

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