

# Giving Ready Adults a Study Program

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# AGENDA

- History of GRASP
- What Makes a Good GRASP Student
- Intake / Orientation
- What is Included in a GRASP Packet
- Packet Delivery System
- Instructor Responsibilities
- Motivation / Retention
- Maintaining NRS Compliance
- Additional Lessons

# Tell Us About You:

- Name
- Location
- Job Title
- Are You New to GRASP *or*  
Are You an Experienced GRASP Teacher?

Now, Musical Seats...

{A GOOD  
INTRODUCTION  
ACTIVITY}

# What's in a Name?

1. Give your full first name.
2. Tell how you got your name.
3. What do people do with your name?
4. Do you have any nicknames?
5. Do you like your name?



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**WHAT *IS* GRASP?**  
**Reaching the Hard to Reach!!**

# History of GRASP

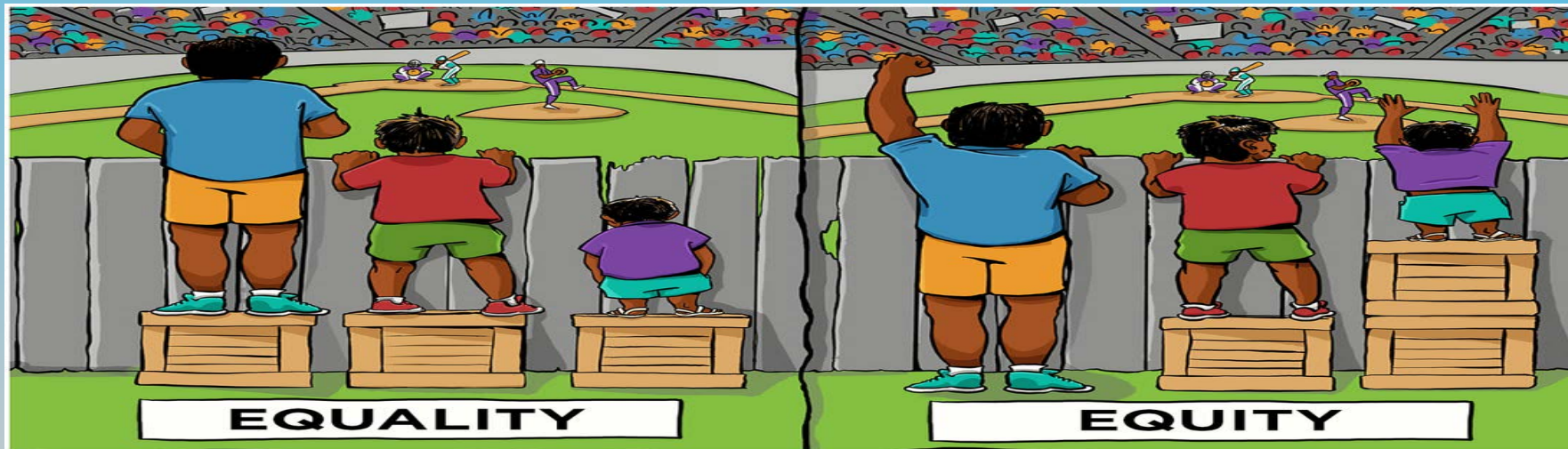
- Developed in the 1980's by Washington-Warren-Hamilton-Essex BOCES with a grant from NYSED
- Taken state-wide because:
  - Adults living in rural isolated areas have limited or no access to educational services
  - Barriers to Education Include:
    - Distance
    - Transportation
    - Childcare
    - Physical/Emotional Disabilities
    - Working full-time



And Therefore, a Wise Group of Educators  
& Professionals...

Determined It Was an Issue of *Equity*

*ALL* Adults Need Access to the Same  
Resources, Regardless of Circumstances



# Let's Visit Acronym Land!

i.e. Terminology (ugh!)

By the way, what came 1<sup>st</sup>, the Acronym or the Title??

- With Your Partner, Take Turns, Expanding as Many as You Can.
- First Pair to *THINK* they are complete – Stand Up & We'll Check!



# Acronym Land > Answers

- Employment Preparation Education (EPE)
- Adult Student Information System & Technical Support (ASISTS){
- State Education Department (SED)
- Regional Adult Education Network (RAEN)
- Giving Ready Adults a Study Program (GRASP)
- Distance Learning (DL)
- Adult Education Programs & Policy (AEPP)
- Test of Adult Basic Education (TABE)
- Adult Career & Continuing Education Services-Vocational Rehabilitation (ACCESVR)??
- National Reporting System (NRS)
- High School Equivalency (HSE)
- T-Test Authorization Form (T-TAF)
- Readiness Assessment (RA)
- Adult Secondary Education (ASE)
- Individual Education & Employment Preparation Plan (IEEPP)
- Individual Student Record Form (ISRF)
- Adult Basic Education (ABE)
- Test Assessing Secondary Completion (TASC)

# *GRASP ~ WHAT IS IT?*

**DISTANCE LEARNING VIA  
A PACKET DELIVERY System**

# Here's the Gist:

- A Homework Packet Program
- Students' get a packet, full of two weeks' worth of academic work, they take it home, work on it when they can...And return the packet when they are finished.
- When they finish a packet & return it for correcting, there is another packet waiting for them to take home for the next two weeks.
- ...And so on ~

# So, *Who* Is Eligible to Be a GRASP Student?

- Must Have an 8<sup>th</sup> Grade Reading Level
  - (Previously, 9<sup>th</sup> Using D Level TABE)**
    - No minimum Math Grade Level is Required
- Must be 21 Years Old or Older
  - EPE Funded = EPE Requirement
- Must Need a High School Equivalency Diploma

I AM ALL OF THOSE  
THINGS!

*CAN I Be In The GRASP Program??*



WHAT MAKES  
A GOOD  
GRASP  
STUDENT?

## **Intake & Orientation**

{This can be  
done individually  
or as part of a  
larger group,  
followed with  
individual time  
with GRASP  
Instructor}

- **TABE Locator**
- **TABE Reading & Mathematic Assessment**
- **ISRF** (this would supplement your agency's Intake Form, GRASP Manual pg. 73)
- **Determine, the best possible, students' ability to work independently**
- **Are they able to devote 6 hours per week studying?**
- **Are They Self-Motivated?**
- **Organized?**
- **Good at Setting Goals?**
- **Willing to Sign a Contract? (DL pg. 105)**

# Intake Survey for Distance Students (2005)

- This is a good tool that will help you to determine your new GRASP student's ability to work independently
- “Agencies offering GRASP must, at intake, provide a process to screen candidates in order to assess who has the potential to be a good Distance Learner by using, at minimum, the Project IDEAL (Improving Distance Education for Adult Learning) Distance Learning Survey.” {GRASP Manual, 2013, p.14}

Note: The Project IDEAL survey is on **page 105** of the **Distance Learning Manual** (*NOT* the GRASP Manual)

\*\*There is no ‘Summary Tool’ for The Project IDEAL Survey. Review answers & use common sense related to students’ answer choices.

Intake Survey for Distance Students  
i.e. GRASP HOME STUDY SURVEY

**Place Completed Survey in Student's  
Permanent File**

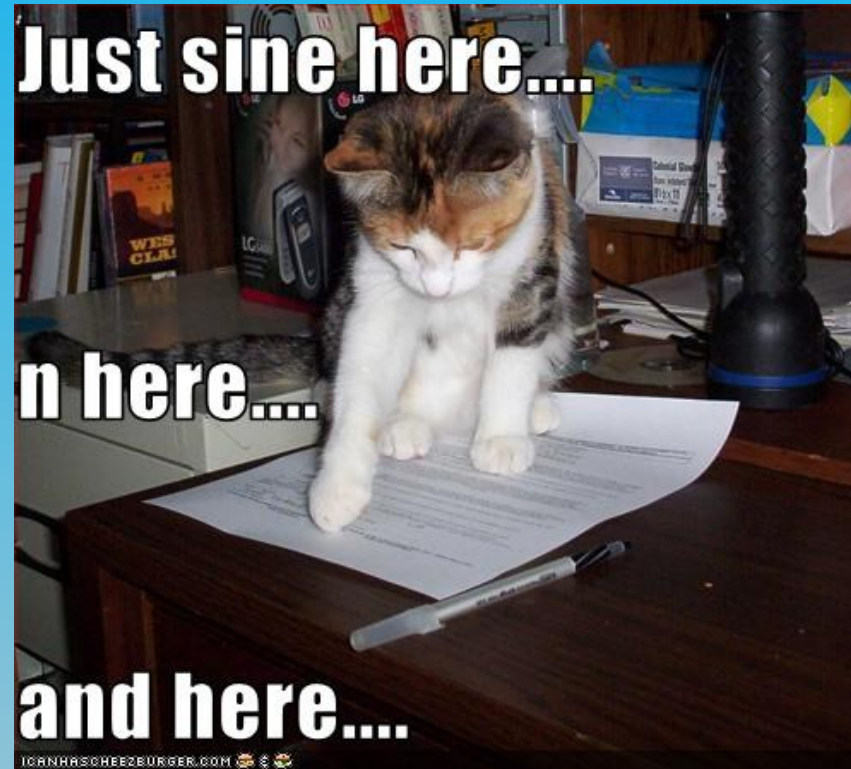
*Found in Distance Learning Manual, Page 105*

Just in case, have available - A LIST OF  
AVAILABLE PROGRAMS TO STUDENTS  
WHO DO NOT QUALIFY FOR GRASP

**GRASP Manual Page 78**

# Student/Teacher Contract (GRASP Manual Pg. 77)

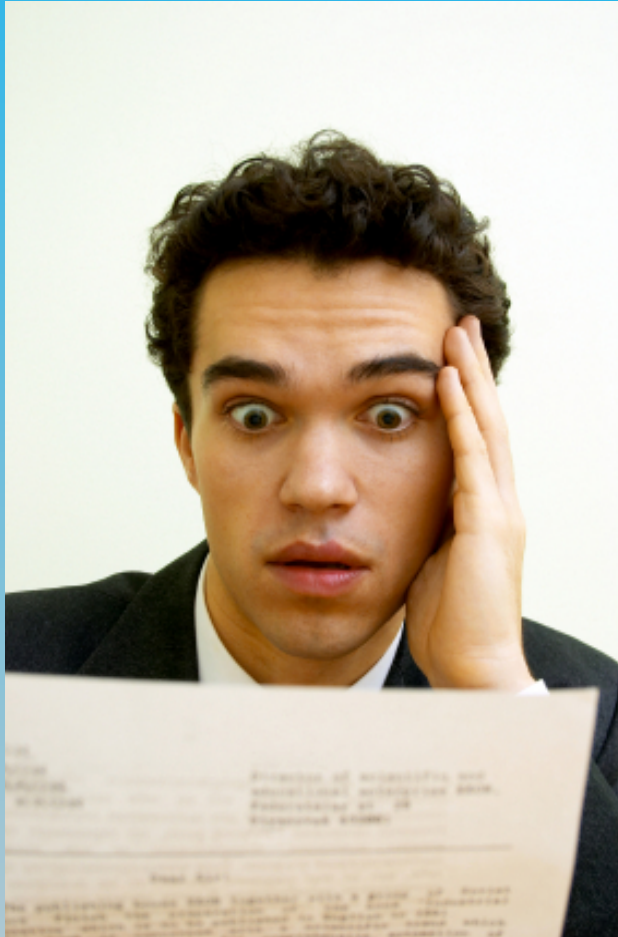
- Student must commit to studying, post-testing, readiness testing, filling out documents accurately, & being accountable.



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# LETTER TO THE STUDENT



*Remember...*

- Pick up your packet
- Spend 6 hours *PER WEEK* on your work
- Return completed packets
- Be Sure to return **completed** work, each time
- Read, ***Read***, Read! (*Related & Documented*)

# WHAT IS IN A PACKET?

- Most Important Document: **Work Time - Record Sheet**
  - Pages 55-56, 65-66 of your GRASP Manual
  - Filled out Monthly
  - (*Must be*) Signed by the Student
- Assignment sheet included with each packet
  - **Page 67** of GRASP Manual

# WHAT IS IN A PACKET ?

An Assortment/Combination of:

- Math
- Science
- Social Studies
- ELA: Reading
- ELA: Writing
- Job Readiness Training
- Study Skills Practice
- Web Site Resource List
- Books
- Consumables
- ITTS / AchieveOnline (-\$)
- Worksheets
- Graphic Organizers
- Novels
- Electronic Assignments
- Glossaries

**PACKET Assignments/Resources  
MUST Makeup 12 HOURS  
WORTH OF WORK !**

**THIS IS AN ABSOLUTE REQUIREMENT !**

# Electronic Assignments

- GRASP Assignments Can Also be Electronic
  - [ITTS](#)
  - [MHAchieve Digital](#)
    - Username: ccachievestu
    - Password: ccachievestu1
  - [Teachers Pay Teachers](#) (Free or \$1-\$2/Lesson)
- But we Love *FREE* Resources!
  - [Read Works](#)
    - [19<sup>th</sup> Amendment](#)
  - [NewsELA](#)
    - [Human Rights](#)
  - [Sample Science Lesson](#)



SAMPLE  
TASC<sub>TM</sub> SCIENCE LESSON

PUNNETT SQUARES

# Sample TASC™ Social Studies Lesson

## American Revolution Webquest

# STUDENT ASSIGNMENT LOG

- GRASP teacher is responsible for maintaining a log of students' assignments
- See **Pages 60 & 61 (un-numbered)** of the GRASP Manual

# PACKET PICK-UP & DELIVERY: LIBRARIES

- NYS has 22 regional library systems. Students' packets are delivered & retrieved free of charge to each community library via the system's courier.
  - To initiate a partnership between a library system, Program Administrator should:
    - Obtain Approval for/from Library System
    - Present GRASP to Librarians/Administrative Team
    - Obtain Schedules
    - Explain the Send / Return Label System (**use colors**)
    - Identify Delivery to Regional Library System or Individual Library?
- ➔ **This Process Is Described in Appendix 1, Page 38, GRASP Manual**

# PACKET PICK-UP & DELIVERY: LIBRARIES

- To initiate a partnership between a library system, Program Administrator should (continued):
  - Establish a method for librarians to identify packets going out to student/coming into teacher
  - Arrange daily/weekly/biweekly pick-up/drop off dates
  - Provide librarians with “PACKET NOT CLAIMED” stickers
  - Establish a good working relationship with all community librarians
    - Appreciation Letters
    - Graduation Invitations
    - Occasional Visits by Teacher

→ IMPORTANT – When/If GRASP Staff Changes, Formally Notify All Involved in Library System. Perhaps do this annually, just to touch base & express appreciation!



# PACKET PICK-UP & DELIVERY: SCHOOLS

- Local Schools are another method of delivering instructional packets
- Administrator sets up connection
  - Student can pick-up/drop-off packets from any local school
  - Contact the courier delivery center
    - Similar steps to setting up as the library system
- \*U.S.P.S. Mail is mentioned, but not recommended\*



**IMPORTANT** - When/If GRASP Staff Changes, Formally Notify All Local Schools. Perhaps do this annually, just to touch base & express appreciation!

# TASC™ Review Game

[Kahoot.com](https://www.kahoot.com)

**This Interactive Game Was Created by TASC Teacher,  
Dr. Rachael Rossi, with TASC Readiness / Exam In Mind**

Uses “Smart” Phones & Computers  
{Free for Teachers & Individual Use}

# INSTRUCTOR RESPONSIBILITIES

Instructors have one hour per packet / accomplish:

- Create Packets
- Correct Complete Packets
- Maintain Student Assignment Log
- Student Files
- Maintain GRASP Library
- Arrange TABE & Readiness Testing
- Student Contact/Follow-up (VERY IMPORTANT IN GRASP)

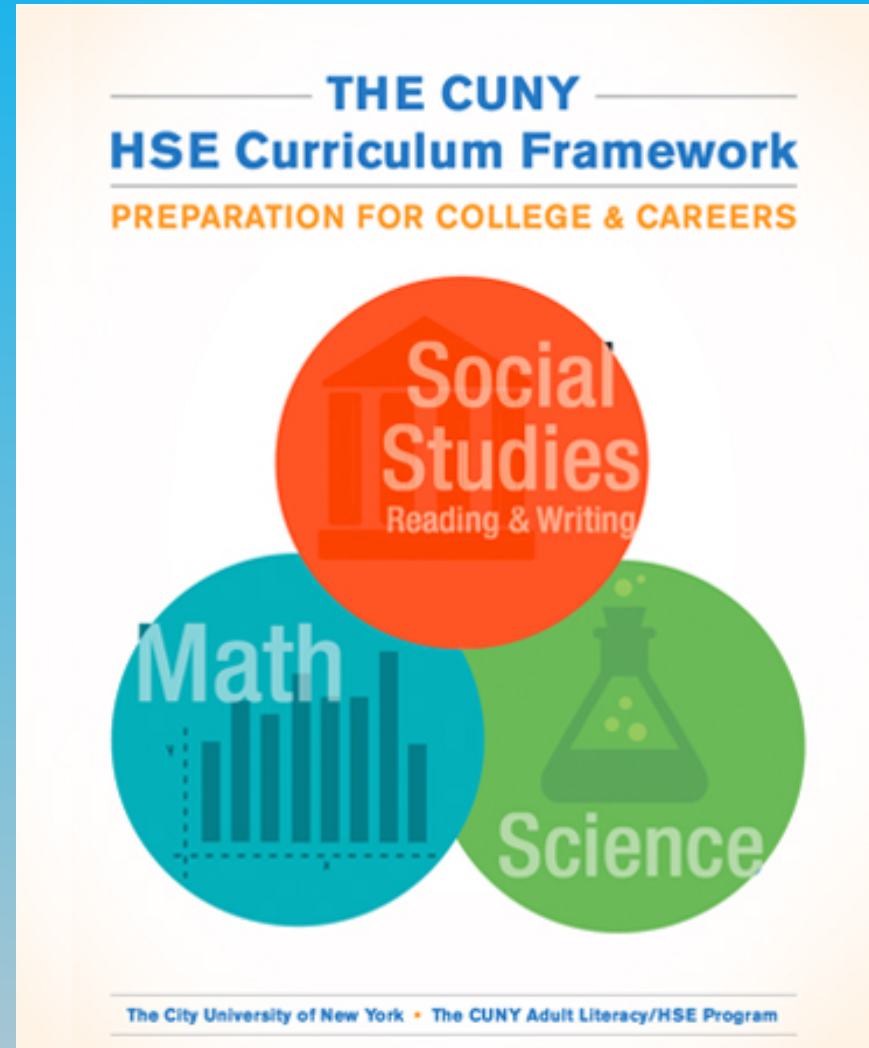
**GRASP Manual, Page 23**

Sample  
TASC™  
Essay  
Lesson

CUNY

HSE

Curriculum



# Writing Resources

- TABE Language Consumables
- Argumentative Essay
- [8 Practice Informational Essays for the TASC™ Exam developed by Judy Bowers & Michelle Monsour](#)
  - Note: Scaffolded Instruction
- Informational Essay
- [Prompts and Accompanying Texts for Essay Writing developed by Susan Giulian & Lisa Wright](#)
  - Note: Electric Cars prompt very similar to Readiness Assessment 4

# TASC ESSAY SCORING

## PRACTICE

# MOTIVATION/RETENTION

- Phone calls & letters go a long way !
- Students want to know you care.
- Written feedback, emails, “check-ins”, phone calls.



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# Motivation/Retention

- [Google Voice](https://voice.google.com/)

<https://voice.google.com/>

- Text messages go to a computer with internet
- Teacher must have a gmail account

- [Remind](http://www.remind.com/)

[www.remind.com/](http://www.remind.com/)

- Text messages go to your phone or electronic device

**Students never see your private phone number with *either* application.**

# REMINDER LETTER

Date \_\_\_\_\_

Dear GRASP Student:

We are concerned because we have not received your last scheduled GRASP packet returns. In order to keep on our schedule, it is important that your assignment returns & pick-ups be made on the scheduled dates.

Your next pick-up & return date is \_\_\_\_\_.

In order for us to continue preparing & sending your GRASP packets, we are required to have a written commitment from you. Please read the statements on the enclosed postcard & check those statements that apply to you. Put the stamped postcard in the mail immediately (do not put it in your packet), so that we can help you get back on schedule. If the postcard is not returned within one week, you will be dropped from the Home Study Program.

Sincerely,

GRASP Staff

**GRASP Manual PAGE 70**

# POSTCARD

Lack of Return Postcard

Name \_\_\_\_\_ Date \_\_\_\_\_

CHECK ONE of the following:

1. I wish to continue in GRASP Home Study.

2. I do not wish to continue in GRASP.

I will return my books to the library.

My library is \_\_\_\_\_

I understand that I must pick-up & return work in order to stay in the program by the date written on the monthly Work -Time Record Sheet.

My next date is \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

# DROP LETTER

(Date)

Dear \_\_\_\_\_,

The Home Study Program operates on a regular schedule of deliveries & returns through your local school district. You have not followed the schedule by making the necessary returns. It is necessary at this time to drop your enrollment from our program.

Would you please return all materials you still have to the library (in a packet) or to the Adult Education Office at 500 Main Street, Johnson City? We do need your books to use with other students in our program.

If you are interested in continuing in Adult Education classes, you may contact us at 763-3638 for further information. You may wish to take the next TASC Exam, if you meet the requirements. Applications may be obtained from our B-T BOCES Adult Education Offices.

Sincerely,

GRASP Staff

**GRASP Manual PAGE 71**

# MAINTAINING NRS COMPLIANCE STUDENT FILE

- GRASP Student Assignment Log (record of what worksheets/books /books/headings/etc. you assigned to the student) (**GRASP Manual pages 53-54**)
- ISRF
- TABE & TASC Scores
- IEEPP
- ADA form
- Project IDEAL Survey
- Completed Work Time Record sheets
- Writing samples
- Student/Teacher Contract
- Student work samples
- Correspondence

**GRASP MANUAL PAGE 23**

# MAINTAINING NRS COMPLIANCE: TESTING

- TABE post-testing
  - Every 40-60 hours
  - 8-10 weeks (or 4-5 packets)
  - DO NOT SEND TABEs in PACKETS !
  - Students must come in for post-testing. It is part of the contract they sign when they start GRASP
- Readiness Assessments
  - Students come in & take or take at a computer lab.

# MAINTAINING NRS COMPLIANCE STAFF REQUIREMENTS

- Teachers must be GRASP & Distance Learning Certified
- Available Online
- GRASP & DL Certificates Are Good for 3 Years
- Each Professional Staff Member Must Receive an Additional **Twelve** Hours of Staff Development per Year.



# INFORMATION FOR DATA SPECIALISTS

Assuming Monthly Attendance:

- 1 packet returned:
  - = 12 contact hours
  - Enter a “2” into ASISTS
- 2 packets returned:
  - = 24 contact hours
  - Enter a “4” into ASISTS

- ASISTS automatically multiplies by 6 for GRASP
  - 1 packet = 2 weeks
  - 2 weeks x 6 hours = 12 contact hours

# CONTACT HOURS & BILLING

- The term “contact hour” refers to one hour of time the student spent working
- A Packet (assignment) is for 2 weeks, therefore it is for 12 hours of student work
  - 1 week = 6 contact hours
  - 2 weeks = 12 contact hours

# Monthly Contact Hours & ASISTS

Date of Birth	Hours
03/06/1981	0
02/02/1985	0
02/15/1980	2
10/28/1982	0
09/22/1985	
01/06/1953	0
08/13/1957	0
08/06/1980	4
03/19/1988	0
12/22/1985	0
07/18/1982	2

- This student returned 2 packets
- data specialist enters a “4”
- ASISTS bills for 24 hours of EPE

- This student returned 1 packet
- data specialist enters a “2”
- ASISTS bills for 12 hours of EPE

# INSTRUCTIONAL HOURS

- One hour of instructor time is allowed, **maximum**, per packet (2 weeks' worth of assignments)
- Which is the same as...1/2 hour for each student each week
- Activities include:
  - Reviewing or preparing lessons
  - Phone or personal contact with students related to instruction
  - Student assessment (TABE certified)
  - Correcting

# EPE FORMULA

INSTRUCTOR TIME X 12 X EPE AID = \$

# EPE FORMULA

- The number of students a teacher has, determines how many hours per week, the program gets paid for
- 10 students = 5 hours per week
- 20 students = 10 hours per week
- 28 students = 14 hours per week
- **Instructor Hours X 12 Contact Hours X EPE Aid = \$\$**
- Example: 6 Instructor Hours X 12 Contact Hours X \$8 EPE Aid  
= \$576

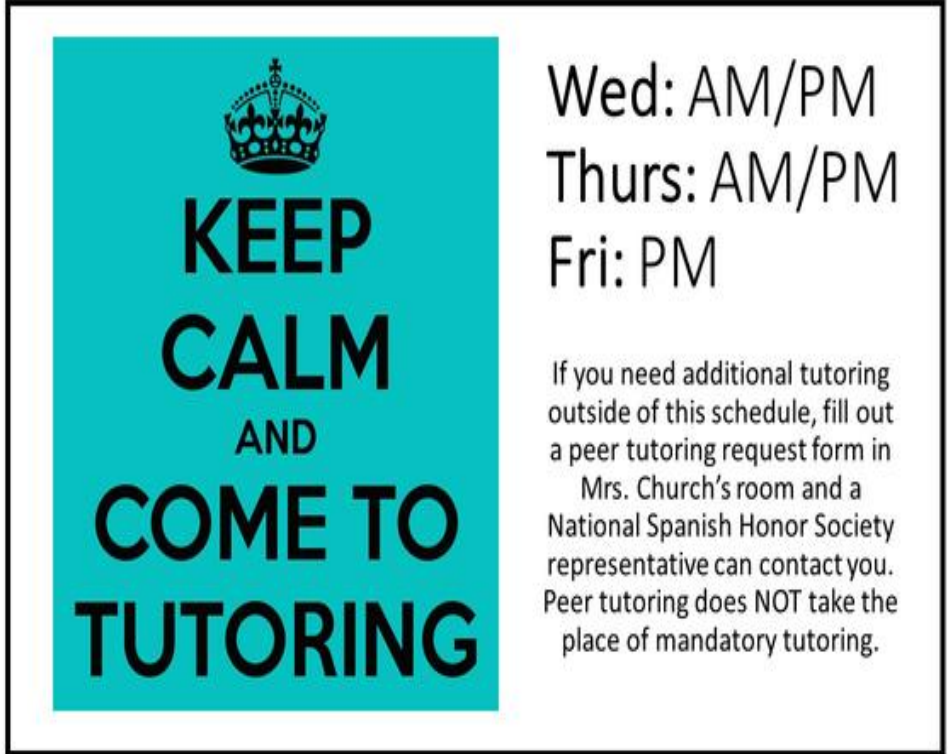
# EPE FORMULA

- Remember: EPE rate varies from program to program: one program may be paid \$5 per hour & another may be paid \$9.87 per hour
- Also: this is what your *program* is paid...not necessarily what the *instructor* is paid



# TUTORING HOURS

- GRASP students may come in for 3 hours of tutoring per week.
- Three hours must be recorded under a traditional under a traditional ABE class coded as “GRASP Tutoring”
- Students must sign-in !



Wed: AM/PM  
Thurs: AM/PM  
Fri: PM

If you need additional tutoring outside of this schedule, fill out a peer tutoring request form in Mrs. Church's room and a National Spanish Honor Society representative can contact you. Peer tutoring does NOT take the place of mandatory tutoring.

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# Sample Tutoring Lesson

## Sentence Combining

# NO-SHOW/INACTIVE STUDENTS

- But what if I spend all this time making a great packet & then the student doesn't pick it up? Am I compensated for all that work?
  - *YES*
- Per NYSED, GRASP programs may send students up to two packets without receiving a response from that student AND programs can receive EPE credit for these un-returned packets.
- The GRASP program will receive a 2-packet credit for EPE *but zero hours for NRS.*

# NO-SHOW/INACTIVE STUDENTS

Date of Birth / Hours	
01/06/1981	0
02/02/1985	2
02/15/1980	0
10/20/1982	9999
07/10/1982	0
12/22/1985	4
04/19/1986	2

- Type “9999” as the number of packets completed with no packet submission to ensure credit for “2” packets and “0” NRS hours.
- ASISTS will add 24 contact hours to the program’s EPE reimbursement forms but the student will be exempt from NRS reporting.

# MATH PRACTICE

TASC RESOURCES/PHOTO MATH

# REMINDERS & CONCLUSIONS

- Only record the contact hours for a completed packet **after you get the completed packet back from the student!**
  - You have to verify he/she did 12 hours of work
- GRASP students must be given access to the same materials as “regular” students (print, electronic, etc.)

# SAMPLE MATH LESSON

## MULTIPYING POLYNOMIALS



# CONTACT

- **Paula Colavito**  
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