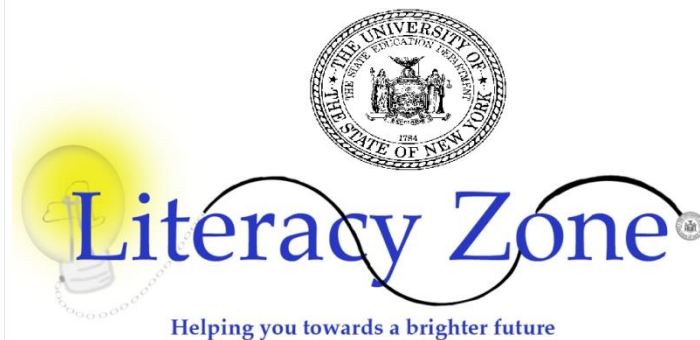


Literacy Zone

Data Collection & Reporting

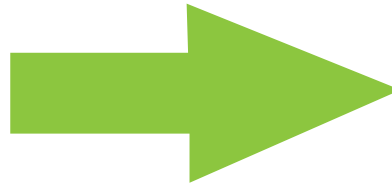
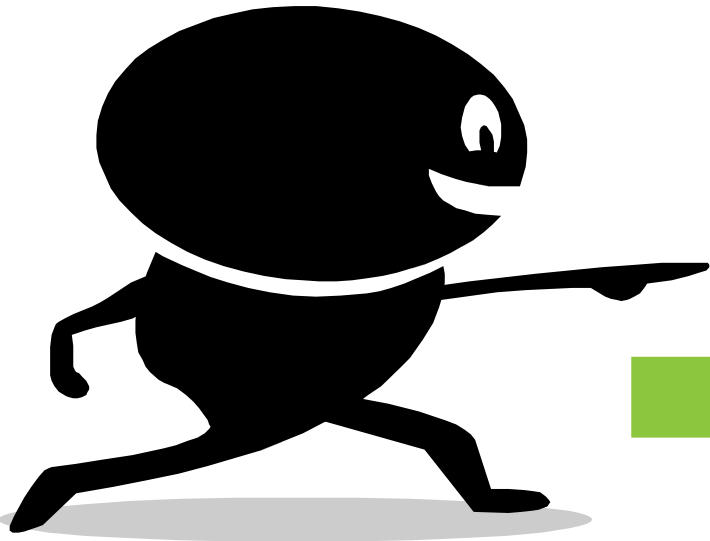


Rosemary Matt
Director of Accountability

Today's Agenda:

- **Proposals**
- **Importance of Correct Funding Source**
- **Family Welcome Center; Satellite Sites**
- **Instructional Offerings (LZ Classes)**
- **Non-Instructional Offerings (Case Management)**
- **Partner Agencies**
- **LZ Outcomes Customization**
- **Literacy Zone Management Reports**

Follow Your Proposal

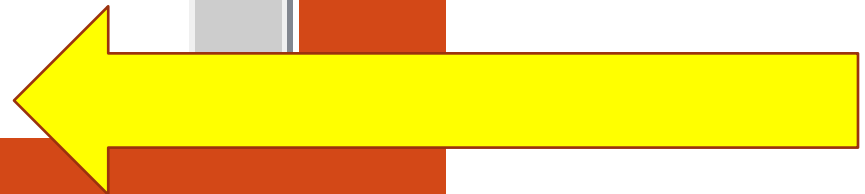


Correct Funding Source

New Funding Source

FSID	Amount	Begin Date	End Date	Contract/Grant#	Purpose
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

~~Literacy Zone Round 2~~
~~Literacy Zone - WIA~~
~~Literacy Zone WEP~~
LZ WEP/WIA 2013-2018



Sites

Family Welcome Center

Listed as an individual site in ASISTS with LZ funding code

Adding LZ Sites in ASISTS

Program Information	▶	Student Information	▶	I
Agency Information	▶	Edit Agency Information		
Personnel Information	▶	Add Agency Site Information		
Instructional Offering	▶	Edit Agency Site Information		
Staff Development	▶	Add Literacy Zone Partner Information		
EPE Amend Log	▶	Edit Literacy Zone Partner Information		

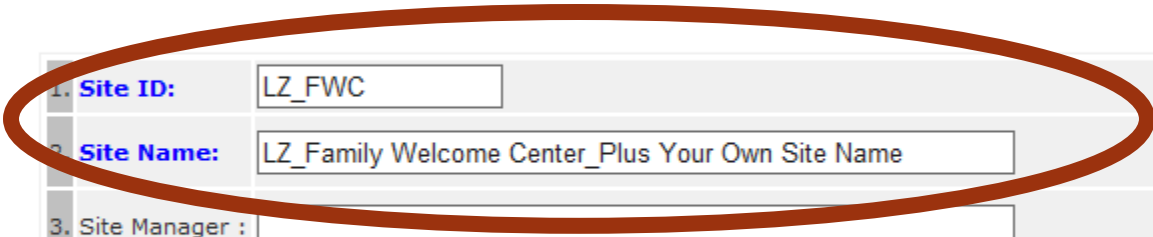


The Family Welcome Center must be coded for easy identification among all other sites in ASISTS

Agency Information

Agency Site Information

Agency:



1. Site ID:	<input type="text" value="LZ_FWC"/>	10. Community School District:	<input type="text"/>
2. Site Name:	<input type="text" value="LZ_Family Welcome Center_Plus Your Own Site Name"/>	11. Community Planning District:	<input type="text"/>
3. Site Manager :	<input type="text"/>	12. Congressional District:	<input type="text"/>
4. Address:	<input type="text"/>	13. Assembly District:	<input type="text"/>
5. City:	<input type="text"/>	6. State:	<input type="text" value="v"/>
		7. Zip:	<input type="text" value="___-___"/>
8. County:	<input type="text" value="v"/>	14. Senatorial District:	<input type="text"/>
9. Telephone:	<input type="text" value="() ___-___"/>		

Sites

Any Satellite Sites

Only list those as indicated in
your LZ proposal

Permission needed by NYSED
for any changes

Adding LZ Satellite Sites in ASISTS

Program Information	▶	Student Information	▶	I
Agency Information	▶	Edit Agency Information		
Personnel Information	▶	Add Agency Site Information		
Instructional Offering	▶	Edit Agency Site Information		
Staff Development	▶	Add Literacy Zone Partner Information		
EPE Amend Log	▶	Edit Literacy Zone Partner Information		



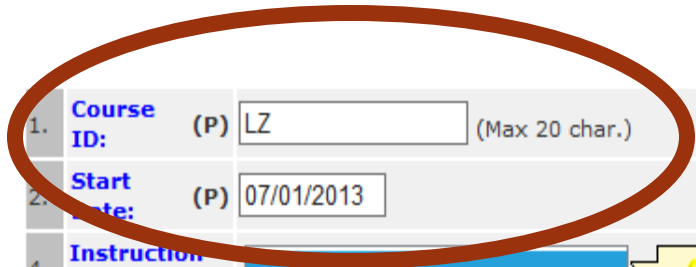
Satellite Sites should also be easily identifiable in ASISTS

Agency

1. Site ID:	<input type="text" value="LZ_S"/>	10. Community School District:	<input type="text"/>
2. Site Name:	<input type="text" value="LZ_Satellite_Plus Your Own Site Name"/>	11. Community Planning District:	<input type="text"/>
3. Site Manager:	<input type="text"/>	12. Congressional District:	<input type="text"/>
4. Address:	<input type="text"/>	13. Assembly District:	<input type="text"/>
5. City:	<input type="text"/>	6. State:	<input type="text" value="v"/>
		7. Zip:	<input type="text" value="___-___"/>
8. County:	<input type="text" value="v"/>	14. Senatorial District:	<input type="text"/>
9. Telephone:	<input type="text" value="() ___-___"/>		


Adding LZ Instructional and non-Instructional Offering

Program Information	▶	Student Information
Agency Information	▶	
Personnel Information	▶	
Instructional Offering	▶	Add Instructional Offering
Staff Development	▶	Edit Instructional Offering



1. Course ID: (P)	<input type="text" value="LZ"/> (Max 20 char.)	(P) = Fields required for the NYSED Program Information Form
2. Start Date: (P)	<input type="text" value="07/01/2013"/>	
3. End Date: (P)	<input type="text" value="06/30/2014"/>	
4. Instruction Type:	<input type="text"/>	
6. Level:	<input type="text"/>	
8. Lowest Level	<input type="text"/>	
10. CAI:	<input type="text"/>	
12. Hours/Session:	<input type="text"/>	
14. Hours/Week:	<input type="text"/>	
16. Format:	<input type="text"/>	
7. Sessions:	<input type="text"/>	
9. Meet Time:	<input type="text"/>	
11. Site: (P)	<input type="text"/>	
13. Seats:	<input type="text"/>	
15. Room:	<input type="text"/>	

Help

 *Instruction Type is required.

Projected Service

Adding LZ Instructional and non-Instructional Offering

Each Literacy Zone Instructional Offering must be coded with the LZ tag, that leaves 18 characters for your own customization


1. Course ID: (P) LZ (Max 20 char.)

2. Start Date: (P) 07/01/2013

3. End Date: (P) 06/30/2014

(P) = Fields required

4. Instruction Type:
- BE BE (NRS and/or EPE)
 - 6. Level: BN BENL
 - 8. Lowest Level: CL Computer Lab (EPE)
 - CLS Career & Life Skills (EPE)
 - 10. CAI: CTS Citizenship (EPE)
 - EB ESOL-B (NRS)
 - 12. Hours/Session: ES ESOL (NRS and/or EPE)
 - GE GED (NRS and/or EPE)
 - 14. Hours/Week: H HSE (NRS and/or EPE)
 - MA MATH (NRS and/or EPE)
 - 16. Format: NI Non-Instructional
 - O Other (EPE)
- Projected Service

 *Instruction Type is required.

Help

Adding LZ Instructional Offerings

Instructional Type

1. Course ID:	(P)	<input type="text" value="LZ"/>	(Max 20 char.)
2. Start Date:	(P)	<input type="text" value="07/01/2013"/>	
4. Instruction Type:		BE BE (NRS and/or EPE) BN BENL CL Computer Lab (EPE) CLS Career & Life Skills (EPE) CTS Citizenship (EPE) EB ESOL-B (NRS) ES ESOL (NRS and/or EPE) GE GED (NRS and/or EPE) H HSE (NRS and/or EPE) MA MATH (NRS and/or EPE) NI Non-Instructional O Other (EPE)	
6. Level:			
8. Lowest Level			
10. CAI:			
12. Hours/Session:			
14. Hours/Week:			
16. Format:			
Projected Service			

All literacy classes taking place within the Literacy Zone should have either BE, ES or GE/H coding

All vocational classes taking place with the Literacy Zone should have O coding

Adding LZ NON-Instructional Offerings

Instructional Type

1. Course ID:	(P)	<input type="text" value="LZ"/>	(Max 20 char.)
2. Start Date:	(P)	<input type="text" value="07/01/2013"/>	
4. Instruction Type:		<ul style="list-style-type: none">BE BE (NRS and/or EPE)BN BENLCL Computer Lab (EPE)CLS Career & Life Skills (EPE)CTS Citizenship (EPE)EB ESOL-B (NRS)ES ESOL (NRS and/or EPE)GE GED (NRS and/or EPE)H HSE (NRS and/or EPE)MA MATH (NRS and/or EPE)NI Non-InstructionalO Other (EPE)	
6. Level:			
8. Lowest Level			
10. CAI:			
12. Hours/Session:			
14. Hours/Week:			
16. Format:			
Projected Service			

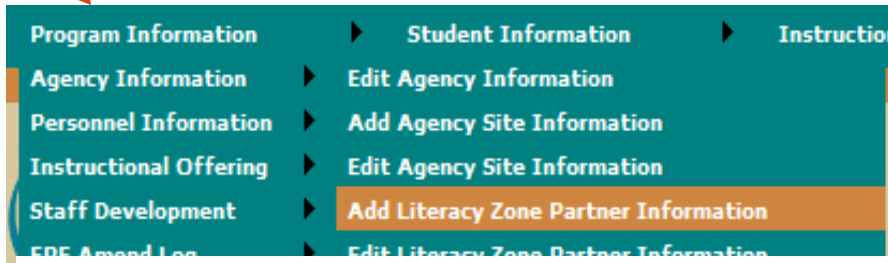
All Case Management must be recorded in NON-Instructional coded offerings

Case Management

Priority Partner Agencies:

- Each Literacy Zone identified partner agencies in their proposals
- Those partner agencies now must be recorded in ASISTS
- If new partner agencies are added, that information should be shared with NYSED Regional Liaison before entering into ASIST

Adding LZ Partner Agencies



Program Information ▶ Student Information ▶ Instruction

Agency Information ▶ Edit Agency Information

Personnel Information ▶ Add Agency Site Information

Instructional Offering ▶ Edit Agency Site Information

Staff Development ▶ **Add Literacy Zone Partner Information**

FPE Amend Log ▶ Edit Literacy Zone Partner Information

[Agency Information](#) [Agency Site Information](#) [Literacy Zone Partner Information](#)

Agency:

1.	Partner ID:	<input type="text" value="This value will be autogenerated"/>
2.	Partner Name:	<input type="text" value="Resource Center for Independent Living"/>
3.	Partner Manager :	<input type="text"/>
4.	Address:	<input type="text"/>
5.	City:	<input type="text"/>
6.	State:	<input type="text"/>
8.	County:	<input type="text"/>
9.	Telephone:	<input type="text" value="() -"/>

All Partner Agencies must be recorded in ASISTS so referrals can be documented

Adding LZ Goal Information

- Program Information
- Student Information
- Instruction
- Agency Information
- Personnel Information
- Instructional Offering
- Staff Development
- EPE Amend Log
- Add/Edit Literacy Zone Agency Goal Information



Edit Literacy Zone Additional Outcome

Category	Description	
Workforce Readiness	Completion of resume and cover letter	Delete
Health Literacy	Attended Literacy Zone community presentation(s)	Delete
Financial Literacy	Attended Literacy Zone community curriculum presentation(s)	Delete
School Relations	Attended Literacy Zone community transition presentation(s)	Delete
Family Literacy	Attended Literacy Zone community presentation(s)	Delete
Functional Literacy	Attended Literacy Zone community awareness presentation(s)	Delete
Workforce Readiness	Apply/Enter training program with priority partner	Delete
Social Services	Access food/furniture/clothing	Delete

Each Zone must categorize the outcomes described in their LZ Proposal and then add each Outcome Descriptor in ASISTS

Category	Description
Health Literacy	
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Tracking Lit Zone Outcomes

[Contact Information](#)

[Goals & Outcomes](#)

[Assessments](#)

[Enrollment](#)

[History](#)

[Availability](#)

[Other Information](#)

[Student](#)>Goals & Outcomes

Name: **Davis, Andrew L.**

Status: **Returned After Exit**

Student ID: **EDUCORUM-1401271007**

Student Exit Date:

[1. NRS Goals & Outcomes](#)

[2. Other Goals & Outcomes](#)

[3. Literacy Zone Goals & Outcomes](#)

Add NRS Goals:

FY

GOAL

Insert

Cancel

Add NRS Outcomes:

FY

Outcome

Quarter

Survey Date

Outcome Date

Insert

Cancel

Record Outcomes for NRS and non-NRS Students

[1. NRS Goals & Outcomes](#)

[2. Other Goals & Outcomes](#)

[3. Literacy Zone Goals & Outcomes](#)

Literacy Zone Goals & Outcomes:

Category	Description	Fiscal Year	Met Goal	Referral Partner
<input type="text" value=""/>	<input type="text" value=""/>	2014 <input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>
				<input type="button" value="Insert"/> <input type="button" value="Cancel"/>

Outcomes Divided into 10 Categories

Literacy Zone Goals & Outcomes:

Category		Referral Partner
Health Literacy	Application of Child Health	
Financial Literacy		
Functional Literacy		
Family Literacy		
Community Outcomes		
School Relations		
Social Services		
Workforce Readiness		
Legal Services		
Citizenship		

Insert

These 10 Categories are hard coded in ASISTS, they cannot be changed at this time

Literacy Zone Goals

Literacy Zone Goals & Outcomes:

Category	Description	Fiscal Year	Met Goal
Financial Literacy	Attended Literacy Zone community partner financial curriculum presentation(s)	2014	<input type="checkbox"/>
	Budget use of Earned Income Credit funds		
	Complete loan/credit application		
	Counted and used coins and cash as currency		
	Developed personal and/or family budget		
	Filed for Federal Earned Income Credit		
	Open a checking account		
	Open a savings account		

These descriptors are entered by each Literacy Zone in ASISTS

Literacy Zone Goals

[1. NRS Goals & Outcomes](#)

[2. Other Goals & Outcomes](#)

Literacy Zone Goals & Outcomes:

Category	Description	Fiscal Year	Met Goal	Referral Partner
<input type="text" value=""/>	<input type="text" value=""/>	2014 <input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>

The Partner Agencies were discussed earlier in the presentation. This is where the list will appear

Referral Partners are Customized for Every Literacy Zone

Category	Description	Fiscal Year	Met Goal	Referral Partner
<input type="text"/>	<input type="text"/>	2014	<input type="checkbox"/>	<ul style="list-style-type: none"> Americanization League: SCSD Americu Federal Credit Union ARISE Assumption Church Bright Path Counseling Center BTOP Catholic Charities Center for Community Alternatives Central New York Area Food Pantries CENTRO(Central NYREG Transport. Org) Chadwick Residence Child Care Solutions Christopher Community CNY Services CNYWorks Community Health Advocates Crouse Hospital/Urgent Care Dr. King School/Clothing and Pantry EBT Services EOC (Educational Opportunity Center) Fidelis Blue Cross/Blue Shield Food Bank of CNY Golden Gloves Northeast Community Center Greater Evangelical Church Healthy Families Healthy Start Hiscock Legal Aid Home Headquarters Housing Visions

- Program Information ▶ Student Information ▶ Instruction
- Agency Information ▶ Edit Agency Information
- Personnel Information ▶ Add Agency Site Information
- Instructional Offering ▶ Edit Agency Site Information
- Staff Development ▶ **Add Literacy Zone Partner Information**
- EPE Amend Log ▶ Edit Literacy Zone Partner Information
- Add/Edit Literacy Zone Agency Goal Information

Literacy Zone Goals

[1. NRS Goals & Outcomes](#)

[2. Other Goals & Outcomes](#)

Literacy Zone Goals & Outcomes:

Category	Description	Fiscal Year	Met Goal	Referral Partner
<input type="text"/>	<input type="text"/>	2014	<input type="checkbox"/>	<input type="text"/>

This box must be checked if/when the student achieves the goal

Lit Zone Reports in ASISTS

- Management Reports ▶
- Instructional Offering Roster
- Data Management
- Turnaround Reports
- GED Tools ▶
- Data Export ▶

Reports

procname

[Report](#) > Data Management Reports

Current Report :

LZ Outcome Report- Non NRS Students

> Current AgencyID: **SESD**
> Selected Report Category : **Data Management Reports**

Run Report

1. Select Fiscal Year:	2014 ▼	Select & Change Report
2. Prepare Data Management Report by:	Instructional Offering ▼	
3. Select Class other:		
		Program Information Form
		Program Hours Summary
		Duplicate Students
		Contact Hours Summary
		Literacy Zone Primary Outcome Report
		Student Contact Hours Report
		Student Exit Tool by Class
		Student Exit Tool by Student
		LZ Outcome Report - NRS Students
		LZ Outcome Report- Non NRS Students
		Monthly ADA Report
		Weekly ADA Report

LZ Outcome Report non-NRS Students

Literacy Zone Outcome Report (Not NRS Eligible)

Workforce Readiness

Fill out job application

	Name	Set Goal	Met Goal	Referral Partner
1	Freil, Wesley	N	Y	CNYWorks
2	Castro, Christopher	N	Y	SCSD
3	Craves, Marvin	N	Y	CNYWorks
4	Lee, Daequan	N	Y	CNYWorks
5	Liberate, Minani	N	Y	CNYWorks
6	Mills, Nathan	N	Y	CNYWorks
7	Robertson, Jahbarre	N	Y	CNYWorks
	Total	7	7	

Literacy Zone Performance Outcome Targets

Literacy Zone Performance Outcome Targets FY2013 – 2014

Literacy Zone Participant Outcome Category <i>Please Note: <u>These are mandatory categories for every Literacy Zone</u></i>	Examples of Student Outcomes Please Note: These are only examples of possible student outcomes, Applicants should alter this column to include those outcomes expected at <i>their</i> Literacy Zone. Outcomes should align with and include Partner Agencies.	<u>Applicant Targets (2013-14)</u> Number of Students Enrolled in Adult Education Programs Receiving Literacy Zone Services
Health Literacy	Successfully applied for health insurance Referred to health clinic Referred to eye clinic Developed healthy meal menu for family	80
Financial Literacy	Opened bank account Completed family budget Earned Income Credit Credit scores	50
Functional Literacy (including digital literacy)	Opened email account Navigate bus/subway system successfully Computer literacy skills attainment	134
Family Literacy	Parenting guides Read to children Head Start/Even Start Parent education classes	75
Community Outcomes	Participate in fund raisers Volunteer time Civic organizations	75
School Relations	Attend school meetings Access online school accounts for children's classes Meet with teachers/school officials Helping children with homework	100
Social Services	Apply for food benefits Apply for housing assistance Food banks	80
Workforce Readiness	Career pathways Career planning Resume preparation	50
Legal Services	Rental agreement review Financial support	20
Citizenship	Register to vote Participate in political support plans	30

LZ Students Served

NRS Report

- **51 Literacy Zones Funded in FY2014/2015**
- **Total # Students Served = 20,820**
- **Total # ABE Students Served = 10,399**
- **Total # ESL Students Served = 10,421**

Literacy Zone Outcomes FY 14/15

Health Literacy = 10,880



Financial Literacy = 7,389



Functional Literacy = 12,811



Family Literacy = 4,517



Community Resources = 7,136



School Relations = 7,755



Workforce = 11,182



Legal Assistance = 2,355



Citizenship = 3,320

Questions



Rosemary.Matt@cayuga-cc.edu