

NYSED COVID-19 Temporary Guidance

March – April, 2020

Questions & Responses from WIOA/ALE Training webinar

1. What is WIOA
 - a. Workforce Innovation Opportunity Act
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. What do I do if I missed the morning webinar?
 - a. Register for another.
4. Should synchronous or asynchronous WIOA be used for NRS Level 1 (ABE) and -2 ESL used instead?
 - a. Lowest level literacy students may not respond well to remote learning but your program may choose to make the attempt.
5. 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.
6. Will our DDS mandated students get credit for their hours?
 - a. We do not provide guidance on DSS students, that question should go to DSS
7. Can the students take snapshots and send back to the teacher to print them out for documentation?
 - a. Yes
8. Can you share the fillable ISRF?
 - a. All materials are posted to the Accountability site: <https://adult-education-accountability.org/>
9. 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 website.
10. 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
11. 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.
12. To what degree do we need to verify the completion of hard copy work in order to log contact hours for asynchronous students?
 - a. Under ALE and WIOA, it is left to the discretion of the program manager.

13. 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.
14. 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.
15. 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.
16. 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
17. what if they cannot get a copy of their PR diploma or have access to the school any more
 - a. We do not require proof of diplomas.
18. 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.
19. What if students have absolutely no access to tech?
 - a. Then they are not good candidates for distance education.
20. Will a 45 minute Zoom session be counted as a whole class session? Will it be OK to log on more than once a day? Otherwise programs may have to purchase a Zoom Pro.
 - a. Yes, programs can log on more than once per day.
21. just for clarification. attendance sheet should note hours not Present or Absent correct?
 - a. Correct, attendance must be counted in hours.
22. This training is not mentioning how many hours can be synchronous and how many are asynchronous
 - a. That will vary by program, consult with your program manager
23. Many of our teachers are having trouble with the attendance document. We fill it out, save it, then when we access it again to send, it is not filled anymore.
 - a. Perhaps you need to update the software on your computer, it has been tested and works well; programs across the state are using it currently.
24. Sorry- was the accountability website for program managers or teachers?
 - a. The accountability site is for program managers.
25. Can you adopt a teaching model that is a combination of synchronous and asynchronous modes?
 - a. Yes, under WIOA and ALE
26. I see Teachers have a form to complete for contact hours with students. Is there one required for Case Managers?
 - a. A Case Manager training is being planned for a future date.

27. What is going to happen with TRA and TASC testing?
 - a. TASC testing has been suspended until the COVID-19 pause is lifted.
28. 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.
29. Can we make the Math Packets into an interactive pdf so the students can use them?
 - a. Yes
30. 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.
31. do we send the students these packets with answer sheets?
 - a. That is left up to the teacher.
32. Are there Fast Track packets for subjects other than mathematics?
 - a. No, currently they are available in Math only.
33. if we had this form completed before the shutdown, can we use that instead
 - a. No
34. Wouldn't new students approach the program, not teacher
 - a. Not sure there is a question here.
35. How do we document case manager hours?
 - a. Case Manager training is planned for the future.
36. 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.
37. Can a program claim entirely based on curriculum development if remote learning is not possible?
 - a. Yes, but it is not preferred.
38. What happens if a person has missed this training?
 - a. Only staff attending one of these webinars may provide distance education under NYSED funding.
39. So, having students respond to YouTube pics are good to go?
 - a. No, that is not correct.
40. Is the attendance done weekly?
 - a. Attendance is documented daily and uploaded on a monthly basis.
41. Will there be trainings offered for instructors/tutors on how to use the online meeting platforms?
 - a. There are none planned currently. However there are a number of tutorials available online.
42. 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.

43. 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.
44. 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.
45. If a former students returns, and it is over the 90 days, will that student POP?
 - a. Yes
46. Are students with an IEP eligible to participate in the programs?
 - a. Yes, if the student does not have a US high school diploma.
47. Are we keeping our attendance in our regular attendance tracker?
 - a. Please consult with your program manager. NYSED does not use a tracker.
48. 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.
49. Can we claim the intake hours?
 - a. No
50. 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
51. Are we entering weekly total hours or biweekly hours?
 - a. Daily contact hours.
52. Ground zero question.....are the planning tools sent to the ALE and WIOA mailboxes
 - a. Yes, that is correct.