

Intake and Orientation Procedures

Consortium	Metro North ABE
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Date of last update	
Policy guidance	<p>From Minnesota ABE Policies website (www.mnabe.org/abe-law-policy/mn-abe-policies):</p> <ul style="list-style-type: none"> ● Conditional Work Referral Policy ● Eligible Student Policy ● Eligible Content Policy

Introduction

These procedures detail the local ABE consortium’s intake and orientation procedures that are used at all local sites. These procedures describe how the consortium is complying with Minnesota ABE policies through outlining:

- How **eligibility** is determined and verified for all enrolled students to ensure they are/have:
 - Age Eligible: Individuals are 17 years of age or older
 - Not in K-12 Education: Individuals are not enrolled or required to be enrolled in secondary school (high school) under state law,
 - Educational Need: Individuals meet at least one of the following:
 - Lack proficiency to speak, read or write the English language,
 - Lack a high school diploma or its recognized equivalent, and/or
 - Lack sufficient mastery of basic educational/ skills
 - Meeting additional local consortium or program requirements
- How students age 21 and younger are informed of their right to attend K-12, and the difference between the K-12 system and the ABE system
- What and how **student data** is gathered and how it is entered into SiD in a timely manner
- How the consortium conducts student **orientation** that provides students with essential information, policies and expectations
- How the consortium promotes a **goal-setting process**, starting at intake and on an ongoing basis, to articulate, set, and evaluate student educational, career and related life goals
- How the consortium manages the process of enrolling and placing individuals with **conditional work referrals**
- What **additional guidance** and procedures the ABE consortium has for local staff regarding contact hour tracking.

Intake and Orientation procedures

Determining Eligibility

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- *How **eligibility** is determined and verified for all enrolled students to ensure they are/have:*
 - *Age Eligible: Individuals are 17 years of age or older*
 - *Not in K-12 Education: Individuals are not enrolled or required to be enrolled in secondary school (high school) under state law,*
 - *Educational Need: Individuals meet at least one of the following:*
 - *Lack proficiency to speak, read or write the English language,*
 - *Lack a high school diploma or its recognized equivalent, and/or*
 - *Lack sufficient mastery of basic educational/ skills*
 - *Meeting additional local consortium or program requirements*
- *How students age 21 and younger are informed of their right to attend K-12, and the difference between the K-12 system and the ABE system*

Metro North ABE, at all of its locations, follows the most current Minnesota ABE Eligible Student Policy to provide services and instruction to individual who meet the following criteria:

1. Are 17 years of age or older, and
2. Who are not currently enrolled in K-12 education, and
3. Who have an educational need for adult education services in at least one of the following areas:
 - a. Lacks proficiency to speak, read or write the English language
 - b. Lacks having received a high school diploma, or recognized equivalent and/or
 - c. Lacks sufficient mastery in the area of basic education skills including reading, math, writing, speaking, etc.

During the intake process, if a learner advises Metro North ABE intake staff that they are under 21 years of age, the staff will then advise the learner of the additional services they will have available if they remain enrolled in K-12 programming versus if they chose to enroll in ABE and the differences between the options. The learner is also advised that they are not allowed to be enrolled in both programs due to the differing funding streams. When/if the learner chooses to enroll in ABE programming, the local site would then need to know what their official drop date from K-12 is prior to enrollment. If under 21, staff may make a referral to local alternative programs such as the Anoka Hennepin Technical High School, if appropriate.

Data Entry

*What and how **student data** is gathered and how it is entered into SiD in a timely manner*

Learner Entry Forms (LEF) are completed by learners who 1) attend intake and 2) who have agreed to complete the form to provide the requirement information in order to start the enrollment process. Once the LEF is completed, and once NRS testing has occurred to determine class placement, the LEF with NRS testing data, and site and class placement data, are submitted to the Central Office to record in SiD.

SiD LEF data for the entire program is recorded by a central team of data staff at the Central Office to retain uniform entry. Individual site staff providing intake are responsible for submitting

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the completed LEF(s) for all newly enrolled, or returning learners, to the Central Office at least once weekly. Once the forms are received by the Central Office, the data is then recorded and/or updated in SiD within two business days.

COVID adaptation

When building/site closures occurred in March 2020 due to the COVID-10 pandemic, Metro North ABE made the necessary changes to all aspects of Intake and programming to allow for classes and learners to transition to virtual classes. With learners being unable to physically enter site locations, potential learners were/are directed to fill out a [class interest form](#) on the Metro North ABE website. All potential learners are contacted and directed to their next steps in the enrollment process. Some sites choose to send a [technology survey](#) to gather information on the learners' access to devices to be successful in joining online classes. All learners are sent an electronic copy of the [learner entry form](#). Online completion of forms and processes will remain in place even when onsite programming returns.

*How the consortium conducts student **orientation** that provides students with essential information, policies and expectations*

Orientation

All potential learners are provided with an orientation (in-person or virtually) to the Metro North ABE program either in a group setting or during a one-to-one discussion. Depending on the site, program orientation may be done by a student intake staff specialist, a classroom instructor, a classroom assistant, or a site volunteer. Prior to COVID-19 Metro North ABE sites with lower student volume may have offered walk-in intake and registration that required no appointment.

- All Metro North ABE sites include dedicated staff time to meet with each new student to determine if they meet the criteria for student eligibility.
- Staff are expected to meet with each student to discover their individual goals for attending ABE classes.
- Each potential learner is informed of all services Metro North ABE can offer to support them.
- Each learner is enrolled in classes that are appropriate for their skill level, aligned to their goals and best ensure the student's progress and success.

During registration learners will:

- Complete the Metro North ABE Learner Entry Form
- Acknowledge they have read and understand the Tennessee Warning
- Sign a permission form for release of information for sharing, as necessary, with an employer, CareerForce center or GED testing center

Orientation and registration will also cover the following:

- Program services available
- Location options with its schedules – days and times
- Attendance options

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- Student expectations – attendance, progress, post-testing, classroom participation and behavior, communication
- Classroom routines
- Materials information
- Review of possible attendance or participation barriers, such as; work, childcare, transportation, health concerns, etc.
- Address practices that enhance success and goal completion
- Progress expectation
- Establish primary goal
- Establish secondary core goal, as appropriate
- Site and class schedule
- Attendance expectations for the specific classes; may include an attendance contract
- Daily attendance process and student responsibilities for recording attendance or calling in absence
- Books, materials and technology available for student use
- Classroom expectations – students, staff and volunteers
- Site tour, including; restrooms, smoking areas, parking, vending machines, etc.
- Introduction to classroom instructor and/or volunteers

COVID adaptation

Upon completion of the [learner entry form](#), due to the inability to conduct in-person NRS testing at many of our locations, most sites have chosen to use the online Read Theory program as a means to assess learners' reading levels to assist in class placement. Read Theory is also used to measure growth and internal class movement when possible. This process will end once NRS testing is available.

Goal Setting process

*How the consortium promotes a **goal-setting process**, starting at intake and on an ongoing basis, to articulate, set, and evaluate student educational, career and related life goals*

Initial goal setting takes place during the orientation process when a learner meets with their instructor, or placement staff, to finalize their specific primary goal for attending class, and may also set secondary goals. Possible goal discussions with staff may include work/career/education/life goals, and staff will then offer guidance and resources, as needed.

Through student focus groups, we have learned that students rely on test scores to self-assess their own progress and adjust their goals. Classroom instructors are expected to regularly inform students of their progress, which includes sharing post-test scores.

Each quarter all Metro North ABE students need to:

- Be post-tested
- Complete a goal conference with their instructor
- Review stated goals

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Each individual site is expected to submit post-testing, learner goal surveys, any updates, and any learner exits, to the Central Office ABE Accountability Coordinator and team by the 10th of the month. The ABE Accountability Coordinator will send emails to all supervisors and coordinators reminding sites of the process and deadlines for reporting.

Conditional Work Referral process

*How the consortium manages the process of enrolling and placing individuals with **conditional work referrals***

Metro North ABE does not currently offer Conditional Work Referral (CWR) programming at any of our locations. Metro North will work with the Anoka County Job Training Center should a CWR opportunity arise and we are asked to collaborate.

Additional guidance on contact hour tracking

Additional guidance and procedures the ABE consortium has for local staff regarding contact hour tracking can be found in Document C.
