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January 10, 2024

TO: AEPP Funded Programs

FROM: Fiormelissa Johnson, NYS Director – Adult Education Programs & Policy (AEPP)

SUBJECT: WIOA, ALE, EPE, WEP Attendance Records Requirements

This memo is intended to provide detailed information on the required documentation and proper record keeping for all attendance recorded in any AEPP funded program/project; this includes all literacy classes, case management services, intake, occupational education, and training classes.

Beginning January 2024, attendance must be taken daily on rosters generated directly from ASISTS. Attendance must be rounded to half hour increments. The following chart demonstrates examples of how to round up or down as contact hours are entered into attendance documents and then entered into ASISTS. All programs must round their student contact hours based on this policy and enter the hours manually in ASISTS. In addition, programs are required to maintain documentation of this rounding.

Time Class Scheduled	Time Student arrives to class	Round Up or Down	# of contact hours to record for attendance roster providing the student remains in class until 12:00 pm
9:00 am – 12:00 pm	9:01 am – 9:14 am	9:00 am	3 hours
	9:15 am – 9:30 am	9:30 am	2.5 hours
	9:31 am – 9:44 am	9:30 am	2.5 hours
	9:45 am – 10:00 am	10:00 am	2 hours
Time Class Scheduled	**Time Student leaves class**	**Round Up or Down**	**# of contact hours to record for attendance roster providing the student entered the class on time at 9:00 am**
9:00 am – 12:00 pm	11:00 am - 11:14 am	11:00 am	2 hours
	11:15 am – 11:30 am	11:30 am	2.5 hours
	11:31 am – 11:44 am	11:30 am	2.5 hours
	11:45 am – 12:00 pm	12:00 pm	3 hours

Case Management must be a minimum of 5 minutes of face to face, in-person interaction between the case manager and the student. The time spent is then rounded to 30 minutes.
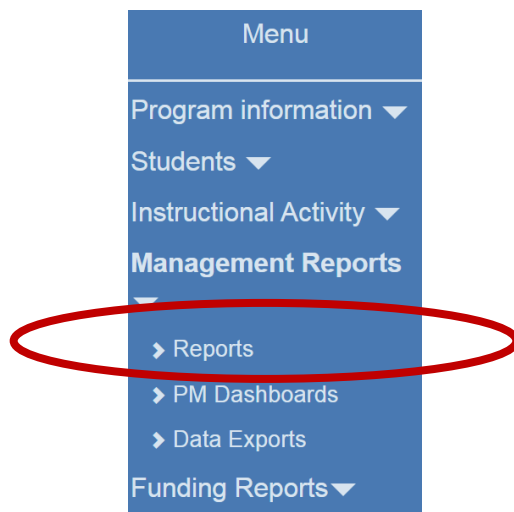
The attendance is then entered into ASISTS, at a minimum, on a monthly basis. AEPP has requested that the monthly rosters in ASISTS are downloadable to an Excel format for ease of use, this functionality is currently available in ASSTS. Each Monthly Attendance Document must be generated for every funded class, completed, and have original wet signature from the teacher assigned to the class as published on the Program Information Form (PIF). Programs may choose to use the Monthly Attendance Rosters as a portable document format (pdf) file, or they may choose to use the downloadable Excel format.

Program managers shall have access to all student and participant records which shall be carefully maintained and secured in a locked location, and accessible upon request or without advance notice. Program managers shall establish and maintain complete and accurate budget records, documents, accounts, and other evidence directly pertinent to performance under their contract/s. Records provided to AEPP or authorized administrators are deemed to be truthful and have undergone the adult education program's quality control procedures before physical submission or entered into AEPP's Management Information System (MIS), ASISTS. The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at the adult education program. Patterns of record violations and evidence of fraud may result in the discontinuing of services and program funds.

ASISTS has also added an additional convenient feature that will enable programs to generate a pdf report of their attendance. When an entire month's worth of attendance has been entered correctly in ASISTS, a pdf representation of the completed attendance may also be generated and printed directly from ASISTS.

The following steps are designed to provide more details on how a program may achieve all the required (and optional) documents from ASISTS to support each program and assure complete compliance.

All rosters are found in the ASISTS main menu under "**Management Reports**":

The **Report Group** is a drop down menu from which "**Rosters**" is selected:

To generate either the blank pdf **Daily Attendance Class Roster – Month** document or to download it to an Excel format, select it from the Report Title drop down menu:

The **Daily Attendance Class Roster – Month** can be further disaggregated by Instructional Offerings or by Teacher/Tutor. If no filter is employed, ASISTS will generate all Daily Attendance Class Roster – Month for each class supported by the program:

One additional feature that has been added to ASISTS is the ability for a program to generate a populated **Monthly Class Roster – Populated from Daily CH**. This report will duplicate on one document the contact hours that have been entered by the program in ASISTS and will download as a pdf file:
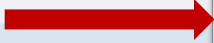
Any questions or concerns regarding the Attendance Rosters should be directed to the support desk at ASISTS by submitting a support ticket to: support@asists.zohodesk.com or directly from ASISTS by selecting the Help button on the start-up menu:
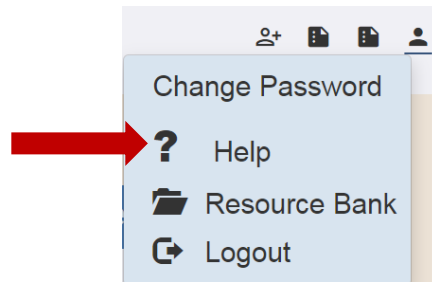
cc: AEPP Regional Associates, NYSED
    ASISTS
    Accountability Office
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