

ETO Policy 39-Policy on the Reporting of Literacy/Numeracy Gains for Out of School Youth (Youth)

The following procedures apply to out-of-school youth that are basic skills deficient. These procedures are based on guidance issued by the United States Department of Labor (USDOL). The purpose of this procedure is to meet the performance measure for Literacy and Numeracy Gains.

Criteria

1. Applies to all out-of-school youth who are determined to be basic skills deficient at the time of enrollment based on the pre test assessment.
2. All participants must be assessed in basic reading/writing and math using an approved assessment tool: TABE(7-8 and 9-10), CASAS, ABLE
3. The same assessment tool must be administered to the participant for pre and post testing.
4. The initial test must be given prior to enrollment and scores will be recorded on the consolidated application. All participants that are determined to be "Basic Skills Deficient" through pre testing data must be indicated on the application as "Basic Skills Deficient".
5. A previous assessment completed on an approved assessment tool within six months prior to the enrollment date of the first youth service may be used.
6. A post test will be issued at a minimum every (4) four months to all out of school youth participants who were determined to be basic skills deficient at the time of enrollment and based on the pre test results. Post tests will be issued no later than every (4) four months until the participant exits the program.
7. If a participant exits the program prior to (4) four months, a post test must be issued prior to exit.
8. Participants not post tested remain in the denominator and have a negative impact on the measure.

Reporting Data

All testing data must be maintained on the literacy and numeracy reporting spreadsheet that has been issued electronically. This spreadsheet will be submitted electronically on the 1st of each month to DET (Contract Manager). The Literacy & Numeracy test scores will also be recorded on the participant's Literacy and Numeracy Gains reporting sheet which is maintained in the Participant files.

Failure to report this data to DOL as required will have a negative impact on the performance measure. This will be considered a substantial finding resulting in corrective action in accordance with ETO Policy 32.

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Additional Guidance

In addition to the guidance provided in this policy, further guidance is found in the following which are attached:

- Attachment A of Training and Employment Guidance Letter NO. 17.05 Change 1 -: Revised Educational Functioning Level (EFL) Descriptors Levels
- Attachment B of Training and Employment Guidance Letter NO. 17.05 Change 1 - EFL Crosswalk.
- Training and Employment Guidance Letter NO. 17.05, pages 13-18