



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**Office of the State Superintendent of Education, Adult and Family Education  
(OSSE AFE)**

**Assess for Success: Supporting Adult Learners with Special Needs**

**How to Make an Assess for Success: Supporting Adult Learners with Special  
Needs Referral – For Eligible Providers**

**Standard Operating Procedures (SOP)**

**v.1.1**

**Referring Provider Responsibilities**

1. Administer to the adult learner the Learning Needs Screening, the Student Learning Information Questionnaire for English Language Learners, or another screening tool approved by OSSE. (OSSE AFE sub-grantees may complete the Learning Needs Screening and/or the Student Learning Information Questionnaire in the OSSE AFE management information system, Literacy Adult, Community and Education System - LACES or the DC Data Vault and print it out for inclusion in the adult learner's Assess for Success referral package.)
2. Complete the Assess for Success Referral Form.
3. Have the adult learner complete and sign the Assess for Success Release of Information Form.
4. In Box, upload the adult learner's:
  - a. Assess for Success Referral Form;
  - b. Learning Needs Screening or Student Learning Information Questionnaire; and
  - c. Assess for Success Release of Information Form.
5. If the adult learner is between the ages of 18 and 21 and determined to have a disability, the provider must inform the adult learner of Free and Appropriate Public Education (FAPE) with the Notification of your Educational Rights under the Individuals with Disabilities Education Act (IDEA) letter.

### **OSSE AFE Responsibilities**

1. Review the Assess for Success documents.
2. Approve (or deny) the District resident for Assess for Success services within five business days.
3. Upon approval:
  - a. Forward the Assess for Success documents to an Assess for Success vendor.
  - b. Provide the name and contact information of the Assess for Success vendor to the referring provider.

### **Assess for Success Vendor Responsibilities**

1. Reach out to schedule an assessment appointment with the adult learner within five business days.
2. Administer appropriate assessment(s) to the adult learner.
3. Share the assessment report with:
  - a. The adult learner who was referred;
  - b. Referring provider, **if** indicated in the adult learner's Release of Information Form;
  - c. Other agencies and/or service providers, **if** indicated in the adult learner's Release of Information Form; and/or
  - d. OSSE AFE by uploading the assessment report in Box.
4. Schedule and convene a feedback session with the adult learner to review the findings in the assessment report.

### **Reference Document(s)**

- Learning Needs Screening/Student Learning Information Questionnaire
- Assess for Success Referral Form
- Assess for Success Release of Information Form
- Free and Appropriate Public Education (FAPE) Power Point Slides
- Process Map - How to Make an Assess for Success: Supporting Adult Learners with Special Needs Referral - For Eligible Providers