

Contact Hour Tracking Procedures

Consortium	Duluth Adult Education
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Policy guidance	From Minnesota ABE Policies website (www.mnabe.org/abe-law-policy/mn-abe-policies): • Contact Hour Policy • Contact Hour Rounding Policy • Distance Learning Policy • GED Testing Center Contact Hours Policy
Additional resources	Minnesota ABE Distance Learning website (www.literacymn.org/distancelearning)

Introduction

These procedures detail the local ABE consortium's contact hour tracking procedures used at all sites. These procedures describe how the consortium is complying with Minnesota ABE policies through outlining:

- 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.
- 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.
- How **GED testing hours** are accurately counted and with which testing centers the consortium has a signed agreement.
- How contact hours and proxy hours are **monitored**, including how records are kept and evaluated.
- What **additional guidance** and procedures the ABE consortium has for local staff regarding contact hour tracking.

Daily Contact Hours Counting and Recording

- New student registration/orientation are 3 hours. Students sign in upon arrival and hours are recorded by the DAE Management Information Systems Assistant once registration is completed.
- When attending class, students sign in and out of each class each day they attend, regardless of location.
- Instructors record attendance daily on a google doc for each class, following the MNABE Contact Hour Rounding Policy, which is monitored by the Management Information Systems Assistant.
- The DAE Management Information Systems Assistant is in charge of entering attendance hours into the SiD database for NRS reporting practices.
- Attendance is entered into SiD on an ongoing basis and is typically completed by the 15th of the month for the previous month.

Proxy Hours Counting and Recording

- Proxy hours are counted and recorded once per month by the Management Information Systems Assistant for students enrolled in Minnesota state-approved distance learning platforms. All DAE staff follow the state distance learning policy and guidance from the [Literacy MN Distance Learning](#) website for the counting and recording of proxy hours.
- Edmentum: Clock time is generated by a publisher-created Contact Hours Report at the end of each month. The students' names and the time each student spent on activities outside of the classroom is transferred into a Proxy Hour Formula spreadsheet from the Literacy MN Distance Learning website which tabulates the number of proxy contact hours to record in SiD. A hard copy or printable hard copy of this report is maintained in the Duluth Adult Education Office for a minimum of 5 years as per state policy.
- IXL: Clock time is generated by a publisher-created Contact Hours Report at the end of each month. The students' names and the time each student spent on activities is transferred into a Proxy Hour Formula spreadsheet from the Literacy MN Distance Learning website which tabulates the number of proxy contact hours to record in SiD. IXL does not differentiate between in class and out of class time so the Management Information Systems Assistant runs reports by teachers who do not use IXL during class time and only use it to assign out of class practice. A hard copy or printable hard copy of this report is maintained in the Duluth Adult Education Office for a minimum of 5 years as per state policy.
- Khan Academy: Clock time is generated by a publisher-created Contact Hours Report at the end of each month. The students' names and the time each student spent on activities outside of the classroom is transferred into a Proxy Hour Formula spreadsheet from the Literacy MN Distance Learning website which tabulates the number of proxy contact hours to record in SiD. A hard copy or printable hard copy of this report is maintained in the Duluth Adult Education Office for a minimum of 5 years as per state policy.

- Common Lit: Is most typically used as paper packet assignments. Students who receive a score of 70% or higher earn the allotted number of proxy hours. Teachers record these hours in a google doc and turn in graded paper packets which are verified by the Information Management Systems Assistant and then entered into SID. The packets are then passed on to the DAE Manager who spot checks the accuracy of the record keeping quarterly and then recycles the paper packets per state guidance.
- Readworks: Is most typically used as paper packet assignments. Students who receive a score of 70% or higher earn the allotted number of proxy hours. Teachers record these hours in a google doc and turn in graded paper packets which are verified by the Information Management Systems Assistant and then entered into SID. The packets are then passed on to the DAE Manager who checks the accuracy of the record keeping quarterly and then recycles the paper packets per state guidance.

GED Testing Contact Hours Counting and Recording

- Duluth Adult Education closed its Official GED Testing Center in 2021 when the program moved locations and the school district determined the cost of hosting a testing center was not sustainable.
- Duluth Adult Education does maintain two private testing rooms that students can use to take a remotely proctored online official GED test. When students test, testing hours are collected as long as they are enrolled students and recorded in SID by the Management Information Systems Assistant.
- DAE Support Staff and Manager have access to GED Manager to verify testing times.

Monitoring and Record Keeping of Contact and Proxy Hours

- The Management Information Systems Assistant runs monthly reports for the DAE Manager to review testing, measurable skill gains, contact hours, and attendance to look for any irregularities and take note of trends the data follows.
- The Management Information Systems Assistant reviews student records regularly and informs teachers on a monthly basis of students who are eligible for post-testing. They also inform teachers of the most appropriate version of the CASAS to administer.
- All attendance data, google doc attendance sheets and proxy hour reports are filed and hard copies are saved.
- Contact and proxy hour trends are discussed at quarterly staff meetings.