**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.**

**Program Manager: _____**

**Case Manager: _____**

**Month of Service: Feb ___ Mar ___ Apr ___ May ___ Jun ___ (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 |
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**This data report should be emailed director to your RAEN Director at the conclusion of each month. This data IS NOT ENTERED INTO ASISTS.**