

## Memorandum

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To: Superintendents/CEOs of Aspire, Adult Workforce Readiness Education Programs  
From: Donna Albanese, State Aspire Director  
Date: January 27, 2020  
Subject: FY 2019 Local Aspire Program Desk Review

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The Aspire Adult Workforce Readiness Education Program, under the Chancellor of the Ohio Department of Higher Education, is required by law to show progress toward continuously improving performance. In addition, each year the Chancellor must describe how the Aspire Program evaluates the effectiveness of the adult education and literacy activities based on the performance measures described in Title II of the Workforce Innovation and Opportunity Act (WIOA). The Desk Review is one means of measuring local program performance.

The uses of the Aspire Desk Review are:

- Accountability - meet performance goals and demonstrate state/local program achievement
- Program improvement – establish a system for assisting programs in their continuous improvement
- Information/advocacy for program - share key information with internal/external stakeholders and assist in overall planning

The FY 2019 Desk Review indicates the status of a local program by using data for Measurable Skill Gain and Other Performance Measures. Based on this information, programs are placed into one of three tiers for overall performance. Programs with overall performance ranging from 71-100% are in the Top Tier; programs ranging from 53-70% are in the Middle Tier; programs ranging from 0-50% are in the Bottom Tier. If a program remains in the Bottom Tier for more than two consecutive years, the funding level of the program may be affected.

The FY 2019 [Desk Review Guidance](#) document describes the measures in detail. Please discuss the FY 2019 Desk Review with your Aspire administrator and other staff as necessary to review the areas of achievement and improvement. If you have any questions about the results, please contact your Aspire regional program manager whose contact information is included in the report.

Thank you for the support you provide to the adults in your community and helping them transition to postsecondary education and employment.