United Way of Southeastern Pennsylvania Adult Literacy Baseline Standards

Agency Summary Sheet: PROGRAM YEAR

AGENCY NAME – # of 24 standards in compliance
DIRECTOR NAME, President/CEO
CONTACT NAME, AGENCY NAME contact person

This summary sheet lists, under each section, a summary of where AGENCY NAME is at in the compliance process with each of the 24 standards. You will see what still needs to happen, what documentation was provided as evidence and verified by the Program Standards Coordinator, and whether the standard is in compliance or not.

Section 1: Customer Results and Program Accountability

- ***Standard 1.1 – Demonstrating learners' goals and progress***
  AGENCY NAME needs to demonstrate how their learner goals and progress are documented in student folders and standardize this process across all of their programs.

- ***Standard 1.2 – Tracking and demonstrating learners' educational goal attainment***
  AGENCY NAME needs to provide further information on tracking goals and demonstrating learner's educational goal attainment through their e-Data system.

- ***Standard 1.3 – Articulating program outcome targets***
  AGENCY NAME provided information on their outcome targets for 2007-2008 through their ABLE grant, so this standard is in compliance.

- ***Standard 1.4 – Maintaining an information management system to report outcomes***
  AGENCY NAME provided sample reports from its information management system in addition to their e-Data information of student reports, sample tracking forms, and e-Data reports, so this standard is in compliance.

- ***Standard 1.5 – Measuring customer satisfaction***
  AGENCY NAME needs to provide a sample of their client satisfaction survey. They need to clarify when the survey is done and what is done with the survey results.

Section 2: Instructional System

- ***Standard 2.1 – Training practitioners to use approved assessments for valid results***
  AGENCY NAME provided documentation demonstrating training their staff attended to administer the approved assessment (CASAS, TABE), so this standard is in compliance.

- ***Standard 2.2 – Reporting on using approved assessments***
  AGENCY NAME provided information on this from the e-Data system to demonstrate use of the approved assessments, percentages of pre- and post-testing, so this standard is in compliance.

- ***Standard 2.3 – Timing of assessments, sharing results, utilizing results for placement, updating instruction***
  AGENCY NAME needs to clarify the description on how the results are used to update instruction through their use of formal and informal assessment tools.

- ***Standard 2.4 – sample ILP, reviewing and updating individual learning plans (ILP)***

AGENCY NAME needs to provide a sample classroom plan and/or individual learning plan. They need to clarify their description of how the classroom plans and individual learning plans are used.

- ***Standard 2.5 – Program rationale and methods to determine class schedules and hours of operation***
  AGENCY NAME provided a description of their program rationale and evidence of their achievement with student retention hours, so this standard is in compliance.

- ***Standard 2.6 – Sample curriculum***
  AGENCY NAME needs to provide a sample curriculum, which will be developed with the use of the technical assistance funds.

- ***Standard 2.7 – Description of how curriculum is developed***
  AGENCY NAME needs to provide a description of how the curriculum was developed and materials chosen.

- ***Standard 2.8 – Description of research-based instructional practices, technology, and multiple delivery systems to meet learners' needs***
  AGENCY NAME provided a narrative description on use instructional practices, information on the use of technology, and multiple delivery systems, so this standard is in compliance.

Section 3: Leadership and Continuous Improvement

- ***Standard 3.1 – Planning document and/or description of the planning process***
  AGENCY NAME provided information on the planning process and included the appropriate documentation in support, so this standard is in compliance.

- ***Standard 3.2 – Sample staff and volunteer appraisal form***
  AGENCY NAME provided sample appraisal forms, but still need to provide more information on how the PA Teacher and Administrator Competencies are incorporated in their appraisal process.

- ***Standard 3.3 – Sample staff and volunteer job description***
  AGENCY NAME provided job descriptions for all staff except for 3 positions with specific hours of annual professional development and language regarding fulfilling funder training requirements within the established timeframe. AGENCY NAME needs to provide a volunteer job description and update the 3 job descriptions not updated.

Section 4: Professional Development

- ***Standard 4.1 – Policy regarding volunteer training requirements***
  AGENCY NAME utilizes volunteers as classroom assistants. They need to verify all volunteers' roles and clarify tutor training attendance.

- ***Standard 4.2 – Policy regarding staff (teacher) training requirements***
  AGENCY NAME incorporated this training requirement in the appropriate job description, but need to formalize a specific policy regarding meeting this standard.

- ***Standard 4.3 – Policy regarding administrator training requirements***
  AGENCY NAME incorporated this training requirement in the appropriate job description, but need to formalize a specific policy regarding meeting this standard. Actual administrators are in compliance with this standard because of the substitution of experience.

- ***Standard 4.4 – Documents explaining use of PA Adult Teacher and Administrator Competencies***
  AGENCY NAME needs to provide a clearer description of how the PA Adult Teacher and Administrator Competencies are utilized in conjunction with staff appraisal process through self-assessment once the performance review process is finalized.

- ***Standard 4.5 – Policy regarding staff requirements for continuing professional development***
  AGENCY NAME provided this policy by stating the hours required annually and providing sample agendas and training materials. They also provided information regarding professional development opportunities on- and off-site. They still need to include specifics around fulfilling the funder requirements for the core trainings within their PD policy.

Section 5: Community Interaction and Outreach

- ***Standard 5.1 – Description of program's methods to recruit students***
  AGENCY NAME submitted a description about their student recruitment methods, so this standard is in compliance.

- ***Standard 5.2 – Schedule of classes; description of program's methods to identify and provide supports to overcome barriers***
  AGENCY NAME provided a description of methods to overcome barriers and a list of their classes, location, and times in their ABLE 2008-2009 narrative, so this standard is in compliance.

- ***Standard 5.3 – Description and documentation of program's methods to recruit and manage volunteers***
  AGENCY NAME provided a description on methods of recruiting volunteers, but needs to formalize methods of managing volunteers further.