



NEDP Diagnostic Phase Quick Guide

Before Diagnostics: Prescreening and Intake

- Prospective clients (e.g. “NEDP candidates”) participate in an information session that outlines all high school completion options available to them. This session can be remote or in person, one-on-one or in a group.
- NEDP candidates should show academic readiness for NEDP by one of the following methods:
 - CASAS Reading and Math test scores **at or near** the cut score requirements of 226 in Math and 236 in Reading,
 - A CASAS appraisal placing the candidate in a test level
 - Level C or D on CASAS Reading GOALS
 - Level D or E on CASAS Math GOALS 2, or
 - Level C or D on CASAS Life Skills Math
 - An existing TABE score indicating a grade equivalent of upper middle school may also be used as an indicator of readiness.
 - A writing sample demonstrating proficiency in the five measured writing skills is recommended. Agencies **may not** use one of the official NEDP writing prompts for this prescreening activity.
 - Response to the prompt
 - Detail and development of the main idea(s)
 - Organization
 - Word choice
 - Adherence to conventions of standard English.
- NEDP candidates should show soft-skill readiness through agency-selected methods, including those in the Intake and Prescreening Toolkit found on the NEDP Professionals’ Page.
- Agencies may use their local- or state-specific enrollment document, the NEDP registration agreement, direct demographic information reporting on the online NEDP Update tab. Remember to save the client’s password when it appears on the screen!
- Agencies should be sure to take a photo or copy the client’s ID for identify verification.

The Diagnostic Phase

The NEDP Diagnostic Phase consists of seven instruments, all of which must be completed before the client can transition into Generalized Assessment.

Closed (Proctored) Instruments	Cut Score	Notes
CASAS Reading GOALS or CASAS Reading STEPS	Scale score 236	If reporting to NRS, use an NRS-approved assessment. CASAS eTests® and paper tests are allowable.
CASAS Math GOALS 2 CASAS Life Skills Math (no longer NRS-approved)	Scale score 226	
Written Prompt (WP)	3 or 4 out of 4	May be given via eTest or within NEDP online portfolio on Diagnostic tab. Note: eTests online Written Prompt does not submit scores of “2” to two human scorers for review, so a score of “2” is ND.
Open (Unproctored) Instruments	Notes	
O*NET Occupational Interest Profiler	On client’s mynedp.org login. All instruments must be completed through SAVE AND SUBMIT to generate a completion date on the Diagnostic tab.	
Self-Assessment Checklist (SAC)		
Technology Self-Assessment Checklist (Tech SAC)		
College and Career Competency Inventory (CCCI)		

Diagnostic Phase Tips:

- The seven diagnostic instruments may be completed in any order. Some considerations:
 - Most agencies administer the CASAS Reading and Math tests before enrolling clients into mynedp.org to be sure that clients are at or near the cut scores before opening the Diagnostics Web-Enrollment Unit (WEU-D).
 - It is useful to have O*NET results to inform the discussion about the client’s College and Career Competency.
- Learning recommendations may follow the completion of each instrument or may take place after all of the instruments have been completed.
- Clients may complete open instruments at home or at the NEDP site.
- The CASAS Reading and Math assessments must be proctored by a certified CASAS test proctor. The proctor does not necessarily have to be the NEDP advisor. However, results should be shared with the advisor, who makes any necessary learning recommendations.
- The advisor or administrator must write down or screen-capture the client’s password when adding a new client. If they forget to do so, or the password is lost, the client may access their NEDP account through one of these methods:
 - The advisor/assessor logs into to mynedp.org, selects the client’s Update tab, and clicks **regenerate password**, OR

- The client can click **forgot password** on the login page; an email will be sent to allow them to regenerate a password.

Sample Intake/ Prescreening/ Diagnostic Phase Schedule

The following is an example timeline. It is not the only way to conduct NEDP intake, prescreening, and diagnostics.

1. Information Session
2. Collect candidate ID
3. Administer CASAS Reading and Math assessments
 - a. If client scores at or within a few points of the cut score, begin prescreening
 - b. If client does not earn cut scores on one or more assessments, generate CASAS reports and refer to remediation
4. Begin agency-specific prescreening protocol to determine readiness to enroll in NEDP, including writing and soft-skills screening
5. Assuming that prescreening indicates readiness, enroll client in mynedp.org.; save and share login credentials. Client
 - logs in using their new account
 - accesses the “Diagnostics” tab on their home page
 - is guided through each open diagnostic by advisor, who tells client to
 - save and exit if returning to complete instrument later,
 - save and submit when instrument is finished, and
 - complete any two of the open diagnostic instruments, noting that completing three or four will move them more quickly
 - clicks the NEDP “back” button (not the computer back button) to move from the open diagnostics menu to the home screen
 - clicks “resources” on the home screen
 - accesses “Writing Diagnostic Guidelines”
 - discusses with advisor that the Written Prompt will be conducted in the next visit, and guidelines can be used to help client prepare

Advisor and client set the date for the next meeting.

6. Administer the written prompt. Review completed open diagnostics.
7. When CCCI and O*NET are completed, discuss College and Career Competency options, make 2 – 3 written recommendations with methods of verification, and allow the client a week to decide on their CCC.
8. When the required cut scores have been made on all three closed diagnostics, a completion date shows for all four open diagnostics, and the CCC options have been given to the client, the client may begin Generalized Assessment. Be sure to report the Measurable Skill Gain (MSG) to your agency’s data specialist.