# California WIOA, Title II: Adult Education and Family Literacy Act (AEFLA) Program Implementation Survey 2019-20

The survey must be completed online and is due no later than <u>Thursday, April 30, 2020</u>. For technical assistance, call CASAS Technical Support at 1-800-255-1036. For questions regarding the survey or your agency's submission, contact data@casas.org.

1.	Information about you and your agency:	
	First Name:	
	Last Name:	
	Default Agency:	
	Company:	
	Street Address:	
	City:	
	State:	
	Zip:	
	Default Phone:	
	Default Fax:	
	Default Email:	
	Please List names and titles of contributors to this survey: (Optional)	

# **AEFLA Program Management**

la.	The National Reporting System (NRS) requires that California set statewide performance goals for Adult Educatio and Family Literacy Act (AEFLA) funded agencies each program year. Has your agency established local-level NRS performance goals for these AEFLA funded programs?				
	□ Yes □ No				
lb.	If yes, what process did you use to establish these goals? (Select all that apply)				
	<ul> <li>□ NRS Tables in TE</li> <li>□ CASAS Data Portal</li> <li>□ Payment Points Targets</li> <li>□ CAEP Outcomes Targets</li> <li>□ HSE/HS Diploma Targets</li> <li>□ Employment and Wages Outcomes via the Follow-up Survey</li> <li>□ Employment and Wages Outcomes from some other source</li> <li>□ Regionally Collaborated Outcomes (via CAEP consortia, local workforce boards, etc)</li> <li>□ Enrollment and Attendance Figures</li> <li>□ Fiscal Based Outcomes</li> <li>□ Professional Development Based Outcomes</li> <li>□ Other</li> <li>Specify Other: (500 characters maximum)</li> </ul>				

Wha	at are the top three ways that best reflect how you use agency data? (Select up to three)
	Improve and inform class instruction and curriculum
	Measure and monitor student learning and progress
	Assess student and community need in order to improve program
	Prioritize and plan offered classes
	Report to the district, stakeholders and the community in order to promote adult education programs
	Plan professional development
	Collaborate with workforce partners
	Prioritize WIOA regional needs with your local CAEP consortium Other
	cify Other: (500 characters maximum)
Ope	city other: (500 characters maximum)

3.		dent Persistence: Persistence is a critical factor in the success and goal attainment of adult learners. What itegies does your agency use to promote and sustain student persistence? (Select all that apply)
		Students set attainable goals and monitor progress with staff
		Incentives, e.g. attendance awards and certificates, formal recognition, and priority registration
		Effective orientation and accurate level placement
		Student support services, e.g. distance learning, blended online learning, transition specialist, counseling services, child care, bus passes
		Monitoring Attendance
		Managed enrollment
		Other
	Spe	ecify Other: (500 characters maximum)

WI	nich items below best reflect your goal-setting activities? (Select all that apply)
	Orientation: Placing students into appropriate program and class
	Orientation: Assessing students' language and basic skills needs
	Classroom/Instruction: Monitoring and tracking progress toward class and student goal attainment
	Classroom/Instruction: Setting class goal(s) and learning objective(s)
	<b>Evaluation and Follow-up</b> : Comparing students' persistence rates and learning gains prior to and after goal setting processes
	Evaluation and Follow-up: Reporting results to class, staff and/or other stakeholders
	Evaluation and Follow-up: Student survey evaluations
	Other
Sp	ecify Other: (500 characters maximum)

### **Transitions**

It is important for a	dult education	providers to crea	ite pathways f	or students to	o successfully	transition between	adult education
programs, as well a	as from adult e	ducation prograr	ns into post-se	econdary edu	ication or wor	kforce training.	

5.	Does your agency have an established process to transition students from ABE/ASE/ESL classes into postsecondary education (CAEP, CTE, Credit Degree, and Post-Secondary Programs)?							
	☐ Yes ☐ No							
6.	Select the transition methods used at your agency to he postsecondary education including CTE. (Select all that	•	ts progress f	rom ABE/AS	E/ESL classes	s into		
		ABE	ASE	ESL	N/A			
	Orientation procedures designed to form a plan for each student							
	Guidance for students to explore transitions options (Transition Specialist/Navigators, Transition Centers)							
	Guest Speakers							
	College tours or other field trips							
	Partnerships with local colleges: Formalized pathways designed to lead to postsecondary certification/degree							
	Co-location of Adult Education classes and Community College classes							
	College and Career Readiness Standards for Adult Education							
	Bridge Program							
	Other							

s your agency have an established process to transition students from ABE/ASE/ESL classes into force and/or job training?
Yes
No

Select the transition methods used at your agency to help students progress from ABE/ASE/ESL classes into the workforce and/or job training. (Select all that apply)						
	ABE	ASE	ESL	N/A		
Orientation procedures designed to form a plan for each student						
Counseling for students to explore transition options						
Support Services for students to explore transition						
•						
•						
Partnerships with local business, America's Job Center of California, Chamber of Commerce, Workforce Development Board (WDB) or other workplace-related						
	П	П	П	П		
Co-location of Adult Education Classes with WIOA, Title		ō	ō	ā		
• • • • • • • • • • • • • • • • • • • •						
Education	_	_	_			
Other						
	Orientation procedures designed to form a plan for each student Counseling for students to explore transition options Support Services for students to explore transition options Guest speakers Field trips Partnerships with local business, America's Job Center of California, Chamber of Commerce, Workforce Development Board (WDB) or other workplace-related organization Vocational ABE or ESL courses Co-location of Adult Education Classes with WIOA, Title I or apprenticeship activities College and Career Readiness Standards for Adult Education	workforce and/or job training. (Select all that apply)  ABE Orientation procedures designed to form a plan for each student Counseling for students to explore transition options Support Services for students to explore transition options Guest speakers Field trips Partnerships with local business, America's Job Center of California, Chamber of Commerce, Workforce Development Board (WDB) or other workplace-related organization Vocational ABE or ESL courses Co-location of Adult Education Classes with WIOA, Title I or apprenticeship activities College and Career Readiness Standards for Adult Education	workforce and/or job training. (Select all that apply)  ABE ASE Orientation procedures designed to form a plan for each student Counseling for students to explore transition options Support Services for students to explore transition options Guest speakers Field trips Partnerships with local business, America's Job Center of California, Chamber of Commerce, Workforce Development Board (WDB) or other workplace-related organization Vocational ABE or ESL courses Co-location of Adult Education Classes with WIOA, Title I or apprenticeship activities College and Career Readiness Standards for Adult Education	workforce and/or job training. (Select all that apply)  ABE ASE ESL  Orientation procedures designed to form a plan for each student  Counseling for students to explore transition options  Support Services for students to explore transition options  Guest speakers  Field trips  Partnerships with local business, America's Job Center of California, Chamber of Commerce, Workforce  Development Board (WDB) or other workplace-related organization  Vocational ABE or ESL courses  Co-location of Adult Education Classes with WIOA, Title  I or apprenticeship activities  College and Career Readiness Standards for Adult  Education	workforce and/or job training. (Select all that apply)  ABE ASE ESL N/A  Orientation procedures designed to form a plan for each student  Counseling for students to explore transition options Support Services for students to explore transition options Guest speakers Field trips Partnerships with local business, America's Job Center of California, Chamber of Commerce, Workforce Development Board (WDB) or other workplace-related organization  Vocational ABE or ESL courses Co-location of Adult Education Classes with WIOA, Title I or apprenticeship activities College and Career Readiness Standards for Adult Education	

•	If Other in #9, describe the transition methods used at your agency. (500 characters maximum)

# **Budget Issues**

11.	Did you implement changes in personnel, programs, and/or processes this program year as a response to budgetary issues? This may include changes in class schedules, staff, and/or redistribution of resources.								
	□ Yes □ No								
12.	If yes, what programmatic and budget shifts have you implemented?								
	Class offerings Staff and staff hours Changes in class structure (e.g., more online classes, labs, larger class size)	Increase □ □	No Change  □ □ □	Decrease  □ □ □					
	Specialized student support services								
13.	If decreased, are you having to decrease because your current funding is not keeping up with costs?								
	□ Yes □ No								
14.	Do you maintain a waiting list?								
	□ Yes □ No								
15.	If yes, how many students are currently on the list? (E	inter "0" for N/A	<b>A)</b>						
	ABE ASE ESL								

16.	How many students were never able to take a class? (Enter "0" for N/A)
	ABE ASE ESL
17.	Do you anticipate implementing budget changes that will affect personnel, program offerings, and/or processes for the upcoming program year?
	□ Yes □ No
18.	In addition to AEFLA grant funds, what other funding sources are you using in this program year to support your adult education programs? (Select all that apply)
	□ In-kind □ Student Equity and Achievement Program (SEAP) □ Local Control Funding Formula (LCFF) State Apportionment □ California Adult Education Program (CAEP) Apportionment □ California Work Opportunity and Responsibility to Kids (CalWORKs) □ WIOA, Title I □ Pell Grant □ Carl Perkins □ Community College Apportionment □ Other funding sources  Specify other funding sources: (500 characters maximum)

For each funding source, indicate how your agency'to support your adult education programs.	's total budge	t percentage	s have change	ed in this prog
In-kind	Increased	Decreased	No Change □	N/A
Student Equity and Achievement Program (SEAP)				
Local Control Funding Formula (LCFF) State Apportionment				
California Adult Education Program (CAEP) Apportionment				
California Work Opportunity and Responsibility to Kids (CalWORKs)				
WIOA, Title I				
Pell Grant				
Carl Perkins				
Community College Apportionment				
Other funding sources				
Specify other funding sources: (500 characters maxir	mum) 			

## Collaboration

	Receive/provide student referrals
	Host a local America's Job Center of California
	Track referrals to or from a local America's Job Center of California
	Assign staff liaison to a local America's Job Center of California
	Staff work at a local America's Job Center of California
	Provide cross-training of a local America's Job Center of California and adult education staff
	Provide classes, training, and/or skills lab
	Co-location and provide integrated services
	Co-location with a local America's Job Center of California
	Conduct workshops, conferences, or informational meetings
	Arrange job fairs
	Provide testing/assessment services
	Reimburse a local America's Job Center of California for services rendered
	Other
Spe	ecify Other: (500 characters maximum)

21.	How would you characterize the effectiveness of your agency's interaction with a local America's Job Center of California?
	□ Very Effective
	□ Somewhat Effective
	<ul><li>□ Neutral</li><li>□ Somewhat Ineffective</li></ul>
	□ Very Ineffective
22.	Did your agency track students who are co-enrolled in a local America's Job Center of California?
	□ Yes
	□ No
23.	If yes, indicate the purpose for which your agency tracks students enrolled in a local America's Job Center of California. (Select all that apply)
	□ Referrals
	□ Participant outcomes
	☐ Case-management issues
	□ Other
	Specify Other: (500 characters maximum)

24.	Describe the benefits or challenges associated with tracking students co-enrolled at a local America's Job Center of California. (500 characters maximum)
25.	How did your agency collaborate with the local Workforce Development Board (WDB) in the current program year? (Select all that apply)
	<ul> <li>Administrator serves on the local WDB</li> <li>Staff attend the local WDB meetings</li> <li>Staff serve as local WDB committee members</li> <li>Agency is represented through a consortium</li> <li>Sharing resources such as personnel, facilities, equipment with the local WDB</li> <li>ETPL</li> <li>Other</li> <li>Specify Other: (500 characters maximum)</li> </ul>

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	low would you characterize the effectiveness of your agency's collaboration with the local WDB?
 H	low would you characterize the effectiveness of your agency's collaboration with the local WDB?
	☐ Very effective
	☐ Very effective☐ Somewhat effective
	☐ Very effective ☐ Somewhat effective ☐ Neutral
	☐ Very effective ☐ Somewhat effective ☐ Neutral ☐ Somewhat ineffective

#### **Planning for Professional Development**

27. Below is a list of professional development priorities for <u>administrators and coordinators</u>. Indicate whether your agency has no need (do not need or want any professional development now), a basic need (need or want some professional development, but not of the highest priority), or an advanced need (need professional development in this area, and need to <del>provide</del>-receive it soon) for each of these priorities in the current program year.

	No Need	Basic Need	Advanced Need
WIOA, Title II Data Collection requirements			
CAEP Data Collection requirements			
Using TOPSpro Enterprise data to manage and improve			
programs			
Using TOPSpro Enterprise data and assessment to			
inform instruction	_	_	_
NRS goals/performance		<u> </u>	
Establishing a Professional Learning Community (PLC)		Ц	
ABE/ASE programs and instructions			
ESL Programs and instruction, including EL Civics			
implementation			
CTE/Workforce Preparation programs and instruction			
Integrated Education and Training			
Improving learner enrollment, attendance, and			
persistence			
Budget/fiscal issues		<b>_</b>	
Managed enrollment		<u> </u>	
Staff Development and management			
Student transitions to employment and career training			
Student transitions to college and education			
opportunities			
Student counseling and wraparound services			
Equity in Adult Education			
Working in Collaborative Teams			

28.	Below is a list of professional development priorities for instructors. Indicate whether your agency has no need
	(do not need or want any professional development now), a basic need (some, but not immediate), or an advanced
	need (professional development in this area is needed soon), for each of these priorities in the current program.

Curriculum development, improvement and/or revision Individual Learning Plans (ILPs) Course outlines and lesson plans Computer-based instructional strategies/curriculum College and Career Readiness Standards for Adult Education implementation	No Need	Basic Need	Advanced Need
Learner persistence			
Integration of technology			
English Language Proficiency Standards implementation			
Instruction for adults with learning disabilities			
Evidence-based instructional practices			
Learner needs assessment			
Multi-level classes			
Instructional strategies for specific program areas			
Transitions into postsecondary education and the workforce			
Contextualized workforce education			
Learner goal setting			
Integrated Education and Training			
Equity in Adult Education			
Working in Collaborative Teams			

29.	Please indicate the Outreach and Technical Assistance Network (OTAN) support resources your agency used during the current program year. (Select all that apply)				
	Conference presentations, workshops, and events Peer-mentoring professional development (Digital Leadership Academy (DLAC)) Face-to-face training Online training Technology and Distance Learning Symposium (TDLS) Technology workshops, mentoring, technical assistance OTAN's YouTube Channel Online, self-guided modules (e.g., Moodle) Online curriculum pilot projects Teaching with Technology California Adult Education Professional Development events ( <a href="www.caadultedtraining.org">www.caadultedtraining.org</a> Web-based Articles Other  Specify Other: (500 characters maximum)	1)			

Whi	ch distance learning resources is your agency most likely to use in the upcoming program year?
	Information, technical assistance and resources for designing, developing, and implementing distance learning Support for online instruction via Moodle, curriculum pilots, and/or Putting English to Work.  Workshops and forums (online and face-to-face), meetings, conference presentations  Other  Cify Other: (500 characters maximum)
	Information, technical assistance and resources for designing, developing, and implementing distance learning Support for online instruction via Moodle, curriculum pilots, and/or Putting English to Work. Workshops and forums (online and face-to-face), meetings, conference presentations Other
	Information, technical assistance and resources for designing, developing, and implementing distance learning Support for online instruction via Moodle, curriculum pilots, and/or Putting English to Work. Workshops and forums (online and face-to-face), meetings, conference presentations Other
	Information, technical assistance and resources for designing, developing, and implementing distance learning Support for online instruction via Moodle, curriculum pilots, and/or Putting English to Work. Workshops and forums (online and face-to-face), meetings, conference presentations Other
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32.	Which of the distance learning resources from OTAN indicated in number 29 above did you find most beneficial and why? (500 characters maximum)				
33.	List additional support services such as workshops, technical assistance, instructional materials, or other support that you would like to see OTAN implement. (500 characters maximum)				

4.		Please indicate the Comprehensive Adult Student Assessment Systems (CASAS) support resources your agency used during the current program year. (Select all that apply)				
		WIOA, Title II Accountability Training				
	_	CAEP Accountability Training				
		CASAS Assessment Training				
		TOPSpro® Enterprise/CASAS eTests Training				
		TOPSpro® Enterprise reports that assist with data management and accountability				
		TOPSpro® Enterprise reports that provide assessment results to inform instruction				
		El Civics training, including EL Civics Conferences				
		CASAS Technical Support				
		Network meetings for WIOA, Title II, TOPSpro® Enterprise, and EL Civics				
		CASAS National Summer Institute				
		Online resources such as the CASAS data portal and CASAS research briefs				
		QuickSearch Online				
		Online, facilitated training (Zoom)				
		Online, self-paced training (Moodle)				
		Other				
	Spe	cify Other: (500 characters maximum)				

How do you ensure that your sta	aff has the most current information regarding these resources at your ag
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37.	List additional support services such as workshops, technical assistance, instructional materials, or other support that you would like to see CASAS provide. (500 characters maximum)

Please indicate the California Adult Literacy Professional Development Project (CALPRO) support resources your agency used during the current program year. (Select all that apply)						
	Leadership Institute					
	Professional Learning Communities Institute					
	IET Implementation Clinic					
	Training-of-Trainers Institute					
	Regional Workshops/ Communities of Practice					
	Written Materials from any CALPRO Training					
	Administrator's Forum Webinar Series					
	Instructor's Forum Webinar Series					
	Adult Education Research Webinar Series					
	Online Courses, Workshops and other Webinars					
	Online Resources (e.g., Virtual Workrooms, electronic Community of Practice, links, guides)					
	Printed or online publications (e.g., newsletter, research digests and briefs, fact sheets)					
_	Other					
Specify Other: (500 characters maximum)						
	agei					

39.	Which of the CALPRO resources indicated above did you find most useful? (500 characters maximum)					

	Accelerated Learning to Facilitate Career Pathways
	Motivation and Persistence for Adult Learners
	Success for All Learners Through Equity
	Integrated Education and Training
	College and Career Readiness Standards
<b>_</b>	Mastering the English Language Proficiency Standards
<b>1</b>	Integrated and Contextualized Workforce Skills in the ABE/ASE/ESL Classroom
	Enhancing Learner Persistence
]	Effective Lesson Planning
]	Effective Teaching in Adult Education
]	Evidence-Based Writing Instruction (EBWI)
]	Learner Goal Setting
]	Teaching Critical Thinking
]	Using Questioning Strategies to Improve Instruction
_	Understanding the Adult Learner
	Math Instructional Strategies
	Optimizing ESL Instructional Planning
	Managing the ESL Multilevel Class
]	Designing Programs for Adults with Learning Disabilities
]	Professional Learning Communities (PLCs) Institute

**40**.

List additional support services such as technical assistance, instructional materials, or other support that would like to see CALPRO implement. (500 characters maximum)

# **Distance Learning and Technology**

<b>42</b> .	Does your agency offer any dis	stance/blended learning options for	students?			
	☐ Yes ☐ No					
43.	If yes, for each of the AEFLA programs in which your agency offers distance /blended learning, please indicate if the distance learning is a stand-alone alternative, a supplement to classroom instruction, or both.					
		Stand-Alone Su	ıpplemental	Both	Did Not Offer	
	ABE		· · □			
	ASE					
	ESL					

44.	If you are not using online learning in one or more program areas at your agency, please indicate any barriers to your agency in offering distance/blended learning. (Select all that apply)					
	□ Staffing □ Cost □ Availability of technology to student at home □ Availability of technology at your agency □ Tracking attendance/recordkeeping □ Difficulty in implementing □ Difficulty in maintaining □ Difficulty in pre- and post-testing students □ Lack of information about online learning programs □ Lack of student demand □ Other Specify Other: (500 characters maximum)					

# **English Literacy and Civics Education (EL Civics)**

Does your agency offer EL Civics (231)?					
□ Yes □ No					
If yes, indicate how your agency's implementation of EL Civics (231) has affected the agency as a whole. (Select al that apply)					
<ul> <li>Increased funding to improve programs (expanded services, increased staff development, or other improvements)</li> <li>Increased student attendance, participation, and enthusiasm</li> <li>Enhanced or improved curriculum, instruction, and assessment</li> <li>Improved teacher/administrator/staff collaboration</li> <li>Better connection between student goals and reported outcomes</li> <li>Increased student referrals to employment and career training</li> <li>Increased student referrals to college and other education opportunities</li> <li>Improved data collection and accountability</li> <li>Improved public relations</li> <li>Other</li> <li>Specify Other: (500 characters maximum)</li> </ul>					

7.	Which EL Civics (231) objective and/or activity, if any, had the most positive impact on your EL Civics students in this program year and why? (500 characters maximum)

	agencies with EL Civics (231) programs: Please indicate the benefits of your agency's EL Civics program plementation that have affected your students. (Select all that apply)
	Increased student interest in curriculum related to U.S. History and Government
	Increased student interest in curriculum related to Civic Participation
	Increased student access to, use of, or involvement with community resource agencies
	Increased student confidence to interact within the class and the community
	Improved student outcomes by linking student needs assessments to objectives, curriculum, instruction, and assessment
	Improved student outcomes because objectives, curriculum, instruction, and assessment are based on real-life experiences
	Increased student linkages to Career Technical Education
	Other
Do	es your agency offer IELCE (243)?
	Vaa
_	Yes

0.	If yes, indicate how your agency's implementation of IELCE (243) has affected the agency as a whole. (Select all that apply):				
	<ul> <li>□ Increased funding to improve programs (expanded services, increased staff development, or other improvement increased student attendance, participation, and enthusiasm</li> <li>□ Increased student interest in employment and career training opportunities</li> <li>□ Enhanced or improved curriculum, instruction, and assessment</li> <li>□ Improved teacher/administrator/staff collaboration</li> <li>□ Increased student referrals to employment and career training</li> <li>□ Increase in student employment outcomes such as a get a job or increase wages</li> <li>□ Improved wraparound services that help students seek employment and training</li> <li>□ Greater collaboration and support between ESL and CTE staff</li> <li>□ Greater collaboration with local WIOA partners</li> <li>□ Greater collaboration with regional employers</li> <li>□ Improved data collection and accountability</li> <li>□ Improved public relations</li> <li>□ Other</li> <li>Specify Other: (500 characters maximum)</li> </ul>	nts)			

Which IELCE (243) objective and/or activity, if any, had the most positive impact on your IELCE students in program year and why? (500 characters maximum)

Increased student interest in curriculum related to workplace readiness and training
Increased student access to, use of, or involvement with community resource agencies
Increased student confidence to interact within the class and the community
Improved student outcomes by linking student needs assessments to objectives, curriculum, instruction, and assessment
Improved student outcomes because objectives, curriculum, instruction, and assessment are based on real-life experiences
Increased student linkages to Career Technical Education
Increased student linkages to Career Technical Education Other  Cify Others: (500 characters maximum)
<u> </u>
Other

#### **Final Comments**

lease list any additional technical assistance, instructional materials, or other support that you would like to se rovided within the AEFLA program. (1,000 characters maximum)
lease provide any additional remarks or general comments you have regarding the implementation of AEFLA rograms. (1,000 characters maximum)