

# 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 (in the chat):

- Who has implemented the new CASAS STEPS and Math GOALS tests? How are the new tests going so far?
- If you haven't implemented the new tests yet, when are you planning to start using the new tests?

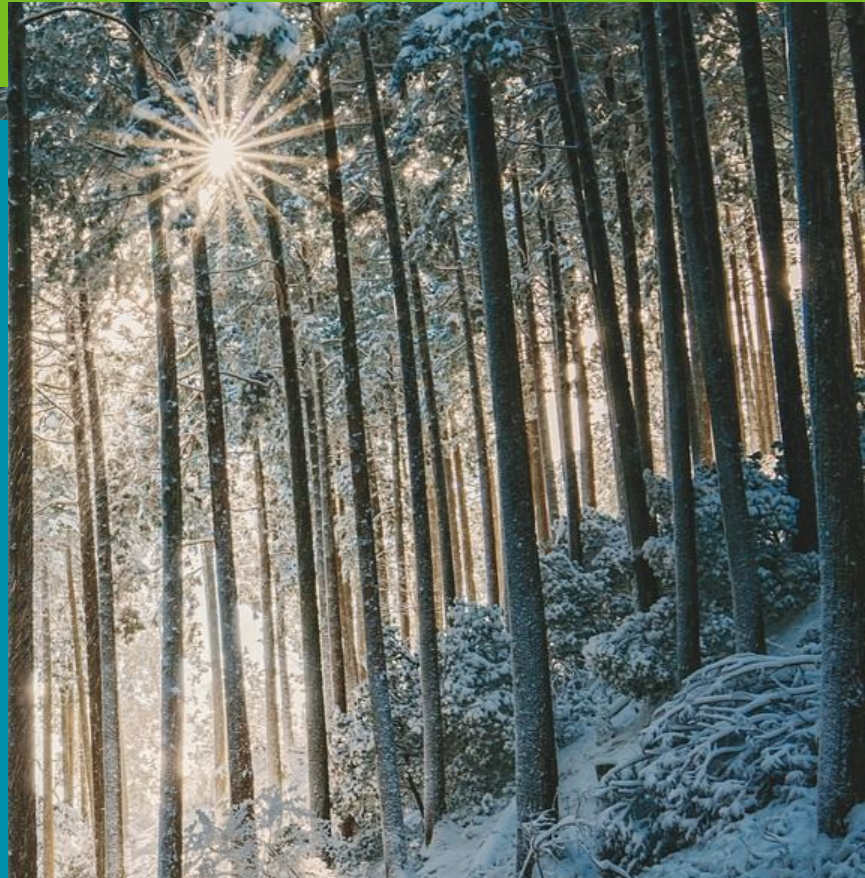


# Welcome to WebChat with Minnesota Adult Education

Wednesday, February 7, 2024

# Agenda

1. Welcome and Introductions
2. Federal Monitoring Visit
3. Literacy Minnesota Updates
4. State, Regional, and Local WIOA Plans
5. Transitions
6. Grants and Funding
7. Professional Development
8. High School Equivalency (HSE)
9. Questions



# Adult Education Team @ MDE



**Brad Hasskamp**, State Director

**Astrid Liden**, Professional Development

**Brandy Logan**, HSE & Accountability

**Hailey Swanson**, Records, Grants, and Admin Support

**Jodi Versaw**, Program Quality

**Julie Dincau**, Transitions

**Neill Allard**, Records, Communications, and Admin Support

# Federal Monitoring Visit

# Federal Monitoring Visit: January 29-February 2, 2024



Staff from the U.S. Department of Education visited Minnesota last week.

Thank you to everyone who participated!

# Site Visits (Wednesday, January 31)



THANK YOU to staff, students, and partners at:

- St. Paul Hubbs Center and St. Paul CBOs
- International Institute
- Minneapolis - North Campus
- Metro North - Blaine Learning Lab
- DOC - Shakopee

# Focus Groups (Thursday, February 1)

THANK YOU to  
all managers,  
other staff, and  
partners who  
participated!





# Outcomes of Federal Monitoring Visit

MDE will receive an official report about 60 days after the visit (maybe in early April). This report will include highlights, recommendations, and issues that require changes.

Some initial items noted by the federal team:

- Low number of learners with Social Security Numbers in SiD, which impacts our outcomes (especially employment); expectation is at least 60%
- Under-reporting of NRS data from learners in SiD, including WIOA Barriers to Employment

# Updates from Literacy Minnesota



## Caspian Jensen

HOTLINE SPECIALIST

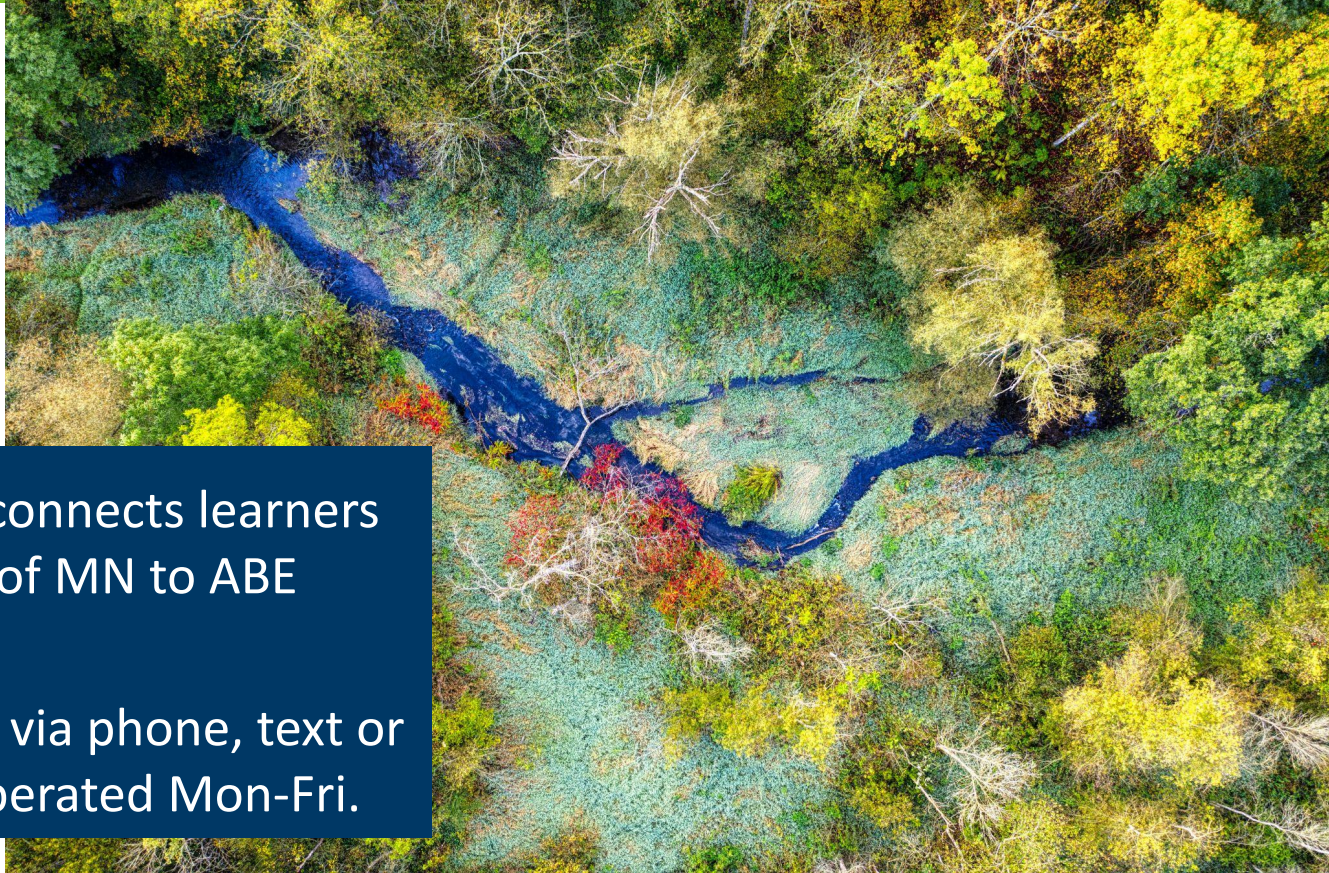
[CJensen@literacymn.org](mailto:CJensen@literacymn.org)

## Susan Wetenkamp-Brandt

SENIOR MANAGER - EDUCATIONAL TECHNOLOGY AND DIGITAL LITERACY

[swbrandt@literacymn.org](mailto:swbrandt@literacymn.org)

# Adult Literacy Hotline Basics

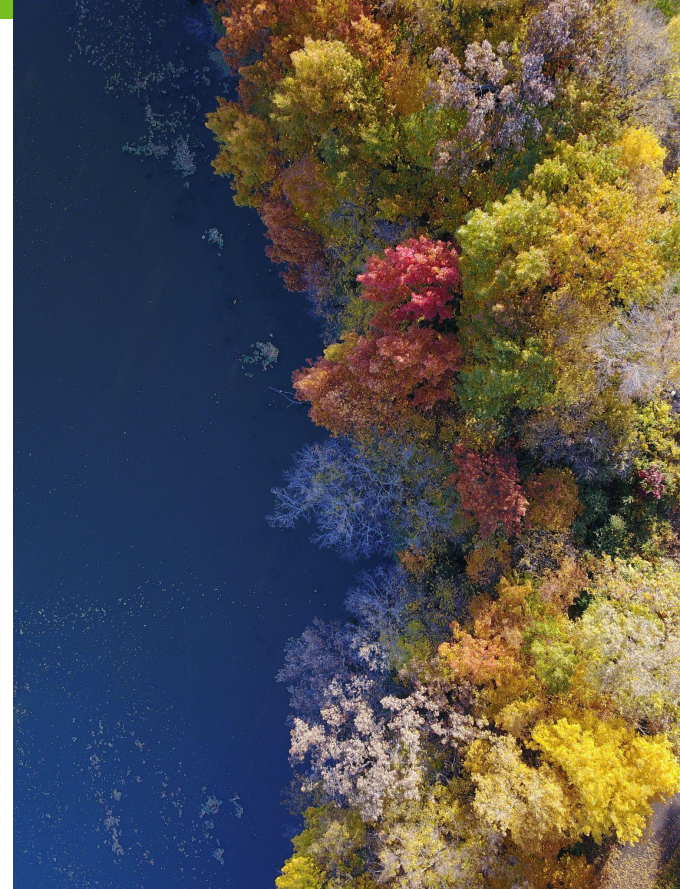


Adult Literacy Hotline connects learners from all over the state of MN to ABE programs in their area.

Learners can reach out via phone, text or email. The hotline is operated Mon-Fri.

# Hotline Key Trends

- Influx of **Spanish speakers** looking for **beginning English classes in the evenings.**
- Steady stream of calls from **Somali speakers** for **GED, computer and English** at varying times.
- Seeing more calls from **Ukrainian families** for **beginning English classes in the evenings.**
- **Native English** speakers looking for **computer classes.**



# Hotline Key Trends and Observations



Influx of **Spanish speakers** who

**-prefer text**

-nervous to use to online forms  
and navigate websites

-don't feel comfortable calling

-want walk-in hours and text  
options

-need **evening in-person** classes

# Hotline Key Trends and Observations

**Native English speakers** looking for:

- Computer skills with a focus on how to **apply for jobs online** and attach documents in emails.
- Basic reading and writing skills.



# Request Hotline Materials

<https://www.literacymn.org/hotline-request>



**Find FREE classes for adults**

**Call:** 1-800-222-1990

**Text:** 612-424-1211

**Search:** [hotline.mnabe.org](https://www.hotline.mnabe.org)

**Find free classes or tutoring near your home:**

- GED, HISET and adult diploma
- English (ESL)
- Computers and job skills
- Reading, writing and math
- Citizenship
- Family Literacy

**Phone interpreters available to give information in 200+ languages.**



The Minneapolis Public Schools is legally unable to and cannot sponsor, endorse or recommend the activities announced by this flyer.

Materials you can request:

Flyers available in 10+ languages

Rack Cards

Every Door Direct Mail



# Digital Literacy Self-Assessment Tools

Resources from Pennsylvania Adult Education shared through the national IDEAL Consortium (Minnesota is a member through Literacy Minnesota).

For teacher self-assessment: *Digital Literacy Competencies for Teachers* available to download from [www.paadultedresources.org/digital-literacy](http://www.paadultedresources.org/digital-literacy)

For program managers who want to evaluate and plan: *Technology Planning Tool* available to download from [www.paadultedresources.org/administrator-resources](http://www.paadultedresources.org/administrator-resources)

# State, Regional, and Local WIOA Plans

# WIOA State Plan Open for Public Comment

Public Comment Period, closing on **Friday, February 16, 2024**. The draft plan can be found [online](#). We encourage you to review the plan and share your feedback (as public comments) via email to [State.Plan.WIOA@state.mn.us](mailto:State.Plan.WIOA@state.mn.us).

# Regional and Local WIOA Plans

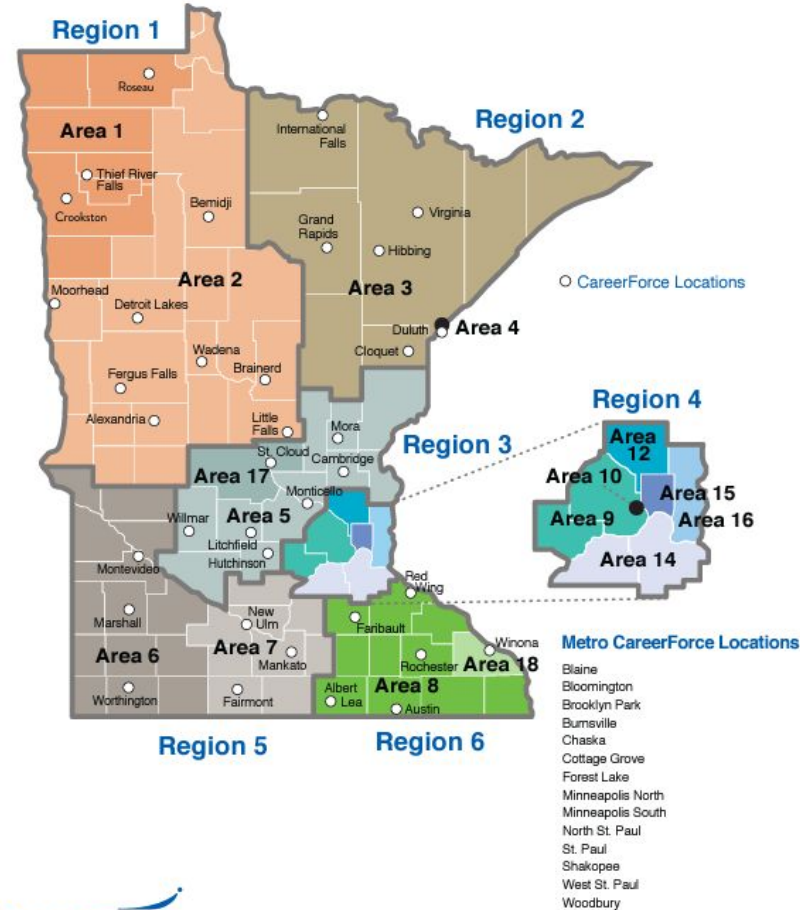
- May 6, 2024: Local and Regional Plans due
- Particularly important for ABE representatives to the Local Workforce Development Boards is the [guidance document](#).
- Webinar for Adult Basic Education representatives to the local workforce development boards (LWDBs)
  - February 22, 2024 from 1-2pm
  - See email from Julie Dincau sent 2/7

# MOUs and IFAs

Local WIOA programs, including Adult Education (ABE), are working with their Workforce Development Area CareerForce to develop new Infrastructure Funding Agreements (IFAs) and Memoranda of Understanding (MOUs).

Update/clarification: If there are multiple ABE providers in an area, one ABE provider can contribute for the entire area.

## Regional Workforce Development Areas Local Workforce Development Areas



# Transitions

# WIOA and Adult Basic Education

**FOCUS on WIOA  
ADULT PROGRAM**



**Could Your Adult Learner Benefit from Co-enrollment in Workforce Innovation and Opportunity Act (WIOA) Adult Services?**

The WIOA Adult Program, operated by local workforce development boards, is appropriate for adult learners who are looking to find a job—or a better job—and need some help to get there.



**Who is eligible?**

- + U.S. citizen or otherwise legally entitled to work in the United States.
- + Age 18 or older.
- + Make must meet Selective Service requirement.
- + Unemployed or underemployed—See more details [here](#).

**How Can the WIOA Adult Program Help?**

Services are tailored to your unique needs and may include:

- + Assessment of your current skills and interests.
- + Help in determining your career options.
- + Assistance in preparing your resume and cover letters.
- + Access to earn-while-you-learn training opportunities.
- + On-the-job training.
- + Tuition assistance for counselor-approved classroom training that supports your career goal.
- + Information and assistance in getting a high school diploma or its equivalent.
- + Referrals to community agencies.
- + Interview coaching.
- + Work readiness skills.

A program participant may also be eligible for supportive services, which can include:

- + Books, fees and supplies for post-secondary students.
- + Child and dependent care.
- + Personal financial and legal counseling.
- + Drug and alcohol counseling.
- + Emergency health insurance.
- + Health care.
- + Housing or rental assistance.
- + Linkages to community services.
- + Professional memberships.
- + Relocation assistance.
- + Tools and clothing.
- + Transportation assistance, etc.
- + Support services vary by each local workforce development area.

Refer your adult learner to your local WIOA Adult Program—[Find your local Workforce Innovation](#)

Minnesota Association of Workforce Boards | 125 Dakota Avenue, SE, Paul, MN 55107-0001 | [www.mawwb.org](http://www.mawwb.org)

Minnesota Association of Workforce Boards (MAWB) hosted three webinars in October.

[Short videos and one-pagers](#) focused on co-enrollment with WIOA adult, dislocated worker, and young adult programs.

# Regional Transitions Plans

- There are 10 transition regions across the state.
- Each region has a regional transitions coordinator.
- The ABE managers of each region must collaborate to develop the regional activities that will build capacity to “transition” learners to employment, training, or postsecondary.
- Each region receives \$50,000 to do this work.
- Work on the plans will begin in March.



# Nursing Assistant / Online Statewide Training Courses

**Nursing Assistant - Adult** learners who complete Nursing Assistant training through an ABE program can have the test paid for by the state.

New this year, is a requirement that they need to complete an online three hour refresher training before receiving the promo code to test.

**Microsoft Office Specialist (MOS) Course** - Zoom on-boarding sessions from 1-4pm on Feb 21, Mar 21, Apr 24, May 29, and June 19

Additional information regarding [Online Statewide Training Courses](#)

# Grants and Funding

# Integrated English Literacy and Civics Education Grantee Site Visits

- During last webchat it was stated that site visits would be set up December 2023-June 2024. I will be reaching out to a few of the grantees to schedule site visits.
- Thank you to all the grantees who sent their second quarter financial reporting form (FRF) in on time. The third quarter FRF is due April 15, 2024 for expenses that incurred January 1-March 31, 2024.
- We are trying to get the amended OGANS out earlier this year so that programming can begin July 1, 2024.

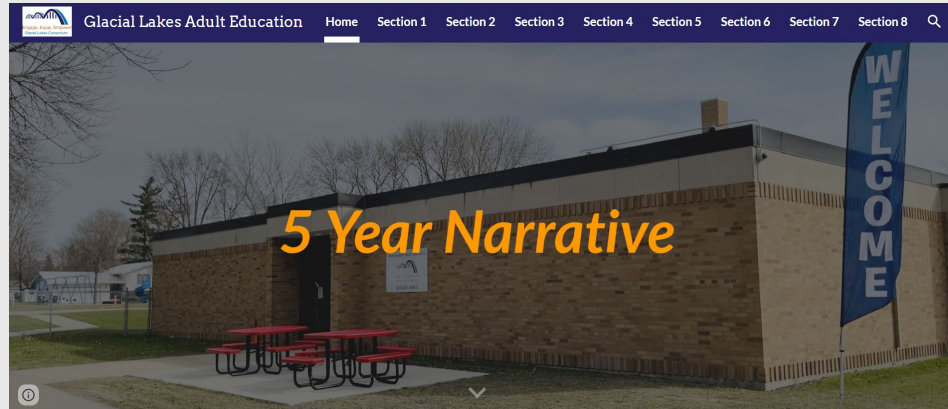
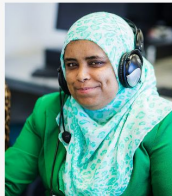
# ABE 5-year Narratives



## METRO NORTH ADULT BASIC EDUCATION

[HOME](#) [SECTION 1](#) [SECTION 2](#) [SECTION 3](#) [SECTION 4](#) [SECTION 5](#) [SECTION 6](#) [SECTION 7](#) [SECTION 8](#)

### - Five Year Narrative 2021 -



# 2024 5-year Narrative Cohort

## Consortia Submitting Narratives in 2024:

AEOA

Burnsville

Dakota Prairie-Farmington

Lakeville

NW Service Cooperative

Osseo

South Suburban-South St.  
Paul

- **June 3, 2024: Narrative due date**
- Summer or Fall 2024: site visit



# 2025 Narrative Cohort: Save the Dates!

2025 Narrative cohort process:

- 2025 Narrative cohort staff: Read and score narratives during **month of June**
- Full day reviewer meeting: **Tues. June 25 (virtual)**
- Narrative Writers Workshop: **Wed. Oct. 9 (virtual)**

## Consortia Submitting Narratives in 2025:

Alexandria

Adult Options - Hopkins

Detroit Lakes

Duluth

Hiawatha Valley - Red Wing

Metro East - North St. Paul

Rochester

SW Metro

West - Monticello



# Contact Hours and Funding for 2024-25



**How much  
funding will my  
program receive  
for 2024-25?**

# Contact Hours and Funding for 2024-25

## STARTING POINTS:

- Hours from May 1, 2023 - April 30, 2024 will be used for calculating 2024-25 funding.
- The total amount of state funding available may be similar to 2023-24 funding, or **it may be up to 3% higher**
- **When the total amount of funding remains the same and contact hours go up, the contact hour rate goes down.**

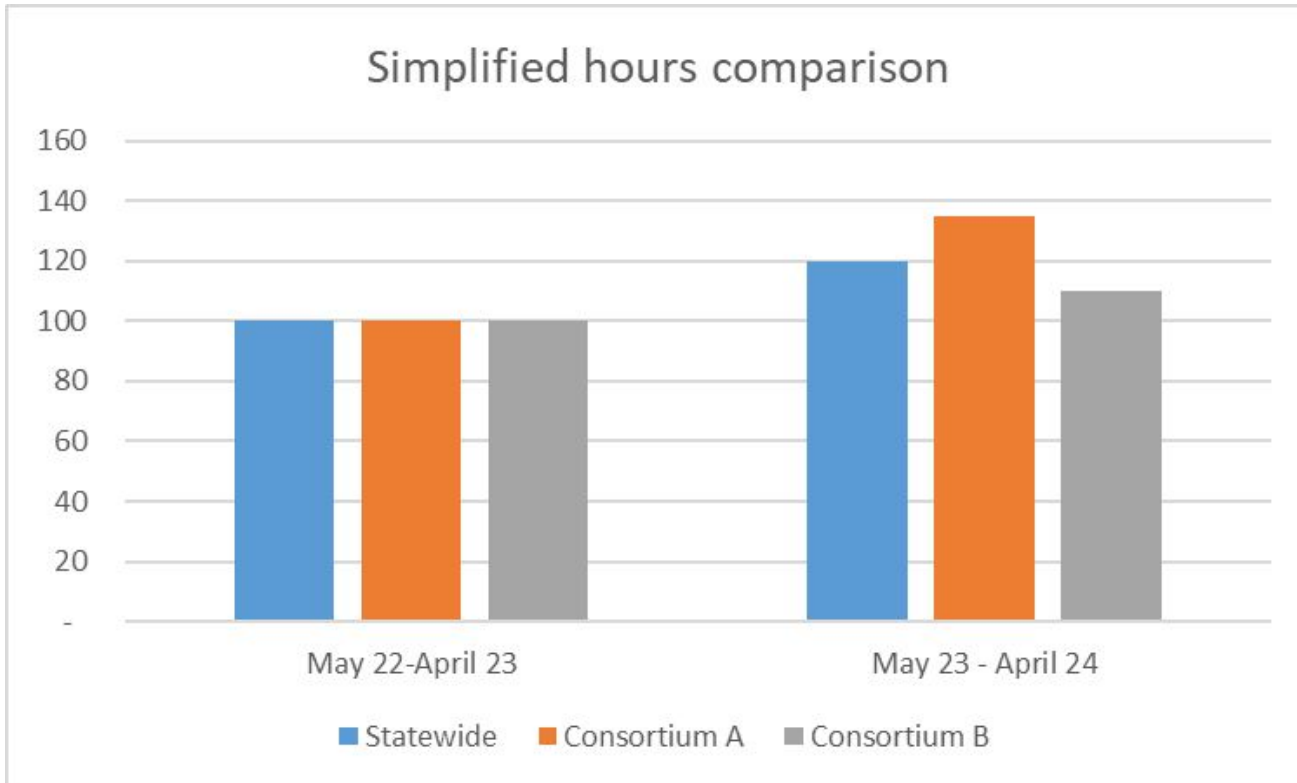


# Update on statewide contact hours

Contact Hours	May	June	July	August	September	October	November	December	Total (May-Dec)
<b>2022</b>	274,427	210,981	169,973	151,123	313,137	351,309	344,112	240,138	2,055,200
<b>2023</b>	372,480	233,167	188,468	177,893	352,509	416,224	396,707	270,272	2,407,720

Statewide increase in hours = 17%

# Comparing your consortium hours to statewide hours



Consortium A can predict an increase in funding.

Consortium B can predict a decrease in funding.

# Caveat 1: Contact Hour Revenue Growth Cap

A consortium's state ABE contact hour revenue cannot exceed growth of **11% or \$10,000 (whichever is greater)** from one year to the next year.

**NOTE: This is a cap on REVENUE, not a cap on HOURS. If the contact hour rate decreases, an 11% growth in contact hours will result in less than 11% growth in revenue.**

*MN Statute [124D.531 \(Subd. 4b\)](#)*

## Caveat 2: \$30 Gross Revenue per Contact Hour Cap

When all four parts of a consortium's state ABE funding are combined, the total state ABE funding cannot exceed **\$30** per contact hour.

**NOTE:** This cap was **\$22** per contact hour for many years, but was raised in the last legislative session.

*MN Statute [124D.531 \(Subd. 4a\)](#)*

# Further discussion on budgets and funding

February 20, 1:00 - 2:30 PM:

*“Administrators, Where Shall We Begin: Planning and Budgeting for the Coming Year”* webinar for Adult Education administrators

- [Webinar registration](#)



# Professional Development

# Upcoming Webinars

**Keys to Unlocking the Treasures of Academic Content -Feb. 13, 2:30-4:00**

**ACES/TIF 2.0 Lessons and Strategies (Part 2)- Feb. 15, 1:00-2:30**

**Planning & Budgeting for the Coming Year - Feb. 20, 1:00-2:30**

**Accessibility Options for ABE Teachers - Feb. 22, 1:000-2:00**

**AI Tools for Teachers - Feb. 29, 3:30-5:00**

**Leading ABE Programs with a Trauma-Informed Lens - Apr. 23, 12:30-1:30**



Register for webinars on the ATLAS Events calendar: <https://atlasabe.org/events/>

# Low-Literacy Adult ESL PD Task Force

\$125 stipend and CEUs available!

Attend:

- Friday, Feb 16, 12:30-2:30pm, virtual, mandatory mtg for all task force members

And ONE of the following times:

- Friday, Feb 23, 12:30-2:30pm (in person option in St Paul)
- Friday, March 8, 10-11:30am virtual available)
- Friday, March 15, 1-2:30 virtual

**Do you have teachers who work with adult ESL students with little or no literacy in their primary languages?**

**Encourage them to apply to this task force to help ATLAS plan professional development!**



# Trauma-Informed Practices Study Circle

**Facilitator:** Andrea Echelberger

**Virtual meetings,** all 1-4pm:

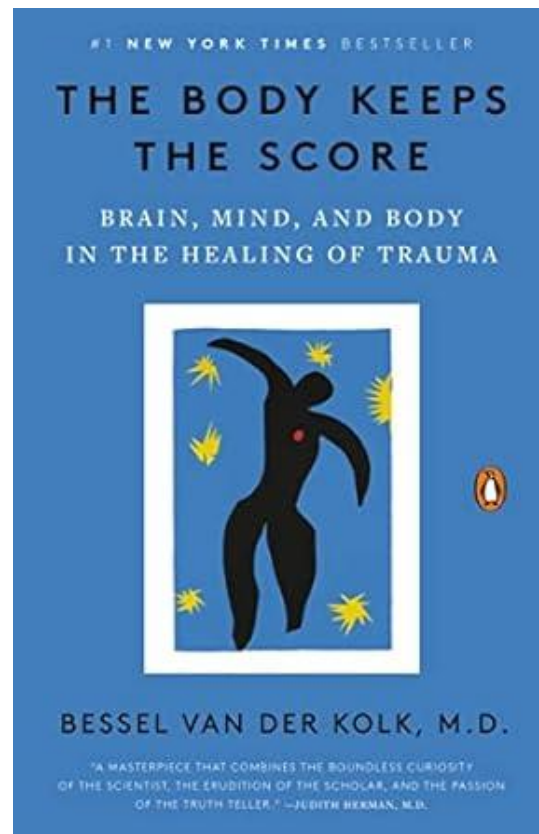
March 8, March 22, April 5, April 19

20 CEUs, \$125 Stipend

**Participants will:**

- Articulate a working definition of trauma
- Identify ways trauma can impact learning
- Implement trauma-informed practices

**Registration due February 23!**



# Metro Regional – Friday, March 1

**IN PERSON event** at Doubletree by Hilton in Roseville

First Metro Regional since March 2020!

★ **Registration opens Feb. 13**

**Session topics include:**

*Multisensory instruction, alphabetics, racial equity, labor market trends & employer engagement, financial literacy, ChatGPT, math practices, writing, distance learning, HSE science & social studies, new CASAS tests, and more!*

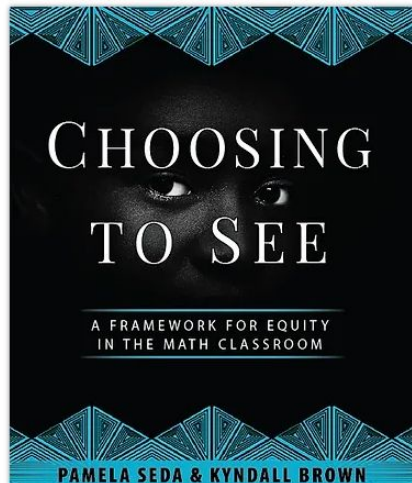


# Minnesota Council of Teachers of Mathematics (MCTM) Spring Conference

April 12 & 13 in Duluth

Keynote: Pamela Seda

Watch the newsletter for more information  
about registration and travel scholarships!



The graphic for the 2024 MCTM Spring Conference features a central 3D prism. A vibrant rainbow beam of light enters from the right side of the prism and extends towards the left. The beam is labeled with four key themes: 'Evidence Based Practices' (on the left side of the beam), 'Equity &amp; Access' (on the bottom side), 'Instructional Practices' (on the right side), and 'Building Thinking Classrooms' (on the top side). Above the prism, the text reads 'Seeing Our Mathematical Future' and '2024 MCTM Spring Conference'. In the bottom right corner, the dates 'April 12-13, 2024' and the location 'Duluth, MN' are displayed. The MCTM logo is in the bottom left corner, and a blue arrow points left from the prism's left face.

# Adult Career Pathways Institute



**SAVE THE DATE!**

**Friday, April 19**

**9:00-1:00, virtual**

- ❖ Topics will include IETs, SSLOs, credentials, employer partnerships & more
- ❖ Network with others involved in career-focused programming

# Evidence-Based Reading Instruction (EBRI) Course

## New course coming on Canvas!

- Online modules + 4 synchronous webinars
- 4 components of reading & assessments

## More info to come in February

- Watch the newsletter & Mighty Networks

**Applications will be due March 22 for April/May course**



**August 14-15 - VIRTUAL**

**Call for proposals is open!**

**Due by March 31**

*Want to join the Summer Institute  
Committee?*

*Contact Andy Albee: [andy\\_albee@rdale.org](mailto:andy_albee@rdale.org)*



# Looking ahead to 2024-25

**Fall North Regional (Walker) - Oct. 3-4, 2024**

**Fall Manager Meeting (Metro area, TBD) - Oct. 30, 2024**

**Language & Literacy Institute (Bloomington) - Jan. 23-24, 2025**

**Spring South Regional (Mankato) - May 2, 2025**



# CCRS Cohort Interest Survey

## College and Career Readiness Standards for Adult Education

Susan Pimentel  
2013



**MPR**  
MEASUREMENT  
PRACTICES  
RESEARCH

## Interested in sending a team through the CCRS Implementation Cohort in 2024-25?

- **Please respond to the survey sent by Kristine Kelly *by Feb. 29***



### CCRS Implementation Cohort - Participation Interest Survey for 2024- 2025 School Year

Hello! We are considering whether or not to offer a CCRS Implementation Cohort in 2024-2025. This offering is for program teams (Admin + teachers, typically 1-2 ELA and 1-2 Math teachers) who are interested in furthering their implementation of the CCRS standards.

The Cohort involves a 2-day fall in-person institute (likely October 24-25, 2024), a 2-day winter \*virtual\* institute (likely March 6-7, 2025), as well as 3-4 webinars, assignments, and 1-2 program coaching calls throughout the year (Sept 2024-May 2025).

To help us decide, please answer this quick (really!) survey. We need your responses (although please note it's not a commitment, just a gauge of your current thinking) by February 29 (Leap Day).



# Reminder: Volunteer Training Requirements

## 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>

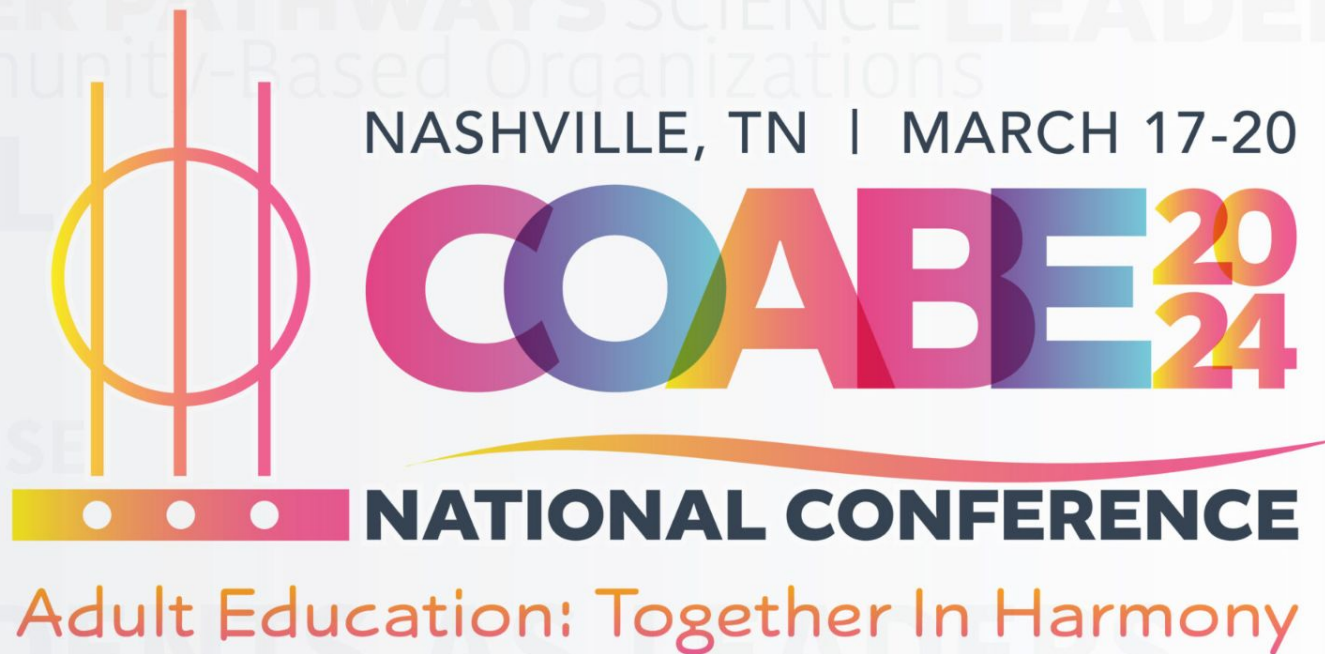
**\*All training required per the Volunteer Training Standards Policy must be entered in SiD.**

Check out these VMC session recordings for more info:

[What's New in Volunteer Training?](#)

[Tracking Volunteer Data in SiD](#)

# Who is going to the COABE Conference?



# High School Equivalency (HSE)

MDE > Students and Families > Adult Basic Education and GED > GED

▶ Adult Basic Education and GED

▶ GED

Standard Adult Diploma

#### Contact

Brandy Logan  
mde.abe@state.mn.us  
651-582-8604

## GED

### Requesting GED Records from the Minnesota Department of Education

If you just passed your GED or HISET test, the Minnesota Department of Education will automatically send you a diploma and transcript using the mailing address you have in your GED or HISET account. Please make sure your address is correct. It typically takes three weeks from the final test passing date for you to receive your High School Equivalency diploma and record via U.S. Mail.

People can request a High School Equivalency diploma or transcript by completing and submitting a **High School Equivalency (GED/HISET) Records Request Form** (see below). The one-page request form lists three options for submitting the request. Please choose one:

1. **Email** a completed form to [MDE.ABE@state.mn.us](mailto:MDE.ABE@state.mn.us).
2. **Fax** the completed form to 651-582-8458.
3. **Mail** the completed form to:

High School Equivalency (HSE) Office  
400 Johnson Blvd  
Minneapolis, MN 55401

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PSI®, the PSI logo, and HISET® are registered trademarks of PSI and used in the United States under license.

#### Minnesota Adult Literacy Hotline

To find an approved ABE program to help you earn your diploma as an adult, please visit the [Minnesota Adult Literacy Hotline website](#) or call 1-800-222-1990.

[Frequently Asked Questions About GED](#) - 8/19/22

[Age Waiver Form and Instructions](#) - 6/16/22

Form to request an age waiver for individuals taking the General Educational Development (GED) tests.

[GED Records Request Form](#) - 4/8/22

Complete this form and return to the Minnesota Department of Education to request official GED records.

Scroll down to the  
bottom of the page



# HSE Testing Coffee Talk Series

This past year, we have added a new option to our testing services, making us a two-test state. We have had and continue to need help with connectivity issues, online proctoring, scheduling availability, student identifications, accommodation issues, etc.

This series is intended to begin creating a space for us to come together, discuss, share, and problem-solve.

[Coffee Talk](#) will take place from 1:30-2:30 on every 4th Tuesday of the month in the 2024 calendar year.



[Webinar](#) coming: February 12th @ 1pm to 2pm

## **“Building Success: An Overview of Establishing a HiSET Test Center”**

Speak with Tess Yurik, HiSET Adult Education Manager during this webinar, which will explore testing modalities for student testing, discuss the reasons for test center set-up, look at the types of test centers, walk through the process of setting up a test center, and have time for Q&A at the conclusion.

# Comparisons for HSE testing



GED® & HiSET® Comparison: Subject Comparison		
Subject	GED®	Hi-SET®
Language Arts	<ul style="list-style-type: none"> <li>• Reading for Meaning</li> <li>• Identifying and Creating Arguments</li> <li>• Grammar and Language</li> </ul>	<p>Reading</p> <ul style="list-style-type: none"> <li>• Comprehension, Inference &amp; Interpretation, Analysis, Synthesis &amp; Generalization</li> </ul> <p>Writing:</p> <ul style="list-style-type: none"> <li>• Organization of Ideas, Language Facility, Writing Conventions</li> </ul>
Mathematics	<ul style="list-style-type: none"> <li>• Basic Math</li> <li>• Geometry</li> <li>• Basic Algebra</li> <li>• Graphs and Functions</li> </ul>	<ul style="list-style-type: none"> <li>• Numbers &amp; Operations of Numbers</li> <li>• Measurement &amp; Geometry</li> <li>• Data Analysis, Probability &amp; Statistics</li> <li>• Algebraic Concepts</li> </ul>
Social Studies	<ul style="list-style-type: none"> <li>• Reading for Meaning in Social Studies</li> <li>• Analyzing Historical Events and Arguments in Social Studies</li> <li>• Using Numbers and Graphs in Social Studies</li> </ul>	<ul style="list-style-type: none"> <li>• History</li> <li>• Civics &amp; Government</li> <li>• Economics</li> <li>• Geography</li> </ul>
Science	<ul style="list-style-type: none"> <li>• Reading for Meaning in Science</li> <li>• Designing and Interpreting Science Experiments</li> <li>• Using Numbers and Graphics in Science</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Earth Science</li> <li>• Life Science</li> </ul>

GED® & HiSET® Comparison Minnesota Specific		
General	GED®	Hi-SET®
Website	<a href="https://ged.com/">https://ged.com/</a>	<a href="https://hiset.org/">https://hiset.org/</a>
Format	Computer-based (CBT) - OR - Paper (PBT) with approved accommodations: <a href="https://ged.com/en-ca/about_test/accommodations/">https://ged.com/en-ca/about_test/accommodations/</a>	Computer-based (CBT) - OR – Paper (PBT) depending on allowable situation.
Question Types	Multiple choice, drag-and-drop,	All questions are multiple choice except the

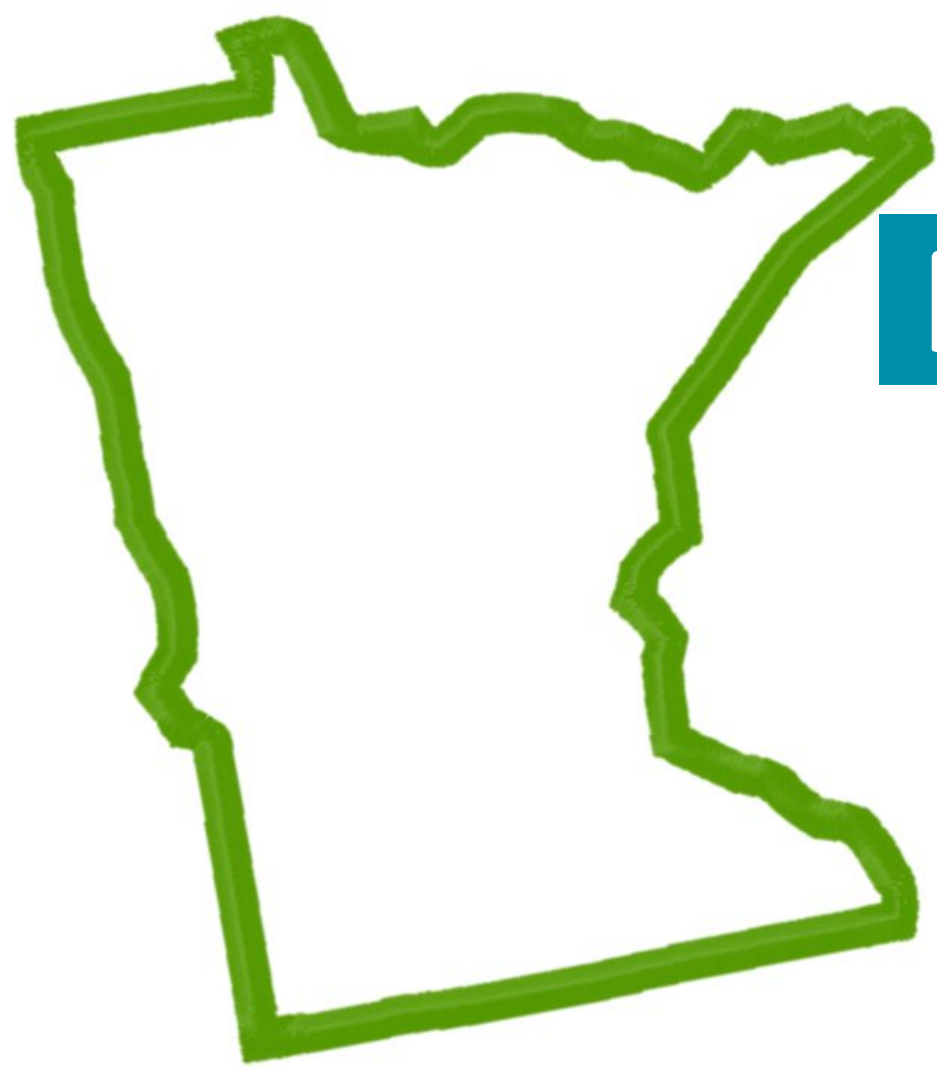
Link for [PDF](#)



# Materials

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





# Next WebChat

## Annual Grant Application Webinar

May 1, 2024

1-2:30pm



**Thank You!**

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

# Questions?

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

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

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**Hailey Swanson** (*Hailey.swanson@state.mn.us*)

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