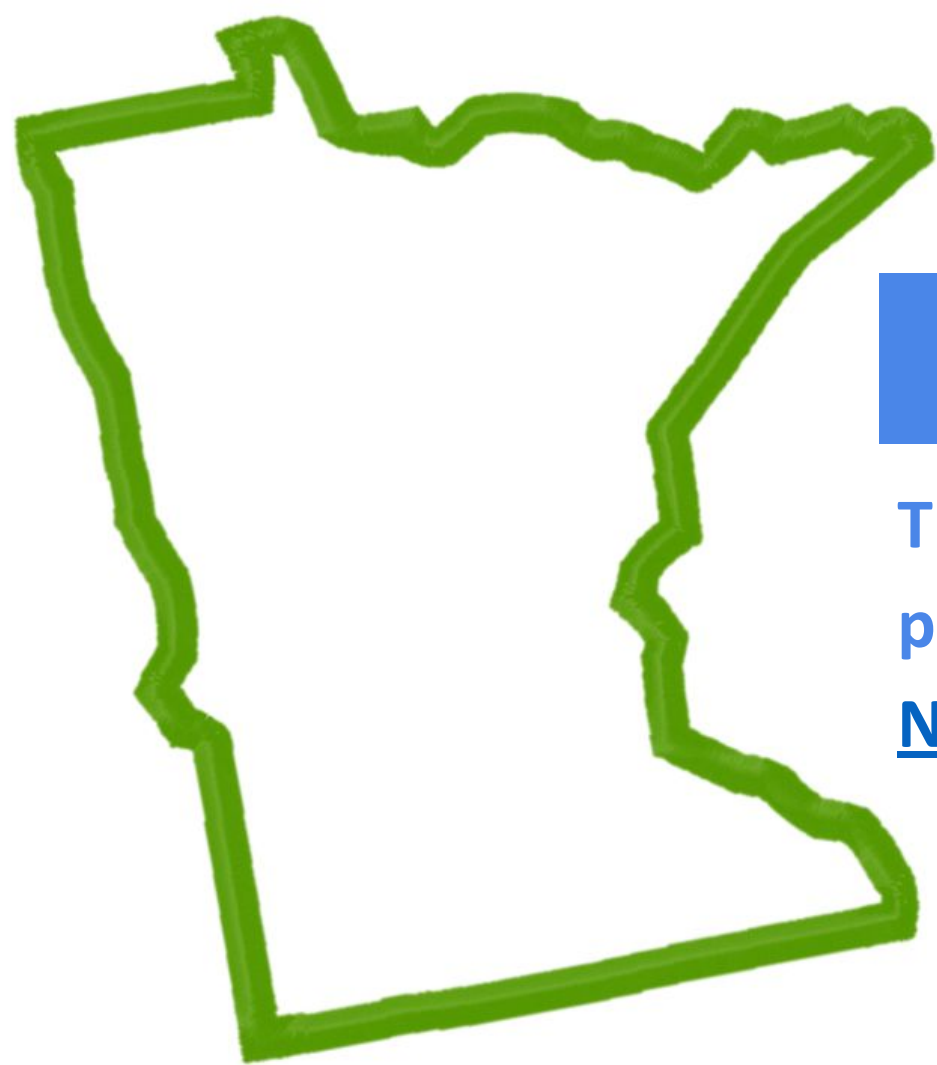
Main change to the process:

- Programs will submit the Single Set of Learning Objectives (SSLOs) to ATLAS before they submit the form for approval.
- IETs must be approved before they begin.

See you at Minnesota's ABE Summer Institute!

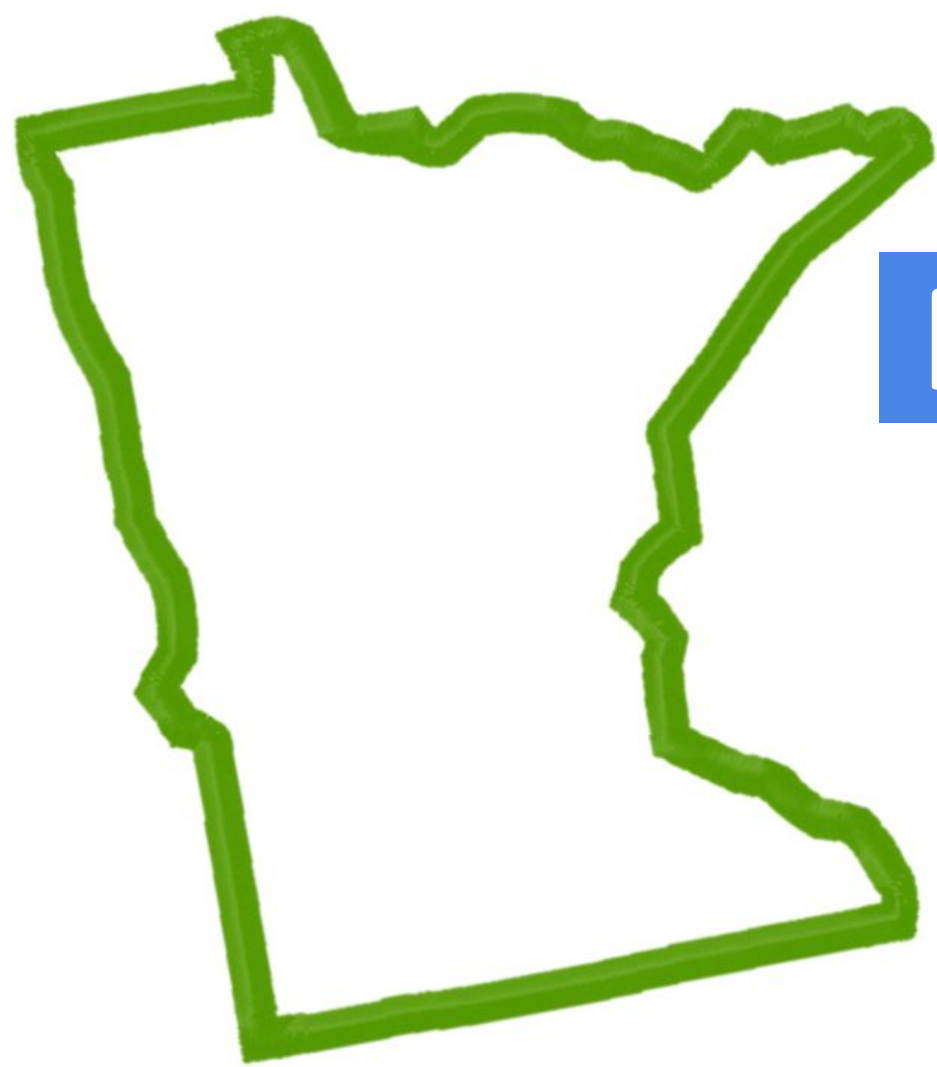


**What topics would you like MDE  
to address in our session at  
Summer Institute that would apply  
to the Adult Education field?**



# Materials

The recording and slides will be posted on the [Literacy Action Network website](#).



# Next WebChat

November 1, 2023

1-2:30pm



**mde.abe@state.mn.us**

# Questions?

**Neill Allard** (*Neill.allard@state.mn.us*)

**Julie Dincau** (*Julie.dincau@state.mn.us*)

**Brad Hasskamp** (*Brad.hasskamp@state.mn.us*)

**Astrid Liden** (*Astrid.liden@state.mn.us*)

**Brandy Logan** (*Brandy.logan@state.mn.us*)

**Jodi Versaw** (*Jodi.versaw@state.mn.us*)