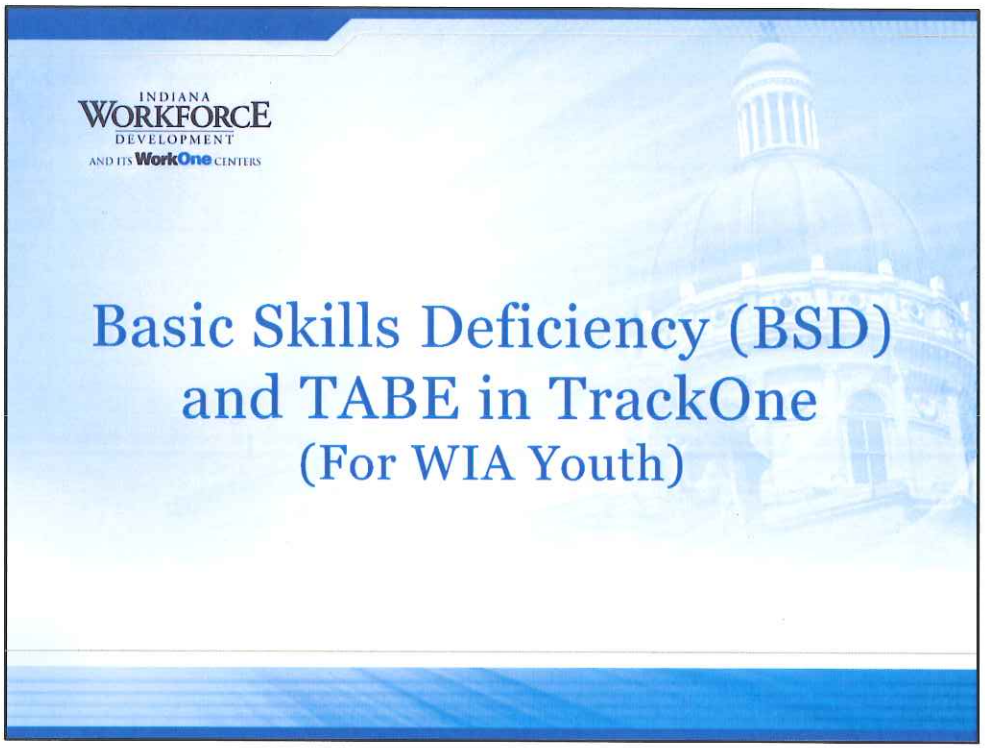

Changes were made to the TrackOne online Application and to the Test Results screen to provide clarity on Basic Skills Deficiency (BSD) and make the BSD indicators more obvious. All staff will see the changes on the application and the test results screen.

The following webinar addresses the changes and relates them to WIA youth. The impact to WIA youth is key because the fields and changes are connected to Youth Common Measures – specifically the Literacy-Numeracy Gain Performance Measure.

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Overview

- Changes have been made to the online application to collect more detailed information on Basic Skills Deficiency (BSD) for TABE Reading, Math, and Language.
- Changes have not been made to the printed application.
- Changes have also been made to the test results entry screen.

Following is additional information on Basic Skills Deficiency and the Literacy-Numeracy Gains Common Measure.

Basic Skills Deficient definition: The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade level (i.e., grade 8.9 or below). Or the individual is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Any out-of-school or post-secondary youth who tests at or below grade 8.9 in either the Literacy or Numeracy section will be determined basic skills deficient.

Literacy-Numeracy Gains Formula: Of those out-of-school youth who are basic skills deficient:
The number of youth participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the youth program plus the number of participants who exit before completing a year in the youth program.

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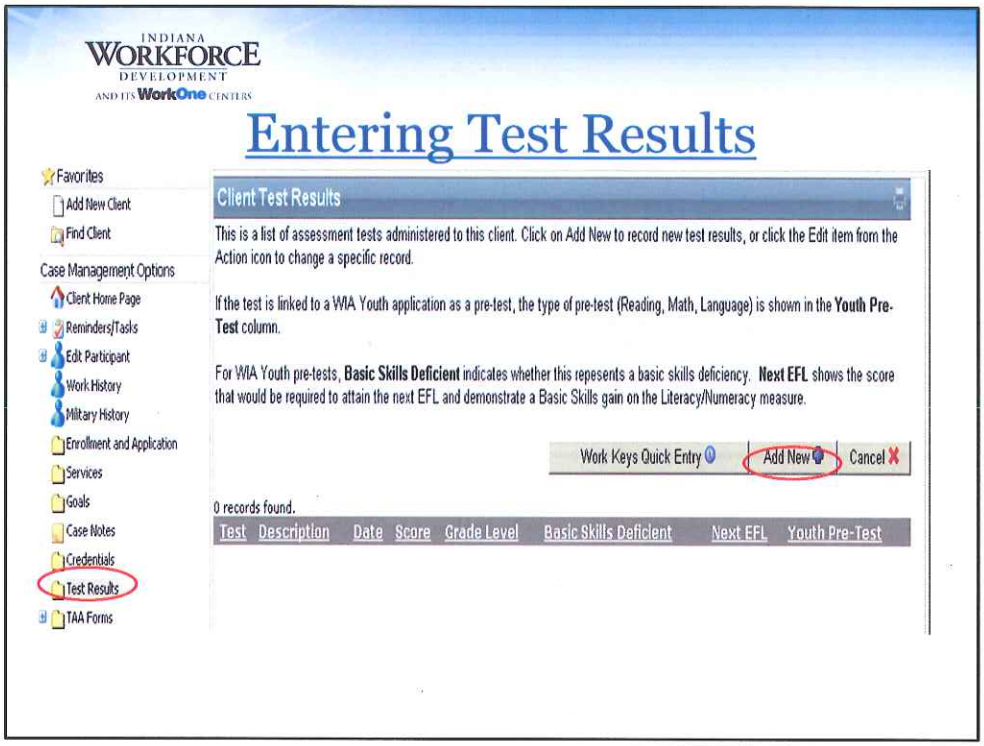
Scenario

Youth client already has edit participant screen completed and now you are entering the TABE results. After test results are entered the staff member will complete the application.

The following screens depict a scenario in which the youth client already has the edit participant screen (10 demographics) in TrackOne completed. The youth has been TABE tested. Now a staff member is entering the TABE results on the Test Results screen. After the test results are entered the staff member will completed the application.

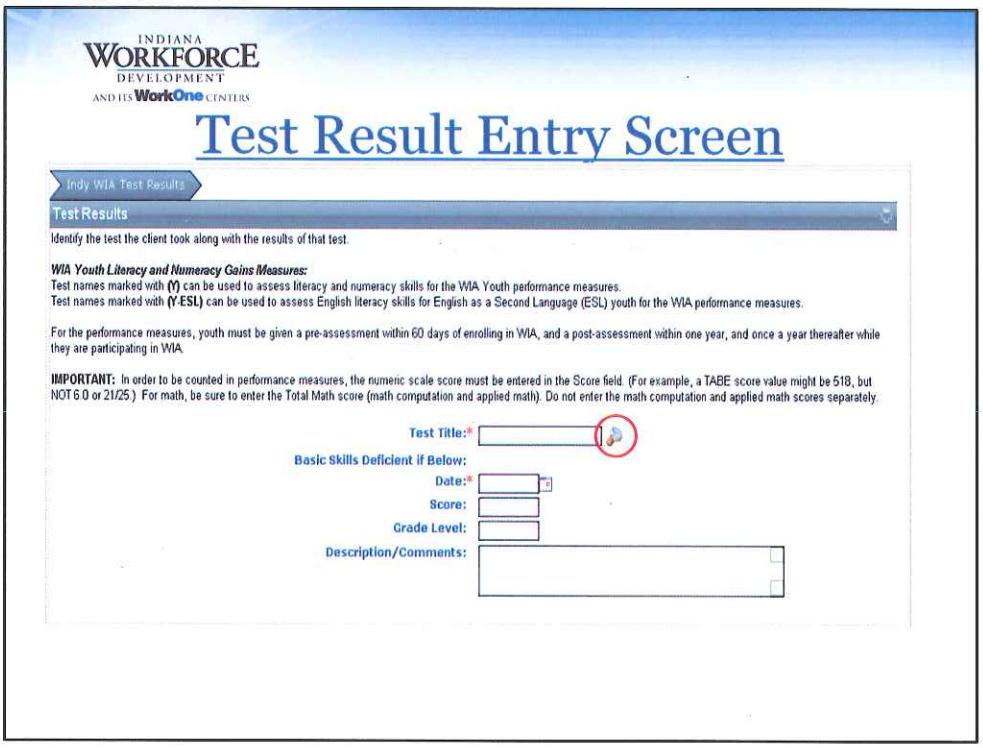


This scenario covers the process when test results are entered into the system before the application.

Start by clicking Test Results on the left menu. Note: the Client Test Results page has new text at the top of the page and new columns (Basic Skills Deficient, Next EFL, and Youth Pre-Test) which will be explained on the following pages.

Click the Add New button to enter test results for the client.

Even though this scenario is for a youth – the process is the same for all clients. If you are entering test results for a client then you start by clicking Test Results and then Add New.

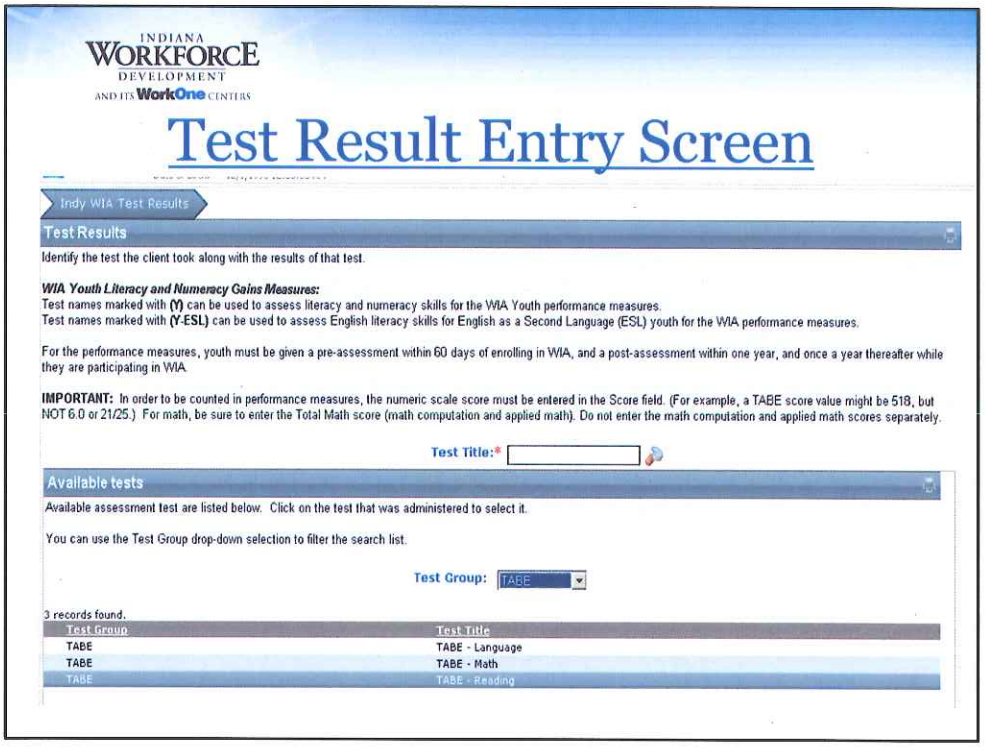


The Test Results Screen has changed – there is a new way to select the test title and different data fields are now displayed on this screen.

First, click the Magnifying Glass next to Test Title Field.

Next, select the Test Name. You will select the appropriate TABE test - TABE Math, TABE Reading, or TABE Language. This screen is displayed on the next page.

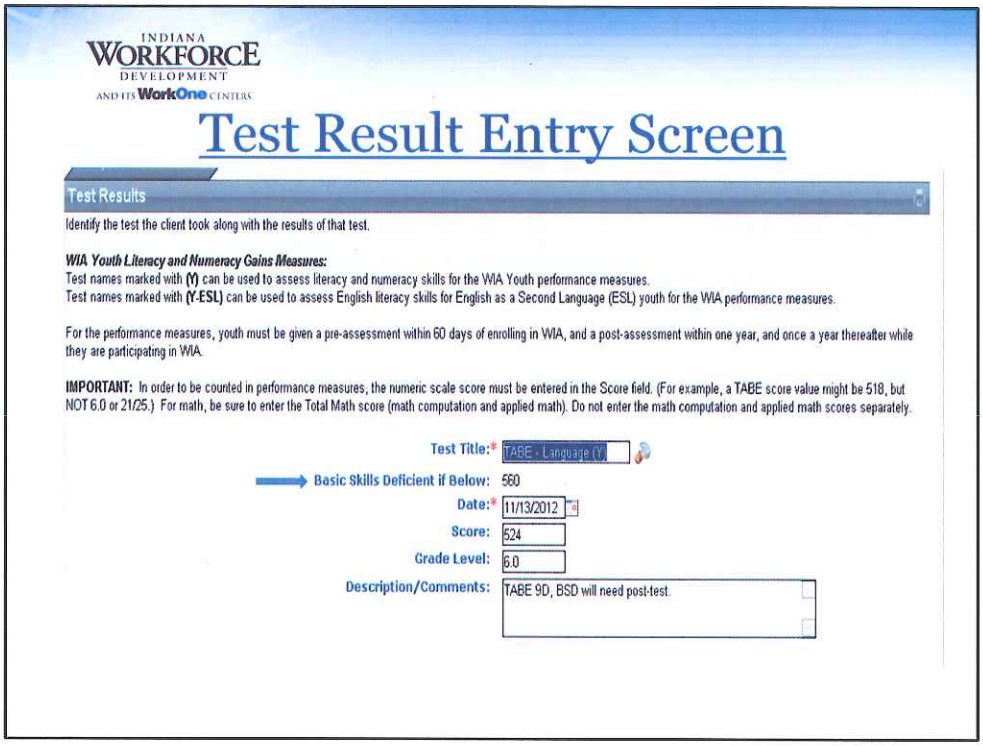
Staff will follow the same process for entering test results for any client, not just youth.



After clicking the magnifying glass you will see a new screen when you select the Test Title.

The system defaults to TABE, but other tests can be selected under the Test Group dropdown. When entering TABE scores, select the appropriate TABE test – Math, Reading, or Language.

Again, staff will follow the same process for entering TABE results for any client.



INDIANA WORKFORCE DEVELOPMENT AND ITS WorkOne CENTERS

Test Result Entry Screen

Test Results

Identify the test the client took along with the results of that test.

WIA Youth Literacy and Numeracy Gains Measures:
Test names marked with **(Y)** can be used to assess literacy and numeracy skills for the WIA Youth performance measures.
Test names marked with **(Y-ESL)** can be used to assess English literacy skills for English as a Second Language (ESL) youth for the WIA performance measures.

For the performance measures, youth must be given a pre-assessment within 60 days of enrolling in WIA, and a post-assessment within one year, and once a year thereafter while they are participating in WIA.

IMPORTANT: In order to be counted in performance measures, the numeric scale score must be entered in the Score field. (For example, a TABE score value might be 518, but NOT 6.0 or 21/25.) For math, be sure to enter the Total Math score (math computation and applied math). Do not enter the math computation and applied math scores separately.

Test Title:* TABE - Language (Y)
Basic Skills Deficient if Below: 560
Date:* 11/13/2012
Score: 524
Grade Level: 6.0
Description/Comments: TABE 9D, BSD will need post-test.

Example of a Completed Screen.

Select the Test Title: TABE Math, TABE Reading, or TABE Language.

Note new field, "Basic Skills Deficient if Below." The system automatically fills in the value based on the test selected. The pre-filled number indicates the minimum score required for a specific test to be considered not basic skills deficient. For example, if client has a TABE Language score of 560 or higher then client is not basic skills deficient in Language.

Enter the Date. The date entered should be the date the assessment was given. Reminder: for performance measures youth must be given a pre-test within 60 days of first WIA youth service and a post-test within one year.

Enter the Score: For TABE, **a three digit scale score needs to be entered.** For example, 518 could be entered for a reading score. Do not enter a grade level equivalent in the score field. Also be sure to enter the **Total Math score** (math computation and applied math). Do not enter the math computation and applied math scores separately. Only enter the combined math score. Do not enter dashes or other symbols. The system has an edit check and there will be a warning when an unacceptable score is entered.

Enter the Grade Level: Look at the TABE Online results or a TABE Norms conversion chart to determine the appropriate grade level equivalent based on the TABE test taken and score received.

Enter relevant information in the Description/Comments field. Examples include entering the test taken such as TABE Survey 9D. Identifying the test as a pre-test or a post-test. For TABE Math the detailed math computation and applied math scores could be entered in the description/comments field.

Click Save

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Example of Completed Entry

Test Results

Identify the test the client took along with the results of that test.

WIA Youth Literacy and Numeracy Gains Measures:
Test names marked with **(Y)** can be used to assess literacy and numeracy skills for the WIA Youth performance measures.
Test names marked with **(Y-ESL)** can be used to assess English literacy skills for English as a Second Language (ESL) youth for the WIA performance measures.

For the performance measures, youth must be given a pre-assessment within 60 days of enrolling in WIA, and a post-assessment within one year, and once a year thereafter while they are participating in WIA.

IMPORTANT: In order to be counted in performance measures, the numeric scale score must be entered in the Score field. (For example, a TABE score value might be 518, but NOT 6.0 or 21/25.) For math, be sure to enter the Total Math score (math computation and applied math). Do not enter the math computation and applied math scores separately.

Test Title:*	TABE - Language (Y)
Basic Skills Deficient if Below:	560
Date:*	11/13/2012
Score:	524
Grade Level:	6.0
Description/Comments:	TABE 9D, BSD will need post-test.

Example of a completed test screen.

- Test Title
- Date of Assessment
- 3 Digit Scale Score
- Grade Level Equivalent
- Notes on the test

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Examples of Pre-Test Scores

Client Test Results

This is a list of assessment tests administered to this client. Click on Add New to record new test results, or click the Edit item from the Action icon to change a specific record.

If the test is linked to a WIA Youth application as a pre-test, the type of pre-test (Reading, Math, Language) is shown in the **Youth Pre-Test** column.

For WIA Youth pre-tests, **Basic Skills Deficient** indicates whether this repesents a basic skills deficiency. **Next EFL** shows the score that would be required to attain the next EFL and demonstrate a Basic Skills gain on the Literacy/Numeracy measure.

Work Keys Quick Entry | Add New | Cancel

3 records found.

Test	Description	Date	Score Grade Level	Basic Skills Deficient	Next EFL	Youth Pre-Test
TABE - Language (Y)	TABE 9D, BSD will need post-test.	11/13/2012	524 6.0	Yes	560	
TABE - Math (Y)	TABE 9D, not BSD in Math	11/13/2012	566 9.0	No	595	
TABE - Reading (Y)	TABE 9D, BSD will need post-test.	11/13/2012	566 8.9	Yes	567	

After the tests are entered and saved - the results will be displayed on the Client Test Results page. The new columns on this page include Basic Skills Deficient, Next EFL, and Youth Pre-Test. The Basic Skills Deficient and Next EFL are automatically calculated based on the TABE test selected and scores entered.

The Basic Skills Deficient column automatically identifies client as Basic Skills Deficient (Yes or No) in a subject area. BSD is determined by test type and score entered on the test results page. http://www.nrsweb.org/pubs/

For example, a TABE Reading Score of 566 means client is BSD in Reading so column has Yes. The TABE Math score of 566 means the client is NOT BSD in Math so the column has No. The TABE Language score of 524 indicates Yes the client is BSD in Language.

The page also has a new column of Next EFL. This column indicates the score needed for the client to increase to the next EFL (Educational Functioning Level). For example, client needs a TABE Reading score of 567 to get to the next EFL which is Low Adult Secondary Credit (Low ASE). This column helps indicate the TABE score needed for a client to have a one level EFL gain which is key to the Literacy-Numeracy Gains Performance Measure.

The Youth Pre-Test column will be populated after BSD section of Application is completed.

Reminder: A detailed case note should also be entered with the TABE results

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Application Changes

New Fields

Basic Skills Deficiency - Reading-Indicate whether the youth was assessed as basic skills deficient in reading, and how this was documented. If you select "Test Scores" for Documented By, use the drop-down search to add/select the reading pre-test from the client's Test Results records.

Basic Skills Deficient in Reading: -- SELECT --

Documented By: -- SELECT --

Basic Skills Deficiency - Math-Indicate whether the youth was assessed as basic skills deficient in math, and how this was documented. If you select "Test Scores" for Documented By, use the drop-down search to add/select the math pre-test from the client's Test Results records.

Basic Skills Deficient in Math: -- SELECT --

Documented By: -- SELECT --

Basic Skills Deficiency - Language-Indicate whether the youth was assessed as basic skills deficient in language, and how this was documented. If you select "Test Scores" for Documented By, use the drop-down search to add/select the language pre-test from the client's Test Results records.

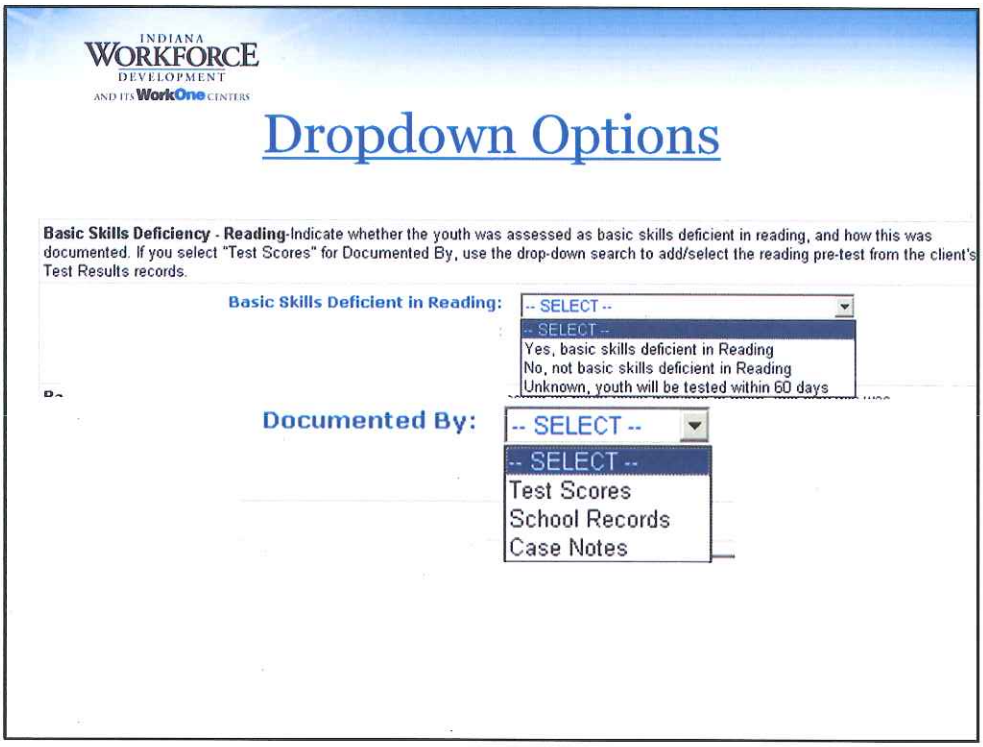
Basic Skills Deficient in Language: -- SELECT --

Documented By: -- SELECT --

Continuing the scenario: TABE scores were entered and a detailed case note was recorded. Now the staff member is going to do the online application.

The following pages cover the changes to the Application. Three new fields were added to application to report basic skills deficiencies in Reading, Math, and Language for youth. The fields are not marked with an * because they are not required for adults but they **need to be completed for youth**.

The next slide shows the drop-down options for each field.



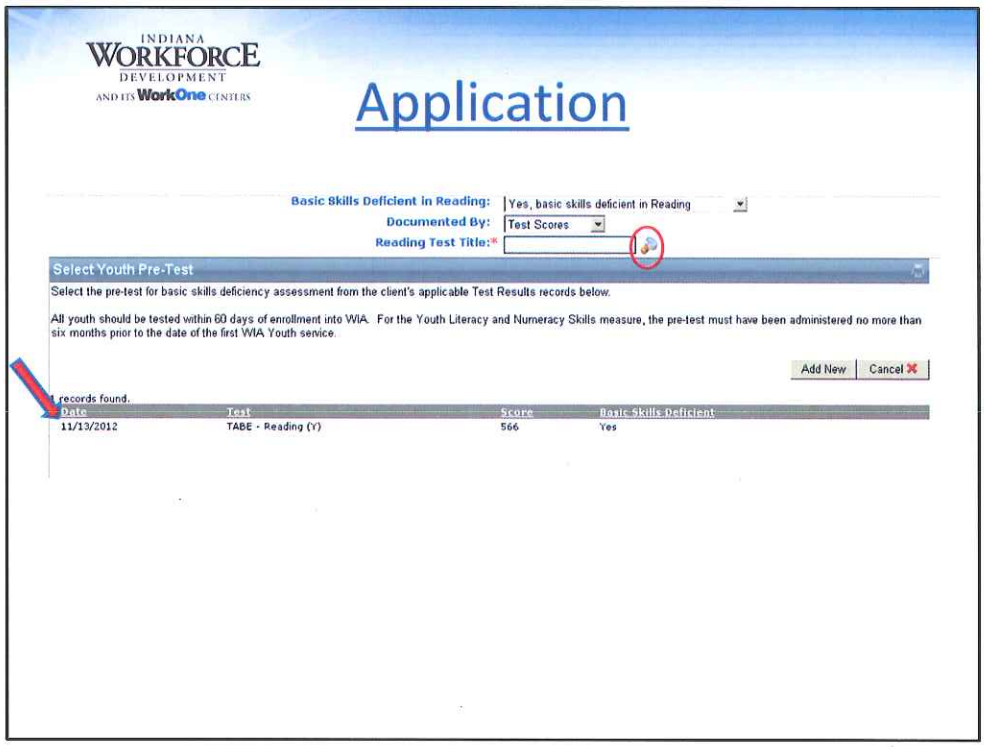
Each subject area has three options – Yes, basic skills deficient, No, not basic skills deficient, or Unknown, youth will be tested within 60 days.

Next, there are three options for Documented By: Test Scores, School Records, Case Notes.

Staff need to select the appropriate responses based on the information available for the client.

If staff select Test Scores then you will see the changes to the system – drop-down search to add/select the appropriate pre-test that had already been entered into the Client Test Results screen. This will be displayed on the following pages.

Different Scenario: If a client has not been assessed then staff should select "Unknown, youth will be tested within 60 days." If "Unknown" is selected and test results are added later then the "Unknown" will be updated to Yes or No based on the test scores entered. For example, a staff member does not have TABE scores available at the time of the application. The system will allow the staff member to complete the application and select "Unknown, youth will be tested within 60 days" for all three subject areas and save the application. The staff member could come back and enter the TABE scores on the Test Results screens and the online application would automatically update to reflect the BSD status for each subject area based on the information entered.



The following are the steps for recording the Basic Skill Deficiency Information on the Application

•Select Yes, basic skills deficient in Reading.

•Select Documented by Test Scores

•The system then updates the page to include a field Reading Test Title. Click on the magnifying glass and select the appropriate test from the records.

•The application will then be updated to list the BSD information.

Different Scenario: If the youth has been assessed and you have the results but have not entered the scores on the Test Results screen then staff can do it on this page of the application. Staff could select Yes, basic skills deficient or No, not basic skills deficient depending on the scores. Then click Documented by Test Scores, Click on the Magnifying glass and then click Add New and enter the test scores.

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Completed Application

Basic Skills Deficiency - Reading-Indicate whether the youth was assessed as basic skills deficient in reading, and how this was documented. If you select "Test Scores" for Documented By, use the drop-down search to add/select the reading pre-test from the client's Test Results records.

Basic Skills Deficient in Reading:	Yes, basic skills deficient in Reading
Documented By:	Test Scores
Reading Test Title:*	TABE - Reading (Y)
Test Date:	11/13/2012
Raw Score:	566
Basic Skills Deficient:	Yes

Basic Skills Deficiency - Math-Indicate whether the youth was assessed as basic skills deficient in math, and how this was documented. If you select "Test Scores" for Documented By, use the drop-down search to add/select the math pre-test from the client's Test Results records.

Basic Skills Deficient in Math:	No, not basic skills deficient in Math
Documented By:	Test Scores
Math Test Title:*	TABE - Math (Y)
Test Date:	11/13/2012
Raw Score:	566
Basic Skills Deficient:	No

Basic Skills Deficiency - Language-Indicate whether the youth was assessed as basic skills deficient in language, and how this was documented. If you select "Test Scores" for Documented By, use the drop-down search to add/select the language pre-test from the client's Test Results records.

Basic Skills Deficient in Language:	Yes, basic skills deficient in Language
Documented By:	Test Scores
Language Test Title:*	TABE - Language (Y)
Test Date:	11/13/2012
Raw Score:	524
Basic Skills Deficient:	Yes

Example of the application page after Reading, Math, and Language BSD information selected and added to the application.

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Test Results after Application

Client Test Results

This is a list of assessment tests administered to this client. Click on Add New to record new test results, or click the Edit item from the Action icon to change a specific record.

If the test is linked to a WIA Youth application as a pre-test, the type of pre-test (Reading, Math, Language) is shown in the **Youth Pre-Test** column.

For WIA Youth pre-tests, **Basic Skills Deficient** indicates whether this repesents a basic skills deficiency. **Next EFL** shows the score that would be required to attain the next EFL and demonstrate a Basic Skills gain on the Literacy/Numeracy measure.

Work Keys Quick Entry | Add New | Cancel

3 records found.

Test	Description	Date	Score	Grade Level	Basic Skills Deficient	Next EFL	Youth Pre-Test
TABE - Language (Y)	TABE 9D, BSD will need post-test.	11/13/2012	524	6.0	Yes	560	Language
TABE - Math (Y)	TABE 9D, not BSD in Math	11/13/2012	566	9.0	No	595	Math
TABE - Reading (Y)	TABE 9D, BSD will need post-test.	11/13/2012	566	8.9	Yes	567	Reading

After the application is complete staff can then go back to the Test Results page and see that the Youth Pre-Test column has been populated. After the TABE test is selected on the Application as the pre-test column on this page is updated.

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Post-Test Results

Client Test Results

This is a list of assessment tests administered to this client. Click on Add New to record new test results, or click the Edit item from the Action icon to change a specific record.

If the test is linked to a WIA Youth application as a pre-test, the type of pre-test (Reading, Math, Language) is shown in the **Youth Pre-Test** column.

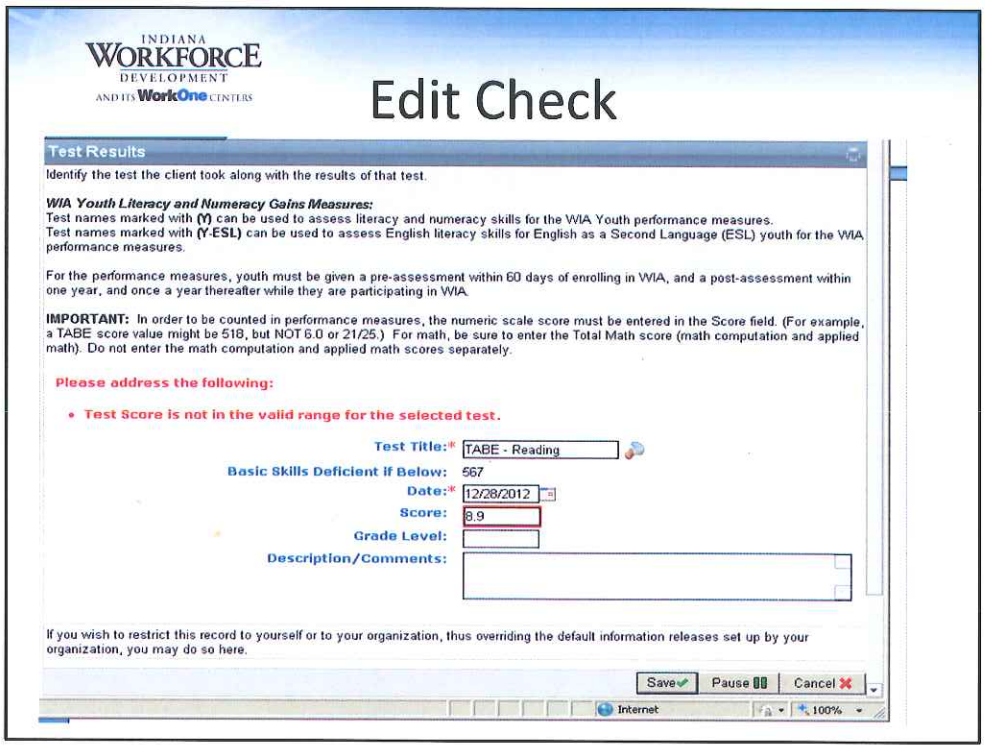
For WIA Youth pre-tests, **Basic Skills Deficient** indicates whether this repesents a basic skills deficiency. **Next EFL** shows the score that would be required to attain the next EFL and demonstrate a Basic Skills gain on the Literacy/Numeracy measure.

Work Keys Quick Entry | Add New | Cancel

5 records found.

Test	Description	Date	Score	Grade Level	Basic Skills Deficient	Next EFL	Youth Pre-Test
TABE - Reading (Y)	TABE 10D Post-Test, No longer BSD in Reading.	12/28/2012	567	9.0	No	596	
TABE - Language (Y)	TABE 10D Post-Test, Still BSD in Language	12/28/2012	559	8.9	Yes	560	
TABE - Language (Y)	TABE 9D, BSD will need post-test.	11/13/2012	524	6.0	Yes	560	Language
TABE - Math (Y)	TABE 9D, not BSD in Math	11/13/2012	566	9.0	No	595	Math
TABE - Reading (Y)	TABE 9D, BSD will need post-test.	11/13/2012	566	8.9	Yes	567	Reading

Example after Language and Reading post-tests entered because client was BSD in those two areas. Language still has BSD as Yes and nothing in the Youth Pre-Test column because this test is not the pre-test selected on the application. Reading now has BSD as No since score was above BSD level and also has nothing in the pre-test column because this was a post-test. Also the client had an EFL gain in Reading.



An edit check has been added to the Test Results entry screen. Staff will receive an error message when a score outside of the range is entered and staff try to save the record. An error message will also alert staff if a symbol is entered as a score instead of a numeric value – for example 8.9, 585+, or 12.9+.

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Summary

- Changes made related to TABE score entry and Basic Skills Deficiency on Test Results screen and online Application.
- Changes collect detailed information on TABE scores and make Basic Skill Deficiency indicators obvious.