Adult Education and Literacy Business Meeting

Thursday July 27th, 2023

Time: 9:00 – 12:00 pm Central

What's New

PY 23-24 Amendment Changes and Updates

Attachment A

The following are changes that are in the Attachment A.

- 5.8 Standard Operating Procedures- added HSE Subsidy Program

- 5.12.8 provide a Digital Literacy and Equity Survey to determine individuals' level of experience with technology.

- 6.1 Provide to the designated Agency Grant Manager a Detailed Project Plan for activities using all funding described in Section 13 of the RFP except for Local Professional Development funds. The Plan shall include monthly expenditure and performance benchmarks

- 6.5 Changed from 7 to 8 SOPs by adding in the HSE Subsidy Program

- 6.20 Submit a PD Follow-up Plan February 15, 2024

- 7.1 Quarterly Reports updated to include 2023-2024. Reports are due last day of the month in October, January, April, and July.

6.21 Submit a **cumulative, end of grant report** as required in Section 7.3

7.3: The Grantee shall provide a written comprehensive final report using the End of Grant reporting template provided by the Agency, to the designated Agency Grant Manager regarding the outcomes of the grant.

- 7.3.1 a description of the project;

- 7.3.2 **review of the activities accomplished;**

- 7.3.3 **project goals achieved during the grant period;**

- 7.3.4 **obstacles encountered;**

- 7.3.5 key stakeholders with contact information;

- 7.3.6 private business partners with contact information;

- 7.3.7 **positive outcomes;**

- 7.3.8 **best practices;**

- 7.3.9 *areas needing improvement; and*

- 7.3.10 *review of TWC AEL Program management.*

Section 8 – End of Grant Transition

SECTION 8 - End of Grant Transition

The Grantee must cooperate with TWC to assist with the orderly transfer of the services, functions, and operations provided by the Grantee to another service provider if the Grantee is not awarded funding under a subsequent RFA. Grantee shall develop and implement a reasonable transition plan ("Transition Plan") designed to achieve an efficient transfer of customers and programs, if applicable, prior to the end of the grant. The Transition Plan will specify tasks to be performed, the task schedule, and the respective responsible parties. The Transition Plan will be completed within 30 days of notification from TWC of non-award status.

Reminders for CDER

- Effective **July 1**, there are two more cost categories in CDER:
  - **Career Services:** required cost category per OCTAE Memo 17-2 and is a requirement for Federal Reporting.
  - **IET Training services:** required cost category for Federal Reporting; budget due in CDER by **August 15**
  - **IELCE**

  ✓ Reminder: We cannot add or move money within Year 6 (ALAF) until **August 1** when the Expenditure Reports for July become available in CDER.

Adverse Action Process

Technical Assistance Plans & Corrective Action Plans

Process and Tracking

What's the Difference: TAP

TAP: Technical Assistance Plan:

- Non-Punitive

- As described in §802.104, is a performance improvement action, which can be developed jointly between TWC and an AEL grant recipient in order to improve a grant recipient's performance or compliance

- do not exclude a grant recipient from receiving an annual workforce award

What's the Difference: CAP

CAP: Corrective Action Plan:

- Can be Punitive

- To assist in correcting any deficiencies, a Board, AEL grant recipient, or Agency grantee upon whom an intent to sanction or a sanction is imposed must enter into a corrective action plan. A corrective action plan is developed by the Agency and may include the elements of a technical assistance plan, as outlined in §802.104(b) of this chapter

- Does exclude a grant recipient from receiving an annual workforce award

- Cannot qualify for statewide leadership grants

- Must be mentioned when applying for Core Grant RFA
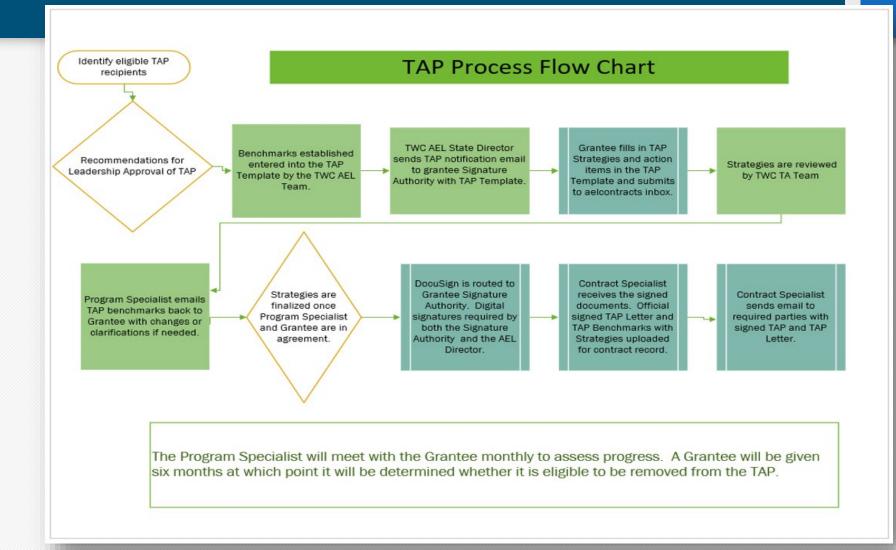
Qualifying for a TAP

- NLF: AEL grant recipients must be aware that TWC will place a grant recipient on a TAP for failure to meet any five of the seven contracted measures for four consecutive months, which may cross program years, as indicated on the grant recipient's MPR. *PY 22-23 looked at not meeting 3 out of 4 measures (total enrollment, IET enrollment, Intensive enrollment, and MSGs).

- NLF: AEL grant recipients must be aware that TWC may also place a grant recipient on a TAP for programmatic or fiscal compliance issues as a result of a regular performance review, monitoring review, site visit, or ongoing data management concerns. This policy is further explained in the Texas AEL Guide.

How Progress is Tracked

Provider	October	November	December	January	February	March	April	May	June
	Unmet***	Unmet***	Unmet***	Unmet***	Unmet***	Unmet***	Unmet***	Unmet***	Unmet***
	1	2	2	1	1	2	2	3	
	2	2	2	2	2	1	1	0	
	2	2	3	3	3	3	3	3	
	1	1	1	1	0	1	1	1	
	2	2	2	2	2	2	2	1	
	0	0	0	0	0	0	0	0	
	1	1	1	2	2	3	3	3	
	1	1	1	1	1	0	0	0	
	2	2	3	4	4	4	4	4	
	2	2	3	3	3	3	3	2	
	2	2	2	2	2	2	2	2	
	1	1	2	3	3	2	2	2	
	1	1	1	1	2	1	1	1	
	1	1	1	1	1	0	0	1	
	2	2	3	3	3	3	3	3	
	1	1	1	0	1	1	1	0	
	1	1	1	1	1	0	0	1	
	1	1	2	2	2	2	2	0	
	2	3	3	3	3	2	2	2	
	4	4	4	4	4	4	4	4	

TAP Process Flow Chart

TAP Process Flow Chart

Identify eligible TAP recipients

Recommendations for Leadership Approval of TAP

Benchmarks established entered into the TAP Template by the TWC AEL Team.

TWC AEL State Director sends TAP notification email to grantee Signature Authority with TAP Template.

Grantee fills in TAP Strategies and action items in the TAP Template and submits to aelcontracts inbox.

Strategies are reviewed by TWC TA Team

Program Specialist emails TAP benchmarks back to Grantee with changes or clarifications if needed.

Strategies are finalized once Program Specialist and Grantee are in agreement.

DocuSign is routed to Grantee Signature Authority. Digital signatures required by both the Signature Authority and the AEL Director.

Contract Specialist receives the signed documents. Official signed TAP Letter and TAP Benchmarks with Strategies uploaded for contract record.

Contract Specialist sends email to required parties with signed TAP and TAP Letter.

The Program Specialist will meet with the Grantee monthly to assess progress. A Grantee will be given six months at which point it will be determined whether it is eligible to be removed from the TAP.

Program Year 23-24 Key Staff Training

- Tuesday, August 1, 3 p.m. – 4 p.m. – Training overview

- Friday, August 11, 2 p.m. – 3:30 p.m. Eligibility for Services

- Friday, August 18, 2 p.m. – 3:30 p.m. The Adult Learner

- Friday, August 25, 2 p.m. – 3:30 p.m. Overview for Distance Learning in Texas

- Friday, September 1, 2 p.m. – 3:30 p.m. Professional Development

- Friday, September 8, 2 p.m. – 3:30 p.m. TEAMS

- Friday, September 15, 2 p.m. – 3:30 p.m. Career Pathways

- New Director Convening – Fall Institute-Pre-Conference, Tuesday, September 19, 2023, 8:30 a.m. – 11:30 a.m.

TAP Benchmarks

Benchmarks are tailored for the program to see progress not perfection.

TAP Removal

- AEL grant recipients must be aware that TWC will consider a TAP removal after the grant recipient has met the criteria outlined in the TAP.

- Review after six months:
    - TAP removal
    - Continue the TAP
    - Escalate to a CAP

Legislative Implementation

HB 1602

SB 2032

SB 2139

Texas Legislature Online: Step 1

Step 1: Search

for the Bill Number

Texas Legislature Online: Step 2

Step 2: Text Versions

Select the Version You Want

Legislative Update

- HB 1602 –Signed

- Relating to performance criteria for the award of adult education and literacy funds.

House Bill (HB) 1602 Bill Language

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1                          AN ACT
2   relating to performance criteria for the award of adult education
3   and literacy funds.
4          BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:
5          SECTION 1.  Section 315.002, Labor Code, is amended by
6   adding Subsection (b-1) to read as follows:
7          (b-1)  To the extent permitted under federal law, the
8   commission by rule shall establish:
9               (1)  annual performance requirements that each entity
10  that receives money appropriated under this chapter must satisfy to
11  qualify for a continuing award of funds under this chapter, which
12  must include the achievement of enrollment targets and performance
13  benchmarks that are comparable to those provided by Section
14  315.007(c); and
15               (2)  a process for giving priority in awarding funds
16  under this chapter to entities that consistently satisfy the annual
17  performance requirements established under Subdivision (1).
18         SECTION 2.   This Act takes effect September 1, 2023.
```

HB 1602 Implementation (PY 24-25)

- Rules, Chapter 800—October

- Speak with the Representative's office

- Develop criteria and operational practices for Program year 24-25

- Here is the digital version of House Bill 1602

Did Not…

Remove the Performance Based Funding criteria, so we will continue to have this as a measure to earn performance funds

Senate Bill (SB) 2032 - Signed

- Relating to adult high school charter school programs.

- [Proposed changes can be viewed in the digital version of SB 2032.](#)

- [Current TEA Language](#)

SB 2139 - Signed

- Relating to the establishment of the Opportunity High School Diploma program

- [Proposed language of SB 2139 can be viewed in the digital copy of SB 2139](#)

HB 8 – Lengthy Additions and Revisions to Education Code

- Expansion of Dual Credit

- Relative Cost vs. Potential Earnings

- Outcome Related Performance-Based Funding

- Focus on skill attainment –more options to earn certificates, credentials, degrees

On the Horizon

NEW NRS Tests

PY 23-24 Performance

TEAMS Updates and Upgrades

HSE Voucher Program Timeline Review

New National Reporting System Test

7 Year Approval

- CASAS Math Goals (ABE— all Levels)

- BEST Plus 3.0 (ESL—all Levels)

- CASAS Listening Steps (ESL –all Levels)

- CASAS Reading Steps (ESL—all Levels)

3 Year Approval

- ACT WorkKeys Applied Math (ABE – all Levels)

- ACT WorkKeys Workplace Documents (ABE Levels 2-6 only)

- Federal Register: Tests Determined To Be Suitable for Use in the National Reporting System for Adult Education

Current Tests

All current TWC approved tests are good through June 30, 2024

Next Steps

- Workgroup (TCALL/TWC/Field)

- TEAMS Upgrades – tentatively have ready by March 2024

- Full Implementation by July 1, 2024 (PY 24-25)

PY 23-24 Performance

Things To Know

Enrollment Target Negotiations

- We have received all the responses and are reviewing

- We will contact you if any further discussion is needed

- Carryforward targets will be applied to PY 22-23 balances (minus obligations) using the same proportional methodology

- Targets are not final until approved by the Commission

TEAMS Codes

- Performance Guide Updates, Pg. 16

- TEAMS Codes that align to Enrollment Targets
  - ✓ ONLY the codes indicated will count toward that target

- Why does ESL Pro (EL Civics) not count toward Intensive now?

Target Category	Funding Codes/Activities	Description of Funding
EL Civics (Non IET)	EL Civics (EL Civics)	WIOA §243 (EL Civics)
EL Civics IET (Integrated EL Civics)	IET (EL Civics)	WIOA §243
Intensive Services	Work-Based (AEFLA) Work-Based (Local) ESL for Professional (AEFLA) ESL for Professionals (Local) Reentry (Corrections)	WIOA §231 (AEFLA) Local WIOA §225 (Corrections)
IET	IET (AEFLA) IET(Local) IET (Corrections)	WIOA §231 Local WIOA §225 (Corrections)
Total Participants Served (Unduplicated)	EL Civics (AEFLA) EL Civics (EL Civics) ESL for Professionals (AEFLA) ESL for Professionals (Local) IET (AEFLA) IET (Corrections) IET (EL Civics) IET (Local) Local Reentry (Corrections) Basic AEL (AEFLA) Transitions (Corrections) Transitions Classes (AEFLA) Transitions Classes (Local) Work-Based (AEFLA) Work-Based (Local) Basic AEL (Corrections) Math Assistance Call Center (State Leadership)	All activities and funding streams contribute to the Total Participants Served unduplicated target.

TEAMS Codes: AEL Letter and Performance Guide

Program Year 20-21

AEL Letter 02-21

Enrollment Target Category and Service Type	TEAMS Activity and Funding Code Associated with Target	Description of WIOA or Local Funding
Total Participants Served Target (Inclusive of participants served in target categories below)	Basic AEL (AEFLA)	§231 (AEL Combined)
	ATB (AEFLA)	
	TWC Accelerate Texas (AEFLA)	
	Transitions Classes (AEFLA)	
	Basic AEL (Corrections)	§225 (Corrections/Reentry)
	Transitions (Corrections)	
	Transitions Classes (Local)	Local—Other Grantee Funding
	MACC (State Leadership)	§223 State Leadership
EL Civics (Non IET) Target	EL Civics (AEFLA)	§231 (AEL Combined)
	EL Civics (EL Civics)	§243 (EL Civics)
EL Civics IET (Integrated EL Civics) Target	IET (EL Civics)	§243 (EL Civics)
Intensive Services Target	Work Based (AEFLA) ESL for Professionals (AEFLA)	§231 (AEL Combined)
	Work Based (Local) ESL for Professionals (Local)	Local—Other Grantee Funding
	Reentry (Corrections)	§225 (Corrections/Reentry)
IET Target	IET (AEFLA)	§231 (AEL Combined)
	IET (Local)	Local—Other Grantee Funding
	IET (Corrections)	§225 (Corrections/Reentry)

Program Year 23-24

Performance Guide

Target Category	Funding Codes/Activities	Description of Funding
EL Civics (Non IET)	EL Civics (EL Civics)	WIOA §243 (EL Civics)
EL Civics IET (Integrated EL Civics)	IET (EL Civics)	WIOA §243
Intensive Services	Work-Based (AEFLA) Work-Based (Local) ESL for Professional (AEFLA) ESL for Professionals (Local) Reentry (Corrections)	WIOA §231 (AEFLA) Local WIOA §225 (Corrections)
IET	IET (AEFLA) IET(Local) IET (Corrections)	WIOA §231 Local WIOA §225 (Corrections)
Total Participants Served (Unduplicated)	EL Civics (AEFLA) EL Civics (EL Civics) ESL for Professionals (AEFLA) ESL for Professionals (Local) IET (AEFLA) IET (Corrections) IET (EL Civics) IET (Local) Local Reentry (Corrections) Basic AEL (AEFLA) Transitions (Corrections) Transitions Classes (AEFLA) Transitions Classes (Local) Work-Based (AEFLA) Work-Based (Local) Basic AEL (Corrections) Math Assistance Call Center (State Leadership)	All activities and funding streams contribute to the Total Participants Served unduplicated target.

Other Targets – Subject To Change

Employed/Enrolled Quarter 2 – 56%

Employed/Enrolled Quarter 2-4 – 83%

Credential Rate – 44%

Post-Test Rate –65%

Other Targets - MSG

- Overall State Target = 45%

- Contracted Targets are dependent on your student population and how many students fall into each EFL. We call this a 'Blended Average'.

- Your target changes over the year

Target Worksheet-EFL	Target Worksheet: Percentages
Entering Educational Functioning Level	PY 23-24 Targets
ABE Level 1	42.00%
ABE Level 2	42.50%
ABE Level 3	43.50%
ABE Level 4	44.50%
ABE Level 5	44.50%
ABE Level 6	42.00%
ESL Level 1	47.00%
ESL Level 2	49.00%
ESL Level 3	48.00%
ESL Level 4	48.00%
ESL Level 5	43.00%
ESL Level 6	43.00%

TEAMS Upgrades & Updates

- Good News!
  - We received our Appropriation Request ($$) to enhance our system!

TEAMS Upgrades

- Move to new platform

- Modernize the security features

- Upgrade Report & Tool capabilities

- Connectivity & Interfacing

- User Access Controls

- Student Sign-On/Portal

TEAMS Updates – Next Release

- Security Protocols (P-41, FERPA, Cybersecurity Tracking)

- GED Match Process

HSE Voucher Program

PY 23-24

Details

- $750,000 Available

- Will distribute $ based on usage

- Tool will be sent out for voucher types

- Once we receive the tool, we build the trackers and send them to you

- Vouchers end 6/30/2024

Keep Tracking - Stay Diligent

- Make sure you have an SOP

- Review and Understand AEL Letter 03-22

- Request more voucher types if you run out: **TWC.TxCHSE@twc.Texas.gov**

THANK YOU FOR JOINING US!

Need Technical Assistance?

Here is the direct email address:

AELTA@twc.Texas.gov