

## A. Intake and Orientation Procedures

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| <b>Consortium</b>          | Mille Lacs Band of Ojibwe ABE  |
| <b>Staff contact</b>       | Karen Pagnac   |
| <b>Date of last update</b> | May 7, 2023  |
| <b>Policy guidance</b>     | From Minnesota ABE Policies website ( <a href="http://www.mnabe.org/abe-law-policy/mn-abe-policies">www.mnabe.org/abe-law-policy/mn-abe-policies</a> ): <ul style="list-style-type: none"> <li>• Conditional Work Referral Policy</li> <li>• Eligible Student Policy</li> <li>• Eligible Content Policy</li> </ul> |

### **Introduction**

These procedures detail the local ABE consortium’s intake and orientation procedures that are used at all local sites. These procedures describe how the consortium is complying with Minnesota ABE policies through outlining:

- How **eligibility** is determined and verified for all enrolled students to ensure they are/have:
  - Age Eligible: Individuals are 17 years of age or older
  - Not in K-12 Education: Individuals are not enrolled or required to be enrolled in secondary school (high school) under state law,
  - Educational Need: Individuals meet at least one of the following:
    - Lack proficiency to speak, read or write the English language,
    - Lack a high school diploma or its recognized equivalent, and/or
    - Lack sufficient mastery of basic educational/ skills
  - Meeting additional local consortium or program requirements
- How students age 21 and younger are informed of their right to attend K-12, and the difference between the K-12 system and the ABE system
- What and how **student data** is gathered and how it is entered into SiD in a timely manner
- How the consortium conducts student **orientation** that provides students with essential information, policies and expectations
- How the consortium promotes a **goal-setting process**, starting at intake and on an ongoing basis, to articulate, set, and evaluate student educational, career and related life goals
- How the consortium manages the process of enrolling and placing individuals with **conditional work referrals**
- What **additional guidance** and procedures the ABE consortium has for local staff regarding contact hour tracking.

Aanjibimaadizing follows the state Eligible Student Policy which state that an individual is eligible for ABE programming as an official ABE student if he/she is:

1. At least 17 years of age; and
2. Not enrolled in K-12 instruction; and
3. Not required to be enrolled in K-12 instruction under state statute (see details below); and
4. Who qualify under one or more of the following conditions:
  - a. Are unable to speak, read or write the English language;
  - b. Do not have a high school diploma or its recognized equivalent, and have not achieved an equivalent level of education;
  - c. Lack sufficient mastery of basic educational skills to enable the individual to function effectively in society.

Individuals are not eligible for ABE services if they are enrolled in a public or private K-12 program – this includes public or private regular high schools, charter schools, area learning centers, and other alternative or high school programs.

Students who are enrolled in postsecondary institutions are eligible for ABE services if they meet the conditions above. Please note the individual cannot be dually enrolled in a K-12 program (e.g. postsecondary enrollment option (PSEO), concurrent enrollment, or an early/middle college program).

Minnesota State Statute 120A.22 details who must be enrolled in K-12 instruction.

### ***Aanjibimaadizing Intake Process***

All new clients must complete an application for services. This is available to complete online, or print at <https://aanji.org/homepage/apply/>. The documentation needed, at minimum, includes: (1) A signed and dated application; (2) Proof of residency in the service area; (3) Proof of Tribal Membership; (4) Selective Service Registration for males over the age of 18; and (5) and an Employability Development Plan (EDP) that is signed and dated. The completed application is sent to the Director of Case Management where it is assigned to a Case Manager.

The Case Manager then confirms eligibility and connects with the potential client to review their application, obtain additional documentation if needed, and compiles their Employability Development Plan (EDP). All adult clients that don't have a diploma have getting their GED (or equivalent) added as a goal. The Case Manager then sends a referral to the Instructional Staff.

Most often, the Case Manager introduces the client to the Instructional Staff that, but occasionally they may also set an appointment for them to meet that works for their schedule. Instructors provide an orientation that includes and overview of classroom services and expectations, reviews the [GED process](#), inquires further about their educational needs and barriers, gathers information to obtain transcripts and other documents and information as needed, and sets goals. These may include working with Aanjibimaadizing facilitators or other Mille Lacs Band Departments to ensure they are supported in the best way possible.

### ***Conditional Work Referrals***

The state ABE office encourages programs to collaborate and build partnerships with workforce development.

ABE programs can count the contact hours of students working on computer literacy curricula, citizenship or any other conditional content, if the student is currently participating in core content instruction. The Conditional Work Referral is for adults participating in the work-focused curricula

only, which means that the program can collect state and federal funding for those learners if the student meets the eligibility requirements noted below.

## Eligibility

In order to classify a referral as a Conditional Work Referral, the adult must meet all of the following criteria:

- A. Be at least 17 years old;
- B. Not be enrolled in public (K-12) school;
- C. Not have goals to improve core literacy (as defined in the Eligible Content Policy), including reading, writing, math, GED, ESL, etc.;
- D. Be receiving services from an employment service provider such as a CareerForce Center, prior to being referred to the ABE program;
- E. Be referred in writing by employment/MFIP counselors specifically for any one or more of the content areas noted in the “Eligible Content for Conditional Work Referral” section, below. (There is a recommended referral form posted on the Minnesota ABE web site here [http://www.mnabe.org/sites/default/files/conditional\\_work\\_referral\\_form\\_0.docx](http://www.mnabe.org/sites/default/files/conditional_work_referral_form_0.docx) .)

## Eligible Content

Programs serving Conditional Work Referral adults in ABE offer instruction in the following conditional content areas:

### Core Content:

Reading  
Writing  
Mathematics  
Speaking  
Listening  
ESL / ELL  
GED / H.S. Diploma

### Conditional Content:

Citizenship / Civics  
Basic Technology Skills  
H.S. Diploma / GED  
Employability Skills  
Health Literacy  
Study Skills  
Knowing How to Learn  
Creative Thinking/Problem Solving  
Personal, Group Effectiveness  
Financial Literacy

All students enrolled in state and federally funded ABE programs must be receiving instruction in at least one of the core content areas. Conditional content is supplemental to core content instruction. For example, students may receive instruction regarding computer skills ONLY if they are using the computer or software applications to assist them in learning the core content of writing (or one of the other core content areas).

## **Contact Hour Caps**

A Conditional Work Referral Adult can earn a maximum of 30 ABE contact hours per program year under this policy. Programs can only count contact hours for Conditional Work Referral Adults if the ABE-funded staff are providing instruction.

For funding purposes, an ABE consortium's Conditional Work Referral Adult contact hours cannot exceed 20% of the consortium's total ABE contact hours per program year. If the consortium's Conditional Work Referral Adults contact hours exceed 20% of the consortium's total ABE contact hours in a program year, their Conditional Work Referral Adult contact hours will be capped at 20% of the consortium's contact hours for funding.

A waiver on the 20% consortium cap may be obtained with approval by the state ABE office at the Minnesota Department of Education. ABE consortia that believe they may exceed the 20% cap should contact the state ABE office as soon as possible.

## **Pre- and Post- Testing**

While Conditional Work Referrals are not required to be pre- and post-tested with an approved assessment for NRS purposes, the Minnesota Department of Education encourages adult education programs to provide a pre-test, especially in reading, to provide an estimate of the individual's literacy level for the services provided. The student will not be counted in any of the NRS tables but will be counted on Table A for revenue generating (contact hour) purposes for state funding only. Conditional Work Referral adults do not generate federal funding.

If a student enrolls in an ABE program as a Conditional Work Referral Adult and later within the program year enrolls in a core content area (e.g. English Language Learning, GED or HiSET test preparation, math, reading, writing, etc.), all of their program time should be counted in the core program on the NRS tables.

## **Data Tracking**

Following Aanjibimaadizing protocols, all data must be entered into OneTribe and SiDs within 2 business days, with the goal to enter the same day whenever possible.

Initial applications are completed with an online application. When a paper application is submitted, this is entered into an online application. This and all other documentation are stored in a repository within Laserfiche. There is also a file room with hard files for each client.

When a participant comes in to the classroom to work, their classroom file is pulled or created. This is where information about classroom work that's in progress is stored, as well as miscellaneous items such as links, login info, and any notes to follow up with.

To ensure accuracy, a Sign In/Sign Out sheet is also used in each classroom each day. Instructors also keep a daily contact log. By comparing these two documents daily, they can verify the data. After verification, the data is entered into OneTribe and presumably SiDs, which we don't currently have access to. The client classroom file is returned after this.