

Literacy & Numeracy Data Entry OSOS Guide



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OVERVIEW

DEFINITIONS

The WIA definition for “Out-of-School Youth” (OSY) includes those individuals that are:

- high school dropouts or are
- eligible youths who have either graduated from high school or hold a GED or are attending post-secondary school, but are basic skills deficient, unemployed or underemployed.



While NYS requires a High School dropout to be at least 16 years of age and allows municipalities and other entities to set the minimum age for a high school dropout; OSOS uses the WIA definition to determine who is an OSY for reporting purposes and not the NYS definitions.

Youth enrolled in alternative schools are not school dropouts.

Determination of Out-of-School Youth is based upon the school status at the WIA Enrollment date.

If the school status at participation is set to one of the following selections in OSOS, then the youth must be pre-tested:

- In-School, Post-H.S. or
- Not attending school or H.S. Dropout or
- Not attending school; HS Graduate

The State or Local area may establish criteria for determining when an individual is considered Basic Skills Deficient. Such criteria must include a determination that an individual:

- Computes or solves problems, reads, writes, or speaks English, at, or below the 8th grade level (equivalent to a grade level of 8.9 or below) on a generally accepted standardized test or a comparable score on a criterion referenced test; or
- Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society.

The **Help** module displays help information for OSOS, but it not available when the Literacy / Numeracy Testing - - Webpage Dialog screen is open. Generic instructions on how to use the tab are provided.



PERFORMANCE AND PROGRAM DESIGN SUGGESTIONS

The primary objective of the Literacy and Numeracy Gains measure is to bring all participating out-of-school youth who are basic skills deficient up to a 9th grade or higher proficiency level.

- Only those out-of-school youth who are determined to be basic skills deficient are included in the Literacy & Numeracy measure.
- An out-of-school youth who is basic skills deficient in one area (reading or math), but who tests as proficient in another area (reading or math), is still considered basic skills deficient. If the youth scored below the Low Adult Secondary Education level or Advanced ESL level on any of the tests, the youth is considered basic skills deficient.
- Those youth who were not initially pre-tested within 6 months prior to the first youth service must be tested within 60 days of the first youth service. Because the goal is to increase the youth's Educational Functional Levels (EFL) at least one level within a year from the first youth service, the youth should be pre-tested as soon as possible within that year. If not pre-tested, the youth will be included in the measure's denominator only.
- Test scores should be data entered within 5 days of the test administration.
- Provide incentives to participants to take tests and achieve a positive outcome. This may help keep participants engaged in the system.
- It is recommended that a participant be post-tested as early as possible within any given post-test year when there is potential for the successful increase of at least one Educational Functioning Level (EFL). The administration of more than one post-test per year is recommended if the youth has not increased at least one EFL in either reading or mathematics. Post-test assessment tools must be the same as the Pre-test.
- Post-test individuals before they take their High School Equivalency (HSE) exam. Explaining that completing the post-test is excellent preparation for the HSE will increase the likelihood that the youth will report for the Post-Test.
- Youth who are in the program for more than three years are excluded from the measure after the third participation year.
- Additional details are available in TEGl 18-11 (March 2, 2012).
- Policy guidance related to the reporting of literacy and numeracy measure is provided in TEGl 17-05, Change 2, attachment A.

OSOS DATA FIELDS RELEVANT TO LITERACY AND NUMERACY

The **Lit/Num** (Literacy and Numeracy) **Testing** button may be found in the Outcomes tab in OSOS. Access to the **Lit/Num Testing** button requires the user's account to have Testing permission. If the user cannot access the **Lit/Num Testing** button, they should contact their supervisor and/or local security coordinator.

There are three modules in OSOS where data entry relates to Literacy and Numeracy measures. These specific fields are:

CUSTOMER DETAIL MODULE – GEN. INFO TAB

The **School Status** at Participation is established at the time of the WIA enrollment and will remain visible in the **Services History** tab, **WIA Enrollment Details**. The **Status at Participation** does not change. However, the **School Status** field in **Customer Detail** should be updated appropriately over time. This will not affect the **Status at Participation** that is stored in a background table.

COMPREHENSIVE ASSESSMENT MODULE – EDUCATION TAB:

- **Is the customer basic skills deficient?**
- **Limited English**

SERVICES MODULE – OUTCOMES TAB LIT/NUM SCREEN

All pre-test data relating to test results and post-test data for those customers deemed basic skills deficient or deficient in English as a Second Language.

TESTING

All OSY must be assessed in mathematics and basic reading/writing with a pre-test and progress measured with post-tests.

PRE-TEST

Who: Pre-test data must be entered into OSOS for all OSY. If this information is not entered, it will result in a negative outcome in the Youth Literacy / Numeracy Common Measure.

When: OSY must be administered an approved pre-test within the first year following the date of the first youth service. It is recommended that the pre-test be administered as soon as possible as the first post-test must also be administered within the same time period. Approved pre-tests that were administered up to six month prior to the date of the first youth service may also be used.

What to enter: Pre-test Scores must be a 3 digit scale score for TABE and CASAS that corresponds to the Educational Functional Levels (EFL) as outlined in <http://www.nrsweb.org/docs/ImplementationGuidelines.pdf> and described in TEGL 17-05 Change 2, May 20, 2009 (<http://wdr.doleta.gov/directives/attach/TEGL17-05c2acc.pdf>). WorkKeys has a 2 digit score.

Where to enter: Pre-test scores should be posted in the **Outcomes** tab in OSOS and attached to the WIA enrollment (not the Common Measures enrollment).



If previous scores are linked to the Common Measures enrollment, then link the subsequent scores to the same Common Measures enrollment to maintain consistency and receive any positive outcome.

POST-TEST

Who: OSY who are pre-tested and determined basic skills deficient in Reading and/or Math (at or below a grade level of 8.9). OSY who are basic skills proficient do not need to be post-tested.

When: OSY determined basic skills deficient must be post-tested within 1 year of the date of their first Youth Service.

What to use: The post-test should be in the same test series as administered for the pre-test. The post-test score must be a 3 digit scale score for the TABE and CASAS that corresponds to the EFL as outlined in TEGL 17-05 Change 2. WorkKeys has a 2 digit score.

Where to enter: Post-test scores for year 1 participants should be entered in the **Post-Test Year 1** data field. If additional post-tests are administered within the one-year period from the first youth service date, and the subsequent post-test score is higher, then overwrite the post-test results in the **Post-Test Year 1** data field. If the subsequent post-test score is not higher, then do not overwrite the previous score and simply enter a comment in the youth's record.

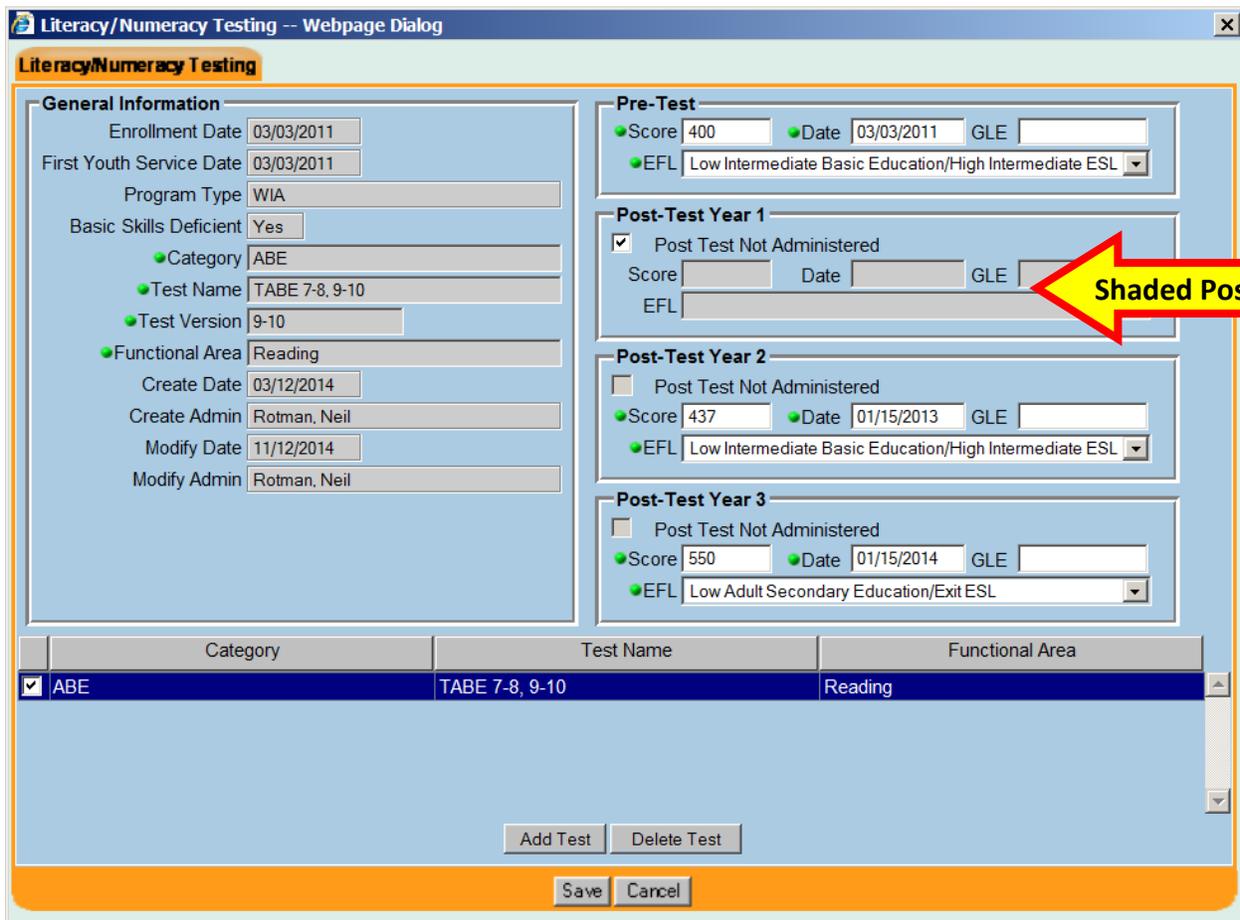
Post-test scores for year 2 should be entered in the **Post-Test Year 2** data field. If additional post-tests are administered for year 2, and a subsequent post-test score is higher, then overwrite the post-test results in the **Post-Test Year 2** data field. If the subsequent post-test score is not higher, then do not overwrite the previous score and simply enter a comment in the youth's record.

Post-test scores for year 3 should be entered in the **Post-Test Year 3** data field. If additional post-tests are administered for year 3, and a subsequent post-test score is higher, then overwrite the post-test results in the **Post-Test Year 3** data field.

If the annual anniversary of the youth's first service passes and no post-test has been administered for Post-Test year 1, 2 or 3, the **"Post Test Not Administered"** field should be selected. The data fields for that Post-Test year will remain shaded and subsequent Post-test years will be allowed to be completed within the appropriate time frame.

In the example below, the youth's first service date was March 3, 2011 and the youth should have received a post-test by March 2, 2012. The youth has remained active in the program and received a post-test on January 15, 2013; after the youth first service anniversary date passed (March 3, 2012).

To correctly enter the data for the example above, the **"Post Test Not Administered"** field is selected under the **"Post-Test Year 1"** section. The **"Post Test Not Administered"** checkbox was de-selected for the **"Post Test Year 2"** section and the January 15, 2013 post-test data was entered.



Literacy/Numeracy Testing -- Webpage Dialog

Literacy/Numeracy Testing

General Information

Enrollment Date: 03/03/2011
 First Youth Service Date: 03/03/2011
 Program Type: WIA
 Basic Skills Deficient: Yes
 Category: ABE
 Test Name: TABE 7-8, 9-10
 Test Version: 9-10
 Functional Area: Reading
 Create Date: 03/12/2014
 Create Admin: Rotman, Neil
 Modify Date: 11/12/2014
 Modify Admin: Rotman, Neil

Pre-Test

Score: 400 Date: 03/03/2011 GLE:
 EFL: Low Intermediate Basic Education/High Intermediate ESL

Post-Test Year 1

Post Test Not Administered
 Score: Date: GLE:
 EFL: **Shaded Post-Test**

Post-Test Year 2

Post Test Not Administered
 Score: 437 Date: 01/15/2013 GLE:
 EFL: Low Intermediate Basic Education/High Intermediate ESL

Post-Test Year 3

Post Test Not Administered
 Score: 550 Date: 01/15/2014 GLE:
 EFL: Low Adult Secondary Education/Exit ESL

Category	Test Name	Functional Area
<input checked="" type="checkbox"/> ABE	TABE 7-8, 9-10	Reading

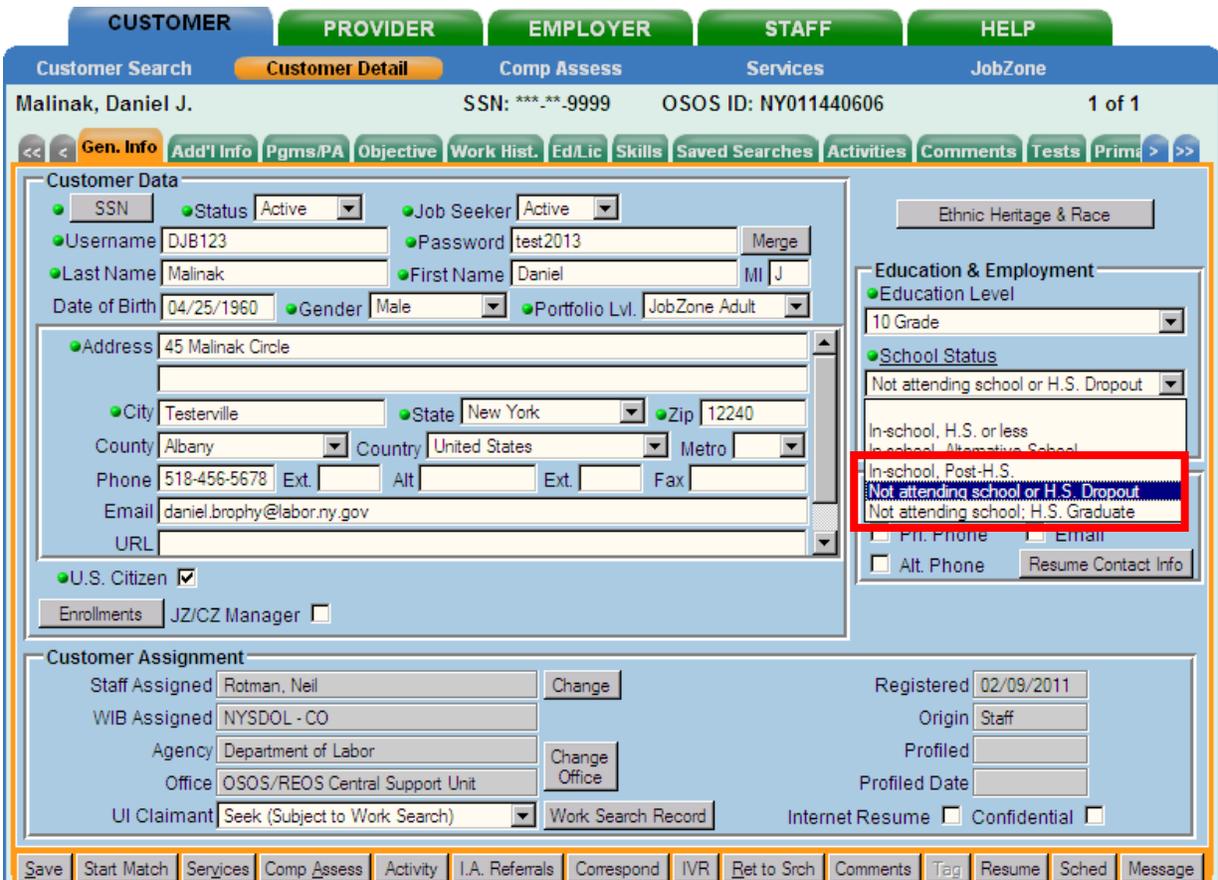
Add Test Delete Test

Save Cancel

CUSTOMER DETAIL

The customer must be pre-tested if the **School Status** field at the time of WIA enrollment (participation) is set to:

- In-school, Post H.S.;
- Not attending school or H.S. Dropout;
- Not attending school or H.S. Graduate



CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search **Customer Detail** Comp Assess Services JobZone

Malinak, Daniel J. SSN: ***-**-9999 OSOS ID: NY011440606 1 of 1

Gen. Info Add'l Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Prima >>

Customer Data

SSN Status Active Job Seeker Active

Username DJB123 Password test2013 Merge

Last Name Malinak First Name Daniel MI J

Date of Birth 04/25/1960 Gender Male Portfolio Lvl. JobZone Adult

Address 45 Malinak Circle

City Testerville State New York Zip 12240

County Albany Country United States Metro

Phone 518-456-5678 Ext. Alt. Ext. Fax

Email daniel.brophy@labor.ny.gov

URL

U.S. Citizen

Enrollments JZ/CZ Manager

Education & Employment

Ethnic Heritage & Race

Education Level 10 Grade

School Status

Not attending school or H.S. Dropout

In-school, H.S. or less

In-school, Alternative School

In-school, Post-H.S.

Not attending school or H.S. Dropout

Not attending school; H.S. Graduate

PII. Phone Email

Alt. Phone Resume Contact Info

Customer Assignment

Staff Assigned Rotman, Neil Change

WIB Assigned NYSDOL - CO

Agency Department of Labor Change

Office OSOS/REOS Central Support Unit Change Office

UI Claimant Seek (Subject to Work Search) Work Search Record

Registered 02/09/2011

Origin Staff

Profiled

Profiled Date

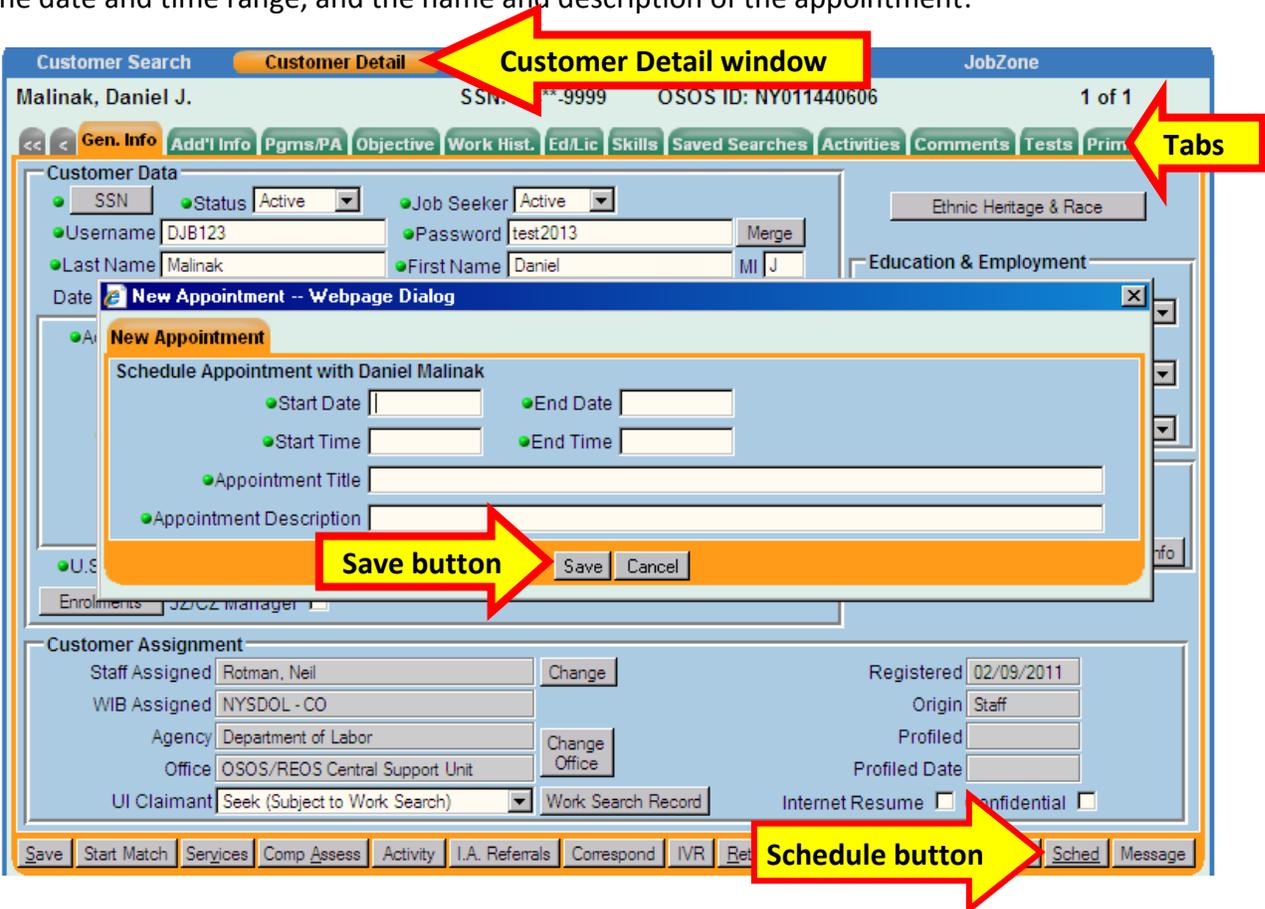
Internet Resume Confidential

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message

REMINDERS

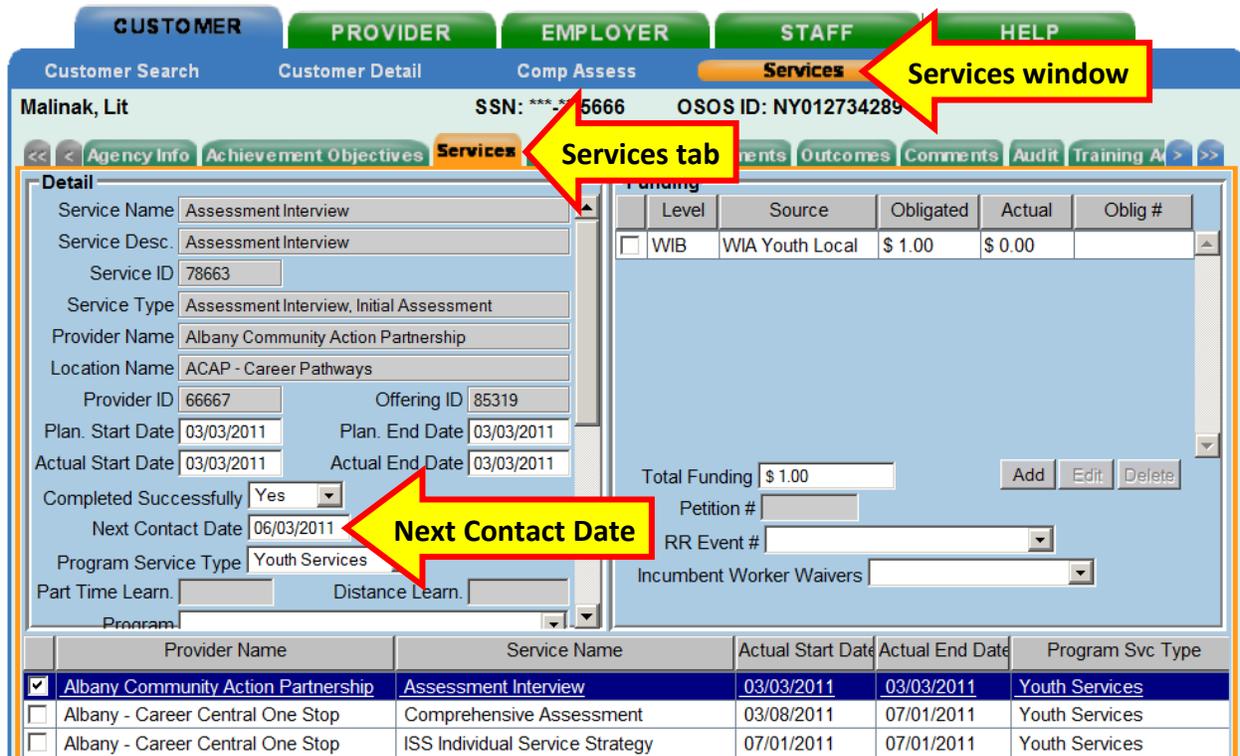
Two useful tools to assist staff to remember to test the youth are to schedule an appointment by clicking the **Schedule** button in any tab within the **Customer Detail window**; or enter a date in the **Next Contact** field on the **Services** module, **Services** tab. Use of either tool will result in a reminder appearing in the staff OSOS inbox on the chosen date. Be sure to **Save** the appointment or next contact date.

The **Schedule** button prompts the **New Appointment** screen to appear, which allows input of the date and time range, and the name and description of the appointment.



The screenshot shows the OSOS Customer Detail window for Daniel J. Malinak. A 'New Appointment -- Webpage Dialog' is open, allowing the user to schedule an appointment with Daniel Malinak. The dialog includes fields for Start Date, End Date, Start Time, End Time, Appointment Title, and Appointment Description. A 'Save button' is highlighted in the dialog. In the main window, the 'Customer Detail' tab is selected, and the 'Schedule button' is highlighted in the footer. Other tabs include Gen. Info, Add'l Info, Pgms/PA, Objective, Work Hist., Ed/Lic, Skills, Saved Searches, Activities, Comments, Tests, and Print.

The **Next Contact Date** field is in the **Services** module, on the **Services** tab, and requires the date only.



The screenshot shows the OSOS interface with the **Services** window open. The **Services** tab is selected, and the **Next Contact Date** field is highlighted with a red arrow. The field contains the date 06/03/2011. The window also displays a list of services provided to the customer.

Level	Source	Obligated	Actual	Oblig #	
<input type="checkbox"/>	WIB	WIA Youth Local	\$ 1.00	\$ 0.00	

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/> Albany Community Action Partnership	Assessment Interview	03/03/2011	03/03/2011	Youth Services
<input type="checkbox"/> Albany - Career Central One Stop	Comprehensive Assessment	03/08/2011	07/01/2011	Youth Services
<input type="checkbox"/> Albany - Career Central One Stop	ISS Individual Service Strategy	07/01/2011	07/01/2011	Youth Services

Inbox reminders for Lit/Num Post-Tests will be sent to the person who entered the first youth service, who may not necessarily be the same person that entered the Lit/Num record, 300 days after the pre-test date. The reminder will tell the OSOS user that the customer should be given each of the 3 post tests.



It is important to note that customers can be tested more than once a year.

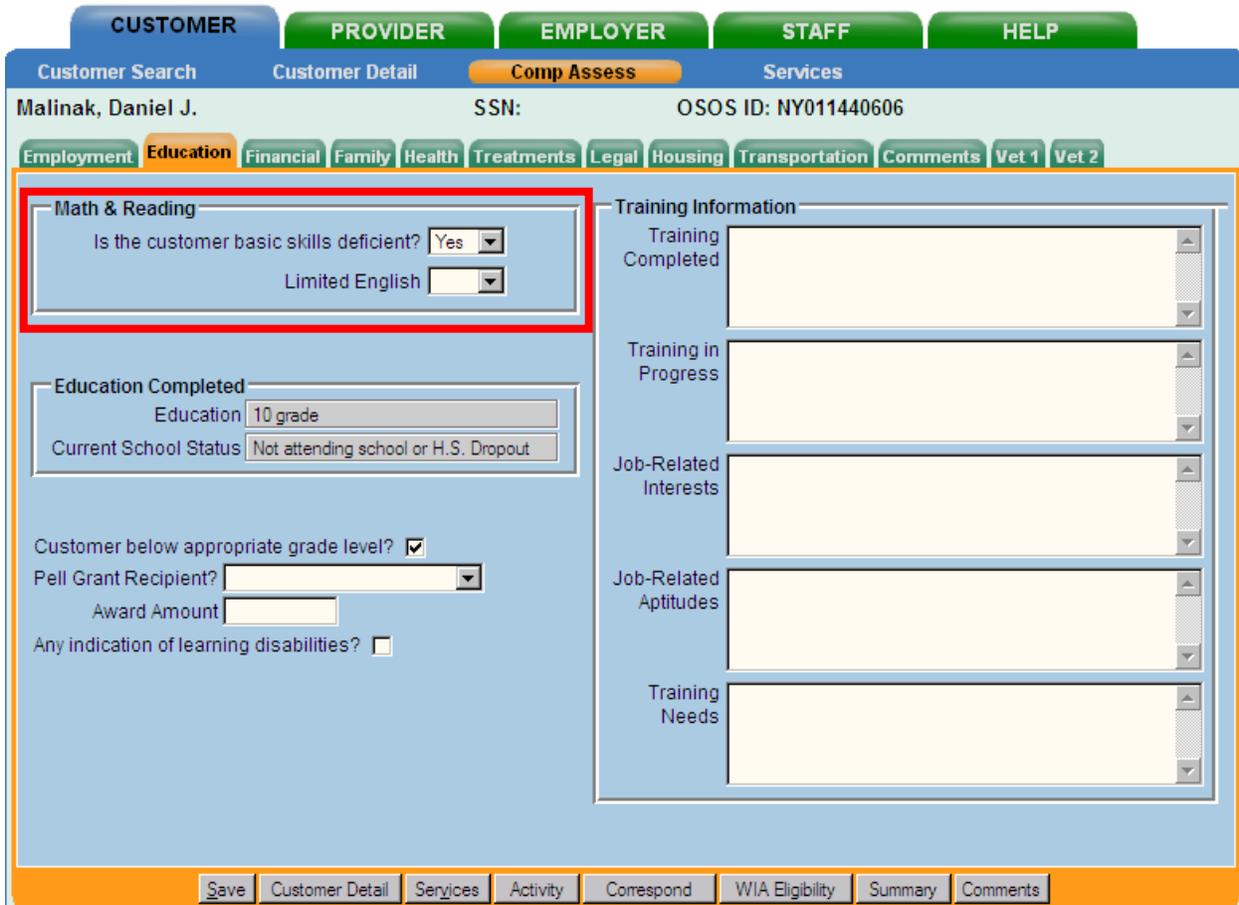
If a specific user wishes to be reminded to administer a post-test sooner, that user may schedule an appointment using the **Schedule Appointment** button in any tab within the **Customer Detail window**, or use the **Next Contact Date** field in the **Services** module, **Services** tab. The reminder will go to that person's Inbox rather even when another user entered the first youth service.

Repeat the above steps for each test that needs to be recorded. As additional records are created for each test area, an entry will be added to the **Lit/Num Testing** list.

COMPREHENSIVE ASSESSMENT

A youth determined to be basic skills deficient must have a corresponding entry in the **Comprehensive Assessment** module, **Education** tab.

Use the **Limited English** field to indicate if the customer is also being tested and provided English as a Second Language (ESL) services.



CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail **Comp Assess** Services

Malinak, Daniel J. SSN: OSOS ID: NY011440606

Employment **Education** Financial Family Health Treatments Legal Housing Transportation Comments Vet 1 Vet 2

Math & Reading

Is the customer basic skills deficient? Yes ▾

Limited English ▾

Education Completed

Education 10 grade

Current School Status Not attending school or H.S. Dropout

Customer below appropriate grade level?

Pell Grant Recipient? ▾

Award Amount

Any indication of learning disabilities?

Training Information

Training Completed

Training in Progress

Job-Related Interests

Job-Related Aptitudes

Training Needs

Save Customer Detail Services Activity Correspond WIA Eligibility Summary Comments

Navigate to the **Services** window, **Enrollments** tab. Ensure that a WIA enrollment was created for the customer. If there is no enrollment, enter one (see [OSOS Desk Guide for Customer Module Data Entry](#)) before proceeding.

Customer Search Customer Detail Comp Assess **Services**

Malinak, Daniel J. SSN: OSOS ID: NY011440606

<< < Agency Info Achievement Objectives Services Service History **Enrollments** Exit Training Ad >>

Enrollments

Enrollment Info

Program Type: Common Measures
 Enrollment Date: 09/19/2011 Enrolled in Education:
 Enrolling Service Name: Initial Assessment/Core Staff Assisted
 Enrolling Service Type: Assessment Interview, Initial Assessment
 Enrolling Admin: Rotman, Neil
 Enrolling Office: ALBANY
 Staff Assisted: Yes
 Employment Status: Not Employed
 First Youth Service Date: 09/19/2011 Holds (0)

Exit Info

Exit Date:
 Exit Reason:
 3rd Qtr Exclusion:
 Exit Admin:
 Exit Office:
 Transaction Date:
 Transaction Admin:
 Transaction Office:

	Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
<input type="checkbox"/>	Common Measures	09/19/2011	ALBANY			Yes
<input type="checkbox"/>	WIA	09/19/2011	ALBANY			Yes

Print List Enrollment Re-Open History Edit Show Elig. Determin.

Save Customer Detail Comp Assess Comments Check Labor Market Information

NAVIGATING TO THE LITERACY / NUMERACY TESTING - - WEBPAGE DIALOG BOX
 The **Tests** tab in the **Customer Detail** window is not used to record Lit/Num or ESL data.

Navigate to the **Services** window **Outcomes** tab to enter Literacy and Numeracy data into OSOS.

Customer Search Customer Detail Comp Assess **Services**

Malinak, Daniel J. SSN: OSOS ID: NY011440606

<< < Agency Info Achievement Objectives Services Service History Enrollments **Outcomes** Exit Training Ad >>

Outcomes

Employment

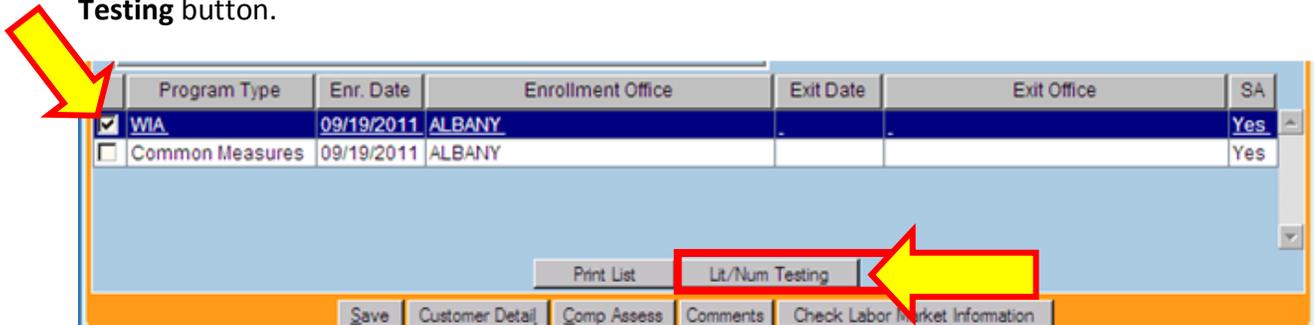
O*Net Title: O*Net Titles: Employed in Quarter at EXIT:
 Employed after Exit Determination Method:

Access to the **Literacy / Numeracy Testing - - Webpage Dialog** box is linked to the WIA enrollment (not the Common Measures enrollment). When multiple enrollments exist within a customer record, be sure to attach all Lit/Num data to the appropriate WIA enrollment period.



If an existing Common Measures Enrollment record has pre-test or post-test data attached, then continue with subsequent post-test data entry on the same Common Measures Enrollment to maintain consistency and receive any positive outcome.

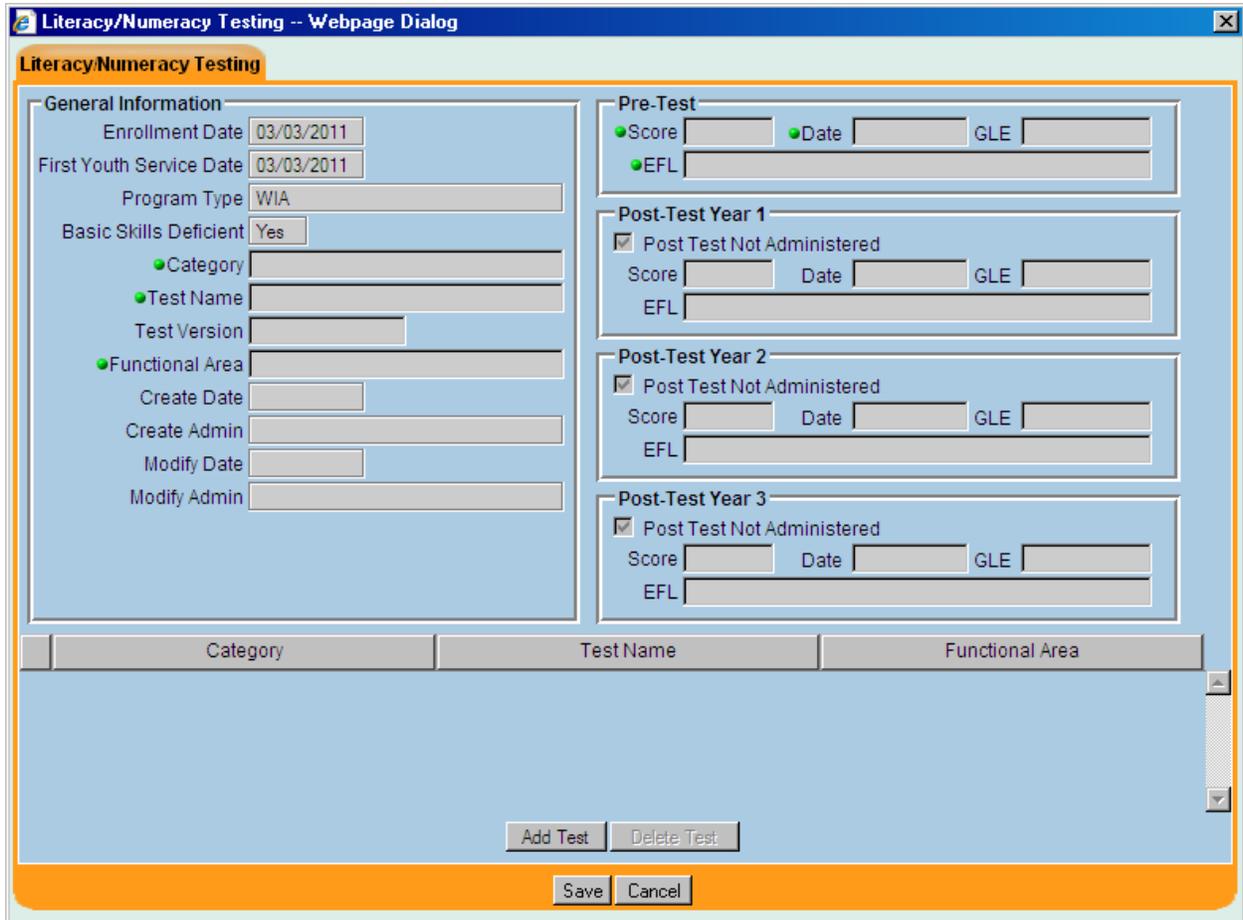
Placing a check in the box next to the appropriate enrollment will allow access to the **Lit/Num Testing** button.



Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
<input checked="" type="checkbox"/> WIA	09/19/2011	ALBANY			Yes
<input type="checkbox"/> Common Measures	09/19/2011	ALBANY			Yes

Buttons: Save, Customer Detail, Comp Assess, **Lit/Num Testing**, Comments, Check Labor Market Information

Clicking the Lit/Num Testing button will navigate the user to the **Literacy / Numeracy Testing -- Webpage Dialog** box.



The data fields listed below on this page will automatically populate from data entered elsewhere in the customer record:

Enrollment Date: Review for accuracy.



*If the **Enrollment Date** is not correct, check to see if you selected the wrong enrollment period or if a new enrollment needs to be created. It may also be that the enrollment is accurate and the pre-test and post-test have not been administered in timely fashion. Check to see if administering the pre-test and post-tests as soon as possible may have benefits to Post-Test Years 1, 2 or 3.*

First Youth Service Date: Review for accuracy.



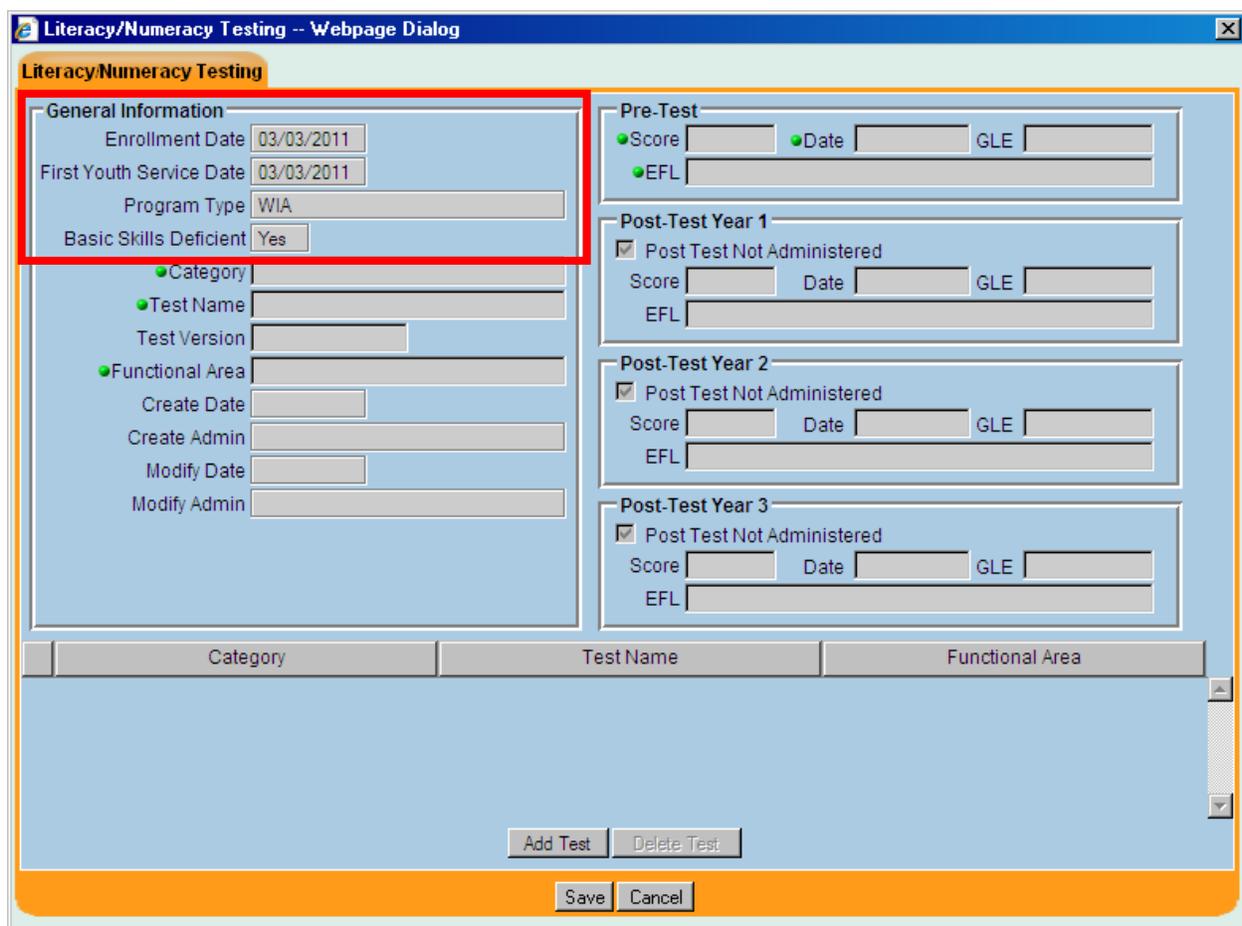
*It is possible that no **First Youth Service Date** will be listed. Check the date of birth to see if the customer is considered a youth for WIA purposes or if the youth received*

self-service only or non-youth funded services only. Such customers do not require Lit/Num testing.

A youth that is expected to eventually receive a Youth Service may be pre-tested 6 months prior to the first youth funded service.

Program Type: be sure the **Program Type** is “WIA”.

Basic Skills Deficient: be sure the **Basic Skills Deficient** field is “Yes”.



Literacy/Numeracy Testing -- Webpage Dialog

Literacy/Numeracy Testing

General Information

Enrollment Date: 03/03/2011
 First Youth Service Date: 03/03/2011
 Program Type: WIA
 Basic Skills Deficient: Yes

Category: []
 Test Name: []
 Test Version: []
 Functional Area: []
 Create Date: []
 Create Admin: []
 Modify Date: []
 Modify Admin: []

Pre-Test

Score: [] Date: [] GLE: []
 EFL: []

Post-Test Year 1

Post Test Not Administered
 Score: [] Date: [] GLE: []
 EFL: []

Post-Test Year 2

Post Test Not Administered
 Score: [] Date: [] GLE: []
 EFL: []

Post-Test Year 3

Post Test Not Administered
 Score: [] Date: [] GLE: []
 EFL: []

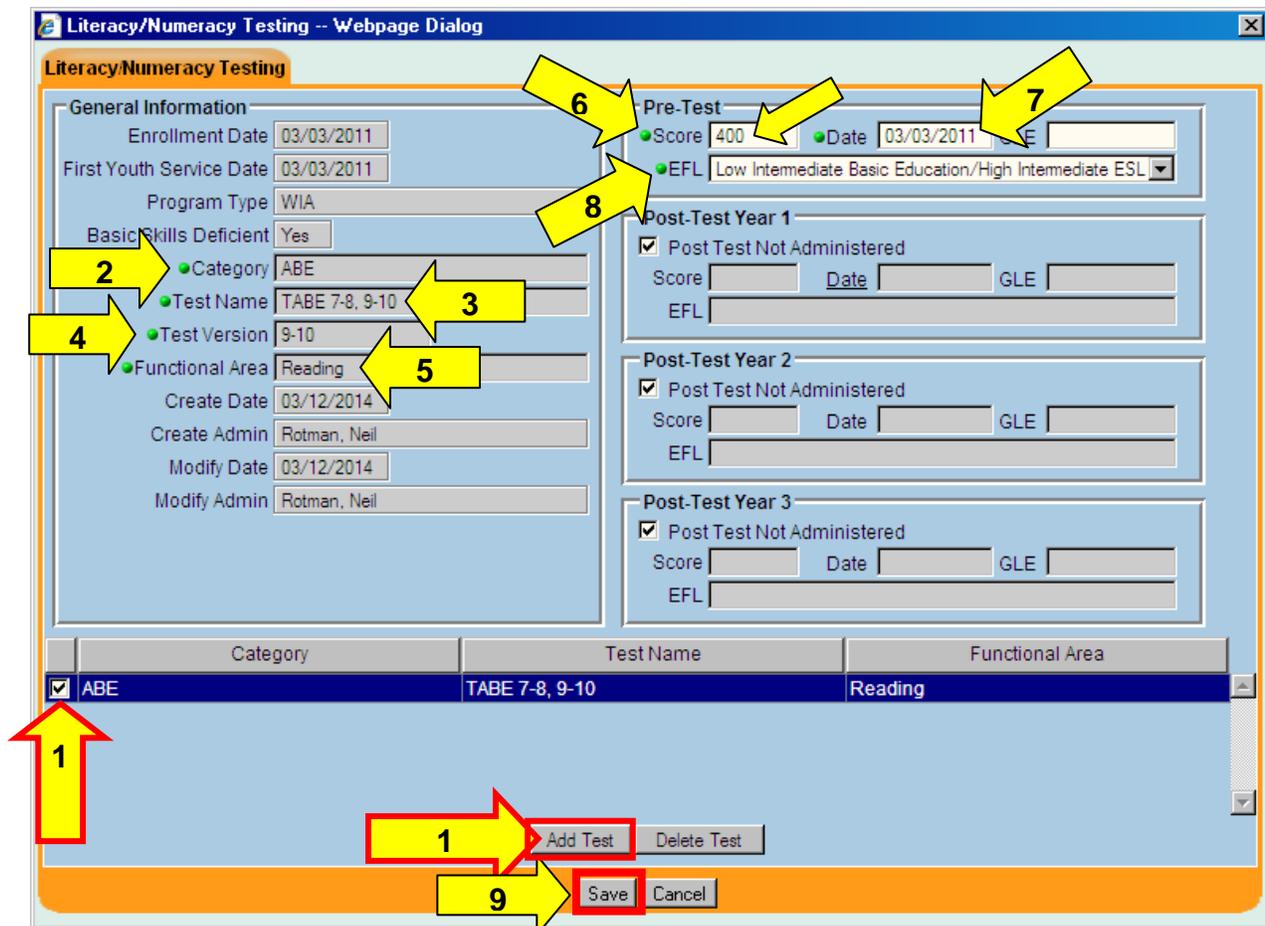
Category	Test Name	Functional Area

Add Test Delete Test

Save Cancel

DATA ENTRY OVERVIEW

1. Click the **Add Test** button to add new test information or select an existing test.
2. Choose the appropriate test **Category** by clicking on the drop down list.
3. Choose the **Test Name** from the drop-down list.
4. Choose the **Test Version** from the drop-down list (when applicable).
5. Choose the **Functional Area** from the drop-down list.
6. Enter the **Pre-Test Score** (a three digit number only).
7. Enter the **Pre-Test Date** in MM/DD/YYYY format.
8. Enter the **EFL** (Educational Functional Level) from the drop-down list.
9. Click the **Save** button.



The screenshot shows the 'Literacy/Numeracy Testing -- Webpage Dialog' window. It contains a form with the following fields and controls:

- General Information:** Enrollment Date (03/03/2011), First Youth Service Date (03/03/2011), Program Type (WIA), Basic Skills Deficient (Yes).
- Pre-Test:** Score (400), Date (03/03/2011), EFL (Low Intermediate Basic Education/High Intermediate ESL).
- Post-Test Year 1, 2, 3:** Each section has a 'Post Test Not Administered' checkbox, Score, Date, and GLE fields.
- Category, Test Name, Functional Area:** A table below the form lists these fields with a checkmark in the first column.
- Buttons:** 'Add Test', 'Delete Test', 'Save', and 'Cancel' are located at the bottom.

Numbered arrows indicate the following actions:

- 1: Points to the 'Add Test' button.
- 2: Points to the 'Category' dropdown menu.
- 3: Points to the 'Test Name' dropdown menu.
- 4: Points to the 'Test Version' dropdown menu.
- 5: Points to the 'Functional Area' dropdown menu.
- 6: Points to the 'Pre-Test Score' input field.
- 7: Points to the 'Pre-Test Date' input field.
- 8: Points to the 'EFL' dropdown menu.
- 9: Points to the 'Save' button.

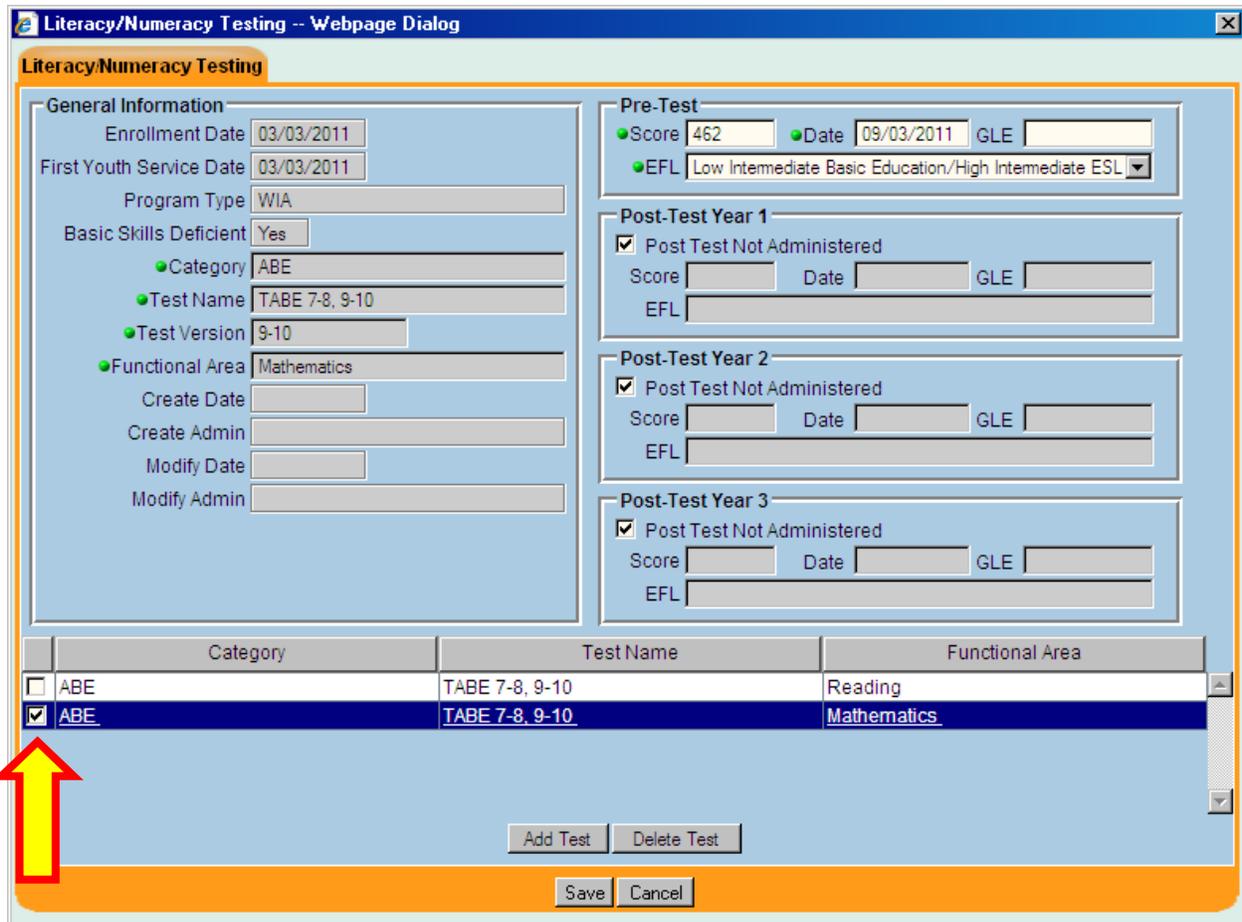
	Category	Test Name	Functional Area
<input checked="" type="checkbox"/>	ABE	TABE 7-8, 9-10	Reading

EFL: the Educational Functioning Level descriptor is defined by the Education Department and is a required field.

GLE: the Grade Level Equivalent data is not a required field.

The test score ranges and corresponding EFLs are found at <http://www.nrsweb.org/docs/ImplementationGuidelines.pdf>. Print out the table for use as a guide for data entry.

When multiple tests exist in a customer record, a checkmark must be placed in the appropriate box next to the individual **Category / Test Name / Functional Area** to view the relevant information and activate the data fields for future input of the test information.

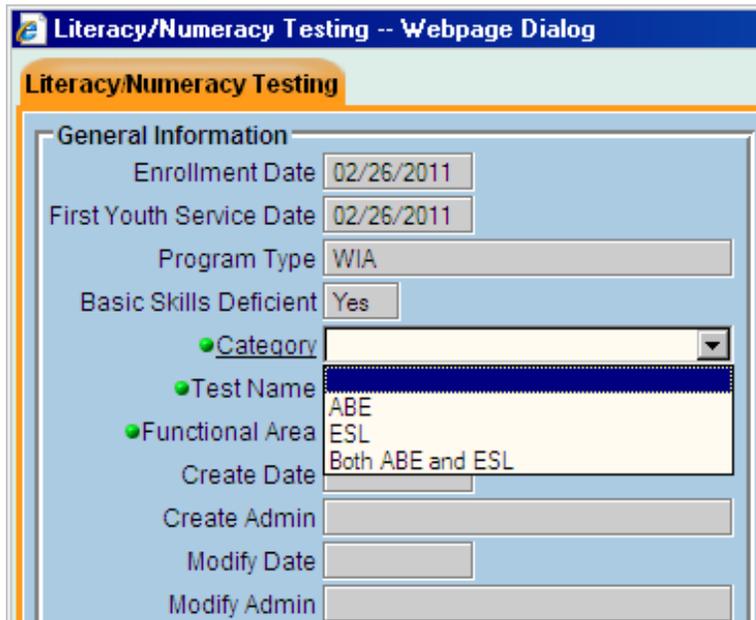


Category	Test Name	Functional Area
<input type="checkbox"/> ABE	TABE 7-8, 9-10	Reading
<input checked="" type="checkbox"/> ABE	TABE 7-8, 9-10	Mathematics

Delete Test Button: users with appropriate security authority can delete a Test. Make the selection from the Lit/Num Testing list on the left hand side and click the **Delete Test** button. The **Delete Test** button will not be activated unless a selection is made and the user has delete permission.

RECORDING LITERACY AND NUMERACY INFORMATION DETAILS

Category is a required field; the user must select **ABE** (Adult Basic Education), **ESL** (English-as-a-Second Language) or **Both ABE and ESL**. Once a selection is made, no other selection may be made to that enrollment.



Literacy/Numeracy Testing -- Webpage Dialog

Literacy/Numeracy Testing

General Information

Enrollment Date 02/26/2011

First Youth Service Date 02/26/2011

Program Type WIA

Basic Skills Deficient Yes

Category

Test Name

Functional Area

Create Date

Create Admin

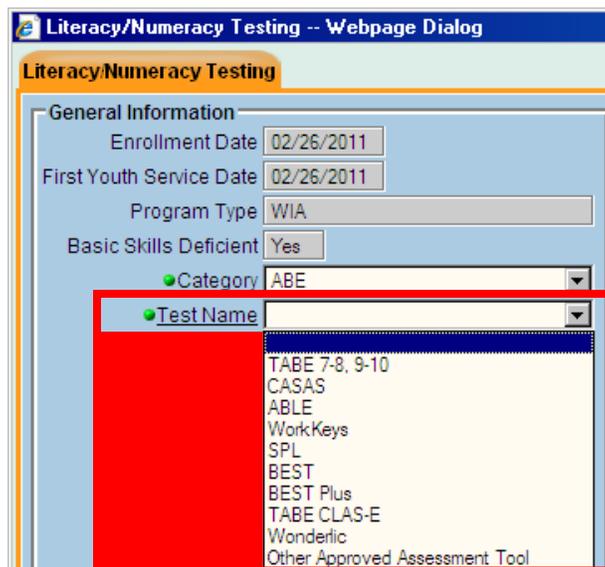
Modify Date

Modify Admin

Test Name is a required field and has ten values available from drop-down menu.



*Do not use **Other Approved Assessment Tool** at this time. Other tests have not been approved by the New York State Department of Education.*



Literacy/Numeracy Testing -- Webpage Dialog

Literacy/Numeracy Testing

General Information

Enrollment Date 02/26/2011

First Youth Service Date 02/26/2011

Program Type WIA

Basic Skills Deficient Yes

Category ABE

Test Name

TABE 7-8, 9-10

CASAS

ABLE

WorkKeys

SPL

BEST

BEST Plus

TABE CLAS-E

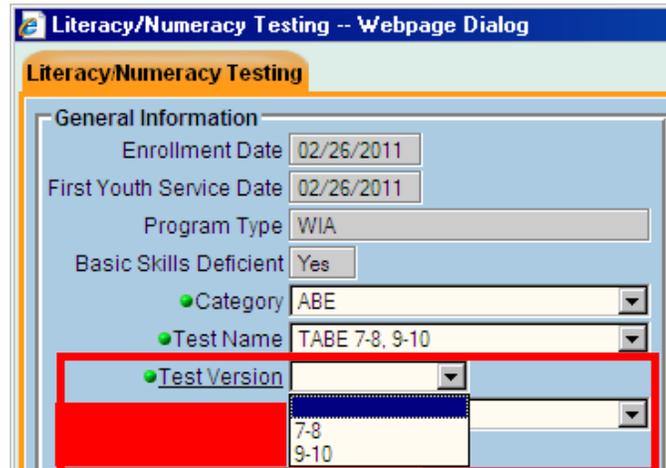
Wonderlic

Other Approved Assessment Tool

Test Version: is a required field when multiple versions of test exist.



At this time, only the TABE has multiple Test Versions. The TABE has versions 7-8 and 9-10, which are each available in the drop down menu.

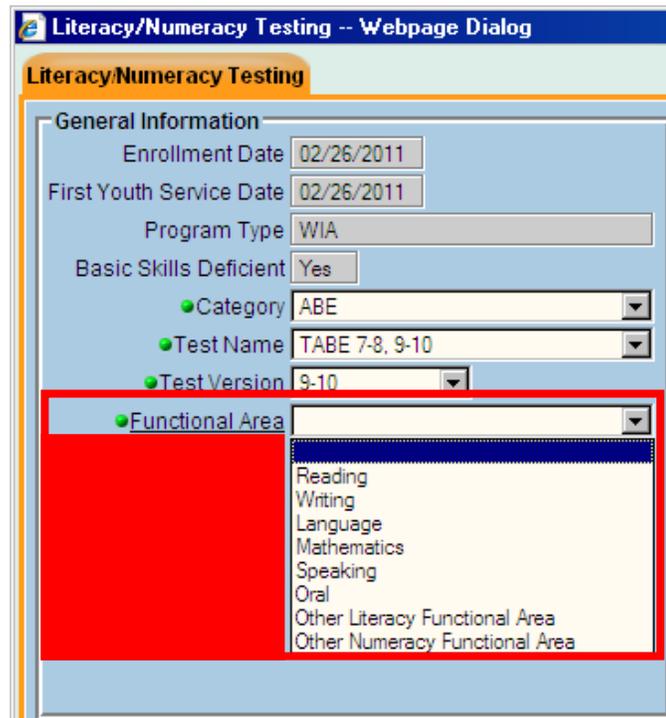


The screenshot shows the 'Literacy/Numeracy Testing -- Webpage Dialog' window. Under the 'General Information' section, the following fields are visible: Enrollment Date (02/26/2011), First Youth Service Date (02/26/2011), Program Type (WIA), Basic Skills Deficient (Yes), Category (ABE), Test Name (TABE 7-8, 9-10), and Test Version. The Test Version dropdown menu is open, showing options for '7-8' and '9-10'. A red box highlights the Test Version field and its dropdown menu.

Functional Area is a required field; has eight values available from drop-down menu. Select the area for which test information will be entered.



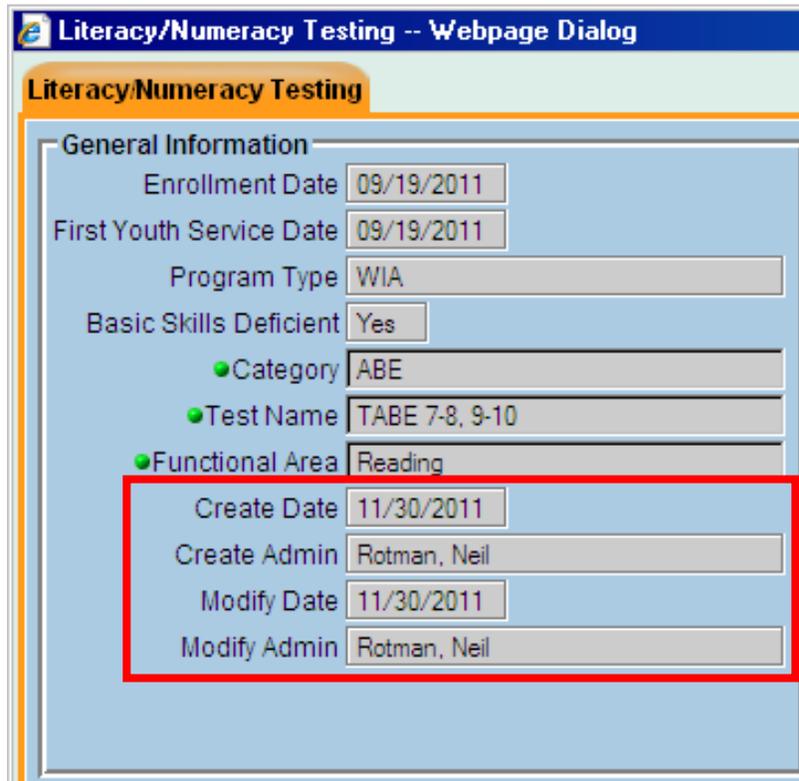
*Only one **Functional Area** at a time can be entered. If a test covers multiple Functional Areas, each will have to be entered separately.*



The screenshot shows the 'Literacy/Numeracy Testing -- Webpage Dialog' window. Under the 'General Information' section, the following fields are visible: Enrollment Date (02/26/2011), First Youth Service Date (02/26/2011), Program Type (WIA), Basic Skills Deficient (Yes), Category (ABE), Test Name (TABE 7-8, 9-10), and Test Version (9-10). The Functional Area dropdown menu is open, showing options for 'Reading', 'Writing', 'Language', 'Mathematics', 'Speaking', 'Oral', 'Other Literacy Functional Area', and 'Other Numeracy Functional Area'. A red box highlights the Functional Area field and its dropdown menu.

Additional data fields will populate once the first **Pre-Test Score**, **Date** and **EFL** are saved:

- **Create Date** specifies the date that the first Lit/Num score was saved to the customer record.
- **Create Admin** specifies the user that data entered the first Lit/Num score was saved to the customer record.
- **Modify Date** specifies the date that the user last data entered or changed information in the Lit/Num record for a specific test.
- **Modify Admin** specifies the name of the user who last modified the test record.



Literacy/Numeracy Testing -- Webpage Dialog

Literacy/Numeracy Testing

General Information

Enrollment Date 09/19/2011

First Youth Service Date 09/19/2011

Program Type WIA

Basic Skills Deficient Yes

• Category ABE

• Test Name TABE 7-8, 9-10

• Functional Area Reading

Create Date 11/30/2011

Create Admin Rotman, Neil

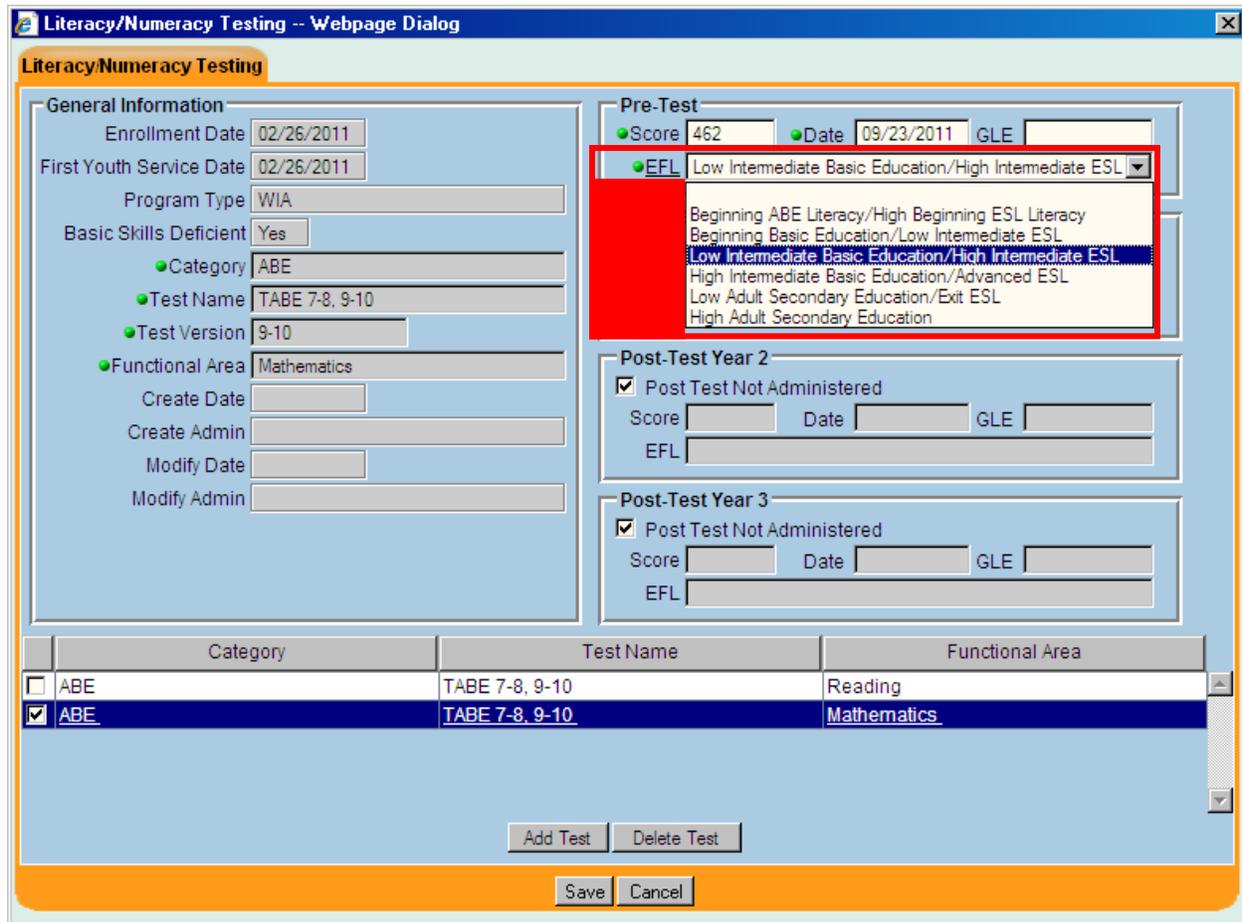
Modify Date 11/30/2011

Modify Admin Rotman, Neil

Pre-Test Score is a required field; enter as an integer and value cannot be greater than 999. This is the raw score on the test and must be a 3 digit scale score for the TABE and CASAS. WorkKeys has a 2 digit score.

Pre-Test Date is a required field; date must be entered in the MM/DD/YYYY format. It is allowable to use the results from New York State approved pre-tests that were administered up to 6 months prior to the date of the first youth service, provided they are available. Otherwise, the pre-test must be administered within one year following the date of the first youth service.

EFL (Education Functioning Levels) is a required field; six values available from drop down (see page 4 about how to access the EFL definitions table from the US Department of Labor site).



The screenshot shows a web application window titled "Literacy/Numeracy Testing -- Webpage Dialog". The main content area is titled "Literacy/Numeracy Testing" and is divided into several sections:

- General Information:** Enrollment Date (02/26/2011), First Youth Service Date (02/26/2011), Program Type (WIA), Basic Skills Deficient (Yes), Category (ABE), Test Name (TABE 7-8, 9-10), Test Version (9-10), Functional Area (Mathematics), Create Date, Create Admin, Modify Date, and Modify Admin.
- Pre-Test:** Score (462), Date (09/23/2011), GLE, and EFL (Low Intermediate Basic Education/High Intermediate ESL). The EFL dropdown menu is open, showing six options:
 - Beginning ABE Literacy/High Beginning ESL Literacy
 - Beginning Basic Education/Low Intermediate ESL
 - Low Intermediate Basic Education/High Intermediate ESL (highlighted)
 - High Intermediate Basic Education/Advanced ESL
 - Low Adult Secondary Education/Exit ESL
 - High Adult Secondary Education
- Post-Test Year 2:** Post Test Not Administered (checked), Score, Date, GLE, and EFL.
- Post-Test Year 3:** Post Test Not Administered (checked), Score, Date, GLE, and EFL.

At the bottom, there is a table with columns for Category, Test Name, and Functional Area. The table contains two rows:

Category	Test Name	Functional Area
<input type="checkbox"/> ABE	TABE 7-8, 9-10	Reading
<input checked="" type="checkbox"/> ABE	TABE 7-8, 9-10	Mathematics

Buttons for "Add Test", "Delete Test", "Save", and "Cancel" are located at the bottom of the dialog.

After completing the fields, click the **Save** button.

POST-TEST INFORMATION

At least one post-test must be entered within a year of the date of the first Youth program service for Youth who have been determined to be basic skills deficient.

For customers who are post-tested more than once within the same year, the highest score should be recorded in that year's post-test data fields. If the original post-test score is higher, then do not enter the subsequent post-test data. If the more recent post-test score is higher than the original, then overwrite the original score. Do not write subsequent scores in another post-test data field.

For each subsequent post-test which reflects a subsequent year, click on the appropriate WIA enrollment, then the test in the Lit/Num Testing list for which the test score and EFL should be entered. All three fields are required.

Literacy/Numeracy Testing -- Webpage Dialog

Literacy/Numeracy Testing

General Information

Enrollment Date: 06/01/2012
 First Youth Service Date: 06/30/2012
 Program Type: WIA
 Basic Skills Deficient: Yes
 Category: ABE
 Test Name: TABE 7-8, 9-10
 Functional Area: Mathematics
 Create Date: 11/12/2014
 Create Admin: Rotman, Neil
 Modify Date: 11/12/2014
 Modify Admin: Rotman, Neil

Pre-Test

Score: 485 Date: 07/08/2012 GLE:
 EFL: Low Intermediate Basic Education/High Intermediate ESL

Post-Test Year 1

Post Test Not Administered
 Score: Date: GLE:
 EFL:

Post-Test Year 2

Post Test Not Administered
 Score: 497 Date: 07/10/2013 GLE:
 EFL: Low Intermediate Basic Education/High Intermediate ESL

Post-Test Year 3

Post Test Not Administered
 Score: Date: GLE:
 EFL:

Category	Test Name	Functional Area
<input checked="" type="checkbox"/> ABE	TABE 7-8, 9-10	Mathematics
<input type="checkbox"/> ABE	TABE 7-8, 9-10	Reading

Add Test Delete Test

Save button Save Cancel

Tests

Additionally, the Date fields have the following edits:

- **Post-Test 1 Date** must be after the Pre-test Date but less than one year from the date of the first youth service.
- **Post-Test 2 Date** must be after the Pre-test Date and more than one year from the date of the first youth service but less than two years from the date of the first youth service.
- **Post-Test 3 Date** must be after the Pre-test Date and be more than two years from the date of the first youth service but less than three years from the date of the first youth service.

Errors regarding inappropriate dates or data entry will result in an explanatory error message. In the example below, the Post-Test for year 3 is entered with an inappropriate test date and the error message that appears below states that it is less than 2 years from the the first WIA youth funded service.

Literacy/Numeracy Testing -- Webpage Dialog

Literacy/Numeracy Testing

General Information

Enrollment Date: 06/01/2012
 First Youth Service Date: 06/30/2012
 Program Type: WIA
 Basic Skills Deficient: Yes
 Category: ABE
 Test Name: TABE 7-8, 9-10
 Test Version: 9-10
 Functional Area: Mathematics
 Create Date: 11/12/2014
 Create Admin: Rotman, Neil
 Modify Date: 11/12/2014
 Modify Admin: Rotman, Neil

Pre-Test

Score: 485 Date: 07/08/2012 GLE:
 EFL: Low Intermediate Basic Education/High Intermediate ESL

Post-Test Year 1

Post Test Not Administered
 Score: Date: GLE:
 EFL:

Post-Test Year 2

Post Test Not Administered
 Score: 497 Date: 07/10/2013 GLE:
 EFL: Low Intermediate Basic Education/High Intermediate ESL

Post-Test Year 3

Post Test Not Administered
 Score: 530 Date: 05/23/2014 GLE:
 EFL: High Intermediate Basic Education/Advanced ESL

	Category	Test Name	Functional Area
<input checked="" type="checkbox"/>	ABE	TABE 7-8, 9-10	Mathematics
<input type="checkbox"/>	ABE	TABE 7-8, 9-10	Reading

OSOS AF Error Message -- Webpage Dialog

OSOS AF Error Message

Doc ID: -669c98653139f3c77cab24b70ea2e053

AFValidationError
 The Post Test Date entered, 05/23/2014, is less than two years from the first WIA youth funded service actual start date, 06/30/2012, and should be entered as Post Test Date Year 2.

OK

RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

Educational Functioning Levels (EFLs)

<http://www.nrsweb.org/docs/ImplementationGuidelines.pdf>

TEGL 18-11: Improving Literacy and Numeracy Gains of Workforce Investment Act (WIA) Youth Program Participants

<http://wdr.doleta.gov/directives/attach/TEGL/tegl18-11acc.pdf>

TEGL 17-05, Change 2: Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues

<http://wdr.doleta.gov/directives/attach/TEGL17-05c2acc.pdf>

US Department of Labor's Are You Literate on the Lit/Num Common Measure?

<https://www.workforce3one.org/view/2001302939888952809>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov

For technical assistance on the WIA youth common measures, please contact the Career Development and Youth Initiatives Office:

By phone: 1-877-226-5724

By email: youthoffice@labor.ny.gov