

# MAERS Report Sample Guide



## Data Management Report Samples

- Characteristic Reports
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- [Follow Up Selection Report](#) (AEFOLSEL)
- [Missing Data Report](#) (AEMDR)
- [Participant Post Test Listing Report](#) (AEPOSTTEST)
- [Participant Active Enrollment Report](#) (AESER)
- [Simple Participant Listing Report](#) (SIMPLEPART)

## Helpful Tip:

Click on the report name link to be directed to that report sample page

## Performance Management Report Samples

*Note: NRS Tables are available after October 25<sup>th</sup> following the program year. All other Performance Management reports are available year round.*

- [NRS Table 1](#) (AENRS-TABLE1) – Participants by EFL, Ethnicity and Sex
- [NRS Table 2](#) (AENRS-TABLE2) – Participants by Age, Ethnicity and Sex
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- [NRS Table 10](#) (AENRS-TABLE10) – Outcomes for Adults in Correctional Education Programs

*Note: All NRS Tables allow a filter option to view a Statewide table, Fiscal Agent table, Provider table, or All tables*

- ✓ Filter defaults to **All** tables

- [Performance Report](#) (AEPERF)
- [Provider Educational Gain Report](#) (PROVEDGAIN)
- [Missing Monthly Attendance Summary](#) (MISSATTEND)
- [Performance Benchmark Report](#) (PERFBENCHM)
- [EFL Performance Snapshot](#) (EFLPERF)

*Note: WBPL participants are only counted on the Characteristic reports. Participants with this instructional area are excluded from all other MAERS reports.*

# Participants Characteristics

AEPARTCHAR - Participant Characteristics Report				
Date Produced: 12/11/2013 03:56:21 PM				
Report Program Year: 2013				
Fiscal Agent: ALL				
Provider: ALL				
Funding Source(s): ALL				
Instructional Area(s): ALL				
Participant Population: ALL PARTICIPANTS				
Demographic Groups [A]	All Participants [B]	Active Participants [C]	Program Exits Completed [D]	Program Exits Separated [E]
<b>GENDER</b>				
Female	11	5	5	1
Male	23	10	6	7
<b>AGE</b>				
16-18	0	0	0	0
19-24	11	4	4	3
25-44	21	10	6	5
45-59	2	1	1	0
60 and Older	0	0	0	0
<b>RACE/ETHNICITY</b>				
Hispanic/Latino	14	5	4	5
African American (*)	9	5	1	3
American Indian/Alaskan (*)	1	1	0	0
Asian (*)	5	2	1	2
Hawaiian/Pacific Islander (*)	0	0	0	0
White (*)	22	8	9	5
<b>SUPPLEMENTAL CHARACTERISTICS</b>				
Disabled	0	0	0	0
Dislocated Worker	3	0	1	2
Displaced Homemaker	1	0	1	0
Learning Disabled	0	0	0	0
Low Income	11	3	5	3
Pre-School Children	8	1	5	2
Pre-School Parent	5	1	3	1
Public Assistance	11	3	6	2
Rural Area	6	2	1	3
School Age Children	12	1	8	3
School Age Parent	6	1	3	2
Single Parent	3	1	1	1
<b>PROGRAM TYPE</b>				
Correctional Facility	1	0	0	1
Community Correctional	2	0	1	1
Distance Learning	5	1	2	2
Literacy Council	1	0	1	0
Other Institution	0	0	0	0
<b>TOTALS</b>	<b>34</b>	<b>15</b>	<b>11</b>	<b>8</b>

**Participant Population:** A new filter option to schedule the report by **ALL** participants which includes those participants who have a pre-test and more than zero attendance hours in the Report Program Year or by **NRS** criteria for only those participants who have a pre-test and 12 or more attendance hours across program years, including more than zero hours in the Report Program Year.

- A. Different characteristics of Adult Education populations
- B. A count of participants active during the report year. Count will vary based on the Participant Population filter used at the time of year the report is run.
- C. A count of participants whose Registration is currently active
- D. A count of participants who exited in the report year with an Exit Status of Completed and does not Plan to Continue
- E. A count of participants who exited in the report year with an Exit Status of Separated Before Completion. This includes those with a System Exit.

*Note: If a participant has 2 or more Registrations within the same Program Year, then characteristic data from the Registration with the most Attendance Hours is included in the report.*

# Instructional Area Characteristics

AEPROGCHAR - Instructional Area Characteristics Report								
Date Produced: 12/11/2013 03:59:21 PM								
Report Program Year: 2013								
Fiscal Agent: ALL								
Provider: ALL								
Funding Source(s): ALL								
Instructional Area(s): ALL								
Participant Population: ALL PARTICIPANTS								
Demographic Groups [A]	ABE [B]	ESL [C]	HSD [D]	GED [E]	WBPL [F]	FAM LIT [G]	WORK LIT [H]	HOMELESS [I]
<b>GENDER</b>								
Female	10	6	0	7	0	0	0	0
Male	15	15	3	13	0	0	0	0
<b>AGE</b>								
16-18	0	0	0	0	0	0	0	0
19-24	9	7	2	9	0	0	0	0
25-44	14	13	1	10	0	0	0	0
45-59	2	1	0	1	0	0	0	0
60 and Older	0	0	0	0	0	0	0	0
<b>RACE/ETHNICITY</b>								
Hispanic/Latino	9	10	1	8	0	0	0	0
African American (*)	7	6	2	5	0	0	0	0
American Indian/Alaskan (*)	1	1	0	0	0	0	0	0
Asian (*)	3	1	0	3	0	0	0	0
Hawaiian/Pacific Islander (*)	0	0	0	0	0	0	0	0
White (*)	15	14	1	15	0	0	0	0
<b>SUPPLEMENTAL CHARACTERISTICS</b>								
Disabled	0	0	0	0	0	0	0	0
Dislocated Worker	2	0	0	2	0	0	0	0
Displaced Homemaker	1	0	0	1	0	0	0	0
Learning Disabled	0	0	0	0	0	0	0	0
Low Income	9	5	1	7	0	0	0	0
Pre-School Children	8	5	0	6	0	0	0	0
Pre-School Parent	5	3	0	3	0	0	0	0
Public Assistance	9	4	1	7	0	0	0	0
Rural Area	4	3	0	4	0	0	0	0
School Age Children	10	10	0	11	0	0	0	0
School Age Parent	5	5	0	5	0	0	0	0
Single Parent	3	2	0	1	0	0	0	0
<b>PROGRAM TYPE</b>								
Correctional Facility	1	1	0	1	0	0	0	0
Community Correctional	2	2	0	2	0	0	0	0
Distance Learning	3	2	0	3	0	0	0	0
Literacy Council	1	0	0	0	0	0	0	0
Other Institution	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>25</b>	<b>21</b>	<b>3</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Participant Population:** A new filter option to schedule the report by **ALL** participants which includes those participants who have a pre-test and more than zero attendance hours in the Report Program Year or by **NRS** criteria for only those participants who have a pre-test and 12 or more attendance hours across program years, including more than zero hours in the Report Program Year.

- A. List of characteristic being reported
- B. A count of participants in the ABE instructional area
- C. A count of participants in the ESL instructional area
- D. A count of participants in the HSD instructional area
- E. A count of participants in the GED instructional area
- F. A count of participants in the Work Based Project Learner instructional area
- G. A count of participants in the Family Literacy Program instructional area
- H. A count of participants in the Workplace Literacy Program instructional area
- I. A count of participants in the Program for the Homeless instructional area

*Note: If a participant has classes in 2 or more Instructional Areas selected, the participant will count in each Instructional Area column.*

# Follow Up Selection

## Requirements:

- 12 or more attendance hours across program years
- Program Exit

*\*Note: If Class Location filter is used then a class enrollment is required to be included in this report. This means that Retain Employment and Postsecondary Year #2 will never display since the participant would not be in a class the year these cohorts are due for follow up.*

**AEFOLSEL - Follow Up Selection Report**

**Date Produced:** 09/18/2014 09:19:04 AM      **Program Year:** 2013      **Fiscal Agent:** ALL      **Provider:** TEST PUBLIC SCHOOL SD

**Class Location:** ALL      **1** → **Follow Up Status:** In Progress      **Cohort:** ALL

Row#	Participant Name	Local Student No	Phone	Email	SSN	Exit Year	Reg. Date	Exit Date	Contact Begin Date	Contact End Date	Match Attempts	Attain	Follow Up Source
1	<a href="#">FUTURE, ANGELA M</a>	123ASD	(888) 754-3391		Yes	2012	07/02/2012	04/01/2013	07/01/2013	10/25/2014	4		
2	<a href="#">KILLER2011, B2</a>	3219			Yes	2013	07/01/2013	09/10/2013	10/01/2013	10/25/2014	0		
3	<a href="#">MAETC13, DALE1</a>	MAETC004			No	2012	07/01/2012	05/31/2013	07/01/2013	10/25/2014	N/A		
4	<a href="#">SYSEXIT, 90-2</a>	SYSEXIT-2			Yes	2013	07/01/2012	08/31/2013	10/01/2013	10/25/2014	2		
5	<a href="#">TRES, SIETE</a>	0707			No	2012	07/01/2012	02/01/2013	04/01/2013	10/25/2014	N/A		
6	<a href="#">TROUBLE, TONY R</a>	TEST99	(517) 555-1111	TTROUBLE@EMAIL.COM	Yes	2013	07/01/2012	08/27/2013	10/01/2013	10/25/2014	2		

**Obtain Employment**

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**Obtain a GED**

Row#	Participant Name	Local Student No	Phone	Email	SSN	Exit Year	Reg. Date	Exit Date	Contact Begin Date	Contact End Date	Match Attempts	Attain	Follow Up Source
1	<a href="#">GIVEME, 1AIBREAK</a>	321234			Yes	2013	07/10/2013	02/28/2014	02/28/2014	10/25/2014	N/A		
2	<a href="#">GIVEME, 1AIBREAK</a>	1232			No	2013	07/01/2013	12/31/2013	12/31/2013	10/25/2014	N/A		
3	<a href="#">GIVEME, 2BIBREAK</a>	1324			Yes	2013	07/20/2013	08/30/2014	08/30/2014	10/25/2014	N/A		
4	<a href="#">GIVEME, 2BIBREAK</a>	23123			No	2013	07/20/2013	05/30/2014	05/30/2014	10/25/2014	N/A		

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- Follow Up Status defaults to 'In Progress' – This will only display participants still needing follow up. The report can also be run by changing the Follow Up Status to 'Completed' or 'All'. 'Completed' will display participants whose follow up is completed. 'All' will display participants in the cohort regardless of status.
- SSN - A 'Yes' is displayed for participant's with a SSN. A 'No' will display if the participant does not have a SSN. If a 'No' displays, a manual Follow Up Survey is required. A quarterly data match will be done for participants with a SSN for employment cohorts. Manual surveys are required for participants without a SSN in an employment cohort or for any of the educational cohorts regardless of a SSN.
- Exit Year – Program Year in which the participant exited  
*Note: Retain Employment and Postsecondary Year #2 follow up will always take place in a program year following the Exit Year.*
- Match Attempts - 'N/A' will display for all educational cohorts and for employment cohorts without a SSN. Up to 8 Data Match attempts will take place.
- Follow Up Source – Displays the source completing the follow up. This field will always be blank unless the report is run using the Follow Up Status of 'Completed' or 'All'.
  - Data Match – Follow Up was completed through the data match process
  - User ID – A Manual Survey was completed
- Copy/Export Options – Each cohort report section can be copied or exported separately
- Clicking on the name link will navigate to the Participant's Follow Up screen

Follow Up Source
Data Match
JOHNSONS28
Data Match

Scheduling/  
Viewing  
Recommendation  
- Monthly

# Missing Data Report

Row#	Participant Name	Local Student Number	Birth Date	Instructional Area(s)	Report PY Attendance Hours	Funding Source(s)	Registration Date	Exit Date
<b>AEMDR - MAERS2 Missing Data Report</b> Date Produced: 03/05/2014 04:21:46 PM Report Program Year: 2013 Fiscal Agent: ALL Provider: JOHNSON AE Class Location: ALL Funding Source(s): ALL Instructional Area(s): ALL Participant Population: All Participants Missing Data Display: Current Missing Data <span style="color: red;">← 3</span>								
1.	<a href="#">MAER2011, CAL3</a>	2011-00003	03/03/1993	ABE ESL FLP HSD	ABE/ASE : 0 ESL : 0		07/15/2011	09/28/2013
- ABE/ASE PRE Test								<a href="#">Enter by 10/25/2014</a>
- ESL PRE Test								<a href="#">Enter by 10/25/2014</a>
2.	<a href="#">MAER2011, ED5</a>	2011-00005	05/05/1985	ABE ESL GED	ABE/ASE : 40 ESL : 20	Federal - General Instruction State School Aid - Section 107	07/15/2011	
- ABE/ASE POST Test								<a href="#">Enter by 10/25/2014</a>
- ESL POST Test								<a href="#">Enter by 10/25/2014</a>
3.	<a href="#">MAER2011, FRAN6</a>	2011-00000	06/06/1986	ABE ESL GED	ABE/ASE : 113 ESL : 40	Federal - General Instruction State School Aid - Section 107	07/15/2011	06/10/2014
- ESL POST Test								<a href="#">Enter by 10/25/2014</a>
4.	<a href="#">MAER2011, ZACH26</a>	2011-0026	01/26/1980	ABE ESL HSD	ABE/ASE : 0 ESL : 50	Federal - General Instruction State School Aid - Section 107	05/05/2012	02/01/2014
- ABE/ASE PRE Test								<a href="#">Enter by 10/25/2014</a> <span style="color: red;">← 2</span>
- Follow Up for: General tab - Participant took all 5 GED tests?								<a href="#">Enter by 10/25/2014</a>
- Follow Up for: 'Obtain a High School Diploma'. Contact date between 02/01/2014 and 10/25/2014								<a href="#">Enter by 10/25/2014</a>

## Requirement:

- Active registration during the Report Program Year\*

## Scheduling/Viewing Recommendation - Monthly

- A row will display for each missing data item
    - Follow Up Cohorts will also display the appropriate contact and data entry dates
    - \*Note: If any other filter is used to schedule the report other than the Provider, i.e. Fiscal Agent, Location, Funding Source, Etc... then a class enrollment is required to be included in this report.*
  - Displays MAERS data entry dates
    - Dates vary based on the type of missing data
    - Click on the Enter by link to navigate directly to the screen needing the data
  - If the Enter by date has passed, the item will no longer appear on the report since it can no longer be updated. To see data items that can no longer be updated, run the report using the Missing Data Display filter and select Closed Data.
  - Clicking on the name link will navigate to the Participant's Registration screen
- Note: The data displayed is data dependent. Example: A pre-test is required to enroll a participant into a class. If a pre-test is missing you will only see the pre-test as the missing item on the report. You will not see that a class enrollment or a post-test as missing on the report since a pre-test is required first. It is recommended to run the report again after missing data items are initially updated to determine if other missing data may require updating.*

## Participant Post Test Listing

AEPOSTTEST - Participant Post Test Listing Report										
Date Produced: 03/19/2013 11:35:31 AM										
Report Program Year: 2012										
Provider: JOHNSON AE										
Class Location: ALL										
Registration Date Range: 07/01/2012 to 03/19/2013										
Row#	Participant Name	LSN	Class Enrollments	Registration Date	PRE Test	PRE Test Date	Cumulative Attendance Hours	Eligible to POST test	POST Test Date	Waiver
1.	<a href="#">MAER2011, ALAN1</a>	2011-00001	1	07/15/2011	CASAS(ABE/ASE)	07/10/2012	43		07/27/2012	
2.	<a href="#">MAER2011, DANA4</a>	2011-00004	2	07/15/2011	TABE(10)	06/05/2012	50		06/30/2013	
13.	<a href="#">MAER2011, DANA4</a>	2011-00004	1	07/15/2011	CASAS(ESL)	06/07/2012	50	Yes		
4.	<a href="#">MAER2011, ED5</a>	2011-00005	2	07/15/2011	GAIN	06/05/2012	56		06/20/2013	Yes
5.	<a href="#">MAER2011, ED5</a>	2011-00005	1	07/15/2011	CASAS(ESL)	07/10/2012	50	Yes		
9.	<a href="#">MAER2011, FRAN6</a>	2011-00000	1	07/15/2011	CASAS(ESL)	06/07/2012	100	Yes		
7.	<a href="#">MAER2011, FRAN6</a>	2011-00000	0	07/15/2011	TABE(9)	07/10/2012	0	No		
8.	<a href="#">MAER2011, HALLIE8</a>	2011-00008	2	07/15/2011	TABE(9)	07/01/2012	80		01/08/2013	

### Requirement:

- Pre-Test in the Report Program year

*\*Note: If the Class Location filter is used to schedule the report then a class enrollment is required to be included in this report.*

### Scheduling/Viewing Recommendation - Monthly

- A Participant can have up to two Pre and Post-Tests per year; One in the ABE/ASE Instructional Area and one in the ESL Instructional Area. A participant will be listed twice if they have a pre-test in both instructional areas.
- Registration Date: Displays the participants registration date
- PRE Test: Displays the type of Pre-Test that was entered into MAERS
- PRE Test Date: Displays the date of the Pre-Test
- Cumulative Attendance Hours: Displays the total hours for the Participant in that specific Instructional Area
- Eligible to POST test: Displays a Yes or No indicating if the Participant has enough cumulative attendance hours to Post-Test. This is determined by the Pre-Test type.
  - ✓ If a No displays but the Participant did attain their GED or HSD and has at least 12 hours of attendance, the local program may decide to post-test using a Post-Test Minimum Hours Waiver
- POST Test Date: If a Post-Test was already entered into the MAERS, the date will display
- Waiver: If the Participant was given a Post-Test waiving the minimum hours between the pre- and post-test, a Yes will display
- Clicking on the name link will navigate to the appropriate Participant screen

# Participant Active Enrollment

Row#	Name	LSN	Birth Date	Instr. Areas	Total Hours	Funding Sources	Reg. Date	Exit Date	Entered By	
1.	<a href="#">TEST11, ALVIN</a>	2011-006	06/06/1986	ESL	ABE: .00 ESL: 33.00	State School Aid - Section 107	07/15/2011	01/01/2013	JOHNSONS29	
				Assessments:	Test PY	Test Area	Begin EFL	End EFL	Gain or (Loss)	Hrs Between Tests
					2012	ESL	6	----		33
					2012	ABE/ASE	4	----		
				Cohorts:	Report PY	Cohort	Attained?	Attained Date	No Contact?	Refused?
					2013	Retain Emp.				
2.	<a href="#">TEST11, BARB</a>	2011-009	01/01/1990	ABE ESL	ABE: .00 ESL: .00	Federal - General Instruction State School Aid - Section 107	07/02/2011		SMITHDA98	
				Assessments:	Test PY	Test Area	Begin EFL	End EFL	Gain or (Loss)	Hrs Between Tests
					2012	ESL	3	----		0
					2012	ABE/ASE	2	----		0
3.	<a href="#">TEST11, EIGHT</a>	2011-008	08/08/1988	ABE HSD	ABE: 43.00	Federal - General Instruction State School Aid - Section 107	07/15/2011	10/01/2012	JOHNSONS29	
				Assessments:	Test PY	Test Area	Begin EFL	End EFL	Gain or (Loss)	Hrs Between Tests
					2012	ABE/ASE	4	5	1	43
				Cohorts:	Report PY	Cohort	Attained?	Attained Date	No Contact?	Refused?
					2012	Retain Emp.				
					2012	Obtain HSD	Y	10/01/2012		
					2012	Post Sec Yr.1	Y	01/10/2013		

## Requirement:

- Enrollment in one or more classes during the Report Program Year

## Scheduling/Viewing Recommendation – As Needed

- Registration Date: Displays the participant's registration date
- Exit Date: A Program Exit date will display if the Participant has been exited from the program
- Assessments: Both Pre and Post-Test information will display
  - ✓ Beginning EFL, ending EFL, and if they made an educational gain or loss
  - ✓ Hours Between Tests indicates how many attendance hours have been entered since the Pre-Test date

*Note: If no assessment is entered, this row will not display*
- Cohorts: The appropriate Automatic Cohorts will display based on Educational and Employment status in the Registration and/or at Exit
  - ✓ Report PY: Provides which year the Follow Up measurement will be reported. Retain Employment Follow Up can take place in the following Program Year. Postsecondary Year #2 will always take place in the following Program Year.
  - ✓ The following columns will provide the specific Cohort and the attainment information

*Note: If still active, the Cohort row will not display*
- Clicking on the name link will navigate to the Participant's Registration screen

# Simple Participant Listing

SIMPLEPART - Simple Participant Listing Report					
Date Produced: 12/12/2013 09:58:07 AM					
Report Program Year: 2012					
Provider: AURA LEARNING					
Class Location: ALL					
Active During Dates: 07/01/2012 to 06/30/2013					
Instructional Area(s): ALL					
Population: ALL					
Include Exited Registrations: Yes					
Row#	Participant Name	LSN	Birth Date	Reg. Date	Exit Date
1.	<a href="#">ANJUS, AARON</a>	AL-200	01/01/1980	07/01/2011	06/30/2013
2.	<a href="#">BILLOWS, BARRY</a>	AL-300	01/01/1980	07/01/2011	06/30/2013
3.	<a href="#">CRAVEN, CASSIE</a>	AL-500	01/01/1980	07/01/2011	
4. 3	<a href="#">ENOS, ELAINE</a>	ALC-R00031	04/17/1979	09/24/2012	01/10/2013 (System Exit)
5.	<a href="#">FULLER, FREDERICK</a>	ALC-R00032	09/19/1981	07/01/2012	09/05/2012
6.	<a href="#">GERKIN, GREG</a>	ALC-R00007	03/14/1956	08/29/2012	05/01/2013 (System Exit)
7.	<a href="#">GLASSBROOK, GAYLE</a>	ALC-R00033	01/01/1981	11/01/2012	04/01/2013 (System Exit)
8.	<a href="#">HANKS, HAROLD</a>	ALC-R00034	02/02/1982	02/15/2013	05/17/2013 (System Exit)
9.	<a href="#">JIVES, JULIE J</a>	BLC-R00010	09/19/1981	07/01/2012	
10.	<a href="#">KINGSLEY, KYLE</a>	ALC-R00011	09/19/1981	03/01/2013	05/31/2013 (System Exit)
11.	<a href="#">LANE, LAURA</a>	ALC-R00012	05/12/1955	07/15/2010	01/10/2013 (System Exit)
12.	<a href="#">MEEK, MISTY</a>	MM001	01/01/1980	07/01/2012	01/10/2013 (System Exit)
13.	<a href="#">MUNSON, MARK</a>	ALC-R00013	04/17/1979	02/01/2013	
14.	<a href="#">OESTERLE, OLIVER</a>	ALC-R00015	06/13/1965	07/01/2012	01/10/2013 (System Exit)

## Requirement:

- Active Registration during the Report Program Year\*

## Scheduling/Viewing Recommendation - Monthly

\*Note: If any other filter is used, i.e. Location, Instructional Area, Etc... then a class enrollment is required to be included in this report.

- Registration Date: Displays the participant's registration date
- Exit Date: A Program Exit date will display if the Participant has been exited from the program  
*Note: 'System Exit' will display if the Participant had no services for 90 days. The System Exit can be reversed and the record can then be updated as needed.*
- Clicking on the name link will navigate to the Participant's Registration screen

## NRS Table 1 – Participants by EFL, Ethnicity and Sex

AENRS_1 - Participants By EFL, Ethnicity and Sex															
Date Produced:		11/12/2014 03:07:32 PM													
Program Year:		2013													
Fiscal Agent:		JOHNSON SD													
Show All Tables?:		No													
Fiscal Agent: JOHNSON SD															
Entering Educational Functioning Level  (A)	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Two or more Races		Total
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	Male (N)	Female (O)	(P)
Beginning ABE Literacy	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Beginning Basic Education	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Low Intermediate Basic Ed.	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
High Intermediate Basic Ed.	0	0	0	0	0	0	0	1	0	0	0	0	1	0	2
Low Adult Secondary Education	0	0	0	0	0	0	1	0	0	0	0	0	1	0	2
High Adult Secondary Education	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Beginning ESL Literacy	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Low Beginning ESL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High Beginning ESL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Low Intermediate ESL	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
High Intermediate ESL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Advanced ESL	0	0	0	0	1	0	0	0	0	0	0	0	1	0	2
Total	0	0	0	0	1	0	5	2	0	0	0	1	2	0	11

## Requirements:

- Pre-Test in the Report Program Year
- 12 or more attendance hours across program years and have greater than zero attendance hours in the Report Program Year

A. Beginning Educational Functioning Level

B. – O. Self reported ethnicity found from the ALP

P. Total number of participants within the beginning EFL

Clicking on a number link will provide a list of participants within that row/column

Notes:

- If a Participant self-reports being 'Hispanic or Latino' **and** another race, the Participant will only be counted in the 'Hispanic or Latino' column. These participants will not count in any of the other race columns.
- If a Participant self-reports belonging to two race groups and also reports 'Hispanic or Latino' as 'No', they will only be counted in the **Two or more Races** column. Example – A male participant self-reports being Asian and White. The Participant will count in Column N.

## NRS Table 2 – Participants by Age, Ethnicity and Sex

AENRS_2 - Participants By Age, Ethnicity and Sex															
Date Produced:		11/12/2014 03:08:32 PM													
Program Year:		2013													
Fiscal Agent:		JOHNSON SD													
Fiscal Agent: JOHNSON SD															
Age Group (A)	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Two or more Races		Total (P)
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	Male (N)	Female (O)	
16-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19-24	0	0	0	0	0	0	2	0	0	0	0	0	1	0	3
25-44	0	0	0	0	1	0	2	2	0	0	0	1	1	0	7
45-59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60 and Older	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Total	0	0	0	0	1	0	5	2	0	0	0	1	2	0	11

## Requirements:

- Pre-Test in the Report Program Year
- 12 or more attendance hours across program years and have greater than zero attendance hours in the Report Program Year

- A. Age of participant at registration  
 B. – O. Self reported ethnicity found from the ALP  
 P. Total number of participants within the Age Group

Clicking on a number link will provide a list of participants within that row/column

## Notes:

- If a Participant self-reports being 'Hispanic or Latino' **and** another race, the Participant will only be counted in the 'Hispanic or Latino' column. These participants will not count in any of the other race columns.
- If a Participant self-reports belonging to two race groups and also reports 'Hispanic or Latino' as 'No', they will only be counted in the **Two or more Races** column. Example – A male participant self-reports being Asian and White. The Participant will count in Column N.

## NRS Table 3 – Participants by Program Type and Age

AENRS_3 - Participants By Program Type and Age						
Date Produced:		11/12/2014 03:08:32 PM				
Program Year:		2013				
Fiscal Agent:		JOHNSON SD				
Show All Tables?:		No				

  

Fiscal Agent: JOHNSON SD						
Program Type (A)	16-18 (B)	19-24 (C)	25-44 (D)	45-59 (E)	60 and Older (F)	Total (G)
Adult Basic Education	0	2	3	0	0	5
Adult Secondary Education	0	0	2	0	0	2
English-as-a-Second Language	0	1	2	0	1	4
Total	0	3	7	0	1	11

## Requirements:

- Pre-Test in the Report Program Year
- 12 or more attendance hours across program years and have greater than zero attendance hours in the Report Program Year

- A. Program Type is determined by beginning Educational Functional Level (EFL) from the Pre-Test
- Adult Basic Education counts participants with beginning EFLs 1-4 from the ABE/ASE pre-test
  - Adult Secondary Education counts participants with beginning EFLs 5 and 6 from the ABE/ASE pre-test
  - English-as-a-Second Language counts participants with beginning EFLs 1-6 from the ESL pre-test
- B. – F. Counts use the participants age at registration
- G. Total number of participants by Program Type

Clicking on a number link will provide a list of participants within that row/column

# NRS Table 4 – Educational Gains and Attendance by Educational Functioning Level

Note: NRS Table 4C is identical to NRS Table 4 however it will only provide a count for Distance Learning Participants

AENRS_4 - Educ. Gains and Attendance by Educ. Functioning Level							
Date Produced:		11/12/2014 03:13:32 PM					
Program Year:		2013					
Fiscal Agent:		JOHNSON SD					
Show All Tables?:		No					
Fiscal Agent: JOHNSON SD							
Entering Educational Functioning Level (A)	Total Number Registered (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number who Completed a Level and Advanced one or more Levels (E)	Number Separated Before Completion (F)	Number Remaining Within Level (G)	Percentage Completing Level (H)
Beginning ABE Literacy	2	88.00	0	0	0	2	0.00%
Beginning Basic Education	0	.00	0	0	0	0	0.00%
Low Intermediate Basic Ed.	1	256.00	0	0	0	1	0.00%
High Intermediate Basic Ed.	2	569.00	1	0	1	0	50.00%
Low Adult Secondary Education	2	162.00	0	0	2	0	0.00%
High Adult Secondary Education	0	.00	0	0	0	0	0.00%
Beginning ESL Literacy	1	113.00	0	0	0	1	0.00%
Low Beginning ESL	0	.00	0	0	0	0	0.00%
High Beginning ESL	0	.00	0	0	0	0	0.00%
Low Intermediate ESL	1	45.00	0	0	1	0	0.00%
High Intermediate ESL	0	.00	0	0	0	0	0.00%
Advanced ESL	2	135.00	1	0	0	1	50.00%
<b>Total</b>	<b>11</b>	<b>1,368.00</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>18.18%</b>

## Requirements:

- Pre-Test in the Report Program Year
- 12 or more attendance hours across program years and have greater than zero attendance hours in the Report Program Year

- Beginning Educational Functioning Level
- Number of participants with a Pre-Test and 12 or more attendance hours
- Total attendance hours for the participants in the EFL  
*Note: Total Attendance Hours will count hours across program years for any continuing registrations*
- Number of participants making an EFL gain
- Number of participants making two or more EFL gains
- Number of participants who have program exited without making a gain (no post-test)
- Number of active participants remaining in the same EFL level (no post-test or a post-test with no gain)
- Percentage of participants advancing one or more EFL levels (Column D/Column B)

Clicking on a number link will provide a list of participants within that row/column

## NRS Table 4B – Educational Gains and Attendance for Pre- and Post-tested Participants

AENRS_4B - Educ. Gains and Attendance for Pre- and Posttested Participants							
Date Produced:		11/12/2014 03:15:33 PM					
Program Year:		2013					
Fiscal Agent:		JOHNSON SD					
Show All Tables?:		No					
Fiscal Agent: JOHNSON SD							
Entering Educational Functioning Level (A)	Total Number Registered PRE and POST Tested (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number who Completed a Level and Advanced one or more Levels (E)	Number Separated Before Completion (F)	Number Remaining Within Level (G)	Percentage Completing Level (H)
Beginning ABE Literacy	0	.00	0	0	0	0	0.00%
Beginning Basic Education	0	.00	0	0	0	0	0.00%
Low Intermediate Basic Ed.	1	256.00	0	0	0	1	0.00%
High Intermediate Basic Ed.	1	548.00	1	0	0	0	100.00%
Low Adult Secondary Education	0	.00	0	0	0	0	0.00%
High Adult Secondary Education	0	.00	0	0	0	0	0.00%
Beginning ESL Literacy	0	.00	0	0	0	0	0.00%
Low Beginning ESL	0	.00	0	0	0	0	0.00%
High Beginning ESL	0	.00	0	0	0	0	0.00%
Low Intermediate ESL	0	.00	0	0	0	0	0.00%
High Intermediate ESL	0	.00	0	0	0	0	0.00%
Advanced ESL	1	95.00	1	0	0	0	100.00%
<b>Total</b>	<b>3</b>	<b>899.00</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>66.67%</b>

## Requirements:

- Pre-Test in the Report Program Year
- 12 or more attendance hours
- Post-Test in the Report Program Year

- A. Beginning Educational Functioning Level
- B. Number of participants with a Pre-Test, 12 or more attendance hours and a Post-Test
- C. Total attendance hours for the participants in the EFL  
*Note: Total Attendance Hours will count hours across program years for any continuing registrations*
- D. Number of participants making an EFL gain
- E. Number of participants making two or more EFL gains
- F. Number of participants who have program exited without making a gain (no post-test)
- G. Number of active participants remaining in the same EFL level (no post-test or a post-test with no gain)
- H. Percentage of participants advancing one or more EFL levels (Column D/Column B)
- Clicking on a number link will provide a list of participants within that row/column

# NRS Table 5 – Core Follow Up Outcome Achievements

Note: NRS Table 5A is identical to NRS Table 5 however it will only provide a count for Distance Learning Participants

AENRS_5 - Core Follow-up Outcome Achievement								
Date Produced: 11/05/2014 09:00:59 AM		Program Year: 2012		Fiscal Agent: JOHNSON SD		Show All Tables?: No		
Fiscal Agent: JOHNSON SD								
Core Follow-up Outcome Measures	Method	Number of Participants in Cohort	Number of Participants Used for Representative Cohort	Number of Participants Responding to Survey or Available for Data Matching	Response Rate or Percent Available for Match	Number of Participants Achieving Outcome (Unweighted)	Number of Participants Achieving Outcome (Weighted)	Percent Achieving Outcome (Weighted)
[A]		[B]	[C]	[D]	[E]	[F]	[G]	[H]
Entered Employment	U	1		1	100.00%	0	0	0.00%
	R							
	C							
Retained Employment	U	0		0	0.00%	0	0	0.00%
	R							
	C							
Obtained a GED or Secondary School Diploma	U	9		6	66.67%	6	9	100.00%
	R							
	C							
Entered Postsecondary Education or Training - current program year	U	8		3	37.50%	1	3	37.50%
	R							
	C							
Entered Postsecondary Education or Training - prior program year	U	0		0	0.00%	0	0	0.00%
	R							
	C							
<b>Detailed Totals</b>		<a href="#">Show All</a>		<a href="#">Show All</a>		<a href="#">Show All</a>		

## Requirements:

- 12 or more attendance hours across program years
- Exited in the Report Program Year  
(see notes below in A for exceptions to the above requirements)

### A. Cohort Measured

#### Notes:

- ✓ Entered Employment and Retained Employment may include Participants who program exited in a prior program year
- ✓ Entered Postsecondary Educ/Training (Yr#2) includes only Participants who program exited in the prior Program Year
- ✓ If the Class Location filter is used, Retain Employment and Postsecondary Educ/Training (Yr#2) will not display on the report since the participant was not enrolled in classes the program year these cohorts are due

B. Number of registrations in the cohort

C. Number of registrations that are required to be surveyed. Michigan does 100% follow up so column C will always be blank.

D. Number of registrants who have responded to the Follow Up survey or who could be data matched

E. Percentage of registrants responding to the Follow Up survey or found in data match (Column D/Column B)

Note: 50% is required

F. Number of registrants achieving the outcome

G. USDOE Statistical Weighting used for representative samples (Column Fx100 then / Column E and round to nearest 1/10<sup>th</sup>)

H. Percentage of registrants achieving the outcome (Column G/Column B)

Clicking on a number link will provide a list of participants within that row/column

## NRS Table 6 – Participant Status and Program Registration

AENRS_6 - Participant Status and Program Registration		
Date Produced: 11/12/2014 03:18:33 PM		
Program Year: 2013		
Fiscal Agent: JOHNSON SD		
Show All Tables?: No		
Fiscal Agent: JOHNSON SD		
Participant Status on Entry into the Program (A)	Number (B)	
Disabled	0	
Employed	4	
Unemployed	7	
Not in the Labor Force	0	
On Public Assistance	6	
Living in Rural Areas	2	
Highest Degree or Level of School Completed	US Based Schooling	Non-US Based Schooling
No schooling	1	0
Grades 1-5	0	0
Grades 6-8	0	1
Grades 9-12 (no diploma)	4	4
High School Diploma or alternative credential	0	1
GED	0	0
Some college, no degree	0	0
College or professional degree	0	0
Unknown	0	0
Program Type	←	
In Family Literacy Programs	0	
In Workplace Literacy Programs	0	
In Programs for the Homeless	1	
In Programs for Work-based Project Learners	0	
Institutional Programs		
In Correctional Facilities	0	
In Community Correctional Programs	0	
In Other Institutional Settings	1	
Secondary Status Measures (Optional)		
Low Income	5	
Displaced Homemaker	1	
Single Parent	2	
Dislocated Worker	1	
Learning Disabled Adults	0	

A participant must be enrolled in a class that is within this specific Instructional Area

### Requirements:

- Pre-Test in the Report Program Year
- 12 or more attendance hours across program years and have greater than zero attendance hours in the Report Program Year

- Status at Entry Characteristics
- Number of participants with the characteristic

Clicking on a number link will provide a list of participants within that row/column

## NRS Table 7 – Professional Staff Counts

AENRS_7 - Professional Staff Counts			
Date Produced: 11/12/2014 03:21:34 PM			
Program Year: 2013			
Fiscal Agent: Johnson SD			
Provider: ALL			
FISCAL AGENT: Johnson SD			
Function (A)	Adult Education Personnel		Unpaid Volunteers (D)
	Total Number of Part-Time Personnel (B)	Total Number of Full-Time Personnel (C)	
Local-level Administrative/ Supervisory/Ancillary Services	1	3	0
Local Counselors	1	1	0
Local Paraprofessionals	0	0	1
Local Teachers	1	2	0
Teachers' Years of Experience In Adult Education			
Less than one year	0	0	0
One to three years	1	1	0
More than three years	0	1	0
Teacher Certification			
No certification	0	2	0
Adult Education Certification	0	0	0
K-12 Certification	1	0	0
Special Education Certification	0	0	0
TESOL Certification	0	0	0

Clicking on a number link will provide a list of Teachers within that row/column

*Note: Staff counts are collected on the NRS Staff table that begins displaying on September 14<sup>th</sup> each program year. This screen will display to the first staff person who logs into MAERS on or after this date. Provider and Fiscal Agent Staff are presented with their own data entry screens. If your agency is both the Fiscal Agent and sole Service Provider (not a consortium), please enter your staff counts on the Provider screen and enter zeros on the Fiscal Agent Staff screen.*

# NRS Table 8 – Outcomes for Adults in Family Literacy Programs

AENRS_8 - Outcomes for Adults in Family Literacy Programs								
Date Produced: 11/12/2014 03:27:34 PM		Program Year: 2013		Fiscal Agent: STATEWIDE		Show All Tables?: No		
STATEWIDE								
Core Follow-up Outcome Measures	Method	Number of Participants in Cohort	Number of Participants Used for Representative Cohort	Number of Participants Responding to Survey or Available for Data Matching	Response Rate or Percent Available for Match	Number of Participants Achieving Outcome (Unweighted)	Number of Participants Achieving Outcome (Weighted)	Percent Achieving Outcome (Weighted)
[A]		[B]	[C]	[D]	[E]	[F]	[G]	[H]
Completed Educational Functioning Level	U	7		7	100.00%	1	1	14.29%
	R							
	C							
Entered Employment	U	2		2	100.00%	0	0	0.00%
	R							
	C							
Retained Employment	U	2		1	50.00%	1	2	100.00%
	R							
	C							
Obtained a GED or Secondary School Diploma	U	3		0	0.00%	0	0	0.00%
	R							
	C							
Entered Postsecondary Education or Training - current program year	U	0		0	0.00%	0	0	0.00%
	R							
	C							
Entered Postsecondary Education or Training - prior program year	U	1		1	100.00%	1	1	100.00%
	R							
	C							
Increased Involvement in Children's Education	U	0		0	0.00%	0	0	0.00%
	R							
	C							
Helped more frequently with School Increased Contact with Children's Teachers More Involved in Children's School Activities	U					0		
	R					0		
	C					0		
Increased Involvement in Children's Literacy Activities	U	0		0	0.00%	0	0	0.00%
	R							
	C							
Reading to Children Visiting Library Purchasing Books or Magazines	U					0		
	R					0		
	C					0		

## Requirements:

- Pre-Test in the Report Program Year for the Completed an EFL row

*Note: A Pre-Test is not required for the Cohorts*

- 12 or more attendance hours across program years
- Program Exited
- Enrolled in a class with the Fam. Lit. Instructional Area

### A. Cohort Measured

Notes:

- ✓ Entered Employment and Retained Employment may include Participants who program exited in a prior program year
- ✓ Entered Postsecondary Educ/Training (Yr#2) includes only Participants who program exited in the prior Program Year

### B. Number of registrations in the cohort

C. Number of registrations that are required to be surveyed. Michigan does 100% follow up so column C will always be blank.

D. Number of registrants who have responded to the Follow Up survey or who could be data matched

E. Percentage of registrants responding to the Follow Up survey or found in data match (Column D/Column B)

*Note: 50% is required*

F. Number of registrants achieving the outcome

G. USDOE Statistical Weighting used for representative samples (Column Fx100 then / Column E and round to nearest 1/10<sup>th</sup>)

H. Percentage of registrants achieving the outcome (Column G/Column B)

Clicking on a number link will provide a list of participants within that row/column

## NRS Table 10 – Outcomes for Adults in Correctional Education Programs

AENRS_10 - Outcomes for Adults in Correctional Education Programs								
Date Produced: 11/12/2014 03:35:35 PM		Program Year: 2013		Fiscal Agent: STATEWIDE		Show All Tables?: No		
STATEWIDE								
Core Follow-up Outcome Measures	Method	Number of Participants in Cohort	Number of Participants Used for Representative Cohort	Number of Participants Responding to Survey or Available for Data Matching	Response Rate or Percent Available for Match	Number of Participants Achieving Outcome (Unweighted)	Number of Participants Achieving Outcome (Weighted)	Percent Achieving Outcome (Weighted)
[A]		[B]	[C]	[D]	[E]	[F]	[G]	[H]
Completed Educational Functioning Level	U	18		18	100.00%	5	5	27.78%
	R							
	C							
Entered Employment	U	11		9	81.82%	3	4	36.36%
	R							
	C							
Retained Employment	U	2		1	50.00%	1	2	100.00%
	R							
	C							
Obtained a GED or Secondary School Diploma	U	11		6	54.55%	2	4	36.36%
	R							
	C							
Entered Postsecondary Education or Training - current program year	U	6		2	33.33%	2	6	100.00%
	R							
	C							
Entered Postsecondary Education or Training - prior program year	U	1		0	0.00%	0	0	0.00%
	R							
	C							

## Requirements:

- Pre-Test in the Report Program Year for the Completed an EFL row

Note: A Pre-Test is not required for the Cohorts

- 12 or more attendance hours across program years
- Program Exited
- In a corrections program as indicated on the Other tab in the Registration

## A. Cohort Measured

## Notes:

- ✓ Entered Employment and Retained Employment may include Participants who program exited in a prior program year
- ✓ Entered Postsecondary Educ/Training (Yr#2) includes only Participants who program exited in the prior Program Year

## B. Number of registrations in the cohort

C. Number of registrations that are required to be surveyed. Michigan does 100% follow up so column C will always be blank.

D. Number of registrants who have responded to the Follow Up survey or who could be data matched

E. Percentage of registrants responding to the Follow Up survey or found in data match (Column D/Column B)

Note: 50% is required

F. Number of registrants achieving the outcome

G. USDOE Statistical Weighting used for representative samples (Column Fx100 then /Column E and round to nearest 1/10<sup>th</sup>)

H. Percentage of registrants achieving the outcome (Column G/Column B)

Clicking on a number link will provide a list of participants within that row/column

AEPERF - Performance															
Date Produced: 08/02/2016 11:31:44 AM															
Program Year: 2013															
Fiscal Agent: ALL															
Provider: JOHNSON AE															
Registrations Active During: 07/01/2013 to 06/30/2014															
Funding Source(s): ALL															
Exclude High ASE: N															
Sort Column 1: Fiscal Agent															
Sort Column 2: Provider															

  

Showing 1 to 3 of 3 entries															
Row#	Fiscal Agency	Total Registered	ABE/ASE Pre-Tested	ABE/ASE Class Enrollments	ABE/ASE Post-Tested	ABE/ASE EFL Gains	Avg ABE/ASE Attendance Hours	ESL Pre-Tested	ESL Class Enrollments	ESL Post-Tested	ESL EFL Gains	Avg ESL Attendance Hours	Total Pre-Tests	Total Post-Tests	Post-Test Rate
1	ADA SD	14	7	7	2	1	56.86	0	0	0	0	0.0	7	2	28.6%
2	JOHNSON SD	27	16	16	4	3	56.38	12	12	2	2	33.08	28	6	21.4%
3	MENOMINEE ISD	19	0	0	0	0	0.0	12	12	2	2	33.08	12	2	16.7%
Totals		60	23	23	6	4	56.52	24	24	4	4	33.08	47	10	21.3%

  

Showing 1 to 3 of 3 entries																
Row#	Fiscal Agency	Provider	Total Registered	ABE/ASE Pre-Tested	ABE/ASE Class Enrollments	ABE/ASE Post-Tested	ABE/ASE EFL Gains	Avg ABE/ASE Attendance Hours	ESL Pre-Tested	ESL Class Enrollments	ESL Post-Tested	ESL EFL Gains	Avg ESL Attendance Hours	Total Pre-Tests	Total Post-Tests	Post-Test Rate
1	ADA SD	JOHNSON AE	14	7	7	2	1	56.86	0	0	0	0	0.0	7	2	28.6%
2	JOHNSON SD	JOHNSON AE	27	16	16	4	3	56.38	12	12	2	2	33.08	28	6	21.4%
3	MENOMINEE ISD	JOHNSON AE	19	0	0	0	0	0.0	12	12	2	2	33.08	12	2	16.7%

1. A Fiscal Agent table will display if one of the Sort Column's has Fiscal Agent selected. If the report is run by the Provider, as in the above screen shot, the report will list every Fiscal Agent who funded the Provider.
  2. A Provider table will display if one of the Sort Column's has Provider selected. If the report is run by a Fiscal Agent, the report will list every Provider funded by the Fiscal Agent.
  3. Number of active registrations during the report year  
*Note: If a participant is in one or more classes funded by multiple Fiscal Agents, they will be in each Fiscal Agent count*
  4. Counts of ABE/ASE assessments, class enrollments, EFL gains and average attendance hours
  5. Counts of ESL assessments, class enrollments, EFL gains and average attendance hours  
*Note: If a participant is in both the ABE/ASE and ESL instructional areas, the participant will be counted in all applicable columns*
  6. Total ABE/ASE and ESL assessment counts
  7. Computed post-test rate
- Notes:
- Michigan has a 65% post-test rate requirement
  - Special Filter Exclude High ASE defaults to No. Change to Yes to exclude all participant's pre-testing into High ASE EFL 6.
8. Clicking on a number link will provide a list of participants within that row/column

# Provider Educational Gain

PROVEDGAIN - Provider Educ. Gain Performance Report (EFL)							
Date Produced: 08/02/2016 11:38:45 AM							
Program Year: 2012							
Fiscal Agent: ALL							
Provider: ALL							
1 → Participant Population: ALL PARTICIPANTS							
Beginning Educational Functioning Level (Column A)	Total Participants Registered (Column B)	Total Attendance Hours (Column C)	Average Hours per Participant (Column D)	Number PRE and POST Tested (Column E)	Percentage PRE and POST Tested (Column F)	Number Completed One or more EFLs (Column G)	Ed Gain Attainment Rate (Column H)
Beginning ABE Literacy	13	632	48.62	3	23.08%	3	23.08%
Beginning Basic Education	13	762	58.62	7	53.85%	3	23.08%
Low Intermediate Basic Ed.	25	2936	117.44	4	16.00%	4	16.00%
High Intermediate Basic Ed.	41	3043	74.22	17	41.46%	11	26.83%
Low Adult Secondary Education	16	819	51.19	8	50.00%	8	50.00%
High Adult Secondary Education	3	95	31.67	2	66.67%	0	0.00%
<b>Total ABE/ASE Participants</b>	<b>111</b>	<b>8287</b>	<b>74.66</b>	<b>41</b>	<b>36.94%</b>	<b>29</b>	<b>26.13%</b>
<b>Subtotal of ABE/ASE Excluding ASE High</b>	<b>108</b>	<b>8192</b>	<b>75.85</b>	<b>39</b>	<b>36.11%</b>	<b>29</b>	<b>26.85%</b>
Beginning ESL Literacy	10	643	64.30	1	10.00%	1	10.00%
Low Beginning ESL	4	233	58.25	4	100.00%	3	75.00%
High Beginning ESL	8	576	72.00	3	37.50%	2	25.00%
Low Intermediate ESL	11	1173	106.64	0	0.00%	0	0.00%
High Intermediate ESL	9	390	43.33	2	22.22%	1	11.11%
Advanced ESL	9	617	68.56	4	44.44%	0	0.00%
<b>Total ESL Participants</b>	<b>51</b>	<b>3632</b>	<b>71.22</b>	<b>14</b>	<b>27.45%</b>	<b>7</b>	<b>13.73%</b>
<b>Total for All Participants</b>	<b>162</b>	<b>11919</b>	<b>73.57</b>	<b>55</b>	<b>33.95%</b>	<b>36</b>	<b>22.22%</b>
<b>Total Excluding ASE High</b>	<b>159</b>	<b>11824</b>	<b>74.36</b>	<b>53</b>	<b>33.33%</b>	<b>36</b>	<b>22.64%</b>

Scheduling/Viewing Recommendation  
– Monthly beginning January 1<sup>st</sup>

- Participant Population filter: A new filter option to schedule the report by **ALL** participants with a pre-test and any attendance hours or by **NRS** criteria for only those participants who have a pre-test and 12 or more attendance hours across program years

↔ Participant Population: ALL PARTICIPANTS  
 ALL PARTICIPANTS  
 NRS FILTER: PARTICIPANTS WITH 12 OR MORE INSTRUCTIONAL HOURS ONLY

- Counts excluding those Participants pre-testing into High ASE (EFL 6)
  - Educational Functioning Level from the Pre-Test taken within the report year
  - A count of participants who have a pre-test: Count will be based on the Participant Population filter mentioned above
  - Total attendance hours for the participants in the beginning EFL
  - Average attendance hours per participant by EFL. (column C/column B)
  - A count of participants with both a pre- and post-test for the report year
  - Percentage of participants having both a pre- and post-test by EFL. (column E/column B) Requirement is 65%.
  - A count of participants making one or more educational gains
  - Percentage of participants making one or more educational gains (column G/column B)

Note: If a Participant is enrolled in both ABE/ASE and ESL Instructional Areas, the Participant will only count in the Instructional Area where they have the most attendance hours.

## Missing Monthly Attendance Summary

MISSATTEND - Missing Monthly Attendance Summary						
Date Produced: 06/17/2013 02:03:59 PM						
Report Program Year: 2012						
Fiscal Agent: JOHNSON SD						
Class Location: ALL						
Attendance Month: December 2012						
Fiscal Agent	Provider	Registrations	Class Enrollments	Missing Attendance	Class Enrollment Rate	Missing Attendance Rate
JOHNSON SD	JOHNSON AE	14	11	9	78.6%	81.8%

### Requirement:

- Active registration in report month

### Scheduling/Viewing Recommendation - Monthly

The Missing Attendance Monthly Summary provides a registration count for the Attendance Month selected in the report parameters. This can be used as a simple tool to determine any missing attendance or enrollments for a given month.

1. Select the month within the report parameters
2. A count of active registrations within the month selected
3. A count of participants enrolled in classes within the month selected
4. A count of registrations missing attendance

*Note: Zero's are considered valid data and will not count on this report as missing attendance*

5. Percentage of registrations enrolled in classes
6. Percentage of registrations missing attendance

# Performance Benchmark

PERFBENCHM - Performance Benchmark Report							
Date Produced: 11/12/2014 03:53:06 PM							
Program Year: 2013							
Fiscal Agent: ALL							
Provider: JOHNSON AE 4 5 6 7 8 9 10							
Funding Source: ALL							
AGENCY NAME	# PARTICIPANTS	# RESPONDING	RESPONSE RATE	# ATTAINED	% ATTAINED	BENCHMARK	DIFFERENCE
<b>STATEWIDE ← 1</b>							
ABE Beginning ABE Literacy	8	-	0.00%	2	25.00%	42.00%	(17.00%)
ABE Beginning Basic Education	2	-	0.00%	0	0.00%	42.00%	(42.00%)
ABE Low Intermediate Basic Ed.	10	-	0.00%	1	10.00%	40.00%	(30.00%)
ABE High Intermediate Basic Ed.	48	-	0.00%	6	12.50%	35.00%	(22.50%)
ASE Low Adult Secondary Education	10	-	0.00%	0	0.00%	32.00%	(32.00%)
ASE High Adult Secondary Education	1	-	0.00%	0	0.00%	0.00%	0.00%
ESL Beginning ESL Literacy	3	-	0.00%	0	0.00%	50.00%	(50.00%)
ESL Low Beginning ESL	2	-	0.00%	0	0.00%	60.00%	(60.00%)
ESL High Beginning ESL	1	-	0.00%	0	0.00%	55.00%	(55.00%)
ESL Low Intermediate ESL	1	-	0.00%	0	0.00%	45.00%	(45.00%)
ESL High Intermediate ESL	2	-	0.00%	2	100.00%	48.00%	52.00%
ESL Advanced ESL	8	-	0.00%	3	37.50%	53.00%	(15.50%)
COHORT Entered Employment	54	36	66.67%	18	50.00%	25.00%	25.00%
COHORT Retained or Improved Employment	162	12	7.41%	8	66.67%	50.00%	16.67%
COHORT Obtained GED or HSD	39	12	30.77%	8	66.67%	55.00%	11.67%
COHORT Entered Postsecondary Educ./Training	21	8	38.10%	4	52.38%	48.00%	4.38%
COHORT Entered Postsecondary Educ./Training (Yr #2)	21	5	23.81%	5	%	48.00%	(%)
***** Fiscal Agent Performance *****							
<b>JOHNSON SD ← 2</b>							
ABE Beginning ABE Literacy	2	-	0.00%	0	0.00%	42.00%	(42.00%)
ABE Low Intermediate Basic Ed.	1	-	0.00%	0	0.00%	40.00%	(40.00%)
ABE High Intermediate Basic Ed.	2	-	0.00%	1	50.00%	35.00%	15.00%
ASE Low Adult Secondary Education	2	-	0.00%	0	0.00%	32.00%	(32.00%)
ESL Beginning ESL Literacy	1	-	0.00%	0	0.00%	50.00%	(50.00%)
ESL Low Intermediate ESL	1	-	0.00%	0	0.00%	45.00%	(45.00%)
ESL Advanced ESL	2	-	0.00%	1	50.00%	53.00%	(3.00%)
COHORT Entered Employment	9	9	100.00%	6	66.67%	25.00%	41.67%
COHORT Retained or Improved Employment	6	6	100.00%	4	66.67%	50.00%	16.67%
COHORT Obtained GED or HSD	6	1	16.67%	1	100.00%	55.00%	45.00%
COHORT Entered Postsecondary Educ./Training	2	1	50.00%	1	100.00%	48.00%	52.00%
COHORT Entered Postsecondary Educ./Training (Yr #2)	2	2	100.00%	2	%	48.00%	(%)
***** Provider Performance *****							
<b>JOHNSON AE ← 3</b>							
ABE Beginning ABE Literacy	2	-	0.00%	0	0.00%	42.00%	(42.00%)
ABE Low Intermediate Basic Ed.	1	-	0.00%	0	0.00%	40.00%	(40.00%)
ABE High Intermediate Basic Ed.	2	-	0.00%	1	50.00%	35.00%	15.00%
ASE Low Adult Secondary Education	2	-	0.00%	0	0.00%	32.00%	(32.00%)
ESL Beginning ESL Literacy	1	-	0.00%	0	0.00%	50.00%	(50.00%)
ESL Low Intermediate ESL	1	-	0.00%	0	0.00%	45.00%	(45.00%)
ESL Advanced ESL	2	-	0.00%	1	50.00%	53.00%	(3.00%)
COHORT Entered Employment	9	9	100.00%	6	66.67%	25.00%	41.67%
COHORT Retained or Improved Employment	6	6	100.00%	4	66.67%	50.00%	16.67%
COHORT Obtained GED or HSD	6	1	16.67%	1	100.00%	55.00%	45.00%
COHORT Entered Postsecondary Educ./Training	2	1	50.00%	1	100.00%	48.00%	52.00%
COHORT Entered Postsecondary Educ./Training (Yr #2)	2	2	100.00%	2	%	48.00%	(%)

## Requirement for the EFL

### rows:

- Pre-Test in Report Program Year
- 12 or more attendance hours across program years and have greater than zero attendance hours in the Report Program Year

## Requirement for the Cohort

### rows:

- 12 or more attendance hours across program years
- Program Exited

The Performance Benchmark report is a year to date (YTD) view of both NRS Table 4 and NRS Table 5 data.

1. Statewide counts
2. Fiscal Agent counts
3. Provider counts
4. EFL Rows: Count of Participants in beginning EFL  
Cohort Rows: Count of Registrants in each cohort
5. Count of registrants who responded to the Follow Up survey or were available for data matching (Applies to Cohort rows only)
6. Percentage of participants responding to the Follow Up survey or data match. 50% rate is valid. (Applies to Cohort rows only)
7. EFL Rows: Number of participants making an EFL gain  
Cohort Rows: Number of registrants achieving outcome
8. EFL Rows: Percentage of participants making an EFL gain  
Cohort Rows: Percentage of registrants achieving outcome
9. Michigan's negotiated benchmark for the report year
10. Difference between the percentage attained and benchmark
11. Clicking on a number link will provide a list of participants within that row/column

**Scheduling/Viewing Recommendation – Monthly beginning January 1<sup>st</sup>**

# EFL Performance Snapshot

## Requirement:

- A Pre-Test in the report year
- 12 or more attendance hours across program years and have greater than zero attendance hours in the Report Program Year

## Scheduling/Viewing Recommendation - Monthly

EFLPERF - EFL Performance Snapshot										
Date Produced: 05/15/2015 09:32:57 AM Program Year: 2013 Fiscal Agent: ALL Provider: JOHNSON AE Tables to Display: Provider(s) Graphs to Display: None										
PROVIDER TABLES										
Provider #1: JOHNSON AE ( <a href="#">Show Graph</a> )										
Performance Measure	Group1: Gained a Level	Group2: Post Tested with no Level Gain	Group3: Enough Hours with no Post Test	Group4: Not Enough Hours to Post Test	Participants Needed to Meet Target	Number Entering at this Level	Number that Completed a Level	Percent that Completed a Level	2013 State Targets	Difference Between Target and Actual
Beginning ABE Literacy	0	0	1	1	1	2	0	0.00%	42.00%	(42.00%)
Beginning Basic Education	0	0	0	0	0	0	0		42.00%	
Low Intermediate Basic Ed.	0	1	0	2	2	3	0	0.00%	40.00%	(40.00%)
High Intermediate Basic Ed.	1	0	0	2	1	3	1	33.33%	35.00%	(1.67%)
Low Adult Secondary Education	0	0	0	3	1	3	0	0.00%	32.00%	(32.00%)
High Adult Secondary Education	0	0	0	0	0	0	0		0.00%	
Subtotal of ABE/ASE	1	1	1	8		11	1	9.09%		
Subtotal of ABE/ASE Excluding ASE High	1	1	1	8		11	1	9.09%		
Beginning ESL Literacy	0	0	1	0	1	1	0	0.00%	50.00%	(50.00%)
Low Beginning ESL	0	0	0	1	1	1	0	0.00%	60.00%	(60.00%)
High Beginning ESL	0	0	0	0	0	0	0		55.00%	
Low Intermediate ESL	0	0	0	1	1	1	0	0.00%	45.00%	(45.00%)
High Intermediate ESL	0	0	0	0	0	0	0		48.00%	
Advanced ESL	1	0	1	0	1	2	1	50.00%	53.00%	(3.00%)
Subtotal of ESL	1	0	2	2		5	1	20.00%		
Total	2	1	3	10		16	2	12.50%		
Total Excluding ASE High	2	1	3	10		16	2	12.50%		

The EFL Performance Snapshot is a year-to-date (YTD) view of counts of current Educational Gain performance. This is a great tool to determine where participants are in relation to post-testing and making gains, as well as how many more participants are needed to make a gain to meet the State's negotiated benchmarks.

1. This report can be viewed by State, Fiscal Agent, and/or Provider EFL performance counts
2. Count of Participants who have been post-tested with an EFL gain
3. Count of Participants who have been post-tested and did not make an EFL gain
4. Count of Participants who have enough attendance hours to post-test but have not been post-tested yet
5. Count of Participants who do not yet have enough attendance hours to post-test
6. Count of how many additional Participants are needed to meet the State's negotiated benchmark
7. Count of Participants in beginning EFL
8. Number of Participants making an EFL gain
9. Percentage of Participants making an EFL gain
10. Michigan's negotiated benchmark for the report year
11. Difference between the percentage making an EFL gain and benchmark
12. Clicking on the number link will provide a list of Participants within that row/column
13. The report can be run with a graph or click on the [Show Graph](#) link to view the graph in a different window

