



COLORADO
Department of Education

AELA 2024-25 Continuation Application Webinar

Released Friday, March 29, 2024

Adult Education Initiatives



Welcome and Agenda



- Continuation Timeline
- Document Review
- Submission





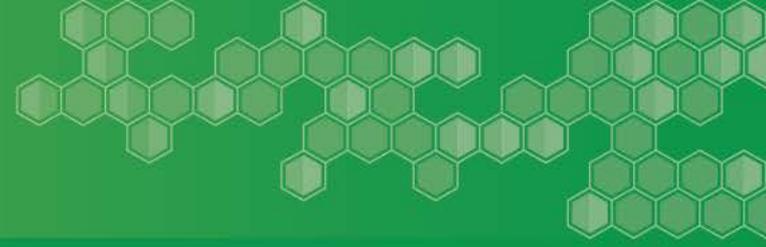
Continuation Timeline

- 03/25/24: Continuation Application & Assurances released
- 03/29/24: Continuation Webinar released
- 04/19/24: Grantee submits application & supplemental documents in Syncplicity folder called “2024-25 Continuation Application”
- 04/22/24 to 05/03/24: AEI reviews applications
- 05/03/24: Grantee notified via email of any required edits
- 05/17/24: Grantee submits revisions in Syncplicity folder called “2024-25 Continuation Application”
- 06/05/24 to 06/21/24: Grantees receive, review and submit Program Assurances via DocuSign
- 06/07/24: AELA Kickoff Meeting (Required)
- 06/28/24 to 07/09/24: Grantee notification of Assurance edits and revisions





AELA Document Review



- Continuation Application
 - Set 2024-25 Performance Outcome targets
 - Propose Performance Outcomes for future AELA grant cycles
- Budget
 - Formatting and time sensitive information updated
- Location and Partner Lists
- Program Assurances
- Outcomes and Progress Measures Spreadsheet





Continuation Application: Cover Page

Grantee Information			
Grantee Name:			
Mailing Address:			
County:			
Phone:			
Email:			
Website:			
UEI#			
2024-25 AELA Program and Assurance Contacts	Name, Title	Phone	Email
Authorized Representative:			
Primary Program Contact:			
Secondary Program Contact:			
Fiscal Contact:			
Accessible Design Coordinator:			
Assessment Coordinator (if applicable):			
LACES System Administrator:			
Distance Education Contact:			





2024-25 AELA Performance Outcomes

- No new Performance Outcomes added for 2024-25
- For the 2024-25 program year, the entire menu of outcomes and optional progress measures is still available to all grantees in LACES.
 - You do not need to select outcomes as part of your continuation application.
 - The Outcomes and Progress Measures Spreadsheet is available to provide definitions and explanations of all outcomes and progress measures.





Document Review: AELA Assurances

- Accessible Design
- Assessment (as applicable)
- Attendance
 - Attendance Policy
 - Intake/registration form
- Data
- Distance Education Assurance (as applicable)
- General
- Program Income

Submitted via DocuSign from June 5 to June 21, 2024



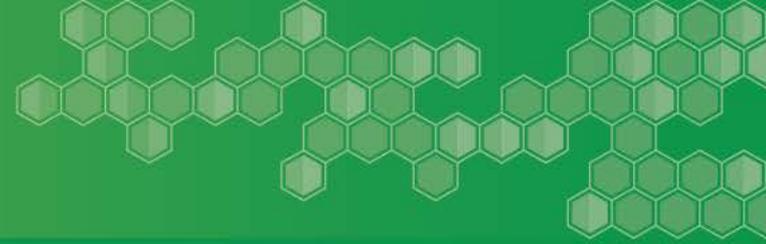


Assurances: No Changes for 2024-25

- Accessible Design Assurances
- Attendance Assurances
 - Attendance Policy requirements
- General Assurances
- Program Income Assurances



Assessment Assurances



- Updated to reflect changes in the Assessment Policy for 24-25
- The alternative placement tests section of the 24-25 AP were not included in the AELA Assessment Assurances because their use is not for EFL gain.
- Addition of new NRS-approved tests: CASAS STEPS Reading and Listening, CASAS Math GOALS 2, BEST Plus 3.0 and WorkKeys Workplace Documents and Applied Math



Assessment Assurances cont.

- WorkKeys assigns ABE/ASE EFLs*
 - WorkKeys Math ABE/ASE 1-6
 - WorkKeys Workplace Documents ABE/ASE 2-6
- Pre- and post-testing minimum instructional hours
 - BEST Plus 3.0 has changed to 40 hours
 - WorkKeys tests have a minimum of 30 hours
- Destruction of testing materials
 - WorkKeys has unique processes
- Remote testing is not available for any WorkKeys tests



Data Assurances (Changes)

- Updated Local LACES System Administrator Duties.
- Added statement that other registration forms collecting directory information only (e.g., name, phone, etc.) may be used prior to orientation and completion of the full intake form for marketing, outreach, and recruitment.
- Added that grantees must use the [AELA Sample Intake form](#) as the basis for their own intake forms and include all required data components.
- Clarified that all learner intake forms must be entered into LACES no less than one week after learners are first assessed or enrolled in classes or workshops.
- Assessment locator and/or appraisal tests for TABE and CASAS must be used when pre-testing learners for the first time in a subject area and if re-testing is required for a new program year or PoP. These may be reported in LACES but are not required to be.



Data Assurances (Changes), cont.

- Added that tests manually reported in LACES must be entered into the system in chronological order to avoid inaccurate and unnecessary test record error flags.
- Added that grantees who do not wish to accept tests from other agencies may request a test deletion if a learner assessment is ingested from other entities.
- Added that for any test triggering an early post-test or same-form post test error flag in LACES, grantees must select an override reason to save the test record in LACES. (See section 3 of the assurance for full details).
- Added the use of alternate placement methods outlined in the State Assessment Policy for learners admitted to classes with a valid Educational Functioning Level assessment.



Data Assurances (Changes), cont.

- Added guidance around re-testing learners based on test-publisher materials detailing recommendations and requirements for pre-tests that result in out-of-range scores.
- States that tests which are expired in the federal register are ineligible to be pushed forward into new program years.
- Provides link to new Early Post-Test Form
- Specified that assessment data undergoes monthly monitoring to track learners post-tested more than twice at the same level within a six-month period and that grantees must analyze that data for instructional and program improvements.
- Add that grantees must contact AEI for approval of out-of-range post-test scores.





Data Assurances (Changes), cont.

- Added guidance around post-tests resulting in EFL of “Completed ESL Level 6”.
- Included that grantees must ensure learners pre-tested at ABE L6 in a subject area are not post-tested in the subject area as their pre-test scores indicate no additional need for remediation in that subject area. Learners at this level should work toward a post-test goal in a different subject area or set a different Outcome goal.
- Added that grantees must include a comment “Missing post-test error comment” if a post-test eligible learner separates from the program before post-testing.
- Added guidance and requirements for uploading accommodations documentation in LACES.



Data Assurances (Changes), cont.

- Added that class and workshop records must be created in LACES no less than one week after the class or workshop begins.
- Added requirements and procedures to report classes in LACES.
- Added requirements and procedures to report workshops in LACES.
- Clarified that hours a learner spends taking NRS assessments may be reported in LACES as “Instruction-Assessment” under class records in LACES. If counted in LACES, these hours count toward post-test eligibility.
- In-person and/or distance attendance may not exceed 8 hours in a single day except for AEI approved learner mastery model distance learning hours.
- Added that synchronous and asynchronous distance hours must be reported separately from in-person hours in LACES.





Data Assurances (Changes), cont.

- Added new guidance on dates for “set” and “met” goals in LACES.
- Added the option for grantees to implement an AEI-developed Customer Satisfaction Survey with enrolled learners.
- Updated the Staff Data section with new data requirements.
- Added that AEI staff will add professional learning records to LACES for events which are hosted by the AEI office.
- Added the option for grantees to implement an AEI-developed “Customer Satisfaction Survey” for active staff members.
- Added new Data Monitoring & Close Out section.
- Added guidance around securely destroying documentation containing data that no longer needs to be retained for the time periods described in the Grant Award Letter or by longer periods as required by the grantee’s parent organization.



Distance Education Assurance (Changes)

- Changed all references to “Distance Learning” to “Distance Education”
- Defined the purpose of the Distance Education Assurances
- Added Distance Education Coordinator requirements
- Included AEI Approved Distance Education platforms and the ability to indicate which pre-approved platforms will be used during the program year.
- To add a pre-approved platform at another point in the program year, grantees must submit a new Distance Education Assurance.
- Specified that grantees who wish to award distance education instructional hours with a non-AEI approved platform must submit an Online Distance Education Application.





Distance Education Assurance (Changes), cont.

- Added clarification that digital platforms used to award Learner Mastery proxy hours must have credit hours that are verified by an external vendor and not local program staff.
- Added specific requirements and directions to explain the reporting and coding of all distance education instructional hours provided via an AEI-approved platform in AELA classes and/or AELA workshops.
- Specified that the only distance education instructional hours earned on AEI-approved platforms can be reported in LACES.



Distance Education Platform Application

- Updated to reflect changes in the 2024-25 Distance Education Policy and Assurances
- Updated application for use with digital learning platforms



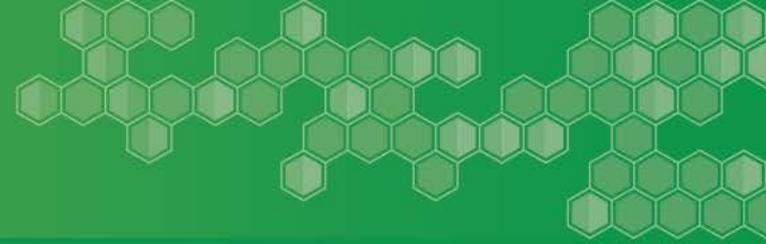


2024-25 Intake/Registration Form

- Gender Identity: Required to be on the form, response optional
- Preferred Pronouns: Required to be on the form, response optional
- Preferred Name: Required to be on the form, response optional
- Email(s): Required
- Zip Code: Required
- Primary Language: Required
- Income Range: Required
- WIOA Co-Enrollment: Required



Document Submissions



04/19/24

Upload to “2024-25 Continuation Application” folder in Syncplicity

- Continuation Application
- Budget Template
- *Location and Partner List
- Attendance Policy (See Attendance Assurance)
- Intake/Registration Form

05/17/24

Revisions uploaded to Syncplicity folder

**Grantees who have received the 18-mo AELA funding do not need to complete these*





Document Submissions, cont.

06/05/24 to 06/21/24

Receive, review, and submit Program Assurances via DocuSign:

- Accessible Design Assurances*
- Assessment Assurances
- Attendance Assurances*
- Data Assurances
- Distance Education Assurances
- General Program Assurances*
- Program Income Assurances*

Ongoing: Online distance education application(s)

**Grantees who have received the 18-mo AELA funding do not need to complete these*





AELA Continuation Website

Documentation available on the [AEI Website](#)

Adult Education & Literacy Act (AELA)

All AELA continuation documents (Application, Budget template, Locations and Partner List, Attendance Policy, and Intake/Registration Form) must be completed and submitted in the Grantee's AELA FY20-24 "24-25 Continuation Application" Synclicity folder no later than Friday, April 19, 2024. Applications will be reviewed and edits, if needed, will be requested.

Grantees who received funding under SB23-007 need to complete everything except the Locations and Partner List, Accessible Design Assurances, Attendance Assurances, General Program Assurances, and Program Income Assurances.

- [24-25 AELA Continuation Application](#) (Word)
- [24-25 AELA Budget Template](#) (Excel)
- [24-25 AELA Locations and Partner List](#) (Excel)
- [24-25 AELA Sample Student Intake Form](#) (Word)

2024-25 AELA Continuation Webinar (Will be released on 3/29/24)

- Recording
- Presentation

2024-25 AELA Assurances Drafts

Draft assurances are available for review and will be sent to designated contacts via DocuSign by Wednesday, June 5, 2024. Assurances must be completed in DocuSign by Friday, June 21, 2024.

- [Draft 24-25 Accessible Design Assurances](#) (Word)
- [Draft 24-25 Assessment Assurances](#) (Word, as applicable)
- [Draft 24-25 Attendance Assurances](#) (Word)
- [Draft 24-25 Local Data Assurances](#) (Word)
- [Draft 24-25 Distance Education Assurances](#) (Word, as applicable)
- [Draft 24-25 General Program Assurances](#) (Word)
- [Draft 24-25 Program Income Assurances](#) (Word)

Additional Resources

- [PY 24-25 Colorado Assessment Policy - Draft Pending OCTAE Approval](#) (Word)
- [PY 24-25 Distance Education Policy](#) (Word)
- [PY 24-25 Distance Education Approved Platforms](#) (Word)



Please reach out to your program coordinator with any questions

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