



Adult education programs are designed to prepare individuals with the skills and knowledge they need to obtain employment by increasing their basic skills (e.g. reading, math and language) in order to enter specific training programs, complete a high school diploma, or earn a high school equivalency diploma.

The Virtual OneStop® *Adult Education Module* is a mobile-responsive application that addresses the Department of Education (DOE) initiative for providing literacy and high school equivalency skills to individuals age 16 or older.

The Common Measures-compliant module enables staff to aid in adult education application and enrollment, as well as track classes, certificates, and high school vouchers. The application requires minimal manual keying from the user and ultimately streamlines the program management process, giving staff a more effective way to keep track of student participation and improve service delivery.



Application and Enrollment Process

Staff has the ability to register students in the program using a simple application layout that gathers all necessary information. Application forms require information concerning contact details, demographic data, veteran and employment status, educational background, individual employment barriers (literacy level, single parent, homeless, etc.), public assistance (TANF) eligibility, and family income according to common Participant Individual Record Layout (PIRL) format.

Teachers also have login privileges and can be added as authorized staff within the *Adult Education Module*. Specific information related to certifications and length of service is incorporated within the application for accurate reporting.

The screenshot displays two overlapping application screens. The top screen, titled "Select Classes to Register Student", features a "Filter Options" section with input fields for "Class Description" (containing "35"), "County" (set to "None Selected"), "Learning Center" (set to "None Selected"), and "Class Type" (set to "None Selected"). An "Apply Filter" button is located below these fields. Below the filter options is a table with the following data:

Class Description	Class Type	County	Learning Center
35 - Social Studies		Cannon County	Board of Education

The bottom screen, titled "General Information", displays student details:

- First Name: Julie
- Last Name: M
- SSN: XXX-XX-0161
- Grantee: Putnam County Schools
- County: Putnam County
- Learning Center: Career Center Cookeville
- Class Description: Reading 102
- Class Type: Level 4-6
- Registration Date: 10/1/2016
- Completion Date:
- Student Status: Active

Below the general information is a "Select Current Student Class" screen with a table:

Class Type	Completion Date	Action
Level 4-6	<input type="text"/> (mm/dd/yyyy) Today	Successfully Complete

Class Registration Screen

Transfer Screen



Class and Attendance Management

The *Adult Education Module* provides a variety of easy-to-use tools to assist staff with the management of classes and attendance. Staff has the ability to:

- Create classes and register students
- Create and edit student attendance records
- Transfer students between classes
- Monitor student educational progress (including credentials received)



Assessments and Test Information

The application allows assessment information to be entered for students in the program by functional area. The system will automatically calculate the Educational Functional Level (EFL) based on National Reporting System guidelines. The High School Equivalency (HSE) practice test and verification forms can also be accessed. Each practice test outcome is recorded until a student is ready to take the official exam.



Federal Reporting

The *Adult Education Module* includes federal reporting on participation information per the Participation Individual Record Layout (PIRL ETA-9170), which is now required by the WIOA legislation and National Reporting System's thirteen reporting tables. Adult Education co-enrollment is automatically included in the Department of Labor Employment and Training PIRL ETA-9172 when the *Adult Education Module* is purchased with the Wagner-Peyser (Title III), WIOA (Title I), and Trade Adjustment Assistance (TAA) reporting.



Case Closure and Follow-Up

The *Adult Education Module* has a *Common Soft Exit* that runs and closes program enrollments after 90 days of no services which accommodates the co-enrollment into the WIOA Title I and III and Trade Adjustment Assistance (TAA). **This is conditional on other partner programs being opened at the same time.* Staff members also have the ability to enter closure information, along with credentials, core description measures, and secondary outcome measures in accordance with the National Reporting Service guidelines.

The screenshot shows the 'Create / Edit Class' form with the following fields:

- Class Description: [Text Input]
- Fiscal Year: 2016
- Funding Source: Adult Education
- Class Type: None Selected
- Grantee: None Selected
- County: [Text Input]
- Learning Center: [Text Input]
- Primary Instructor: None Selected
- Class Start Date: [mm/dd/yyyy] Today
- Class End Date: [mm/dd/yyyy] Today
- Class Status: Active

Create/Edit Class Screen

The screenshot shows the 'Test Information' form with the following fields:

- Publisher: HISET
- Test Type: Official Practice Test OPT2
- Subject Area: Science
- Score: 68
- Test Date: 10/14/2016 (mm/dd/yyyy) Today

Buttons: Save, Reset

Test Information Screen

The screenshot shows the 'Closure Information' form with the following fields:

- Enrollment Summary: Enrollment ID: 897787, Username: ROSENROBINSON, AED Application ID: 3372, Activity Code: AED, Activity Dates: 10/24/2016 - 10/31/2016
- Last Activity Date: 10/31/2016 Today
- Completion Code: Successful Completion
- Case Notes: [Add a new Case Note | Show Filter Criteria]

ID	Create Date	Subject	Action
No data found.			

Program Closure Information Screen