
The questions in this companion document can help your program investigate ways to use data for program improvement, to align activities to your workforce development area local plan, and to improve students’ transitions to self-sustaining careers.

**ADJUST**

**ANALYZE**

**ACQUIRE**

| **Section** |  **Questions to Consider** | **Action to Take** |  **Planned Action Steps** |
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| **Student Information** | * Were all levels of students that you served represented on your report (e.g., adult basic, adult secondary, English as a second or other language)? Why or why not?
* What percentage of your students had measurable skill gains as determined by a post-assessment?
 | Contact Chrissie Klinger (cok5111@psu.edu) for technical assistance related to innovative strategies and promising practices for student intake and orientation.  |  |
| **Assessments and Career Exploration** | * Are you including career pathways exploration and preparation in your adult education programming? Why or why not?
* Are you using a variety of assessments to help students set career goals? Why or why not?
* Does the adult education staff understand the difference between an industry sector and occupation and how that effects career goal planning?
* Do you know the industry sectors and/or occupations that are the focus of your workforce development area (WDA) local plan? How does your adult education programming support the local plan?
 | Explore the [Center for Workforce Information and Analysis website](https://www.workstats.dli.pa.gov/Pages/ProductsAtoZ.aspx).Contact Loretta Lininger (lml160@psu.edu) for technical assistance related to innovative strategies and promising practices for aligning services to the WDA local plan.  |  |
| **Education and Career Goal Setting and Planning** | * What activities is your program offering related to career awareness, career exploration, and career goal setting?
* Is there a large discrepancy between goals set and met? How is this so, and how often are goals reviewed and updated with students?
* What postsecondary education and training programs are your students transitioning to? Do those programs align to industry sectors that are the focus of your WDA local plan?
* How are you working with partners to help students obtain or retain employment?
 | Explore how your student support coordinators and instructors are working together to use labor market information to help students set, review, revise, and achieve realistic goals.Consider having adult education staff complete the [*Using Labor Market Data Analysis for Program Planning*](https://pdportal.paadultedresources.org/learn) course.Contact Chrissie Klinger (cok5111@psu.edu) for technical assistance related to innovative strategies and promising practices for career awareness, exploration, and planning with students. Contact Loretta Lininger (lml160@psu.edu) for technical assistance related to innovative strategies and promising practices for aligning adult education programming to local employment and training programs. |  |
| **Student Supports** | * How is your adult education staff partnering with programs and services that can assist students with barrier and transition support?
* What other types of supports are you and your partners offering to help students successfully transition to postsecondary education or training? What additional supports may be needed?
 | Invite partner program staff to provide barrier and transition support on-site at your adult education locations.Contact Chrissie Klinger (cok5111@psu.edu) for technical assistance related to innovative strategies and promising practices for student barrier and transition support.  |  |
| **Referral/Co-Enrollment Information** | * How are you working with your PA CareerLink® partners to:
* Provide information to students about enrolling on the PA CareerLink® website for job searching, orientation, and workshops to learn more about all Workforce Innovation and Opportunity Act (WIOA) core programs.
* Increase co-enrollment?
* Collaborate on shared student goals and meet shared outcomes?
 | Consider having adult education staff complete courses available on [workforcestafftraining.com](https://www.workforcestafftraining.com/).Contact Loretta Lininger (lml160@psu.edu) for technical assistance related to innovative strategies and promising practices for increasing co-enrollment among WIOA core programs and reducing duplication of services. |  |
| **Integrated Education and Training (IET)** | * Is IET an appropriate strategy for your region? Why or why not?
* Which training programs in your local area might work well with an IET model?
 | Contact KayLynn Hamilton (klh267@psu.edu) for technical assistance related to innovative strategies and promising practices for developing and implementing IET.  |  |
| **Student Activities: Local Employer Engagement** | * How many of the employer engagement activities were a result of working with the local workforce development board or other PA CareerLink® partners?
* Which employer engagement activities align with and support your WDA local plan?
 | Meet with your local Title II Coalition or other regional partners and discuss ways your programs can work with the local workforce development board and other PA CareerLink® partners to increase effective employer engagement activities.Contact Loretta Lininger (lml160@psu.edu) for technical assistance related to innovative strategies and promising practices for your involvement in employer-related activities within the workforce development system. |  |
| **Entire Report** | * How is the data presented in the CPSR summary being used by your program?
 | Contact Loretta Lininger (lml160@psu.edu) for technical assistance related to innovative strategies and promising practices regarding the use of CPSR summary data with adult education staff and workforce partners.  |  |

Institute for the Study of Adult Literacy, Penn State, 2022. The development of this resource was supported in part by the U.S. Department of Education. However, this does not necessarily reflect the position or policy of the U.S. Department of Education or the Pennsylvania Department of Education and no official endorsement by these agencies should be inferred.