

# Contact Hour Tracking Procedures

Consortium	Northwest Service Cooperative ABE
Staff contact	Kirsten Fuglseth, ABE Coordinator
Date of last update	February 8, 2024
Policy guidance	From <a href="http://www.mnabe.org/abe-law-policy/mn-abe-policies">Minnesota ABE Policies website</a> (www.mnabe.org/abe-law-policy/mn-abe-policies): <ul style="list-style-type: none"><li>● Contact Hour Policy</li><li>● Contact Hour Rounding Policy</li><li>● Distance Learning Policy</li><li>● GED Testing Center Contact Hours Policy</li></ul>
Additional resources	<a href="http://www.literacymn.org/distancelearning">Minnesota ABE Distance Learning website</a> (www.literacymn.org/distancelearning)

## Introduction

These procedures detail the Northwest Service Cooperative ABE consortium's contact hour tracking procedures used at all sites comply with Minnesota ABE policies.

## Daily Contact Hours Counting and Recording

**Explain how daily contact hours are counted and recorded in a reliable, accurate, and timely manner for intake, orientation, support service coordination, goal setting, assessment, evaluation, and any other time the student spends interacting with ABE staff or trained ABE volunteers to discuss or debrief learning.**

At all sites, the time a student spends working face to face with an instructor or staff member (online or in person) is recorded on either a teacher-generated Individual Instructional Log Sheet or a SiD-generated Class Printable Attendance Sheet. This includes time spent in intake and orientation, advising or student support services, goal setting, assessment testing and daily attendance. These log sheets detail the dates and times a student has attended class, as well as comments about what the student has studied while in class. This information is recorded in the SiD database at the end of each class. All time is rounded to the nearest quarter hour. Each classroom site is listed as a sub-site in SiD, and each class offered at the sub-site is listed as a separate class as well.

## Proxy Hours Counting and Recording

**Describe how proxy hours are counted and recorded in a reliable, accurate, and timely manner for approved distance learning products, ensuring that there is no double counting of on-site contact hours and proxy hours.**

To ensure greater accuracy, consistency and timeliness entering proxy contact hours, the consortium has appointed a Distance Learning Coordinator to oversee training, access and implementation of all approved Distance Learning platforms used by consortium classrooms and learners. The Distance Learning Coordinator is highly trained to implement a variety of platforms and is very familiar with the processes, procedures, and criteria used by each approved platform in use within the consortium. The Distance Learning Coordinator runs monthly proxy contact hours reports for each of the platforms that students are accessing. These reports are run at the beginning of the month for reporting of the prior month's Proxy Contact hours in SiD and the Distance Learning Coordinator sends monthly follow-up email notices to the ABE instructors to review the data she has entered to ensure accuracy.

All activities done on Distance Learning platforms are entered as proxy contact hours. In the rare instances where a student might be utilizing technology access at the local classroom to work on a Distance Learning platform, they are logged out of the regular classroom contact hour log sheet to prevent double counting of hours. Teachers are encouraged to spend purposeful time in class instructing students on how to access and utilize the products from home and to ensure they are correctly logging in and understanding what is expected of them. Some products, such as Burlington English, are popular with instructors because they provide an opportunity to model In Class Lessons (counted as contact hours) which then prepare the learner to work independently at home on the companion Distance Learning lesson (counted as proxy contact hours).

## GED Testing Contact Hours Counting and Recording

**Describe how GED testing hours are accurately counted and with which testing centers the consortium has a signed agreement.**

The consortium is currently in the process of establishing a mobile GED testing lab and anticipates it will be operational by mid-2024. As an official GED testing center, Northwest Service Cooperative ABE will bear all costs associated with maintaining the Pearson Vue testing center, and it will be open to ABE enrolled examinees only. We will not establish testing agreements with other ABE consortia to collect and report contact hours for GED testing. Students from other ABE consortia who wish to test with our mobile lab must also enroll with Northwest Service Cooperative ABE before testing. Contact hours for GED Testing will be reported in a separate class in SiD with the type of hour tagged as GED or High School Equivalency Testing. Per MDE policy, our consortium will collect the following contact hours for examinees:

- Reasoning through Language Arts: 180 minutes (3 hours)
- Mathematics: 150 minutes (2 hours, 30 minutes)
- Science: 120 minutes (2 hours)
- Social Studies: 105 minutes (1 hour, 45 minutes)

## Monitoring and Record Keeping of Contact and Proxy Hours

**Explain how contact hours and proxy hours are monitored, including how records are kept and evaluated.**

The monitoring and recording of contact hours is explained in great detail in Document A, Intake and Orientation Procedures. Please refer to the section titled Additional Guidance regarding Student Data and Contact Hour Tracking.

As mentioned above, contact hours are documented in the classroom on either a teacher-generated Individual Instructional Log Sheet or a SiD-generated Class Printable Attendance Sheet which is kept on file in the classroom. Proxy contact hour reports are documented in accordance with the various Distance Learning platforms in use and are maintained on file by the Distance Learning Coordinator.

## Additional Procedures and Guidance

**Describe additional guidance and procedures the ABE consortium has for local staff regarding contact hour tracking.**

There are no additional procedures or guidance to note.