Updates
June 22, 2020

With the upcoming new fiscal year comes updated policies and forms, including Student Forms. They are all posted on the ODHE Aspire website.

Assessment Policy
Updates in the Assessment Policy are noted in red. Please read through the policy and share it with your staff. Main changes include:

- Due to the impact of COVID-19, the most current student test scores in ABLELink that were administered between January 1, 2020, and June 30, 2020, may be rolled forward and reported in ABLELink as an initial test for the new fiscal year.
- Best Literacy and CASAS Reading have been removed as approved ESL tests for NRS reporting
- Added Appendices E: Remote Testing Guidance and F: Remote Testing Assessment Chart

Important Due Dates
June 30 - Personal Confidentiality Statement (PCS) – The completed PCS form must be received in the Aspire office by June 30 each year to obtain access to ABLELink July 1. The individual requesting access to ABLELink on the PCS form may not be the same person who authorizes access. For example, an Aspire director may sign for data entry staff, but the director may not sign for his/her own access. The Aspire director’s supervisor or a higher-level individual in the organization, such as the CFO, CEO, or college president, must approve the director’s access.

** We understand that getting a written signature and scanning the document to us may be a barrier for individuals without access to a printer/scanner. Per ODHE legal counsel, you may use Adobe e-signature, or you may add /s/ before your typed name and that stands as your signature. For example, on the signature line of the PCS, /s/ Jane Smith, suffices as a signature. It’s that easy.

July 31 - Final data pull for the FY 2020 APR

August 31 - This date was moved up last year from our traditional September 30 due date in order to meet our federal reporting timeline of October 1. Required Documents Due August 31 include:

- FY 20 Schedule A: Part 1 - Local Funds, Part 2 - Local In-Kind Contributions, Part 3 - Career and Training Services (NEW). We know this
is a lot of reporting requirements and have to streamlined the forms by eliminating the Local Funds Budget Grid and only requiring an electronic signature.

- **FY 20 Corrections FER**, if applicable
- **FY 20 Data Certification Checklist** – You are certifying your FY20 data. Last year you had to complete the entire Data Checklist in Qualtrics because the previous year’s data you were certifying (FY19) was the new grant cycle. Christy sent back your Qualtrics responses in a Word document to you last year. Now that you are certifying your year 2 data of the grant cycle, send in the revised Data Certification Checklist Word document. Please make revisions in a different color font so the program manager can easily see where the updates were made. If there are no changes, change the dates on the certification to 2020 (page 2 of the Word document) and include that no changes were needed when submitting. If you need a copy of the FY19 Data Certification Word document, please contact your program manager.

**Submission and Certification**

The director of adult education or program administrator of the agency must complete the checklist and submit it in Qualtrics no later than **August 31, 2020 at 5:00 PM**. The regional Aspire program manager will approve the checklist in the FY 2020 Comprehensive Continuous Improvement Plan (CCIP) Log.

- **FY 21 PICP**

Submit all documents to aspiregrants@highered.ohio.gov

**ABLELink Clean Up**

With this fiscal year getting turned upside down, you can prepare now for the data pull in July by making sure all of your student demographic information is accurately reported in ABLELink. This includes: birth date, age, gender, race, ethnicity, employment status along with other student statuses and barriers to employment. We have been underreporting Barriers to Employment the last two years and it’s hard to justify on federal reports that we are serving “those most in need” if we are not reporting the barriers. Students are to self-report Barriers to Employment on the student registration form. Also, please make sure all attendance is reported and properly assigned to classes. If you have any questions, contact your program manager for assistance.