

C. Contact Hour Tracking Procedures

Consortium	Mille Lacs Band of Ojibwe ABE
Staff contact	Karen Pagnac
Date of last update	May 7, 2023
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

Any time a student spends, working face to face with an instructor or staff member, is recorded on the Daily Log sheet maintained by each Instructor. This includes time for intake, orientation, assessment, and attendance.

Any distance learning platform such as the Northstar Digital Literacy assessment completed on site is measured by seat time rather than Proxy Contact hours. The Daily Log sheet tracks an overall tally of data as well as brief notes about who they worked with. Daily Log sheets are retained until the end of our fiscal year (September 30) when overall data is tabulated.

The students, name, time in and out, and purpose of visit are also recorded on the Sign/Sign Out Sheet for verification purposes. Sign/Sign Out Sheets are filed each month and retained for 3 years.

This information is recorded by the Instructor in One Tribe and the Student Information Database (SID) daily. In the case of open enrollment classes where students come and go at various periods throughout

the day, the Instructor enters the starting time and ending time that the student was in class to the nearest 15 minutes. SiDs automatically tabulates the contact hours.

If managed enrollment classes are offered, the teacher selects the starting and ending time from drop down menus, after which the SiDs tabulates the assigned contact hours for that class.

In the rare case that something prohibits the teacher from entering student contact hours at the end of every day, they are expected to enter daily contact hours within 48 hours, or by the end of the week, at a minimum.

Proxy Hours Counting and Recording

Proxy Contact Hours are hours that are counted and recorded for students who are enrolled in approved Distance Learning platforms. Unlike reporting for regular contact hours, Proxy Contact hours are tabulated and recorded monthly in the SID database, rather than daily. While the purpose of Distance Learning platforms is to extend the instructional day and provide additional access to programming, especially in sites with limited hours, there are times when students will logon to the online course from a classroom. In this event, the student is logged out of the regular classroom roll and allowed to work on the platform independently, as a distance learning user. This prevents the double counting and reporting of contact hours but allows students to access the system that they might otherwise not be able to access. While there are many different Distance Learning platforms available for use in MN ABE, this consortium currently utilizes Essential Educations GED Academy. The process, procedure, criteria, and responsibility for recording Proxy Contact hours varies by platform and can be found on the MNABE Distance Learning webpage. <http://mnabe-distancelearning.org/>

Classroom (seat time) hours and proxy hours (PH) will be recorded as separate classes in the state data system.

There are two possible “types” of contact hours involved in distance education:

1. Synchronous Hours: Face to face or live online interactions between an instructor and learner(s). Occur in distance learning for orientation, counseling, pre- and post-testing, or supplemental classroom instruction, either face to face or via online technologies such as webinars, chat, Facetime, Google hangout, Skype, etc. For all synchronous hours, Minnesota ABE programs will follow the ABE Contact Hour Policy. This time needs to be recorded as contact hours (like in-class time).
2. Asynchronous Hours: Instruction is provided when a learner works independently using one or more of the distance learning platforms listed in the Minnesota ABE Distance Learning Website (www.mnabe-distancelearning.org). These hours could happen off-site or on-site, if in-class contact hours are not counted for the same activity. Off-site asynchronous hours could be completed at a learner’s home, at a public library, or any other location a learner is completing a distance learning curriculum. An example of on-site asynchronous hours includes a learner working in an ABE program’s computer lab after class, when this time is not counted as in-class

contact hours. Asynchronous DL hours are counted as mastery or time-on-task proxy hours, depending on the platform used. This time needs to be recorded as proxy hours.

For asynchronous hours, the way proxy hours are determined will vary depending upon the curriculum used. For information on proxy hours assigned to specific approved DL platforms, please refer to the Minnesota ABE Distance Learning Website (www.mnabe-distancelearning.org).

GED Testing Contact Hours Counting and Recording

Mille Lacs Band of Ojibwe ABE plans to have an on-site Pearson Vue Authorized Testing Center at the DI Classroom to provide GED® testing and be licensed for two testers at a time. A minimum of two Instructors and the Training Manager will be Pearson Vue GED Administrators and able to proctor any PV approved test.

The official GED® testing hours are entered into the SID Database on a test by test basis. If the tester is not a student from our consortium, they will be asked to fill out a SID form and then entered our site database, so we are able to count the testing hours. If a student declines to fill out the form, we test them but will not count their hours of testing. The proctor is responsible to have them fill out the SID form and to keep record of those testing each time and then to give that information to the ABE Coordinator. All staff follow the method set forth by the Minnesota Department of Education regarding the GED® testing counting and recording of hours put into the SID database.

Monitoring and Record Keeping of Contact and Proxy Hours

When clients come into the classroom they first sign in on the classroom Sign/Sign Out Sheet that is located at each site. The Sign/Sign Out Sheet has a place to enter the persons name, time in and out, and purpose of visit. Sign/Sign Out Sheets are filed at the end of each month and retained for 3 years.

Each client has a hard file of their work in the classroom that is pulled. This file contains progress notes and other relevant materials as the client works to meet their goals. It allows whoever is working with that client that day to know what they are currently working on.

Instructors also keep a daily log sheet. The Daily Log sheet tracks an overall tally of data as well as brief notes about who they worked with. Daily Log sheets are retained until the end of our fiscal year (September 30) when overall data is tabulated.

As able, this information is entered into in SiDs and One Tribe, using the above information to verify any missing data. Often this is at the end of the day. In the rare case that something prohibits the teacher from entering student contact hours at the end of every day, they are expected to enter information within 48 hours. After entry, the hard file is returned.

Additional Procedures and Guidance

GED Academy, Northstar Digital Literacy, and GED Ready are the three prominent digital learning platforms that are used.

- GED Academy is a complete online self-paced ABE, Pre-GED, and GED preparation program.
- GED Ready practice tests are used to determine readiness for the actual GED and for the diagnostic reports to guide targeted instruction based on student demonstration of knowledge mastery and knowledge gaps.
- Northstar Online Learning (NSOL) provides self-directed instruction and review for many modules; other topics are in preparation. Use of NSOL requires creation of individual student accounts.

Other platforms that we have used in the past include:

- Khan Academy, modeled after computer gaming, uses YouTube videos to cover a wide range of subjects, including math, science, computer programming, history, art history, economics, and more. It includes practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom. Content covers very basic through highly advanced. Teachers should insure that claimed content is ABE eligible.
- Core Skills Mastery (CSM) is an online, self-paced course that builds essential quantitative-reasoning and employability skills to ensure that older youth and adults have the skills and confidence needed for any career.
- MobyMax is an online program designed for K-8 schools to offer differentiated learning and fill gaps in student knowledge.
- Moneyskill teaches students the basics of money management fundamentals. It is comprised of modules with lessons about personal finance and economics.
- Typing.com has been approved as a DL platform. In recognition of the importance of keyboarding to effective ABE participation, ABE programs will be able to record up to 20 hours per student per month for online typing practice.

To improve retention, staff record contacts made to clients that haven't been showing progress with digital learning in One Tribe and SiDs.