

July 10, 2007

DWD ISSUANCE 04-06, Change 1

Subject: Implementation of the Literacy and Numeracy Gains Common Measure for Workforce Investment Act (WIA) Youth Participants

1. **Purpose:** ~~To inform local Workforce Investment Boards (WIB) of their responsibility to begin tracking Literacy and Numeracy Gains of WIA Youth participants who receive their first WIA Youth service on or after July 1, 2006.~~

Transmit Revised Guidance to Local Workforce Investment Boards (LWIB) Regarding the Literacy and Numeracy Gain Performance Measure

This Issuance removes Adult Basic Learning Examination (ABLE), WorkKeys, Student Performance Level (SPL), BEST, and BEST Plus from the list of allowable testing instruments.

2. **Background:** The U.S. Department of Labor's (USDOL) Training and Employment Guidance Letter (TEGL) No. 17-05, Common Measures Policy, includes the methodology and operational parameters of the new Literacy and Numeracy Gains measure. This guidance can be found on pages 13 – 18 of the TEGL. Attachment C contains definitions of the Educational Functioning Levels ~~(EFLs)~~ used when reporting the outcomes used to calculate the Literacy and Numeracy Gains measure.
3. **Substance:** ~~The state of Missouri will begin tracking this measure on individuals who receive their first WIA Youth service on or after July 1, 2006. This Program Year 2006 will serve to establish a baseline which will be used to negotiate target rates for Program Year 2007.~~

The state of Missouri began tracking this measure on individuals who received their first WIA Youth service on or after July 1, 2006. On October 30, 2006, DWD Director Roderick Nunn issued a memorandum announcing the Memorandum of Understanding between DWD and the Department of Elementary and Secondary Education (DESE) regarding the testing of WIA Youth participants.

The MOU between DWD and DESE requires that, “If other options are deemed necessary, the local WIA Youth service provider may choose to administer the literacy and numeracy gains assessment. To ensure testing validity, assessments must be administered by certified testing administrators and in accordance with all applicable National Reporting System (NRS) guidelines, TEGLs, DWD Issuances, and the DESE/Adult Education and Literacy (AEL) Data Quality Guide”.

While USDOL had identified seven tests that may be used for this measure, the DESE/AEL Data Quality Guide allows the use of only two tests, Comprehensive Adult Student Assessment System (CASAS) and Test of Adult Basic Education (TABE).

Only CASAS or TABE scores may be used to calculate the Literacy and Numeracy Gain performance measure.

WIA Youth service providers must ensure that tests are administered as outlined in the TEGL, **this Issuance, the DESE/AEL Data Quality Guide**, and the ~~National Reporting System (NRS)~~ to all Youth participants who receive their first WIA Youth service on or after July 1, 2006. Tests are to be administered within 60 days of the first Youth service or within six months if administered prior to that first service. Documentation to support the test scores must be maintained in the participant records.

Acceptable documentation must include the name of the test, specific areas tested (reading, math, etc.), date the test was administered, “raw” test scores and name of the test administrator.

Sources of the documentation should include one or more of the following:

- A copy of the test score sheet
- School records
- Detailed case note entered by the case manager or test administrator documenting the name, title, and phone number of the person relaying the test scores
- Verification by telephone or document inspection (in accordance with the requirements outlined in DWD’s WIA Eligibility Technical Assistance Guide, Issuance 13-99 and 13-99, Change 1)

The USDOL has identified seven tests that may be used for this measure, **but in Missouri only two may be used to meet DESE guidelines:**

- ~~TABE (Test of Adult Basic Education)~~ - The complete battery of TABE tests (The TABE locator and the TABE survey tests are not acceptable for calculating this measure.)
- ~~CASAS (Comprehensive Adult Student Assessment System)~~
- ~~ABLE (Adult Basic Learning Examination)~~
- ~~WorkKeys (The full assessment, not the WorkKeys pre-test)~~
- ~~SPL (Student Performance Level)~~
- ~~BEST~~
- ~~BEST Plus~~

Either ~~any~~ of the above tests must be administered according to the NRS for Adult Education guidelines, by individuals that are certified to administer these tests in accordance with each test company's certification policy. There are no exceptions to this policy as it is clearly explained within the NRS Implementation Guidelines.

The basis and rationale for these testing, administration, and certification provisions have been clearly emphasized by USDOL in an effort to promote the integration of WIA and ~~Adult Education and Literacy (AEL)~~ program services in One-Stop Career Centers. For this reason, we encourage all WIB service providers and subcontractors to seriously review and improve their co-location and service integration strategies to better connect student and adult customers to staff of the AEL programs, high schools, and community colleges in your region.

Because these changes for Common Measures are related to the AEL programs that are implemented through the NRS, you are also encouraged to review further details about this system at www.nrsweb.org for the NRS for Adult Education.

4. Action:

WIBs must ensure that all WIA Youth program operators meet the testing requirements, including the requirements for testing youth with disabilities, as outlined in TEGL 17-05, for Youth participants who receive their first Youth Program service on or after July 1, 2006. **LWIBs must further ensure that all WIA Youth program operators meet the testing requirements as outlined in TEGL 17-05, this Issuance, and the DESE/AEL Data Quality Guide for Youth participants who receive their first Youth program service on or after the date of this Issuance.**

Only CASAS or TABE scores are to be reported in the Youth Assessments fields in Toolbox. CASAS and TABE scores are only to be reported in the Youth Assessments fields if the scores indicate a basic skills deficiency. All other assessment results and CASAS and TABE scores that do not indicate a basic skills deficiency are to be reported in the Test Scores fields on the GreatHires record.

All previously allowed tests, except TABE and CASAS, will be removed from the Youth Assessments link in Toolbox. Regions with any Basic Skills Deficient Youth participants subject to the Literacy and Numeracy Gains measure who were given tests other than TABE or CASAS for the purposes of this measure must use the Toolbox Change Request process to enter any future scores for reporting purposes.

The TEGL and its attachments can be found at:

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195

5. **Contact:** If you have any questions regarding this Issuance, please contact Clinton Flowers, Manager, Planning and Research Section at 573/751-7896.



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