



## ADULT LITERACY OHIO USER GUIDE Welcome to the Adult Literacy Ohio Program!

Congratulations, and welcome to Adult Literacy Ohio! We hope your involvement in this program promotes improved literacy outcomes for you / your loved one. We know there is a void in literacy programming into adulthood, and we are excited to help fill this gap.

Your account to access tutoring services is active, and a funding package has been added. The funds are active **during the dates specified in your welcome email**. Please browse the tutors on our website at [www.adultliteracyohio.org](http://www.adultliteracyohio.org) as a first step and follow the directions below to book an introductory interview.

Please read this critical information to find answers to frequently asked questions to help you navigate the site and program.

**ACCOUNT SET UP:** You must create a password for DaySmart Appointments. We have a step-by-step visual guide for these instructions. (How to Access DaySmart Appointments).

DaySmart Appointments: After finding a tutor you want to interview, click "book now" on their bio; this will take you to the DaySmart Appointments login. Click "forgot password" and type in your email address. Check your email/spam/junk for the 'reset password' email and follow the instructions.

**FUNDS:** We recommend meeting with your tutor twice per week in increments of one hour. Each participant has a **\$2, 500** funding package to use during their designated 16-week session. *Please note that either families or tutors can stop services anytime, for any reason. Tutors are independent contractors and not employees of Adult Literacy Ohio.*

If we see that you are not making a reasonable effort to use your granted funds, our team will follow up to see how we can support you in overcoming barriers to accessing this program. Please note that not consistently accessing your grant may result in removal from the program and ineligibility for future Adult Literacy grants.

***Please understand that resources are limited, and demand for this program is high, so while we will do our best to serve you, there may be circumstances where it is deemed appropriate to reallocate the funding to a different learner who is better able to commit to the twice weekly meeting requirements.***

**YOUR ACCOUNT:** Your account is already created and loaded with a package. You will see this when you book a session in your DaySmart Appointments account. Sessions will be of no charge to you while you have a remaining balance. You can check your funding amount used under "Packages" in DaySmart Appointments, and it will show you how much \$ you have used. Please note that this figure will reflect



ALL booked appointments – including future dates! You will subtract the \$ used from your grant total to find your remaining balance.

**BOOKING REQUESTS:** When you request an appointment with a tutor, you will get an email with a notification. Please check your spam folder if you do not see the email. Your appointment is only confirmed once you hear from the tutor. Under “Appointment Details” in your appointment email, it lists the tutor’s email address. Feel free to reach out to them directly.

**Mandatory introductory interviews:** We **require** you to book interviews with tutors. We do this because we want to set you up for success in the program! Please reference your Structured Interview Support document to help support this part of the process.

**NOTE:** The tutor needs to confirm how you will connect (by phone, Zoom, GoogleMeet, etc.) Please check your email to see if they have sent you the information. If you have not received this within three days of submitting your request, please email [info@adulthoodliteracyohio.org](mailto:info@adulthoodliteracyohio.org) to help with the connection.

**All PAID appointments must be booked online on your account to use your funds, or you will have to pay out-of-pocket for services. Tutors cannot book on your behalf. You cannot book verbally with a tutor. The appointment must be made through the website to be paid with your funding.**

- You cannot book same-day or next-day appointments. You must book with enough notice for the tutor.
- If you have trouble booking appointments, please contact [info@adulthoodliteracyohio.org](mailto:info@adulthoodliteracyohio.org).

**CANCELLATIONS: If you need to cancel, please cancel more than 24 hours before the service. Cancel appointments in DaySmart Appointments. Your account will be charged if you do not cancel on the site.**

- If you cancel with less than \*24 hours’ notice, your funds will be docked the amount of the service to pay the tutor for the short-notice cancellation.
- Within an 8-hour window, you may reschedule the appointment in the system\*
- In addition to canceling through DaySmart Appointments, we strongly recommend contacting your tutor via the preferred method established in your interview (text, phone call, email).

## GOALS

Tutors will be working with you to establish **three** goals for the session. Adult Literacy Ohio will be collecting monthly progress monitoring on these mutually agreed-upon goals. Some examples of goals from our pilot are listed below. Please note tutors are tasked with linking the goals with the National Reading Panel’s “Big 5” key concepts at the core of every effective reading instruction program (phonemic awareness, phonics, vocabulary, comprehension, and fluency). Writing and spelling goals are encouraged at the request of the learner/family. All goals fall into three focus areas: Community Navigation, Workforce Development, and Quality of Life.

Examples are listed below:

<b>BIG 5 COMPONENT</b>	<b>REASON</b>	<b>THEME</b>	<b>GOAL</b>	<b>ASSESSMENT TYPE</b>
Phonemic Awareness	Mandy wants to read to her nephews.	Quality of Life	Mandy will increase her first sound fluency from 0 to 8 words in one minute.	Acadience First Sound Fluency Samples
Phonics	Ethan wants to learn to read to better navigate the world around him.	Community Navigation	Ethan will demonstrate knowledge of letter sounds by correctly naming a primary letter sound when shown a letter card or correctly writing a letter when given its sound.	Tutor-created checklists to track progress
Vocabulary	Xander wants to do tasks at the restaurant where he works that require reading and understanding the menu.	Workforce Development	Using the Barrel & Boar Menu, Xander will correctly read the food items on the menu and be able to share one detail about them with 90% accuracy.	Tutor-created checklists to track progress
Comprehension	Sophie wants to read or listen to engaging content for enjoyment.	Quality of Life	Given a story read to her, Sophie will answer 3 out of 5 comprehension questions about the characters, setting, and events with 70% accuracy.	Running records

Fluency	Jake wants to ask for less help at work. Along with fluency, his instruction includes work on word attack skills.	Workforce Development	Using AIMSWEB 4th grade level passages, Jake will read 64 cwpm within one minute with 90% accuracy.	Aimsweb passages with tutor notes
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Morgan will demonstrate letter-sound knowledge by correctly naming a primary letter sound when shown a letter card or correctly writing a letter when given its sound with 75% accuracy.

Using the Barrel & Boar Menu (Ben’s place of employment), Ben will correctly read the food items on the menu and share one detail about them with 80% accuracy.

### IMPORTANT NOTES

- If you are a "No-Show" for two or more sessions, we reserve the right to remove you from the program and allocate your funding elsewhere.
- Please remember that these grant dollars are intended for 1:1 learning sessions only. They are NOT designed to cover travel time or transportation expenses.
- Tutors are asked to use the last 10 minutes of the session to record notes for DSACO. Please keep this in mind as you schedule.
- Please use common guidelines for health and safety to ensure you and your tutor remain healthy. Should you fall ill, please notify your tutor, and follow State protocols and guidelines for delaying all appointments until cleared by a physician or until quarantine durations are completed. *If both parties wish to maximize the grant package and feel that a virtual session is appropriate, the tutor and learner are welcome to coordinate this.*

Once a learner has been awarded a maximum of three Adult Literacy Ohio grants, they are no longer eligible for additional grants. Please keep in mind that a limited number of grants are available, so eligibility does not guarantee you will receive a grant.

If you have questions or need anything, please do not hesitate to reach out to our team at [info@adulthoodliteracyohio.org](mailto:info@adulthoodliteracyohio.org) or call us at 614-263-6020 ext. 1075.