

Chapter 6

Reports

**MICHIGAN
ADULT EDUCATION
REPORTING SYSTEM
[MAERS]**

Revised November 2012

Section 6 – Reports

In this chapter you will learn the following:

[Section 6.0](#) – Where to find Reports

[Section 6.1](#) – Scheduling and Retrieving Reports for 2011 and after

[Section 6.2](#) – Scheduling and Retrieving Reports from 1999 – 2010

[Section 6.3](#) – MAERS Report Guideline

Section 6.0 – Where to find Reports

Report functions are found within the **Reports** tab.

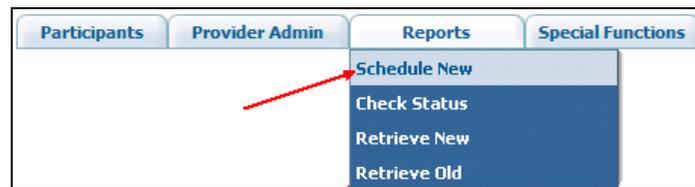


Image 6.0a

Select the [Schedule New](#) link to request a report. (Image 6.0a)



Image 6.0b

1. Use the **MAERS (2) Reports** table for Program Year 2011-12 and after.
2. Use the **MAERS (1) Reports** table for Program Years 1999 to 2010.

Select the [Report Name](#) link from the **Name** column within the MAERS (1) or MAERS (2) table to schedule a new report for the needed program year. (Image 6.0b)

*Note: There are two online reports that can be accessed on the initial page after logging into MAERS by clicking on the report link or through the **Special Functions** tab.*

- [Missing Attendance Report](#)
- [Upcoming System Exit Report](#)

See [Chapter 7, Special Functions; Section 7.1, Missing Attendance Report and Section 7.2, Upcoming System Exit Report.](#)

Section 6.1 – Scheduling and Retrieving Reports for 2011 and after

After selecting the [Report Name](#) link, parameters for the report must be selected.

The screenshot shows the 'Participant Active Enrollment Report (AESER) Explanations' page. It features a section titled 'I. Report Selection Criteria' with the following fields and callouts:

- 1:** Points to the report title 'Participant Active Enrollment Report (AESER) Explanations'.
- 2:** Points to the section header 'I. Report Selection Criteria'.
- 3:** Points to the 'Class Location' dropdown menu, which is currently set to 'ALL'.
- 4:** Points to the yellow 'Update' button.
- 5:** Points to the 'End Date' field, which is set to '10/22/2012'.
- 6:** Points to the 'Funding Source(s)' section, which includes a list of funding sources with checkboxes: Federal - EL Civics, Federal - General Instruction, Federal - Institutional, Other, State - DHS, State - MDOC, State School Aid - Section 107, Tuition and Fees, and WIA - Title 1.
- 7:** Points to the 'Instructional Area(s): (No selection means ALL)' section, which includes a list of instructional areas with checkboxes: Adult Basic Education, English as a Second Language, High School Diploma, GED, Work Based Project Learner, Family Literacy Program, Workplace Literacy Program, and Program for the Homeless.
- 8:** Points to the 'Special Population' dropdown menu, which is currently set to 'ALL'.

Image 6.1a

1. Report Explanations: This is a link which provides explanations of the report columns and population. This is not yet available for every report but will be soon. (Image 6.1a)
2. **Report Selection Criteria:** Select the Program Year, Fiscal Agent, and Provider from the dropdown list. Based on the access level of the MAERS User account, the Fiscal Agent and/or Provider may be prefilled without a dropdown selection.
3. **Class Location:** This filter is new beginning 2012-2013. The Class Location dropdown will narrow the report data by location. The default is set to **ALL** which will list data for all of the Provider’s locations.
4. Select **Update** to load the appropriate Funding Source selections below. **Update** must be clicked after each dropdown list selection is made or changed within the Report Selection Criteria box.
5. Select the date ranges. The **Begin Date** defaults to the first day of the program year and the **End Date** defaults to the current date.
6. Select the Funding Sources. If no Funding Source is selected, the report will default to all of the provider’s funding sources.
7. Select the Instructional Areas. If no Instructional Area is selected, the report will default to all of the Instructional Areas offered by the provider.
8. Some reports may have other selection criteria. Select the options for the report being run.
9. Report Schedule Criteria: Select how the report should be scheduled to run.
 - Online: The report can be scheduled to run online IF the date range for the report is seven days or less. The report should be available as soon as possible, usually within 30 minutes.
 - Custom: This is the default. The report must be scheduled to run as custom IF the date range is more than seven days. The report will run after regular business hours and will be available the next day.
10. Modify the report description to easily identify your report.
11. Select **Submit** to run the report.

You have scheduled the following Report

Report#	Description	Schedule	Begin Date	End Date
MAERS2_AESER	Training Report	Online Processing	07/01/2012	10/22/2012

Image 6.1b

Once the report is submitted, a Report Confirmation will appear. (Image 6.1b)

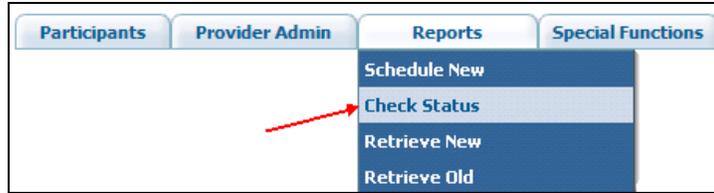


Image 6.1c

Select the [Check Status](#) link to see the current status of the report. (Image 6.1c)

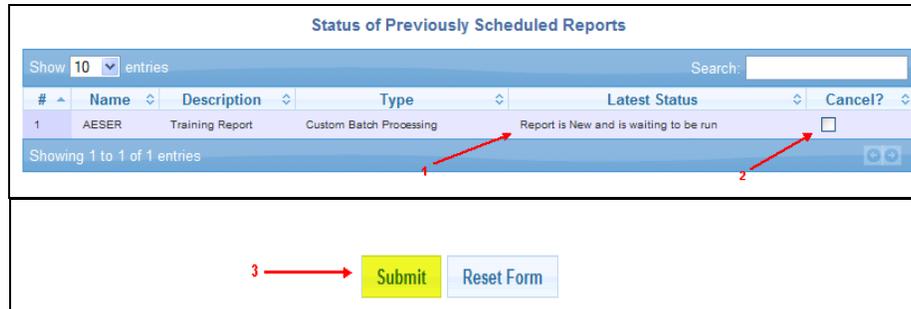


Image 6.1d

1. **Latest Status** – Information is displayed regarding the status of the report. (Image 6.1e)
 2. **Cancel** – Check the Cancel box if you would like to cancel the report and then
 3. Select **Submit** (Image 6.1d)
- Note: To improve the speed of the system, please cancel any incorrectly scheduled or unneeded report.*
4. Once the [Check Status](#) link provides a message of *No data available in table*, go directly to the [Retrieve New](#) link. (Image 6.1e)

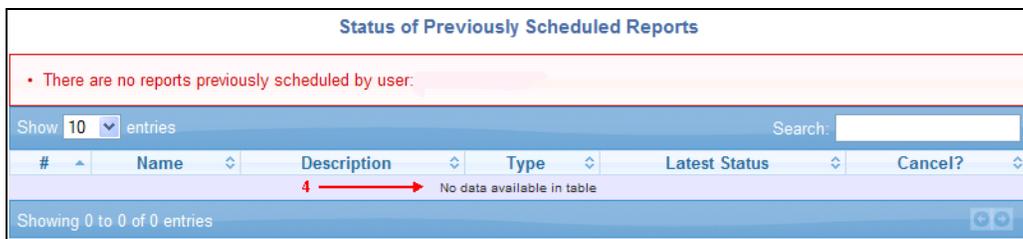


Image 6.1e

Select the [Retrieve New](#) link to view the report. (Image 6.1f)

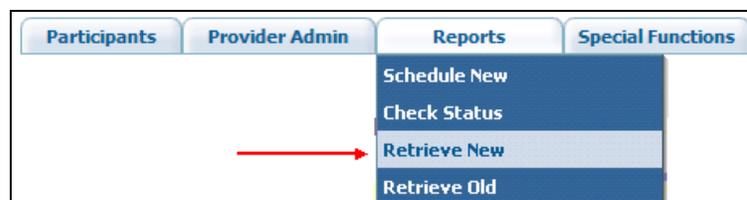


Image 6.1f

List of Not Yet Downloaded Report Results								
Show 10 entries						Search: <input type="text"/>		
#	Report	Email Report	Description	Type	Date Finished	Criteria Begin Date	Criteria End Date	Status
1	AESER	Email this report	Training Report	Online Processing	10/22/2012 02:33:06 PM	07/01/2012	10/22/2012	Report Completed
Showing 1 to 1 of 1 entries								

Image 6.1g

1. Select the [Report Name](#) link to view the report
2. Select the [Email Report](#) link if you want to email this report, and follow the instructions provided (Image 6.1g)

Notes:

- Reports are first obtained from the [Retrieve New](#) link
- After the reports have been obtained once from the [Retrieve New](#) link, they are then moved to the [Retrieve Old](#) link
- Reports are kept for 7 days in the system

Once the [Report Name](#) link is selected, the report will display. (Image 6.1h)

Row#	Name	LSN	Birth Date	Instr. Areas	Total Hours	Funding Sources	Reg. Date	Exit Date	Entered By	
1.	FULLER, FREDERICK	ALC-R00032	09/19/1981	GED	ABE: .00	Federal - General Instruction State School Aid - Section 107	07/01/2012	09/05/2012	ADMNP	
				Assessments:	Test PY	Test Area	Begin EFL	End EFL	Gain or (Loss)	Hrs Between Tests
					2012	ABE/ASE	4	----		0
				Cohorts:	Report PY	Cohort	Attained?	Attained Date	No Contact?	Refused?
					2012	Retain Emp.				
2.	JIVES, JULIE J	BLC-R00010	09/19/1981	ESL	ABE: 50.00 ESL: 45.00	Federal - EL Civics State School Aid - Section 107	07/01/2012	05/01/2013	ADMNP	
				Assessments:	Test PY	Test Area	Begin EFL	End EFL	Gain or (Loss)	Hrs Between Tests
					2012	ESL	5	6	1	45
					2012	ABE/ASE	4	----		
				Cohorts:	Report PY	Cohort	Attained?	Attained Date	No Contact?	Refused?
					2012	Obtain Empl.				
					2012	Obtain GED				
					2012	Obtain HSD				
3.	MEEK, MISTY	MM001	01/01/1980	ABE	ABE: .00 ESL: .00	Federal - General Instruction	07/01/2012		ADMNP	
				Assessments:	Test PY	Test Area	Begin EFL	End EFL	Gain or (Loss)	Hrs Between Tests
					2012	ESL	2	----		
					2012	ABE/ASE	2	----		
Hrs Between Tests = The number of Attendance Hours between Pre-Test and Post-Test. If no Post-Test, number of Attendance Hours between Pre-Test and Report run date.										

Image 6.1h

1. Options (icons) to Print, Email, or Close the report
2. Specific report parameters used to generate the report
3. Report information displays in table format that can be exported to Excel. Copy the report (or sections of the report) and paste into Excel.

4. Report Explanations: This is a link which provides explanations of the report columns and population. This is not yet available for every report.

Select the [Retrieve Old](#) link if you have already viewed a report. Remember, reports are only saved in the system for seven days after the report run date. (Image 6.1i)

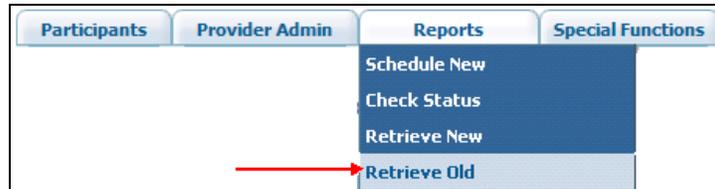


Image 6.1i

Section 6.2 – Scheduling and Retrieving Reports from 1999 to 2010

Image 6.2a

Scheduling a report from 2010 and prior has not changed from MAERS 1.0. (Image 6.2a)

1. Select all parameters needed for the report by going through each dropdown list and selecting all needed criteria
2. **Report Schedule Criteria:** Select how the report should be scheduled to run.
 - **Online:** The report can be scheduled to run online IF the date range for the report is seven days or less. It should be available as soon as possible, usually within 30 minutes.
 - **Custom:** The report must be scheduled to run custom IF the date range is more than seven days. The report will run after regular business hours and will be available the next day.
3. Modify the report description to easily identify your report:
4. Select **Submit** to run the report.

Retrieving 1999 to 2010 reports works in the same manner as retrieving reports from the 2011 and After section. Please see [Section 6.1](#); Scheduling and Retrieving Reports for 2011 and after on how to retrieve a report.

Section 6.3 – MAERS Report Guidelines

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
SIMPLEPART (Simple Participant Listing)	Lists all registered participants during the program year, both new and continuing registrations. To be included in this report the following is required: <ul style="list-style-type: none"> • Active registration in the program year <i>Note: Filter options on this report can include or exclude exited participants</i>	<ul style="list-style-type: none"> • After Registrations are entered • As needed
AESER (Participant Active Enrollment)	A listing of participants including attendance, assessment, and cohort information. To be included in this report the following is required: <ul style="list-style-type: none"> • Enrollment in one or more classes at any time during the selected program year 	<ul style="list-style-type: none"> • As needed
AEPOSTTEST (Post Test Listing)	Lists participants who have the required number of attendance hours to be eligible to post-test. To be included in this report the following is required: <ul style="list-style-type: none"> • Pre – Test 	<ul style="list-style-type: none"> • Monthly
AEFOLSEL (Follow Up Selection)	Lists participants who are included in the follow up process. To be included on this report the following is required: <ul style="list-style-type: none"> • 12 or more attendance hours • Program Exit • Contact begin date is within the program year <i>Note: Filter options on this report can include all follow up, completed follow up, or follow up in progress</i>	<ul style="list-style-type: none"> • Quarterly
AEMDR (Missing Data)	Lists missing data for enrolled participants. To be included in this report the following is required: <ul style="list-style-type: none"> • Enrollment in one or more classes at some time during the program year <i>Note: At this time, missing pre-tests are not included. To determine who may be missing a pre-test or class enrollment run both the SIMPLEPART and the AESER. If a name is on the SIMPLEPART and not on the AESER, that participant is most likely missing a pre-test and/or a class enrollment.</i>	<ul style="list-style-type: none"> • Quarterly
AENRS-TABLE7 (Staff Counts)	This Table appears automatically on September 14 th of every year. Please enter your staffing counts and submit the table. Please update this table when you acquire new staff during the program year. <i>Note: Update with additions to staff only. Do not reduce the number when staff leaves your program.</i>	<ul style="list-style-type: none"> • As needed

