

**Name of Grant Program:** Program and Staff Development Regional Support  
Centers for Adult Basic Education Programs and  
Providers

**Fund Code:** 667/343

**REQUIREMENTS OF MASSACHUSETTS ABE PROGRAM AND STAFF DEVELOPMENT  
PROVIDER SYSTEM**

**A. MINIMUM REQUIRED SERVICES AND RELATED STAFFING CAPACITY**

1. Provision of a **range of program and staff development services designed to improve teaching**, strengthen programs, and improve student outcomes in Adult Basic Education programs.
2. Provision of documentation of professional development participation, through:
  - the provision of **Professional Development Points (PDPs)** to participants for all eligible trainings (see Massachusetts *Guidelines for Professional Development Providers* at <http://www.doe.mass.edu/pd/providers.pdf>);
  - the provision of **Certificates of Competence** to participants who achieve the Learning Standards for certain designated trainings through approved assessment protocols; and
  - the provision of **Certificates of Completion** for certain required trainings.
3. **New Staff Orientation** (*required for staff new to Department-funded ABE*)
  - 15 hours, documented, approved by the Department, consistent across all regions
  - The New Staff Orientation provides staff new to working in a Department-funded Adult Basic Education program with an overview and introduction to ABE in general and specific to the Department's program, funding, and accountability requirements.
  - Each participant who completes the full 15-hour New Staff Orientation must receive a Certificate of Completion.
4. **Support to ACLS with providing an annual New Directors' Orientation** (*required for new directors in Department-funded ABE programs*)
  - Within 12 months of being hired, new directors must attend an Orientation for New Directors. The Department has developed such an orientation with which the Program and Staff Development System will be asked to assist.
5. **SMARTT and Cognos trainings and technical assistance**
  - Each Regional Program and Staff Development Center is required to hire and maintain a staff person who meets the following minimum qualifications: a Bachelor's Degree or equivalent experience; sound understanding of Windows operating environments; sound understanding of Local Area Networks; demonstrated interpersonal and communication skills; the ability to communicate technical information in writing and orally; a commitment to customer service; and knowledge of the Internet, word-processing, spreadsheet, and database principles. Additional preferred qualifications include: two years experience supporting microcomputers in a non-homogenous networked environment; intimate knowledge of Windows operating systems and TCP/IC protocol suite; experience with Ethernet and Network Interface Cards; experience setting up networked applications; experience working in an adult education environment, particularly involving teaching and support of Adult Basic Education students; and MCSE Certification. This person will be responsible for providing support and training to Adult Basic Education technology users within the assigned region and to the Regional Program and Staff Development Center itself.

**5. SMARTT and Cognos trainings and technical assistance - continued**

- Training in the use of Massachusetts' System for Managing Accountability and Results Through Technology (SMARTT Program Planning, Data Collection and Reporting) includes:
  - **SMARTT New User trainings** – 5 hours (*required for all Department-funded programs*)
  - **SMARTT Updates** – 2 hours
  - **Cognos trainings** – 2.5 hours
- Programs must initially send two staff members to required SMARTT trainings and must maintain a minimum of two staff proficient in the SMARTT system.
- Each participant who completes the trainings must receive a Certificate of Completion
- All SMARTT trainings must be documented; content and design approved by the Department.

**6. Assessment trainings and technical assistance**

- Each Regional Program and Staff Development Center is required to hire and maintain a staff person who is qualified to provide support and training to Adult Basic Education programs, directors, and assessors in the following areas: key concepts related to standardized assessment of student progress; administration and scoring of Massachusetts' mandated assessments; the development of curriculum aligned with the Massachusetts ABE Curriculum Frameworks; and options for placement and other assessments.
- Assessment training includes:
  - **Basic assessment concepts** (optional for all levels of ABE practitioners); and
  - **Administration and Scoring of Massachusetts' mandated assessments** (*required of all Department-funded ABE programs*).
- All staff administering and scoring assessments must have successfully completed training to appropriately administer and score the state-required tests and have certificates on file at their program site.
- Participants who successfully meet defined learning objectives must receive Certification of Competence.
- As of November 2004, mandated assessments include: BEST Plus, REEP, and TABE; 4-6 hour training each.
- Also anticipated in FY2006 is a new ABE reading and mathematics test currently under development, to be aligned with the Massachusetts ABE Curriculum Frameworks; training will need to be developed for this test.
- All Assessment trainings must be documented; content and design must be approved by the Department.

**7. Facilitation of and Training in an Integrated Program Planning/Development and Staff Development Process, and Support for Program and Staff Development Facilitators**

- All Department-funded ABE programs must use a process that integrates program and staff development. For the purposes of this policy, the Department uses the following definitions. Program development is defined as “a systemic approach to assessing programmatic needs, defining and prioritizing goals for program improvement, developing a plan to meet those goals, and engaging in activities to meet those goals. The overall goal of program development is to improve program effectiveness in a way that enables programs to more effectively support learners in attaining literacy skills.” Staff development is “a systemic approach to assessing individual needs for professional development, defining and prioritizing goals, developing a plan to meet those learning goals, and engaging in learning activities to meet those goals.” Department policy recognizes that the full power and impact of these investments in program and staff development can best be achieved when the two are joined systematically.
- All Department-funded ABE programs must have a Program and Staff Development Facilitator who works to ensure that the program uses a planning process that links program development activities and staff development.
- The ABE Professional Development System will be responsible for promoting and assisting with the facilitation of an integrated program and staff development process in programs and providing related trainings and technical assistance, including training and support for Program and Staff Development Facilitators.

**8. Support for Programs with Action Plans**

- The Department monitors 20% of its funded programs annually.
- The Regional Professional Development Center will be required to participate in monitoring exit meetings and provide follow-up assistance to programs as needed and requested by the program and/or Department.

**9. Dissemination of Massachusetts *Guidelines for Effective Adult Basic Education*, the Massachusetts ABE Rates System, and the *Indicators of Program Quality*.**

- **Provision of training and technical assistance in ABE Program Design** (using the Massachusetts SMARTT data collection and reporting system)
  - This was originally designed as a four-day training; learning objectives, design, and assessment protocols to be re-negotiated with the Department.
  - Participants who successfully meet defined learning objectives must receive Certification of Competence.

10. **Provision of services to orient ABE programs and practitioners to and assist them in implementing Department policies related to:**
- a. Massachusetts *Guidelines for Effective Adult Basic Education*
  - b. Massachusetts ABE Rates System
  - c. Massachusetts *Indicators of ABE Program Quality*
  - d. Massachusetts SMARTT System
  - e. Assessment of Student Progress
  - f. Countable Outcomes/Goal-setting
  - g. Continuous Improvement
  - h. Massachusetts *Adult Basic Education Curriculum Frameworks* and the integration of technology in the classroom
  - i. Strategic Community Planning for ABE
  - j. Collaboration between Massachusetts Adult Basic Education and Workforce Development Systems (Each Regional Professional Development Center is required to identify a designated staff person who is qualified to provide information to Adult Basic Education programs and staff on Massachusetts Work Force Development system and to coordinate the provision of support and training in integrating ABE and WFD)
  - k. The Workforce Investment Act of 1998 and the National Reporting System for Adult Basic Education

**B. ADDITIONAL ESSENTIAL SERVICES**

1. Training and other support for new and experienced teachers and counselors/ADA Coordinators (see *Massachusetts Guidelines for Effective Adult Basic Education*, “Role and Responsibilities of the Educational Counselor/ADA Coordinator”)
2. Training and other support for new and experienced program directors
3. Training and other support for program and staff development facilitators (see *Massachusetts Guidelines for Effective Adult Basic Education*, “Program and Staff Development Facilitator”)
4. Support for the integration of adult basic education and work force development in the classroom and in the program
5. Training and support of technology coordinators in ABE programs
6. Training and other support for volunteer coordinators, including the development of a volunteer training curriculum for volunteer coordinators to implement in their programs
7. Opportunities to network and/or other support for community planners, technology coordinators, family literacy coordinators, and participatory health education facilitators

**C. MASSACHUSETTS ABE PROFESSIONAL DEVELOPMENT PROVIDERS MUST BE FULLY INFORMED AND EQUIPPED TO PROVIDE ASSISTANCE TO ABE PROGRAMS AND PRACTITIONERS IN ALL OF THE FOLLOWING AREAS**

1. Effective instructional practices and approaches to curriculum, particularly in the areas of: adult learning and development; ESOL; reading; writing; mathematics; and high school equivalency and alternative high school subjects
2. Effective organizational development and school improvement models
3. Generally recognized professional development quality indicators and standards
4. Current research relevant to the above areas
5. Massachusetts *Professional Standards for Adult Basic Education Teachers* (<http://www.doe.mass.edu/lawsregs/603cmr47/47.08.html>)
6. Massachusetts *Adult Basic Education Curriculum Frameworks* (<http://www.doe.mass.edu/acls/frameworks/>)
7. Massachusetts *Guidelines for Effective Adult Basic Education* (<http://www.doe.mass.edu/acls/abeguide.doc>)
8. The Massachusetts ABE Rates System (<http://www.doe.mass.edu/acls/abeguide.doc>) and ([http://www.doe.mass.edu/acls/smartt/planning/reference\\_06.pdf](http://www.doe.mass.edu/acls/smartt/planning/reference_06.pdf))
9. Massachusetts System for Managing Accountability and Results Through Technology (SMARTT), including its reporting capabilities through Cognos (<http://www.doe.mass.edu/acls/smartt/default.html>)
10. Department Adult and Community Learning Services *Assessment Policies and Procedures Manual* (<http://www.doe.mass.edu/acls/news/2004/assess/appm.doc> )
11. Department Adult and Community Learning Services *Countable Outcomes Manual* ([http://www.doe.mass.edu/acls/pawg/co\\_manual.html](http://www.doe.mass.edu/acls/pawg/co_manual.html))
12. *Massachusetts Indicators of Adult Basic Education Program Quality* (<http://www.doe.mass.edu/acls/rfp/indicators.html>)
13. Massachusetts *Guidelines for Professional Development Providers* (<http://www.doe.mass.edu/pd/providers.pdf>)
14. The *Workforce Investment Act of 1998* (<http://www.doleta.gov/regs/statutes/wialaw.txt>)
15. National Reporting System requirements (<http://www.nrsweb.org/>) and related Massachusetts policies and procedures on assessment, student goal setting, and follow-up (countable outcomes), including data matching. (<http://www.doe.mass.edu/acls/abeguide.doc>)
16. The Americans with Disabilities Act (<http://www.usdoj.gov/crt/ada/statute.html>)
17. Massachusetts Workforce Development system and the benefits and challenges to integrating ABE and WFD (<http://www.mass.gov/dlwd/>) and (<http://www.detma.org/WSCarecenters.htm>) and (<http://www.commcorp.org/>)
18. Massachusetts Community Planning requirements (see *Massachusetts Guidelines for Effective Adult Basic Education*, "Community Planning")