

Frequently Asked Questions for Kentucky Adult Education Managed Program Opportunity

Question: In the Managed Program Application it is mentioned that all sites must participate--does that include the jails?

Answer: Yes, jails are considered a site and must be managed.

Question: What are the incentives?

Answer: Applications that are approved will be exempt from the enrollment component of the new Performance and Accountability Model for fiscal year 2009-10. In other words, programs not meeting their enrollment goal for fiscal year 2009-10 will not be placed on probation and fiscal year 2009-10 will not count towards contract termination. However, to be eligible for Program Performance Funding, counties must successfully achieve Proficient or Excellence in Enrollment and Excellence in Academic Performance for fiscal year 2009-10. Note for the purposes of this application process, the definition of counties eligible for Program Performance Funding has been slightly modified to include programs performing in "Proficient" for enrollment. Student Performance funding requirements will remain the same for fiscal year 2009-10.

Question: Is the Managed Program Application optional?

Answer: Yes, this opportunity to fully design a managed program in your county is optional.

Question: When I download the data from AERIN into an Excel file, students with less than 12 hours are in the file, should I delete these students from the Excel?

Answer: Yes, delete the students from the Excel file. The data analysis questions should be answered using data for students with 12 or more hours. Deleting the students from the Excel file will not delete the students from AERIN.

Question: On page 5, if I do not have any satellite sites, do I list the total number of students in my program?

Answer: Yes, list the name of your site and answer the questions for your entire program.

Question: On page 8, the data analysis question states "overall retention" in two places. Is retention the same as academic performance?

Answer: Yes, retention and academic performance are used interchangeably in this section.

Question: Will managed enrollment be mandatory in the 2010-2011 fiscal year?

Answer: The managed program application is voluntary. Many states have moved to managed classes in the past several years and this continues to be a trend in adult education. Several states are now completely managed.

Question: We have never had a waiting list and currently when a student calls we give them three options to come in to register and that is going well, but it is the students who do not call, just show up at our center that we have to turn away. I guess my fear, and everyone else's is that person may or may not return.

Answer: You do not have to schedule the intake process. I would not "turn" the student away. Go ahead and collect the intake information from the student. Sign the student up for orientation and assessment. If you have a brochure or other handout explaining your services this would be a good time to give this material to the student. If the student has missed the beginning of class, the student can start in the Learning Lab.

Question: How does PLATO come into play?

Answer: PLATO or ITTS could be integrated into the curriculum and used in the classroom or used during the Learning Lab.

Question: Right now our adult basic education (ABE) center is open 40 hours a week but our English as a Second Language (ESL) program only has classes for 4 hours a week. How will that work?

Answer: The 10 hours for Learning/Open Lab is for the entire program regardless of how you structure ABE or ESL classes.

Question: If we choose not to do this, are we still entitled to performance funding if we meet our goals?

Answer: If you choose not to apply, then in order to receive Program or Student Performance for next fiscal year you must meet the requirements listed in the [Performance Model](#).

Question: How do you all want this, electronic or other?

Answer: Submit completed application to Marilyn Lyons by June 1, 2009.

Option (1) Marilyn.Lyons@ky.gov

Option (2) 1024 Capital Center Drive Suite 250
Frankfort, KY 40601

Question: You mention in the first section of the application that a "managed program is defined as providing intake and orientation, assessment, learning lab and classroom instruction at scheduled times for a specific duration on specific days at all sites for the entire fiscal year". Does that mean that we must provide orientation and assessment at our satellite site?

Answer: No, you do not have to offer orientation and assessment at each of your satellite sites.

Question: You mention in the Managed Program Design section of the application that you would like us to include lesson plans. Would you like all the lesson plans that have been created for every class, or would you prefer a sample of a few of the lesson plans from each of the classes, or just one example of the type of lesson plan the instructors will be using?

Answer: A good cross sample of the lesson plans you have created for the various classes you plan to offer will suffice.

Question: Will there be a required number of hours that we have to have managed classes each day? Could we have managed classes in the mornings and open lab with one-on-one tutoring in the afternoons?

Answer: All classes are required to be managed during hours of operation. The Learning/Open Lab can include a combination of times and days during the week and are limited to 10 hours per week.

Question: Are the Managed Program Application materials posted on KYAE's Web site?

Answer: Yes, the application materials can be found on the KYAE Web site by [clicking here](#).

Question: Do you have any resources for creating lesson plans or syllabi?

Answer: Below are links to several Web sites that provide information and/or templates on how to create lesson plans:

- [Ed Online Adult Education Lesson Plans](#)
- [Teaching Tips Index: Preparing a Lesson Plan](#)
- [Florida GED 2002 Teachers' Lesson Bank](#)
- [REEP ESL Curriculum for Adults](#)
- [Syllabus Template](#)