

# Making It Count

## Managing Performance in NYS Literacy Zones



# Thanks to the National Reporting System

## Primary Goals:

- Improve Basic Literacy Skills
- Improve English Literacy Skills
- Obtain a job
- Retain employment
- Earn GED Certificate
- Earn High School Diploma
- Enter Postsecondary Education
- Enter Training

# Thanks to the National Reporting System

## Secondary Goals:

- Obtain Citizenship Skills
- Reduce or Eliminate Public Assistance
- Get Involved in Community Activities
- Get Involved in Children's Education
- Get Involved in Children's Literacy Activities
- Vote or Register to Vote

# The Challenge

- How to document the movement of our students through the efforts:
  1. Of our Literacy Zone Adult Education Program
  2. Of the referrals we make to our partner agencies
  3. Of the accomplishments made while served by our partner agencies

# 1. Of our Literacy Zone Adult Education Program...currently in ASISTS:

The screenshot displays the ASISTS software interface with several tabs: Contact Information, Goals/Outcomes & Assessments, Enrollment, History, Availability, and Other Information. The 'Goals/Outcomes & Assessments' tab is active, showing a scrollable list of 30 literacy goals. An orange arrow points to the first goal: '1 Read to children regularly/increased literacy practices in the home \*'. To the right, the student record for 'JohnSESD03292007' is shown with a status of 'Exit'. Below the student ID, there are sections for 'Goals & Outcomes', 'Progress Notes', and 'Goals & Outcomes'. The 'Goals & Outcomes' section is circled in orange and contains the text '3. EFF Goals & Outcomes'. At the bottom, there are buttons for 'Set Goal', 'Show Progress', and 'Show Proficiency', each with a corresponding checkbox.

Goal ID	Goal Description	Set Goal	Show Progress	Show Proficiency
1	Read to children regularly/increased literacy practices in the home *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Communicated with teachers/school staff			
3	Attended parent/teacher conferences/school-related meetings*			
4	Developed personal and/or family budget			
5	Used recipes			
6	Read a medication bottle			
7	Described symptoms of an illness			
8	Wrote to family/friends			
9	Understood directions for use of household appliances			
10	Read product label directions and safety warnings			
11	Compared price or quality to determine the best buys for goods and services			
12	Other Family & Home			
13	Read and understood signs			
14	Identified or used different types of transportation in the community			
15	Used postal services			
16	Apply for public assistance			
17	Apply for unemployment			
18	Used the telephone and/or telephone book			
19	Opened checking/savings account			
20	Complete loan/credit application			
21	Write checks			
22	Filled out insurance forms			
23	understand contracts (e.g. Lease)			
24	Located and/or used community agencies or services			
25	Registered to vote/voted in primary or general election *			
26	Participate in civic organization			
27	Applied for/received U.S. citizenship/legal immigrant status *			
28	Other Community			
29	Obtained a job *			
30	Interacted one-to-one competently and/or participated as a member of a team			

# Mistakenly Named:

# EFF Goals & Outcomes

- Read to children regularly/increased literacy practices in the home
- Communicated with teachers/school staff
- Attended parent/teacher conferences/school-related meetings
- Developed personal and/or family budget
- Used recipes for cooking
- Read a medication bottle
- Described symptoms of an illness
- Wrote to family/friends
- Understood directions for use of household appliances
- Read product label directions and safety warnings
- Compared price or quality to determine the best buys for goods and services
- Other Family & Home
- Read and understood signs
- Identified or used different types of transportation in the community
- Used postal services
- Apply for public assistance
- Apply for unemployment
- Used the telephone and/or telephone book
- Opened a checking/savings account
- Complete loan/credit application
- Write checks
- Filled out insurance forms
- Understand contracts (ex. Lease)
- Located and/or used community agencies or services
- Registered to vote/voted in primary or general election
- Participate in civic organization
- Applied for/received US citizenship/legal immigrant status
- Other community
- Interacted one-to-one completely and/or participated as a member of a team
- Planned nutritious meals for a day
- Read and understood manuals
- Ordered from restaurant and fast food menus
- Implemented an exercise routine
- Demonstrated improved conversational skills in social/work settings
- Read and understood work-related information
- Received a driver's license
- Understood medical and dental forms
- Increased involvement in civic/community activities
- Understood individual's legal rights and responsibilities and procedures for obtaining legal advice
- Used library and/or other information services
- Obtained license or certification
- Understood help wanted ads
- Identified learning strengths and used to acquire new information or set up accommodations
- Demonstrated basic computer skills & use of common software program
- Registered children for school according to guidelines
- Read for wrote poems, journal, books, stories, novels
- Conversed with family or friends in English
- Filled out job applications/has language to interview for job
- Counted and used coins for currency
- Volunteered at children's school
- Helped children with homework
- Wrote from dictation
- Arrived at appointments consistently and on time
- Answered questions about US history/government
- Completed work forms
- Communicated with peers, supervisors, and/or customers
- Selected appropriate housing
- Used appropriate health care facilities and services
- Identified practices that promote mental well being
- Participated in neighborhood watch activities
- Read for religious activities
- Interpreted and paid bills
- Completed US citizenship class

# Mock Up View Proposal

[Contact Information](#)

[Goals/Outcomes &  
Assessments](#)

[Enrollment](#)

[History](#)

[Availability](#)

[LZ Impact Study](#)

[Student](#)>Additional Information

Name **, John**

Student ID:

Status: **Exit**  
**JohnSESD03292007**

Health Literacy

Financial Literacy

Functional Literacy

Family Outcomes

Community Outcomes

School Relations

Social Service Access

Workforce Readiness

Legal Services

Citizenship

# Health Literacy

- Described symptoms of an illness
- Students with a primary care physician
- Participated in Health screening
- Fill out insurance forms and submit
- Plan nutritious meals/implement a daily exercise routine
- Complete medical and dental forms
- Use health care facilities and services
- Seek assistance with mental health



# Financial Literacy

- Developed personal and/or family budget
- Opened a checking/savings account
- Write checks to pay for purchases
- Complete loan/credit application
- Counted and used coins for currency

# Functional Literacy

- Read and understand directions for household appliances
- Compare prices for goods or services
- Read and understand manuals
- Use library/internet to seek information
- Write journals, poems, stories
- Arrive at appointments on time

# Family Literacy

- Write to family/friends
- Converse with family and friends in English
- Seek and select appropriate housing
- Cook and bake from recipes

# Community Outcomes

- Read and understand road signs
- Use postal services
- Use of telephone book and telephone
- Join civic organization
- Order food from restaurant or fast food
- Participate in neighborhood watch activities
- Interpret maps/transportation schedules

# School Relations

- Communicate with teachers/school staff
- Attend parent/teacher conferences
- Register children for school
- Demonstrate basic computer skills
- Volunteer at children's school
- Help children with homework

# Social Service Access

- Apply for public assistance
- Apply for food stamps
- Apply for heat subsidy
- Identify learning strengths/gaps and apply for assistance

# Workforce Readiness

- Apply for unemployment benefits
- Read and understand work related documents
- Read and understand help wanted ads
- Fill out job applications
- Participate in a job interview
- Communicate with coworkers, supervisors, customers

# Legal Services

- Seek legal advice when necessary
- Understand individual legal rights
- Obtain a driver's license



# Citizenship

- Receive US Citizenship
- Answer questions about US history/government

# Mock Up View Proposal

Contact Information	Goals/Outcomes & Assessments	Impact Study
<a href="#">Student</a> >Additional Information		
Name	, <b>John</b>	Status: <b>Exit</b> <b>3292007</b>
Health Literacy	Financial Literacy	Outcomes
School Relations	Social Service Access	Workforce Readiness
	Legal Services	Citizenship

- Developed personal and/or family budget
- Opened a checking/savings account
- Write checks to pay for purchases
- Complete loan/credit application
- Counted and used coins for currency

# The Challenge

- How to document the movement of our students through the efforts:
  1. Of our Literacy Zone Adult Education Program
  2. Of the referrals we make to our partner agencies
  3. Of the accomplishments made while served by our partner agencies

# Already in ASISTS

[Contact Information](#)

[Goals/Outcomes & Assessments](#)

[Enrollment](#)

[History](#)

[Availability](#)

[Other Information](#)

[Student](#) > Goals/Outcomes & Assessments

Name: **, Edward**

Student ID: **EdwarSESD08092007** Status: **Exit**

Assessment				Goals & Outcomes	
<a href="#">TABE</a>	<a href="#">BEST PLUS</a>	<a href="#">BEST LITERACY</a>	<a href="#">LVA</a>	<a href="#">Progress Notes</a>	
<a href="#">READ</a>	<a href="#">GED</a>	<a href="#">ESLOA</a>	<a href="#">Other</a>	<a href="#">Goals &amp; Outcomes</a>	

[Current Test Records](#) [Archived Test Records](#)

# Progress Notes

Current Test Records

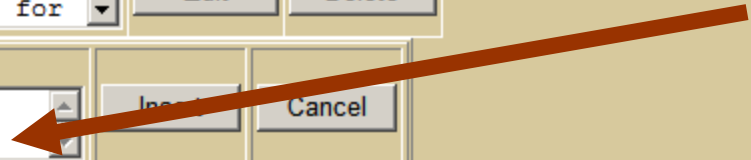
Archived Test Records

## PROGRESS NOTES

Edward (EdwarSESD08092007)

Contact Date	Contact Type	Contact Notes		
9/26/2009	Telephone	Received food stamp benefits	Edit	Delete
11/1/2009	Telephone	IDA will provide tutoring	Edit	Delete
10/3/2009	Message	Applied for unemployment benefits	Edit	Delete
11/2/2009	Message	Edward will be out for surgery through	Edit	Delete
9/12/2009	Case Manager	Applied for food stamps	Edit	Delete
10/30/2009	In Person	Referred to Learning Disabilities Assoc for	Edit	Delete

Contact Date	Contact Type	Contact Notes	Insert	Cancel
__/__/__				



# Print Progress Notes

- Print out Progress Notes
- Control/P or “Print Screen”
- Place in student’s paper file

# Another option:

[Contact Information](#) | [Goals/Outcomes / Assessments](#) | **Enrollment** | [History](#) | [Availability](#) | [Other Information](#)

[Student](#) > Enrollment

Name: , Edward

Student ID: EdwardSESD08092007 Status: **Exit**

## Enrollment

No current enrollment records.

Instruction Code	Date Started	
<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

**Contact Hour Summary**    Select Fiscal Year:

There are currently no records.

### Previous FY Hours

### FY FY Hours

### Recent Contact Hours

There are currently no records.

### Other Codes/Notes

Edward is waiting for a seat to take GED LD application in to SED on 10/22/09