

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # O6-17, Revision E

Date Released: March 26, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: March 26, 2021

Subject: Remediation Process for Basic Skills Deficiencies

Applicable Program: Adult, Young Adult

Revision History: Initial Release – 6/27/17; Rev B – 2/7/18; Rev C – 4/19/18; Rev D 4/4/19

This Revision E updates to the new Aztec Tutorial process.

This Operational Directive (OD) defines the process to be followed when conducting assessment remediation with participants using the Aztec Tutorial application.

This OD references OD 17-18, Adult Program Assessment Requirements and OD 16-18, Youth Assessment Requirements.

Aztec Tutorial is for enrolled participants only. Any non-enrolled individuals interested in upgrading reading or math skills are to be referred to an Adult School for remediation services.

Basic Skills Remediation

- Any participants scoring 4th grade or below will start with the Foundations Series.
- Youth participants testing below 9th grade will start with Pre-HSE (Bridge Series), Youth testing at or above 9th grade will use HiSET Prep Series.
- FRWDB has customized the Pre-HSE math and reading remediation series for our participants. The classes to use are:
 - Pre-HSE Math – FRWDB
 - Pre-HSE Reading – FRWDB
- Participants are to take the following Aztec unit Pretests for math and/or reading:

Pre-HSE Math Units

- Whole Numbers
- Decimals

- Fractions
- Operations with Fractions
- Common Measurements
- Metric Measurements
- Averages, Graphs and Charts
- The Cost of Living
- Ratios, Proportions, and Percentages
- Basic Statistics

Pre-HSE Reading Units

- General Reading Skills
 - Specific Reading Skills
 - Gathering Information
- After completing the Pretest for each unit listed above, recommendations are provided to give the participant assistance in areas of need. The participant is required to do the recommendations if their overall pretest percentage score is less than 80%. The participant must complete the Aztec Lessons and Drills in the recommended Aztec units and complete the unit post-test before moving to the next unit. If their overall pretests percentage score is equal to or greater than 80% they are not required to do the recommendations. Instead they move on to the next unit pretest.
 - The participant continues through all units, listed above, of Math and/or Reading until the subject(s) is completed and achieve a final score of 80% or higher on the subject post-test. At this time a CASAS post-test may be taken, if applicable, to document grade level gains.
 - ACA/ERS have the option to give additional units if they determine this will be beneficial to the participant.

Managing Post-Tests

When creating a new student, the instructor shall assign the No Post-Test Learning View. This learning view blocks the student from taking post-tests until staff can confirm the process above has been followed (i.e., all lessons and drills have been completed). After the post-test has been taken, the student shall be re-assigned to the Default view.

Verification/Documentation

- Providers cannot open a tutorial activity in CalJOBS until they have visually confirmed within Aztec that the student has completed their first Unit pretest.
- The start date of the tutorial service code must match the date the first pretest was completed.
- Before taking a CASAS post-test, the Provider must review the Aztec Student Activity Detail Report for the participant and confirm the student achieved 80% or higher on the all the subject post-tests.

Please contact the FRWDB Adult Program Manager or Youth Program Coordinator, as appropriate, with any questions.

Work Instruction:

TRN-ASM-001, Aztec Assessment Remediation Tool