

## **Ohio's Workforce System**

### **Instructional Documentation**

#### **Subject: Literacy and Numeracy Screen Changes**

**Date: September 29, 2011**

#### **Purpose:**

The Literacy and Numeracy screen has been enhanced to more accurately reflect gains in educational functional levels and to make the screen easier to view and use.

#### **Getting Started:**

Data entry into the screen is essentially the same as it has been in the past.

1. Select 'Assess Education' from the WIA drop down menu, and then click on the Literacy & Numeracy tab.
2. Select the green plus icon to add data for the Literacy & Numeracy screen.
3. Select a Test Name and corresponding Functional Area from the drop down arrows.
4. Enter a Test Score (scale scores for TABE).
5. Enter the date the test was given.

**Note:** The system will then calculate the Educational Functional Level and Grade Level Equivalency (grade level equivalencies are only available for TABE). These steps are the same currently done for Literacy & Numeracy screen.

#### **Changes:**

The correlate button has been removed from the screen. To correlate and save a record, the user must click on the save icon. In the past, clicking on the save or the correlate buttons performed the same function so the correlate button was removed for simplification.

**Note:** Only the most recent record in a Test record sequence (Same Test Name-Functional Area) can be edited or deleted to insure the validity of correlations. If a user needs to delete an earlier test or all tests of a sequence, they must start with the most recent test first and then delete the tests in date order.

## Changes continued:

Where most of the changes have taken place is how the information is displayed. The new version of this screen now only has two sections where the old version had three sections. The Test Record Correlation section was removed as it provided redundant information.

Oracle Developer Forms Runtime - Web  
 WMA Provider Staff Functions Reports LMI Administrative Help Window  
 Education Assessment - Literacy and Numeracy  
 Ohio 8838 1.56  
 Name: NUMERACY, LITERACY 01-SEP-2007  
 Education History Literacy and Numeracy

**Test Record**

Sort By: Test Name Filter By: All Assessment Year: All

Test Name	Functional Area	Test Score	Educational Functioning Level	Grade Level	Test Date
TABE 10 D Complete Battery	Total Math	440	Beginning Basic Education	3.9	09/01/2007
TABE 8 A Survey	Total Math	480	Low Intermediate Basic Education	5.2	08/17/2008

**Correlation**

Sort By: Test Type Assessment Year: All

Pre-Test / Baseline						Post Test						Gains	
Test Type	Functional Area	Test Date	Test Score	Educational Functioning Level	Grade Level	Test Goal	Test Score	Educational Functioning Level	Grade Level	Test Date	Gains	Year	
TABE	Total Math	09/01/2007	440	Beginning Basic Education	3.9	442	480	Low Intermediate Basic Education	5.2	08/17/2008	Y	1	

There are now two sections on the screen, Test Record and Correlation.

## Test Record Section:

The Test Record section contains all the data entered into the Literacy and Numeracy screen and looks similar to the old Test Record section. We have added the ability for users to **sort all the records** by: **Test Name, Test Date, Functional Area, or Test Score**.

## Added new filters:

We have also added two filters. Users will be able to filter the test records by: **Correlated, Non-Correlated, or All**, or the display can also be filtered by **Assessment Year**.

## **Correlation Section:**

The second section is the Correlations section. It will only display those records that have been correlated together to determine whether there was a gain in an Educational Functional Area. **Note:** Tests with the same test date will not be correlated.

## **Pre-Test or Baseline:**

The left side of this section will display information for the Pre-test or Baseline test that will be used to compare to the post test information to determine whether there is a gain.

The Pre-Test/Baseline section will display the same type of information that was entered in the Test Record section: **Test Type, Functional Area, Test Date, Test Score, Educational Functional Area,** and **Grade Level.**

**Note:** All of the TABE tests regardless of letter or number designation will be displayed as TABE in this section as all TABE tests in the same functional area and assessment year will be correlated regardless of level of difficulty or number.

## **Post-Test Section:**

The Pre-Test/Baseline and Post-Test sections are separated by the Test Score Goal column.

The Post-test section will display information for the Post-test that was used when the two records are correlated. It includes: **Test Score, Educational Functional Area,** and **Grade Level,** and **Test Date.**

**Note:** It does not contain the Test Type and Functional Area as it is assumed to be the same as the Pre-test/Baseline test as required for correlation of records. Only the latest post-test of the same test type and functional area in an assessment year will be displayed as that is what is used to determine whether there is a gain as outlined in TEGL 17-05.

## **Gains Section:**

The Gains section contains two columns: **Gains** and **Assessment Year.**

The Gain column displays whether the result of the correlation of the two records resulted in a gain of an Educational Functional Level in the Assessment Year.

A lot of work was done on this column to have it reflect the same outcomes as the DRVS software used to calculate the Literacy & Numeracy performance measure.

## **Assessment Year:**

The last column is the Assessment Year. The Assessment Year is based on an individual's Youth Participation Date!

**Note:** It is not based when the date Pre-test/Baseline test is given. Participants are given twelve months to achieve a gain of an Educational Function Level.

\*\*\*USDOL uses a different number of days to calculate that 12 month period for each Assessment Year. The first Assessment Year according to USDOL specifications is 366 days, the second 364 days, and the third 365 days.

As an example if a Youth Participation date is August 15, 2007.

Assessment Year 1: August 15, 2007 – August 15, 2008

Assessment Year 2: August 16, 2008 – August 14, 2009

Assessment Year 3: August 15, 2009 – August 14, 2010.

## **Correlation Section Filters:**

There is one sort and one filter for the Correlation Section. The sort and Assessment Year filter are the same as the Test Record section except that they only apply to the Correlation section.