



Adult Education Services

POLICY MEMORANDUM PY25-26.3

DATE: November 21, 2025

TO: WIOA Title II Arizona Adult Education Administrators

FROM: Beverly Wilson
Deputy Associate Superintendent of Adult Education & HSE Services

RE: **Adult Education Data Management System Transition to Genuis/LACES**

ADE – Adult Education & High School Equivalency Services recently announced that the new vendor for the AZ Adult Education Data Management System (AAEDMS) is Genius/LACES, a LiteracyPro data management system.

We recently began the transition from Advansys/Benchmark to Genuis/LACES over the last several weeks; and we are providing information to program administrators on this three-part transition process.

- **Phase 1:** Data Migration from Benchmark to LACES.
- **Phase 2:** Continuing data analysis and LACES Training
- **Phase 3:** LACES Goes Live!

Please carefully read the attached guidance document. Due to the compressed data migration timeline, please note there are action items that you and your program will need to respond to in the next few days.

We will be posting this memo and guidance, and related documents on the *AES Data Management Transitions to LACES*, on the ADE-AES website, on the Administrator Resources webpage. If you have any questions, please contact me at Beverly.Wilson@azed.gov or Madison.Armer@azed.gov.

Transition from Advansys/Benchmark to Genius LACES DMS – November 2025

Guidance for AZ WIOA Title II Providers

This document is intended to provide Arizona adult education providers, designated as WIOA Title II Adult Education Providers, with information on expectations and timelines as the ADE-AES transitions to a new vendor for the adult education data management systems used for state and federal reporting.

This guidance will be the first of a series of transition documents. Please share the memo and guidance document with the appropriate staff in your adult education programs.

Important Actions and Milestones:

System Administrators

Each Arizona provider must identify a system administrator who will be responsible for assigning and managing LACES user accounts and permissions at the program level. The system administrator should be a person who will serve as the main data entry specialist, is familiar with database management, and will be available to assist other staff members become oriented to the LACES user interface. *We recommend that this role not be filled by a program manager whose other responsibilities may compete for their time.*

****Please provide the name/s of the program data coordinator to Madison.Armer@azed.gov by November 26, 2025.** The state office staff will be communicating with these users frequently.

During the data migration process, the state office will identify several ‘Superusers’ from selected adult education programs who will be asked to assist in data validation in the new system.

This will require multiple blocks of time to be set aside weekly, beginning the week of December 1st, as well as attendance at a **one-hour virtual orientation on December 2,, from 10:00 – 11:00 am.**

Data Freeze Date

Providers will not be able to enter data in the legacy adult education application, which resides on the Advansys/Benchmark platform, hosted by the Arizona Department of Education, after **Monday, December 15, 2025, at 11:59 p.m.**

Programs will not be able to enter adult education data after this cutoff date. Requests to enter data in previous fiscal years will not be honored. The application, including downloadable reports, will be in “read only” status after this time until the Blackout Window is lifted.

Blackout Window

The blackout window is the period of time when all AZ users will lose access to the legacy Advansys/Benchmark system, and there will be no access to the new LACES system. This period begins on **December 31st, 2025.** During this time, data may not be entered into either data management system, and access to digital records will not be available.

During the blackout window, the vendor, LiteracyPro Systems, will migrate the data in AAEDMS to Genius/LACES and verify that the data is accurate. The blackout window will last until Friday, January 30th, 2026, when the LACES system is scheduled to go live.

During the blackout window, programs are strongly encouraged to use the attendance and assessment templates that will be uploaded to LACES. These templates will be shared with administrators and data coordinators soon. Using the templates through the blackout window will ease the data entry burden once the LACES system is 'live'.

Training will be provided prior to the Go Live date. During the training, program staff will have access to the training database only. Access to actual program data will not be provided until after the training.

Training Dates-Mark Your Calendars!

- Virtual Webinar - **December 9, 2025 – 10:00 am –12:00 pm**
(Required Attendees: Program administrators and data coordinators)
- Virtual Webinar – **January 13, 2026 – 2:00 – 4:00 pm**
(Required Attendees: Program administrators and data coordinators)
- In-person LACES Training - *tentatively scheduled* for **January 27-29, 2026**
(Required Attendees: Program administrators, data coordinators, and designated data entry staff, selected by program administrators)
Location: TBD

Virtual Webinar – Follow-Up to LACES Training – **February 11, 2026- 2:00 – 4:00 pm**
(Required Attendees from in-person LACES Training)

Go Live Date

The LACES system is scheduled to go live on **Friday, January 30, 2026**. Program staff who completed the LACES training may begin entering data after this date. Additional training and Q&A sessions will be held after the Go Live date to provide support to users as needed. All adult education activities, including attendance and student assessment activities, which occurred between the freeze and the Go Live date may be uploaded into the LACES database once the system is live.

The state office expects attendance and assessment data to be maintained according to established program processes and data flows during the data freeze. Your program liaison will be able to provide technical assistance during this transition.

Access for Staff Not Attending the January Training

The system administrator will be able to create accounts for other data staff members who are unable to attend the January training. It is strongly recommended, however, that such staff members are oriented to the LACES system through the available relevant tutorials and help desk documentation and are supported in their understanding of LACES by the system administrator.

Integrations with Assessment Publishers

The nightly integration with GED[®] Testing Service data and DRC (which publishes TABE 13/14 and TABE CLAS-E assessments) will begin after the LACES database goes live in January 2026.

