

NYSED COVID-19 Temporary Guidance

March – April, 2020

Questions & Responses from EPE Training webinar

1. What if we already have certified GRASP instructors, is this webinar necessary?
 - a. Yes, the process is different during the COVID-19 pause.
2. Assessments lifted beginning March 12? Does this mean that any assessments possibly done 3/12-3/13 (prior to shut down) will not count?
 - a. The policy of no pre or post testing began March 20, 2020
3. Are GRASP and SMART also for ESL students?
 - a. No, Crossroad's Café is for ESL students.
4. What do I do if I missed the morning webinar?
 - a. Register for another.
5. For NEDP programs, if we follow the new guidelines for In Office Checks that was issued by CASAS and supported by NYSED, can we claim EPE for that time we spend remotely with NEDP students?
 - a. Yes, providing a program is working with existing NEDP students, the program can continue to claim 1 hour in a distance learning coded class for the time spent with an NEDP student during a remote In Office Check meeting the criteria set forth by CASAS for remote contact with students. That 1 hour will be multiplied by 6 for a total of 6 reimbursable contact hours in ASISTS.
6. So GRASP is for the higher level GED, Smart is for lower level GED?
 - a. New York State no longer supports the GED, if you are referring to the High School Equivalency diploma (HSE), GRASP is intended for NRS Levels 4, 5, & 6 SMART is intended for NRS Levels 2, 3, & 4
7. Will Crossroads café be used remotely and how will our respective programs provide appropriate materials?
 - a. Your program will need to purchase Crossroad's Café materials from Kentucky Educational Television (KET).
8. Do you mean a particular educational unit every two weeks for example: fractions
 - a. The subject areas and content are decided by the teacher.
9. Does the two week period of assignment pertain to NEDP as well?
 - a. No, process for NEDP remains the same.
10. Would you be able to address why we are using Crossroads and not We Speak NY or We are New York?
 - a. Crossroad's Café was published specifically for distance learning.
11. What materials can we use for SMART and GRASP?
 - a. GRASP materials are at the discretion of the program/teacher. SMART Math and Writing curriculum are posted to the accountability website.

12. So that leaves a lot of ESL teachers unable to get any EPE hours (if their students are non-literate) yes?
 - a. Crossroad's Café was not designed for the lowest level ESL students.
13. Can we use google classroom?
 - a. You can use Google Classroom for the synchronous tutoring session that are offered 3 hours per week. This platform, along with others mentioned within the webinar, may also be utilized in the dissemination/ and submission of coursework
14. Where do we access the Crossroads Café' Materials?
 - a. The link to the materials was in the PowerPoint:
<https://www.ket.org/program/crossroads-cafe/>
15. Each student must spend a total of 12 hours both doing independent work and communicate at a set online?
 - a. The packet of work designed for the student should include 12 hours worth, covering a two week period of work for the student.
16. EPE Manual says Crossroads is for NRS Level 4 and higher. Why is this webinar stating it is now for level 3. If we are flexing below the EPE manual requires, it seems that level 2 students would be too much of a stretch.
 - a. Crossroad's Café may be used with ESL students at NRS Levels 3, 4, 5, & 6
17. If we are to provide electronic work for each student to complete who will be providing us with valid email addresses?
 - a. That responsibility lies with the program.
18. Regarding the recommended 1- hour to make customized per-student GRASP packets: is 1 hour of teacher work for making all the classes students or 1 hour of teacher work for each student's packet?
 - a. One hour per packet per student in a two week period.
19. Will our DSS mandated students get credit for their hours?
 - a. We do not provide guidance on DSS students, that question should go to DSS
20. How will our finances be impacted if a low number of students enroll in online learning?
 - a. EPE funding is based on reimbursement of contact hours accrued by students.
21. Can the students take snap shots and send back to the teacher to print them out for documentation?
 - a. Yes
22. How many total EPE hours will the teacher need to generate each week in order for this concept to be successful?
 - a. Each packet that is returned completed represents 12 contact hours every two weeks.
23. What if you have a group that have the same needs, do we still need to provide individual packets?
 - a. Yes, not negotiable.

24. Has Crossroads been used before because our program has not used this program before. How will they be given materials for this program. Will they get a workbook because teachers have no materials for this program.
- a. Crossroad's Café has been used for more than 20 years. It is up to the program to purchase the materials for the students.
25. I have already sent packets to student and documented in student folders, do I need to complete these additional teacher documents? I understand the necessity of student study logs as well which I included in the original mailing/distribution.
- a. Yes, you will need to have the new documentation.
26. Will zoom be a mechanism offered as an option for ESL Level 2 students which may be a good concept to encourage speaking English Language?
- a. Zoom can be used for the 3 hour synchronized tutoring sessions however, the students must be fully active in the Crossroad's Café program
27. How will we be able to cater to our ESL students, when we have a curriculum we are supposed to follow, yet we need to employ materials from Crossroad's cafe that most likely won't be in accordance with our curriculum? Also, what do you mean by "no other materials can't be used with the esl students?" . What if we have higher levels than 6? Are you saying we are limited to crossroads cafe only?? This would be asynchronous learning not synchronous. You said we are allowed to employ both learning channels!
- a. Not sure if this question pertains to EPE or WIOA, under WIOA both synchronous and asynchronous teaching/learning is available during COVID-19 temporary policy. **Under EPE, the curriculum must be Crossroad's Café.**
28. Just to make sure you understood me: esl students shouldn't be taught synchronously??? Just asynchronously via Crossroads café materials???
- a. Crossroad's Café is not an online tool, it is a video and workbook series.
29. Please tell us that NYSED and ACCES will be working through the next year to review and revise program performance standards including EPE generation to reflect the uncontrollable environmental restrictions we have in our ability to reach targets and generate EPE! There is no way all programs should be held to the same expectations for this time period!
- a. Please refer to Mr. Purga's (our state director) memo dated March 20, 2020. It is made clear that performance measures have been lifted as a result of the COVID-19 pause.
30. Would the tutoring materials need to be used for the tutoring?
- a. Tutoring time is meant to support the students.
31. Can current GRASP and SMART DL students continue as usual like pre COVID-19
- a. Yes, however the program must use the electronic tracking documents and the tutoring time must be synchronous online.
32. If packets are individualized, why is tutoring required to be synchronous (all students at the same time)?
- a. The program is designed to fiscally support the agency.

33. Can you share the fillable ISRF?
 - a. All materials are posted to the Accountability site: <https://adult-education-accountability.org/>
34. If Students have been issued paper study logs, and I have recorded assigned lessons in their folders, do you require duplicate documentation through electronic fillable forms?
 - a. Yes, they must be electronic from March 20, 2020 until the pause is lifted.
35. If we accept new students now, how would we know what "level" they belong in without having them take a test?
 - a. Use the Educational Functioning Level Descriptors, we have uploaded them to the Accountability site.
36. So even if we send hard copy materials to students, if students cannot get online to fill out their log forms, it won't count?
 - a. The students can mail back the logs in paper format. Postage can be paid by the program under EPE.
37. What if we have students at higher levels than 6
 - a. If they are ESL students, when they are higher than NRS Level 6, they must be placed into Adult Basic Education classes (or GRASP/SMART during the COVID-19 pause)
38. Considering that this information was just provided today do we, as teachers, need to back track to fill out documents from March 12th to now?
 - a. Distance learning began counting under EPE, ALE , and WIOA as of March 20, 2020
39. Can Cross Roads Cafe consist of only assigning the videos?
 - a. No, the program includes the videos and workbooks.
40. Is Fast Track Math tutoring discontinued at this time as they must now be only GRASP, SMART?
 - a. The additional tutoring is discontinued but the packets will still count.
41. Can GRASP math packets also be used for the 6 hours per week or only as additional work?
 - a. Fast Track Math GRASP Packets are worth 24 contact hours.
42. May students complete the workbooks only for Crossroads if they are in a jail facility and cannot have access to the video component?
 - a. No, the workbooks refer to the video episodes.
43. How shall we instruct ESL students with NRS level 2 and below?
 - a. Under EPE funding, if a teacher believes the student may benefit from Crossroad's Café, they may enroll the student.
44. Our ESL learners levels 1&2 at Ken-Ton are prepared for online instruction it's unfortunate we cannot generate billable hours for those folks.
 - a. You can try Crossroad's Café with them.
45. Can the students who were in Fast Forward continue in the program
 - a. Fast Forward can be used as assignments in GRASP.

46. Will we still get EPE hours for the level 1 and 2 students if we do not use Crossroads? Is there an alternative?
 - a. If the teacher feels that the student is capable, then they can try Crossroad's Café with the students. No, there is no alternative under EPE funding.
47. Would you consider running a few more trainings considering we have to go through HR and the Business Office in order to bring staff back? That takes time.
 - a. We have scheduled several more webinars.
48. if students are homeschooling their students how are they completing distance learning and many students don't have computers their phones are their computers
 - a. Not all students are expected to participate in distance education.
49. can Fast Forward student continue in that DL program?
 - a. Fast Forward is not an NYSED Distance Learning Program, however the Fast Forward lessons can be used as assignments in GRASP or SMART.
50. NEDP-Portfolio Review, Tutoring, Case Mgmt hours sent to Program Mgr to upload to new Accountability website correct?
 - a. No, NEDP contact hours must still be entered into ASISTS.
51. My students are very motivated to get to TASC eligibility. But if we can't Post Test, is it just based on the teacher's judgement?
 - a. There is currently no TASC testing available.
52. Do virtual group classrooms held at set times for 6 hours a week count as EPE? Or is distance learning the only EPE billable during this time?
 - a. The Distance Education programs GRASP/SMART/Crossroad's Café are the only options for EPE reimbursement.
53. Please address how a program's ability to generate EPE will impact and affect the individual financial situations of the teachers involved.
 - a. Each program manages staff and budgets differently, this question should go to your program manager.
54. If teachers create the work and hand it out but the student does not complete the assignment may the program still get credit for the hours?
 - a. This is limited to only the first two packets.
55. Can all proof of work and the forms they are required to complete at the end of the two weeks by sent to me via photo? And if they are accessing digital copies of work, photos of a notebook would be viable?
 - a. Yes
56. Can multiple students attend the same tutoring session?
 - a. Yes, it is designed to be for multiple students synchronously.
57. If we take on new students and no pre or post testing is required, will we have to test them when we return to normal operations?
 - a. Yes.
58. the student is getting GRASP packets, do they need to get Crosswalk Cafe? or is it one or the other?

- a. GRASP is for ABE/ASE students and Crossroad's Café is for ESL students.
59. what if the student had a non fillable from before can they take a picture of it and return it to you via text message or email
- a. Yes
60. what if they can not get a copy of their PR diploma or have access to the school any more
- a. We do not require proof of diplomas.
61. You've mentioned that you're aware that not all teachers have the technology skills and/or equipment for remote learning. What concrete measures are you taking to assist teacher? There were 2 scheduled Zoom trainings that are completely full.
- a. NYSED is not offering any Zoom trainings.
62. What if students have absolutely no access to tech?
- a. Then they are not good candidates for distance education.
63. What is going to happen with TRA and TASC testing?
- a. TASC testing has been suspended until the pause is lifted.
64. How is the policy of not testing going to factor into our normal end of year testing, specifically showing gain?
- a. Refer to Mr. Purga's policy memo dated March 20, 2020, all performance measures have been lifted.
65. Can we make the Math Packets into an interactive pdf so the students can use them?
- a. Yes
66. What is the suggested way for the student to return the work they have done in a Fast Track packet
- a. That will depend of the technological capacity of the student.
67. do we send the students these packets with answer sheets?
- a. That is left up to the teacher.
68. Are there Fast Track packets for subjects other than mathematics?
- a. No, currently they are available in Math only.
69. How do we document case manager hours?
- a. Case Manager training is planned for the future.
70. I just want to clarify, are the Fast Track Packets mandatory, or simply options available to us as an alternative to Asynchronous learning?
- a. They are a valuable alternative.
71. What happens if a person has missed this training?
- a. Only staff attending one of these webinars may provide distance education under NYSED funding.
72. Will the form provide translation version?
- a. The fillable form is in English only, there are 6 other languages for the ISRF but they are not fillable.
73. How do we get access to SMART curriculum?

- a. All materials are posted to the Accountability website: <https://adult-education-accountability.org/>
74. There were several teachers who entered the webinar late, how are they treated since they were not able to enter?
- a. They must attend a full webinar.
75. This is a question for the future concerning Puerto Ricans. I understand they are American citizens, but they are not native English speakers. Is it possible in the future to add an exception? I believe all of us agree that they can benefit from the programs.
- a. The funding for adult literacy in New York is restricted to those with no US high school diploma or its equivalent.
76. If a former students returns, and it is over the 90 days, will that student POP?
- a. Yes
77. Are students with an IEP eligible to participate in the programs?
- a. If the student does not have a US high school diploma.
78. Are we keeping our attendance in our regular attendance tracker?
- a. Please consult with your program manager. NYSED does not use a tracker.
79. Can you please elaborate more on what should be returned from students and how often?
- a. Students must return the completed work every two weeks.
80. Does this apply to our current students....will all of them have to be registered in one of these distance learning programs or is this for new students?
- a. This is for existing and new students.
81. If the teachers are working with students 15 - 20 hours per week, will we only get credit for 6 hours?
- a. Under EPE, the program is a two week packet program. The program is credited with 12 contact hours every two weeks when the student returns the completed packet
82. If students are designated NRS Level 1 and are assigned work, would they still be assigned EPE hours once they complete the work.
- a. No. Under EPE, ESL students will need to be enrolled in Crossroad's Café.
83. In addition to ESL students watching the videos as much as assigned. What other materials should teachers provide to these students?
- a. The Crossroad's Café materials are required.
84. Do teachers enter time in and time out for the tutorial sessions?
- a. No, entered is the amount of time the student remained in the synchronous classroom.
85. Can NRS level 4 receive GRASP and SMART packets?
- a. No, one or the other.
86. Can we claim the intake hours?
- a. No

87. Could students fill this information out on an online form and then a staff member transcribes the information on the official NYSED materials?
 - a. Yes
88. Do students have to participate in the traditional SMART or GRASP to receive the fast track math packets?
 - a. No, a student can be given the Fast Track Math GRASP packets.
89. If what have been doing already aligns with the EPE requirements, can we backdated to the date we started remote learning and get credit for that time?
 - a. If students were previously enrolled in GRASP, SMART, or Crossroad's Café, their time in programming can continue to count.
90. Are we entering weekly total hours or biweekly hours?
 - a. Daily contact hours.