Contact Hour Tracking Procedures

Consortium	Metro North Adult Basic Education
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Date of last update	
Policy guidance	From [Minnesota ABE Policies website](www.mnabe.org/abe-law-policy/mn-abe-policies) (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.mnabe-distancelearning.org) (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.

Section Two: Program and Student Accountability

Daily Contact Hours-- Counting and Recording

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, in-person class attendance contact hours for learners are first documented manually on attendance sheets by site staff. Learners are instructed to sign "time in" and "time out" of class on the attendance sheets. Once class has been dismissed each day, site designated ABE teaching and classroom assistant staff are responsible for recording attendance into the database system (SiD). Post-testing, which occurs during class time at all locations when in-person programming is available, is counted/recorded as class attendance contact time. When class has dismissed, start and end times for each learner are recorded into the database system (SiD) by teaching/assistant staff. Time is rounded to the nearest 15 minute increment according to MN ABE State Policy for rounding contact hours.

At all sites, virtual synchronous class attendance is tracked by the teacher and entered into SiD. Teachers have access to attendance reports generated through Google Meet and Zoom.

The process of recording contact hours is covered in SiD New User training with the ABE Accountability Coordinator. This new user training is provided to all new ABE staff within a month of hire. This training highlights the MN Department of Education contact hour policy to relay the importance and accuracy of recording contact hours and rounding appropriately. Metro North ABE has a fulltime ABE Accountability Coordinator to facilitate and monitor contact hours, along with a team of three data entry support staff.

All classroom contact hours and DL proxy hours are required to be entered no later then the 10th of the following calendar month. The ABE Accountability Coordinator runs monthly reports and checks for accuracy and completion.

Proxy Hours Counting and Recording

*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.*

Distance Learning progress reports are run either twice monthly or monthly depending on the site and/or online program. Proxy hours are calculated and entered into SiD by the assigned site staff.

All classes that have a Distance Learning (DL) component will have an additional proxy hour class created in SiD containing the name of the DL program in the title. Proxy hours are assigned based on the MDE ABE Distance Learning Policy. In order to ensure there are no double counting of contact hours, only DL hours completed outside of regular class time are entered as proxy hours. All DL programming done onsite during class time is entered as regular class attendance. Staff are encouraged to use separate DL platforms for at home and in-class use to avoid any confusion. All proxy hours are required to be entered into SiD no later then the 10th of the following month.

The Accountability Coordinator checks SiD monthly for accuracy and completion. Follow-up communication is sent to site staff when necessary.

GED Testing Contact Hours Counting and Recording

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

All Metro North ABE learners are encouraged to select the Share feature in their GED.com account to indicate they are working with a Metro North ABE prep center. By selecting the Share feature, the ABE Accountability Coordinator is able to view the GED® Ready and official GED® exam scores through the learner's online account. Under the Manager log-in on GED.com the ABE Accountability Coordinator reviews GED® test data weekly for those who have given us access. The GED® Ready and official GED® test data and scores are entered/recorded into SiD under the learners assessment history. The ABE Accountability Coordinator also monitors GED Prep Connect weekly to monitor and recruit interested learners.

As per State policy, the following contact hours are recorded as individual exams are completed at a Metro North ABE PearsonVue Testing Center. We have three such sites in our Consortium area and don't have signed agreements with any others. During COVID our test centers outside of the correctional system have been closed due to curtailed access to the buildings.

- Reasoning through Language Arts: 180 minutes/3 hours
- Mathematics: 150 mins/2.5 hours
- Science: 120 mins/2 hours
- Social studies: 105 minutes/1.75 hours

Monitoring and Record Keeping of Contact and Proxy Hours

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

Site staff are required to retain records of in-person classroom attendance sheets for a minimum of one program year. Records for virtual classroom attendance may be retained digitally/electronically.

Assigned site staff are required to maintain proper documentation associated with online proxy hour completion. Required documentation may be printed or be in digital form. All documentation includes the name of the distance learning platform, student information, and either the time on task total for the month or the specific unit(s) completed along with mastery scores. Proxy hour documentation is required to be retained indefinitely.

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

Everything is covered above.