



**Adult Education and Literacy
High School Completion Program
Plan Management Procedures**

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Table of Contents

New HSCP File Checklist	3
Demographics.....	3
Enrollment.....	3
Special Group Enrollment.....	3
PoP and MSG (Period of Participation and Measurable Skill Gains).....	4
Assessments/EFL/NRS Levels.....	4
Goals	4
The HSCP Special Group Enrollment	4
Changing Student High School Enrollment Status	5
HSCP Invoicing Editing Requests	7

High School Completion Program Plan Management

See the most recent [HSCP Policy Manual](#), Sections “Reimbursable Services” and “Plan Management Reimbursement”.

New HSCP File Checklist

Demographics

- Does the student’s date of birth demonstrate the student at age 16 or greater at the when the student began receiving services as documented in DataWorks? Does the date of birth demonstrate eligibility (at least 16)?
- At the bottom of the Demographics page, has the student completed grade 12 or has it been reported the student has earned a high school diploma or a diploma from another country? HSCP statute states that eligible students have “. . . not received a high school diploma.”
- Has the student met federal requirements as a participant? If not, what is the reason stated at the bottom of the Demographic tab Snapshot?
 - “Enrolled in High School” – students who are enrolled in high school cannot receive WIOA-funded services and will not be included in the Federal report.
 - “Beginning EFL not established” – if assessments are not current, then the student does not meet requirements for the federal report.
 - “Not a PoP Participant”- student has not received 12 or more hours of service in the report period and is not eligible for the federal report.
 - “Not a participant, missing demographics” – Student demographics must be included. Unless the student’s date of birth (student must be 16 or older), town of residence, gender, and ethnicity are entered in the student’s demographics record, the student will not meet the minimum federal reporting requirements for demographics.

Enrollment

The actual enrollment in DataWorks needs to be correct before any Special Group Enrollments are entered.

- Is the student currently enrolled in Secondary School? If yes, then Enrolled in HSCP is the only program available for this student. Make sure that the secondary school information on the demographics page does not have an end date.
- If Unenrolled from high school make sure there is an end date in the secondary school information on the demographics page. And is the drop out date after 10/15 of the current school year? If so, the high school plan development will be removed by the AOE HSCP Invoicing Coordinator.

Special Group Enrollment

See specific instructions below also.

- Check expected graduation date in the HSCP special group enrollment. Does the expected graduation date seem reasonable based on the skill levels and credit requirements from the school?
- Is there more than one open HSCP special group enrollment? If so, notify AOE HSCP Invoicing Coordinator.
- Is the partnering high school the same high school reported in the secondary school information on the Demographics page? If not, confirm high school partnership and district of residence.
- If the student has a HSCP start date within the quarter and the student is not new to AEL, check to see if there was a previous HSCP SGE. If so, then all plan development charges for the AEL and high school plan partners will need to be removed from invoicing by the AOE HSCP Invoicing Coordinator.
- Check all data for accuracy before completing the SGE, i.e., learning center is correct.

PoP and MSG (Period of Participation and Measurable Skill Gains)

- PoPs and MSGs are Federal rules and will only apply to students who qualify for the Federal report. Students who are enrolled in school are not affected by PoPs. Progress is still tracked through assessments, but MSGs of enrolled in school students will not be included in the Federal report.
- Were there multiple PoPs in the current fiscal year? If so, what is the time between the Pops? Check the invoicing record (Special Groups - HSCP SGE - HSCP Service Summary) to see if the student was active during consecutive quarters between PoPs. Were there goal setting/learning plan hours that were not entered into the database that would connect the PoPs?

Assessments/EFL/NRS Levels

- Was the student NRS 4 or above in reading, writing, and math? If not, HSCP special group enrollment is not permitted without prior approval.
- Check the EFL expiration date and note when to refer student for progress assessments.

Goals

- Does the student have the goal to earn secondary school diploma?
- Does the student have a transitional goal (enter postsecondary or obtain a job)?
- Does the student have a goal to attain ASE skills and if the skill levels have been gained has the achievement been entered in the student's record?
- If goal target date has expired and the goal was set in a locked fiscal year, cancel the goal and set a new goal with a current target date.

The HSCP Special Group Enrollment

The HSCP SGE is the foundation for the funding requirements of the program. The information entered into the HSCP SGE must be accurate and impacts the plan type (GEP, GP, Below NRS 5) and establishes the funding stream to the district of residence.

- Implications of plan sign date in the HSCP SGE:

- EFL/NRS levels at the time of the SGE start date determines the plan types available on the HSCP SGE enrollment page.
- High school plan partner and associated school district assignments direct funding:
 - An incorrect center assignment impacts AEL provider invoicing availability. An incorrect school district assignment would direct HSCP to the wrong school district.
- Drop out date in the HSCP SGE needs to match the high school dropout date on the student's demographics page:
 - This information is used to determine if plan development charges will be paid to the high school. If the student dropped out after the average daily membership (ADM) count date, which occurs in mid-October (generally on 10/15), the plan development charges for the high school will be deleted. If a student is included on the school's fall ADM count no HSCP funds will be paid to the school for the school year.
- A new HSCP SGE that has entry errors cannot be corrected in the field. It is especially important to find and make corrections before invoicing. Please review all new HSCP enrollments carefully and notify the AOE AEL team by the 15th day of the month that ends the quarter to ensure corrections are made prior to invoicing.

Changing Student High School Enrollment Status

There are two High School Completion Programs available to students – enrolled or unenrolled in high school. Due to the nature of the funding for these programs, strict adherence to these policies and procedures must be maintained in DataWorks.

If a student comes to AEL and there is a question as to whether the student will be participating in the HSCP as *Unenrolled in high school* or as *Enrolled in high school* then data should not be entered in the system until a determination has been made. Registration and Enrollment into DataWorks along with student service hours should be held in a paper file until the plan is signed and the correct high school enrollment has been determined.

Because HSCP special group enrollment drives the funding stream for the HSCP, it is imperative that the high school status of the student is updated in DataWorks as soon as there is a change. Since services cannot be billed as Enrolled HSCP and Unenrolled HSCP in the same quarter, plan managers must constantly monitor their students' plans and alert the AOE HSCP Invoicing Coordinator if a change in status has occurred or is expected to occur.

Steps for changing high school enrollment status (example for Enrolled to Unenrolled. *Steps must be performed in order*):

At the end or beginning of a quarter (no services entered yet)

1. Stop entering services in the student's service record immediately.
2. Notify the AOE HSCP Invoicing Coordinator so the Enrolled HSCP special group enrollment can be inactivated.
3. AEL staff inactivates the actual enrollment with the status of Enrolled in high school.
4. AEL staff then activates student with a status of Unenrolled in high school. This will ensure that PoPs are enabled to meet Federal requirements.

5. A new Unenrolled HSCP special group needs to be entered by AEL field staff.
6. Once the new special group is set up, notify the AOE HSCP Invoicing Coordinator so that the automatic plan development and technology fund charges can be deleted.

If the student drops out of high school in the middle of a quarter, then a determination will need to be made whether to keep the Enrolled HSCP special group open until the end of the quarter or whether the special group Enrolled HSCP should be closed with an end date of the previous quarter. Factors that influence the decision are the amount of services provided by the AEL system compared to the amount of services provided by the high school or contracted providers.

At the beginning to middle of a quarter (minimal services entered)

1. The Enrolled HSCP SGE will need to be closed by the AOE HSCP Invoicing Coordinator. Once this is done AEL field staff will be notified.
2. Any services entered in the student's file during the current quarter need to be deleted by AEL field Staff.
3. The actual enrollment with the status of Enrolled in high school will need to be Students inactivated by AEL field Staff with the end date of the previous quarter.
4. AEL field staff activates student with a status of Unenrolled in high school with a start date of the beginning of the active quarter.
5. AEL staff will need to re-enter the deleted services once the new Unenrolled enrollment is established.
6. AEL field staff enter a new Unenrolled HSCP special group with a start date of the beginning of the active quarter.
7. AEL staff notifies the AOE HSCP Invoicing Coordinator so that the automatic plan development charges can be deleted.

During the middle to the end of a quarter

1. Stop entering services in the student's service record immediately.
2. Notify the AOE HSCP Invoicing Coordinator so the Enrolled HSCP student's file can be reviewed.
3. If the student has been an active participant as an Enrolled student throughout the first half of the quarter then the AOE HSCP Invoicing Coordinator will advise leaving the student as an Enrolled student through the remainder of the quarter. **The AOE HSCP Invoicing Coordinator will close the Enrolled special group** with an inactive date of the end of the quarter after the quarter billing has been completed and the next billing quarter opened.
4. Once notified of special group inactivation after the previous quarter has closed, AEL field staff must inactivate the student's actual enrollment with the end date of the quarter.
5. AEL field staff will then activate the student with a status of Unenrolled in high school using the first date of the next quarter by AEL staff.
6. AEL field staff then enters a new Unenrolled HSCP special group using the first day of the next quarter as the plan signed date (this date will also need to be used for the drop out date in the special group enrollment).

7. Once the new special group is set up, notify the AOE HSCP Invoicing Coordinator so that the automatic plan development and technology fund charges can be deleted.

HSCP Invoicing Editing Requests

The information provided to the AOE AEL team for HSCP invoicing editing requests should be complete so there are no questions as to what needs to be done to complete the edit. Make sure the information in the request is in the exact order of the entry in the student service summary.

Include key information from the actual invoicing page. The example below is for line item #11:

11 Complete basic skills and/or course related to individual instructional support

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Completion</i>	<i>Actual Hours</i>	<i>Skill or Course</i>

Include information about:

- The student's DataWorks ID
- Whether the service was provided by the AEL provider, High School plan partner or a Contracted Provider
- The completion date (service end date)
- Actual hours of the entry
- The detailed information entered in the Skill or Course box
- An explanation of what editing needs to be completed

Providing this specific information will help AOE AEL staff to locate the appropriate invoicing item and edit it correctly.

Edit requests that do not have complete information will be returned to the sender with a prompt for more detail before the edit can be made. Providing the complete information from the beginning will save everyone time.