



# STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** The Adult Education Unit  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** October 7, 2015

**SUBJECT:** Adult Education Operational Memorandum # 02-16

- Connecticut Adult Reporting System (CARS)
- Disability Contact Person Training
- Program Facilitators Meetings
- College and Career Readiness Standards
- Adult Education Confidentiality Agreement
- Connecticut Adult Virtual High School (CTAVHS)
- Functional Writing Assessment (FWA)
- FY 2015-16 Adult Education Directory Information Form
- Connecticut Competency System (CCS)

## Connecticut Adult Reporting System (CARS)

**REMINDER:** The final CARS training date for FY 2015-16 is as follows:

- New Users
  - Wednesday, October 21, 2015, 9:00 a.m. to 1:00 p.m.

Participants must register by Friday, October 15, 2015, for the above training date. Seating is limited. To register, please e-mail Gina Hoag at [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov) with the participant name and e-mail address by the registration deadline.

CARS Report #5: *Student Transcript Report* has a new look and format. Credit Diploma Program providers are reminded that beginning with FY 2015-16 the following three items must be manually recorded onto a student transcript:

- All Graduation Requirements met;
- Earned Diploma; and
- Graduation or Exit Date.

For future transcript requests from students graduating this 2015-16 school year, providers must remember to record in CARS, on the student demographic page, in the “*date exited field*”, the date a student graduates/exits from the program.

## Disability Contact Person Training

The accountability standards in the 2014 Workforce Innovation and Opportunity Act (WIOA) include Amendments to the Rehabilitation Act to improve access to adult programs and achieve employment outcomes for learners with disabilities.

The Connecticut State Department of Education (CSDE), Adult Education Unit has policies and procedures in place to address the needs of adult learners with disabilities. One such policy is that all state and federal grant providers maintain a trained Disability Contact Person (DCP). The individual that the director designates as the DCP maintains this distinction by attending the Annual Disability Contact Person Training.

**REMINDER:** The Disability Contact Person Training for FY 2015-16 is scheduled for **Friday, October 23, 2015**, in the Middletown Office of the CSDE. There will be two sessions, one in the morning and one in the afternoon. Please register through the CREC Protraxx System at <http://www.crec.org/events/index.php>. If you need help registering or an accommodation for any one of the training sessions, please contact Lauri DiGalbo at [ldgalbo@aol.com](mailto:ldgalbo@aol.com) or Carol Boin at [cboin@crec.org](mailto:cboin@crec.org).

## Program Facilitators Meetings

The Annual Statewide Meeting for Program Facilitators was held on September 25, 2015. Important updates and functions relative to the Connecticut Competency System (CCS) were discussed. Providers of adult education are reminded that in accordance with page 9 of the Connecticut Competency System (CCS) Assessment Policies and Guidelines, **CCS trained program facilitators maintain their certification by attending the Statewide Annual Meeting.**

**Any program facilitator who was not in attendance at the Annual Statewide meeting and who wants to maintain CCS certification must attend one of the regional meetings noted below.** Please contact Aileen Halloran at [ahalloran@crec.org](mailto:ahalloran@crec.org) or Valerie Marino at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov) if you have any questions or concerns.

### **REMINDER: Regional Facilitator Meetings for the fall of FY 2015-16**

- October 22, 2015                      1:00-3:00 p.m.                      East Haven Adult Education
- October 29, 2015                      1:30-3:30 p.m.                      Waterbury Adult Education
- October 30, 2015                      9:30 a.m.-12:00 p.m.                      CREC Central

## **College and Career Readiness Standards (CCRS)**

The Connecticut State Department of Education (CSDE) has adopted the College and Career Readiness Standards (CCRS). The GED and the National External Diploma Program (NEDP) assessments are aligned with the standards. CCR standards are also required in the new Workforce Innovation and Opportunity Act (WIOA). Therefore, all of Connecticut's adult education programs will be required to adopt the CCR Standards and integrate them into curriculum and classroom instruction for Adult Basic Education (ABE), GED and the Credit Diploma Program (CDP). It is anticipated that by July 1, 2017, every adult education program provider will be fully implementing the CCR Standards. Training for all providers will be delivered regionally with diverse times and days to accommodate as many teachers as possible.

Details of the CCRS and their importance were highlighted at the Statewide Policy Forum and the Annual Statewide Program Facilitators meeting held on September 25, 2015. The Power Point presentations from those meetings are attached with this memorandum.

Providers are asked to schedule training for their teachers by contacting Kristin Berenson at CREC-ATDN at [kberenson@crec.org](mailto:kberenson@crec.org). Please note that training for ESL teachers is optional at this time, however, ESL Standards will be released by the Office of Career, Technical and Adult Education (OCTAE) in late 2016 and the CSDE will be expected to adopt those standards as well.

A special overview session will be scheduled for adult education directors very soon. If you have any questions or concerns about the CCR Standards implementation, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov).

## **Adult Education Personal Confidentiality Statement Form**

Connecticut Adult Education Providers are responsible for maintaining confidential student information and keeping this information secure. This information may include but is not limited to test scores, date of birth and social security number (SSN). The Connecticut State Department of Education (CSDE) appreciates that providers take this issue seriously by following all policies and procedures (e.g. CARS, CCS, GED) to ensure that personal student data is not compromised (e.g., making a CARS data entry person or teachers inactive when they have left the program).

**Therefore, effective immediately for FY 2015-16** any staff member with access to CARS, GED Manager or any other source of confidential student data will be required to sign an Adult Education Personal Confidentiality Statement. Signed statements are to be maintained by the provider and available for review by the CSDE. If you have any questions or concerns regarding the confidentiality statement form or who should be signing it, please contact Sabrina Mancini at [sabrina.mancini@ct.gov](mailto:sabrina.mancini@ct.gov). The Adult Education Confidentiality Statement Form is attached with this memorandum.

## **Connecticut Adult Virtual High School (CTAVHS)**

Those adult education providers who use the CT Adult Virtual High School (CTAVHS) are reminded to contact Kevin Corcoran, Executive Director for the CT Distance Learning Consortium at [kcorcoran@ctdlc.org](mailto:kcorcoran@ctdlc.org) to obtain current information pertaining to teacher assignments, number years of teaching in adult education and teacher Educator Identification Number (EIN) for CARS data entry and certification reporting purposes.

## **Functional Writing Assessment (FWA)**

As of July 1, 2015, the Connecticut State Department of Education (CSDE) is no longer requiring administration of the CASAS Functional Writing Assessment (FWA). All picture prompts with the inventory form are to be returned to Susan Pierson at the CSDE, 25 Industrial Park Road, Middletown, CT 06457. If you need an inventory form, please contact Susan at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov).

## **FY 2015-16 Adult Education Directory Information Form**

The Adult Education Directory Information Form for FY 2015-16 was due **Friday, October 2, 2015**. All **state and federal** grant providers are required to complete the Directory Information Form. If you have not already done so, please complete this form thoroughly and **return it via e-mail** to Gina Hoag at [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov). If you have any questions please contact Valerie Marino at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov) or at 860-807-2130

## **Connecticut Competency System (CCS)**

Connecticut Competency System (CCS) Assessment Policies and Guidelines training will take place on Friday, January 22, 2016, at ACES in Hamden (snow date Monday, January 25, 2016). Individuals interested becoming Program Facilitators or needing to refresh their CCS skills may register for this even through the CREC Protraxx System at <http://www.crec.org/events/index.php>. If you need help registering or an accommodation for the training session, please contact Aileen Halloran at [ahalloran@crec.org](mailto:ahalloran@crec.org).