MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY

WORKFORCE DEVELOPMENT

Michigan Adult Education Reporting System (MAERS) User Manual

Workforce Development
Adult Education

Revisions

Update	Chapter	Section	Page	Topic
November, 2017	All	All	All	Manual updated with WIOA changes
January, 2018	3	3.9	64	Update to Outcomes tab of Program Exit screen
April, 2018	2	2.4	19	Removal of course module and update to Class Setup screen
	4	4.3; 4.4	82;85	Removal of copy course screens and update to copy class screens
	2	2.2	15	Ability to select multiple instructor certifications
July, 2018	3	3.7	57	TABE 11, TABE 12, GAIN EFL gains for those pre-testing at ASE high EFL level 6
	3	3.0	23	Barrier tab changes
September, 2018	3	3.1	31	Data Match for Co-Enrollments
November, 2018	3	3.8	58	Postsecondary data collection moved to Achievements
November, 2018	1	1.3	9	Print Registration screen update
March, 2019	3	3.2; 3.7	All	Assessment upgrades
	1	1.1	6	Removal of the online report Welcome Page links
	6	6.0	92	Online report links moved to Reports tab
	7	All	All	Remove of online report information
April, 2019	1	1.1	6	Update helpdesk email address
July, 2019	3	3.9	64	Update to Reasons for Separation table
January, 2020	3	3.1	31	GED to School label change to HSE to School
February, 2020	3	3.2; 3.7; 3.9	36;57; 64	Assessment screen and Program Exit screen updates
March, 2020	3	3.4	46	Attendance screen update to include Distance Learning Hours on all class types
August, 2020	1	1.1	6	MAERS authentication log in screen
	3	3.1; 3.2	31;36	Eligibility move to section 3.1 and Assessment move to section 3.2
	6	6.0; 6.2	92;96	Report screen changes
April, 2021	All	All	All	Manual updated with multiple screen shot changes to accommodate the Last Updated and By User reference fields
	4	4.3	82	Update to Copy Class with Participants

~ MAERS ~
Michigan Adult Education Reporting System

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Chapter 1

Getting Started

Chapter 1 – Getting Started

Welcome to MAERS!

In this chapter you will learn the following:
Section 1.0 – Manual conventions
Section 1.1 – Access to the MAERS database
Section 1.2 – The logical sequence of data entry
Section 1.3 – Various search functions and hyperlink short cuts

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Section 1.0 – MAERS Manual Conventions

To follow along with this manual, text changes, colors, and symbols within the sections are used to provide an alert to certain areas of instruction. Please use the below key as you go through the manual.

Instruction	Description
⇨	All fields in MAERS with a red arrow are required data entry fields and must be completed before a record can be saved
1 ⟶	Red Numbered Arrows are used to point out details on an image with accompanying notes
Bold	References to MAERS Screen names, Tab names or Data Fields are in bold font
Bold Italics	References to MAERS Buttons are in bold italic font
Italics	Special notes or tips for data entry or processes are in italic font
"Quotes"	Quotes are used on demonstration records or examples
Yellow Highlights	Yellow Highlights are shown on an image to draw attention to specific details
Underline Blue	Blue hyperlinks are used to quickly navigate to other websites or chapters/sections within this manual.
Underline Blue	Blue hyperlinks in Arial-expanded font represent any link references in MAERS

Section 1.1 – Access to MAERS

Requesting a MAERS User ID

If you do not have a MAERS User Access ID, please go to the State of Michigan's Adult Education website at http://www.michigan.gov/leo. Select Workforce Development from the **Bureaus & Agencies** dropdown. Click the ***Education and Training*** link then select Adult Education – Providers of Programs link. Scroll down and click the Michigan Adult Education Reporting System (MAERS) link under the Important Program Information header. You are now on the MAERS page of the Adult Education website. Select the User Profile Form link, fill out the form, and follow the email instructions. Upon receipt and approval of the form, you will then receive an email with your MAERS User Access ID and a temporary password.

Requesting a MAERS User ID/Password Reset

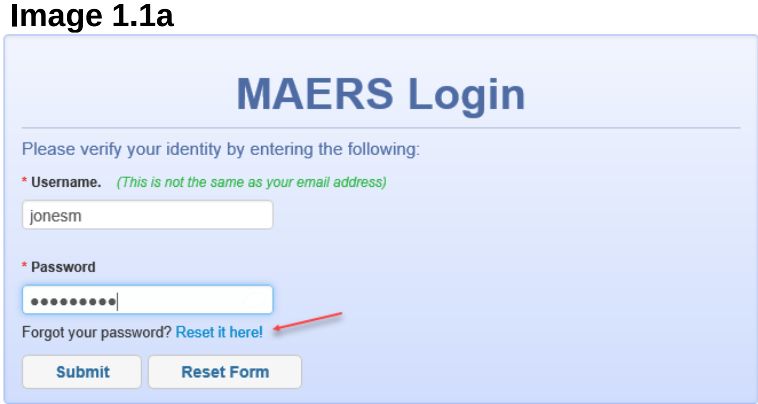
If you have forgotten your password or User ID to MAERS, please contact the MAERS Help Desk at LEO-maers2.0@michigan.gov.

Accessing MAERS

If you already have your MAERS User Access ID and password, type the following address into your URL Browser: https://services.michworks.org/maers/plsql/web_page.frontpage.

A sign in box will appear. Type in your **MAERS Username** and **Password** then click ***Submit***. (Image 1.1a)

Image 1.1a

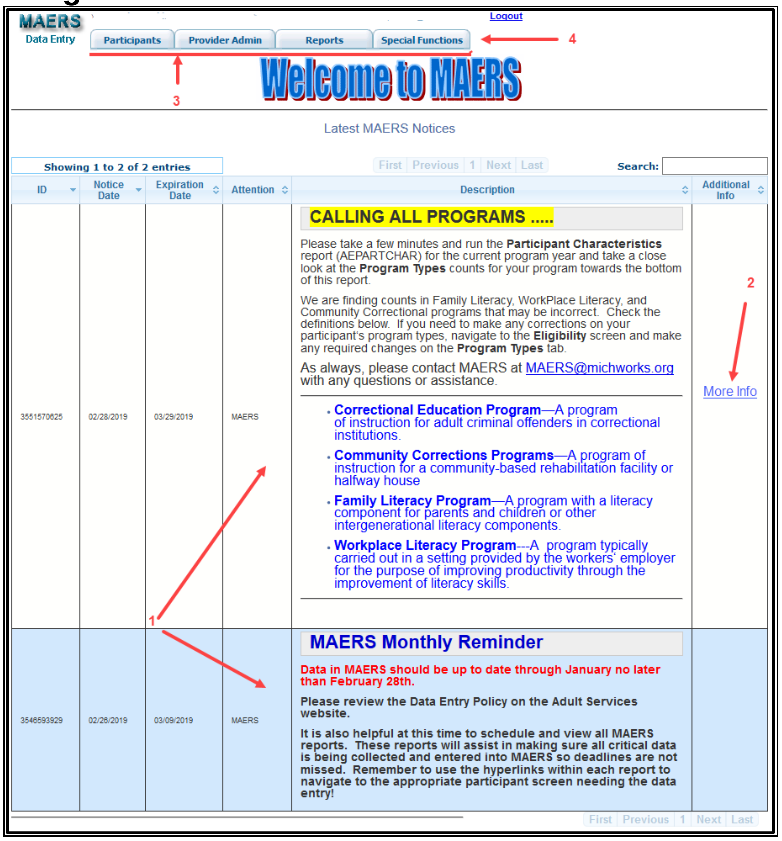


Notes:

- *After clicking **Submit**, a Terms of Use Acceptance Dialog appears.*
- *To reset a password, click the Reset it here! link and follow the prompts*

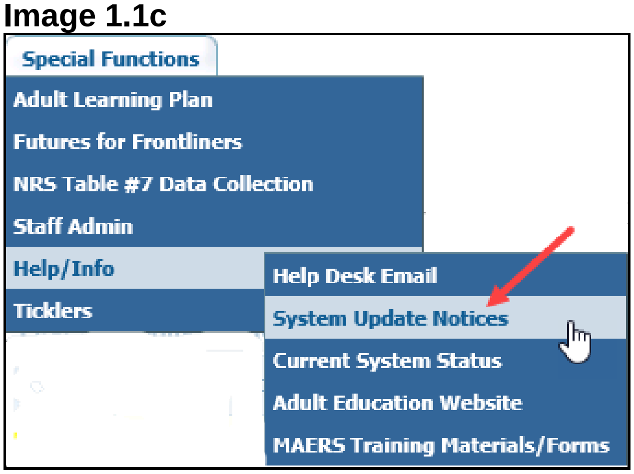
The initial page that appears after logging in is the **System Notice** page. Important alerts or system changes are viewable for MAERS users. Upon logging in, always browse these messages to stay up to date with system alerts and changes. (Image 1.1b)

Image 1.1b



1. Read about recent alerts or system changes
2. Click on the More Information link, if one is displayed, to view an attachment
3. After reading any new MAERS notices, click on one of the tabs at the top of the screen to begin data entry/viewing in MAERS
4. Once you navigate away from the **Welcome** page you can view past notices by clicking on the Help/Info link and then the System Update Notices link in the **Special Functions** tab. (Image 1.1c)

Image 1.1c



Section 1.2 – Sequence of Activities

There is a specific sequence of data entry that is required which allows critical information to work in other modules of MAERS.

Sequence of Activities

1. Instructors
2. Locations
3. Class Setup
4. Registration
5. Eligibility
6. Pre-Test
7. Class Enrollment
8. Monthly Attendance
9. Achievements
10. Post Test
11. Program Exit
12. Follow Up
13. Copy Class Functions

- Instructors and Locations must be entered first to be able to create the Class Setups. The Instructor and Location records created allow the Class Setup functions to work. Refer to Chapter 2; Class Functions. Once Instructors, Locations and Classes are created, use the Class Copy functions to copy these records into the next Program Year. Refer to Chapter 4; Class Copy Functions.

- After the Classes are setup, Registrations, Eligibility and Pre-Tests need to be entered. Refer to Chapter 3, Participant Functions; Section 3.0, Section 3.1 and Section 3.2 for Registration, Eligibility and Assessment instructions.

- Class Enrollments can only be done after the Eligibility for the program year is completed. A Pre-Test is required to be done before 12 hours of instruction and is optional for those who are only enrolled in an HSD program. The test indicates the lowest Educational Functioning Level of the Participant which provides information of which classes the Participant should be enrolled. Refer to Chapter 3, Participant Functions; Section 3.3 for Class Enrollments.

- Attendance is done monthly. Refer to Chapter 3, Participant Functions; Section 3.4 for Monthly Attendance.

- Achievements are captured and entered each program year in which a Registration is active. These achievements are used for both Federal Measurable Skill Gains and Section 107 performance reporting. Refer to Chapter 3, Participant Functions; Section 3.8 for Achievement instructions.

- Planned Gaps are entered as a holding place any time after the Registration Date and before the Program Exit Date. Refer to Chapter 3, Participant Functions; Section 3.6 for Planned Gaps.

- The Post-Test is entered which determines the Participant's Educational Gain. Refer to Chapter 3, Participant Functions; Section 3.7 for Post-Test Assessments.

- The Program Exit data is entered after the Participant has exited their classes and is now exiting the program. Refer to Chapter 3, Participant Functions; Section 3.9 for Program Exits.

- Follow Up on performance Outcome Measures can only be done once a Participant has exited the program. Refer to Chapter 3, Participant Functions; Section 3.9 for the Follow Up requirements.

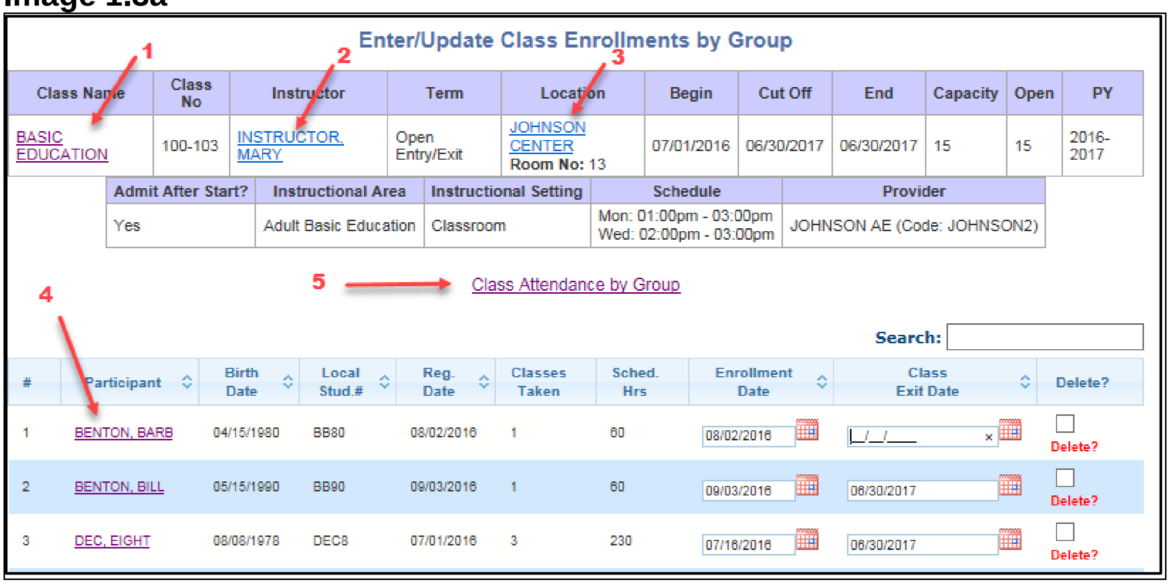
- Class Copy functions is a tool used to set up class functions for the next program year. Refer to Chapter 4, Class Copy Functions.

Section 1.3 – Search Tools and Navigation Links

Throughout MAERS, there are numerous links and tools provided to assist in quickly navigating to other screens and to narrow a search for specific data.

Navigation Links

Image 1.3a



Enter/Update Class Enrollments by Group

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
BASIC EDUCATION	100-103	INSTRUCTOR, MARY	Open Entry/Exit	JOHNSON CENTER Room No: 13	07/01/2016	06/30/2017	06/30/2017	15	15	2016-2017

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	Adult Basic Education	Classroom	Mon: 01:00pm - 03:00pm Wed: 02:00pm - 03:00pm	JOHNSON AE (Code: JOHNSON2)

Class Attendance by Group

Search:

#	Participant	Birth Date	Local Stud.#	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Class Exit Date	Delete?
1	BENTON, BARB	04/15/1980	BB80	08/02/2016	1	60	08/02/2016	__/__/____	Delete?
2	BENTON, BILL	05/15/1990	BB90	09/03/2016	1	60	09/03/2016	06/30/2017	Delete?
3	DEC, EIGHT	08/08/1978	DEC8	07/01/2016	3	230	07/16/2016	06/30/2017	Delete?

The above screen shot is just one example of the various hyperlinks provided to assist in moving through the MAERS system. Blue/Purple text in the body of any

screen is a hyperlink. Clicking on the hyperlink will then navigate to the corresponding screen.
(Image 1.3a)

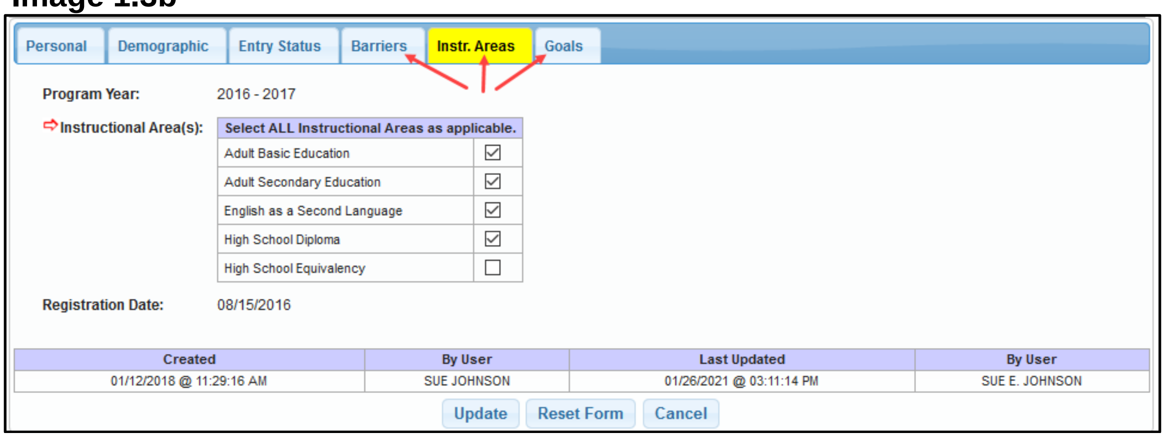
In this screen example:

1. **Class Name** — the "Basic Education" link will navigate the User to the **Update Class Information** screen for this Class
2. **Instructor** — the "Mary Instructor" link will navigate the User to Mary's Instructor record in the **Update Instructor Information** screen
3. **Location** — the "Johnson Center" link will navigate the User to the Location record in the **Update Location** screen
4. **Participant Name** – Based on what screen is displayed, the "Participant Name" link can navigate to different screens:
   - Using the "Participant Name" link in **Class Enrollments by Group** will navigate the User to the **Enter/Update Participant Class Enrollments** screen
   - Using the "Participant Name" link in **Class Attendance by Group** will navigate the User to the **Enter/Update Single Participant Attendance** screen
   - Using the "Participant Name" link in the Header will navigate the User to the **Update MAERS Registration** screen.
5. **Attendance by Group** — the Class Attendance by Group link will navigate the User to the **Enter/Update Class Attendance by Group** screen

The above screen is just one example of the various navigational link tools provided to assist in navigating to other MAERS screens.

Navigation Tools

Image 1.3b



Several modules will display multiple tabs. Select the tab to open the screen. Most modules with tabs require all the tabs to be completed before clicking ***Submit*** or ***Update***. (Image 1.3b)

Search Result Tools

Image 1.3c

Row#	Name	Birth date	Customer ID	Address	Phone	In MAERS?
31	JONES, ADIA	10/06/1975	JONAD1006	17400 Third Aptc3 Detroit, MI 48224	-	No
32	JONES, ADOLPH	02/01/1961	JONAD0201	5651 Springfield Detroit, MI 48213	(313) 925-2006	No
33	JONES, ADOLPH	05/26/1982	JONAD0526	333 Anderson S. Pontiac, MI 48342	(248) 335-3365	No
34	JONES, ADRIAN M.	02/15/1957	JONAD0215	22400 Carleton Southfield, MI 48034	(248) 356-0142	No
35	JONES, ADRIAN L.	08/27/1961	JONAD0827	14170 Lauder Detroit, MI 48227	(313) 272-5391	No
36	JONES, ADRIAN	04/24/1964	JONAD0424	17141 Joann Detroit, MI 48205	-	No
37	JONES, ADRIAN R.	07/16/1978	JONAD0716	1050 Bride Ave, Apt C-8 Alma, MI 48801	(989) 463-0987	No
38	JONES, ADRIAN T.	04/08/1982	JONAD0408	58715 Stevens New Haven, MI 48048	(810) 749-3222	No
39	JONES, ADRIANNE L.	01/06/1973	JONAD0106	24780 Samoset Trail Southfield, MI 48034	(248) 355-1732	No
40	JONES, ADRIENNE V.	09/29/1961	JONAD0929	15155 Rosemont Detroit, MI 48223	(313) 837-2317	No

The above screen is just one example of the various search tools provided to assist in locating specific data. Dropdowns, ascending/descending arrows, search boxes, and page numbers are used throughout the system to allow the user to filter the search results. Export options are also available on certain screens. (Image 1.3c)

As shown on Image 1.3c:

1. Export Options –
   - **Copy to Clipboard** – Exports the Search Results data to the Clipboard so it can be pasted into software like Word
   - **Export to Excel** – Exports the Search Results to a file that can be imported into Excel
   - **Export to PDF** – Exports the Search Results to a .PDF file
   - **Print** – Formats the Search Results and launches the browser's print function
2. **Show Entries** – Displays a view of 10, 25, 50, or 100 rows on a page
3. Column Arrows – Allows the user to sort each column in alphabetical or numeric ascending/descending order
4. **Search** Box – The information entered into the **Search** box will look across all the columns and match exactly on the text entered
5. Page Navigation Buttons:
   - **First** – Navigates to the first page
   - **Previous** – Navigates to the previous page
   - Page Numbers – Navigates to the specific page
   - **Next** – Navigates to the next page
   - **Last** – Navigates to the last page

Participant Navigation Tools

Image 1.3d

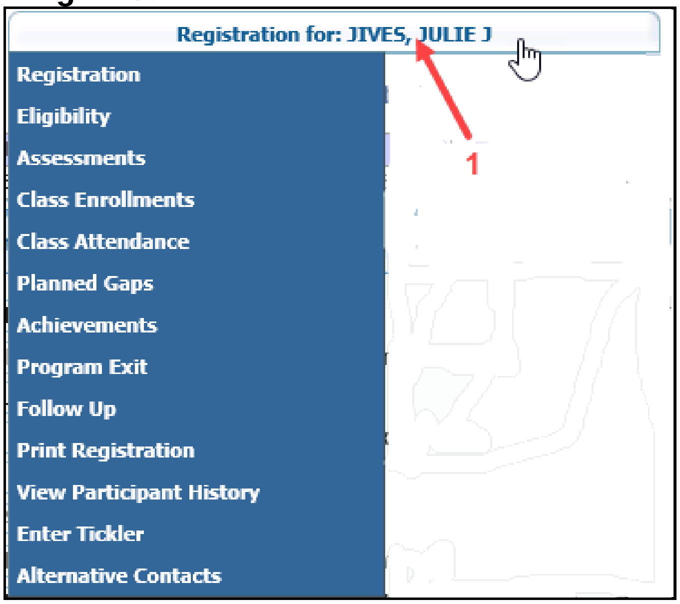


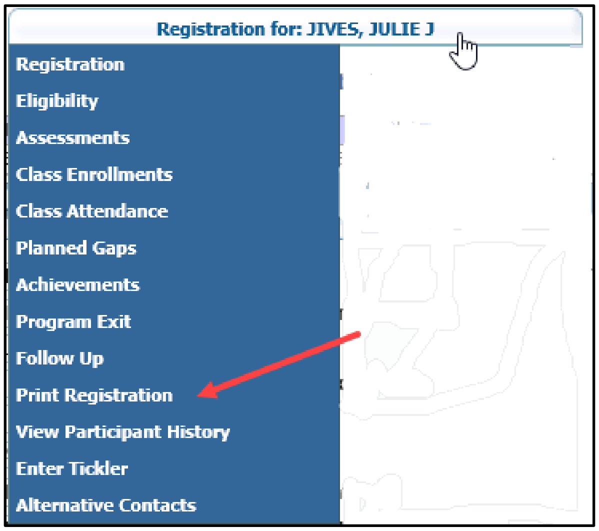
Image 1.3e

1. **Participant Navigational Bar** – A drop down list located at the top of the participant data screens (Image 1.3d)
2. **Footer Navigational Buttons** – Buttons located at the bottom of participant data screens (Image 1.3e)

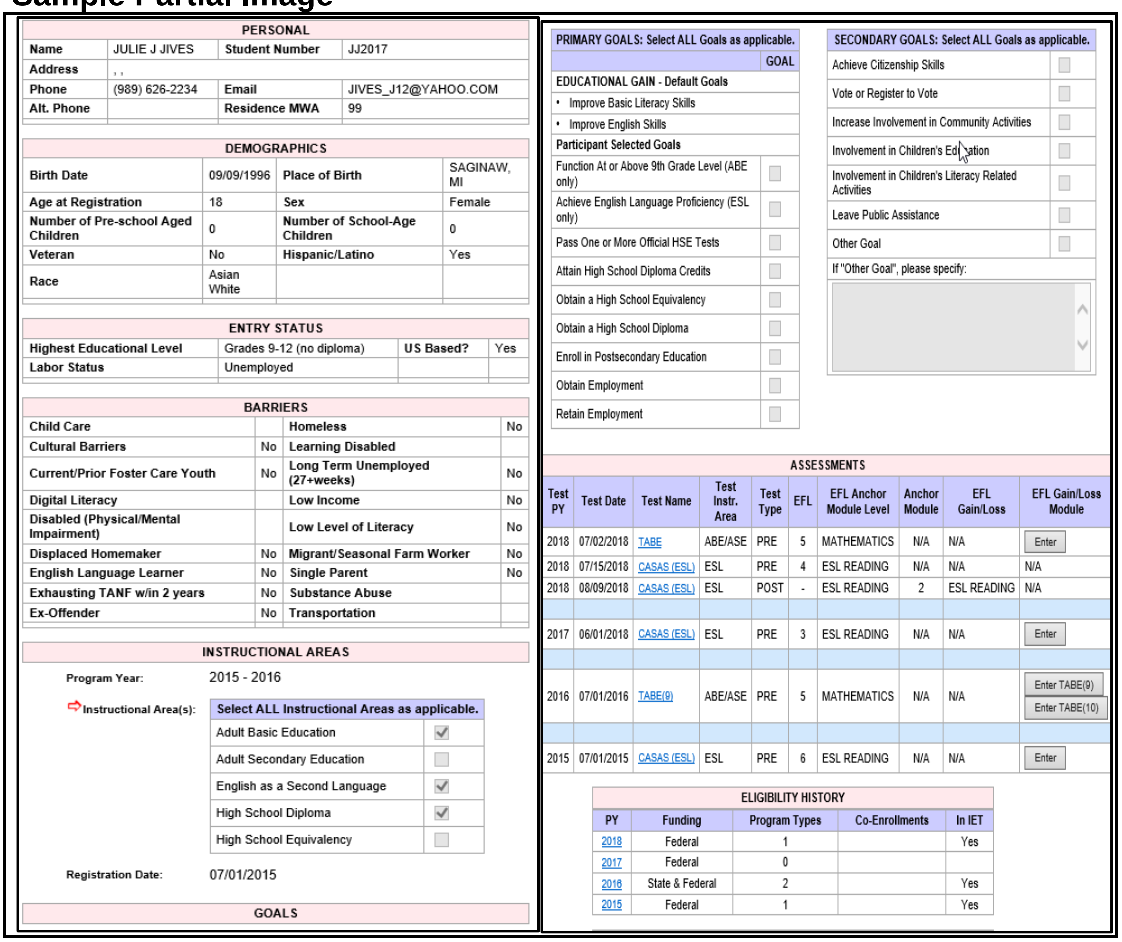
Both the Navigational Bar and Footer Button tools have the same functions and can be used to easily navigate between MAERS modules for an individual participant. Once a search has been completed on a participant, the Participant Navigational Bar at the top of the screen or the Footer buttons at the bottom of the screen will allow you to stay within a participant's record.

Note: The order of the data screens in both the Navigational Bar and Footer buttons follows the data entry sequence shown on page 8.

Tip: The Print Registration selection from the Participant Navigational Bar and the Footer Navigational Buttons is a printable history of a participant's registration; including personal data, assessment history, eligibility history, achievement history, exit status, and follow up history. This can be printed (prints up to 4 pages) and placed in the participant file with the Adult Learning Plan (ALP). (See below image of a portion of a sample print registration screen.)



Sample Partial Image



PERSONAL

Name	JULIE J JIVES	Student Number	JJ2017
Address	, ,		
Phone	(989) 626-2234	Email	JIVES_J12@YAHOO.COM
Alt. Phone		Residence MWA	99

DEMOGRAPHICS

Birth Date	09/09/1996	Place of Birth	SAGINAW, MI
Age at Registration	18	Sex	Female
Number of Pre-school Aged Children	0	Number of School-Age Children	0
Veteran	No	Hispanic/Latino	Yes
Race	Asian White		

ENTRY STATUS

Highest Educational Level	Grades 9-12 (no diploma)	US Based?	Yes
Labor Status	Unemployed		

BARRIERS

Child Care		Homeless	No
Cultural Barriers	No	Learning Disabled	
Current/Prior Foster Care Youth	No	Long Term Unemployed (27+weeks)	No
Digital Literacy		Low Income	No
Disabled (Physical/Mental Impairment)		Low Level of Literacy	No
Displaced Homemaker	No	Migrant/Seasonal Farm Worker	No
English Language Learner	No	Single Parent	No
Exhausting TANF w/in 2 years	No	Substance Abuse	
Ex-Offender	No	Transportation	

INSTRUCTIONAL AREAS

Program Year: 2015 - 2016

Instructional Area(s):

Select ALL Instructional Areas as applicable.	
Adult Basic Education	☑
Adult Secondary Education	☐
English as a Second Language	☑
High School Diploma	☑
High School Equivalency	☐

Registration Date: 07/01/2015

GOALS

PRIMARY GOALS: Select ALL Goals as applicable.	GOAL
EDUCATIONAL GAIN - Default Goals	
• Improve Basic Literacy Skills	
• Improve English Skills	
Participant Selected Goals	
Function At or Above 9th Grade Level (ABE only)	☐
Achieve English Language Proficiency (ESL only)	☐
Pass One or More Official HSE Tests	☐
Attain High School Diploma Credits	☐
Obtain a High School Equivalency	☐
Obtain a High School Diploma	☐
Enroll in Postsecondary Education	☐
Obtain Employment	☐
Retain Employment	☐

SECONDARY GOALS: Select ALL Goals as applicable.	
Achieve Citizenship Skills	☐
Vote or Register to Vote	☐
Increase Involvement in Community Activities	☐
Involvement in Children's Education	☐
Involvement in Children's Literacy Related Activities	☐
Leave Public Assistance	☐
Other Goal	☐
If "Other Goal", please specify:	

ASSESSMENTS

Test PY	Test Date	Test Name	Test Instr. Area	Test Type	EFL	EFL Anchor Module Level	Anchor Module	EFL Gain/Loss	EFL Gain/Loss Module
2018	07/02/2018	TABE	ABE/ASE	PRE	5	MATHEMATICS	N/A	N/A	Enter
2018	07/15/2018	CASAS (ESL)	ESL	PRE	4	ESL READING	N/A	N/A	N/A
2018	08/09/2018	CASAS (ESL)	ESL	POST	-	ESL READING	2	ESL READING	N/A
2017	06/01/2018	CASAS (ESL)	ESL	PRE	3	ESL READING	N/A	N/A	Enter
2016	07/01/2016	TABE(9)	ABE/ASE	PRE	5	MATHEMATICS	N/A	N/A	Enter TABE(9) Enter TABE(10)
2015	07/01/2015	CASAS (ESL)	ESL	PRE	6	ESL READING	N/A	N/A	Enter

ELIGIBILITY HISTORY

PY	Funding	Program Types	Co-Enrollments	In IET
2018	Federal	1		Yes
2017	Federal	0		
2016	State & Federal	2		Yes
2015	Federal	1		Yes

Chapter 2

Class Functions

Chapter 2 – Class Functions

In this chapter you will learn the following:
Section 2.0 – Where to find Class Functions
Section 2.1 – Class Function Search
Section 2.2 – Instructor Data Entry
Section 2.3 – Location Data Entry
Section 2.4 – Setting up Classes

Section 2.0 – Where to find Class Functions

Class functions are found on the **Provider Admin** tab. (Image 2.0a)

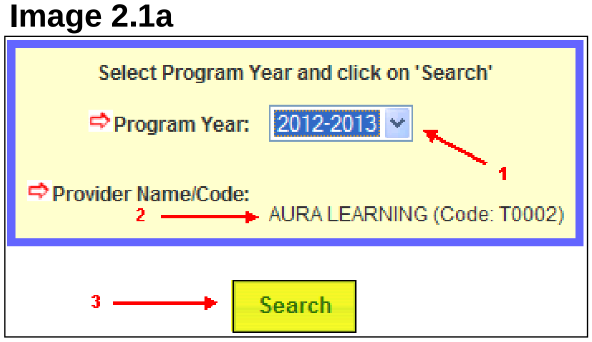
Image 2.0a

Class functions operate on the Adult Education Program Year of July 1st – June 30th whereas a participant's registration can span multiple program years.

Section 2.1 – Class Function Search

When selecting the Instructors and Locations function links, a **Search Criteria** screen is displayed. (Image 2.1a)

Image 2.1a

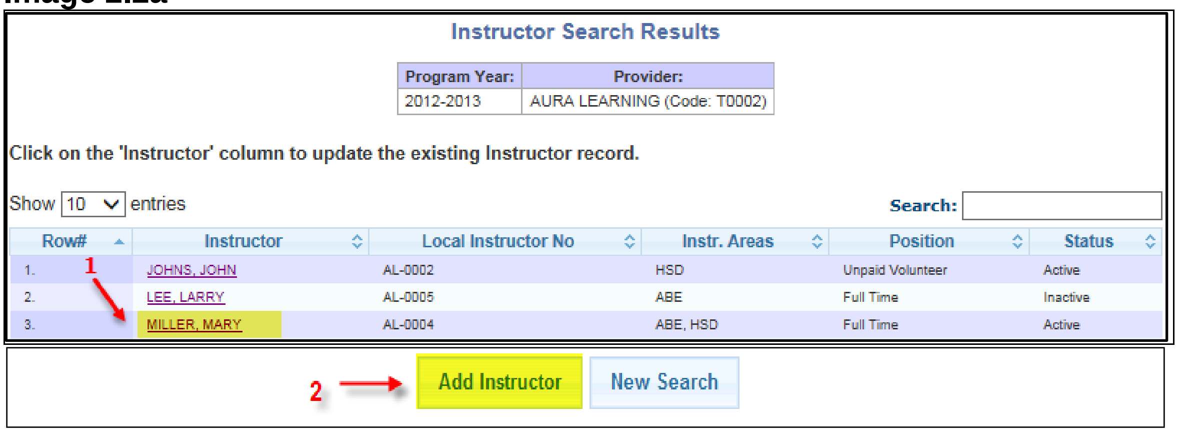


1. Select the **Program Year** from the dropdown list
2. Verify the **Provider Name/Code** belongs to the proper local program. If the name displayed is incorrect, please contact the Office of Adult Education before entering any data into MAERS.
3. Click on ***Search*** to view the search results

Section 2.2 – Instructor Data Entry

Click on the Instructors link within the **Provider Admin** tab. After a search is completed, search results will show as follows:

Image 2.2a


Instructor Search Results

Program Year:	Provider:
2012-2013	AURA LEARNING (Code: T0002)

Click on the 'Instructor' column to update the existing Instructor record.

Show 10 entries

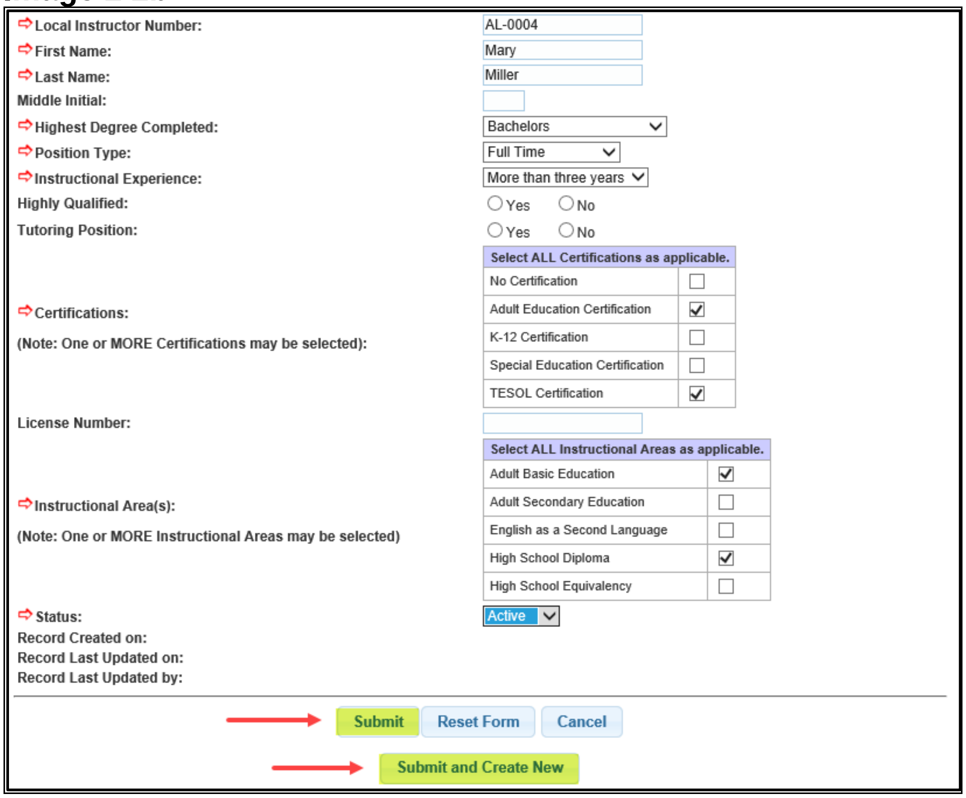
Search:

Row#	Instructor	Local Instructor No	Instr. Areas	Position	Status
1.	JOHNS, JOHN	AL-0002	HSD	Unpaid Volunteer	Active
2.	LEE, LARRY	AL-0005	ABE	Full Time	Inactive
3.	MILLER, MARY	AL-0004	ABE, HSD	Full Time	Active

Add Instructor New Search

1. To view or update an existing instructor record, click the "Instructor Name" link from the **Instructor** column (Image 2.2a)
2. To create a new instructor record, click on the ***Add Instructor*** button (Image 2.2a)

Image 2.2b



All fields with a red arrow ⇨ are required data entry fields and must be completed. The following is a description of the required fields (Image 2.2b):

- **Local Instructor Number** –The local program assigns an ID number for the instructor. The number must be a unique and does not change.
- **First Name** – Instructor's full legal first name
- **Last Name** – Instructor's legal last name
- **Middle Initial** – Instructor's middle initial (optional)
- **Highest Degree Completed** – Dropdown list includes **No Degree**, **High School Equivalency**, **High School Diploma**, **Certificate**, **Associates**, **Bachelors**, **Masters**, and **Doctorate**
- **Position Type** – Dropdown list includes **Full Time**, **Part Time**, and **Unpaid Volunteer**
- **Instructional Experience** – Dropdown list includes **Less than one year**, **One to three years**, and **More than three years**
- **Highly Qualified** – Highly qualified is based on Michigan Department of Education Guidelines (optional)
- **Tutoring Position** – The position provides tutoring services; typically found at a Literacy Council (optional)
- **Certifications** – Select all current certifications the instructor has earned
- **License Number** – The instructor's Michigan Department of Education License Number (optional)
- **Instructional Area(s)** – Select all instructional areas the instructor is qualified to teach

- **Status** – This is the instructor's current availability. Only active records can be used to create class setup records.

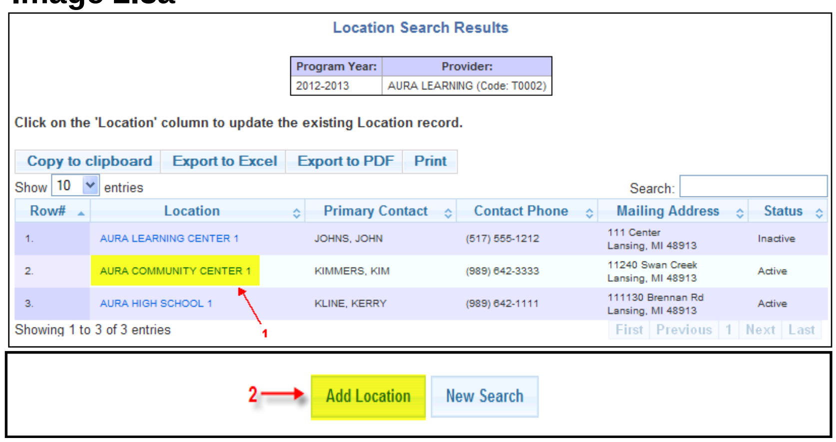
1. Click ***Submit*** to save a new record. Click ***Update*** to update an existing record
2. Click ***Submit and Create New*** to save a new or updated record. This clears the screen so another new Instructor record can be added.

To copy an instructor record from the previous year, refer to Chapter 4; Class Copy Functions.

Section 2.3 – Location Data Entry

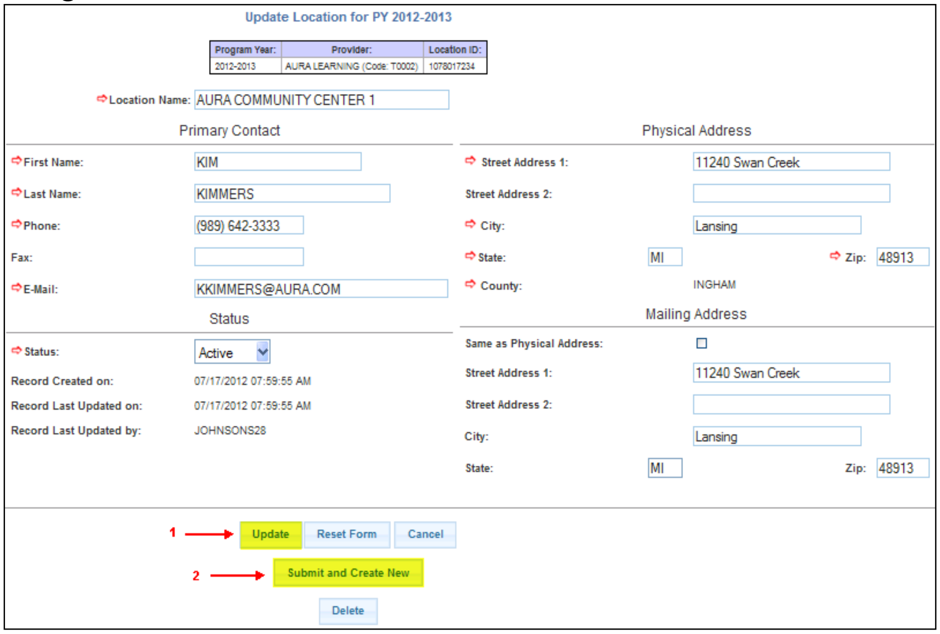
Click on the Location link within the **Provider Admin** tab. After a search is completed, search results will show as follows:

Image 2.3a



1. To view or update an existing location record, click on the "Location Name" link from the **Location** column (Image 2.3a)
2. To create a new location record, click on the ***Add Location*** button (Image 2.3a)

Image 2.3b



All fields with a red arrow ⇨ are required data entry fields and must be completed. The following is a description of the required fields (Image 2.3b):

- **Location Name** – This is the local program assigned name for the location. It must be a unique name.
- **First Name** – First name of the location contact person
- **Last Name** – Last name of the location contact person
- **Phone** – Phone number of the location contact person
- **Fax** – Fax number of the location contact person (optional)
- **E-Mail** – E-mail address of the location contact person
- **Status** – This is the location's current availability. Only active records can be used to create class setup records.
- **Street Address 1** – The physical address of the location to also include City, State and Zip code
- **Same as Physical Address** – Check this box if the mailing and physical addresses are the same. This will automatically prefill the **Mailing Address** with the **Physical Address**.
- **Street Address 1** – The mailing address of the location to also include City, State and Zip code

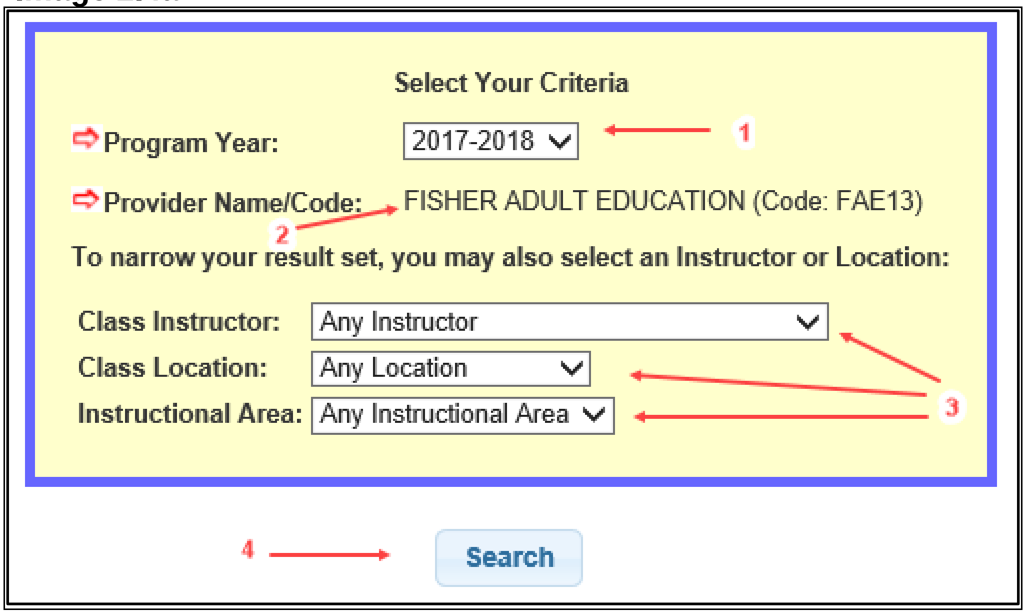
1. Click ***Submit*** to save a new record. Click ***Update*** to update an existing record
2. Click ***Save and Create New*** to save new or updated data, and to load an empty screen to add another new location record

To copy a location record from the previous year, refer to Chapter 4; Class Copy Function.

Section 2.4 – Setting Up Classes

When selecting the Class Setup link, a **Search Criteria** screen is displayed. (Image 2.4a)

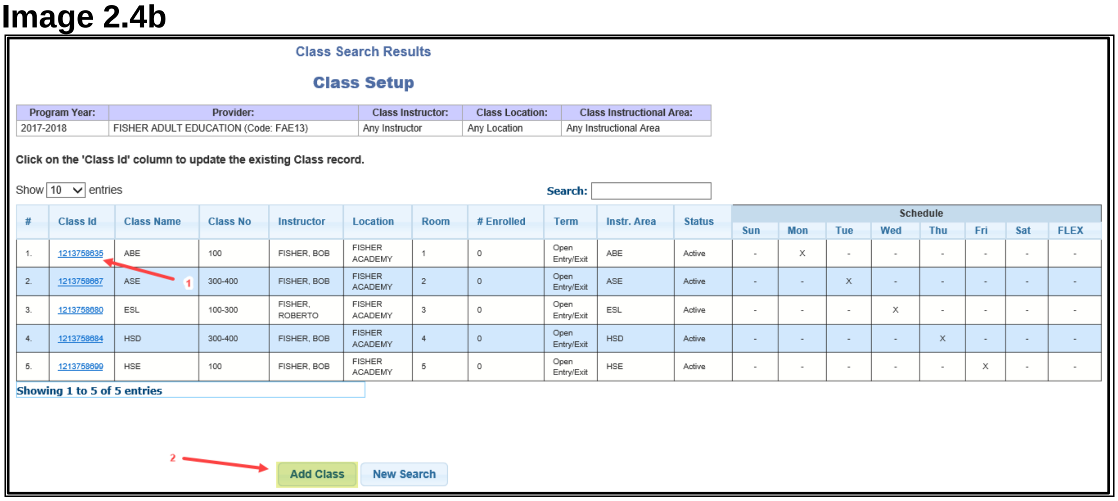
Image 2.4a



1. Select the **Program Year** from the dropdown list
2. Verify the **Provider Name/Code** belongs to the proper local program. If the name displayed is incorrect, please contact the Adult Education office before entering any data into MAERS.
3. To narrow the search results, select an active record from one or more of the available dropdown lists. To display all classes, leave the dropdown selections set to **Any**.
4. Click on ***Search*** to view the search results

After a search is completed, search results will show as follows:

Image 2.4b



Class Search Results

Class Setup

Program Year:	Provider:	Class Instructor:	Class Location:	Class Instructional Area:
2017-2018	FISHER ADULT EDUCATION (Code: FAE13)	Any Instructor	Any Location	Any Instructional Area

Click on the 'Class Id' column to update the existing Class record.

Show 10 entries

Search:

#	Class Id	Class Name	Class No	Instructor	Location	Room	# Enrolled	Term	Instr. Area	Status	Schedule							
											Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
1.	1213758635	ABE	100	FISHER, BOB	FISHER ACADEMY	1	0	Open Entry/Exit	ABE	Active	-	X	-	-	-	-	-	-
2.	1213758667	ASE	300-400	FISHER, BOB	FISHER ACADEMY	2	0	Open Entry/Exit	ASE	Active	-	-	X	-	-	-	-	-
3.	1213758680	ESL	100-300	FISHER, ROBERTO	FISHER ACADEMY	3	0	Open Entry/Exit	ESL	Active	-	-	-	X	-	-	-	-
4.	1213758684	HSD	300-400	FISHER, BOB	FISHER ACADEMY	4	0	Open Entry/Exit	HSD	Active	-	-	-	-	X	-	-	-
5.	1213758699	HSE	100	FISHER, BOB	FISHER ACADEMY	5	0	Open Entry/Exit	HSE	Active	-	-	-	-	-	X	-	-

Showing 1 to 5 of 5 entries

1

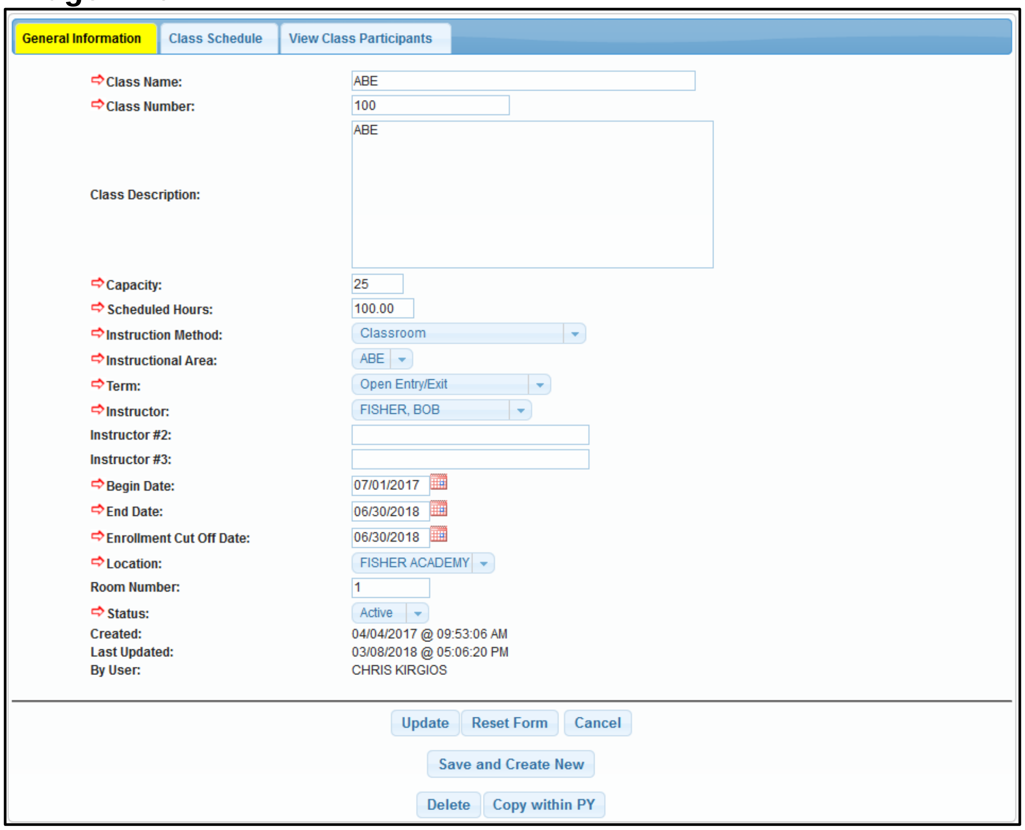
2

Add Class

New Search

1. To view or update an existing class record, click on the "Class ID" link from the **Class ID** column (Image 2.4b)
2. To create a new class record, click on the ***Add Class*** button (Image 2.4b)

Image 2.4c



The class setup screen is divided into three tabs. All three tabs are part of one record. Data entered will remain on all tabs until either ***Submit***, ***Update*** or ***Save and Create New*** is clicked. Clicking on ***Cancel*** or the back button will not save the entered data. (Image 2.4c)

All fields with a red arrow are required data entry fields and must be completed. The following is a description of the required fields:

General Information tab:

- **Class Name** – This is the local program assigned name for the class. It must be a unique name.
- **Class Number** – This is the local program assigned number for the class
- **Class Description** – Description of the curriculum to be used in the class
- **Capacity** – Number of seats available in the class
- **Schedule Hours** – Number of hours the class is scheduled to meet for the term
- **Instruction Method** – Dropdown list includes **Classroom**, **Classroom/Distance Education**, **Distance Education**, **Learning Lab**, **Learning Lab/Distance Education**, and **Tutoring**

- **Instructional Area** – The course of instruction taught within the class. Only one instructional area can be selected.
- **Term** – Dropdown includes **Quarter – Fall**, **Winter**, **Spring**, and **Summer**; **Open Entry/Exit**; **Semester – Fall** and **Winter**; **Trimester – Fall**, **Winter**, and **Spring/Summer**
- **Instructor** – The drop down list will show all active instructor records that have been created or copied from the previous year

Note: If the Instructor dropdown list is empty, then create or copy the instructor records needed

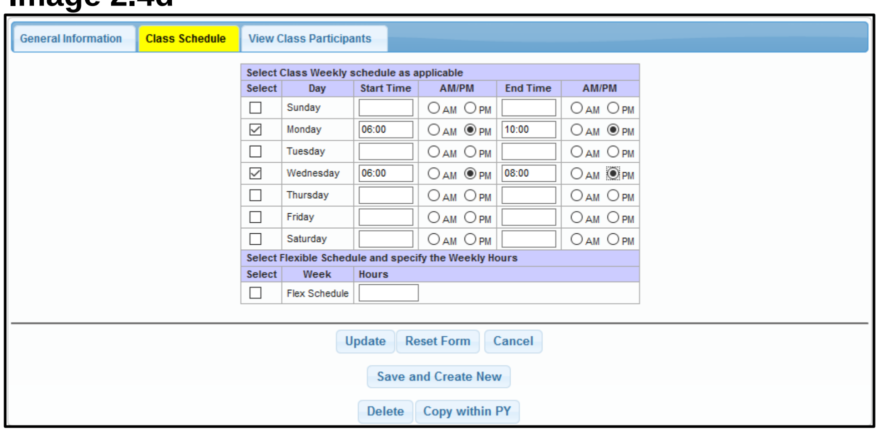
- **Instructor #2 / #3** – Text field for other instructors that will assist in the class (optional)
- **Begin Date** – The first day of scheduled instruction for the class
- **End Date** – The last day of scheduled instruction for the class
- **Enrollment Cut Off Date** – The last day a participant can enroll into the class
- **Location** – The drop down list will show all active location records that have been created or copied from the previous year

Note: If the Location dropdown list is empty, then create or copy the Location records needed

- **Room Number** – Room where the class is taking place (optional)
- **Status** – The availability of the class. Only active records can be used for class enrollments.

Select the **Class Schedule** tab to move to that tab

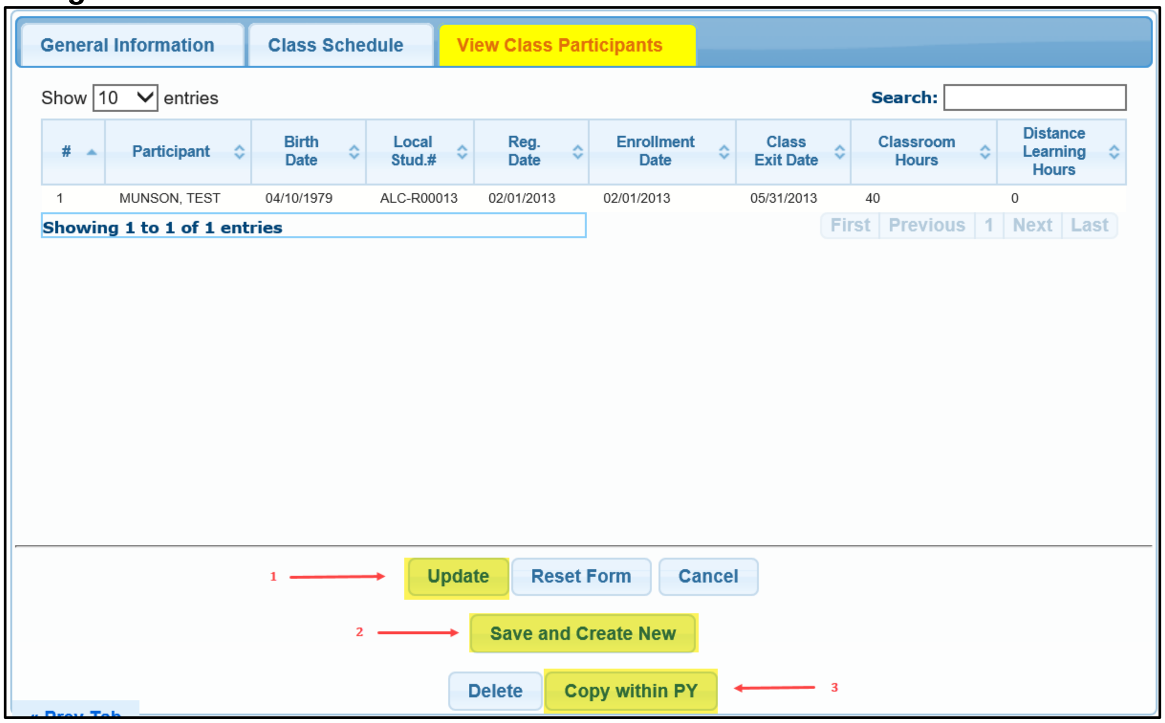
Image 2.4d



Select one or more days of the week and the corresponding start and end times for this class. The **Flex Schedule** is also an option for classes that do not have a set schedule. This is often used for tutoring or learning labs. A class can also be a combination of a set schedule and flex hours for all **Instruction Methods** other than **Classroom**. The **Classroom** method can only have either a set schedule or a **Flex Schedule**. (Image 2.4d)

Select the **View Class Participants** tab to move to that tab

Image 2.4e



This is a view only display of active and exited participants enrolled into the class. The first time a class is set up, this display will be blank since no one is yet enrolled. (Image 2.4e)

To complete the Class Set Up:

1. Click ***Submit*** to save a new record. Click ***Update*** to update an existing record.
2. Click ***Save and Create New*** to save new or updated data, and to load an empty screen to add another new class record
3. ***Copy within PY*** (PY = Program Year) to create an exact copy of this class without enrolled participants for this same program year

The ***Copy within PY*** function is a quick tool used to create more than one identical class or more than one section of the same class.

*Tip: To save time, use this feature instead of creating a new class record. For example, if a Beginning ESL class is created for the Fall Semester and the program runs a Beginning ESL in the winter as well, then the Fall Semester class can be quickly copied using **Copy within PY** then updated with the required Winter Semester term data.*

To copy a class record from the previous program year to the new program year refer to Chapter 4; Class Copy Function.

Chapter 3

Participant Functions

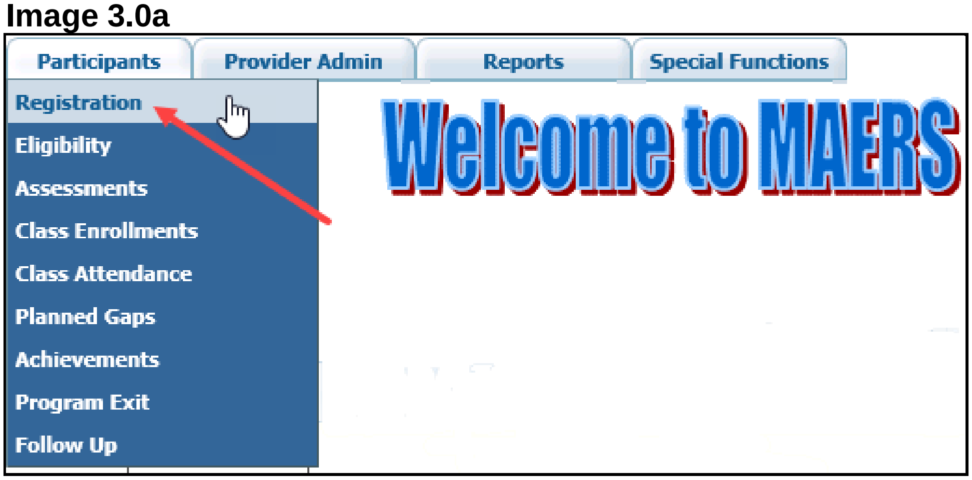
Chapter 3 – Participant Functions

In this chapter you will learn the following:
Section 3.0 – Where to find Participant Functions and Participant Search and Registration
Section 3.1 – Eligibility
Section 3.2 – Pre-Test Assessments
Section 3.3 – Class Enrollments by Group and Participant
Section 3.4 – Monthly Attendance by Group and Participant
Section 3.5 – Class Exits/Deletions by Group and Participant
Section 3.6 – Planned Gaps
Section 3.7 – Post-Test Assessments
Section 3.8 – Achievements
Section 3.9 – Program Exit and Follow Up

Section 3.0 – Where to find Participant Functions

Participant functions are found on the **Participants** tab. (Image 3.0a)

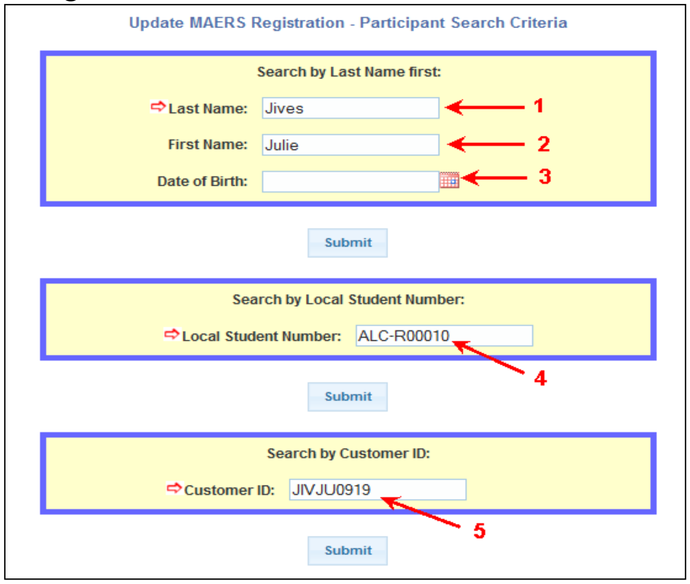
Image 3.0a



Participant Search and Registration

Click on the Registration link on the **Participants** tab. (Image 3.0a)

Image 3.0b



There are three different options to search for a participant:

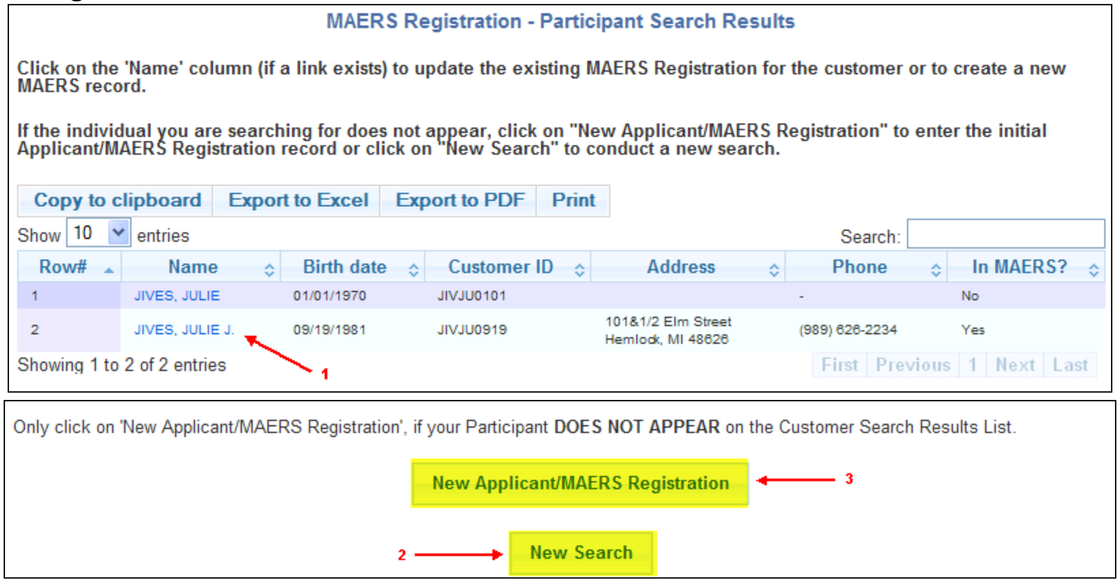
- **Search by Last Name first** – The name search finds all participants whose last name are an exact match to the entered name, matches the first two characters of the first name (if entered) and matches the date of birth (if entered). The name search should always be used if it is not known if the participant exists in the system.
  1. Last Name – Enter the participant's full legal last name (required)
  2. First Name – Enter the participant's full legal first name (optional)
  3. Date of Birth – MM/DD/YYYY (optional)

- **Search by Local Student Number** – Local Student Number search is used for Participants that exist in the system only. This search bypasses the **Name Search Results** screen if only one participant is found and then navigates directly to the **Participant History** screen.
  4. Local Student Number – Enter the student number that is assigned to the participant by the local program(required)

- **Search by Customer ID** –The Customer ID is assigned by the MAERS system when the participant is first entered and saved. The Customer ID consists of the first three letters of the participant's last name then the first two letters of the participant's first name and the birth month (MM) and birth date (DD). Customer ID Search is used for existing participants only. This search will bypass the **Participant Search Results** screen if there is only one match found and will navigate directly to the **Participant History** screen.
  5. Customer ID – Enter the MAERS assigned Customer ID for the participant (required)

Click ***Submit*** beneath the search option which is used to execute the participant search.

Image 3.0c



1. If the person is listed after performing a name search, then click on the "Name" link to view the **Participant History** screen (Image 3.0c)
2. If the participant is not listed, then click ***New Search*** to search for the participant using an alternative name spelling or one of the other search options as shown above (Image 3.0b)
3. If the participant's name is still not listed, click ***New Applicant/MAERS Registration*** to create a new MAERS registration record (Image 3.0c)

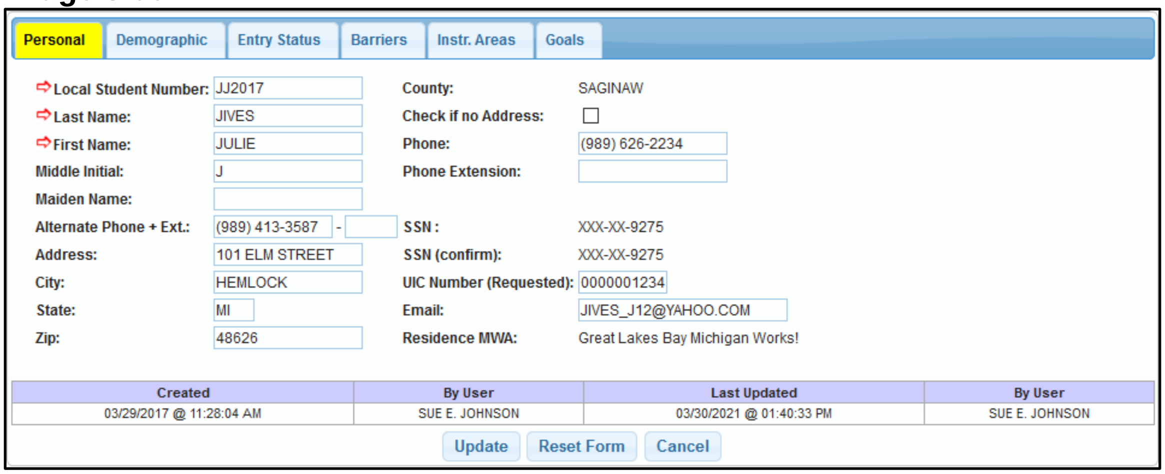
Image 3.0d

1. After clicking on the name of an existing participant, to view or update their registration, click on the "Instructional Area" link. Only registrations for the provider/local program can be viewed or updated. (Image 3.0d)

Note: A participant's registration can continue into a second or third program year. Because of this, participants no longer need to be exited and re-registered *each program year. If the participant is currently active in the local program, their registration should be updated yearly with any needed changes. Once the registration is updated, then enter the new program years' eligibility, assessment, and class enrollments.*

2. To register this person into the local program, click ***Enter New MAERS Registration.*** A participant can have only one active registration with the same local program during a program year. (Image 3.0d)

Image 3.0e



Personal | Demographic | Entry Status | Barriers | Instr. Areas | Goals

Local Student Number:	JJ2017	County:	SAGINAW
Last Name:	JIVES	Check if no Address:	☐
First Name:	JULIE	Phone:	(989) 626-2234
Middle Initial:	J	Phone Extension:	
Maiden Name:			
Alternate Phone + Ext.:	(989) 413-3587 -	SSN :	XXX-XX-9275
Address:	101 ELM STREET	SSN (confirm):	XXX-XX-9275
City:	HEMLOCK	UIC Number (Requested):	0000001234
State:	MI	Email:	JIVES_J12@YAHOO.COM
Zip:	48626	Residence MWA:	Great Lakes Bay Michigan Works!

Created	By User	Last Updated	By User
03/29/2017 @ 11:28:04 AM	SUE E. JOHNSON	03/30/2021 @ 01:40:33 PM	SUE E. JOHNSON

Update | Reset Form | Cancel

The Registration screen is divided into six tabs. All six tabs are a part of one record. Data entered will remain on all tabs until ***Submit*** or ***Update*** is clicked. Clicking on ***Cancel*** or the back button will not save the entered data. (Image 3.0e)

Personal tab:
Complete as many of the data items as possible. Detailed participant data is required for accurate program reporting and to assist in narrowing a future search for the proper participant.

- **Local Student Number** –A locally assigned 4-10 character field that is unique to each participant within a provider
- **Last Name** – The legal last name of the participant
- **First Name** – The legal first name of the participant
- **Middle Initial** – The middle initial of the participant (optional)
- **Address** – The current address of the participant to also include City, State, and Zip code
- **Check if no Address** – Check this box if there is not an available address for the participant
- **Phone** – Contact number for the participant. Include an alternative phone number whenever possible.
- **SSN** – A Social Security Number (SSN) is requested. Once saved, only the last four digits of the SSN are displayed. It is strongly recommended that a participant's SSN is obtained and entered into MAERS. An SSN is

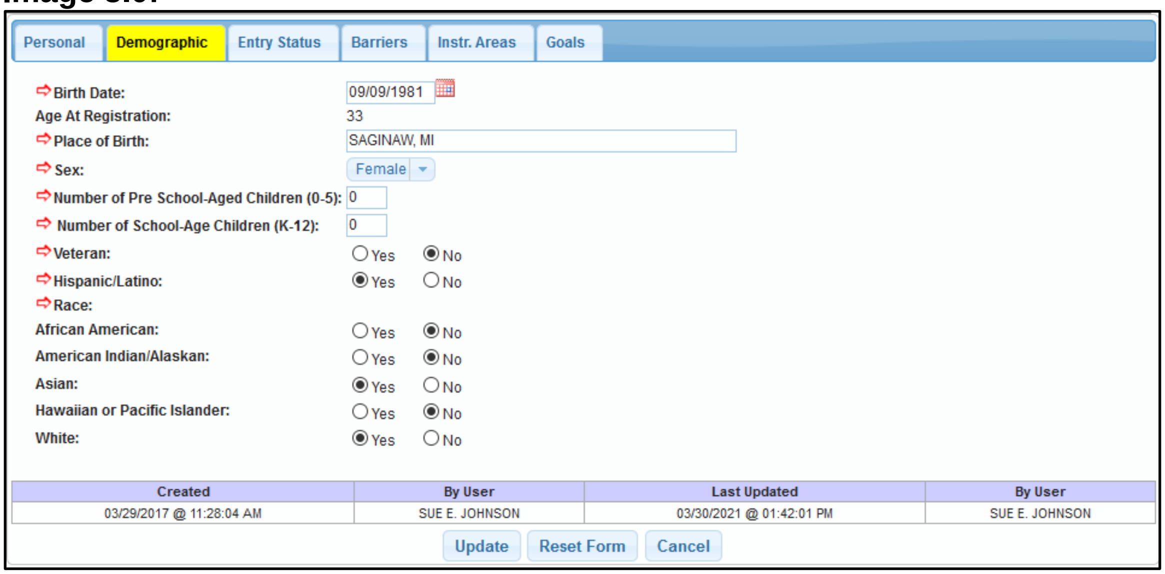
required for data matching and this process saves work while improving the employment outcome measure performance rates.

- **SSN (confirm)** – Confirm the SSN to reduce data entry errors
- **UIC Number (Requested)** – The Unique Identification Code is requested. The UIC identifies each student in Michigan with one unique student identifier. The Michigan Student Data System (MSDS) allows school districts to obtain or validate UIC's for their students. UIC numbers will also be critical for effective tracking/follow-up of participant outcomes through data matching of postsecondary education in the future.
- **Email** – Current email address for participant
- **Residence MWA** –The default MWA will display based on the participant's zip code

Note: Some data items on the registration record may be prefilled if the participant had a previous registration. Please review these data items and update any changes as needed for new registration record.

Select the **Demographic** tab to move to that tab

Image 3.0f



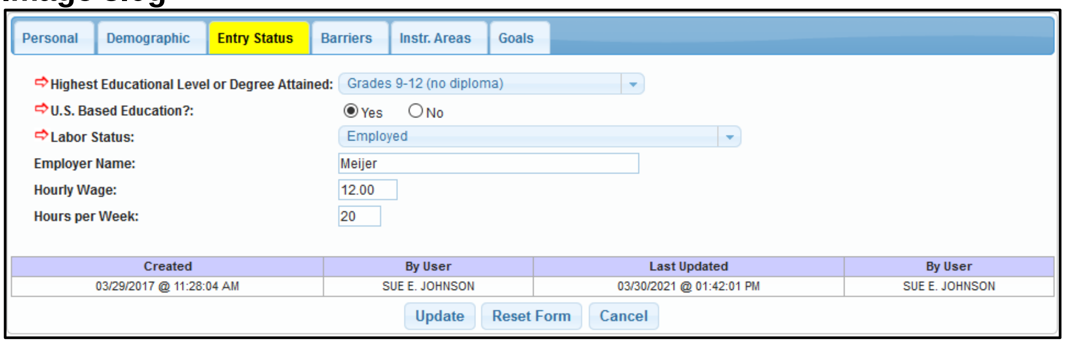
Enter the participant's demographic information which is collected on the Adult Learning Plan (ALP). (Image 3.0f)

- **Birth Date** – Participant's date of birth (MM/DD/YYYY)
- **Age at Registration** – A display of the participant's age on the registration date
- **Place of Birth** – City and State or City and Country where the participant was born
- **Sex** – Gender of the participant
- **Number of Pre-School Aged Children** – Number of children the participant has who are not yet attending kindergarten

- **Number of School-Age Children** – Number of children the participant has who are currently attending K – 12. School aged Children can be up to age 26, if attending special education programs
- **Veteran** – The participant is a U.S. Veteran
- **Hispanic/Latino** – The participant is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture in origin, regardless of race
- **Race** – Ethnicity of participant. Select as many as needed to best describe a multi-racial ethnicity. At least one is required.

Select the **Entry Status** tab to move to that tab

Image 3.0g



Enter the participant's entry status information collected from the ALP. (Image 3.0g)

- **Highest Educational Level or Degree Attained** – The education status at program entry has a dropdown list which includes nine educational statuses as follows:

No schooling
Grades 1-5
Grades 6-8
Grades 9-12 (no diploma)
High School Diploma or alternative credential
High School Equivalency Certificate
Some Postsecondary, No Degree
Postsecondary or Professional Degree
Unknown

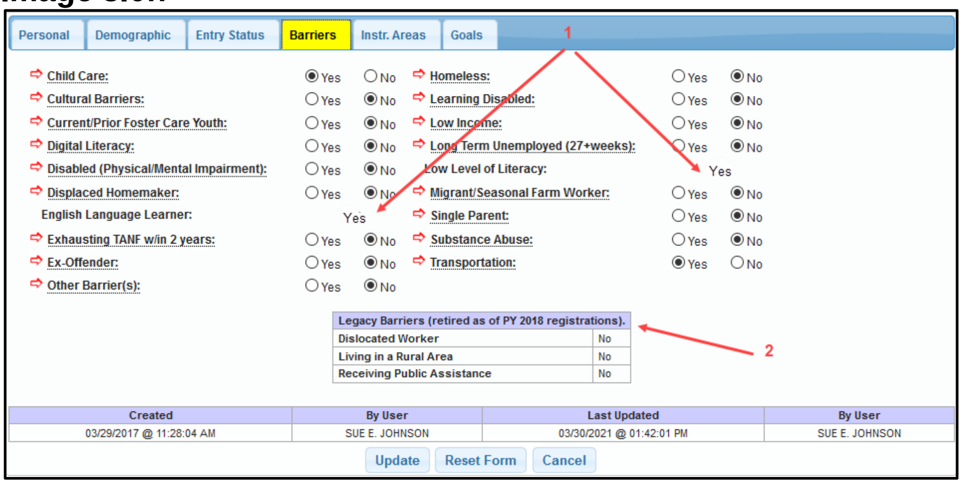
- **U.S. Based Education** – Select as appropriate
- **Labor Status** – The current job status at entry has a dropdown list which includes four employment statuses as follows:
- **Employed** – Participant is currently employed which will populate optional fields to collect the Employer Name, Hourly Wage and Hours per Week

- **Employed, Received Termination Notice or Military Separation** – Participant is employed but received notice of termination or is a transitioning service member
- **Unemployed** – Participant is not employed and looking for work
- **Not in the Labor Force** – Participant is not employed and not looking for work

Note: Regardless the labor status, all participants who exit with 12 or more hours will require follow up for Employed in 2nd Quarter after exit with median earnings and Employed in 4th Quarter after exit

Select the **Barriers** tab to move to that tab

Image 3.0h

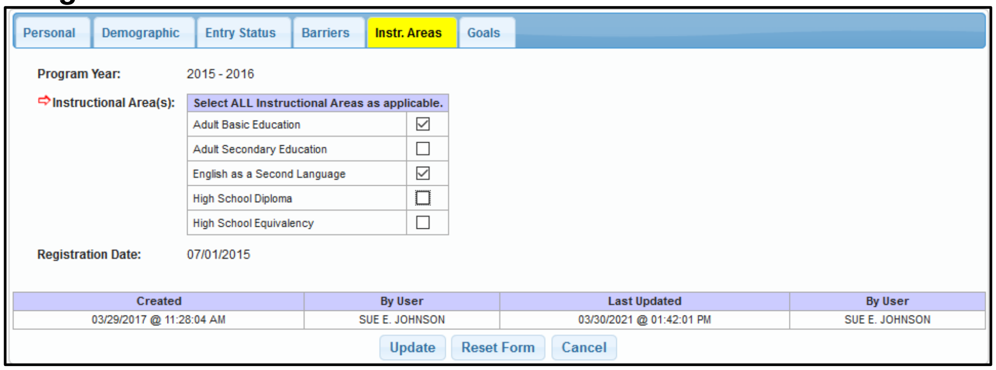


Enter the participant's barrier information which is self-reported and collected on the ALP. (Image 3.0h) Review the ALP Technical Assistance Paper and review the MAERS Data Field Definitions for detailed descriptions of the barriers. This document is on the MAERS page of the AE website located at - NRS_Definitions_for_Barriers

1. **English Language Learner** and **Low Level of Literacy** will populate with a 'Yes' or 'No' based on which instructional areas are selected on the **Instr. Areas** tab. These fields will be blank during the registration process until the record is submitted.
2. The Legacy Barriers table will display for any registration dated prior to July 1, 2018 with the three discontinued barriers

Select the **Instr. Areas** tab to move to that tab

Image 3.0i

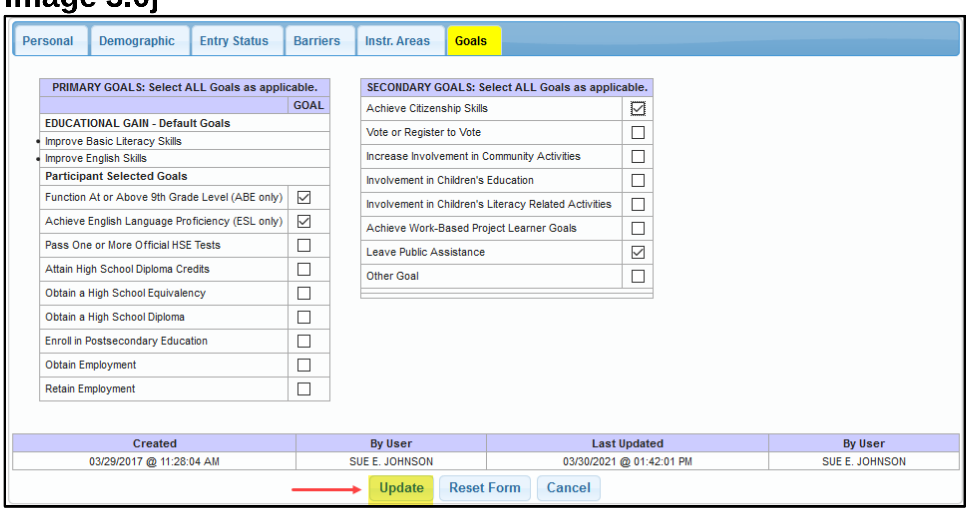


Through the intake interview and assessment process, it will be determined which Instructional Areas the participant will be served. (Image 3.0i)

- **Program Year** – The Adult Education service year begins July 1st and ends June 30th of the following year. However, registrations can continue across program years. Select the program year in which the participant is starting in the program. This field will be display only if the participant continues into the next program year.
- **Instructional Area(s)** – Adult Education services the participant will be receiving. A participant can have more than one instructional area selected.
- **Registration Date** – The date the participant registered into the program. This field will become display only if the participant continues into the next program year.

Select the **Goals** tab to move to that tab

Image 3.0j



The Goals information is collected on the ALP. Goals are not used for Follow Up performance measurements but should be used for service planning. (Image 3.0j)

- **Default Goals** – These are determined by the Instructional Areas selected. Default goals are automatically displayed on the goals screen.
- **Primary Participant Selected Goals** – Select all goals that the participant is planning to accomplish during the registration period
- **Secondary Goals** – Select other goals the participant wants to complete although there may not be specific instruction offered to achieve these goals. Capturing secondary goal attainments does demonstrate local programs are providing comprehensive services to their participants. (optional)

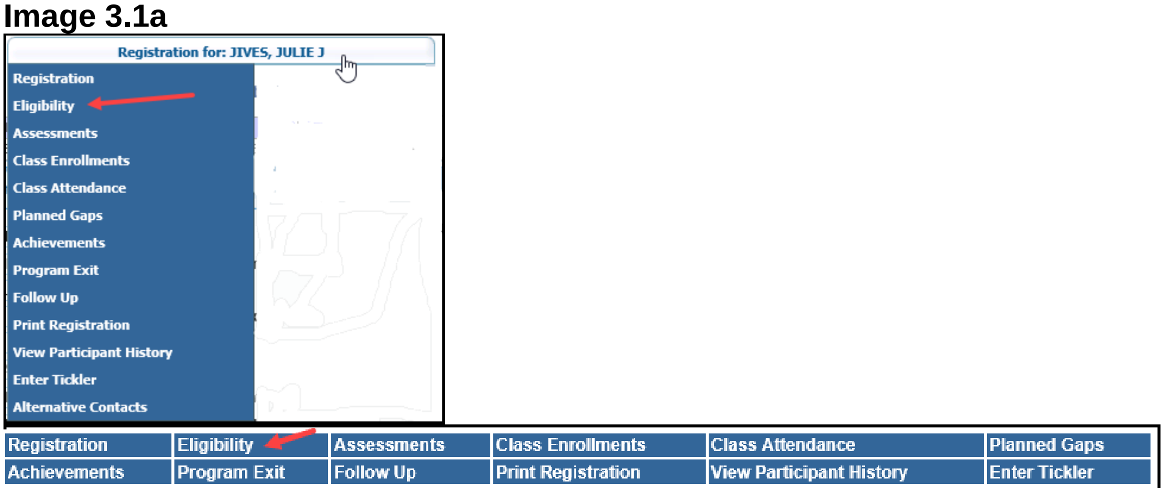
Click ***Update*** to save updated data. Click ***Submit*** to save new record.

Section 3.1 – Eligibility

The Eligibility module collects data for which the participant is eligible or are participating in within each program year.

Click on the Eligibility link on the participant's **Registration Bar** or on the Eligibility footer button. (Images 3.1a)

Image 3.1a



The **Eligibility History** screen will display. (Image 3.1b)

1. A program year row will display for each program year a participant is active

Note: The new program year row will be blank at the start of the program year until selections are made

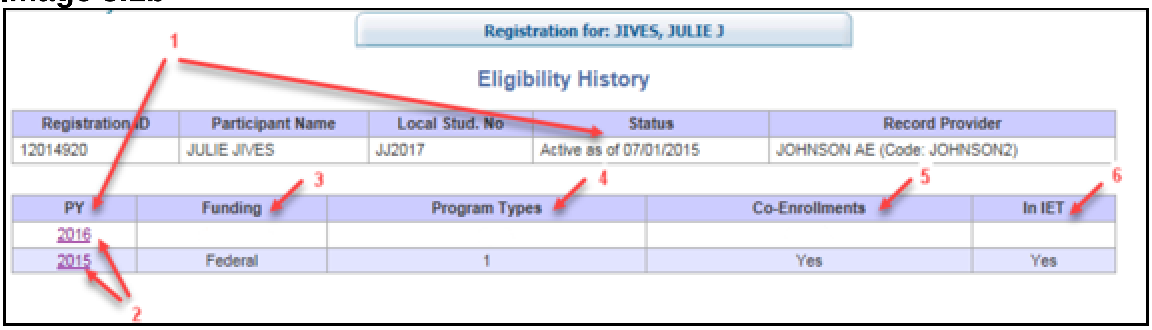
2. Click on the Program Year link to add, update, or view the eligible funding and programs for the participant
3. Displays the Funding Sources selected for the participant

4. Displays the number of Program Types selected for the participant

Note: A zero will display if the participant is not in a specific program

5. Displays a Yes to indicate if Co-Enrolled in a WIOA Title I, III or IV program or in post-secondary
6. Displays a Yes to indicate if in an Integrated Education Training (IET) program

Image 3.1b



Click on the new Program Year link. The Eligibility screen is divided into four tabs. The first tab will be displayed. All four tabs are a part of one record. Data entered will remain on all tabs until ***Update*** or ***Update and go to Eligibility History*** is clicked. Clicking on ***Cancel*** or the back button will not save the entered data. (Image 3.1b)

*Note: To enroll into a class, both the **Funding** tab and **Program Types** tab must be completed. The **Co-Enrollments** and **IET History** tabs are not required to be completed for class enrollments.*

Funding Tab (Image 3.1c)

Funding source selections are based on the Provider's funding sources which are set up by the State each program Year.

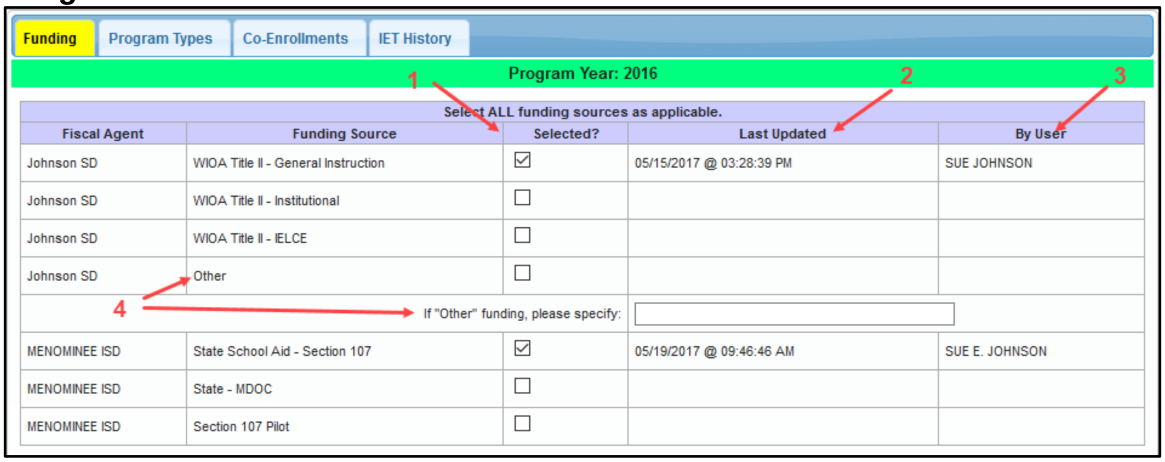
1. Select all funding sources which the participant will be eligible for in that program year

Note: WIOA Title II – General Instruction and WIOA Title II – Institutional cannot be selected together within the same program year. Example: If a participant moves out of a jail program into a mainstream program within the same program year, leave the funding source as WIOA Title II – Institutional for the remainder of the program year for reporting purposes.

2. Display of the date and time of the last update
3. The first and last name of who updated the record
4. If 'Other' is selected, specify the funding source

Select the **Program Types** tab to move that tab

Image 3.1c



Select ALL funding sources as applicable.				
Fiscal Agent	**Funding Source**	**Selected?**	**Last Updated**	**By User**
Johnson SD	WIOA Title II - General Instruction	☑	05/15/2017 @ 03:28:39 PM	SUE JOHNSON
Johnson SD	WIOA Title II - Institutional	☐		
Johnson SD	WIOA Title II - IELCE	☐		
Johnson SD	Other	☐		
	If "Other" funding, please specify:			
MENOMINEE ISD	State School Aid - Section 107	☑	05/19/2017 @ 09:46:46 AM	SUE E. JOHNSON
MENOMINEE ISD	State - MDOC	☐		
MENOMINEE ISD	Section 107 Pilot	☐		

Program Types Tab (Image 3.1d)
All possible program types will display.

1. Select all program types which the participant will be eligible for in that program year

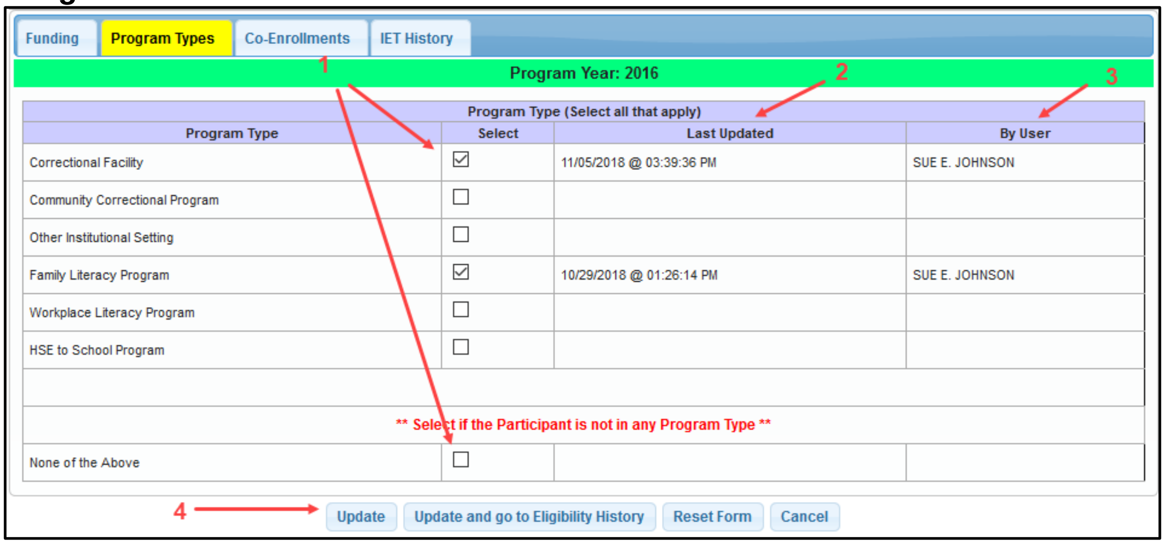
Notes:

- *Select 'None of the Above' if the participant is not enrolled in any of the programs listed*
- *'None of the Above' cannot be selected with any other program type*
- *Do not remove a selected program type if the participant changes programs throughout the year unless it is 'None of the Above'. Adding programs is allowed.*
    - *Example #1: Participant is in Other Institutional Setting at the start of the program year. Leaves Other Institutional Setting and goes into a Family Literacy Program. Do not remove the Other Institutional Setting but add a check mark to the Family Literacy Program.*
    - *Example #2: Participant is not in a program at the start of the program year and has 'None of the Above' selected. Mid-year the participant goes into a Workplace Literacy Program. Unselect the 'None of the Above' and select 'Workplace Literacy Program'.*

2. Display of the date and time of the last update
3. The first and last name of who updated the record
4. Click ***Update*** or ***Update and go to Eligibility History***

Select the **Co-Enrollments** tab to move to that tab

Image 3.1d



Co-Enrollments tab: (Image 3.1e)
All possible core programs will display.

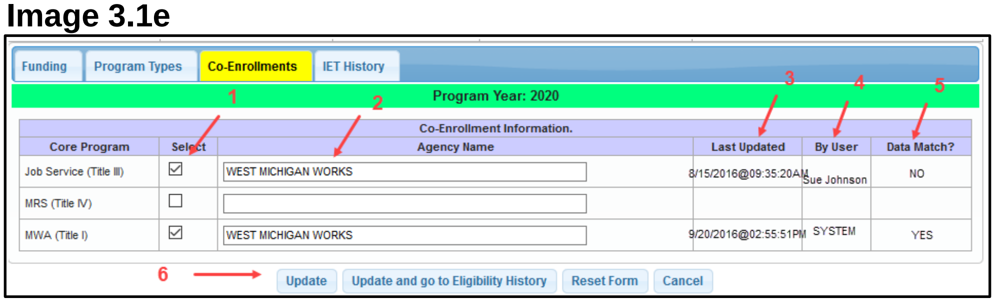
1. Select one or more core programs in which the participant is enrolled
2. Type in the Agency Name
3. Display of the date and time of the last update
4. The first and last name of who updated the record
5. Indicates a Data Match with OSMIS versus manual entry
6. Click ***Update*** or ***Update and go to Eligibility History***

Select the **IET History** tab to move to that tab

Notes:

- *The Co-Enrollments tab is optional however collecting this data will be helpful to the program in providing appropriate services to the participant*
- *A data match with OSMIS will take place weekly to identify common participants between MAERS and Title I and Title III. The Agency Name will auto fill with the corresponding MWA.*

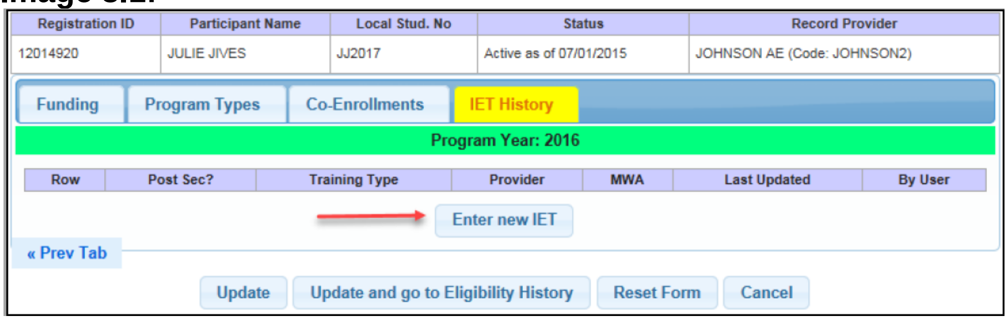
Image 3.1e



IET History Tab (Image 3.1f)
Integrated Education and Training (IET) allows participants to build foundational and technical skills simultaneously with Adult Education. Although this is an optional tab to complete, it is required to be tracked if it is known that a participant is enrolled in an IET program. This is reported on NRS Table 3 and can impact Follow Up.

Click ***Enter new IET*** to add an Integrated Education and Training program. (Image 3.1f)

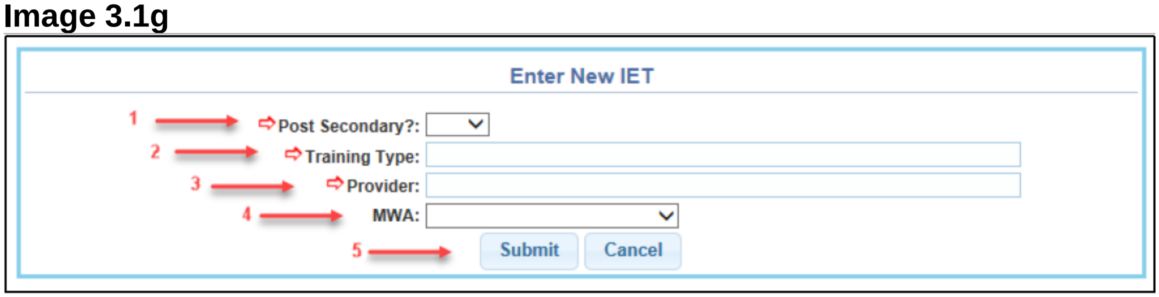
Image 3.1f



Enter New IET: (Image 3.1g)

1. Select **Yes** or **No** if the training component is at a postsecondary level
2. Enter the type of training
3. Enter the name of the occupational training provider
4. If the training is through an MWA, select the MWA from the dropdown list (optional)
5. Click ***Submit***

Image 3.1g

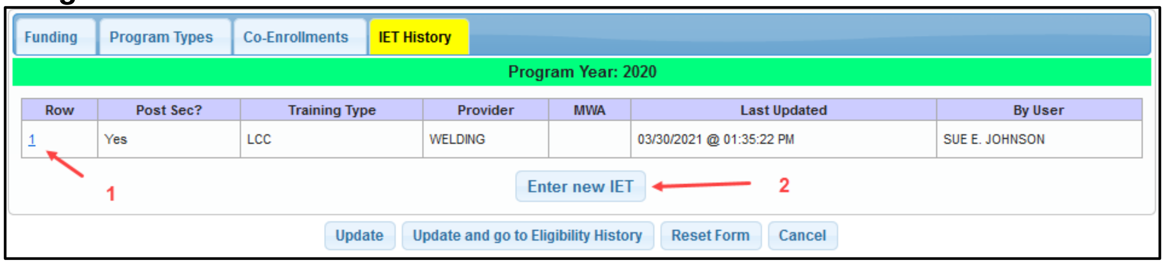


To add, update, or delete: (Image 3.1h)

1. Click on the row link to update or delete the IET
2. Click ***Enter new IET*** to add additional Integrated Education and Training programs

Click ***Update*** or ***Update and go to Eligibility History*** to save the data on all tabs

Image 3.1h



Funding | Program Types | Co-Enrollments | IET History

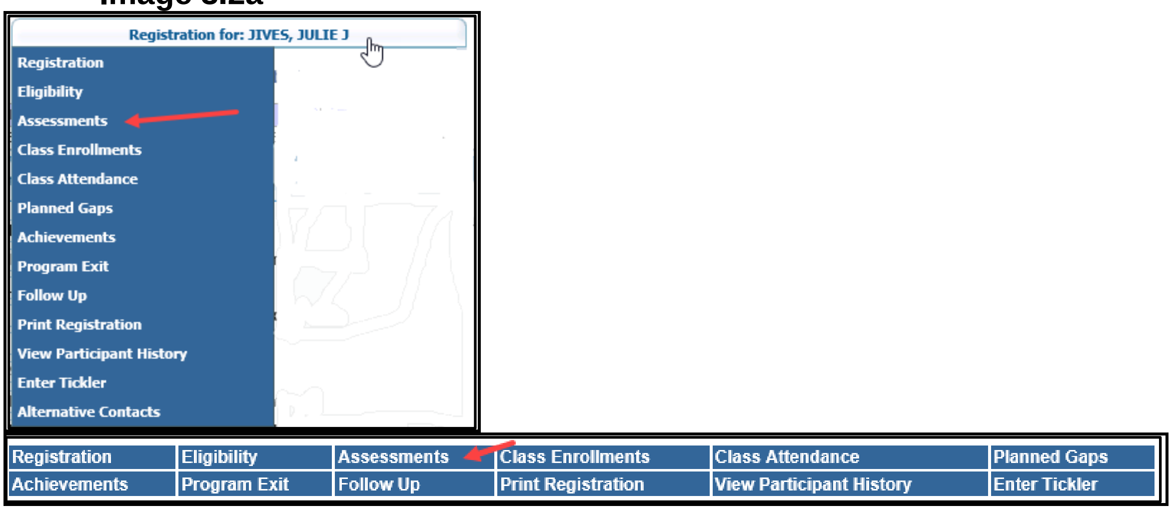
Program Year: 2020

Row	Post Sec?	Training Type	Provider	MWA	Last Updated	By User
1	Yes	LCC	WELDING		03/30/2021 @ 01:35:22 PM	SUE E. JOHNSON

Section 3.2 – Pre–Test Assessments

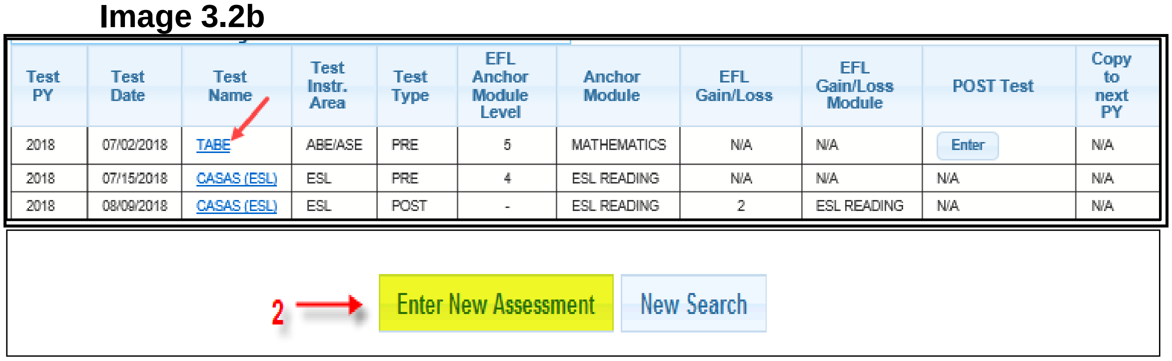
Click on the Assessment link on the participant's **Registration Bar** or on the Assessment footer button. (Images 3.2a)

Image 3.2a



The **Assessment History** screen will display. (Image 3.2b)

Image 3.2b



Test PY	Test Date	Test Name	Test Instr. Area	Test Type	EFL Anchor Module Level	Anchor Module	EFL Gain/Loss	EFL Gain/Loss Module	POST Test	Copy to next PY
2018	07/02/2018	TABE	ABE/ASE	PRE	5	MATHEMATICS	N/A	N/A	Enter	N/A
2018	07/15/2018	CASAS (ESL)	ESL	PRE	4	ESL READING	N/A	N/A	N/A	N/A
2018	08/09/2018	CASAS (ESL)	ESL	POST	-	ESL READING	2	ESL READING	N/A	N/A

A participant can have up to two pre-tests per program year: one for services in the ABE/ASE instructional areas and one for the ESL instructional area

1. Click on the "Test Name" link to view, update, or delete a current pre-test assessment test record (Image 3.2b)

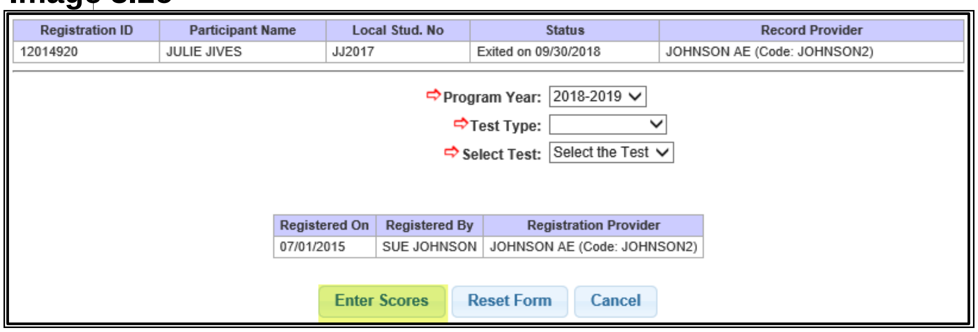
Note: Only assessments (pre and post) for the current program year can be updated or deleted through September 17th following the program year end

2. Click ***Enter New Assessment*** to enter a new pre-test assessment for the participant (Image 3.2b)

Notes:

- *A pre-test is required once a participant has 12 or more hours of attendance in a class*
- *A pre-test is optional for participants solely in a High School Completion program*

Image 3.2c



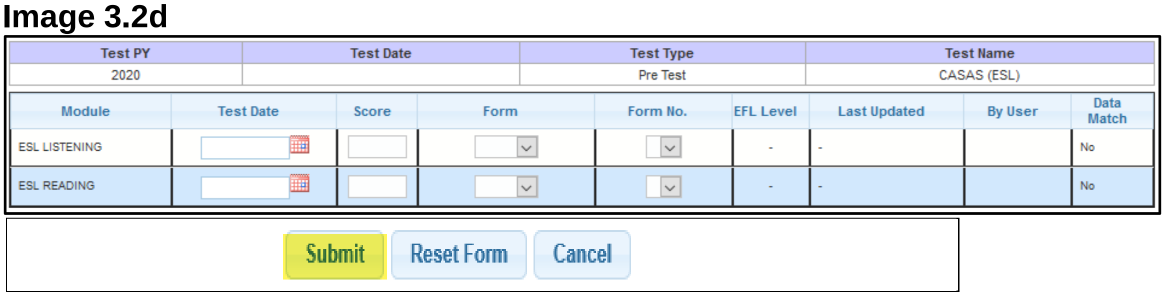
Fill in the required fields to begin entry of the pre-test: (Image 3.2c)

- ➢ **Program Year** – Select the program year to which the assessment applies
- ➢ **Test Type** – The type of assessment test administered to the participant. Dropdown list includes **Pre-Test**, **Progress Test**, and **Post-Test**.
- ➢ **Select Test** – Select the assessment test name from the dropdown list

*Note: Progress tests are not an official test requirement and will only receive a **Miscellaneous** option within the **Select Test** dropdown. This is because a progress test is not a required assessment test by the state.*

Click ***Enter Scores*** to enter scores, forms, and form numbers for the participant.

Image 3.2d

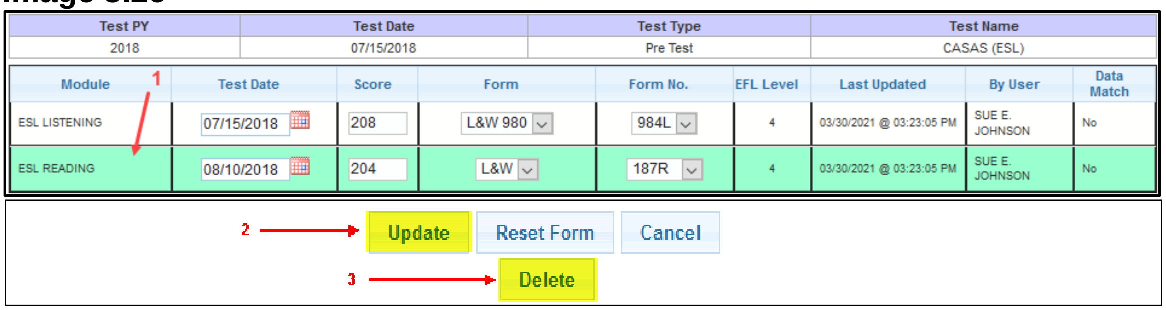


Enter the participant's test dates and test scores from their assessment test along with the **Form** and **Form No.** of the administered test. For a list of Form and Form Numbers, reference the publisher’s guidelines or testing materials. (Image 3.2d)

Note: Modules do not need to be tested on the same day. The required number of hours will be calculated between the first pre-tested module and the first post-tested module.

Click ***Submit*** to save data for the new Assessment and the **Assessment History** screen will display. To review the Assessment results, click on the “Test Name” link. (Image 3.2b)

Image 3.2e



Test PY	Test Date	Test Type	Test Name
2018	07/15/2018	Pre Test	CASAS (ESL)

Module	Test Date	Score	Form	Form No.	EFL Level	Last Updated	By User	Data Match
ESL LISTENING	07/15/2018	208	L&W 980	984L	4	03/30/2021 @ 03:23:05 PM	SUE E. JOHNSON	No
ESL READING	08/10/2018	204	L&W	187R	4	03/30/2021 @ 03:23:05 PM	SUE E. JOHNSON	No

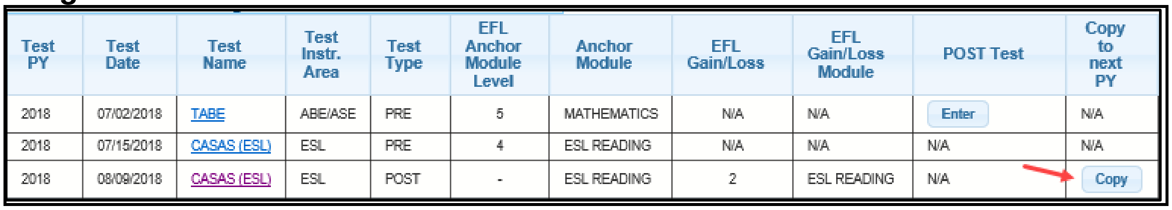
Click ***Update*** to submit the assessment (Image 3.2e)

1. The green highlighted bar shows the lowest Educational Functioning Level (EFL). This is called the “anchor module” and will be the beginning EFL placement on all reports. An educational gain will be determined in any module of the pre-test to the same module of the post-test where a gain is made.
2. Click ***Update*** to save new or updated data to the Assessment
3. Click ***Delete*** to erase data to the Assessment due to data entry error

Notes:

- *Deleting a Pre-Test record should only be done if the incorrect Test Date or Test Name was entered and a correction is needed. Deleting a Pre-Test will require the deletion of attendance and class enrollments for the participant.*
- *If a participant solely in High School Completion is not given a pre-test, the beginning EFL placement on reports will be based on the credits at entry.*
    - *Credits below 50% will be placed at EFL 5*
    - *Credits at 50% or higher will be placed at EFL 6*

Image 3.2f



Test PY	Test Date	Test Name	Test Instr. Area	Test Type	EFL Anchor Module Level	Anchor Module	EFL Gain/Loss	EFL Gain/Loss Module	POST Test	Copy to next PY
2018	07/02/2018	TABE	ABE/ASE	PRE	5	MATHEMATICS	N/A	N/A	Enter	N/A
2018	07/15/2018	CASAS (ESL)	ESL	PRE	4	ESL READING	N/A	N/A	N/A	N/A
2018	08/09/2018	CASAS (ESL)	ESL	POST	-	ESL READING	2	ESL READING	N/A	Copy

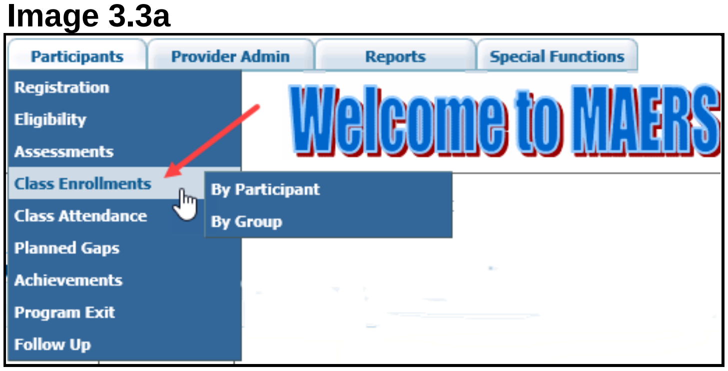
Click on ***Copy*** to copy the assessment as the new year's pre-test. (Image 3.2f) Pre-tests can be copied beginning July 1st of the new program year. The ***Copy*** button will only appear beginning July 1st of the new program year *IF* one or more modules meet the date requirements noted in the tip above.

Tip: A previously administered test can be used as a new pre-test provided one or more of the modules are dated within the previous program year. Example: "Assessment in Math dated 12/15/2019 can be copied over to be used for the 2020 pre-test."

Section 3.3 – Class Enrollments By Group and By Participant

Click on the Class Enrollments link on the **Participants** tab. (Image 3.3a)

Image 3.3a



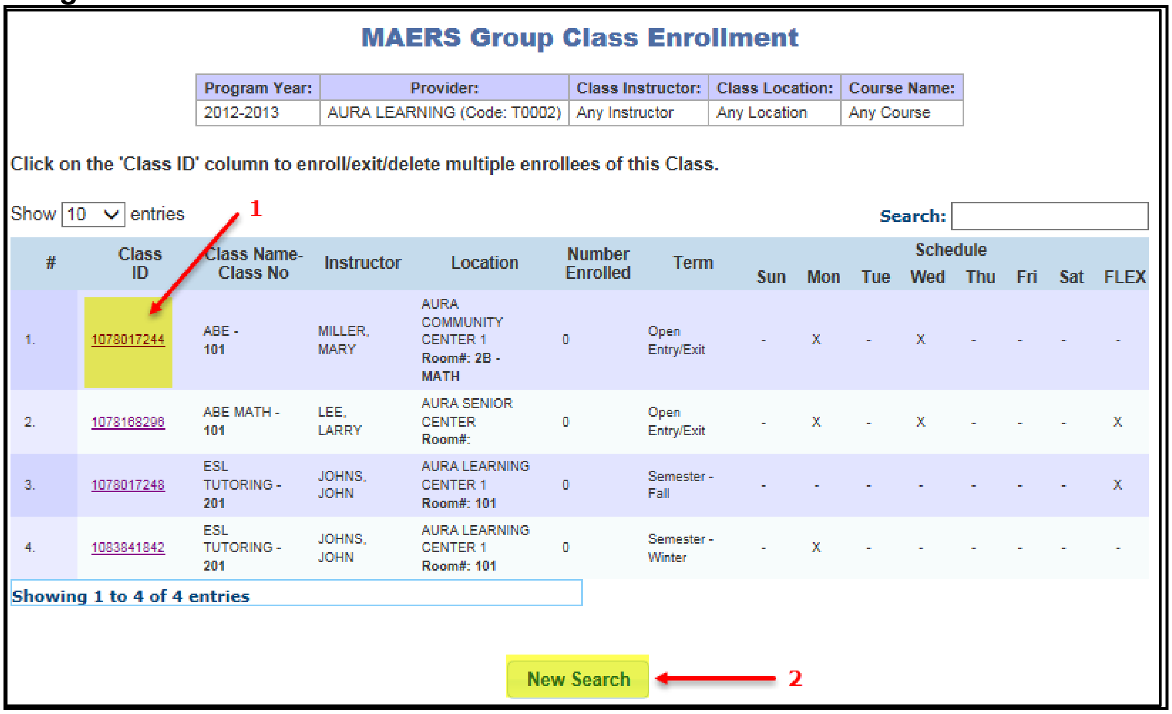
Class Enrollment can be done either **By Group** or **By Participant** (Image 3.3a):

- **Class Enrollment By Group** is a function which enrolls one or more participants into the same class at one time
- **Class Enrollment By Participant** is a function which enrolls one participant into one or more classes at one time

By Group

Click on the By Group link. A list of classes will display. (Image 3.3b)

Image 3.3b



MAERS Group Class Enrollment

Program Year:	Provider:	Class Instructor:	Class Location:	Course Name:
2012-2013	AURA LEARNING (Code: T0002)	Any Instructor	Any Location	Any Course

Click on the 'Class ID' column to enroll/exit/delete multiple enrollees of this Class.

Show 10 entries

1

Search:

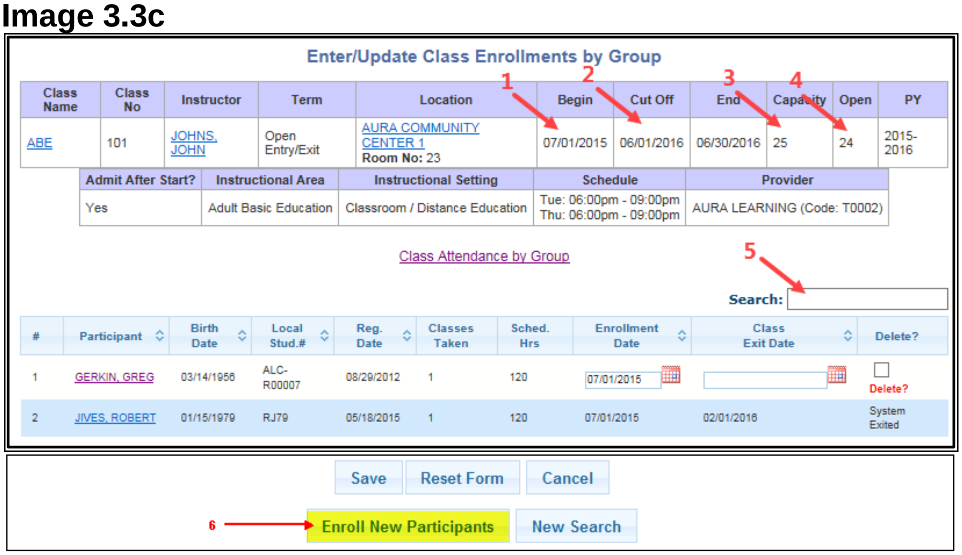
#	Class ID	Class Name-Class No	Instructor	Location	Number Enrolled	Term	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
							Schedule							
1.	1078017244	ABE - 101	MILLER, MARY	AURA COMMUNITY CENTER 1 Room#: 2B - MATH	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1078168296	ABE MATH - 101	LEE, LARRY	AURA SENIOR CENTER Room#:	0	Open Entry/Exit	-	X	-	X	-	-	-	X
3.	1078017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Fall	-	-	-	-	-	-	-	X
4.	1083841842	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Winter	-	X	-	-	-	-	-	-

Showing 1 to 4 of 4 entries

New Search 2

1. Click on the "Class ID" link of the class to enroll participants
2. Click ***New Search*** if the Class needed is not listed

Image 3.3c



Enter/Update Class Enrollments by Group

Class Name	Class No	Instructor	Term	Location	Begin 1	Cut Off 2	End 3	Capacity 4	Open	PY
ABE	101	JOHNS, JOHN	Open Entry/Exit	AURA COMMUNITY CENTER 1 Room No: 23	07/01/2015	06/01/2016	06/30/2016	25	24	2015-2016

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	Adult Basic Education	Classroom / Distance Education	Tue: 06:00pm - 09:00pm Thu: 06:00pm - 09:00pm	AURA LEARNING (Code: T0002)

Class Attendance by Group

5

Search:

#	Participant	Birth Date	Local Stud.#	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Class Exit Date	Delete?
1	GERKIN, GREG	03/14/1956	ALC-R00007	08/29/2012	1	120	07/01/2015		Delete?
2	JIVES, ROBERT	01/15/1979	RJ79	05/18/2015	1	120	07/01/2015	02/01/2016	System Exited

Save Reset Form Cancel

6 Enroll New Participants New Search

Participants already enrolled into the class are displayed. (Image 3.3c)If no participants are enrolled, a list is not displayed. The table at the top of the page provides useful information about the class:

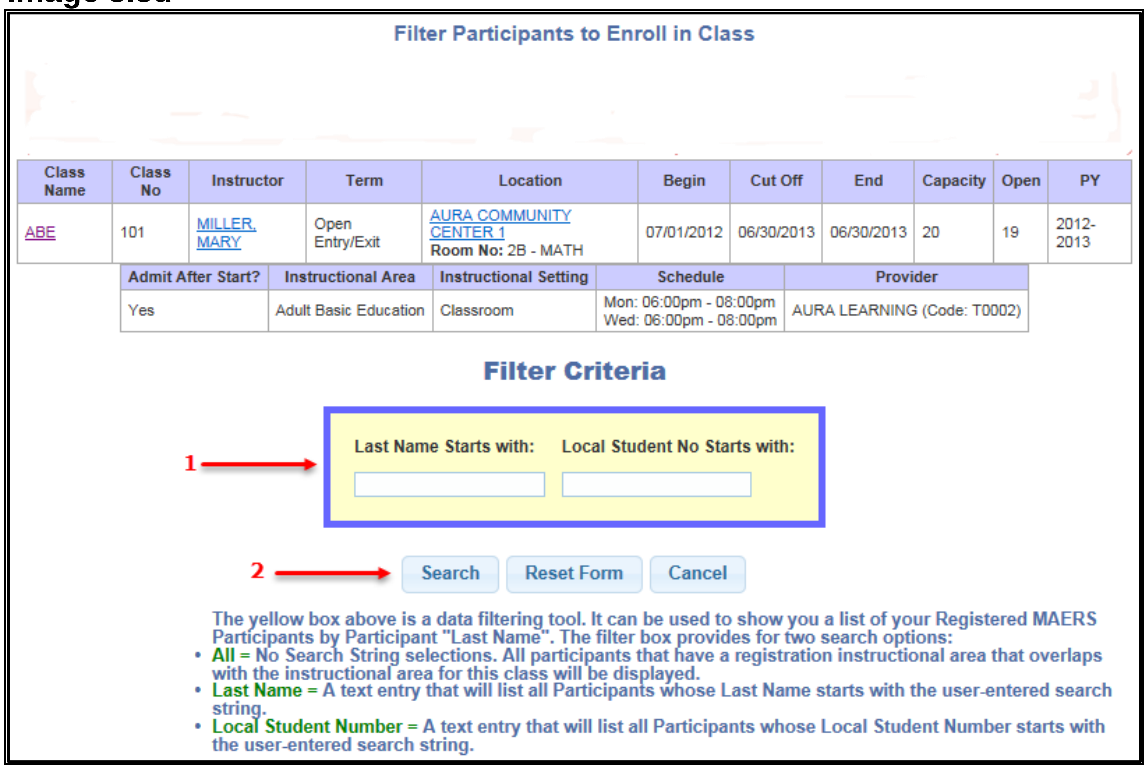
1. **Begin** – The first day of scheduled instruction for the class
2. **Cut Off** – The last day a participant can be enrolled into the class
3. **Capacity** – The number of participants the class can accommodate

4. **Open** – The number of open spots available for additional class enrollments

*Note: It is important to check the **Cut Off** Date and the **Open** data items to determine if any more participants can be enrolled into the class otherwise an error message will display.*

5. **Search** – To search for one or more participants currently enrolled in the class, use the Search box. See Chapter 1, Getting Started; Section 1.3, Search Tools for more information on search functions.
6. Click ***Enroll New Participants*** to enroll additional participants into the class. This will navigate to a **Filter Participants to Enroll in Class** screen. (Image 3.3d)

Image 3.3d

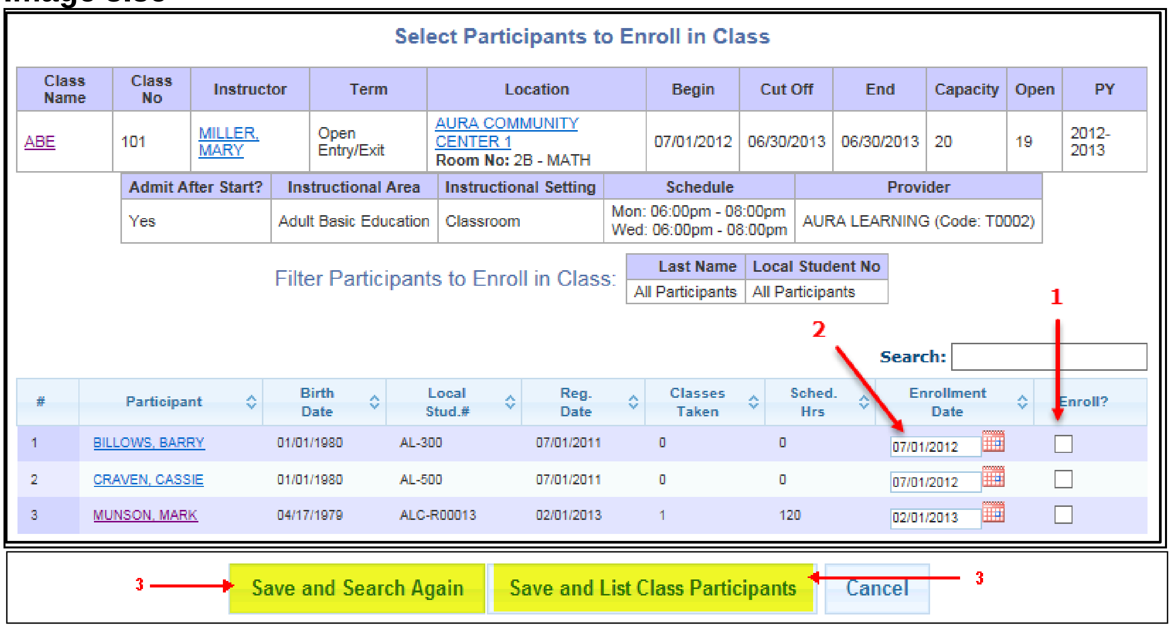


1. To find a specific participant to enroll into the class, use the Filter Criteria functions (*optional*) (Image 3.3d)
    - **Last Name Starts with** – This filter will locate one or more participants whose last name matches the data entered
    - **Local Student No. Starts with** – If the complete local student number is entered, this filter will locate one specific participant. If part of the local student number is entered then one or more participants whose number matches the data entered will be located.

Note: You can choose not to use the filter criteria which will then display a list of all participants who have an instructional area that matches the *instructional area of the class and who are not already enrolled in the class. To do this, leave the* **Filter Criteria** *fields blank.*

2. Click ***Search*** to display the filtered participant or to display a list of participants who are eligibile to be enrolled into the class

Image 3.3e



Select Participants to Enroll in Class

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
ABE	101	MILLER, MARY	Open Entry/Exit	AURA COMMUNITY CENTER 1 Room No: 2B - MATH	07/01/2012	06/30/2013	06/30/2013	20	19	2012-2013

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	Adult Basic Education	Classroom	Mon: 06:00pm - 08:00pm Wed: 06:00pm - 08:00pm	AURA LEARNING (Code: T0002)

Filter Participants to Enroll in Class:

Last Name	Local Student No
All Participants	All Participants

Search:

#	Participant	Birth Date	Local Stud.#	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Enroll?
1	BILLOWS, BARRY	01/01/1980	AL-300	07/01/2011	0	0	07/01/2012	
2	CRAVEN, CASSIE	01/01/1980	AL-500	07/01/2011	0	0	07/01/2012	
3	MUNSON, MARK	04/17/1979	ALC-R00013	02/01/2013	1	120	02/01/2013	

A list of the participants who can be enrolled into the class will be displayed. (Image 3.3e)

1. **Enroll** – Click the Enroll check box to select one or more participants to enroll into the class
2. **Enrollment Date** – This is the date the participant begins instruction in the class. The enrollment date entered must be between the class begin date and the class cut off date inclusive of these dates. The default value for the enrollment date will be either the participant's registration date or the class begin date, whichever is later.

Note: If a participant's registration continues into the next program year, the default date will always be the class begin date.

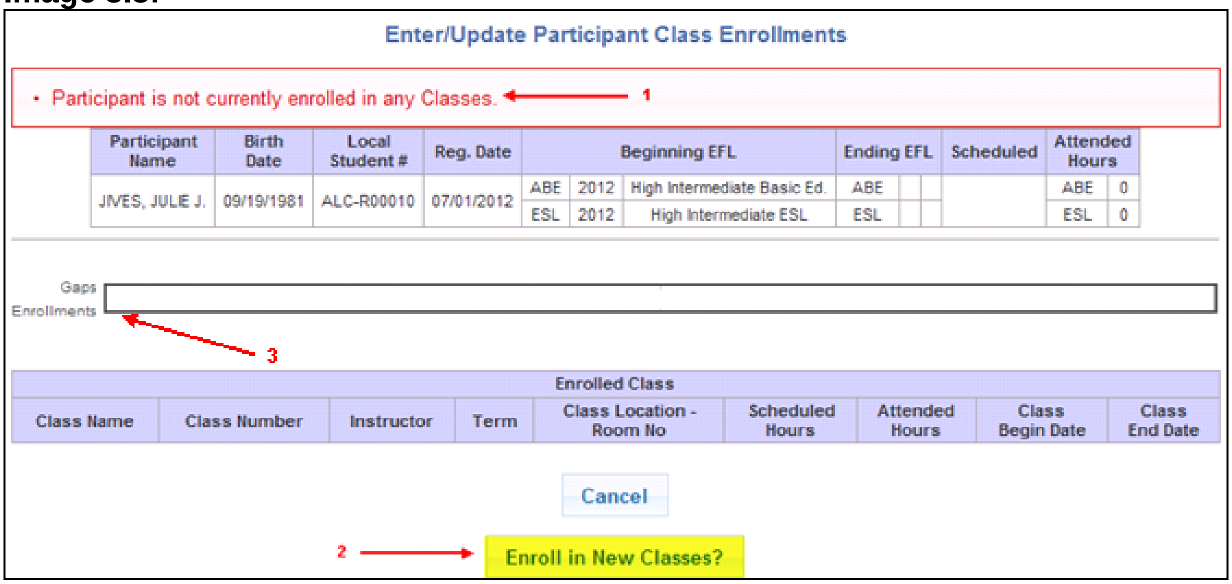
3. Click ***Save and Search Again*** to save the participant(s) chosen to be enrolled. After enrolling the participants into the class, the system will navigate back to the **Filter Participants to Enroll in Class** screen to do an additional search. Or click ***Save and List Class Participants*** to save the participant(s) chosen to be enrolled. The **Enter/Update Class Enrollments by Group** screen will redisplay with the participants enrolled into the class.

By Participant

Click on the By Participant link. (Image 3.3a) Once the participant has been selected from the **Search Results** screen, the system navigates to the **Enter/Update Participants Class Enrollments** screen. (Image 3.3f)

1. If the participant has not had any class enrollments, a message will be displayed
2. Click ***Enroll in New Classes*** to display a list of available classes. The class list displayed will have an instructional area that matches one of the instructional areas of the participant. (Image 3.3h)

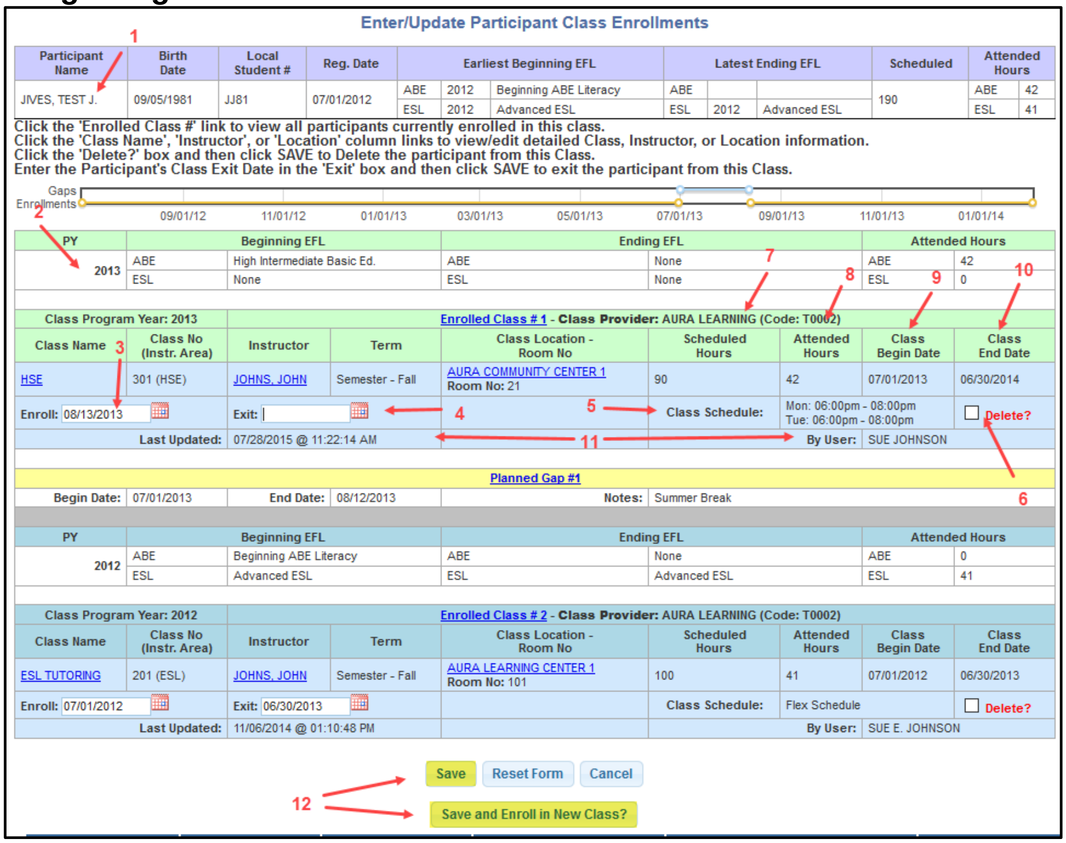
Image 3.3f



3. This is a timeline which is a quick reference tool to view the service history for a participant. When services have not been entered, the timeline does not provide any enrollment or planned gap information. Refer to Section 3.6; Planned Gaps to learn about how and when to enter planned gaps to a participant record.

If the participant has class enrollments, a table of all active classes, inactive classes, and planned gaps in service from the date of registration will display in chronological order. This is displayed in the image below. (Image 3.3g)

Image 3.3g



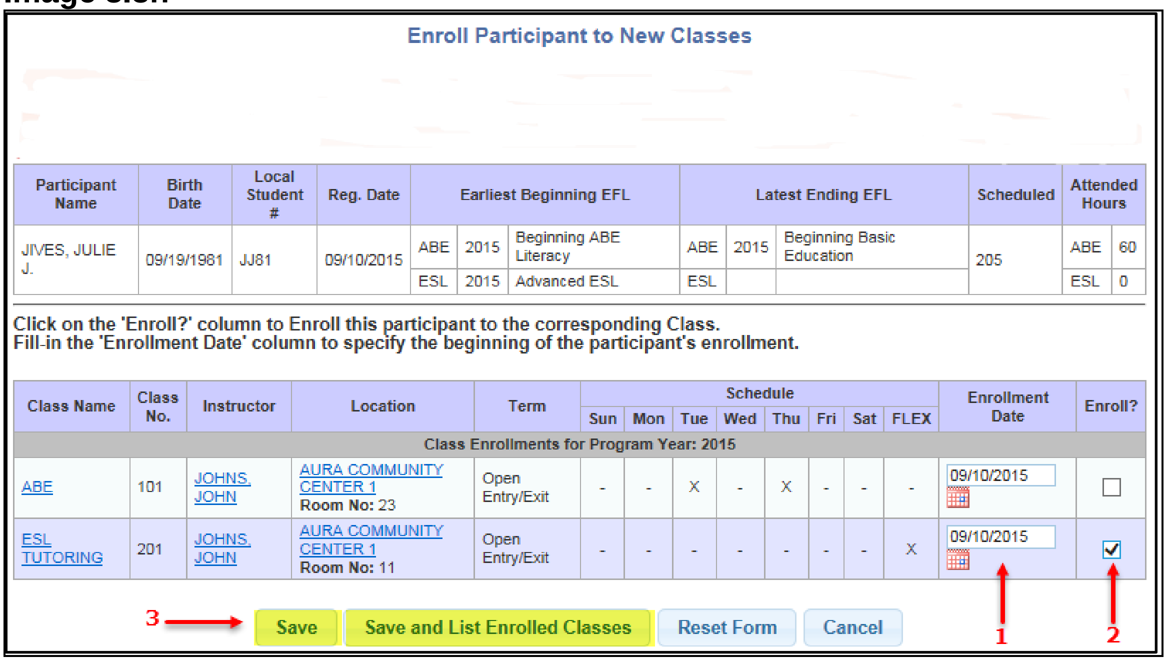
1. Participant Header –The header will provide cumulative information from the registration date to current date. Registrations continuing across multiple program years will combine the scheduled and attended hours information across all years. It will also show the beginning EFL from the year of registration and the EFL from the last post-test on file.
2. Participant Sub Header – The sub header will provide information for each individual program year
3. **Enroll** – This is the date the participant begins instruction in the class. The enrollment date entered must be between the class begin date and the class cut off date inclusive of these dates. The default value for the enrollment date will display either the participant's registration date or the class begin date, whichever is later.

Note: If the registration continues into the next program year, the default date will always be the class begin date.

4. **Exit** – The last date the participant attended the class
5. **Class Schedule** – A display of the days and times of the week the class is scheduled to meet
6. **Delete** – This function deletes the participant from the class. If attendance hours have been entered, it will delete the hours for this class. Delete should only be used to remove participants who were either incorrectly enrolled in the class or never attended the class.

7. **Scheduled Hours** – The number of instructional hours scheduled for the class
8. **Attended Hours** – The number of hours the participant has attended a class to date
9. **Class Begin Date** – The first day of scheduled instruction for the class
10. **Class End Date** – The last day of scheduled instruction for the class
11. Last Updated and By User - Display of the date and time of the last update with the first and last name of who updated the record
12. Click ***Save*** or ***Save and Enroll in New Class***. The ***Save*** button updates the participant record with the changes and the **Enter/Update Participant Class Enrollments** screen is redisplayed. The ***Save and Enroll in New Class*** updates the database with the entered changes and navigates to the **Enroll Participant to New Classes** screen.

Image 3.3h


Enroll Participant to New Classes

Participant Name	Birth Date	Local Student #	Reg. Date	Earliest Beginning EFL			Latest Ending EFL			Scheduled	Attended Hours	
JIVES, JULIE J.	09/19/1981	JJ81	09/10/2015	ABE	2015	Beginning ABE Literacy	ABE	2015	Beginning Basic Education	205	ABE	60
				ESL	2015	Advanced ESL	ESL				ESL	0

Click on the 'Enroll?' column to Enroll this participant to the corresponding Class.
Fill-in the 'Enrollment Date' column to specify the beginning of the participant's enrollment.

Class Name	Class No.	Instructor	Location	Term	Schedule								Enrollment Date	Enroll?
					Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX		
Class Enrollments for Program Year: 2015														
ABE	101	JOHNS, JOHN	AURA COMMUNITY CENTER 1 Room No: 23	Open Entry/Exit	-	-	X	-	X	-	-	-	09/10/2015	☐
ESL TUTORING	201	JOHNS, JOHN	AURA COMMUNITY CENTER 1 Room No: 11	Open Entry/Exit	-	-	-	-	-	-	-	X	09/10/2015	☑

The **Enroll Participants to New Classes** screen allows the User to enroll a participant into one or more of the available classes listed. (Image 3.3h)

1. **Enrollment Date** – This is the date the participant begins instruction in the class. The enrollment date entered must be between the class begin date and the class cut off date inclusive of these dates. The default value for the enrollment date will display either the participant's registration date or the class begin date, whichever is later.

Note: If a participant registration continues into the next program year, the default date will always be the class begin date.

2. **Enroll** – Click the Enroll check box to enroll the participant into the class(es)
3. Click ***Save*** or ***Save and List Enrolled Classes*** to process the enrollments

Section 3.4 – Monthly Attendance By Group and By Participant

Click on the Attendance link on the **Participants** tab. (Image 3.4a)

Image 3.4a

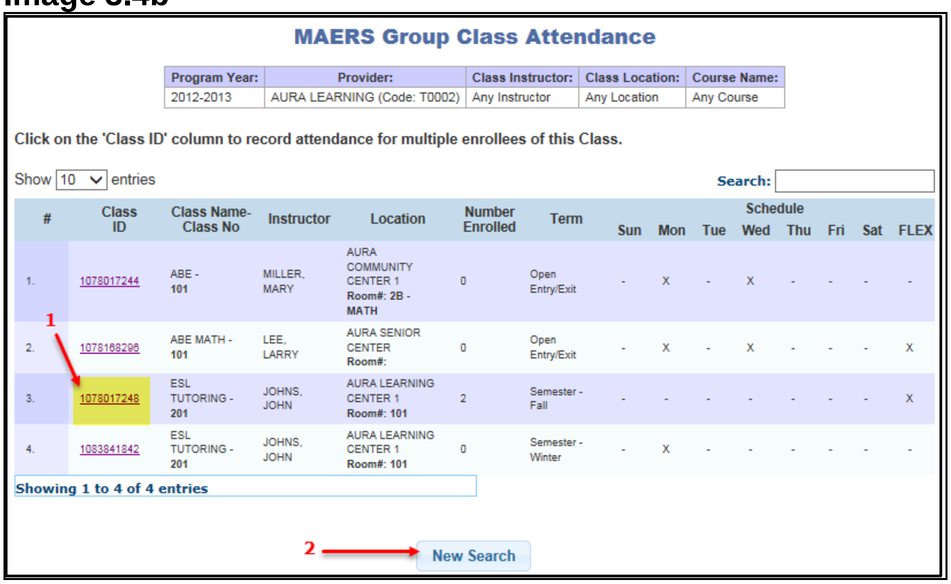
Monthly attendance can be done either **By Group** or **By Participant:**

- **Class Attendance By Group** allows the entry of monthly attendance for one or more participants for one class at a time
- **Class Attendance By Participant** allows the entry of monthly attendance for one participant in one or more classes at one time

By Group

Click on the By Group link. The local program's classes will display. (Image 3.4b)

Image 3.4b



MAERS Group Class Attendance

Program Year:	Provider:	Class Instructor:	Class Location:	Course Name:
2012-2013	AURA LEARNING (Code: T0002)	Any Instructor	Any Location	Any Course

Click on the 'Class ID' column to record attendance for multiple enrollees of this Class.

Show 10 entries Search:

#	Class ID	Class Name-Class No	Instructor	Location	Number Enrolled	Term	Schedule Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
1.	1078017244	ABE - 101	MILLER, MARY	AURA COMMUNITY CENTER 1 Room#: 2B - MATH	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1078168296	ABE MATH - 101	LEE, LARRY	AURA SENIOR CENTER Room#:	0	Open Entry/Exit	-	X	-	X	-	-	-	X
3.	1078017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	2	Semester - Fall	-	-	-	-	-	-	-	X
4.	1083841842	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Winter	-	X	-	-	-	-	-	-

Showing 1 to 4 of 4 entries

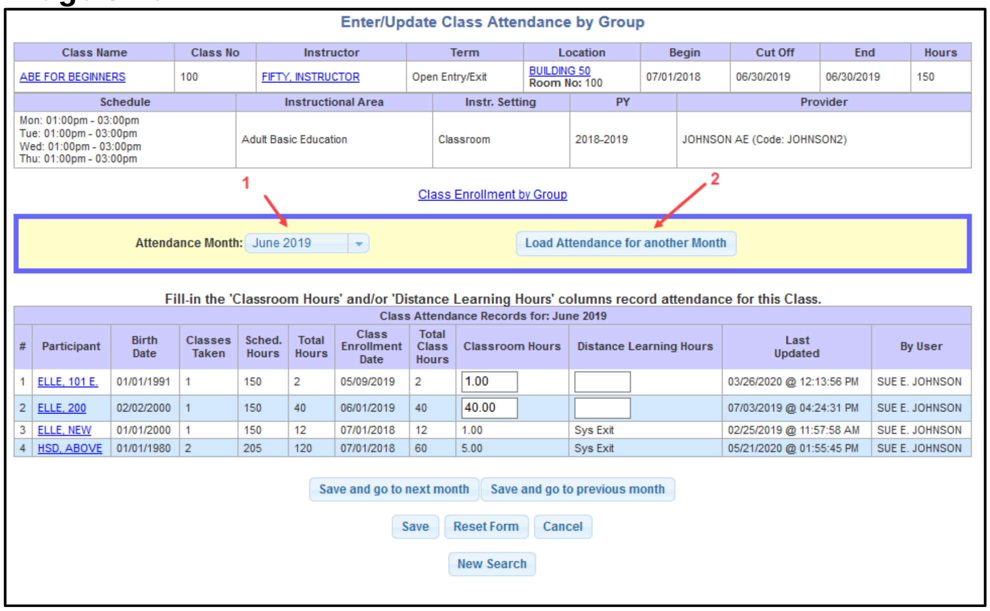
1

2

New Search

1. Click on the "Class ID" link of the class needed to enter monthly attendance
2. Click ***New Search*** if the class needed is not listed

Image 3.4c



Enter/Update Class Attendance by Group

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Hours
ABE FOR BEGINNERS	100	FIFTY, INSTRUCTOR	Open Entry/Exit	BUILDING 50 Room No: 100	07/01/2018	06/30/2019	06/30/2019	150

Schedule	Instructional Area	Instr. Setting	PY	Provider
Mon: 01:00pm - 03:00pm Tue: 01:00pm - 03:00pm Wed: 01:00pm - 03:00pm Thu: 01:00pm - 03:00pm	Adult Basic Education	Classroom	2018-2019	JOHNSON AE (Code: JOHNSON2)

Class Enrollment by Group

1 Attendance Month: June 2019

2 Load Attendance for another Month

Fill-in the 'Classroom Hours' and/or 'Distance Learning Hours' columns record attendance for this Class.

Class Attendance Records for: June 2019

#	Participant	Birth Date	Classes Taken	Sched. Hours	Total Hours	Class Enrollment Date	Total Class Hours	Classroom Hours	Distance Learning Hours	Last Updated	By User
1	ELLE, 101 E.	01/01/1991	1	150	2	05/09/2019	2	1.00		03/26/2020 @ 12:13:56 PM	SUE E. JOHNSON
2	ELLE, 200	02/02/2000	1	150	40	06/01/2019	40	40.00		07/03/2019 @ 04:24:31 PM	SUE E. JOHNSON
3	ELLE, NEW	01/01/2000	1	150	12	07/01/2018	12	1.00	Sys Exit	02/25/2019 @ 11:57:58 AM	SUE E. JOHNSON
4	HSD, ABOVE	01/01/1980	2	205	120	07/01/2018	60	5.00	Sys Exit	05/21/2020 @ 01:55:45 PM	SUE E. JOHNSON

Save and go to next month | Save and go to previous month

Save | Reset Form | Cancel

New Search

Adult Education policy requires that attendance must be entered by the end of the month following the attendance month. For example, May attendace must be entered by June 30th. (Image 3.4c)

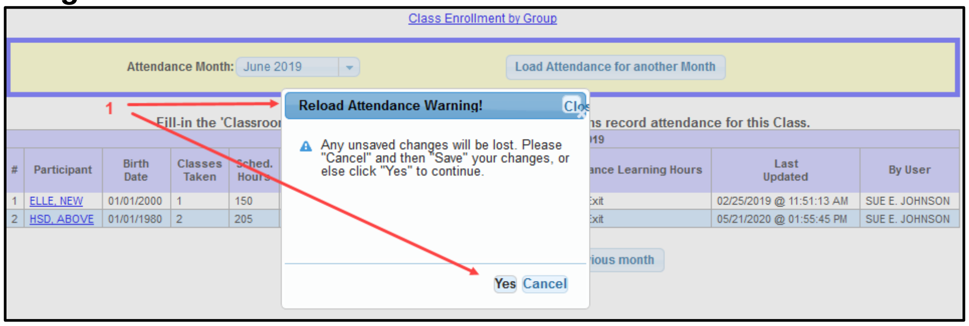
1. **Attendance Month** — The dropdown list includes every month the class is scheduled to meet and subsequently would require attendance. From the list, select the month in which to enter attendance hours. The initial displayed month has one of two default values:
    - It defaults to the previous month for which attendance is required. For example, if today's date is October 8th, the default month will be September.
    - If the class has ended, the default month will be the last month the class was in session

Note: If the class has ended but today's date is within the month the class ended, the first bullet point above applies.

2. **Load Attendance for another Month** — Once a month is selected, click ***Load Attendance for another Month*** to load class attendance records for that specific month

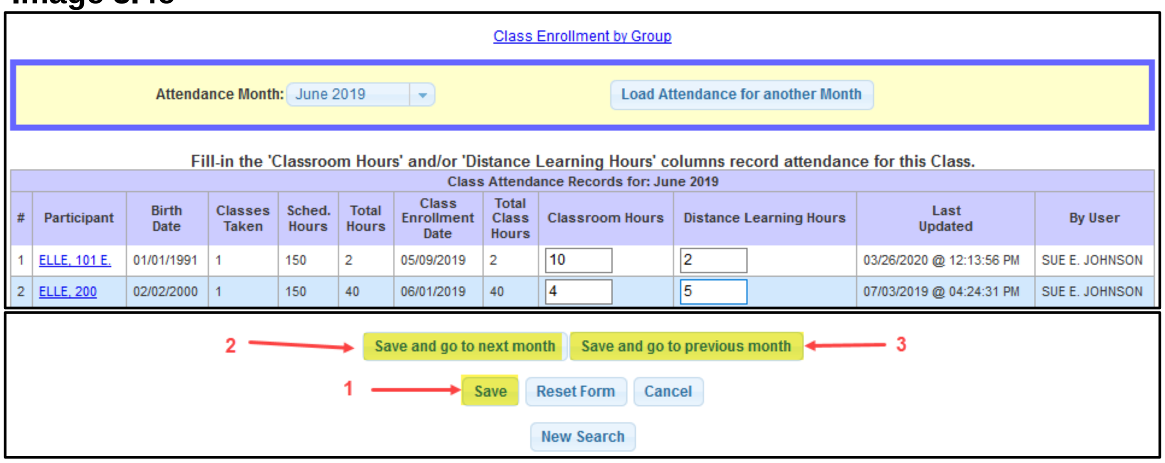
Note: If the participant was not enrolled during any given month that the class was in session, the participant's name will not display in the participant list.

Image 3.4d



1. **Reload Attendance Warning** – After clicking ***Load Attendance for another Month***, the Reload Attendance Warning box will always display. This alerts the user that any attendance hours entered on the current month that were not saved will be lost if ***Yes*** is clicked. (Image 3.4d)

Image 3.4e



Fill in the attendance hours for all of the participants for the selected month. (Image 3.4e)

Note: Hour data fields will display with Classroom Hours and Distance Learning Hours. Hours of instruction in a traditional classroom should be recorded under Classroom Hours; hours of instruction done online should be recorded under Distance Learning Hours.

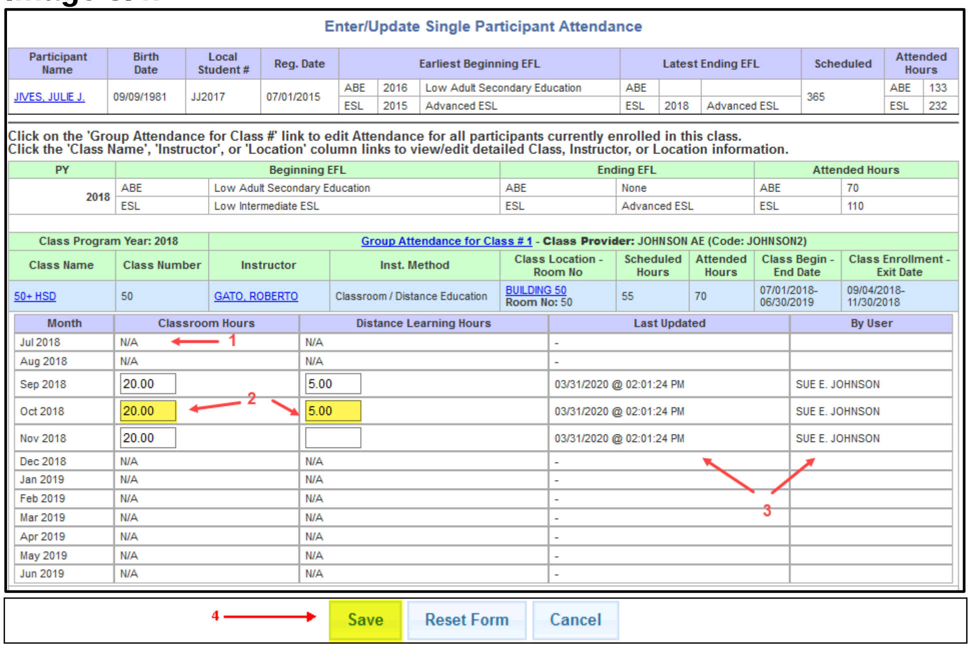
1. Click ***Save*** to save any new or updated attendance hours
2. Click ***Save and go to next month*** to save any new or updated attendance hours. The screen navigates to the next month to save, update, or view attendance hours for that month.
3. Click ***Save and go to previous month*** to save any new or updated attendance hours. The screen navigates to the previous month to save, update, or view attendance hours for that month.

*Note: Another attendance month can also be selected from the dropdown list and click **Load Attendance for another Month**.*

By Participant

Click on the By Participant link. (Image 3.4a) Once the participant has been selected from the **Search Results** screen, the system will navigate to the participant's **Enter/Update Single Participant Attendance** screen. (Image 3.4f)

Image 3.4f



1. **N/A** – An N/A will display for months that do not require attendance for the participant due to the following reasons:
   - Participant was not enrolled during that month
   - Class was not in session during that month
   - Attendance cannot be entered for future months
2. **Classroom/Distance Learning Hours** –Enter attendance hours as appropriate for Classroom and/or Distance Learning hours

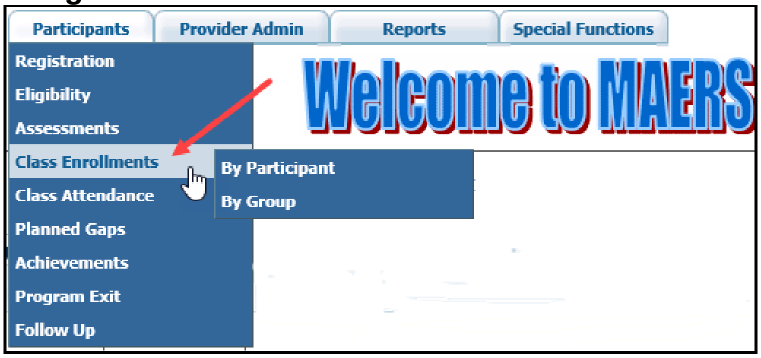
Note: Hour data fields will display with Classroom Hours and Distance Learning Hours. Hours of instruction in a traditional classroom should be recorded under Classroom Hours; hours of instruction done online should be recorded under Distance Learning Hours.

3. Last Updated and By User - Display of the date and time of the last update with the first and last name of who updated the record
4. Click ***Save*** to save the attendance record

Section 3.5 – Class Exits and Deletions By Group and By Participant

Class exits and deletions are done using the Class Enrollments functions which are found on the **Participants** tab. Class exits and deletions from a class can be done either **By Group** or **By Participant**. (Image 3.5a)

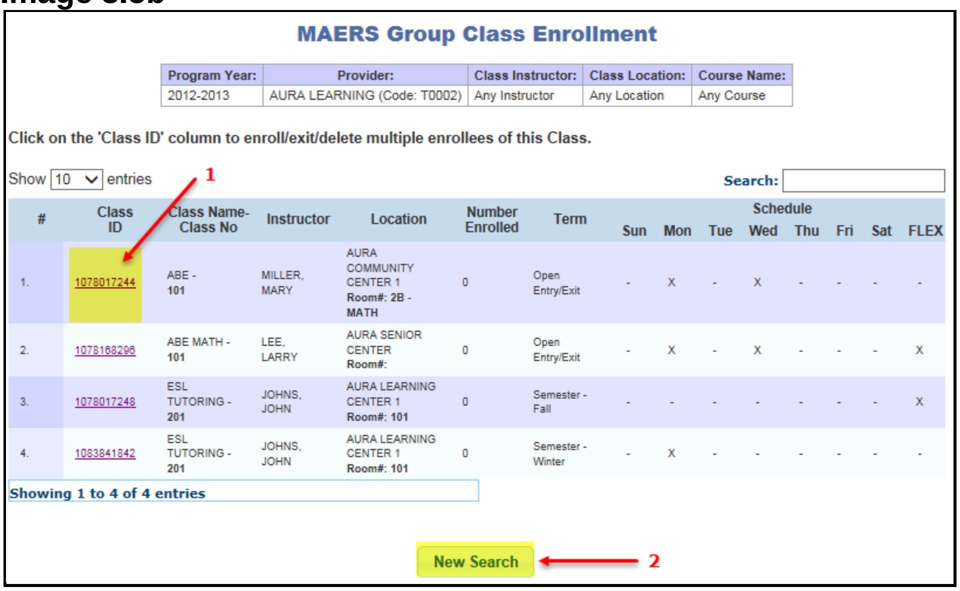
Image 3.5a



By Group

Click on the By Group link. The local program's classes will display. (Image 3.5b)

Image 3.5b



MAERS Group Class Enrollment

Program Year:	Provider:	Class Instructor:	Class Location:	Course Name:
2012-2013	AURA LEARNING (Code: T0002)	Any Instructor	Any Location	Any Course

Click on the 'Class ID' column to enroll/exit/delete multiple enrollees of this Class.

Show 10 entries 1 Search:

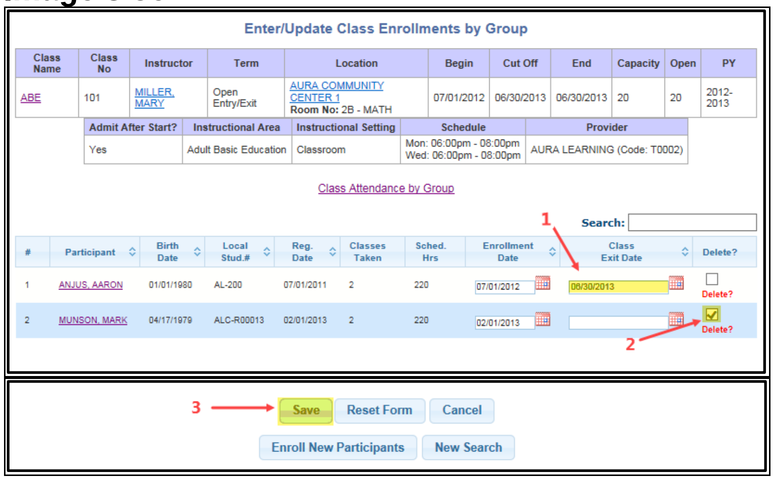
#	Class ID	Class Name-Class No	Instructor	Location	Number Enrolled	Term	Schedule Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
1.	1078017244	ABE - 101	MILLER, MARY	AURA COMMUNITY CENTER 1 Room#: 2B - MATH	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1078168296	ABE MATH - 101	LEE, LARRY	AURA SENIOR CENTER Room#:	0	Open Entry/Exit	-	X	-	X	-	-	-	X
3.	1078017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Fall	-	-	-	-	-	-	-	X
4.	1083841842	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Winter	-	X	-	-	-	-	-	-

Showing 1 to 4 of 4 entries

New Search 2

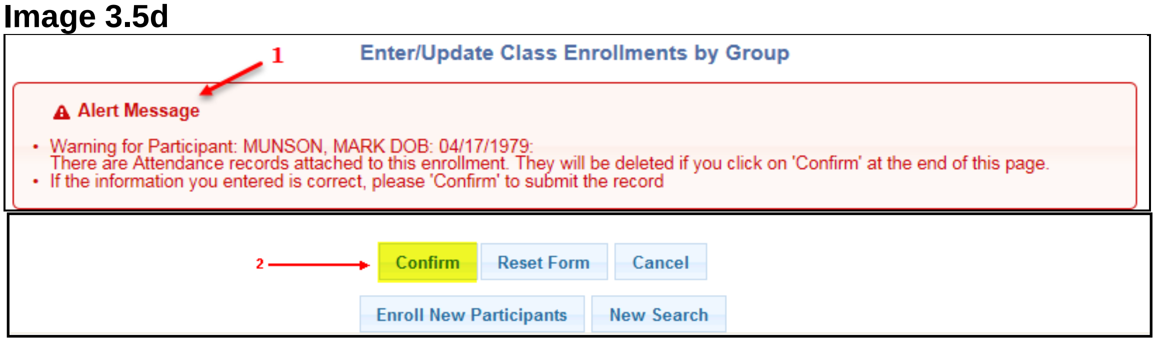
1. Click on the "Class ID" link of the class needed to exit or delete participants
2. Click ***New Search*** if the class needed is not listed

Image 3.5c



1. **Class Exit Date** – Enter the last date the participant(s) attended the class. A confirmable warning message will display if attendance hours exist in a month after the entered exit date.
2. **Delete** – If checked, this function deletes the participant(s) from the class. If attendance hours have been entered, it will delete the participant's hours from the class. Delete should only be used to remove participants who were either incorrectly enrolled into a class or never attended the class.
3. Click ***Save*** to update the participant's record with the changes and the **Enter/Update Class Enrollment by Group** screen is redisplayed (Image 3.5c)

Image 3.5d

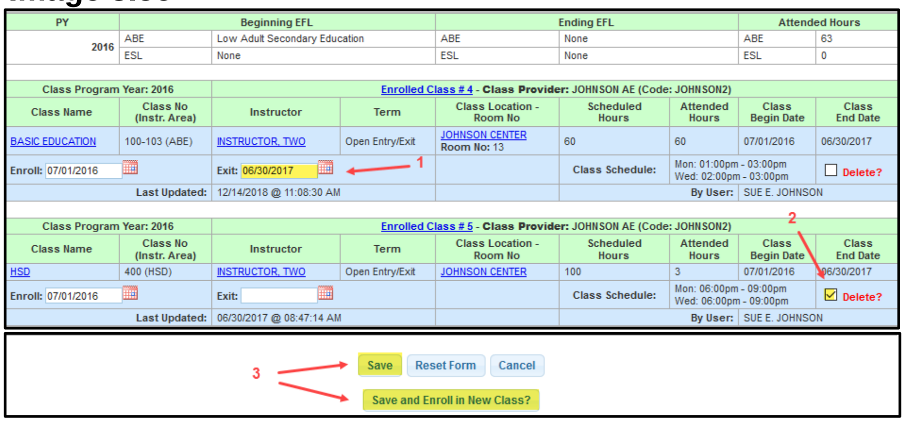


1. When deleting participant(s) who have attendance hours, a warning message is displayed. Delete removes attendance for all months. When exiting participants who have attendance hours entered after the exit date, the same message will be displayed but also showing the attendance months affected.
2. Click ***Confirm*** to delete the participant(s) from the class and to delete their attendance hours (Image 3.5d)

By Participant

Click on the By Participant link. Once the participant has been selected from the **Search Results** screen, the system will navigate to the participant's **Enter/Update Participant Class Enrollments** screen. (Image 3.5e)

Image 3.5e



1. **Class Exit Date** – Enter the last date the participant(s) attended the class. A confirmable warning message will display if attendance hours exist in a month after the entered exit date.
2. **Delete** – If checked, this function deletes the participant(s) from the class. If attendance hours have been entered, it will remove the participant's hours from the class. Delete should only be used to remove participants who were either incorrectly enrolled into a class or never attended the class.
3. Click ***Save*** or ***Save and Enroll in New Class*** to update the participant's record with the changes

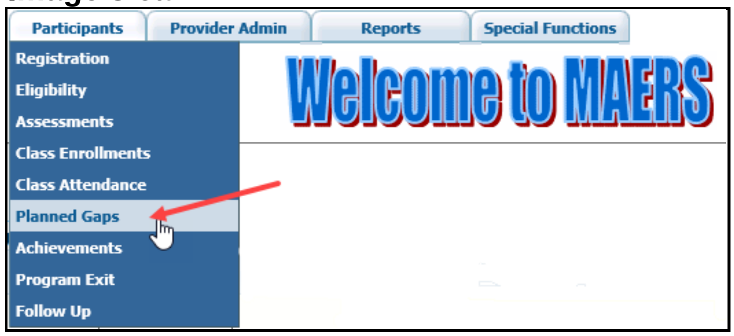
---

Section 3.6 – Planned Gaps in Service

Planned gaps are found within the **Participants** tab. (Image 3.6a)
A planned gap is a planned break in the participant's services. Local programs must track gaps in services that will be more than 90 days in length to keep the participant's registration active. USDOE requires all participants to be program exited after 90 days of no service and who have no additional planned services. See Chapter 5; 90 Day System Exits to learn why and how System Exits take place. Following are a few examples of when a planned gap can be used:

- Lengthy illness, transportation, or work conflict issues
- Summer break
- Next class is not offered within the next 90 days

Image 3.6a



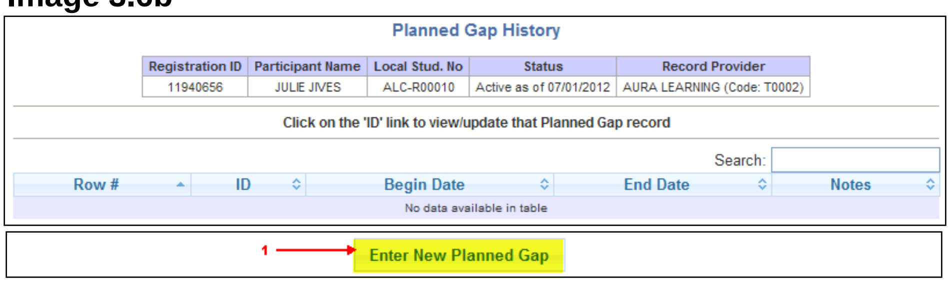
Once the participant has been selected from the **Search Results** screen, the system will navigate to the participant's **Planned Gap History** screen. (Image 3.6b)

Planned Gap Guidelines

- A planned gap can extend into the next program year for continuing registrations up to September 10th
- A planned gap is limited to 180 days
- A planned gap and a class enrollment cannot overlap
- A participant cannot have two consecutive planned gaps. The participant must have a class enrollment between planned gaps.

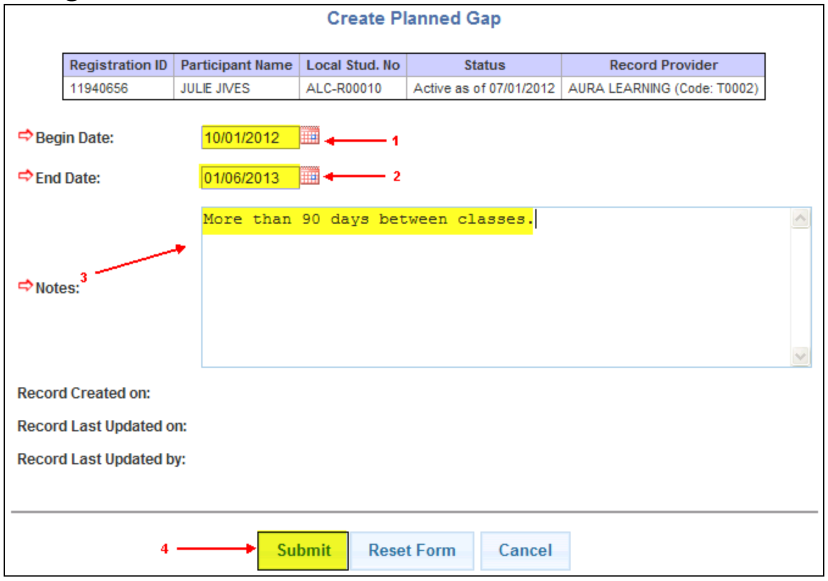
Note: A planned gap will not be able to pass the September 10th date unless there is a class enrollment between July 1st and September 10th

Image 3.6b



1. Click ***Enter New Planned Gap*** to enter a new planned gap record for the participant

Image 3.6c

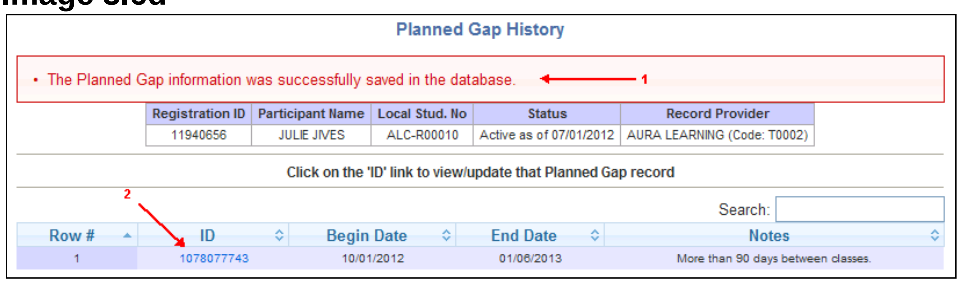


1. **Begin Date** –The first date of the planned gap must be the day after the last class exit date
2. **End Date** – The last date of the planned gap must be the day before the next class begin date

Note: Begin and end planned gap dates cannot overlap any class enrollment dates

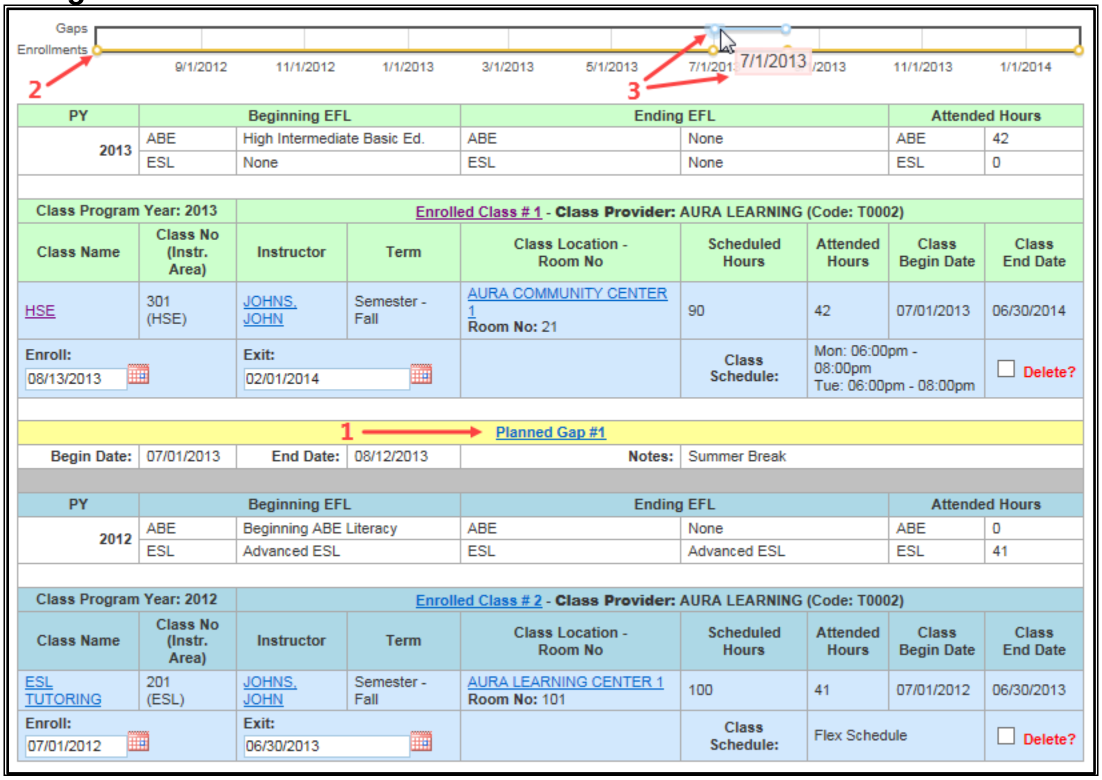
3. **Notes** – Provide a descriptive note as to the reason for the planned gap
4. Click ***Submit*** to save the planned gap (Image 3.6c)

Image 3.6d



1. A confirmation message will display if the planned gap is successfully saved. A detailed error message will display if the planned gap cannot be saved.
2. A link to the planned gap will be available to update or view the planned gap details. (Image 3.6d)

Image 3.6e



Gaps
Enrollments
9/1/2012 11/1/2012 1/1/2013 3/1/2013 5/1/2013 7/1/201 7/1/2013 /2013 11/1/2013 1/1/2014
2
3

PY	Beginning EFL		Ending EFL		Attended Hours	
2013	ABE	High Intermediate Basic Ed.	ABE	None	ABE	42
	ESL	None	ESL	None	ESL	0

Class Program Year: 2013	Enrolled Class # 1 - **Class Provider:** AURA LEARNING (Code: T0002)							
Class Name	Class No (Instr. Area)	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
HSE	301 (HSE)	JOHNS, JOHN	Semester - Fall	AURA COMMUNITY CENTER 1 Room No: 21	90	42	07/01/2013	06/30/2014
Enroll: 08/13/2013		Exit: 02/01/2014			Class Schedule:	Mon: 06:00pm - 08:00pm Tue: 06:00pm - 08:00pm		Delete?

1 Planned Gap #1

Begin Date:	07/01/2013	End Date:	08/12/2013	Notes:	Summer Break

PY	Beginning EFL		Ending EFL		Attended Hours	
2012	ABE	Beginning ABE Literacy	ABE	None	ABE	0
	ESL	Advanced ESL	ESL	Advanced ESL	ESL	41

Class Program Year: 2012	Enrolled Class # 2 - **Class Provider:** AURA LEARNING (Code: T0002)							
Class Name	Class No (Instr. Area)	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
ESL TUTORING	201 (ESL)	JOHNS, JOHN	Semester - Fall	AURA LEARNING CENTER 1 Room No: 101	100	41	07/01/2012	06/30/2013
Enroll: 07/01/2012		Exit: 06/30/2013			Class Schedule:	Flex Schedule		Delete?

Once a planned gap record is saved, the planned gap can also be viewed on the **Class Enrollment By Participant** screen. (Image 3.6e) This screen provides a full picture of the participant's activity from their registration date up to the end of the current program year.

1. A planned gap record displays in a different color from class enrollments. A link to the planned gap record is available to update, view or delete the planned gap.
2. A timeline is viewable as a quick reference tool to view enrollments, gaps, and unplanned gaps in service
3. By doing a mouse over the bullet points, a date will display. These dates are one of following:
    - Begin date for a class
    - Exit date for a class
    - Begin date for a planned gap
    - End date for a planned gap
    - Today's date

Tips:

- *Refer to the table on the next page for helpful tips regarding planned gaps*
- *View the Online Planned Gap Report located the Reports tab to see which participants are currently in a planned gap.*

Planned Gap Reference

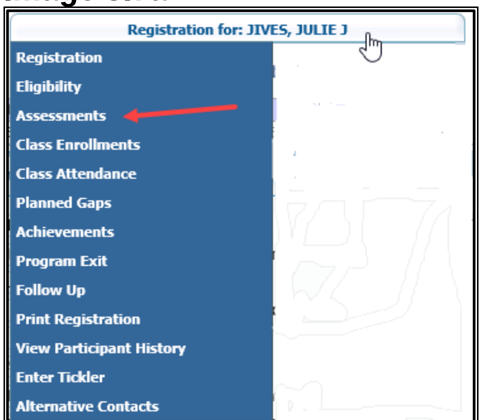
This table provides recommendations on when to use a Planned Gap versus a Program Exit based on the Participant status at program year end.

Participant Status	Program Exit	Planned Gap	Benefits/Notes
➢ **Participant completed the program** ➢ **Participant is confident they are not returning the next Program Year** ➢ **Participant is unsure if they are returning the next Program Year**	Program Exit the Participant in the current program year	N/A	***NOTE:*** *If the Participant does return the next Program Year, you can simply reverse the Program Exit Status and enter a Planned Gap to keep the Registration active.* ***This must be done on or before September 17th to continue the Registration into the new Program Year.***
➢ **Participant is returning the next Program Year**	N/A	Place the Participant into a Planned Gap: • Enter in this year's Class Exit dates then begin the Planned Gap the day after the last Class Exit date. • The Planned Gap End date can be 91 to 180 days from the Planned Gap Begin date but must be the day before the next Class Begin date. However, when using a Planned Gap to carry a participant across program years, the Planned Gap End Date cannot bypass September 10th. This is to allow time before the September 17th cutoff date to determine if the participant did return for the new year or not. ***IMPORTANT REMINDERS:*** • *Remember that a Participant will be System Exited the day after a Planned Gap End date unless the Participant is enrolled into a class the day after the Planned Gap End date.* • *If the Planned Gap continues across program years, the Participant will be System Exited the day after a Planned Gap End date unless the Participant is enrolled into a class the day after the Planned Gap End date AND there is at least 1 hour of attendance recorded in the new program year.*	***NOTE:*** *If a Participant does not return in the fall, you can simply delete the Planned Gap and program exit the participant. The Exit date will be the previous year's last class exit date.* ***This must be done on or before September 17th to Program Exit the Participant with a previous Program Year date.*** The Planned Gap feature keeps the Registration active and avoids additional data entry that a Program Exit would require, such as: • Premature Follow Up: Follow Up is now required for any Participant who is Program Exited with 12 or more attendance hours across program years • Re-Registering: A new Registration would need to be completed versus simply updating the current active Registration

Section 3.7 – Post – Test Assessments

Click on the Assessment link on the participant's **Registration Bar** or on the Assessment footer button. (Images 3.7a)

Image 3.7a



Registration	Eligibility	Assessments	Class Enrollments	Class Attendance	Planned Gaps
Achievements	Program Exit	Follow Up	Print Registration	View Participant History	Enter Tickler

The **Assessment History** screen will display. (Image 3.7b)

Image 3.7b

Test PY	Test Date	Test Name	Test Instr. Area	Test Type	EFL Anchor Module Level	Anchor Module	EFL Gain/Loss	EFL Gain/Loss Module	POST Test	Copy to next PY
2018	07/02/2018	TABE	ABE/ASE	PRE	5	MATHEMATICS	N/A	N/A	Enter	N/A
2018	07/15/2018	CASAS (ESL)	ESL	PRE	4	ESL READING	N/A	N/A	N/A	N/A
2018	08/09/2018	CASAS (ESL)	ESL	POST	-	ESL READING	2	ESL READING	N/A	Copy

Click on ***Enter*** within the Post Test column of the corresponding pre-test.

Entering a post-test is the same process as entering a pre-test. See Section 3.2; Pre-Test Assessments. (Image 3.7c)

Image 3.7c

PRE TEST INFORMATION

Module	Test Date	Score	Form	Form No.	EFL Level	Last Updated	By User	Data Match
LANGUAGE	07/02/2018	600	11	E	5	01/04/2019 @ 01:13:00 PM	Sue Johnson	-
MATHEMATICS	07/02/2018	600	11	L	5	07/03/2019 @ 01:31:22 PM	Sue Johnson	-
READING	07/02/2018	600	12	M	5	07/03/2019 @ 01:25:48 PM	Sue Johnson	-

Test PY	Test Date	Test Type	Test Name
2018		Post Test	TABE

Module	Test Date	Score	Form	Form No.	EFL Level	Last Updated	By User	Data Match
LANGUAGE					-	-		No
MATHEMATICS					-	-		No
READING					-	-		No

Notes:

- *A reference table of the saved pre-test data will display*
- *Post-test modules can be tested on different dates*

A participant can have up to two assessments per program year, one for services in the ABE/ASE instructional areas and a second for the ESL instructional area. All participants who meet the testing guidelines attendance hours must have a post-test every program year unless they pre-test at an ASE high EFL level 6 or unless they are solely in a High School Completion program.

Each test type has a required number of attendance hours a participant must reach in the program year before they are eligible to be post-tested. Refer to the Assessment Policy in the Adult Education website for additional details on required post-test hours.

Some programs operate year-round and allow new participant registrations late in the program year (April, May, or June). Many times, these participants are not in class long enough to get the required attendance hours to post-test on or before June 30th. To accommodate these participants, MAERS will count attendance hours across program years when the participant meets ***ALL*** of the following conditions:

1. In the program year ending –
    a. A pre-test must have an April, May or June test date
    b. A participant must be enrolled into a class in April, May, or June
    c. A participant must have attendance hours for each month they are enrolled in the class (the attendance hours must be greater than zero)
2. In the new program year –
    a. The pre-test from the program year ending must be used as the pre-test in the new program year
    b. The participant must be enrolled into a class in July
    c. The participant must have attendance hours for the July class (the attendance hours must be greater than zero)

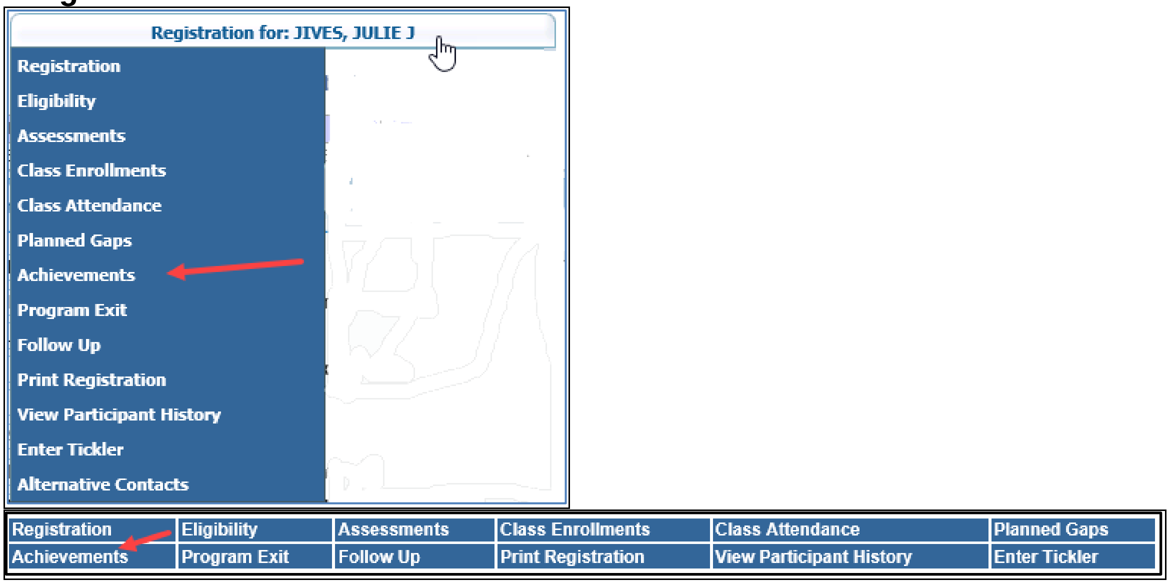
If the above criteria are met, then attendance hours will be counted across program years to determine if a post-test can be administered in the new program year. In addition, the post-test must meet all other Adult Education Assessment Policy requirements. Participant registrations that do not meet the above criteria will not have the attendance hours counted across program years.

Section 3.8 – Achievements

The Achievement module collects and displays WIOA Measurable Skill Gains (MSGs) and Section 107 performance achievements for the participant within each program year.

Click on the Achievements link on the participant's **Registration Bar** or on the Eligibility footer button. (Images 3.8a)

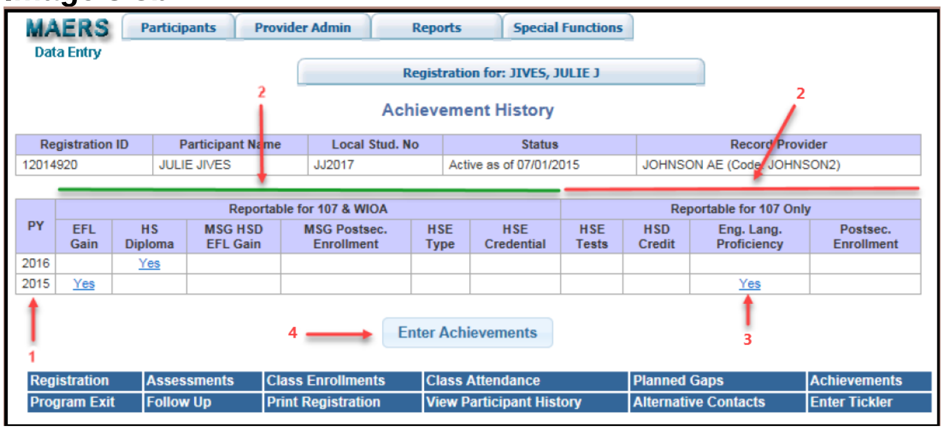
Image 3.8a



The **Achievement History** screen will display. (Image 3.8b)

1. Each program year will be reported separately
2. Reportable achievements for both Federal and State
    a. Federal reports up to 5 MSGs which must be achieved by June 30th of the program year being reported
        i. Attainment of a high school diploma
        ii. Attainment of a high school equivalency
        iii. Enrollment into postsecondary after exiting the program but by June 30th
        iv. Post-test gain
        v. Exceed over 50% completion of high school credits
            - Must pre-test at ASE level 5
            - Must be enrolled into one or more HSD classes
    b. State Section 107 performance includes the above MSGs and 4 additional measures which must be achieved by June 30th of the program year being reported
        i. Achieve English language proficiency
        ii. Passing one or more HSE official tests
        iii. Earning HSD credits
        iv. Postsecondary co-enrollment
3. Once achieved, a 'YES' will display and will link to the appropriate screen to view/update achievements
4. Data entry and data match viewing for HSD and HSE reportable measures by clicking the ***Enter Achievements*** button

Image 3.8b



Notes:

- *'Yes' will display if a measure is achieved, otherwise the field will be blank*
- *More than one MSG and Section 107 performance measure can be achieved during a program year but only one MSG will be reported in the Federal year-end performance reports and only one Section 107 performance measure will be reported in the State year-end performance reports. The reported measure will be the last achieved.*

EFL Gain

Educational Functioning Level (EFL) Gain is determined by the post-test score. Pre and post-tests are entered on the assessment module. Refer to Sections 3.2 and 3.7 on how to enter assessments. If a gain is made, a 'Yes' will automatically display under the EFL Gain column on the **Achievement History** screen. (Image 3.8b)

HS Diploma

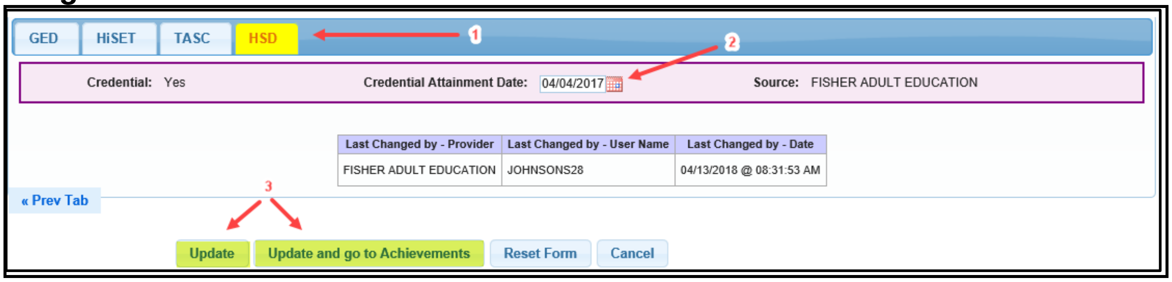
HSD achievements are manually entered by clicking the ***Enter Achievements*** button. (Image 3.8b)

1. Click on the **HSD** tab
2. Enter the HSD **Credential Attainment Date**
3. Click ***Update*** or ***Update and go to Achievements History***. (Image 3.8c) A 'Yes' will automatically display under the HS diploma column on the **Achievement History** screen.

Notes:

- *HSD and HSE achievements are viewable and shared among all providers where the participant is registered*
- *The Highest Level of Education at Entry must be less than an HSD*

Image 3.8c



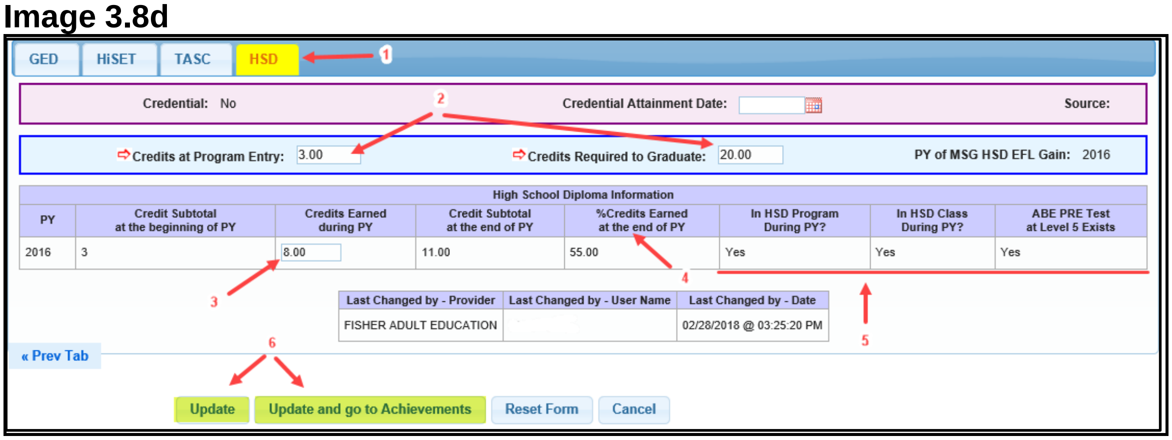
MSG HSD EFL Gain

HSD achievements are manually entered by clicking the ***Enter Achievements*** button. (Image 3.8b)

1. Click on the **HSD** tab
2. Enter the total credits earned at entry that your program accepts, and the total credits needed to graduate from the program. This can be done after enrolling the participant into an HSD class.
3. At the end of the program year, enter in the total credits earned for the program year
4. Display of the percentage of credits earned
5. The three requirements must display a 'Yes' to receive credit for the MSG HSD EFL Gain measure
6. Click ***Update*** or ***Update and go to Achievements History***. (Image 3.8d) A 'Yes' will automatically display under the MSG HSD EFL Gain column on the **Achievement History** screen once the participant has reached 50% or higher of the earned credits.

Note: If the participant did not meet the requirement of a ABE Pre-Test of a level 5 but did earn any HSD credits by June 30th of the program year being reported, a 'Yes' will automatically display under the HSD Credit column reportable for Section 107 only.

Image 3.8d

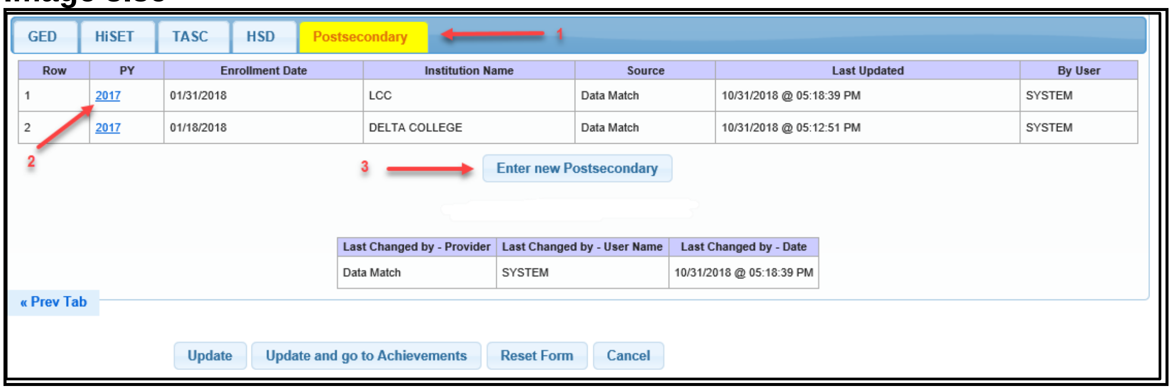


MSG Postsec Enrollment

Qualifying participants are those who enroll into postsecondary after exiting the program but by June 30th of the exiting year. Postsecondary enrollments are manually entered by clicking the ***Enter Achievements*** button (Image 3.8b)

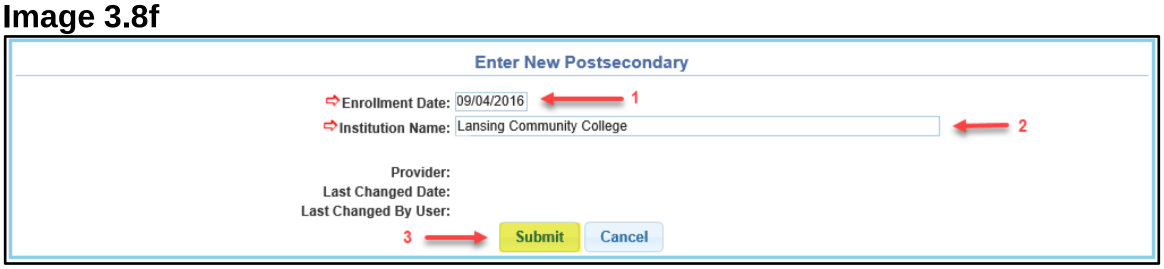
1. Click on the **Postsecondary** tab
2. Click on the PY link to update the current program year entry
3. Click on ***Enter New Postsecondary*** to enter a postsecondary enrollment. (Image 3.8e)

Image 3.8e



1. Enter the **Enrollment Date** and the **Institution Name** (Image 3.8f)
2. Click ***Submit***. Qualifying postsecondary enrollments will automatically display a 'Yes' under MSG Postsec. Enrollment and Postsec. Enrollment on the **Achievement History** screen. Postsecondary enrollments may be data matched on a yearly basis using the participant Unique Identification Code (UIC). Due to only receiving a yearly file, manual surveys will still be required in many cases for reporting postsecondary measures.

Image 3.8f



Note: Postsecondary achievements are viewable and shared among all providers where the participant is registered

HSE Type|HSE Credential

Earning a High School Equivalency (HSE) Credential is determined once all official HSE tests are passed. Michigan recognizes three types of HSE testing services: GED, HiSET, and TASC.

HSE Credential achievements are manually entered or viewable by clicking the ***Enter Achievements*** button. There is a daily data match for all test types if the participant's name and date of birth are an exact match. (Image 3.8b)

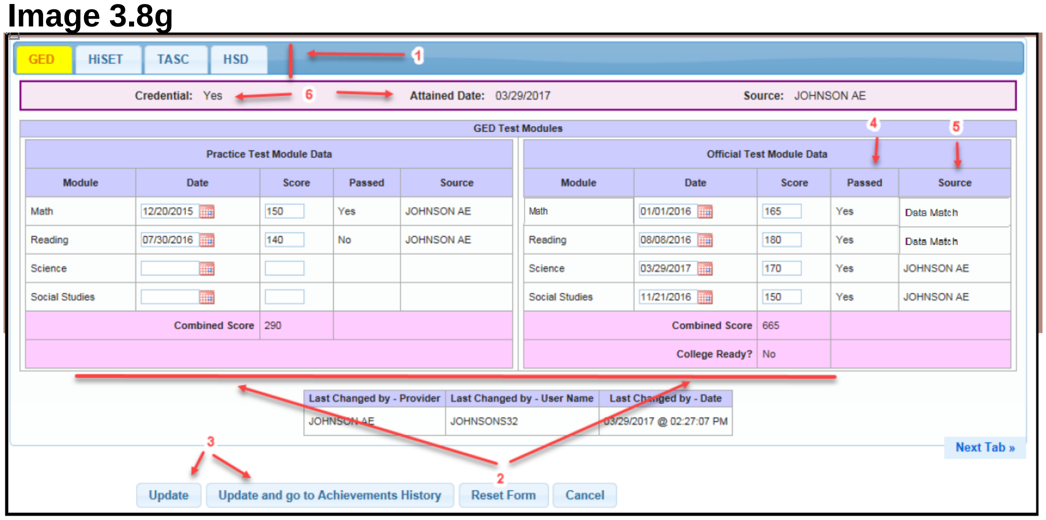
1. Click on the applicable **HSE Test Type** tab
2. Enter practice test dates/scores and Official test dates/scores as received. Or view scores that are data matched daily.
3. Click ***Update*** or ***Update and go to Achievements History***. (Image 3.8g) A 'Yes' will automatically display under the HSE Type|HSE Credential column on the **Achievement History** screen when all official tests are passed by June 30th of the program year being reported.

Notes:

- *Once an official test is passed by June 30th of the program year being reported, a 'Yes' will automatically display under the HSE Test column reportable for Section 107 only*
- *HSD and HSE achievements are viewable and shared among all providers where the participant is registered*
- *The Highest Level of Education at Entry must be less than an HSE*

4. Display of 'Yes' or 'No' for passed test
5. Displays the provider name or Data Match
6. When the last official test is passed, a 'Yes' and attained date will display

Image 3.8g



Eng. Lang. Proficiency

English Language Proficiency is determined when all modules are proficient between the pre and post-test in a program year. Pre and post-tests are entered on the assessment module. Refer to Sections 3.2 and 3.7 on how to enter assessments. If proficiency is achieved, a 'Yes' will automatically display under both the Eng. Lang. Proficiency column and the EFL Gain column on the **Achievement History** screen. (Image 3.8b)

Postsec. Enrollment

Postsecondary enrollment is for those participants who are co-enrolled in both an Adult Education program and postsecondary education. Refer to MSG Postsec Enrollment on how to enter postsecondary enrollments. (Image 3.8e and 3.8f)

Tip:

- *Refer to the table on page 76 for a reference regarding Measurable Skill Gains, 107 State Performance Measures, and Outcome Measures. This guide can also be found on the MAERS page of the Adult Education website.*

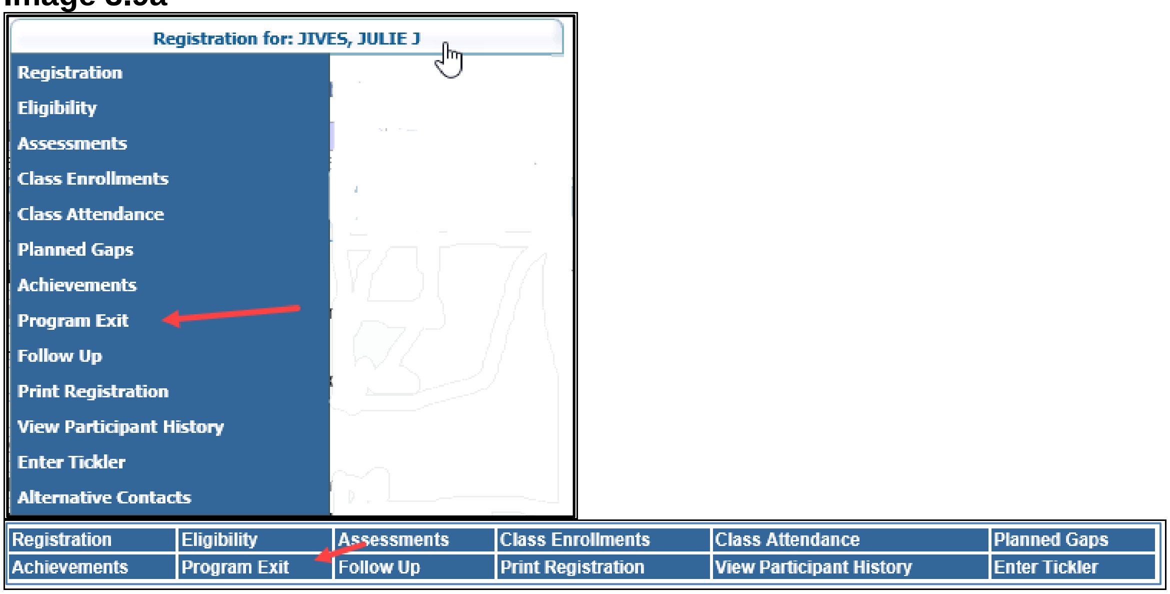
Section 3.9 – Program Exits and Follow Up

Program Exits

Program exits are done once a participant has completed the program or they are not returning to the program.

Click on the Program Exit link on the participant's **Registration Bar** or on the Program Exit footer button. (Image 3.9a)

Image 3.9a



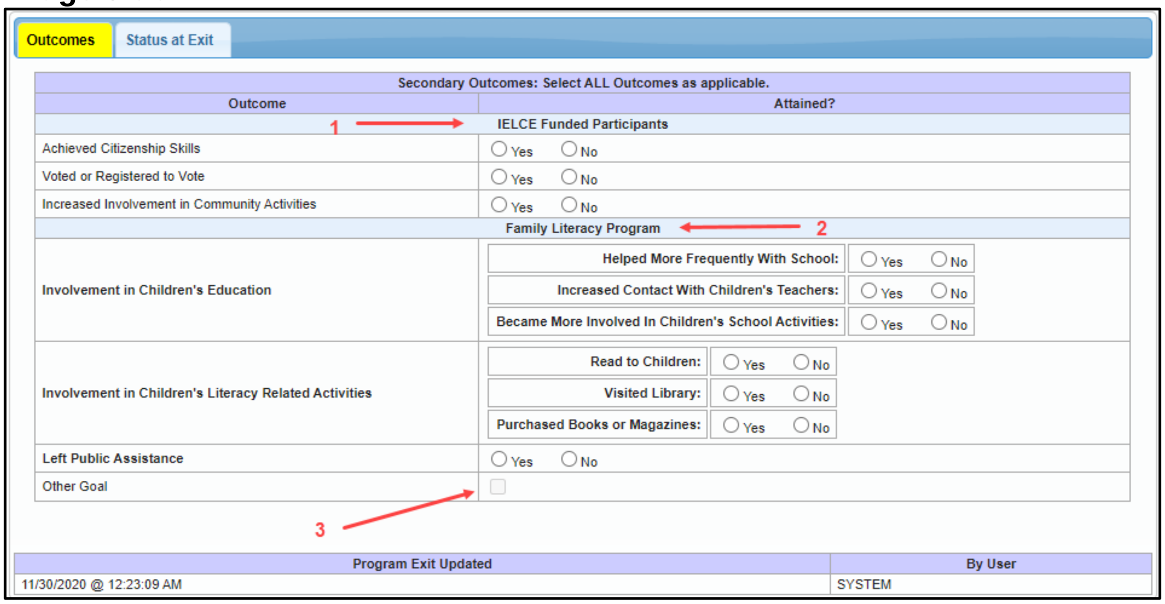
The **Update Program Exit** screen will display.

The **Program Exit** screen is divided into two tabs. Both tabs are a part of one record. Data entered will remain on all tabs until ***Update*** is clicked. Clicking on ***Cancel*** or the back button will not save the entered data.

Outcomes Tab

The outcomes tab collects additional achievements attained during the registration. These questions may be required based on if the participant received IELCE funding and/or was in a Family Literacy Program in the exiting year. This data is reported on the NRS tables.
(Image 3.9b)

Image 3.9b



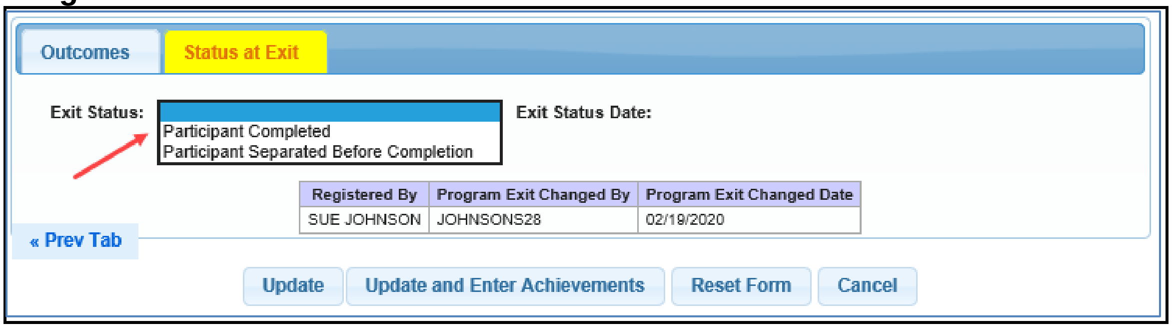
1. Select Yes or No for each IELCE goal attained if the fields are required as indicated by a red arrow ➪
2. Select Yes or No for each Family Literacy goal attained if the fields are required if the fields are required as indicated by a red arrow ➪
3. Only check Other Goal if:
    - The Other Goal was selected and described on the participant's registration AND
    - The Other Goal was attained

Note:

- *Red arrows will appear next to questions that are required based on the participant's funding and/or program types selected in the exiting year.*

Select the **Status at Exit** tab to move to that tab

Image 3.9c



Status at Exit Tab

The Status at Exit collects data on exit reasons: (Image 3.9c)

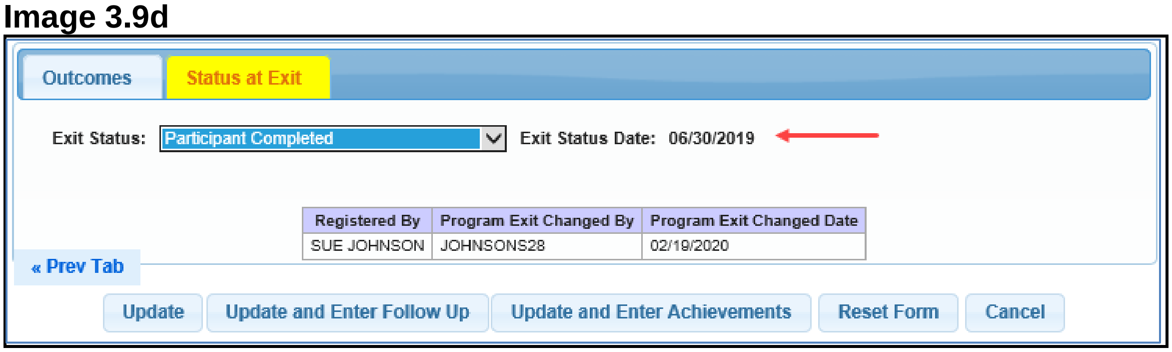
- **Exit Status** – Reason for leaving the program. Dropdown selections include **Participant Completed** and **Participant Separated Before Completion**.

Notes:

- *If a participant is without services for 90 days, they will be system exited. Refer to Chapter 5; 90 Day System Exits.*
- *The term Completed/ Completion refers to a participant who completed the instructional period and/or made an educational gain or attained a goal.*

Once the exit status is selected, the **Exit Status Date** will autofill with the last date of service (Image 3.9d)

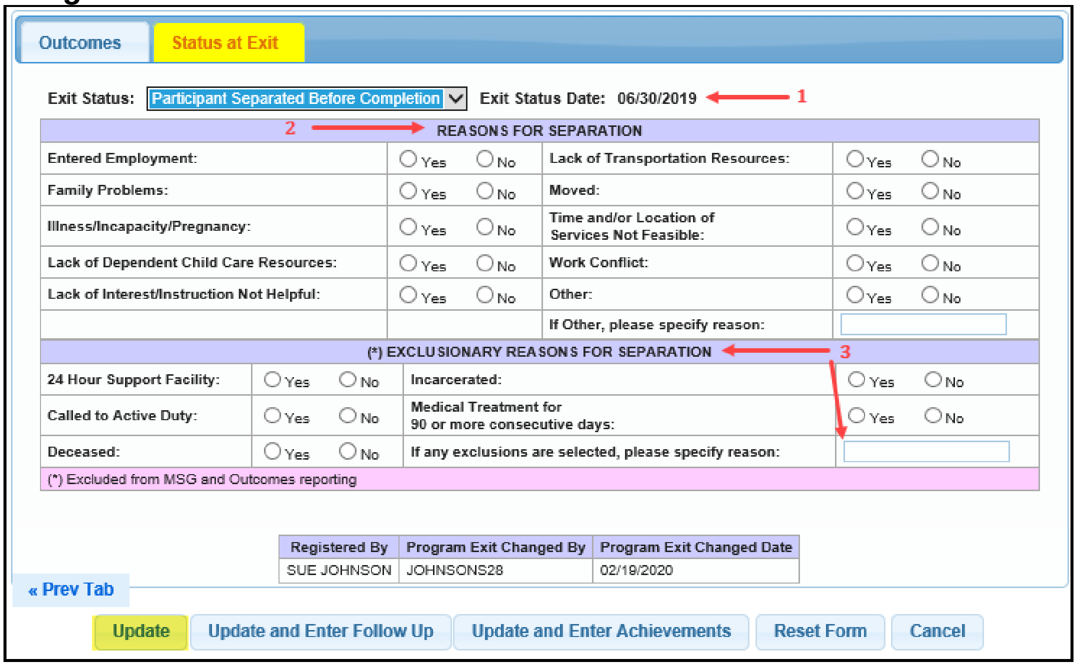
Image 3.9d



Click one of the ***Update*** buttons to save updated data.

Other data fields will appear if Separated before Completion is the Exit Status. (Image 3.9e)

Image 3.9e



1. The exit status date will auto fill with the last date of service
2. Select one or more Reasons for Separation
3. When selecting Exclusionary Reasons for Separation, provide a reason. Selecting an Exclusionary Reason will exclude the participant from both Measurable Skill Gains and Outcome reporting.

Note: A participant who is in a Correctional Facility program type cannot have 24 Hour Support Facility or Incarcerated selected as a reason for separation

Click one of the ***Update*** buttons to save updated data.

If a participant is in one of the three correction programs selected on the Program Types tab of the Eligibility screen in the program year they are exited (Image 3.9f), an additional data field will display to complete when either exit status selection is chosen. This data field is regarding if the participant is still incarcerated at exit. (Image 3.9g) Refer to Section 3.1 to learn about the Eligibility module and Program Types.

Image 3.9f

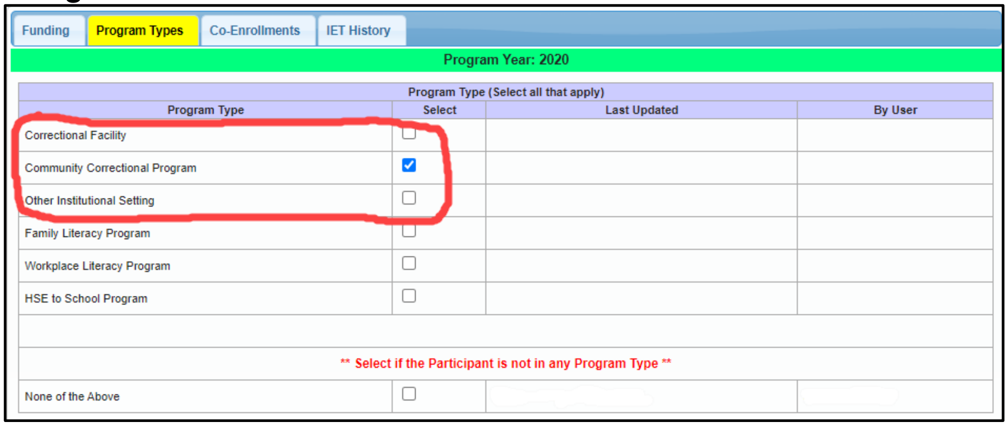
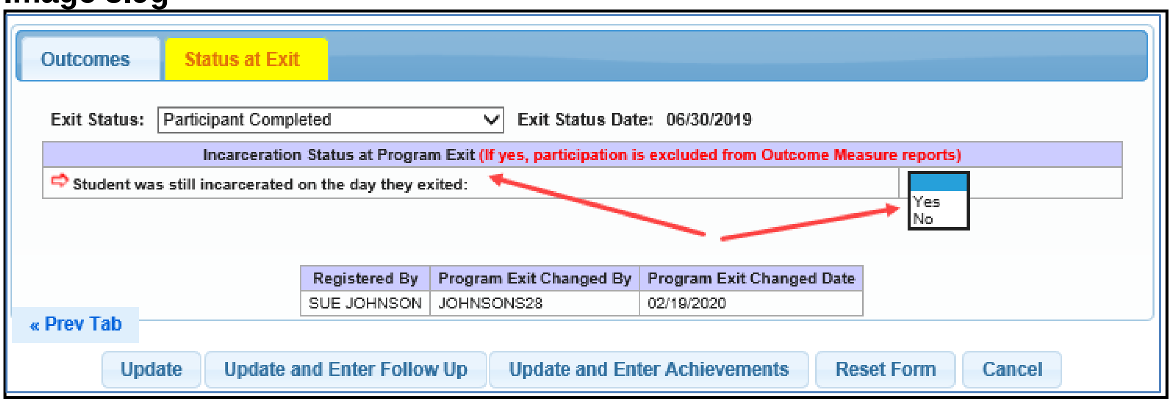


Image 3.9g



If 'Yes' is selected indicating the participant was still incarcerated on the day of exiting the program, the participant is excluded from follow up on all outcome measures but will be accountable for Measurable Skill Gain reporting.
Click ***Update*** to save updated data

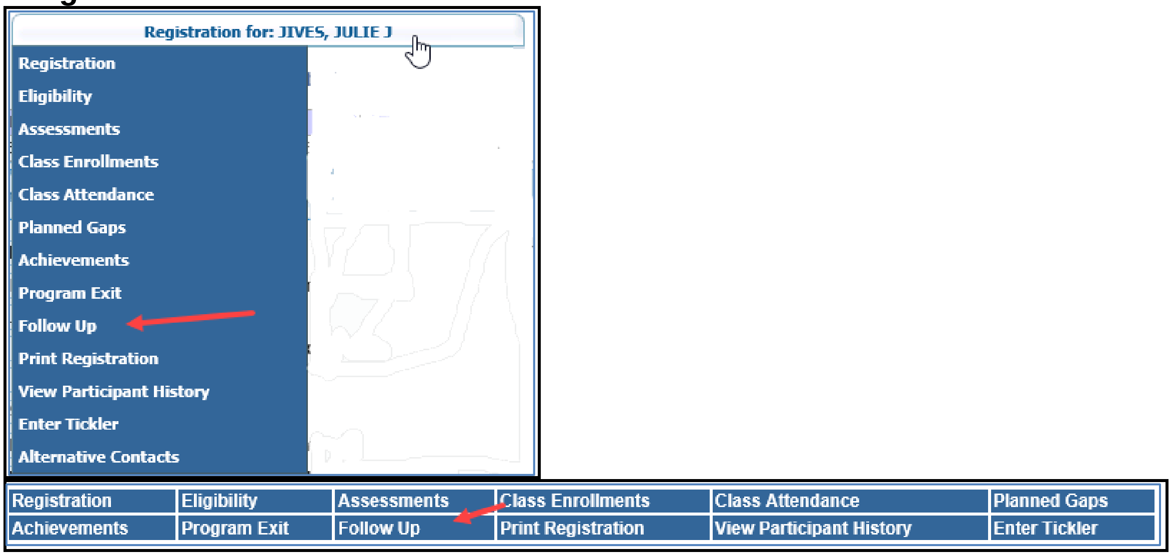
Tip: Once participants have been program exited; it is very important to run the Follow Up Selection report (AEFOLSEL). This report will list participants who require follow up. Refer to Chapter 6 – Reports.

Follow Up

Follow up is required on all participants who exited with 12 or more attendance hours.

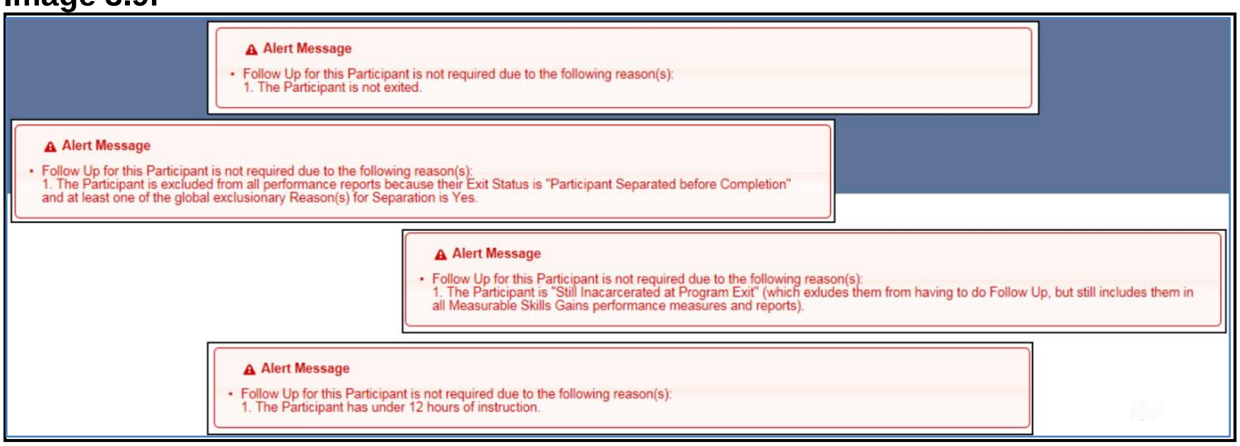
Click on the Follow Up link on the participant's **Registration Bar** or on the Follow Up footer button. (Image 3.9h)

Image 3.9h



The **Enter/Update Follow Up** screen will display.
An error messages will display if the participant does not meet the criteria for follow-up (Images 3.9i)

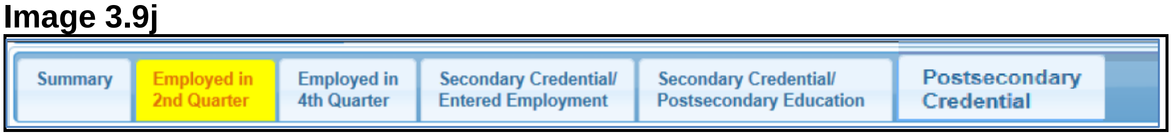
Image 3.9i



The follow up screen will display a Summary tab and up to five Outcome Measure tabs. (Image 3.9j) Only the applicable Outcome Measure tabs will appear based on the participant meeting certain criteria.

Note: Unlike the other tabbed modules, follow up for each tab may be required to be completed at different times once a participant exits the program

Image 3.9j

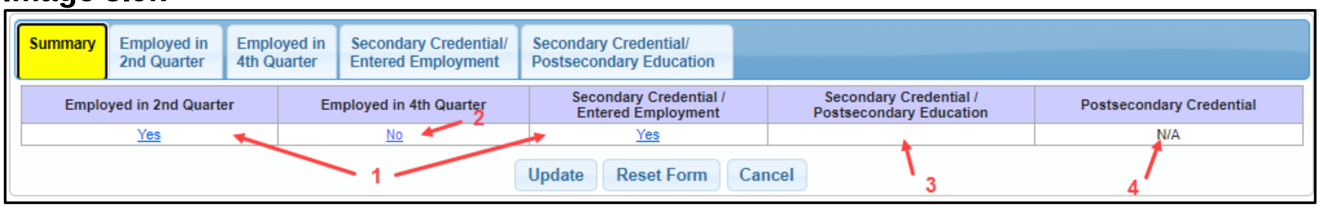


Summary Tab (Image 3.9k):
The Summary tab will provide a recap for each outcome measure. The fields beneath each measure will display one of the following:

1. Yes – The follow up has been completed with a positive attainment
2. No – The follow up has been completed with a negative outcome
3. Blank – The follow up has not yet been completed
4. N/A – The participant does not meet the criteria for this measure and the tab does not display

Note: The links will navigate to the appropriate Outcome Measure tab

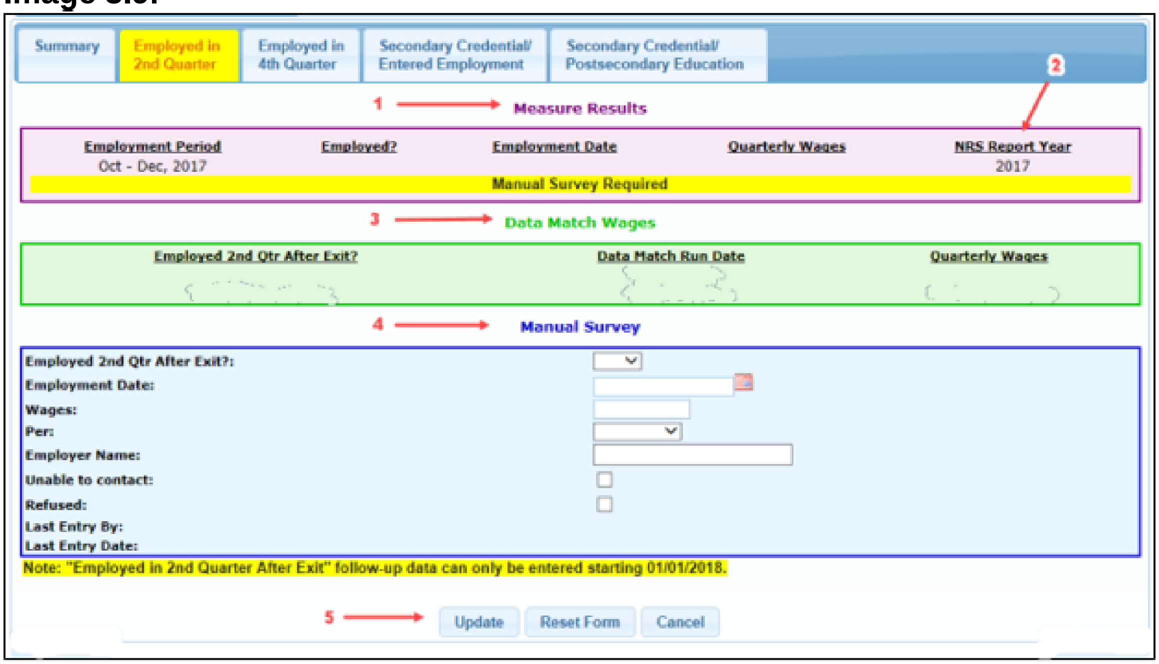
Image 3.9k



If another tab is displayed, select that tab to display the next tab

Employed in 2nd Quarter Tab (Image 3.9l)
Employed in 2nd Quarter is required follow up for every participant

Image 3.9l



1. **Measure Results** – This table is display only. The most recent or final results from either the manual survey or the data match wages will display.

Note: A positive data match will over-ride a positive or negative manual survey

2. **NRS Report Year** – This is the year the outcome measure will be reported on NRS Table 5
3. **Data Match Wages** – This table is display only. Results from the quarterly data match process will display

Note: If a SSN is not on file in MAERS, the Data Match Wages table will not display

4. **Manual Survey** – To be completed by the program staff when a SSN is not on file or when data match wage results are not being found
    - **Employed 2nd Qtr After Exit** – Select 'Yes' or 'No' from the dropdown selection
    - **Employment Date** – Enter the date employment began. The date must be between the employment period displayed in the Measure Results table.

Note: If employment began before the quarter being collected, the Employment Date must be the 1st day of the 2nd quarter, i.e. Employment Period being collected is Oct – Dec. Participant began job in September and is still employed. Enter October 1st as the Employment Date.

- **Wages** – Enter the dollar amount being earned based on the Per selection below. If employed, wages need to be $1 or more.
- **Per** – Select the pay period from the dropdown of weekly, monthly, quarterly or yearly

Note: If only hourly wages are known, a manual calculation will need to be done

- **Unable to contact** – Check box if ample attempts at contact have failed
- **Refused** – Check box if the participant refuses to answer manual survey

5. Click ***Update*** to save the manual survey

Note: Manual survey data entry boxes for all employment tabs will not open until the quarter following the employment collection quarter. A highlighted yellow message will display with the date when data entry can begin.

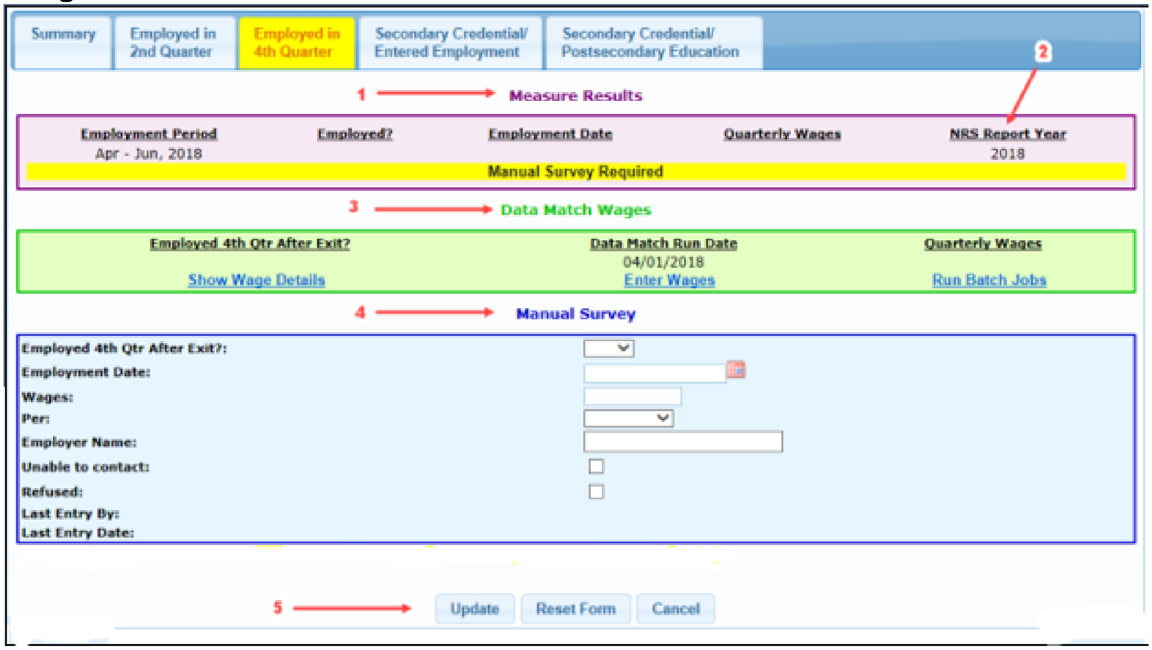
If another tab is displayed, select that tab to display the next tab

Employed in 4th Quarter Tab (Image 3.9m)

Employed in 4th Quarter is required follow up for every participant. The fields are the same as found in Employed in 2nd Quarter after exit. Follow the 5 steps above.

Note: Median earnings are only reported on Table 5 for Employed in 2nd Quarter, but it will be captured for all employment measures

Image 3.9m

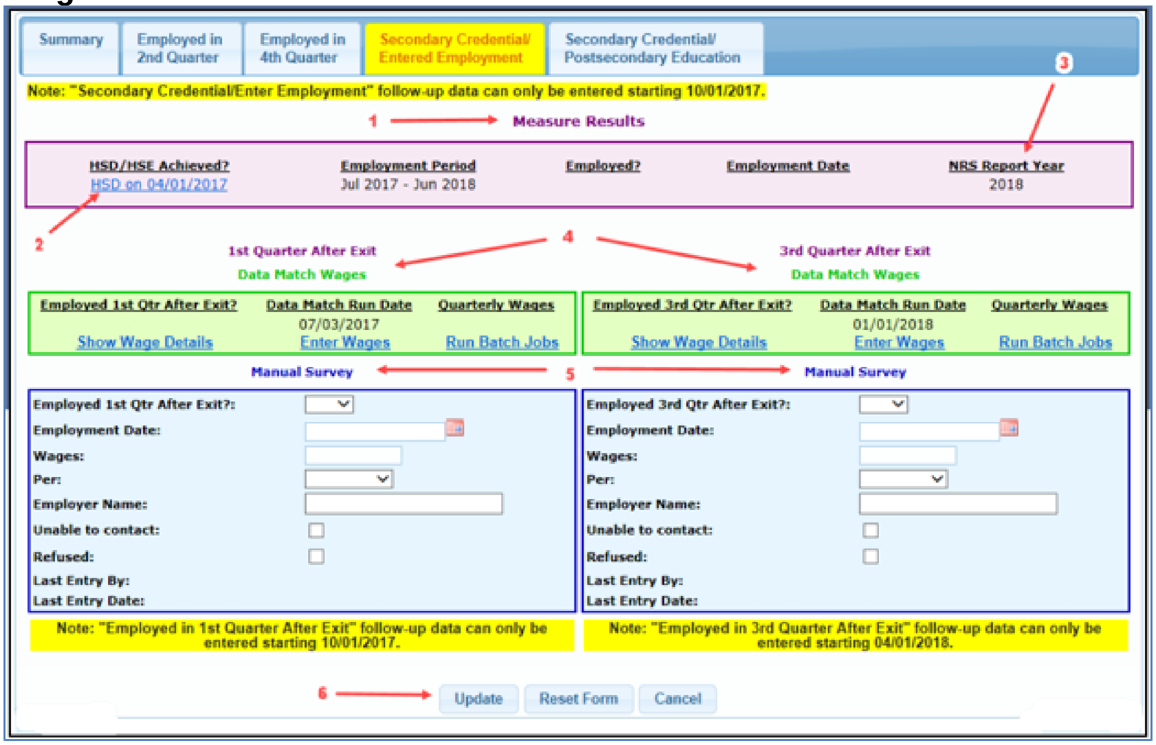


If another tab is displayed, select that tab to display the next tab

Secondary Credential/Entered Employment Tab (Image 3.9n)
This follow up is required if the following criteria is met by the participant in the exit year:

- Enrolled into and has attendance in an ASE, HSD, and/or HSE class(es)
- Pre and/or post-Tests at an EFL 5 or 6

Image 3.9n



1. **Measure Results** – This table is display only. The most recent or final results from either the manual survey or the data match wages will display.

Note: A positive data match will over-ride a positive or negative manual survey

2. **HSD/HSE Achieved** – Secondary credential achievements information is pulled from the Achievements screens. Refer to Section 3.8. If the credential has not yet been earned or entered into MAERS, an Enter Credential link will display and will navigate to the Achievement screen for data entry. Employment data cannot be entered until the credential attainment is entered into MAERS.
3. **NRS** Report Year – This is the year the outcome measure will be reported on NRS Table 5
4. **Data Match Wages** – This table is display only. Results from the quarterly data match process will display

Note: If a SSN is not on file in MAERS, the Data Match Wages table will not display

5. **Manual Survey** – To be completed by the program staff when a SSN is not on file, data match results are not being found, or Employed in 2nd or 4th Quarter follow up tabs do not have wage attainments
   - **Employed 1st/3rd Qtr After Exit** – Select 'Yes' or 'No' from the dropdown selection

Note: Only one of the quarters need to be completed for this tab if the Employed in 2nd or 4th Quarter tabs do not show any wage attainments

➢ **Employment Date** – Enter the date employment began. The date must be between the employment period displayed in the Measure Results table.
➢ **Wages** – Enter the dollar amount being earned based on the Per selection below. If employed, wages need to be $1 or more.
➢ **Per** – Select the pay period from the dropdown of weekly, monthly, quarterly or yearly

Note: If only hourly wages are known, a manual calculation will need to be done

➢ **Unable to contact** – Check box if ample attempts at contact have failed
➢ **Refused** – Check box if the participant refuses to answer manual survey

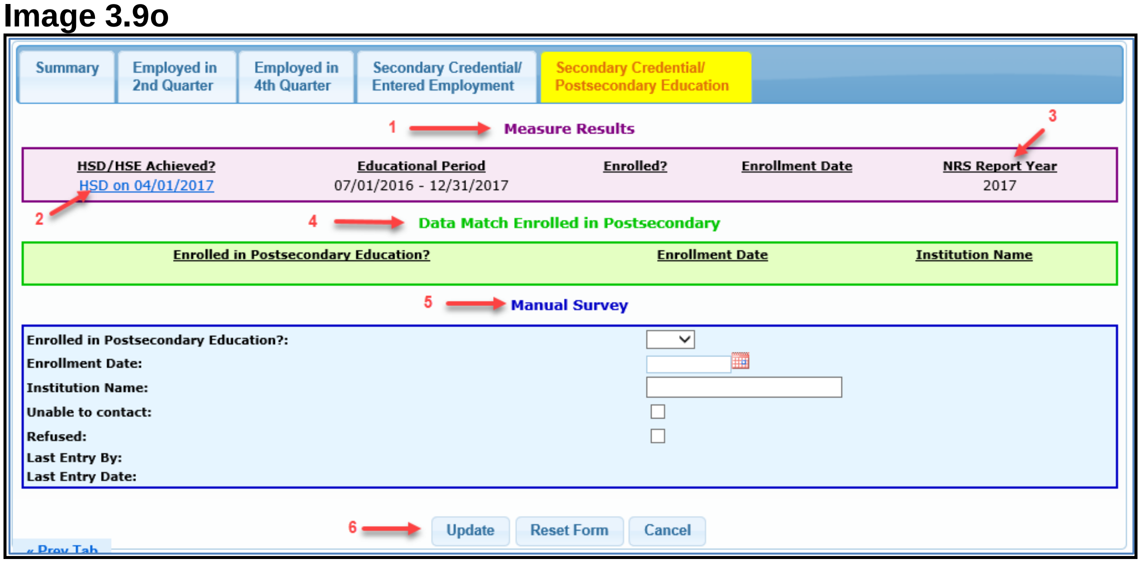
6. Click ***Update*** to save the manual survey

If another tab is displayed, select that tab to display the next tab

Secondary Credential/Postsecondary Education Tab (Image 3.9o)
This follow up is required if the following criteria is met by the participant in the exit year:

- Enrolled into and has attendance in an ASE, HSD, and/or HSE class
- Pre and/or post-tests at an EFL 5 or 6

Image 3.9o



1. **Measure Results** – This table is display only. The most recent or final results from the manual survey will display.
2. **HSD/HSE Achieved** – Secondary credential achievements information is pulled from the Achievements screens. Refer to Section 3.8. If the credential has not yet been earned or entered into MAERS, an Enter Credential link will display and will navigate to the Achievement screen for data entry. Postsecondary data cannot be entered until the credential attainment is entered into MAERS.

3. **NRS Report Year** – This is the year the outcome measure will be reported on NRS Table 5
4. **Data Match Wages** – This table is display only. Results from a yearly data match process will display

Note: If a UIC is not on file in MAERS, the Data Match Wages table will not display

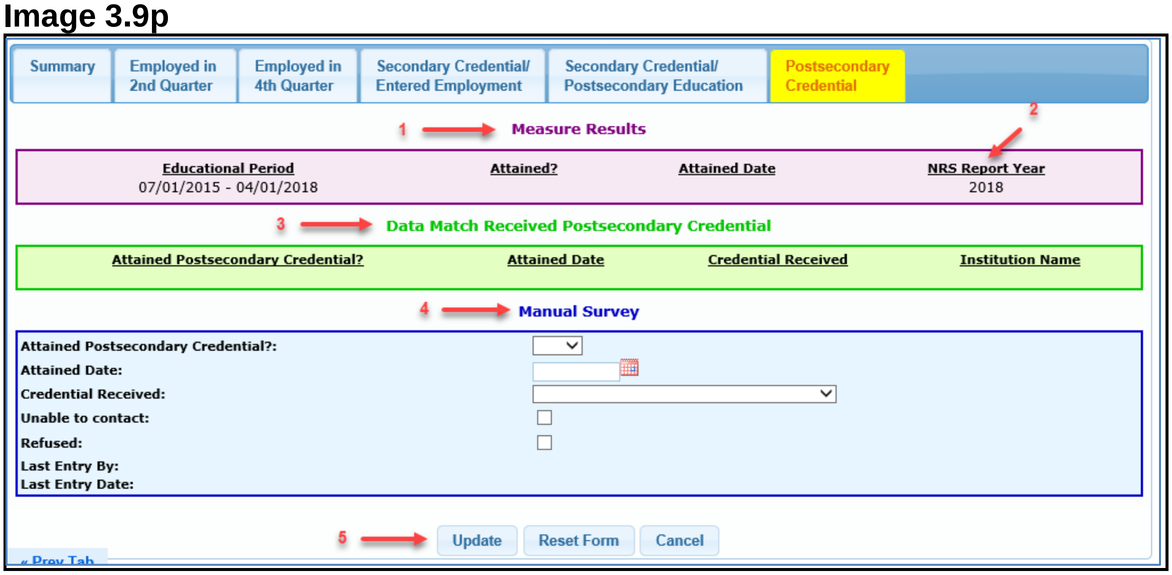
5. **Manual Survey** – To be completed by program staff
   - **Enrolled in Postsecondary Education** – Select 'Yes' or 'No' from the dropdown selection
   - **Enrollment Date** – Enter the date of enrollment. The date must be between the educational period displayed in the Measure Results table.
   - **School Name** – Enter the name of the postsecondary establishment
   - **Unable to contact** – Check box if ample attempts at contact have failed
   - **Refused** – Check box if the particpant refuses to answer manual survey
6. Click ***Update*** to save the manual survey

If another tab is displayed, select that tab to display the next tab

Postsecondary Credential Tab (Image 3.9p)

This follow up is required if the participant is in a postsecondary IET progam in the exit year. Refer to Section 3.1 to learn more on IET eligibility.

Image 3.9p



1. **Measure Results** – The table is display only. The most recent or final results from the manual survey will display.
2. **NRS Report Year** – This is the year the outcome measure will be reported on NRS Table 5

3. **Data Match Wages** – This table is display only. Results from a yearly data match process will display

Note: If a UIC is not on file in MAERS, the Data Match Wages table will not display

4. **Manual Survey** – To be completed by program staff
   - **Attained Postsecondary Credential** – Select ‘Yes’ or ‘No’ from the dropdown selection
   - **Attained Date** – Enter the date the credential was attained. The date must be between the educational period displayed in the Measure Results table.
   - **Credential Received** – Select from the list of allowable credentials
   - **Unable to contact** – Check box if ample attempts at contact have failed
   - **Refused** – Check box if the participant refuses to answer the survey
5. Click ***Update*** to save the manual survey

Tip: Refer to the table on the next page for a reference regarding Measurable Skill Gains, 107 State Performance Measures, and Outcome Measures. This guide can also be found on the MAERS page of the Adult Education website.

MAERS Performance Measures Tool

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY | WORKFORCE DEVELOPMENT

Criteria for all Measures
- Pre-Test; or HSD credits if HSD only
- 12 or more attendance hours during registration

Measurable Skill Gains-MSG (Federal & State)

(More than one MSG can be achieved each year but only one MSG will be reported per participant per year)
**Pre-Test or HSD Credits must be in Program Year being reported*
***Achievements must take place in Program Year being reported*

Pre- to Post-Test Assessment:
- Must Pre and Post-Test
- ✓ Will result in an MSG gain when any post-test subject shows an EFL gain

High School Equivalency:
- Educational Level at Entry must be below a U.S. based HSE or can be any non-U.S. based education
- ✓ Will result in an MSG gain when HSE is earned

HSD EFL Gain: *(Achieved once per Provider)*
- Educational Level at Entry is below a U.S. based HSD or can be any non-U.S. based education
- Pre-Test with anchor subject in EFL 5 (9th/10th grade) or has no pre-test but has credits below 50% toward HSD completion
- In the HSD Instructional Area
- Enroll in one or more HSD classes
- ✓ Will result in an MSG gain when reach 50% or of credits required to graduate

High School Diploma:
- Educational Level at Entry is below a U.S. based HSD or can be any non-U.S. based education
- ✓ Will result in an MSG gain when HSD is earned

Postsecondary Enrollment:
- Exits the program on or before June 30th of the Program Year
- ✓ Will result in an MSG gain when enrolls in Postsecondary on or after the program exit date but by June 30th of the Program Year

Additional State Performance Measures (State 107 Performance)

**Pre-Test or HSD Credits must be in Program Year being reported*
***Achievements must take place in Program Year being reported*

HSE Tests:
- ✓ Will result in a State 107 performance gain when passes one or more Official HSE tests

HSD Credits:
- In the HSD Instructional Area
- Enroll in one or more HSD classes
- ✓ Will result in a State 107 performance gain when earns any amount of HSD credits

English Language Proficiency:
- Must be pre-tested in all subject modules
- Is not English Language Proficient in one or more pre-test modules
- Must be post-tested in all non-proficient modules from the pre-test
- ✓ Will result in a State 107 performance gain when English Language Proficient in all modules between pre and post-tests

Postsecondary Enrollment:
- ✓ Will result in a State 107 performance gain when enrolls (or is co-enrolled) in a Postsecondary program

Excluded from All Measures – Separation Reasons at Program Exit
- Deceased
- Incarcerated
- In a 24-hour support facility
- Medical treatment lasting 90+ days
- Called to active duty

Excluded from Outcome Measures Only (Follow-Up)
- Sec. 225 – Still incarcerated at exit

Follow-Up Outcome Measures (Federal & State)

**Pre-Test or HSD Credits can be in any Program Year*
***Must be exited from the program*

Employed 2nd Quarter after Exit:
- All Participants qualify
- ✓ Will result in a positive outcome measure when has wages in the 2nd quarter after exit
- ✓ Capture of Median Earnings

Employed 4th Quarter after Exit:
- All Participants qualify
- ✓ Will result in a positive outcome measure when has wages in 4th quarter after exit

Secondary Credential/Entered Employment:
- Educational Level at Entry is below a U.S. based HSE or can be any non-U.S. based education
- In ASE, HSD, and/or HSE Instructional Area
- Enrolled in one or more ASE, HSD, and/or HSE classes in the exiting year
- Pre and/or Post-tests at an EFL 5 or 6 in the exiting year OR has no assessments but has HSD credits to place them in EFL 5 or 6
- ✓ Will result in a positive outcome measure when earns the HSD or HSE while enrolled or within one year after exit; AND
- ✓ Enters Employment within 4 quarters after exit

Secondary Credential/Enroll Postsecondary:
- Educational Level at Entry is below a U.S. based HSE or can be any non-U.S. based education
- In ASE, HSD, and/or HSE Instructional Area
- Enrolled in one or more ASE, HSD, and/or HSE classes in the exiting year
- Pre and/or Post-tests at an EFL 5 or 6 in the exiting year OR has no assessments but has HSD credits to place them in EFL 5 or 6
- ✓ Will result in a positive outcome measure when earns the HSD or HSE while enrolled or within one year after exit; AND
- ✓ Enrolls in Postsecondary Education or Training within one year after exit

Postsecondary Credential:
- In a Postsecondary Integrated and Educational Training (IET) program in the exiting year *(collected on the Eligibility>IET tab)*
- ✓ Will result in a positive outcome measure when obtains a Postsecondary Credential while enrolled or within one year after exit

Jul-Aug-Sept	Oct-Nov-Dec	Jan-Feb-Mar	Apr-May-Jun
Q1	Q2	Q3	Q4

January 2021

Chapter 4

Class Copy Functions

Chapter 4 – Class Copy Functions

In this chapter you will learn the following:
Section 4.0 – Where to find Class Copy Functions
Section 4.1 – Copy Instructors into the Next Program Year
Section 4.2 – Copy Locations into the Next Program Year
Section 4.3 – Copy Classes with Enrolled Participants into the Next Program Year
Section 4.4 – Copy Classes without Participants into the Next Program Year

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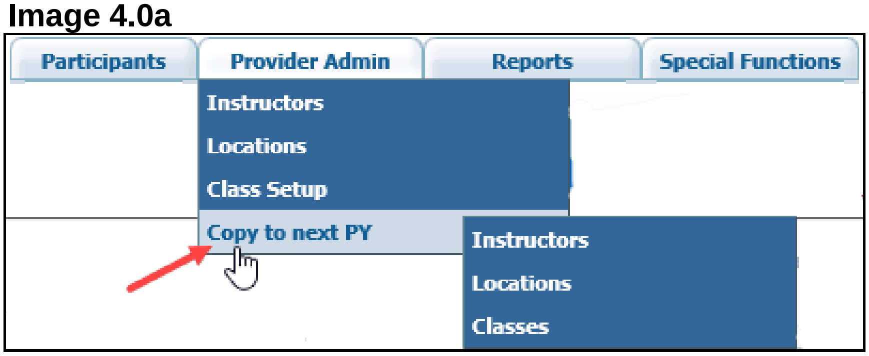
Section 4.0 – Where to find Class Copy Functions

Class Copy functions are found in the **Provider Admin** tab. (Image 4.0a)

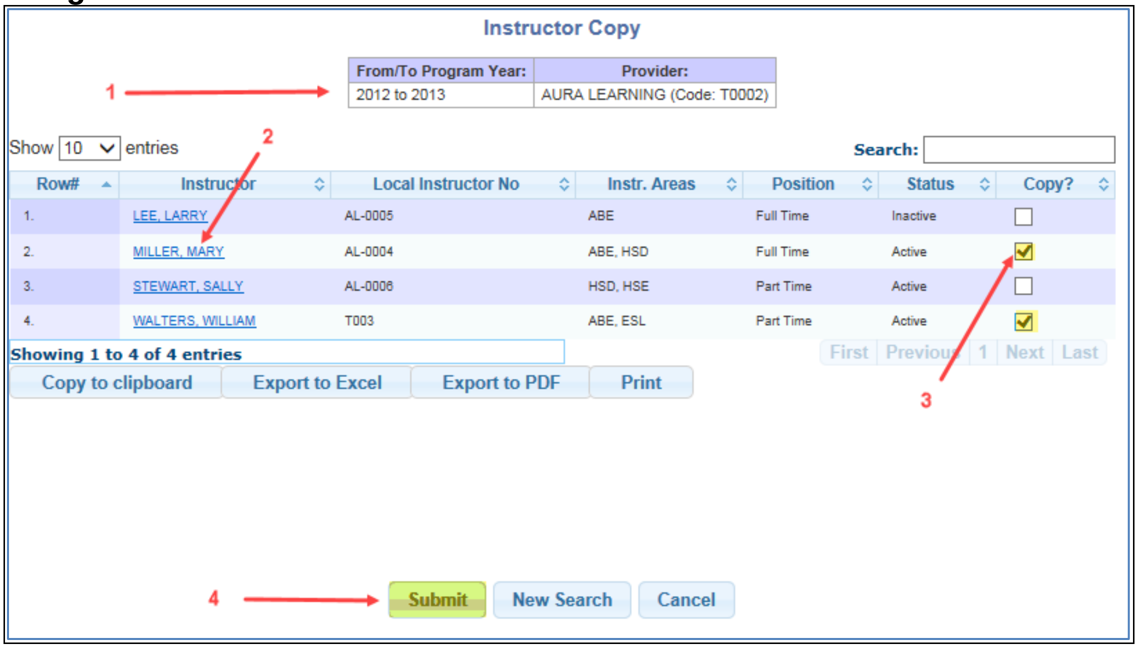
Image 4.0a



Section 4.1 – Copy Instructors into the Next Program Year

Click on the Copy to next PY link within the **Provider Admin** tab, and then click on the Instructors link. Current instructors can be copied from the prior program year between the dates of April 1st of the current program year to March 31st of the following program year.

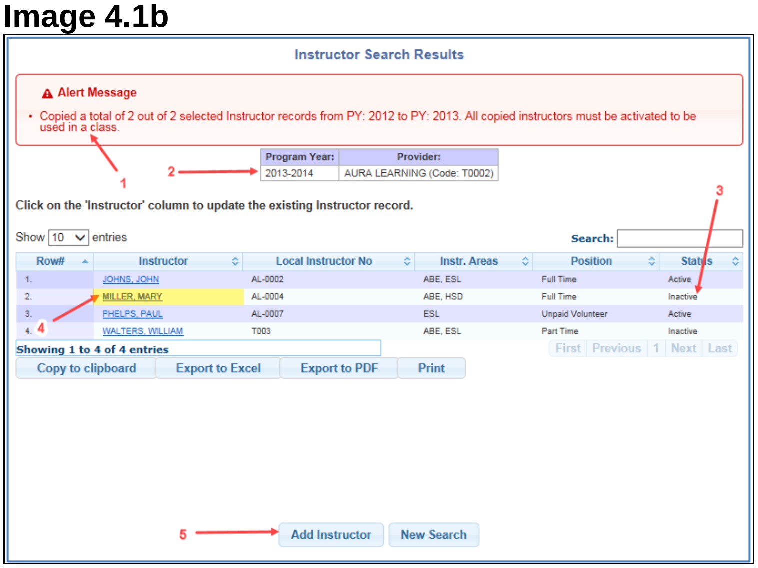
Image 4.1a



1. The header will provide the current year and next program year information
2. To view or update a current instructor record, click on the "Instructor Name" link from the **Instructor** column
3. To copy an Instructor record into the next program year, check the **Copy** box. Multiple records can be copied at one time.
4. Click ***Submit*** to copy the record into the new program year (Image 4.1a)

Copying a record into the next program year will always navigate to a **Search Results** screen. This allows the record to then be updated and activated as needed. (Image 4.1b)

Image 4.1b



1. A confirmation message regarding the copied records is displayed
2. The header will provide the program year to which the record has been copied
3. The **Status** column displays those records that need to be activated
4. To view and activate the new program year record, click on the "Instructor Name" link from the **Instructor** column. This allows you to view and update the status to active. When the record is updated, the system will navigate back to the **Search Results** screen so other records can be activated if needed. See Chapter 2, Class Functions; Section 2.2, Instructor Data Entry.
5. To Add a new instructor, refer to Chapter 2, Class Functions; Section 2.2, Instructor Data Entry

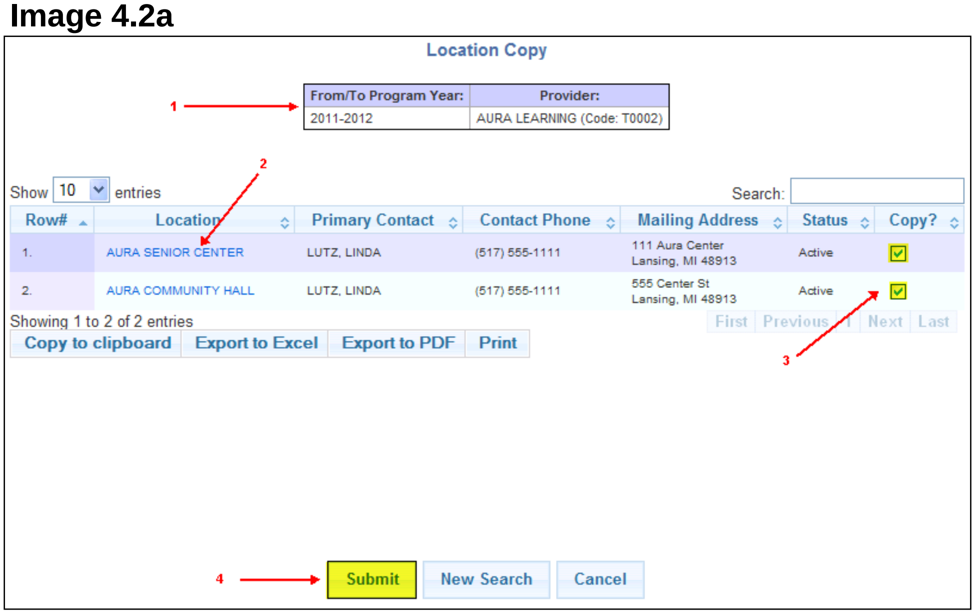
Notes:

- *Multiple instructor records can be copied at one time. However, only one record can be updated at one time.*
- *When copying an instructor record, all data fields will be prefilled except for instructional experience. This field will only prefill if the previous year entry was **More than three years**. Although data copies over, the instructor status still needs to be set to active to be used in a class. All other information should be updated as needed.*

Section 4.2 – Copy Locations into the Next Program Year

Click on the Copy to next PY link within the **Provider Admin** tab, and then click on the Locations link. Current Locations can be copied from the prior program year between the dates of April 1st of the current program year to March 31st of the following program year.

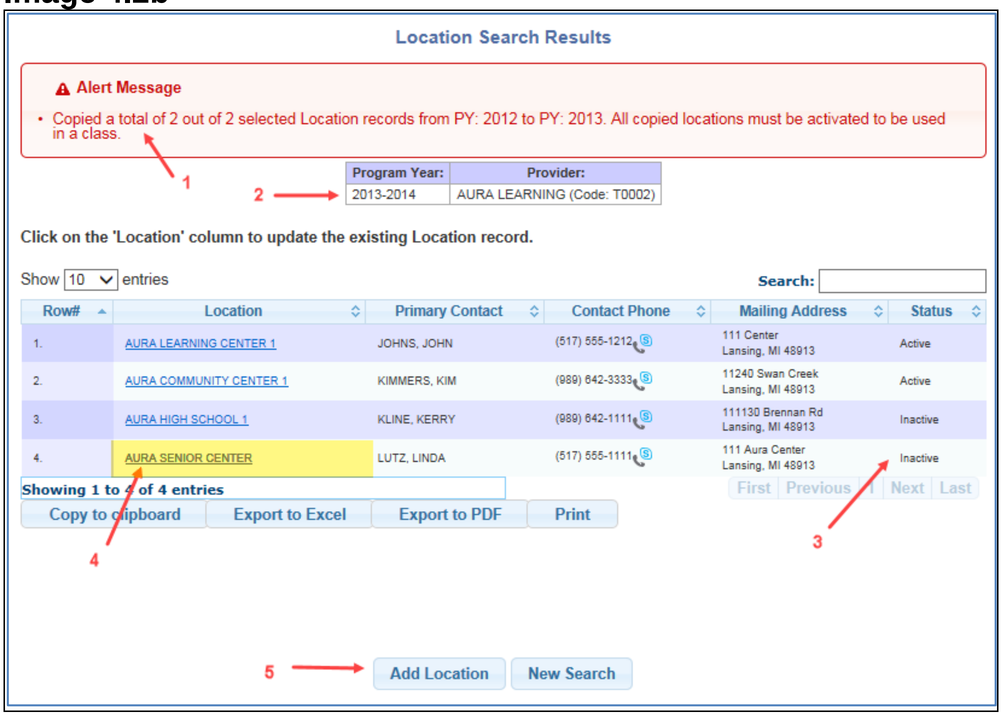
Image 4.2a



1. The header will provide the current year and next program year information
2. To view or update the current years location record, click on the "Location Name" link from the **Location** column
3. To copy a location record into the next program year, check the **Copy** box. Multiple records can be copied at one time.
4. Click ***Submit*** to copy the record into the new program year (Image 4.2a)

Copying a record into the next program year will always navigate to a **Search Results** screen. This allows the record to then be updated and activated as needed. (Image 4.2b)

Image 4.2b



1. A confirmation message regarding the copied records is displayed
2. The header will provide the program year to which the record has been copied
3. The **Status** column displays the records that need to be activated
4. To view and activate the new program year record, click on the "Location Name" link from the **Location** column. This allows you to view and update the status to active. When the record is updated, the system will navigate back to the **Search Results** screen so other records can be activated if needed. See Chapter 2, Class Functions; Section 2.3, Location Data Entry.
5. To add a new location, refer to Chapter 2, Class Functions; Section 2.3, Location Data Entry

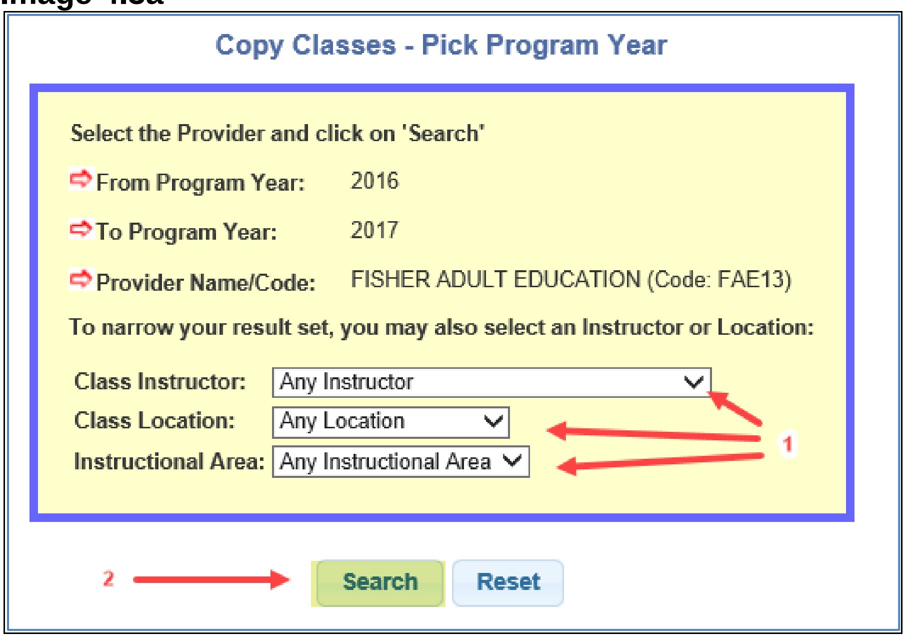
Notes:

- *Multiple location records can be copied at one time. However, only one record can be updated at one time.*
- *When copying a location record, all data fields will prefill. Although data copies over, the location status still needs to be set to active to be used in a class. All other information should be updated as needed.*

Section 4.3 – Copy Classes with Enrolled Participants into the Next Program Year

To copy a class to the next program year, the instructors and location must be copied from the prior program year first or new records created. Once this is completed, then classes can be copied. Refer to Sections 4.1 and 4.2.
Click on the Copy to next PY link within the **Provider Admin** tab, and then click on the Classes link. A program year and filter screen are displayed. (Image 4.3a) Since classes can only be copied between specific dates, the **From** and **To Program Year** dates will prefill.

Image 4.3a



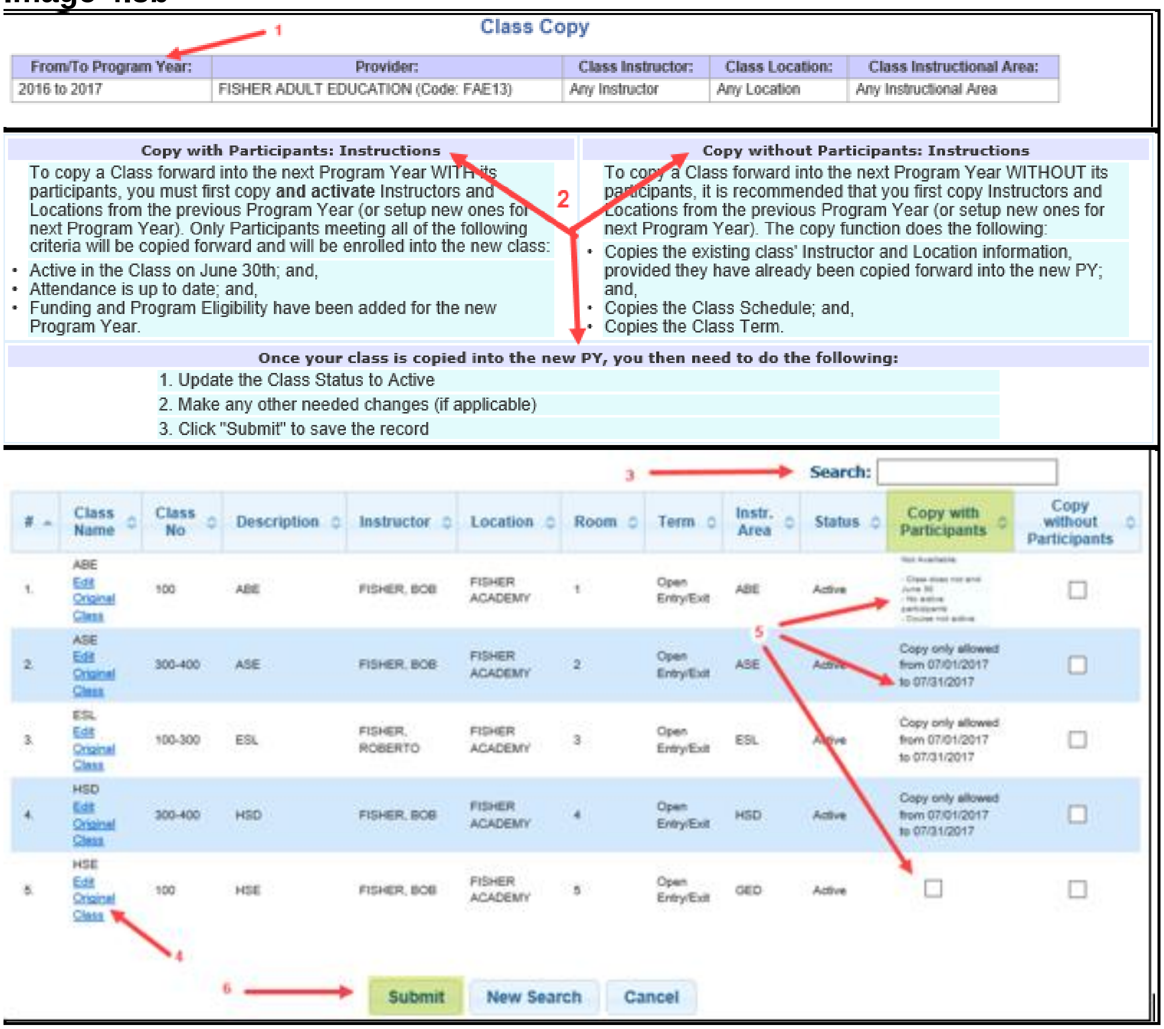
1. To narrow the search results, select an active record from one or more of the available dropdown lists. To display all classes, leave the dropdown selections set to **Any**.
2. Click on ***Search*** to view the classes.

Classes with enrolled participants can only be copied from the previous program year beginning July 1st through July 31st.

To copy a class with enrolled participants, the following criteria must be met:

- The class must have an end date of June 30th
- One or more participants must be actively enrolled in the class
- Attendance must be current for the active participants through April
- The Eligible Funding and Program Types must be selected in the new program year

Image 4.3b



Class Copy

From/To Program Year:	Provider:	Class Instructor:	Class Location:	Class Instructional Area:
2016 to 2017	FISHER ADULT EDUCATION (Code: FAE13)	Any Instructor	Any Location	Any Instructional Area

Copy with Participants: Instructions

To copy a Class forward into the next Program Year WITH its participants, you must first copy **and activate** Instructors and Locations from the previous Program Year (or setup new ones for next Program Year). Only Participants meeting all of the following criteria will be copied forward and will be enrolled into the new class:

- Active in the Class on June 30th; and,
- Attendance is up to date; and,
- Funding and Program Eligibility have been added for the new Program Year.

Copy without Participants: Instructions

To copy a Class forward into the next Program Year WITHOUT its participants, it is recommended that you first copy Instructors and Locations from the previous Program Year (or setup new ones for next Program Year). The copy function does the following:

- Copies the existing class' Instructor and Location information, provided they have already been copied forward into the new PY; and,
- Copies the Class Schedule; and,
- Copies the Class Term.

Once your class is copied into the new PY, you then need to do the following:

1. Update the Class Status to Active
2. Make any other needed changes (if applicable)
3. Click "Submit" to save the record

Search:

#	Class Name	Class No	Description	Instructor	Location	Room	Term	Instr. Area	Status	Copy with Participants	Copy without Participants
1.	ABE Edit Original Class	100	ABE	FISHER, BOB	FISHER ACADEMY	1	Open Entry/Exit	ABE	Active	Not Available	☐
2.	ASE Edit Original Class	300-400	ASE	FISHER, BOB	FISHER ACADEMY	2	Open Entry/Exit	ASE	Active	Copy only allowed from 07/01/2017 to 07/31/2017	☐
3.	ESL Edit Original Class	100-300	ESL	FISHER, ROBERTO	FISHER ACADEMY	3	Open Entry/Exit	ESL	Active	Copy only allowed from 07/01/2017 to 07/31/2017	☐
4.	HSD Edit Original Class	300-400	HSD	FISHER, BOB	FISHER ACADEMY	4	Open Entry/Exit	HSD	Active	Copy only allowed from 07/01/2017 to 07/31/2017	☐
5.	HSE Edit Original Class	100	HSE	FISHER, BOB	FISHER ACADEMY	5	Open Entry/Exit	GED	Active	☐	☐

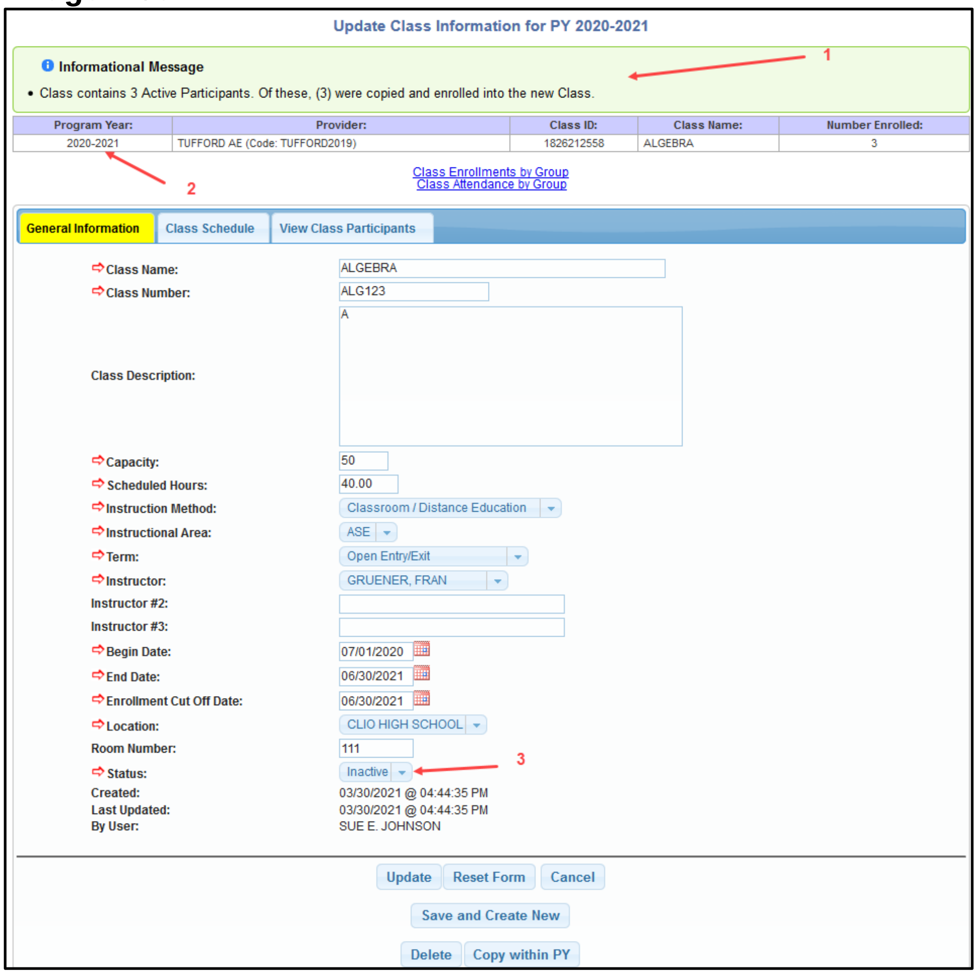
Submit New Search Cancel

1. The header will provide the current year and next program year information
2. Detailed instructions are displayed for Copy into Next PY with Participants and without Participants
3. For programs with multiple classes, a Search box is available
4. To view or update the previous year's class record, click on the Edit Original Class link from the **Class Name** column
5. Under the **Copy with Participants** column, a check box will be displayed if the class can be copied into the new program year. If a check box is not

displayed, detailed reasons as to why the class cannot be copied with participants is displayed. To copy a class record with participants into the next program year, check the box within the **Copy with Participants** column. Only one record can be copied at a time.

6. Click ***Submit*** to create the new class record into the new program year (Image 4.3b)

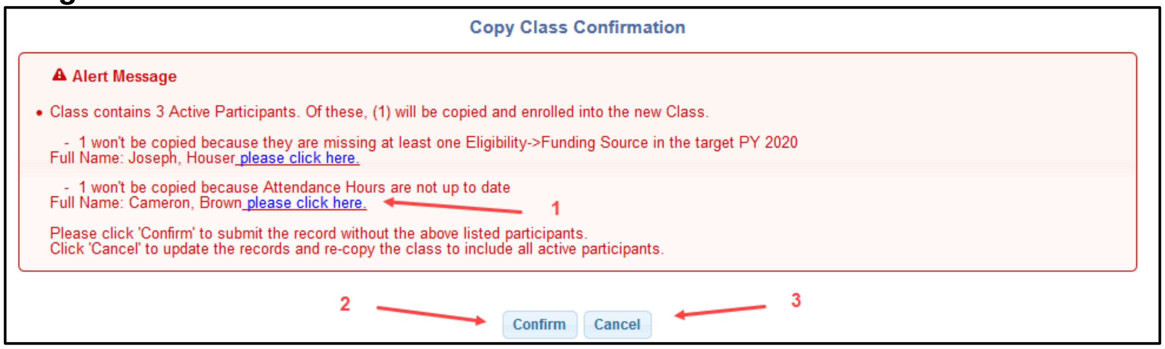
Image 4.3c



1. A confirmation message regarding the copied records is displayed (Image 4.3c)
2. The header will display the program year to which the record has been copied
3. The class **Status** must be set to **Active**

Select the **Class Schedule** tab to move to that tab. See Chapter 2, Class Functions; Setting Up Classes to complete the Class Setup. When the record is updated, the system will navigate back to the **Class Copy** screen so other class records can be copied if needed.

Image 4.3d



1. An alert message will appear if any active participants cannot be copied over with the class. The alert will provide the specific reason. Utilize the please click here link to update the record as needed then click ***Confirm*** to include the listed participant in the class.
2. Click ***Confirm*** to save the class without the listed participants
3. Click ***Cancel*** to stop the copying of the class with participants

Note:

- *When copying a class record, most data fields will prefill across tabs except for the Begin, End, and Cut Off Dates. However, if the previous year's instructor or location for this class is not copied and activated first but other instructors or locations have previously been activated for the new program year, these fields will be nullified with a dropdown selection to choose a different instructor or location. All other information should be updated as needed.*

Section 4.4 – Copy Classes without Participants into the Next Program Year

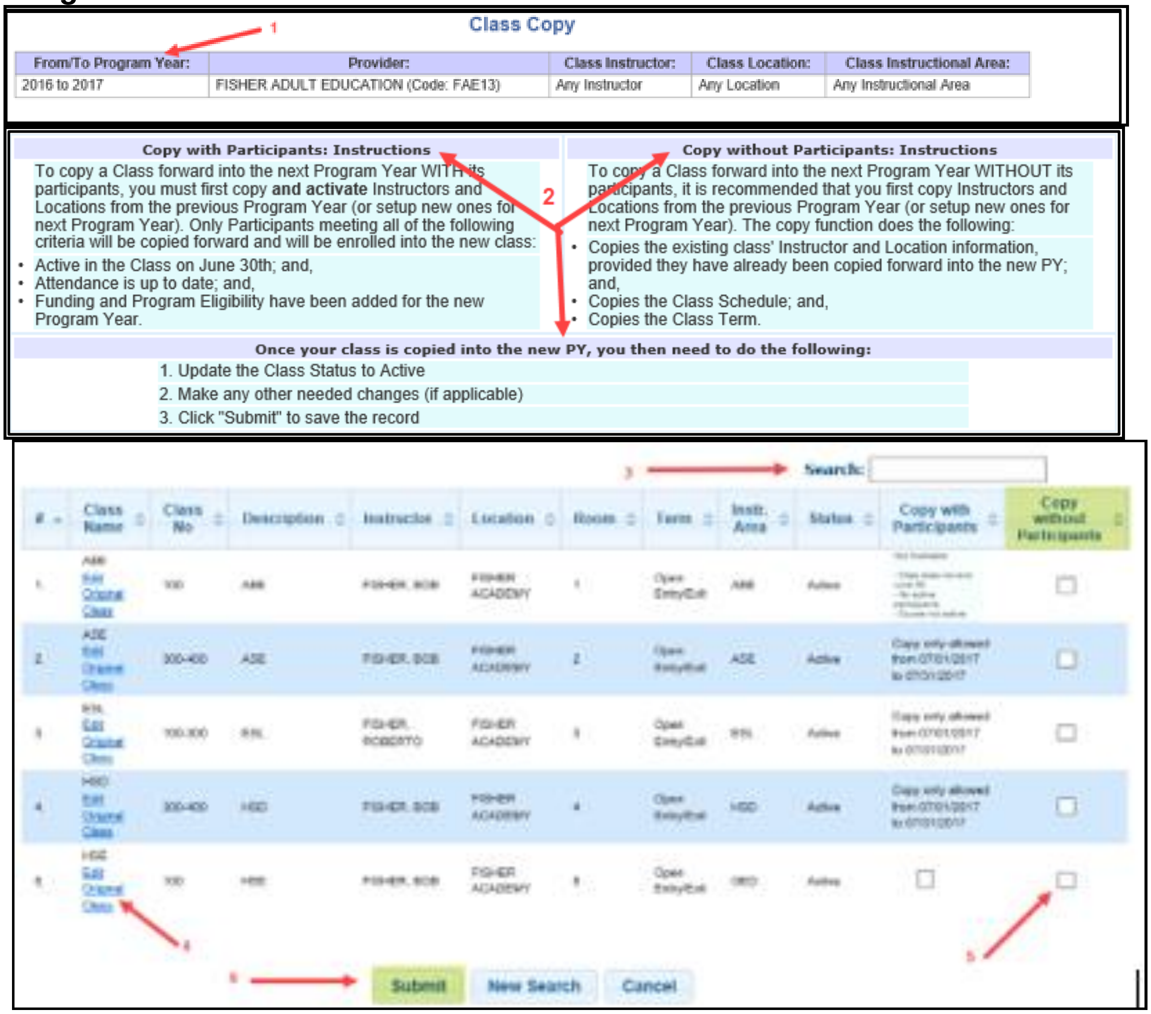
To copy a class to the next program year, the instructors and location must be copied from the prior program year first or new records created. Once this is completed, then classes can be copied.

Click on the Copy to next PY link within the **Provider Admin** tab, and then click on the Classes link. Current classes can only be copied into the next program year between the dates of April 1st of the current program year to March 31st of the following program year.

To save a copied class record without participants, the following criteria must be met:

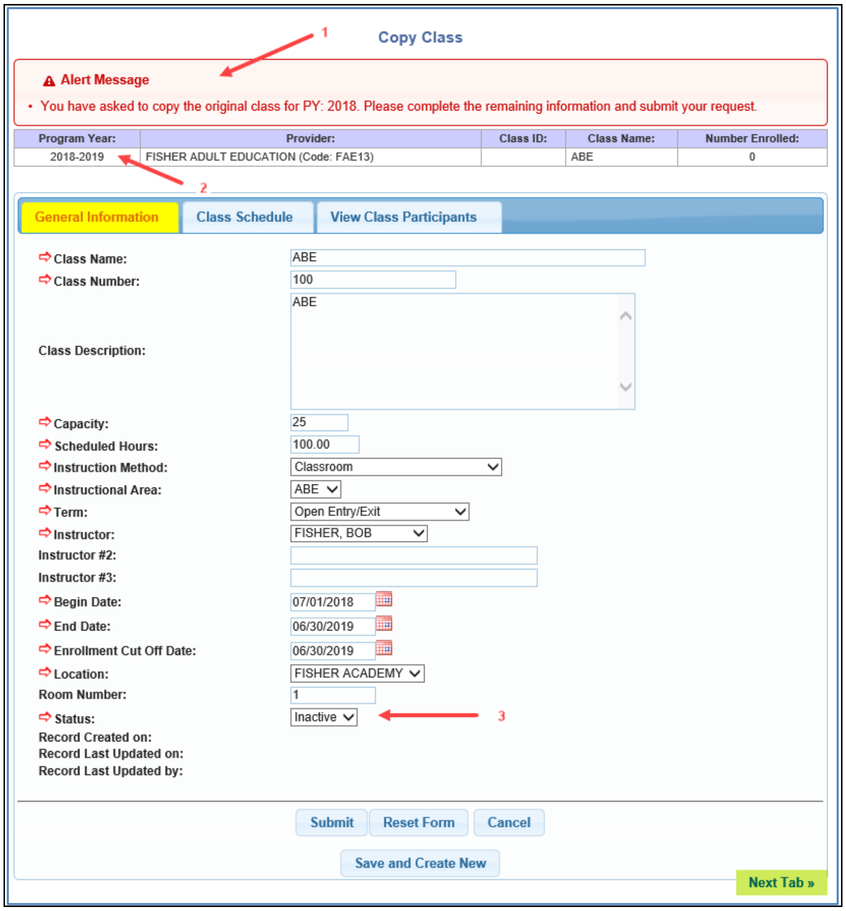
- Active instructors and locations must already be entered or copied from the previous program year

Image 4.4a



1. The header will provide the current year and next program year information
2. Detailed instructions are displayed to Copy into Next PY with Participants and without Participants
3. For programs with multiple classes, a Search box is available
4. To view or update the current year's class record, click on the Edit Original Class link from the **Class Name** column
5. A class can be copied without participants as many times as needed by the program. Example: If a program needs to offer five sections of ABE Math 101 in a program year, the ABE Math 101 can be copied without participants five times.
   To copy a class record without participants into the next program year, check the **Copy without Participants** box. Only one record can be copied at a time.
6. Click ***Submit*** to create the new class record into the next program year (Image 4.4a)

Image 4.4b



1. A confirmation message regarding the copied record is displayed (Image 4.4b)
2. The header will display the program year to which the record has been copied
3. The class **Status** must be set to **Active**

Click ***Next Tab*** to move to the **Class Schedule** tab**.** See Chapter 2, Class Functions; Setting Up Classes to complete the Class Setup. When the record is submitted, the system will navigate back to the **Class Copy** screen so other class records can be copied if needed.

Notes:

- *When copying a class record, most data fields will prefill across tabs except for the Begin, End, and Cut Off Date. However, if the previous year's instructor or location for this class is not copied and activated first but other instructors or locations have previously been activated for the new program year, these fields will be nullified with a dropdown selection to choose a different instructor or location. All other information should be updated as needed.*

Chapter 5

System Exits

Chapter 5 – System Exits

In this chapter you will learn the following:

Section 5.0 – What is a System Exit

A system exit is a program exit that is automatically done by MAERS. USDOE requires that participants must be either enrolled in a class or have an upcoming planned gap in service to remain active in the local adult education program. Refer to Chapter 3, Participant Functions; Section 3.6, Planned Gaps. Participants who do not have a planned gap or whose last class enrollment ended 90 days ago must be program exited on their 91st day of no services. The system exit is then backdated to the last date of service.

Section 5.1 – Impact of System Exits

System exits can have a negative impact on the local program's performance.

Following are two examples of how system exits negatively impact local programs:

1. Missed Measurable Skill Gains and 107 Performance Measures — Measurable Skill Gains and 107 Performance Measures are collected and recorded each program year the participant is active. If a participant is system exited, most likely their achievements for the year also have not been entered into MAERS.
2. Follow Up before applicable — The follow up process begins at program exit. If a participant is system exited before they have completed their instruction, then they are included in follow up prematurely.

Section 5.2 – Why do System Exits Occur

System exits typically occur for two reasons.

1. Participant data is not entered into MAERS timely

2. Participant services are not planned effectively which leads to unplanned gaps in services of 91 days or more

Adult Education has a Data Entry Policy. This policy requires that all participant data be entered by the end of the month following the month the participant service occurred. For example, if a participant has attendance in July, then these attendance hours must be entered by the end of August.

Note:

- *It is important that participant services are planned completely for each program year. An unplanned gap in services can occur when participant services are either not planned or not planned timely. Following are some examples of when an unplanned gap in services can occur for a participant:*
  - *A participant registers but is not enrolled in a class within 90 days of the registration date*
  - *A participant exits their first-class enrollment and has no subsequent class enrollments within 90 days of the class exit date*
  - *There is no attendance entered for three consecutive months*
  - *There is no planned gap in services on file between class enrollments that span more than 90 days*

Section 5.3 – How are System Exits Processed

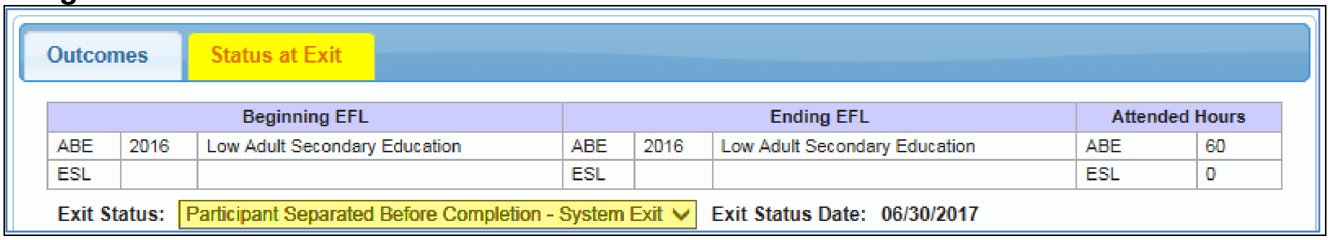
Every night, MAERS will automatically run an internal program called a System Exit process. This System Exit process will look for participants:

1. Whose last class enrollment was 90 days ago: or,
2. Who have no attendance entered for three consecutive months: or,
3. Whose planned gap ended the day before and there is no new class enrollment on the day the system process is run.

Any participant that meets any one of the above three conditions will be system exited. The system exit process will:

- Class exit the participant – The participant will be exited from any active class enrollments. The class exit date will be the last day of the month where attendance is present.
- Program exit the participant – The participant will be program exited and the exit date will be the last date of service. The exit status will be “Separated before Completion – System Exit.” (Image 5.3a)

Image 5.3a



After the system exit has been processed, the **Exit Status** and **Exit Status Date** will appear as shown above.

A system exit can be undone by removing the **Exit Status**. Once changed and the ***Update*** button is clicked, an informational message will be displayed.

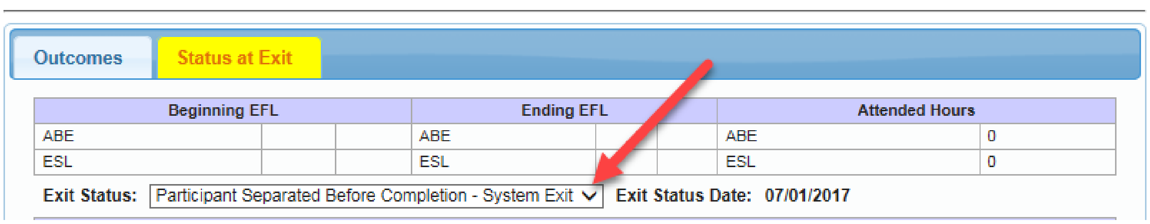
Note: A system exited record cannot be updated unless the system exit is reversed. See next page for System Exit Reversal instructions.

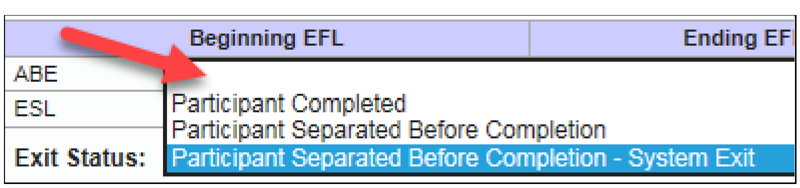
Question: If a participant is system exited, can I still update their record?

Answer: Data cannot be entered on a system exited record. However, we understand that data entry mistakes can happen and MAERS needs to allow for corrections. If a participant is system exited but has data that needs to be entered/updated into MAERS, please follow these steps to reverse the system exit:

1. Within the **Program Exit** screens on the **Status at Exit** tab, nullify **the Exit Status** by selecting the blank row from the drop down

2. Then click the **Update** button at the bottom of the screen



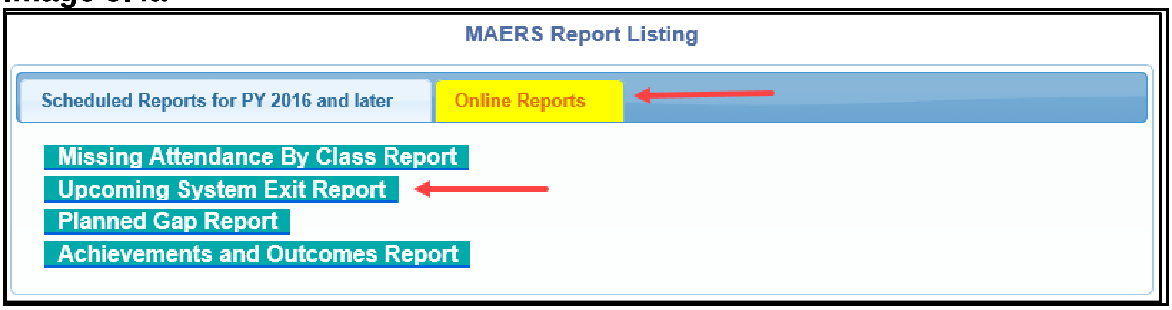


Note: Once the system exit has been removed, you must go into the record the same day and update ALL data. If all data is not updated, the record is subject to be system exited again that night.

Section 5.4 – How to Identify Upcoming System Exits

The **Upcoming System Exits** report will list the participants to be system exited. Each of the conditions listed in Section 5.3 above will be checked every time the system exit process is run. A list of reasons why the participant will be system exited is listed on the report. At a minimum, this report should be viewed at least once a month. The listed participants should have their MAERS record updated to avoid the system exit.

Image 5.4a



This report is accessed from the **Reports** tab.

Chapter 6

Reports

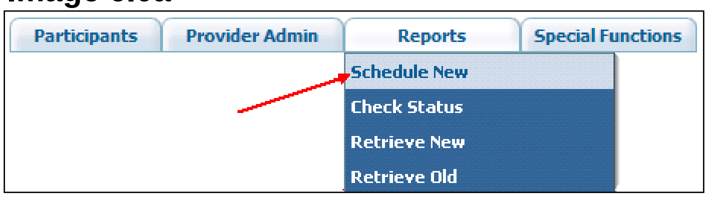
Section 6 – Reports

In this chapter you will learn the following:
Section 6.0 – Where to find Reports
Section 6.1 – Scheduling and Retrieving Reports for 2016 and Later
Section 6.2 – Scheduling and Retrieving Reports prior to 2016

Section 6.0 – Where to find Reports

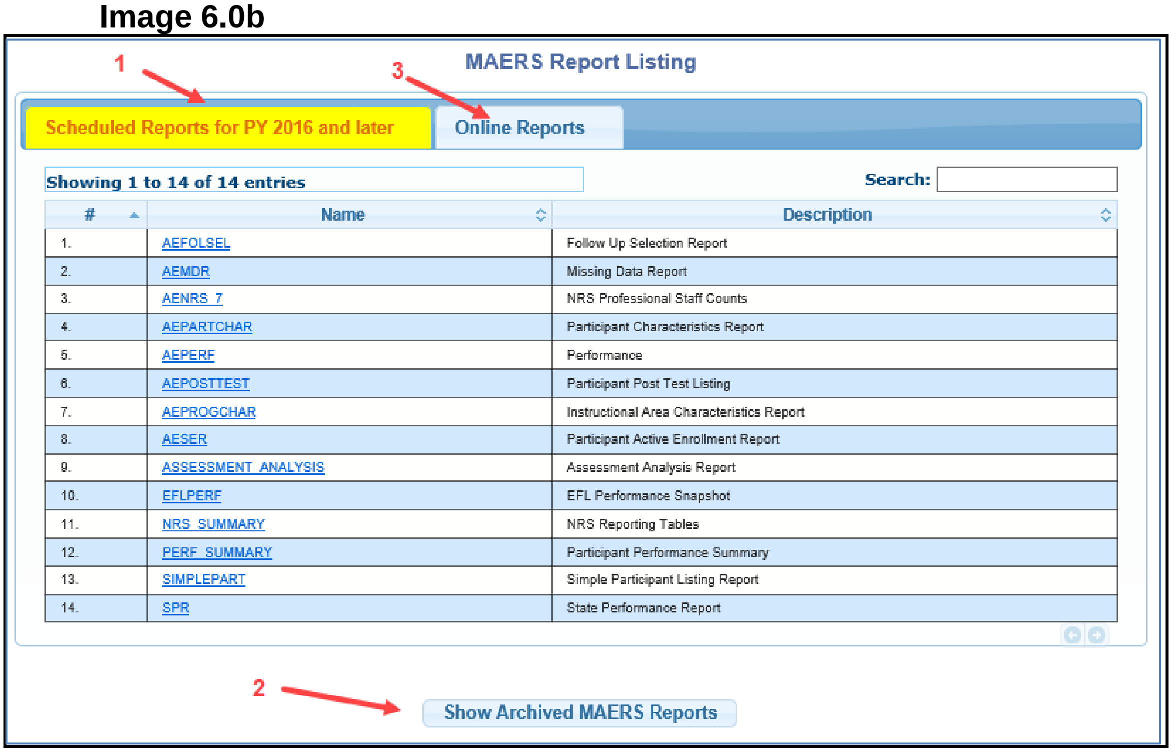
Report functions are found within the **Reports** tab.

Image 6.0a



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

Image 6.0b



#	Name	Description
1.	AEFOLSEL	Follow Up Selection Report
2.	AEMDR	Missing Data Report
3.	AENRS_7	NRS Professional Staff Counts
4.	AEPARTCHAR	Participant Characteristics Report
5.	AEPERF	Performance
6.	AEPOSTTEST	Participant Post Test Listing
7.	AEPROGCHAR	Instructional Area Characteristics Report
8.	AESER	Participant Active Enrollment Report
9.	ASSESSMENT_ANALYSIS	Assessment Analysis Report
10.	EFLPERF	EFL Performance Snapshot
11.	NRS_SUMMARY	NRS Reporting Tables
12.	PERF_SUMMARY	Participant Performance Summary
13.	SIMPLEPART	Simple Participant Listing Report
14.	SPR	State Performance Report

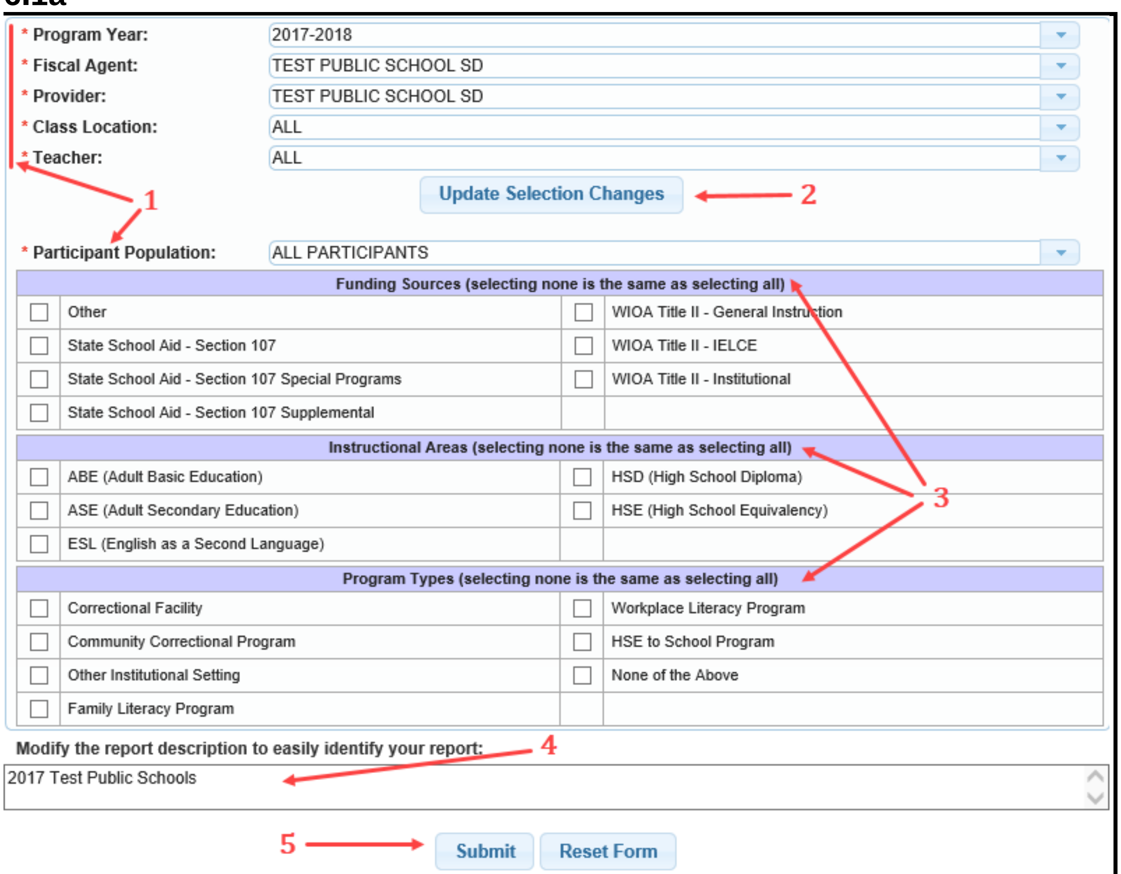
1. Use the **Scheduled Reports for PY 2016 or later** tab for reports in Program Year 2016 and after
2. Click the ***Show Archived MAERS Reports*** button for reports in Program Years prior to 2016
3. Use the **Online Reports** tab to access the 4 additional reports that run instantly online

From any tab, select the "Report Name" link to schedule a new report for the needed program year. (Image 6.0b)

Section 6.1 – Scheduling and Retrieving Reports for 2016 and Later

After selecting the "Report Name" link, parameters for the report must be selected (Image 6.1a)

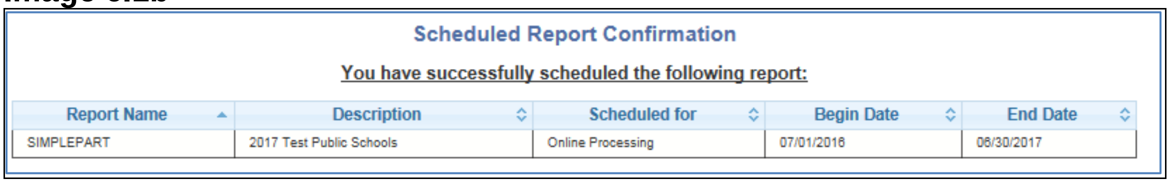
Image 6.1a



1. Select the needed report criteria. Most filters default to 'All'.

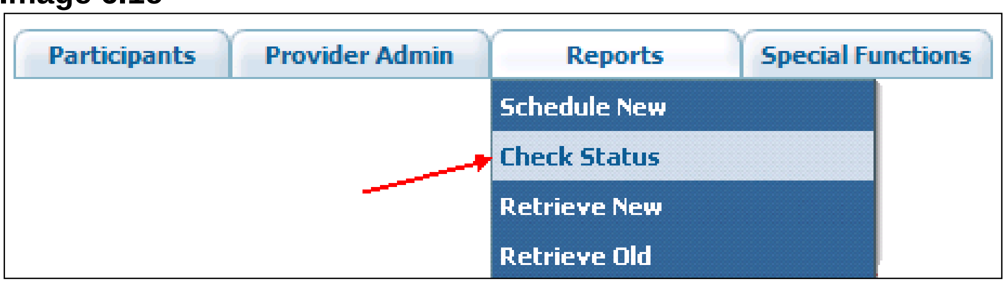
2. The ***Update Selection Changes*** button will appear if changing the program year or when selecting a specific Fiscal Agent or Provider. Click on this button whenever it displays to load the filtered data.
3. Click on any additional filter selections to narrow the report results to that criteria. Leave these filter boxes unchecked to receive all results.
4. Optional to modify the report description for easy identification
5. Click ***Submit*** to run the report. Most reports will be available within 5 minutes.

Image 6.1b



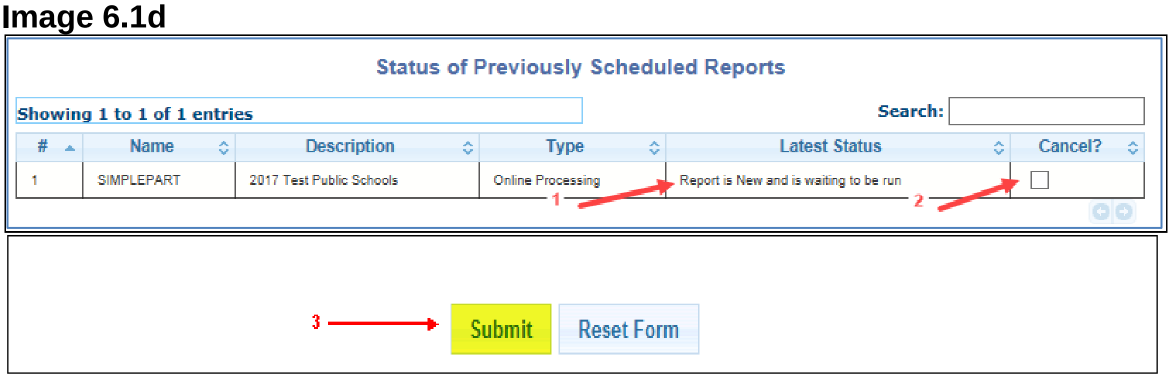
Once the report is submitted, a Scheduled Report Confirmation will appear. (Image 6.1b)

Image 6.1c



From the **Reports** tab, select the Check Status link to check the current status of the report scheduled. (Image 6.1c)

Image 6.1d

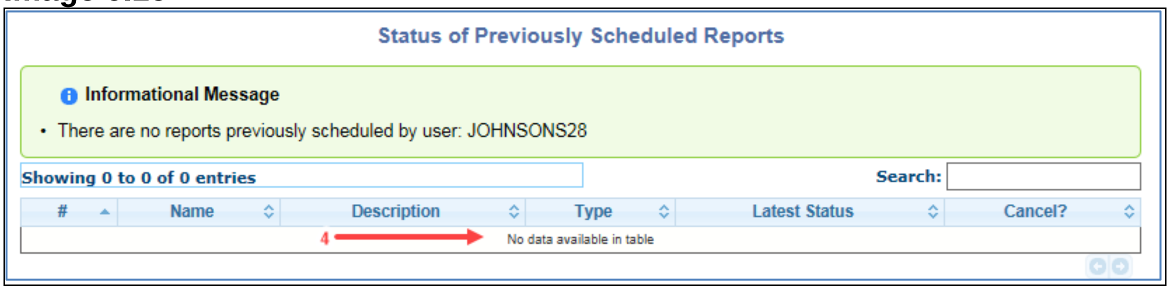


1. **Latest Status** – Information is displayed regarding the status of the report (Image 6.1d)
2. **Cancel** – Check the Cancel box if you would like to cancel the report
3. Select ***Submit*** to process the cancellation of the report

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 and 6.1f)

Image 6.1e



From the **Reports** tab, select the Retrieve New link to view the report. (Image 6.1f)

Image 6.1f

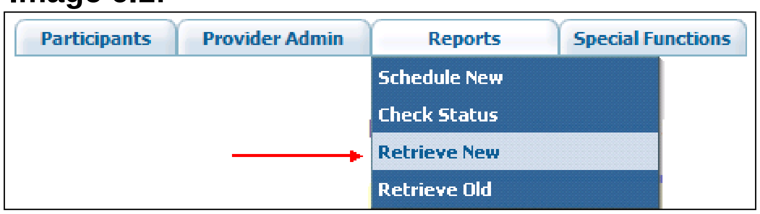
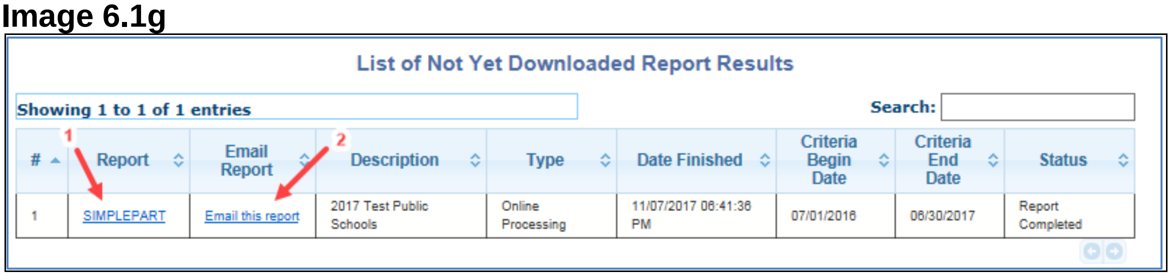


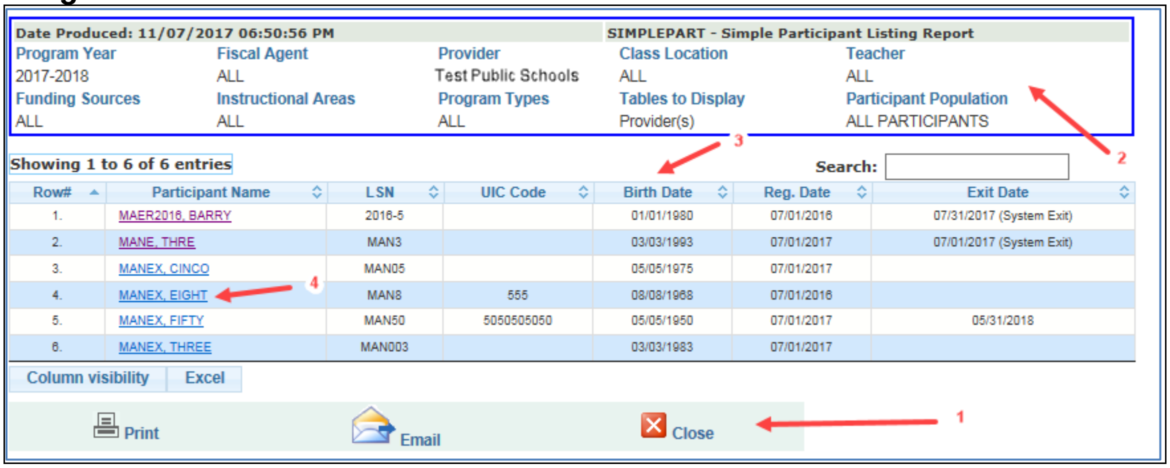
Image 6.1g



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

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

Image 6.1h



Date Produced: 11/07/2017 06:50:56 PM — SIMPLEPART - Simple Participant Listing Report

Program Year	Fiscal Agent	Provider	Class Location	Teacher
2017-2018	ALL	Test Public Schools	ALL	ALL
Funding Sources	Instructional Areas	Program Types	Tables to Display	Participant Population
ALL	ALL	ALL	Provider(s)	ALL PARTICIPANTS

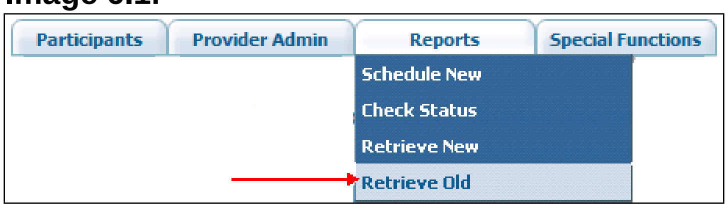
Showing 1 to 6 of 6 entries Search:

Row#	Participant Name	LSN	UIC Code	Birth Date	Reg. Date	Exit Date
1.	MAER2016, BARRY	2016-5		01/01/1980	07/01/2016	07/31/2017 (System Exit)
2.	MANE, THRE	MAN3		03/03/1993	07/01/2017	07/01/2017 (System Exit)
3.	MANEX, CINCO	MAN05		05/05/1975	07/01/2017	
4.	MANEX, EIGHT	MAN8	555	08/08/1968	07/01/2016	
5.	MANEX, FIFTY	MAN50	5050505050	05/05/1950	07/01/2017	05/31/2018
6.	MANEX, THREE	MAN003		03/03/1983	07/01/2017	

1. Options (icons) to Print, Email, or Close the report
2. Specific report parameters used to generate the report will display
3. Report information displays in table format that can be exported to Excel or PDF
4. Many reports will have links that will navigate to the participant record in MAERS

From the **Reports** tab, select the Retrieve Old link if you have already viewed a report. (Image 6.1i)

Image 6.1i



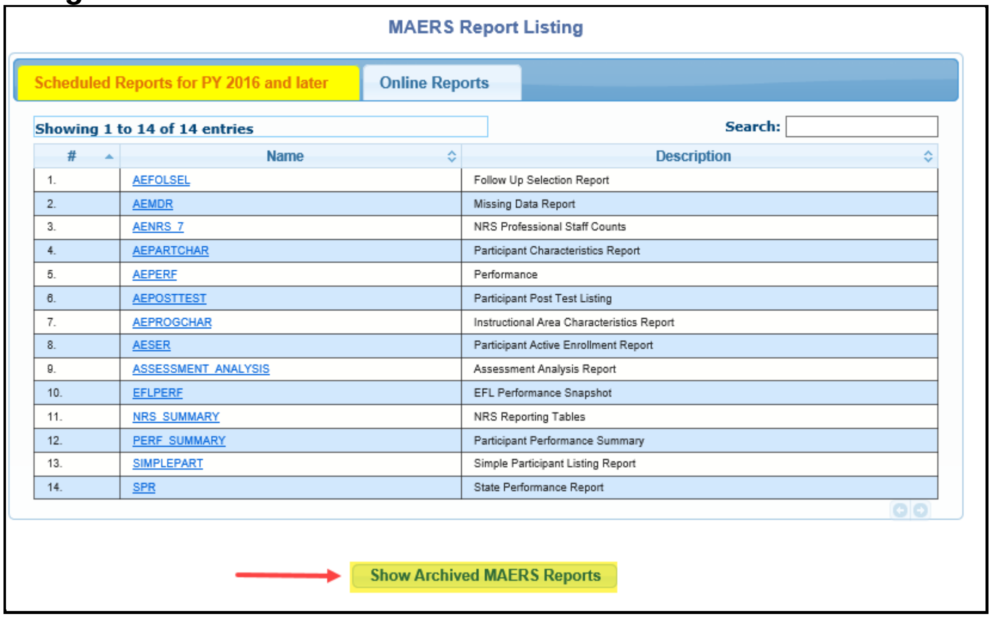
Notes:

- *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*

Section 6.2 – Scheduling and Retrieving Reports prior to 2016

Click on the ***Show Archived MAERS Reports*** button to retrieve the report table. (Image 6.2a)

Image 6.2a


MAERS Report Listing

Scheduled Reports for PY 2016 and later | Online Reports

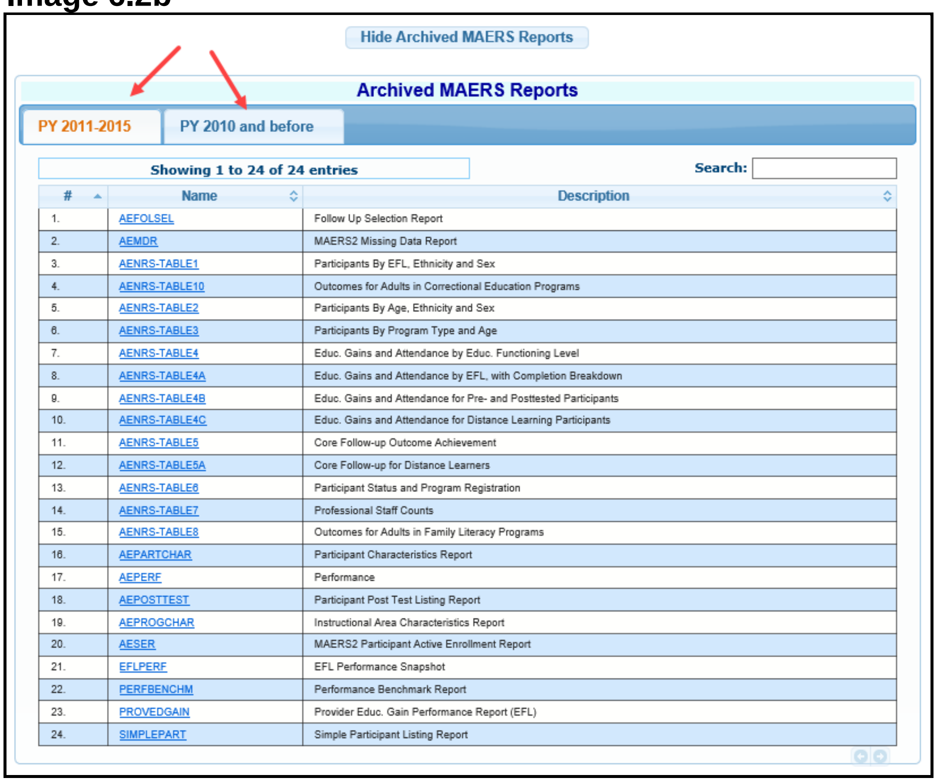
Showing 1 to 14 of 14 entries — Search:

#	Name	Description
1.	AEFOLSEL	Follow Up Selection Report
2.	AEMDR	Missing Data Report
3.	AENRS_7	NRS Professional Staff Counts
4.	AEPARTCHAR	Participant Characteristics Report
5.	AEPERF	Performance
6.	AEPOSTTEST	Participant Post Test Listing
7.	AEPROGCHAR	Instructional Area Characteristics Report
8.	AESER	Participant Active Enrollment Report
9.	ASSESSMENT_ANALYSIS	Assessment Analysis Report
10.	EFLPERF	EFL Performance Snapshot
11.	NRS_SUMMARY	NRS Reporting Tables
12.	PERF_SUMMARY	Participant Performance Summary
13.	SIMPLEPART	Simple Participant Listing Report
14.	SPR	State Performance Report

Show Archived MAERS Reports

A new table appears with tabs allowing a selection of reports from PY 2011 – 2015 and reports from PY 2010 and before. (Image 6.2b)

Image 6.2b


Hide Archived MAERS Reports

Archived MAERS Reports

PY 2011-2015 | PY 2010 and before

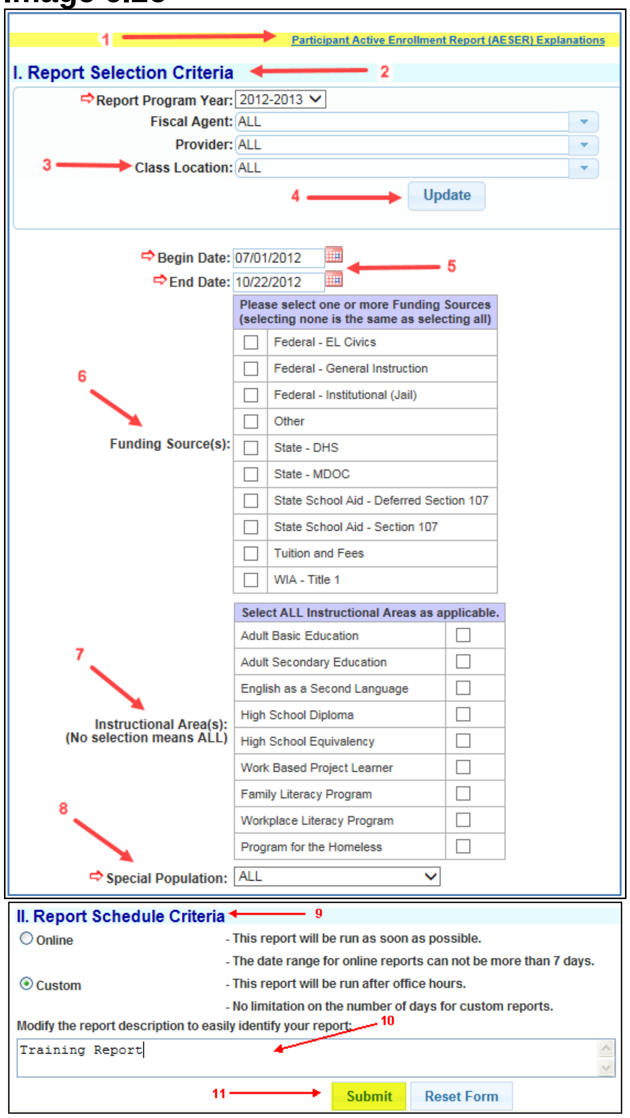
Showing 1 to 24 of 24 entries — Search:

#	Name	Description
1.	AEFOLSEL	Follow Up Selection Report
2.	AEMDR	MAERS2 Missing Data Report
3.	AENRS-TABLE1	Participants By EFL, Ethnicity and Sex
4.	AENRS-TABLE10	Outcomes for Adults in Correctional Education Programs
5.	AENRS-TABLE2	Participants By Age, Ethnicity and Sex
6.	AENRS-TABLE3	Participants By Program Type and Age
7.	AENRS-TABLE4	Educ. Gains and Attendance by Educ. Functioning Level
8.	AENRS-TABLE4A	Educ. Gains and Attendance by EFL, with Completion Breakdown
9.	AENRS-TABLE4B	Educ. Gains and Attendance for Pre- and Posttested Participants
10.	AENRS-TABLE4C	Educ. Gains and Attendance for Distance Learning Participants
11.	AENRS-TABLE5	Core Follow-up Outcome Achievement
12.	AENRS-TABLE5A	Core Follow-up for Distance Learners
13.	AENRS-TABLE6	Participant Status and Program Registration
14.	AENRS-TABLE7	Professional Staff Counts
15.	AENRS-TABLE8	Outcomes for Adults in Family Literacy Programs
16.	AEPARTCHAR	Participant Characteristics Report
17.	AEPERF	Performance
18.	AEPOSTTEST	Participant Post Test Listing Report
19.	AEPROGCHAR	Instructional Area Characteristics Report
20.	AESER	MAERS2 Participant Active Enrollment Report
21.	EFLPERF	EFL Performance Snapshot
22.	PERFBENCHM	Performance Benchmark Report
23.	PROVEDGAIN	Provider Educ. Gain Performance Report (EFL)
24.	SIMPLEPART	Simple Participant Listing Report

Scheduling and Retrieving Reports from PY 2011-2015

After selecting the "Report Name" link from the **PY 2011-2015** tab, parameters for the report must be selected.

Image 6.2c



1. Report Explanations: This is a link which provides explanations of the report columns and population. (Image 6.2c)
2. **Report Selection Criteria**: Select the Report 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**: The Class Location dropdown will narrow the report data by location. The default is set to **ALL** which will list data for all Provider's locations.

4. Select ***Update*** to load the appropriate filters. ***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 funding sources offered by the provider.
7. Select the Instructional Areas. If no Instructional Area is selected, the report will default to all 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 5 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. Optional to modify the report description for easy identification
11. Select ***Submit*** to run the report.

Image 6.2d

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

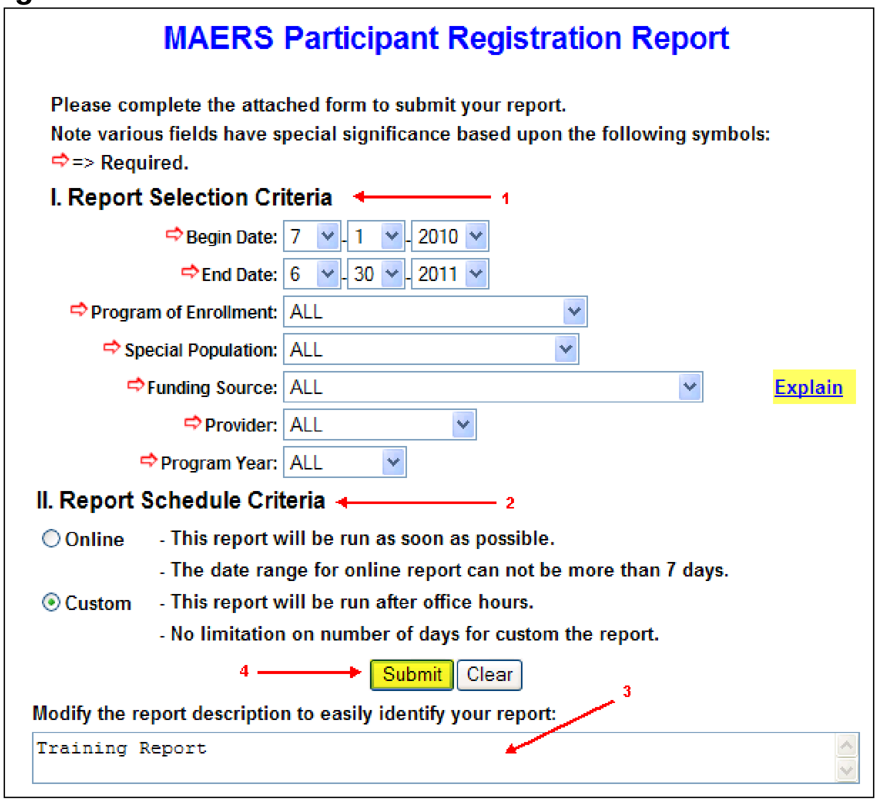
Once the report is submitted, a Report Confirmation will appear. (Image 6.2d)

Retrieving reports prior to 2016 works in the same manner as retrieving reports from the 2016 and Later section. Please see Section 6.1; Scheduling and Retrieving Reports for 2016 and Later on how to retrieve a report.

Scheduling and Retrieving Reports from 1999 to 2010

After selecting the "Report Name" link from the **PY 2010 and before** tab, parameters for the report must be selected.

Image 6.2e



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

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. Optional to modify the report description for easy identification
4. Select ***Submit*** to run the report.

Retrieving reports prior to 2016 works in the same manner as retrieving reports from the 2016 and Later section. Please see Section 6.1; Scheduling and Retrieving Reports for 2016 and Later on how to retrieve a report

Chapter 7

Special Functions

Chapter 7 – Special Functions

In this chapter you will learn the following:
Section 7.0 – Where to find Special Functions
Section 7.1 – NRS Table #7 Data Collection
Section 7.2 – Staff Admin: MAERS Password Changes
Section 7.3 – Other Help Information and Tools
Section 7.4 – Ticklers

Section 7.0 – Where to find Special Functions

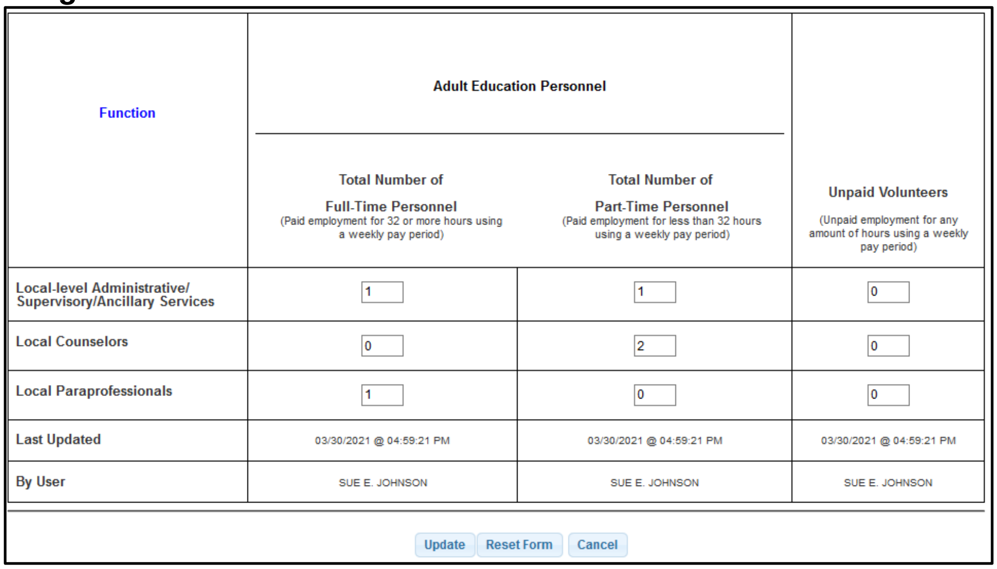
Special functions are found within the **Special Functions** Tab. (Image 7.0a)

Image 7.0a

Section 7.1 – NRS Table #7 Data Collection

The **Update NRS Table #7 Staffing Counts** screen automatically displays beginning October 15th upon logging into MAERS. This table needs to be completed yearly. (Image 7.1a)

Image 7.1a



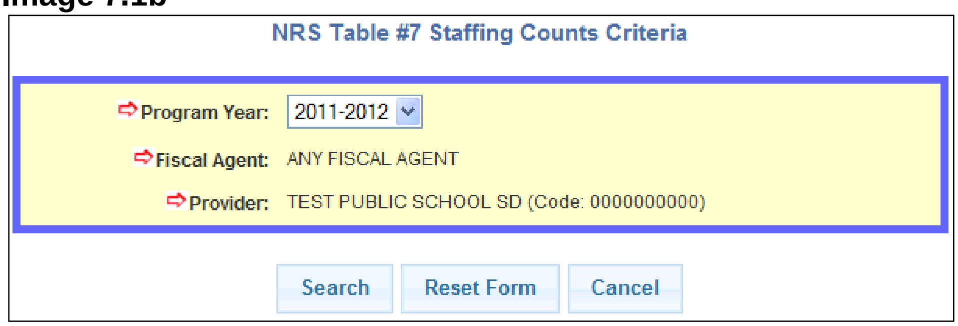
Function	Adult Education Personnel		Unpaid Volunteers (Unpaid employment for any amount of hours using a weekly pay period)
	Total Number of Full-Time Personnel (Paid employment for 32 or more hours using a weekly pay period)	Total Number of Part-Time Personnel (Paid employment for less than 32 hours using a weekly pay period)	
Local-level Administrative/ Supervisory/Ancillary Services	1	1	0
Local Counselors	0	2	0
Local Paraprofessionals	1	0	0
Last Updated	03/30/2021 @ 04:59:21 PM	03/30/2021 @ 04:59:21 PM	03/30/2021 @ 04:59:21 PM
By User	SUE E. JOHNSON	SUE E. JOHNSON	SUE E. JOHNSON

Update Reset Form Cancel

Fill in the staff counts and click ***Update***.
Note: Every data window requires a numeric entry. If there is no staff for a given category, enter a zero.

If staffing updates need to be made after October 15th, select the NRS Table #7 Data Collection link within the **Special Functions** tab. When updating, only add additional staff positions; never delete any staff positions who may have left in the program year.

Image 7.1b

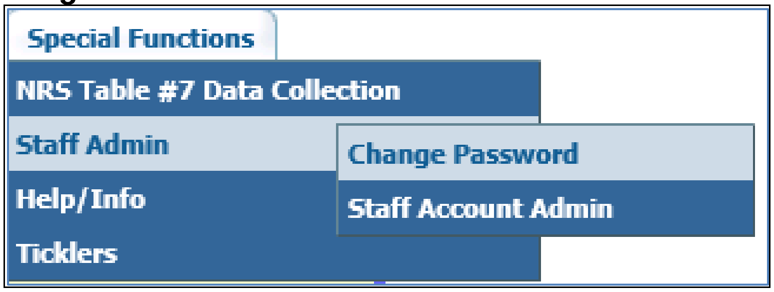


The Fiscal Agent and Provider fields will be display only. Select the appropriate program year from the dropdown list and click ***Search***. (Image 7.1b) Fill in the staff counts and click ***Update***.

Section 7.2 – MAERS Password Changes

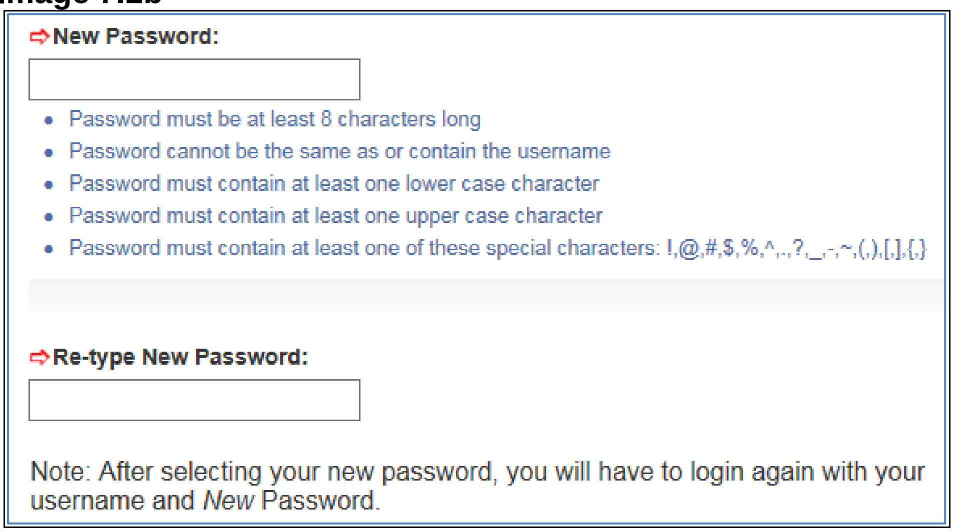
Select the Staff Admin link within the **Special Functions** tab then select the Change Password link. (Image 7.2a)

Image 7.2a



Type in a new password and click ***Update***. The Submit button will not appear until each of the 8 password criteria is met. As noted on the screen, once a new password is saved, the MAERS login screen will redisplay. (Image 7.2b)

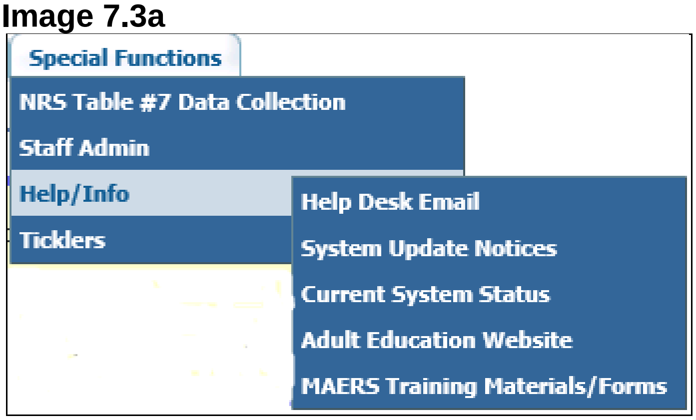
Image 7.2b



Section 7.3 – Other Help Information and Tools

Select the Help/Info link within the **Special Functions** tab. (Image 7.3a)

Image 7.3a



Help Desk Email – If you have questions regarding the MAERS system, clicking this link can open an email and prefill the address with LEO-maers2.0@michigan.gov if your system is compatible.

System Update Notices – This link will provide a list of past MAERS notices that have expired from the MAERS Welcome screen

Current System Status – If you are experiencing problems with the MAERS system, use this link to check the current status. The status page is updated daily or as system changes occur.

Adult Education Website – This link will take you directly to the State of Michigan's Adult Education website at Michigan.gov/AdultEducation. Use this link to refer to various policies, i.e. Assessment Policy, Attendance Policy, Data Entry Policy, Distance Learning Policy, Goal Setting Policy, etc… Also, there is a section on MAERS which provides links to the manual, reference materials, and needed forms.

MAERS Training Materials/Forms – This link will take you to the current version of the MAERS User's Manual, reference materials, and the User Profile Form.

Section 7.4 – Ticklers

The Tickler system is a tool to track participant reminders for important information and activities.

Select the Ticklers link within the **Special Functions** tab then select the Enter New Tickler link. (Image 7.4a)

Image 7.4a

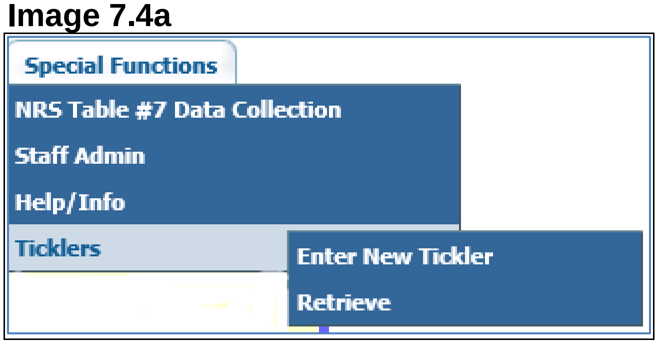
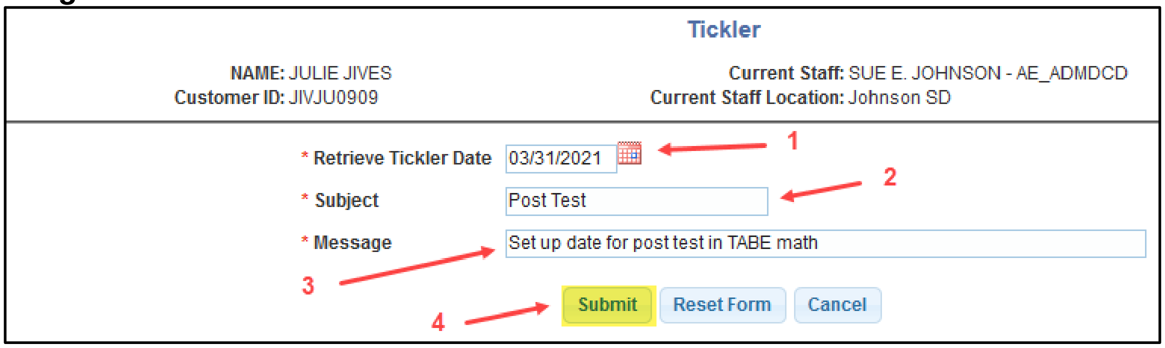


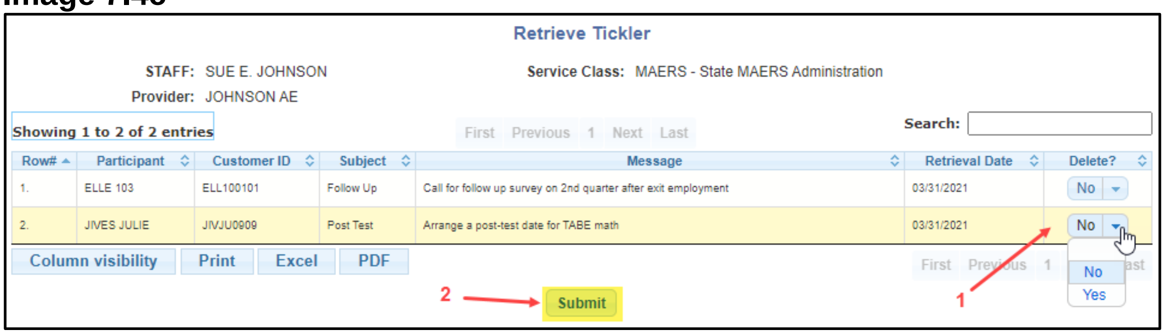
Image 7.4b



1. Enter the date in which you want to trigger the reminder. (Image 7.4b)
2. Enter a brief subject. This is limited to 30 characters.
3. Type in a detailed message of what the tickler is about. This is limited to 300 characters.
4. Click ***Submit*** to save the tickler record.

Select the Ticklers link within the **Special Functions** tab then select the Retrieve link. (Image 7.4a)

Image 7.4c



Check for Ticklers daily. (Image 7.4c)

1. When the Tickler is completed or no longer needed, delete the Tickler by selecting **Yes** in the Delete column.
2. Click ***Submit*** to delete any Tickler records.