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TO: Adult Education Program Managers

FROM: Thomas A. Orsini 

SUBJECT: Intake Procedure in ASISTS

Many of you are aware that the Adult Education and Workforce Development (AEWD) team has begun to take a close look at the intake process and its relationship to persistence and learner outcomes. Ultimately our goal is to identify and recommend effective and efficient intake practices. AEWD is in the process of establishing a Learning Community focused entirely on the Intake and Assessment process. To further our study of New York State's data, we are requesting that all programs code their intake activities in ASISTS under a separate Instructional Code. (The Instructional Offering code must have the word **Intake** within it.) Contact hours recorded under this new Instructional Activity should include both Intake and Assessment. Although some programs have already adopted this as common practice, it is imperative that ALL agencies funded for adult education under the New York State Education Department engage in this uniform practice beginning in Program Year 09/10.

For those programs funded entirely or in part by EPE, please also review the revised EPE Manual, specifically **Section 206.01 – Support Services** – Intake, which details the Intake Process and EPE billable activities.

This being the first month of the new fiscal year, it is a timely change to your data collection and reporting process. Please implement immediately. If your data team needs more guidance on the details of this process please contact your ASISTS Support Staff.

Attachment

c: Robert Purga
Regional Liaison
RAEN Directors