



FORMAL COMMUNICATION

TO: Indiana's Adult Education Consortia Partners

FROM: Marie Mackintosh, Senior Director of Adult Education

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TECHNICAL ASSISTANCE BULLETIN Adult Education Performance Incentive Schedule TAB 2014-04

Purpose

To provide guidelines for the interpretation of the Adult Education Performance Incentive Schedule.

Rescission

None

Content

The Adult Education Performance Incentive Schedule (attached) awards Adult Education (AE) programs points for student outcomes based on specific values, placing heavy emphasis on serving students as quickly as possible and supporting them in transitioning to occupational training or postsecondary education. The annual formula allocation of AE funds determines each region's performance based on the amount of points earned collectively by programs in each region. Incentive points are earned when the incentive requirement(s) is met in InTERS. Appropriate data validation must be kept in the student file as required.

DWD will review and modify the performance incentive schedule as needed, but not more frequently than on an annual basis. The performance incentive schedule provides some information on how programs may earn incentives. Tables 1 and 2 provide more detail on specific incentives.

Several of the performance incentives are earned upon a successful data match, which is dependent on correct student information including legal name and social security number or other federal identification number. As stated in the Adult Education Data Collection and Reporting policy (DWD policy 2013-04), DWD requires that AE programs request this

information to allow efficient data matching. However, AE programs may not deny services to students who will not produce them.

College and Career Readiness Incentives

DWD recognizes AE providers have indirect influence over a student gaining or retaining employment and entering WorkINdiana or other postsecondary study. However DWD also recognizes that employment and entering occupational training or other postsecondary study is in the best interest of AE students. DWD incentivizes these efforts in support of the partnership work that goes into ensuring the best outcomes for students. None of the incentives are exclusive of each other; so programs may earn the high school equivalency, employment, WorkINdiana, entrance into postsecondary study, and employment in training related occupation for the same student.

Starting January 1, 2015, only programs that utilize TABE Online or that have a waiver from doing so are eligible to earn the College and Career Readiness incentives. In order to be prepared adequately for a career, students must be able to use basic computer applications. Requiring the use of TABE Online for the majority of students emphasizes DWD's commitment to ensuring that students are prepared for the realities of the workplace. Programs must utilize TABE Online for the majority of students. This does not preclude programs from using paper/pencil testing for students who require such accommodations or for particular class sites for which it is appropriate (such as jails).

Programs that wish to seek an exception to the TABE Online requirement must do so in writing to their AE Coordinator and the Director of Adult Education Policy and Programs. A justification must be provided including why utilizing TABE Online for the majority of students and program sites presents an undue hardship to the program and plans on how to incorporate TABE Online in the future.

Employment through a Partner Agency Incentive*

This is a pilot incentive for the 2014-15 program year. Individual AE programs must have a formal partnership in place with a vocational or employment agency that provides assistance and training to individuals with significant obstacles to achieving a high school equivalency diploma or employment. AE programs may have more than one formal partnership with a partner agency (for example, a program may partner with both Goodwill and the Vocational Rehabilitation program). Programs may not earn additional College and Career Readiness incentives for students who earn this incentive.

In order to receive the incentive the partnership must be formal and approved by DWD. Programs must submit documentation that formalizes the partnership covering: partner agency's target population(s); referral process between partners; role of each partner in preparing and serving the student; any benefits that each (AE program and partner agency) receives (e.g. on-site classes at partner agency); understanding of the partner agency that the AE program is eligible for incentive points when a student receives employment.

*Employment through a Partner Agency Incentive is a pilot incentive available only for the 2014-3015 PY.

Table 1: College and Career Readiness Incentives

Incentive	Points	Time Allotment	Earned by	Location in InTERS	Data source and Validation requirements	Notes
Transition to Postsecondary	600	Current program year in which the student was most recently enrolled or the following program year.	Passes the Accuplacer at the cut scores (Reading 69+, Writing 80+ or writeplacer 4+, & Algebra 45+) necessary to enter college level coursework.	ASC/Postsec screen	Manual entry of Accuplacer scores or data match. Manual entry of scores will be flagged if inconsistent with the data match.	Data match is only done on an annual basis with Ivy Tech Community College.
			Enrollment in college level Math and English courses at a non-profit or public 2- or 4- year post-secondary institution.	Follow up screen or ASC/Postsec screen	A copy of the student schedule or transcript in student file.	Needs a post secondary institution on the follow up screen
			Entrance into a formal apprenticeship program	Follow up screen or ASC/Postsec screen	A letter of verification from program or signed statement by student.	
WorkINDiana	600	The current program year in which the student was most recently enrolled or the following program year.	Completion of WorkINDiana training	ASC/Postsec screen	Data match against WorkINDiana monthly report	Requires accurate social security numbers.
Employment in Training Related Occupation	200	90 days of completing WorkINDiana	WorkINDiana student gains employment in occupation related to training.	Follow up screen	Data match against WorkINDiana monthly report	
Employment	400	1 st quarter after exit for employment; 3 rd quarter after exit for retained employment	Entering employment, apprenticeship, or military service if seeking employment at program entry; retaining employment if employed at program entry	Follow up screen	Data match or manual entry. Manual entries will be verified against the data match and flagged if there is an inconsistency.	A flagged entry will require the AE program to provide verification that the student was employed. Retained

						employment= continued or new employment.
Employment through Partner Agency*	400	12 months of working with Partner Agency	Entering employment	Follow up screen	Manual entry	Pilot for PY 2014-15

NRS Guidelines

Employed - Persons in the civilian non institutional population who, during the referenced week (week of Adult Education registration), (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs.

Unemployed - Not employed but seeking employment, making specific efforts to find a job or are available for work. This definition does not include a specific time period in which the individual has looked for work.

Not in the Labor Force - Individuals who have no job and are not looking for a job. Not in the labor force includes individuals in institutions (nursing home, jail), or retired.

Table 2: Educational Functioning Level Incentives

Incentive	Max Amount	Time	Min Amount	Time	Earned by	Data Validation	Notes
High School Diploma or Equivalent	400	<6 weeks	200	>6 weeks	Earned HSE or diploma	Data match	Must be earned within 90 days of last earned incentive
ABE Incentives	Varies	Varies	Varies	Varies	Post-test in the next incentive level or higher	Data match or manual entry (requires copy of TABE score in student file)	
Transition to ABE	600	<16 weeks	300	>16 weeks	Testing above ABE Beginning literacy	Data match or manual entry (requires copy of TABE score in student file)	In InTERS a student must be exited from ESL and marked continuing and have a valid TABE score within 90 days of exiting ESL to earn the incentive.
ESL Incentives	Varies	Varies	Varies	Varies	Post-test in the next incentive level or higher	Manual entry (requires copy of TABE score in student file)	
Enrollment	60				Official enrollment in a program including 12 hours and a pretest.		

Adult Education Performance Incentive Schedule

Effective: July 1, 2014 to June 30, 2015



College and Career Readiness Incentives *Only programs that utilize TABE Online are eligible to earn these incentives. A waiver from using TABE Online is available in certain instances and will be granted at the discretion of DWD.*

Transition to Postsecondary Incentive
 Awarded upon the student passing the appropriate Accuplacer cut scores (Reading 69+, Writing 80+ or Writeplacer 4+, & Alg. 45+); or enrollment in college level English and Math courses at a non-profit or public 2- or 4- year post-secondary institution; or enrollment in a formal apprenticeship program. Incentive must be earned within the current program year in which the student was most recently enrolled or the following program year.

Amount	600
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WorkINDiana Incentive
 Awarded upon student's completion of WorkINDiana program. Incentive must be earned within the current program year in which the student was most recently enrolled or the following program year.

Amount	600
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Employment in Training Related Occupation - Only WorkINDiana students who gain employment in the occupation in which they were trained qualify for this incentive. This incentive is in addition to the employment incentive and must be earned within 90 days of completing WorkINDiana.

Amount	200
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Employment Incentive
Time Start: The first calendar day after exit
Time Stop: Student must be "seeking employment" at entry and must enter employment, a formal apprenticeship program or military within the 1st quarter after exiting the program or student must retain employment, if "employed" at entry, within the 3rd quarter after exiting the program.

Amount	400
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Employment through a Partner Agency Incentive - *This incentive is only on a pilot basis for the PY 14-15 year. Approved programs will receive this incentive when a qualified student receives employment through a partner agency. The program and partner service must have an approved formal agreement and process in place. Student must obtain employment within 12 months of working with Partner Agency.*

Amount	400
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High School Diploma or Equivalent Attainment Incentive**
Time Start: The first calendar day after official enrollment or last earned incentive.
Time Stop: The student's last calendar day of attendance before the student passes the HSE or earns a diploma. Incentive must be earned in 90 days.

Time	<6 Weeks	>6 Weeks
Amount	400	200

9-10.9+ (Low ASE) Incentive
Time Start: The first calendar day after official enrollment or last earned incentive.
Time Stop: The calendar day the student posttests above 10.9.

Time	<6 Weeks	>6 Weeks
Amount	400	200

6-8.9+ (High Int. ABE) Incentive
Time Start: The first calendar day after official enrollment or last earned incentive.
Time Stop: The calendar day the student posttests above 8.9.

Time	<12 weeks	>12weeks
Amount	585	315

E-5.9+ (Bundled Low ABE) Incentive
Time Start: The first calendar day after official enrollment or last earned incentive.
Time Stop: The calendar day the student posttests above 5.9.

Time	<22 weeks	>22 weeks
Amount	585	315

ESL Transition to ABE Incentive
Time Start: The first calendar day after official enrollment or last earned incentive.
Time Stop: The calendar day the student tests above ABE Beginning Literacy. Note that in InTERS a student must be exited from ESL and marked continuing and have a valid TABE score within 90 days of exiting ESL to earn the incentive.

Calendar Weeks	<16 weeks	>16 weeks
Amount	600	300

ESL Beginning Incentive
Time Start: The first calendar day after official enrollment or last earned incentive.
Time Stop: The calendar day the student posttests above ESL Intermediate Low

Calendar Weeks	<16 weeks	>16 weeks
Amount	600	300

ESL Literacy Incentive
Time Start: The first calendar day after official enrollment.
Time Stop: The calendar day the student posttests above ESL Low Beginning

Calendar Weeks	<12 weeks	>12 weeks
Amount	300	150

Enrollment Incentive	
Amount	60

Note: If a student skips an EFL, the program receives incentive for the lower level for actual instructional weeks and the maximum incentive for the level(s) skipped.
 **Note: DWD discourages the practice of a student sitting for the HSE Tests before that student has tested ABOVE the 10.9 level, i.e. into ASE High.