NYSED COVID-19 Temporary Guidance

Case Management for EPE Programs

This document is used to track contact made individually between EPE funded Case Managers and students. This document should not be used to collect time spent in synchronous instructional activity, all synchronous attendance must be recorded in ASISTS.

Program Manager: _____

Case Manager: _____

Month of Service: July, 2020 ___ August, 2020 ___ (select one)

Student Name	# of Times Contacted by Phone	# of Times Contacted by Text	# of Times Contacted by Email	# of Times Contacted by Private FaceBook Message	# of Times Contacted by some other electronic means

This data report is completed and sent to your program manager, the program manager is then responsible for uploading this document to the program's account on the Accountability site by the 15th of the month following the month of attendance. https://adult-education-accountability.org/
This data IS NOT ENTERED INTO ASISTS.