



**TOOL KIT for  
NEW YORK STATE  
NATIONAL EXTERNAL DIPLOMA PROGRAM®  
(NEDP)**

**2016-2017**

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The New York State (NYS) National External Diploma Program® (NEDP) Tool Kit was created for use by NEDP agencies and staff in their work with CASAS (Comprehensive Adult Student Assessment Systems), the New York State Education Department (NYSED), trainers, mentors, advisors, assessors, reviewers and students. The Tool Kit should be used to facilitate planning and sustainability, professional development and discussion around NEDP during new program implementation and beyond.

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## **New York State NEDP® Fact Sheet**

### What is the National External Diploma Program?

The National External Diploma Program® (NEDP) is a flexible, self-directed web-based program, overseen by approved agencies, where the reading, writing, math and workforce readiness skills of participants are assessed through a series of tasks to earn a New York State High School Equivalency (HSE) Diploma. Tasks are meant to demonstrate high school level skills that parallel job and life situations (examples include writing a resume, calculating the interest on a loan, and identifying state and local political issues). Participants work independently on a computer and meet with an advisor/assessor on a regular basis. NEDP is aligned to the Career and College Readiness Standards.

### Where are programs located in New York State?

A map of current NEDP programs in NYS can be accessed here:

<https://www.casas.org/nedp/locations/new-york>

### What is the cost to administer NEDP?<sup>1</sup>

Fees for establishment and management of NEDP sites are the responsibility of the program providing the NEDP. Sites eligible for federal and state funding may use funds (including EPE and federal WIOA Title 2 funding) and program income in accordance with New York State policy, regulations, and guidelines, which are detailed here: [Program Manager and Instructor Guide for Distance Learning](#).

All NEDP sites are required to pay an annual site fee of \$950 (established by CASAS), a fee of \$100 per person for each Online Assessment Administrations Web Enrollment Unit (WEU), plus a \$15 handling fee for each agency. New staff training (of up to five agency staff) is \$7500, with staff replacement training set at \$1,350 per individual.

New York State Education Department will provide partial financial support for some of the aforementioned fees in years 2016 and 2017; however, funding is limited and agencies should determine if the program is financially feasible and sustainable after receipt of SED's limited funding. NYSED will not provide incentives for personnel, fringe benefits, indirect costs or other costs for the program unless otherwise indicated. All NEDP sites are required to sign an official NEDP Site Agreement each program year and pay the annual site fee to remain active.

### How many students does an active NEDP program serve on average?

The number of students enrolled in New York State programs varies; some smaller programs serve a cohort of 2 or 3 students, while the largest currently serves 64.

### Who is eligible for NEDP?

New York State adults and out-of-school youth without a high school diploma who:

- Are 18 years of age or older, and
- Pass the 9<sup>th</sup> grade level equivalency on the requisite CASAS<sup>2</sup> Diagnostic Assessments, as well as a score of 9.0 or better on the TABE D<sup>3</sup> in reading and math.

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<sup>1</sup> Please reference the chart on page 7 for more information on NEDP fees.

<sup>2</sup> CASAS (Comprehensive Adult Student Assessment Systems) is the administrative agency for NEDP.

<sup>3</sup> More information about TABE Tests and Levels can be found here:

<http://www.ctb.com/ctb.com/control/productFamilyViewAction?p=products&productFamilyId=608>

### Do students take classes?

No. NEDP is not class-based, and there are no required courses. The program follows an individualized approach in which participants are assigned a one-on-one advisor/assessor with whom they must meet on a regular schedule. Individuals who do not have required skills will be advised on how these can be improved, such as via tutoring, self-study, and so on.

### How long does the NEDP program take to complete?

Because NEDP is a flexible, self-paced program, participants work independently, so completion times vary. Many NEDP clients finish within 6 -12 months, but as study is independent and the skills level and life circumstances differ for each participant, this influences the length of time a student will be in the program.

### The Stages of NEDP (see following pages for visual aid)

NEDP participants fulfill requirements by completing two program phases: **Diagnostics** and **Assessment**.

#### **I. Diagnostic Phase**

- The participant's academic skill level is assessed through standardized tests in reading, writing, and math. The participant also completes an employment, training and higher education self-assessment, and a technology readiness test.

#### **II. Generalized Assessment Phase**

- This phase begins immediately after the participant has met the requirements of the diagnostic phase. Participants' high school-level academic skills are assessed through a curriculum that integrates all subjects. Participants do not receive individualized instruction; instead they demonstrate competency in reading, writing, mathematics, oral communication, problem-solving, technology, media literacy, and critical thinking academic skills through the performance of real-life tasks in a set of 8 (eight) units completed online.
- Once in the program, there are regular "In Office Checks," where participants meet with an advisor/assessor and are assessed on their ability to complete untimed assignments. Participants must demonstrate 100% mastery of NEDP competencies in various content areas (and have multiple opportunities to reach this 100% level).
- Participants are also required to complete a "College and Career Competency" through one of the following options: **1)** Occupational/Vocational Competencies (*usually completed via verification of employment*); **2)** A Specialized Skill (*demonstration of mastery in a special skill or talent such as music, art, photography, etc.*); or **3)** Transition to postsecondary education.
- The Post Task Assessment (PTA) component consists of correcting any items that have not been fully demonstrated. In other words, candidates are able to make corrections of missed items, questions and/or exercises either simultaneously with newly assigned units, or upon completion of the last unit's submission, until 100% mastery has been demonstrated.

#### **III. Portfolio Review Phase**

- This is the last phase of the NEDP process. After completion of all competencies/units, candidates' completed portfolio is submitted electronically to an NEDP Reviewer who will evaluate and issue final approval of portfolio. Upon approval, an application for the NYS High School Equivalency Diploma is completed and sent to the State Education Department for issuance of diploma.

Where can one learn more about becoming an NEDP Provider?

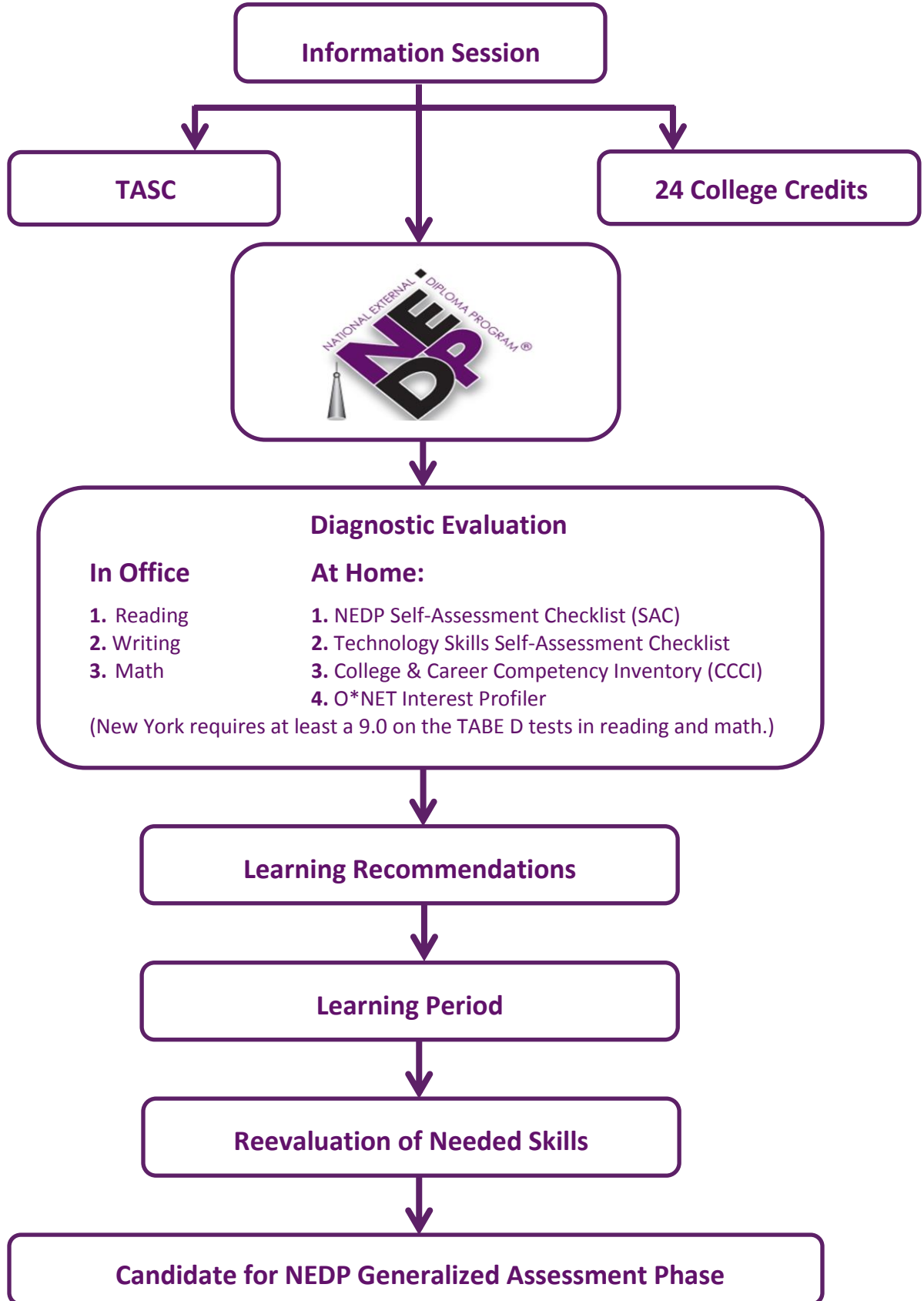
NYSED recommends that interested agencies research NEDP via CASAS' NEDP website ([www.nedp.org](http://www.nedp.org)), as well as the materials and resources posted on NYSED's website:

<http://www.acces.nysed.gov/aep/national-external-diploma-program>

The following table details some of the fees associated with operating the National External Diploma Program, including the financial support that SED may provide to eligible agencies through FY2018.

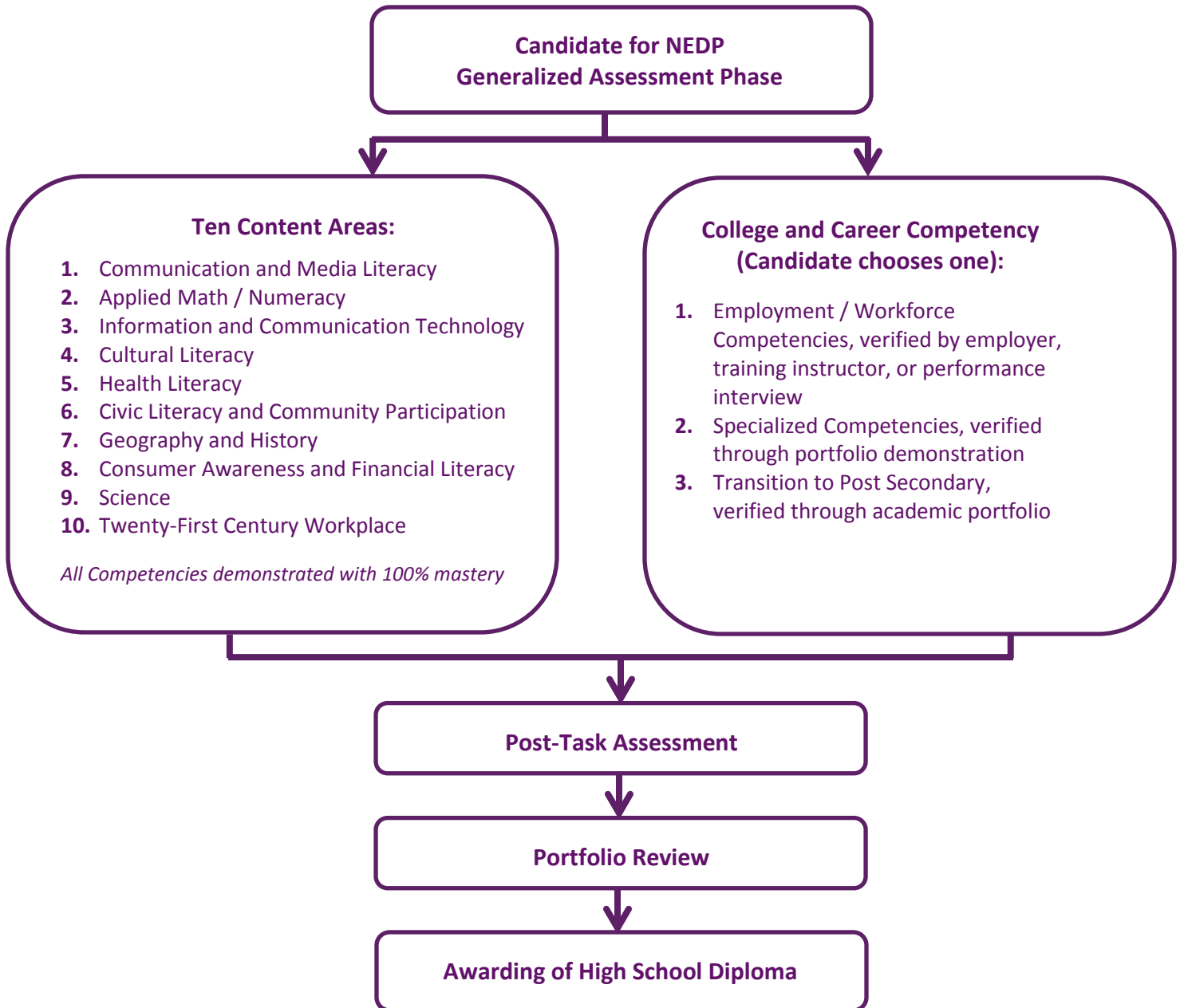
<b>NYS NEDP CASAS Potential Financial Support 2017 – 2018</b>			
<b>Fees</b>	<b>To date through June 30, 2017 - Year One Funded</b>	<b>July 1, 2017 – June 30, 2018 – Year Two Funded</b>	<b>July 1, 2018 and beyond</b>
Site License Fee: \$950 annually (site fee is required for <i>each</i> location).	Year One contract covers site fees.	Year Two contract covers site fees.	SED funding has not been established. Agency responsible.
Online Assessment Administrations Web Enrollment Unit (WEUs): \$100 per individual client, plus \$15 agency handling fee.	SED will pay for up to 10 clients at 10 sites. Clients over that threshold will be the responsibility of the agency.	SED will pay for up to 10 clients at 10 Year Two funded sites. Year One funded sites and expansion sites will not receive WEU funds in funding Year Two. Clients over that threshold will be the responsibility of the agency.	SED funding has not been established. Agency responsible.
Initial staff training for up to five staff: \$7,500.	SED will pay for up to 10 sites.	SED will pay for up to 10 sites. Year One funded sites and expansion sites will not receive funding in Year Two.	SED funding has not been established. Agency responsible.
Staff replacement and/or turnover training: \$1,350 per participant (existing NEDP agencies only).	SED will pay for up to 20 total.	SED will pay for up to 20 total.	SED funding has not been established. Agency responsible.

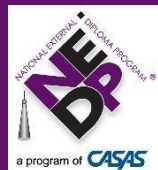
## New York NEDP Diagnostic Phase





## II. NEDP Generalized Assessment Phase





## NEDP Staff Roles and Qualifications

**Advisor:** Works with a client through the initial stages of the NEDP program, the Diagnostics

- Introduces NEDP to prospective clients through an NEDP Information Session
- Administers all Diagnostic Instruments and interprets results
- Assists clients in identifying a College and Career Competency
- Develops and presents learning recommendations
- Identifies potential community learning resources
- Facilitates client's entry into Generalized Assessment

### Qualifications

- Completion of a baccalaureate degree, at a minimum
- Complete NEDP Implementation Training
- Work with one client each in Diagnostics and Generalized Assessment annually to remain certified

**Assessor:** Works with a client in Generalized Assessment, through to a completed portfolio and graduation

- Assigns Take-Home activities
- Conducts In-Office Checks
- Evaluates each competency, using evaluation criteria, NEDP resources, and the *Generalized Assessment Manual*
- Provides client feedback, based on evaluation results
- Monitors client progress through Post-Task Assessment
- Assesses the College and Career Competency
- Serves as a Portfolio Reviewer for other Assessors after the first portfolio is completed with State or National Trainer outside their agency
- Participates in consensus moderation
- May not instruct any client assigned to them in Generalized Assessment

### Qualifications

- Completion of a baccalaureate degree, at a minimum
- Complete NEDP Implementation Training
- Work with one client each in Diagnostics and Generalized Assessment annually to remain certified

<b>Portfolio Reviewer:</b> Reviews client's completed portfolio after all work has been demonstrated at 100% mastery
<ul style="list-style-type: none"> <li>• Identifies any undemonstrated competencies not determined by the Assessor</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures each graduate has met stringent national standards</li> </ul>
<ul style="list-style-type: none"> <li>• Helps Assessors refine evaluation skills and develop inter-rater reliability by participating in consensus moderation</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Completion of a baccalaureate degree, at a minimum</li> </ul>
<ul style="list-style-type: none"> <li>• Complete NEDP Implementation Training</li> </ul>
<ul style="list-style-type: none"> <li>• Successfully work with one client through Generalized Assessment to graduation</li> </ul>
<ul style="list-style-type: none"> <li>• First portfolio review for each Assessor must be completed by a State or National NEDP Trainer</li> </ul>
<b>NEDP Agency Administrator:</b> Oversees NEDP operations in accordance with NEDP policies
<ul style="list-style-type: none"> <li>• Submits Yearly Statistical Report (YSR) annually</li> </ul>
<ul style="list-style-type: none"> <li>• Adds and removes staff in the NEDP system</li> </ul>
<ul style="list-style-type: none"> <li>• Monitors Web Enrollment Units (WEUs) usage</li> </ul>
<ul style="list-style-type: none"> <li>• Runs agency level reports</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Knowledgeable about NEDP policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Participation in NEDP Implementation Training is preferred</li> </ul>

# New York NEDP Technical Assistance

*NEDP providers in New York State receive implementation and program management technical assistance via the following means:*

## **New York State Trainers:**

- Provide training for new staff and new site Implementation
- Conduct first Portfolio Review for Assessors-in-Training

**New York NEDP Mentors:** One mentor is assigned to each agency, post-NEDP Implementation Training.

- Assists with marketing and client recruitment
- Provides support for NEDP Advisors and Assessors-in-training
- Assists agencies with improving client persistence
- Assists in the interpretation of evaluation criteria
- Assists in establishing flow of client progress through each program phase
- Meets regularly with new agency to ensure successful program implementation
- Advises programs on how to access NEDP resources

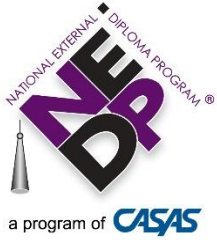
**NEDP Professionals Page:** A comprehensive portal located at [www.nedp.org](http://www.nedp.org); includes:

- NEDP policies
- Client and program forms
- Client assessment materials
- Marketing resources
- Other materials necessary for program implementation

## CASAS' staff providing Local Program Assistance

*The following chart indicates which CASAS staff to contact for support, based on various issues that may arise for NEDP practitioners.*

Issue or Question	Christine O'Hara ext. 135	Celanire Flagg ext. 108	Ginny Posey *	Cheryl Parry **	Tech Support ext. 4
Item Suggestions	✓	✓			
NEDP Professionals Website/Access	✓	✓			
Online Submitting/Releasing/Scoring	✓	✓			
Portfolio Reviews	✓				
Technical Support:					✓
Browser Issues					✓
Login Issues					✓
Recording Issues					✓
Silverlight Issues					✓
Testing Accommodations			✓		
WEU and Material Orders	✓	✓			
Written Prompt Training and Certification				✓	
<b>800.255.1036</b>					
*Ginny Posey: <a href="mailto:gposey@casas.org" style="color: white;">gposey@casas.org</a>			**Cheryl Parry: <a href="mailto:cparry@casas.org" style="color: white;">cparry@casas.org</a>		



# National External Diploma Program® (NEDP)

## Implementation Training Outline

### Overall NEDP Implementation Training Goals

- Communicate the unique characteristics of NEDP
- Demonstrate roles of NEDP Advisor, Assessor, and Portfolio Reviewer
- Develop ability to administer the performance-based NEDP in strict compliance with NEDP criteria
- Use T Trainer to demonstrate the NEDP software to track and assess client work, and submit evaluation results of completed tasks and competencies

### Module 1 – Overview and Client Intake

Length: 2 hours, webinar or face-to-face

Pre-meeting activities:

- Review overview materials: binder, including glossary (Generalized Assessment Manual, pp. 18-19)

Training Objectives:

- Review the history and philosophy of NEDP
- Appropriately use NEDP terminology
- Become familiar with the NEDP program model
- Distinguish roles of NEDP staff (Advisor, Assessor, Reviewer) and certification requirements
- Log in to the NEDP online assessment system and set up sites and staff and enroll clients
- Conduct client intake activities, including the NEDP Information Session

### Module 2 – Diagnostic Phase

Length: 3 hours webinar or 3-4 hours face-to-face

Pre-meeting activities:

- Review NEDP User Guide, available on Professionals Page
- Completion of IT CASAS training
- Completion of Writing Prompt Certification
- Preview instruments in Open Diagnostics

Training Objectives:

- Locate and use NEDP implementation materials used in diagnostic phase
- Articulate the intent of the NEDP Individual Competency framework to assist with client choice
- Use NEDP software to document completion of diagnostic scores
- Administer the Closed Diagnostics
- Administer Open Diagnostics

- Develop diagnostic recommendations

## Module 3 – Generalized Assessment

Length: 3 hours webinar or 6 hours face-to-face (Modules 3 and 4)

Pre-session activity:

- Establish log-on for T Trainer

Training Objectives:

- Define Performance Assessment
- Use NEDP software to administer Generalized Assessment
- Use NEDP software to document Individualized Assessment
- Build skills in consensus moderation
- Practice T Trainer Competency evaluation (can be T Trainer follow up webinar)
- Prepare for In-Office appointment

## Module 4 – T Trainer

Length: 2.5 hours webinar

Pre-session activity:

- Establish log-on for T Trainer
- Complete T Trainer Competencies

Training Objectives:

- Use NEDP software to administer Generalized Assessment
- Continue practice of T Trainer Competency evaluation
- Continue to build skills in consensus moderation

## Module 5 – Post Task Assessment and Portfolio Review

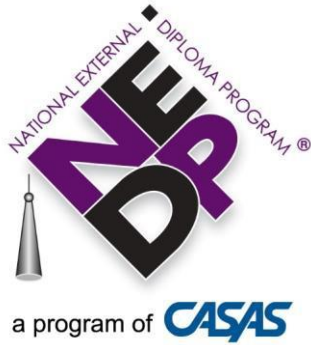
Length: 3 hours webinar or face-to-face

Pre-Session Activity:

- Review Individualized Assessment and Generalized Assessment Manuals
- Identify any remaining NEDP questions

Training Objectives:

- Continue to build skills in consensus moderation
- Conduct Post-Task Assessment
- Prepare for Portfolio Review
- Review Advisor/Assessor roles
- Complete Advisor/Assessor certification requirements



# Timeline for Program Implementation

## Sample Agency Implementation

Time/Date	Activity/Decision	Responsible
August 1	Agency Administrator evaluates potential client base, budget and facility requirements, staffing potential Agency notifies State/Authorizing Agency and CASAS that they wish to begin NEDP implementation. Agency Administrator identifies/hires new staff, develops sustainability budget, identifies dedicated computers and facilities. Agency Administrator submits required paperwork to CASAS, including signed site license agreement.	Agency Administrator
September 5	Module 1: Overview and Client Intake Training for 3-5 agency staff	NEDP State Trainer
September 10	Module 2: Diagnostic Phase Training for 3-5 agency staff	NEDP State Trainer
September 11	Intake new NEDP clients, one per new advisor	Local NEDP staff
October 10	First NEDP client complete Diagnostic Phase, ready to enter Generalized Assessment. Modules 3 and 4: Generalized Assessment and T Trainer Training for 3-5 agency staff.	NEDP Trainer
October 11	Transition first NEDP client to Generalized Assessment, assign assessor-in-training (not the same staff who served as advisor). Other clients enter Generalized Assessment when ready.	Local NEDP Staff
December 1	First new NEDP client completes first competency and is ready for competency to be submitted to Portfolio Reviewer. Other NEDP clients progressing through Generalized Assessment competencies with their advisors. Module 5: Post Task Assessment and Portfolio Review Training	NEDP Local Staff NEDP State Trainer
April 1	First NEDP client graduates	

It is important to note that this is a demonstration of a new site implementation timeline. Each site differs as to the number of clients who are ready to meet NEDP academic requirements, the length of time each client takes to successfully complete the Diagnostic Phase, and the number of times a client must reattempt a competency to finally attain 100% mastery.



## **New York State Employment Preparation Education (EPE) Fact Sheet**

**NYSED programs receiving Employment Preparation Education (EPE) funding may receive contact hour reimbursement for staff time spent in various phases of NEDP. EPE is available only to BOCES and school districts.**

### **Claiming EPE contact hours for NEDP programming:**

- **NEDP Intake:** Traditional contact hours may be claimed for a one-time only intake and assessment to determine student preparedness for NEDP. TABE and CASAS assessments are required. The traditional EPE formula is used for reimbursement and should be recorded in a traditional coded class as “Intake NEDP.”
- **NEDP Orientation:** A distance learning coded class is created to collect orientation contact hours eligible for EPE reimbursement. Enter a one (1) for attendance in the week when the orientation occurs; the one (1) will automatically reflect six (6) contact hours in ASISTS.
- **Weekly Face-to-Face Generalized Assessment:** A distance learning coded class is created to collect these contact hours. Enter a one (1) for attendance in the week when the meeting occurs; the one (1) will automatically reflect six (6) contact hours in ASISTS.
- **Tutoring:** Students enrolled in the NEDP can receive a maximum of six (6) hours per week for tutoring. These hours are recorded in a traditional coded class. Tutoring instruction cannot be provided by the NEDP staff person who serves as the assessor/advisor to the student.
- **Competency Review:** Beginning with students enrolled on or after September 1, 2016, when NEDP program staff complete a review of a student’s work in any one of eight (8) competency categories, and it is determined that the student has successfully mastered the competencies associated with that category, the program may claim ten (10) contact hours eligible for EPE reimbursement. These ten (10) hours will be recorded as attendance in ASISTS as traditional contact hours in a class coded as “NEDP Competency Review.” When a student has mastered the competencies associated with all eight (8) categories, the program will have earned a total of eighty (80) traditional contact hours. Program staff must document this work on the audit worksheet labeled “NEDP EPE Competency Review Schedule.”

### **Additional Note on Budgeting of Funds:**

Programs awarded contracts from NYSED under the Workforce Innovation Opportunities Act (WIOA) may choose to budget funds dedicated to the support of NEDP. Only those contract holders who have budgeted for NEDP in FY2016/2017 may dedicate monies toward this work with students. Current WIOA contract holders may propose to NYSED a budget amendment to accommodate the addition of NEDP programming (NYSED approval necessary).

WIOA will be rebid through a competitive procurement for contracts beginning July 1, 2018. These proposals may include resources dedicated to NEDP programming.

## NEDP SUSTAINABILITY PLAN

*It is highly recommended that NEDP programs create a sustainability plan to address the following questions:*

1. Who will be the program's NEDP staff, how many staff will initially be trained and how will the roles of Advisor, Assessor, and Portfolio Reviewer be distributed?
2. How will NEDP staff members be compensated for their responsibilities?
3. How many FTEs and PTEs will be dedicated to the NEDP program?
4. If NEDP staff leave, what is the recruitment/replacement plan? The agency must be able to quickly make available another staff person. Ideally, there are five trained NEDP staff at each agency.
5. How will NEDP-related data be collected and by whom?
6. How will the program's NEDP be funded, outside of possible SED funding? Initial startup cost considerations should include:
  - a) Funding
  - b) Facility rental costs, including utilities, if appropriate
  - c) Training and follow-up certification costs, including New Site Training, Portfolio Reviews, and Evaluation Workshops
  - d) Additional assessment costs for the first year (such as TABE)
  - e) CASAS annual site fee if not funded by SED
7. How will the program leverage regional resources?
8. What grant funding can be used?
9. Since NEDP is not an instructional program, what resources will be available for NEDP clients that need instructional support?
10. Whom will the program serve, and how many localities will be served?
11. How will new clients be identified?
12. What outreach strategies will the program use to let the public know about the program?
13. How many clients will be in the initial cohort?
14. How many clients does the program hope to serve in the first year?
15. What is the plan for the program's NEDP growth?
16. How will the staff stay in touch with clients who are in the program?

17. Does the program have sufficient technology to support NEDP?
18. How will the NEDP impact local and regional partnerships?
19. How will the program establish sustained relationships with local employers and workforce development agencies to promote NEDP?

*Adapted with permission of the Virginia Department of Education.*