



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Assess for Success: Supporting Adult Learners with Special Needs
Guidance for Referrals by Eligible Providers for Fiscal Year 2019-20
Effective December 11, 2019

The Office of the State Superintendent of Education (OSSE), Adult and Family Education (AFE) is pleased to announce the continued implementation of the “Assess for Success: Supporting Adult Learners with Special Needs” initiative in Fiscal Year 2019-20 (FY 2020). The Assess for Success initiative offers educational assessments and feedback/counseling sessions to review the assessment results to District residents with suspected learning disabilities and/or other special needs. Fiscal Year 2019-20 assessment services will be offered from December 11, 2019 through September 30, 2020. This document provides information about how to access these services.

The purpose of the Assess for Success initiative is to assist adult learners 18 years of age and older in acquiring the following: 1) Testing accommodations; 2) Service eligibility determination; 3) Program assignment; 4) Educational planning/accommodations; and 5) Employment training accommodations.

OSSE AFE has contracted with a licensed vendor(s) to offer adult learners in the District the following services: 1) Psychological Assessments; 2) Psycho-educational Assessments; and 3) Personality Assessments.

Prioritized access to assessment services will be based on the results of the Learning Needs Screening Tool, the Student Learning Information Questionnaire or another screening tool for English Language Learners that has been approved by OSSE AFE for use for this initiative.

Referral to the Department on Disability Services/Rehabilitation Services Administration (DDS/RSA)

One of the purposes of the Assess for Success initiative is to link adult learners who are found to have a disability through the assessment process to the [District’s Department on Disability Services and Rehabilitation Services Administration \(DDS/RSA\)](#) for additional support services, such as assistive technology, transportation stipends, and medical/dental care, to help facilitate their successful transition to employment, training, and/or postsecondary education. Based on OSSE Adult and Family Education’s partnership with DDS/RSA, the contracted vendor’s assessments will be recognized by DDS/RSA as evidence of the specified disability.

Referral Process

The referral process requires that each provider submit the following documents for each adult learner for whom the agency makes a referral.

1. FY 2020 Referral Form;
2. Learning Needs Screening Tool (also available in the OSSE AFE management information system, Literacy Adult, Community and Education System - LACES - and the DC Data Vault), Student Learning Information Questionnaire (also available in the DC Data Vault), or another screening tool for English Language Learners that has been approved by OSSE AFE for use for this initiative; and
3. FY 2020 Release of Information Form.

Please note that for FY 2020 all documents must be submitted via OSSE's secure data transfer system, Box.

Box is a streamlined data transfer tool with a user-friendly interface. A [Box Quick Reference Guide](#) is posted on the OSSE website as a resource. OSSE's Data, Assessment and Research division manages the username and password credentialing for Box. Each referring provider has a staff member with a username and password for Box. Login credentials for Box for this initiative were sent to the FY 2018-19 point of contact. If your organization has had a change in staff, or needs a different staff member to have Box login credentials, please contact OSSE.AFE@dc.gov or contact Stacey Downey at Stacey.Downey@dc.gov.

Please use Box to upload the required documents in the order presented above as one PDF file. One of the many advantages of Box is that it has email alerts in the system and users can update their settings to get email alerts when a document has been uploaded, downloaded or modified.

File Name Convention

- For OSSE AFE Sub-grantees: The file name should be as follows: A4S_LACES ID number plus the initials of the adult learner's first and last names.pdf (A4S is an abbreviation for Assess for Success.)
- For non-OSSE AFE Sub-grantees: A4S_plus the initials of the adult learner's first and last names.pdf

OSSE AFE has scheduled an **Assess for Success: Supporting Adult Learners with Special Needs webinar on December 16, 2019 from 1-2 p.m.** to walk through the FY 2019-20 Assess for Success referral process with eligible providers. Eligible providers (listed in the chart on the next page) can follow the instructions below to register for the webinar.

- Register for Assess for Success: Supporting Adult Learners with Special Needs FY 2019-20 on December 16, 2019 1 p.m. EST at:
<https://attendee.gotowebinar.com/register/7314668633000300555>
- After registering, you will receive a confirmation email containing details on how to join the webinar.

The webinar will be recorded and posted on the OSSE Adult and Family Education webpage at <https://osse.dc.gov/service/adult-education-instructors>.

The referral documents uploaded by the provider to Box will be reviewed by the OSSE AFE staff person assigned to support the agency in the Assess for Success referral process per the chart below. OSSE AFE staff will review referrals within five business days and apprise the referring agency of approval, denial or whether additional documentation was required. One reason that a referral would be denied is if the student is younger than 18 years of age or not a District resident. Once the authorization has been granted, the Assess for Success vendor will contact the adult learner who is being referred assessment services and the provider within five days to schedule an assessment appointment. Assessment(s) may be administered at the licensed provider site, the local program site, or a mutually agreed upon public location with conditions suitable for assessment. At this time, we have one vendor available for this initiative – the Center for Therapeutic Concepts and may add an additional vendor(s).

| <u>Name of Community-based Organization (CBO), Local Education Agency (LEA), or Partner Agency</u> | <u>Agency Type</u> | <u>OSSE AFE Team Member Contact Information</u> |
|---|---------------------------|---|
| Academy of Hope Adult Public Charter School | LEA | Nakia Lynch Nakia.Lynch@dc.gov (202) 741-5530 |
| Anacostia Community Outreach Center | CBO | |
| Byte Back, Inc. | CBO | |
| Catholic Charities of the Archdiocese of Washington | CBO | |
| Community College Preparatory Academy Public Charter School | LEA | |
| Congress Heights Community Training & Development Corporation | CBO | |
| Covenant House Washington | CBO | |
| DC Public Schools (Ballou STAY High School, Roosevelt STAY High School) | LEA | |
| Ethiopian Community Center | CBO | |
| Family Place Public Charter School | LEA | |
| | | |
| Briya Public Charter School | LEA | Tracy Richard Tracy.Richard@dc.gov (202) 741-5531 |
| Carlos Rosario International Public Charter School | LEA | |
| Four Walls Career and Technical Education Center | CBO | |
| Lt. Joseph P. Kennedy Institute | CBO | |
| Literacy Volunteers and Advocates | CBO | |
| Opportunities Industrialization Center (OIC-DC) | CBO | |
| Perry School | CBO | |
| Society for the Sacred Heart | CBO | |
| Southern Baptist Church | CBO | |
| YouthBuild Public Charter School | LEA | |
| | | |
| Latin American Youth Center (LAYC) | CBO | Cynthia Brown Cynthia.Brown2@dc.gov (202) 741-5532 |
| LAYC Career Academy Public Charter School | LEA | |
| Maya Angelou Public Charter School - Young Adult Learning Center | LEA | |
| Next Step Public Charter School | LEA | |
| So Others Might Eat, Center for Employment Training (SOME CET) | CBO | |
| Southeast Ministry | CBO | |
| Washington English Center | CBO | |
| Washington Literacy Center | CBO | |
| YWCA National Capital Area | CBO | |
| | | |
| Court Services and Offender Supervision Agency (CSOSA) | Partner Agency | Stacey Downey Stacey.Downey@dc.gov (202) 727-8446 |
| DC Department of Human Services (DHS) | Partner Agency | |
| DC Department of Employment Services (DOES) American Job Centers (AJCs) | Partner Agency | |
| DC Department on Disability Services/Rehabilitation Services Administration (DDS/RSA) | Partner Agency | |
| DC Public Library, Adult Literacy Resource Center (DCPL ALRC) | Partner Agency | |
| Southeast Welding Center, Inc. | CBO | |
| OSSE Youth Re-Engagement Center | Partner Agency | |
| University of the District of Columbia (UDC) | Partner Agency | |
| University of the District of Columbia – Community College (UDC–CC) | Partner Agency | |
| University of the District of Columbia – PATHS Program | Partner Agency | |
| Wheeler Creek Community Development Corporation | CBO | |

Feedback/Counseling Services

Based on feedback from adult learners, providers, and vendors, OSSE AFE is pleased to continue to offer a one-hour face-to-face feedback/counseling session for each learner who has been assessed. The purpose of this feedback/counseling session is for the adult learner and the licensed psychologist or clinician to review the assessment results. The licensed psychologist or clinician will provide a hard copy of the report to the adult learner at this session. While the adult learner's signature on the Release of Information Form facilitates the sharing of information to initiate assessment services, the adult learner may also authorize the sharing of his/her assessment report with the referring agency by completing the "Recipient" section(s) of the Release of Information Form. The adult learner may invite a friend, family member, case manager, teacher, agency staff member or another individual of his/her choice to the feedback/counseling session. Additionally, the vendors will assist adult learners in the completion of testing and/or other related accommodations request forms, if needed.

As a result of the feedback received from referring providers in previous years, we understand that it may be helpful to have an Assess for Success vendor conduct assessments and/or feedback/counseling sessions to adult learners at the vendor's site or at the provider's site. In order for services to be rendered at the provider site, the provider must be able to dedicate appropriate, private, well-lit, and ventilated space on the designated day(s) and time(s), per the adult learner's preference and the vendor's availability. Please note that some assessment appointments may take place over one or more days, depending on the student's needs.

In order for services to be rendered by the vendor, the referral must be approved by OSSE AFE. Providers cannot request services directly from a vendor without the submission of the required documentation that must be approved by OSSE AFE prior to the scheduling of services.

Follow-up Services for Customers Referred/Assessed in FY 2018-19

The Assess for Success vendors will be reaching out to adult learners who were assessed in FY 2019 to schedule appointments for a feedback/counseling session only, if needed. Adult learners who have not received a copy of their assessment report will receive one at the feedback/counseling session. The adult learner will need to authorize the release of the report by the vendor to the referring agency.

For those adult learners who were referred for assessment services in the previous fiscal year, but were not assessed due to the contract expiration date of September 30, 2019, the provider should contact the OSSE AFE monitor and submit a FY 2019-20 referral package.

Individuals with Disabilities Education Act (IDEA) and Free and Appropriate Public Education (FAPE) Implications

Adult Education DC Public Charter Schools

Adult education charter schools maintain the choice to not accept Individuals with Disabilities Education Act (IDEA) funding and, consequently, not offer FAPE and implement students' Individualized Education Plans (IEPs). Under IDEA, a child with a disability [34 CFR 300.8(a)(1)] means a child evaluated as having an "intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as "emotional disturbance"), an orthopedic impairment, autism, traumatic brain injury, another health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services."

If an adult education charter school does not accept IDEA funding, it is obligated to notify all students under the age of 22 identified with qualifying disabilities under IDEA (as indicated by a previous IDEA eligibility determination) and students under the age of 22 whose Assess for Success assessment results indicate the possibility of a qualifying disability under IDEA that it does not receive IDEA funding and, therefore, does not offer FAPE and implement IEPs. For students aged 18 to 21, OSSE AFE requires that this notice is provided by sending the letter “Notification of your Educational Rights under the Individuals with Disabilities Education Act (IDEA)” to the student. See Attachment A.

Students 18 to 21 years of age

Adult education charter schools shall inform students 18 to 21 years of age of his/her right to be referred for an evaluation to determine eligibility under the IDEA. The adult education charter school must notify the student of his or her right to be referred to DCPS, but these students may decline to be referred for evaluation. (See Attachment A.) A referral to the student’s DCPS neighborhood high school for evaluation to determine eligibility under the IDEA does not require that the student un-enroll from their current school.

Students under the age of 18

It is important to note that students must be 18 years of age or older to receive services via the Assess for Success Initiative. Therefore, adult education charter schools are **required** to refer students under the age of 18 to DCPS for evaluation. A referral to the student’s DCPS neighborhood high school for evaluation to determine eligibility under the IDEA does not require that the student un-enroll from their current school.

Professional Development

OSSE AFE offers webinars and/or face-to-face training on how to administer the Learning Needs Screening Tool and Student Learning Information Questionnaire for English Language Learners, and provides professional development on supporting adults with special needs during the program year.

Electronic Submission of Assess for Success Referrals – for OSSE AFE Providers Only

OSSE AFE has worked with LiteracyPro Systems, Inc. to build the Assess for Success referral option into the DC Data Vault to allow for automated referrals from all of OSSE’s adult education providers.

Please know that OSSE AFE will continue to reach out to key stakeholders – adult learners, adult education providers, partner agencies and the Assess for Success vendors – to strategize ways to enhance the implementation of this important Initiative. Feel free to contact Michelle Johnson, State Director for Adult and Family Education at OSSE or the OSSE AFE state staff member identified in the chart who is assigned to your organization if you have questions or need additional information. We look forward to working with you to better serve the District’s adult learners with learning disabilities and other special needs.

Sincerely,

Michelle Johnson

Michelle Johnson, State Director, Adult and Family Education