

Document C: Dakota Prairie ABE Contact Hour Tracking Procedures

Staff contact	ABE Support Staff
Date of last update	5-6-24
Policy guidance	<ol style="list-style-type: none">1. From Minnesota ABE Policies website (www.mnabe.org/abe-law-policy/mn-abe-policies):<ul style="list-style-type: none">• Contact Hour Policy• Contact Hour Rounding Policy• Distance Learning Policy• GED Testing Center Contact Hours Policy
Additional resources	Minnesota ABE Distance Learning website (www.mnabe-distancelearning.org)

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.

The following procedures detail Dakota Prairie ABE's contact hour tracking procedures and are in accordance with [Minnesota Adult Basic Education Policy](#).

Daily Contact Hours are defined as:

- Hours where the student was with an ABE teacher, volunteer or other staff person working on planning, assessing progress toward, or attaining basic academic and English skills and ABE-related personal education plan goals; and
- All verifiable student time in which ABE teachers, volunteers, or other ABE staff worked with the student to plan or review independent learning, or other community-based learning activities.
- MNABE Approved Distance Learning hours from USA Learns, Read Theory, Kahn Academy, or any other approved [distance learning platform](#) counted as proxy contact hours as defined by the ABE Distance Education Policy.

Contact hours are recorded daily for all classes, labs, intake and orientation, volunteer tutoring, and assessment time in the [Student Information Database \(SID\)](#) by ABE support staff. Students sign themselves in and out on Attendance Sheets.

Proxy hours are calculated using the appropriate Proxy Hour Formula Spreadsheet, recorded, and shared with staff monthly. Reports are generated in accordance with specific [MNABE Distance Learning](#) policy in order to ensure accuracy. Teachers are responsible for encouraging their students to use distance learning platforms, for assigning specific content, and monitoring progress. Intake and Data Entry support staff create both the teacher and student accounts, and assist teachers with platform interface. Contact hours are not collected or recorded for any time that students work on DL platforms during class time.