

## Memorandum of Understanding Martinsville & Henry County

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To ensure compliance with the Adult Education and Family Literacy Act of 1998, Title II of the Workforce Investment Act of 1998, the parties herein have formed in partnership to assist eligible applicants in establishing local workforce partnerships and integrated education programs using the *PluggedInVA* model. This Memorandum of Understanding (MOU), is made and entered into between the West Piedmont Regional Adult Education Program which includes specifically Henry County and the City of Martinsville's Adult Education programs and local partner agencies regarding the Martinsville and Henry County PluggedInVA transition model for implementation. This MOU is funded by the Department of Education. This agreement extends for the time period July 1, 2013-May 25, 2014 and is dependent upon receipt of grant funding.

**WHEREAS**, the partners listed below have agreed to enter into a collaborative agreement in which the West Piedmont Regional Adult Education Program will be the lead agency and named applicant and the other agencies will be partners in this application; and

**WHEREAS**, the partners herein desire to enter into a Memorandum of Understanding (MOU) setting forth the services to be provided by the collaborative; and

**WHEREAS**, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Adult Education and Literacy (OAEL) on or before May 30, 2013 or as deadlines require.

**Partner Agencies and Planning and Development Team:** The planning and development team will oversee all phases of this project's operation. This planning and development team will meet at least monthly to coordinate each local partner's efforts.

West Piedmont Workforce Investment Board  
Martinsville-Henry County Chamber of Commerce  
Martinsville-Henry County Employment Commission  
Patrick Henry Community College  
    Developmental Education & Transition Programs Division  
    Continuing Education & Workforce Development Division  
Workforce Service Center  
Henry County Public Schools  
Martinsville City Public Schools  
(Businesses Identified)

# **Memorandum of Understanding Martinsville & Henry County**

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## **Description of Partner Agencies and Responsibilities**

### **West Piedmont Workforce Investment Board**

The West Piedmont Workforce Investment Board (WIB) will serve as a partner in the planning and implementation of the transition program PluggedInVA and provide the following services:

### **WIB Roles and Responsibilities**

- Provide representation on the PluggedInVA steering committee to advise overall development and implementation of the project.
- Assist in project evaluation and planning for continuation of the model in the future.
- In agreement with the WIB's One Stop Operator, assign WIA case managers to determine WIA-eligibility of PluggedIn VA participants and assist with case management.
- Contingent on the availability of program funds, effective July 1, 2013, restrict up to \$10,000 of unobligated program funds for the following subsidies for PluggedIn VA participants who are in need and eligible for WIA services:
  - Supportive services
  - Work readiness training
  - CRC testing and staff assistance on KeyTrain
  - Adult internships

**Martinsville-Henry County Chamber of Commerce** was founded in 1959 and has been actively involved in all facets of our business community ever since. Their programs are designed to encourage a strong local economy by creating an environment where businesses thrive and community and commerce work together for the future of Martinsville-Henry County. They have worked with 115 employers in the Martinsville Henry County area to determine and satisfy their hiring needs and requirements. The Chamber's President serves on the WIB.

### **Chamber of Commerce Roles and Responsibilities for PluggedInVa initiative**

- Assist in identifying appropriate industry specific businesses
- Lead collaborative arrangements with designated businesses
- Collaborate with businesses to develop job exposure opportunities

## **Memorandum of Understanding Martinsville & Henry County**

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**Patrick Henry Community College (PHCC)** is a comprehensive two-year institution committed to student success, lifelong learning, and enrichment of the quality of life in the region it serves. Transition programs such as the Middle College and Workforce Development, work with special populations within the region. The Workforce Development and Continuing Education division, the entrepreneurial academic unit of PHCC, is committed to economic prosperity and quality of life for the communities it serves by providing customized training, continuing professional development, and lifelong self-development opportunities to businesses, organizations, and individuals.

### **PHCC Roles and Responsibilities for PluggedInVa Initiative**

Plan for co-enrollment- PHCC will work with Adult Education staff to ensure that students are properly enrolled in non-credit and credit bearing courses. PHCC staff will register students as a cohort and provide assistance to students in completing and processing all college registration forms. Work with Region 12 Adult Education staff to identify and recruit eligible, enrolled PHCC students.

Plan instructor training –PHCC staff will work with Adult Education staff in developing appropriate curriculum that will satisfy articulation from non-credit to credit requirements by collaborating to develop credit-bearing courses with direct relevance to postsecondary success and/or in allied health, specifically, Certified Nurse's Aide Training.

Plan for student orientation-PHCC staff will support Adult Education staff in the initial student orientation where students will become acquainted with PHCC staff and learn PluggedInVA program requirements for student participation as it relates to PHCC.

Career Guidance – PHCC's Adult Career Coaches will advise for both postsecondary education/training and career placement by helping learners establish long-term career goals and facilitating the development of individual career plans, including administering career assessments such as the Virginia Wizard.

Transitional Services - PHCC will provide college transitional services, such as but not limited to instruction of the SDV 108 college success class and assistance with college applications, financial aid, and scholarships, to the Plugged In VA cohort through the PHCC Middle College program

Occupational Instruction – PHCC will deliver structured hybrid noncredit/credit CNA program that would articulate to credit and include some credit –bearing courses. Students successfully completing the two required courses for CNA and pass the state licensure exam will receive advanced standing credit that leads to PHCC's career studies certificate. In addition, students successfully completing a non- credit Red Cross First Aid & CPR training will earn advanced standing that will articulate to

## **Memorandum of Understanding Martinsville & Henry County**

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HLT 100 First Aid & CPR (3 credits). Students successfully completing the IC3 digital literacy training will also receive advanced standing that will articulate to ITE 115 Intro to microcomputers (3 credits). Upon successful completion of this program, students may earn a total of 18 credit hours for a CNA certificate from PHCC.

Career Readiness Certification – PHCC will deliver CRC training through access to KeyTrain, assessment and certification.

**West Piedmont Regional Adult Education Program** has worked with each of the above mentioned local partners addressing the educating and upgrading workforce skills of adult education participants enrolled in the Martinsville and Henry County's adult education programs. For the purpose of the Martinsville-Henry County PluggedInVA initiative, each of these groups indicate a willingness to work with the West Piedmont Regional Adult Education Program to address the unique and varied concerns of this project.

### **West Piedmont Regional Adult Education Program Roles and Responsibilities**

West Piedmont Regional Adult Education Program (WPRAEP) providing funding, will provide a project coordinator to assist the planning team in convening meetings, researching labor:

- Overall grant management, including convening steering committee meetings and advising members of program development.
- Financial management of grant funds in adherence to federal and state requirements.
- Forming and maintaining partnerships with healthcare employers and the local community.
- Employment and supervision of personnel to facilitate instruction for GED and Career Readiness Certification testing, curriculum crosswalk and planning for academic transition, professional soft skills development and digital literacy as well as implementation and presentation of capstone projects.
- Overall coordination of planning and implementation of recruitment and selection of project participants.
- Coordination with Patrick Henry Community College personnel to assure a smooth transition from the first phases of the PluggedInVA model to certificate programs in healthcare.
- Provide support to participants as needed during their participation in the contextualized content.
- Evaluate project
- Region 12 Adult Education will provide basic skills and contextualized instruction that will prepare students to earn the GED certificate and to successfully complete credit and non-credit CNA co-enrollment courses.

## **Memorandum of Understanding Martinsville & Henry County**

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**Henry County Public Schools Adult Education Program** strives to be the premier provider of Adult Education services to the citizens of our community by using credentialed personnel and instructional excellence to meet or exceed program goals and performance. They envision an adult learning program that enables adults to express themselves, access information and resources, make decisions to act independently and with others, and continue to learn for life in a constantly changing world. This program offers assistance to improve reading, math, and writing, work toward achieving individual learning goals, individualized and group instruction with assistance from reading and math teachers at no cost to participants.

Roles and Responsibilities for PluggedInVa initiative

- Oversee student recruitment in program
- Assist in curriculum design
- Assist in student intake and assessment
- Provide basic skills instruction that leads to GED® credentialing
- Provide instruction in contextualized curriculum
- Provide 21st century skills instruction
- Provide Professional soft skills instruction
- Provide digital literacy instruction
- Deliver CRC (Career Readiness Credential) preparation

**Martinsville City Public Schools Adult Education Program** purpose is to raise the literacy levels of adults and out of school youth who do not have a high school credential by increasing the number of GED® credentials and adult high school diplomas awarded, providing quality customer services to all students and contribute to the transition of adults to employment and post secondary education.

Roles and Responsibilities for PluggedInVa initiative

- Oversee student recruitment in program
- Assist in curriculum design
- Assist in student intake and assessment
- Provide basic skills instruction that lead to GED® credentialing
- Provide instruction in contextualized curriculum
- Provide 21st century skills instruction
- Provide Professional soft skills instruction
- Provide digital literacy instruction
- Deliver CRC (Career Readiness Credential) preparation

This agreement will be in effect through June 30, 2014, or the end of the final phase of the project.

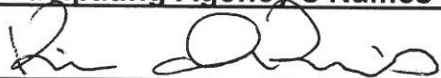
This agreement may be terminated by either party within 60 calendar days of written notice to the West Piedmont Regional Adult Education Program or the West Piedmont Workforce Investment Board. Termination may be based on noncompliance of agreed upon contracted services, and all channels of resolution have been exhausted.

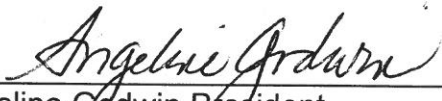


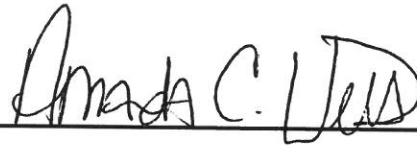
**Memorandum of Understanding  
Martinsville & Henry County**

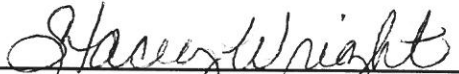
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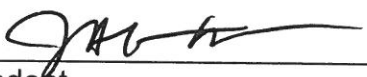
**Participating Agency's Names and Signatures**

  
\_\_\_\_\_  
Kim Adkins, Executive Director  
West Piedmont Workforce Investment Board  
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\_\_\_\_\_  
Dr. Jared A. Cotton, Superintendent  
Henry County Public Schools  
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Phone: 276/ 638-1668

  
\_\_\_\_\_  
Ms. Pamela Heath, Superintendent  
Martinsville City Public Schools  
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Phone: 276/403-5687

# PluggedInVA Grant Application

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## **Introduction**

For the West Piedmont Regional Adult Education Program (Region 12), The Martinsville-Henry County PluggedInVA planning partners request funding to implement a PluggedInVA initiative for the fiscal year 2013-14. These funds will continue the work developed in our planning process. During the planning process, the committee analyzed several reports to identify the strongest local and regional demand occupation. The 2011 West Piedmont Workforce Investment Area Demand Occupation and Workforce Analysis Study, commissioned by the West Piedmont Workforce Investment Board and developed by Mangum Economic Consulting, LLC was the most current and relevant report available for the region. This study, focused on the primary demand occupations in health, education, administrative support and remediation service sectors. All of these sectors have projected increases through 2018. Growth in the health care and social assistance employment area reported 2,883 new jobs or a 32.7 percent increase. Following health care and social assistance was the education services sector with 1,403 jobs or a 19.6 percent increase. Administrative, support, waste management, and remediation services sectors reported 852 jobs or 16.6 percent. This data and other data such as Occupational Outlook, O'Net, and data from our local and regional workforce service partners validated the demand for a Certified Nursing Assistant (CNA) training program for Martinsville and Henry County.

## **Curriculum and Instructional Supplemental Resources**

After many committee discussions and plans presented by Patrick Henry Community College, our committee agreed that the best approach for delivering this instruction would be a hybrid noncredit CNA program format. This CNA program would articulate to credit and include some credit –bearing courses. This noncredit to credit option is flexible in that students successfully completing the two required courses for CNA are permitted to take the state licensure exam in addition to receiving advanced standing credit that lead to PHCC's career

## PluggedInVA Grant Application

studies certificate. In some cases, students may not complete the requirements for the college career studies certificate, but could leave with their CNA state certification. This hybrid model also allows students to participate in a noncredit Red Cross First Aid and CPR training and upon successful completion, earn advanced standing that articulates to HLT 100 First Aid & CPR (3 credits). Students will also receive advanced standing for the IC3 digital literacy training that articulates to ITE 95 Intro to microcomputers (2 credits). Understanding the need for flexibility and adapting to an adult learning model, a curriculum writer with extensive experience in writing curriculum and experience teaching adult learners, was acquired to develop the contextualized curriculum for instructors. This curriculum will be used by all Adult Education Instructors. In summary, students completing this program will earn 18 college credits.

### **Instructional Space and Locations**

The Martinsville-Henry County PluggedInVA program will deliver programs at two sites to meet the needs of our prospective students. Students will have the flexibility of enrolling in a day or evening program. The Henry County site will instruct classes during the day sessions. The Martinsville site will deliver classes in the evening. Both programs offer comprehensive adult education services and all the requisite equipment and classroom areas are compatible for adult instruction. All college courses for the certified nursing certificate will be held at Patrick Henry Community College in the allied health classrooms where access to all nursing labs is available.

### **Sources of funding for implementation and sustainability**

The Regional Workforce Investment Board (WIB) restricted up to \$10,000 of unobligated program funds for participants who are in need and eligible for WIA services in the areas of supportive services, work readiness, CRC testing on Key Train, and internships. These funds are contingent on the availability of program funds. Patrick Henry Community College will provide at no cost; job counseling, financial aid advising services, college survival courses,



## PluggedInVA Grant Application

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and activities that integrate education and workforce training that utilize PHCC Adult Career Coaches and other appropriate PHCC staff.

### **Statement of Need**

The City of Martinsville and Henry County are located in the south central part of Virginia. This once booming vibrant rural area with mega manufacturing industries in textiles and furniture has become an entity looking for its identity. Talks of reversion of Martinsville City to township now loom with other discussions of just how to regain some of the footing lost due to the demise of much of its manufacturing base. Combined, this area has approximately 67,300 residents. The 2011 population for Martinsville now stands at 13, 559 and Henry County at 53,741. In Martinsville, white persons (49%) and black persons (45%) comprise the majority population. The racial majority in Henry County is white 72.9% and black 22.7% compared to 68.6% white and 19.4% black in the state. There are approximately 5% Hispanic people living in the area as well. The median household income from 2006-2010 is reported at \$32,408 with 23.5% of the population below the poverty level. Education levels are just as alarming and the lack of a skilled workforce plagues local economic development and workforce leaders. 2010 census data report that approximately 6,173 people 18 and over have less than a high school diploma or GED® credential.

It stands to reason with these alarming statistics, why this area has the highest unemployment statistic in the state. The West Piedmont workforce investment region had the highest unemployment rate (8.5 percent) among 16 workforce investment regions in Virginia in November 2012. A January 9, 2013 report by the local news, noted that the city continues to lead the state in jobless rates. The report noted that “the Martinsville Micropolitan Statistical Area had the highest unemployment rate (10.5 percent) among the three micropolitan statistical areas in Virginia.” Henry County's rate was 9.3 percent in November 2012,

## PluggedInVA Grant Application

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compared with 9.2 percent in October 2012 and 10.7 percent in November 2011. Henry County's five-year annual average was 10.4 percent, and its 10-year annual average was 9.3 percent.

A PluggedInVA program would assist the region in preparing residents for employment opportunities as they complete their preparation for the GED® credential. The majority of this region's students tend to be older as the median age for Martinsville and Henry County is about 43. However, these students have a great work ethic and are eager to get back to work. Many do not realize that the world of work has changed dramatically since they were last employed. Industry recognized certifications, computer literacy, and the GED® credential are essential assets that are required to be considered for interviews in our region. The PluggedInVA program model presents a career pathway that students in the Martinsville and Henry County Adult Education programs need in order to compete in this region's employment market.

### **Program Goals, Measurable Objectives, Outcomes, Evaluation Plan—**

Goal 1: By 10/1/13, deliver and monitor a contextualized education and workforce development curricula that will prepare GED® students to successfully transition directly into college or the workplace.

- Objective 1.1: Deliver project-based curricula integrating the instruction of academic, digital literacy, and professional soft skills with contextual learning in the Certified Nursing Assistant career.
- Objective 1.2: Maintain a digital log of lesson plans and activities used in the program and an evaluation of each activity. Corrective actions will be made as program is monitored.
- Objective 1.4: Work with college personnel to ensure that academic, digital literacy, and professional soft skills (PSS) required for successfully completing CNA training, passing state boards, and entering the Certified Nursing Assistant (CNA) field is successful.
- Objective 1.3: Post the CNA curricula on the West Piedmont Regional Adult Education website as a model to replicate in future programs.

*Goal 2: By 01/1/14, implement a Certified Nursing Assistant (CNA) program following the PluggedIn VA framework and utilizing the contextualized curriculum designed.*

## PluggedInVA Grant Application

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- Objective 2.1: By 8/1/2013, enroll at least 20 (10 adults at *each* program site) students.
- Objective 2.2: By 01/31/14, at least 14 (7 students at each site) *PluggedIn* VA participants will earn GED® certificates.
- Objective 2.3: By 01/31/14, at least 14 (7 students at each site) participants will have made NRS gains at a rate equivalent to or greater than the state requirement.
- Objective 2.4: By 01/31/14, at least 14 (7 students at each site) participants will earn a CRC (state &/or national) certificate.
- Objective 2.5: By 01/31/14, at least 14 (7 students at each site) participants will earn Microsoft Digital Literacy Certification.
- Objective 2.7: By 2/15/14, at least 14 (7 students at each site) participants will complete and present the outcomes of a comprehensive capstone project based on several mini-capstone projects to advisory council and community members.
- Objective 2.6: By 04/31/14, at least 14 (7 students at each site) participants will earn an industry-recognized certification.
- Objective 2.8: By 4/15/14, at least 14 (7 students at each site) participants will successfully complete 12 college credits in either the area.

### **Program design**

The focus of this Implementation Grant is to build a strong career pathway model in the health careers field that will seamlessly transition adults through GED® studies and credentialing to career training and employment in a high demand occupation. The West Piedmont Region's PIVA model for Certified Nursing Assistant (CNA) will transition students through phases. Phase One will begin with an initial orientation into the program during which students will be introduced to the program and work out the details for regular attendance while focusing on GED® and CRC instruction and testing. Prospective Students demonstrating sufficient skill level and commitment will be invited to participate in the 2<sup>nd</sup> phase where academic, digital literacy, and professional soft skills (PSS) instruction and contextual learning/mini-capstones are integrated. In phase 3, students will implement a comprehensive capstone

## PluggedInVA Grant Application

project. Phases 1–3 will be housed at the adult education sites in the city of Martinsville and Henry County. In phase 4, students will move full-time to the college where they begin content instructional noncredit to credit courses. Participants will enroll in a hybrid college noncredit program that is more flexible than the traditional format and offers increased options for successful completion of training. Students successfully completing noncredit work and state board licensures will ultimately receive college credit which will lead toward a college certificate. Students successfully completing their noncredit courses will earn 18 college credits. Their CNA credential will serve as a springboard for a career pathway toward the LPN and RN degrees.

Phases 1–3 of this program will meet four days per week, four hours per day, to provide the intensity needed for Martinsville and Henry County adults to learn the skills necessary to be successful in college training and employment. College Survival Skills, a one-credit course, will be offered during Phases three of the program. In Phase 4 students will enroll in their CNA training/certification. Career coaches will work with the students to include in their career plans additional certifications in the health field they could pursue after this program (i.e. LPN, RN, Pharmacy Tech, Dental Assisting, etc.). The integrated instruction in health care will include CPR and First Aid certifications. The timeline for implementing this project follows:

<b>PHASE 1</b>  July-August 2013	Outreach efforts will continue to urge adults to enter the program before 8/1/2013
	<i>Current and prospective students expressing an interest in PluggedIn VA will be assessed and interviewed. The program will be introduced in detail and student questions and concerns will be addressed.</i>
	Students will take Career/Scope (career interest/aptitude inventory) at our local Workforce Service Center. Career Coaches will enroll students in VA Wizard to explore careers & start development of a career plan with each student and assist them in matching career interests with career opportunities.
	Partners will meet with students to discuss why <i>PluggedIn VA (PIVA)</i> is important and discuss requirements such as drug testing, criminal records checks, etc.
	All instructional staff will have completed training on curricula assignments
	<i>PluggedIn VA (PIVA) staff will review the status of each student interested in entering Phase 2 to determine if they meet the criteria for continuation: (Passing at least 3 GED® tests or attaining a reading level of at least 7.5). Those meeting the above criteria will be invited to enter Phase 2 of PluggedIn VA.</i>
	The first day, students will meet together; partners will attend. Students will receive special

## PluggedInVA Grant Application

<b>PHASE 2</b> August- October	<p>recognition for being selected. The program requirements will again be outlined, including:</p> <ul style="list-style-type: none"> <li>■ Program advantages</li> <li>■ Attendance requirements</li> <li>■ Certifications to be earned</li> <li>■ College enrollment &amp; financial aid</li> <li>■ College pathways – first steps (as part of <i>PIVA</i>) and afterwards</li> <li>■ College credit – hybrid model and articulation credit afterward</li> <li>■ WIA eligibility requirements/advantages</li> <li>■ Internship possibilities (as arranged)</li> <li>■ The need for drug testing and criminal record checks</li> </ul> <p>Commitment forms will be signed by the students, their instructors, and the project director.</p> <p><i>Students will work in their PIVA class; instruction will be integrated, involving more technology and contextual learning. Professional soft skills (PSS) will be integrated into every instructional day. Class discussions of reading material will include 'Who Moved My Cheese?' &amp; Steven Covey's 'The 7 Habits of Highly Effective People,' etc.</i></p> <p>By 9/2/13, students will be drug tested; criminal records will be checked before enrolling in health careers contextualized instruction.</p> <p>By 9/20/13, WIA case managers will certify <i>PIVA students'</i> eligibility</p> <p>By 9/20/13, class will tour Patrick Henry Community College campus and the areas that they will spend most of their time when on campus.</p> <p>By 9/30/13, college personnel will help students enroll in college &amp; complete financial aid applications</p> <p>By 10/1/13, hold the first 'Progress Celebration' – teachers will discuss progress individually with each student. Chamber of Commerce staff will discuss the importance of professional soft skills.</p> <p>Career coaches will help students develop resumes &amp; cover letters and complete job applications – and refine their career pathway plans. Coaches will work with instructors to integrate this instruction into the curricula allowing students to use skills they use in completing these documents.</p> <p>Students will complete the first mini-capstone project that involves utilizing the skills they are learning</p>
<b>PHASE 3</b>  October – December  21 weeks	<p><i>In Phase Three, students will begin attaining digital literacy, GED® and CRC (state or National) credentials, enroll in first credit class, and plan their mini capstone projects.</i></p> <p>By 10/1/13, students will research potential community issues, present their ideas and obtain input from partners, and select their capstone projects (at least one per class).</p> <p>Career coaches will help students finalize their career pathway plans, including connecting students to different career areas (phlebotomy, dental hygiene, LPN, RN).</p> <p>Career coaches/WIA case managers will offer job interviews training culminating in mock interviews.</p> <p>PHCC Instructors will speak to students about their program and expectations.</p> <p>Mid October, college personnel will begin offering general (college success, electronic portfolios, etc.) credit classes for students.</p> <p>Late October students will complete a First Aid &amp; CPR course offered through our Red Cross agency</p> <p>11/15/13, the second 'Progress Celebration' will be held.</p> <p>11/15/13, students will present a draft plan of their capstone projects to the advisory committee.</p> <p>11/22/13, students will finalize their capstone presentations.</p> <p>By 12/1/13, students will present their capstone project to advisory committee and community leaders. Students will be in charge of all aspects of the capstone project and its presentation.</p> <p>12/13/13, a 'Send Off' celebration will be held as students transition to their college programs.</p>
<b>PHASE 4</b>  January-	<p><i>Students will begin their short term certification program for CNA. Students will be participating from 8:00 – 5:00 p.m., four days or evenings per week for 15 weeks. They will earn 18 credits transferable for a Certified Nurse Assistant Career Studies Certificate. The CNA training will be completed in late April and state boards taken. Students will then take Medical Tech, a short certification and phlebotomy course that will enhance their marketability in nursing home facilities.</i></p>

## PluggedInVA Grant Application

April 2014	Students will start Certified Nursing Assistant (CNA) training in January, 2014.
April-May, 2014	Internships will be offered to students completing the program as staff and advisory committee assists.
	Career Coaches will work with students to transition them to the next certification program in their career pathway.
15 weeks	Adult Education instructors will keep in contact with students during Phase 4 to assist in needed academic support.
	Students completing college certification will participate in a special PIVA graduation ceremony and invited to participate in the college graduation.
	Instructors and partners will host a regional conference to provide training to other interested in implementing a PIVA model for Certified Nursing Assistant.

### **Section IV – Program Evaluation Martinsville-Henry Co..**

The Martinsville-Henry Co PluggedInVA model has three goals to be evaluated: (1) the implementation of an integrated curricula that will transition GED® students to college level work and employment; (2) involvement of the PluggedInVA model in Martinsville-Henry Co into a collaborative partnership among adult education, community college, business and workforce development organizations and (3) The success of student achievement and placement in Certified Nursing Assistant positions. Each goal includes outcome measures at the end of the project to evaluate the final success of the program and process measures throughout the project to determine progress at various points throughout, so necessary modifications can be made.

Goal 1, the implementation of contextualized curricula in Certified Nursing Assistant will be evaluated by the achievement of the objectives and ultimately the completion of the curricula. Summaries of meetings held, including lists of instructors involved, will document the degree to which both adult education and college instructors collaborated throughout instruction.

Students will help evaluate the curricula as well. Weekly journal writing and pre/post self-assessments will help students reflect on what they have learned and how beneficial they found the activities. Instructors will use this feedback to assess the lessons and recommend revisions. Instructor



PluggedInVA FY 2013-2014  
Budget Worksheet

Program Name: West Piedmont Regional Adult Education  
AEFLA Region Number: 12

Superintendents Region Number:

1000 - Salaries	State
PluggedIn Project Coordinator 15hrs/wk 31 wks	\$ 13,320.00
PluggedIn Instructor #1 16hrs/wk 21 weeks	\$ 8,064.00
PluggedIn Instructor #2 16hrs/wk 21 weeks	\$ 8,064.00
PluggedIn Instructor #3 16hrs/wk 21 weeks	\$ 8,064.00
PluggedIn Instructor #4 16hrs/wk 21 weeks	\$ 8,064.00

Instructors teach 4 hours/week 4 days /week  
during the 6 month period at \$24/hr rate  
Coordinator works 29 hours/week

2000 - Benefits	Subtotal \$	State
FICA (Social Security for 4 Instructors (Medicare for 4 instructors		2467.58

FICA (Social Security for part-time coordinator Medicare for part-time coordinator		1018.98
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3000 - Purchased Services	Subtotal \$	State
		3,486.56

4000 - Internal Services	Subtotal \$	State
		-

→ Stacey Pickens cost

PluggedInVA FY 2013-2014  
Budget Worksheet

Program Name: West Piedmont Regional Adult Education  
AEFLA Region Number: 12

Subtotal	\$ -

PluggedInVA FY 2013-2014  
Budget Worksheet

Program Name: West Piedmont Regional Adult Education  
AEFLA Region Number: 12

5000 - Other Charges	State
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	Subtotal	\$	-
6000 - Materials and Supplies	State		
Notebooks			937.44
Subject Matter Textbooks for Instruction			

	Subtotal	\$	937.44
8000 - Equipment	State		

	Subtotal	\$	-
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Total Budget	\$	50,000.00
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