

Chapter 3

Participant Functions

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

Revised April 2013

Chapter 3 – Participant Functions

In this chapter you will learn the following:

[Section 3.0](#) – Where to find Participant Functions

[Section 3.1](#) – Participant Search and Registration

[Section 3.2](#) – Pre-Test Assessments

[Section 3.3](#) – Class Enrollments By Group and By Participant

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[Section 3.8](#) – Program Exits

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Section 3.0 – Where to find Participant Functions

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

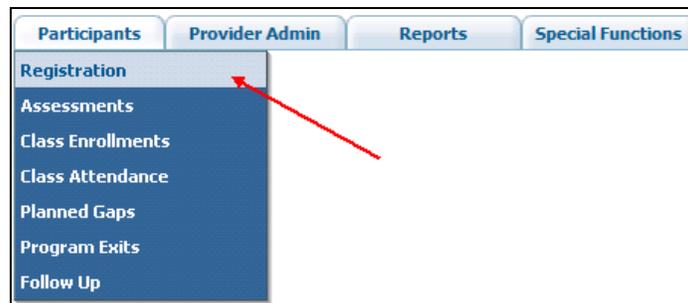


Image 3.0a

Section 3.1 – Participant Search and Registration

Click on the [Registration](#) link on the **Participants** tab. (Image 3.1a)

Update MAERS Registration - Participant Search Criteria

Search by Last Name first:

⇒ Last Name: Jives ← 1

First Name: Julie ← 2

Date of Birth: ← 3

Submit

Search by Local Student Number:

⇒ Local Student Number: ALC-R00010 ← 4

Submit

Search by Customer ID:

⇒ Customer ID: JIVJU0919 ← 5

Submit

Image 3.1a

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 up to 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 day (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.

MAERS Registration - Participant Search Results

Click on the 'Name' column (if a link exists) to update the existing MAERS Registration for the customer or to create a new MAERS record.

If the individual you are searching for does not appear, click on "New Applicant/MAERS Registration" to enter the initial Applicant/MAERS Registration record or click on "New Search" to conduct a new search.

[Copy to clipboard](#)
[Export to Excel](#)
[Export to PDF](#)
[Print](#)

Show entries Search:

Row#	Name	Birth date	Customer ID	Address	Phone	In MAERS?
1	JIVES, JULIE	01/01/1970	JIVJU0101		-	No
2	JIVES, JULIE J.	09/19/1981	JIVJU0919	101&1/2 Elm Street Hemlock, MI 48828	(989) 626-2234	Yes

Showing 1 to 2 of 2 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

Only click on 'New Applicant/MAERS Registration', if your Participant DOES NOT APPEAR on the Customer Search Results List.

New Applicant/MAERS Registration
← 3

← 2
New Search

Image 3.1b

1. If the person is listed after performing a name search, then click on the [Name](#) link to view the **Participant History** screen (Image 3.1b)
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 3.1a)
3. If the Participant's name is still not listed, click **New Applicant/MAERS Registration** to create a new MAERS registration record (Image 3.1b)

MAERS Registration - Participant History

Name	Customer ID	Current Staff Provider
JIVES, JULIE J.	JIVJU0919	AURA LEARNING

Click on the 'Instructional Area(s)' to update the Registration

[Copy to clipboard](#)
[Export to Excel](#)
[Export to PDF](#)
[Print](#)

Show entries Search:

Instructional Area (s)	Registration Date	Status	Exit Date	Exit Reason	Local Student No	Provider
ESL, GED	09/12/2010	Active	-	-	ALC-R00010	AURA LEARNING

Showing 1 to 1 of 1 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

← 2
Enter New MAERS Registration
[New Search](#)

Image 3.1c

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 3.1c)

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' assessments and class enrollments.
2. To register this person into the local program, then click **Enter New MAERS Registration**. A Participant can have only one active registration with the same local program during a program year. (Image 3.1c)

The screenshot shows the 'Personal' tab of a registration form. The form is divided into eight tabs: Personal, Demographic, Entry Status, Instr. Areas, Credits/Tests, Goals, Funding, and Other. The 'Personal' tab is active and contains the following fields:

- Local Student Number: BLC-R00010
- County: SAGINAW
- Last Name: JIVES
- First Name: JULIE
- Middle Initial: J
- Maiden Name: (empty)
- Address: 101&1/2 ELM STREET
- City: HEMLOCK
- State: MI
- Zip: 48626
- Check if no Address:
- Phone: (989) 626-2234
- Phone Extension: (empty)
- Alternate Phone + Ext.: (989) 413-3587 - (empty)
- SSN (Requested): (empty)
- UIC Number (Requested): (empty)
- Email: JIVES_J12@YAHOO.COM

Below the form fields, there is a table for registration details:

Registered By	Registration Provider
PROVIDER ADMIN (ADMINP)	AURA LEARNING (Code: T0002)

At the bottom of the form, there are four buttons: Update, Reset Form, Update and Enter Assessment, and Cancel. A 'Next Tab »' button is located at the bottom right corner.

Image 3.1d

The Registration screen is divided into eight tabs. All eight tabs are a part of one record. Data entered will remain on all tabs until **Submit, Update, or Update and Enter Assessment** is clicked. Clicking on **Cancel** or the back button will not save the entered data. (Image 3.1d)

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 (Requested)** – The Social Security Numbers are requested. Once saved, a row of asterisks is displayed in place of the actual SSN. It is strongly recommended that a Participant’s Social Security Number is obtained and recorded as this will be critical for effective tracking/follow-up of Participant outcomes through data matching.
- **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 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.
- **Email** – Current Email address for Participant

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 records.*

Click on **Next Tab** or mouseover to **Demographic** tab

The screenshot shows a web-based registration form with the following elements:

- Navigation Tabs:** Personal, **Demographic** (highlighted), Entry Status, Instr. Areas, Credits/Tests, Goals, Funding, Other.
- Form Fields:**
 - Birth Date: 09/19/1981
 - Age At Registration: 30
 - Place of Birth: SAGINAW, MI
 - Sex: Female
 - Number of Pre-school aged Children: 0
 - Number of School-Age Children: 0
 - Hispanic/Latino: No (selected)
 - Race:
 - African American: No (selected)
 - American Indian/Alaskan: No (selected)
 - Asian: Yes (selected)
 - Hawaiian or Pacific Islander: No (selected)
 - White: Yes (selected)
- Registration Information Table:**

Registered By	Registration Provider
PROVIDER ADMIN (ADMINP)	AURA LEARNING (Code: T0002)
- Buttons:** « Prev Tab, Update, Reset Form, Update and Enter Assessment, Cancel, Next Tab »

Image 3.1e

Enter the Participant’s demographic information which is collected on the Adult Learning Plan (ALP). (Image 3.1e)

- **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
- **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.

Click on **Next Tab** or mouseover to **Entry Status** tab

Image 3.1f

Enter the Participant's Entry Status information collected from the Adult Learning Plan (ALP). (Image 3.1f)

- **Highest Educational Level or Degree Attained** – The education status at program entry has a dropdown list which includes nine educational statuses. The educational statuses of **GED, HSD or alternative credential** at entry will impact the Follow Up Cohorts. See [Section 3.9](#); Follow Up. The dropdown list includes the following selections:

- No schooling
- Grades 1-5
- Grades 6-8
- Grades 9-12 (no diploma)
- High School Diploma or alternative credential
- GED
- Some college, no degree
- College or professional degree
- Unknown

- **U.S. Based Education** – Select as appropriate

Note:

- *If a High School Diploma or alternative credential from non-US based schooling is the highest degree or level of school completed and proof (transcript) cannot be provided, please select Grades 9 – 12 (no diploma).*

- Additional Status Measures at Entry – Select all additional status measures which apply at the time of entry. See the NRS Guidelines for a complete explanation for each measure at www.nrsweb.org
- **Labor Status** – The current job status at entry has a dropdown list which includes three employment statuses. The employment status at entry will impact the Follow Up Cohorts. See [Section 3.9](#); Follow Up. The dropdown list includes the following selections:
 - **Employed** – Participant is currently employed
 - **Unemployed** – Participant is not employed and looking for work
 - **Not in the Labor Force** – Participant is not employed and not looking for work
- **Hourly Wage at Intake** – If employed, indicate the Participant’s hourly wage at the time of entry (optional)

Click on **Next Tab** or mouseover to **Instr. Areas** tab

Image 3.1g

Through the intake interview and assessment process, it will be determined which Instructional Areas the Participant will be served. (Image 3.1g)

- **Program Year** – The Adult Education service year begins July 1st and ends June 30th of the following year. However, registrations now can continue across Program Years. Select the Program Year in which the Participant is starting in the program.
- **Instructional Area(s)** – Adult Education services the Participant will be receiving. A Participant can have more than one Instructional Area selected.

Note:

- *HSD and GED can be selected together. However, a Participant cannot be enrolled in both an HSD and a GED class concurrently.*
- **Registration Date** – The date the Participant registered for the program
- **Planned End of Service Date** – The date the Participant should be completed with the Program. This date can be in a future Program Year.

Click on **Next Tab** or mouseover to **Credits/Tests** tab

Personal	Demographic	Entry Status	Instr. Areas	Credits/Tests	Goals	Funding	Other
High School Diploma Credits							
# of Transferrable Credits Previously Earned		# of Credits Required for Completion		% of Completion			
⇒ 15		⇒ 20		75.00%			
GED Tests							
OSSID	# of Actual GED Tests Previously Passed		# of Practice GED Tests Previously Passed				
	⇒ 2						
Registered By				Registration Provider			
PROVIDER ADMIN (ADMINP)				AURA LEARNING (Code: T0002)			
« Prev Tab		Update	Reset Form	Update and Enter Assessment	Cancel	Next Tab »	

Image 3.1h

- **High School Diploma Credits** – If High School Diploma is selected as an Instructional Area on the **Instr. Areas** tab, it is required to list the **# of Transferrable Credits Previously Earned** and the **# of Credits Required for Completion**. Once the record is submitted, the **% of Completion** will display. If the **% of Completion** is at 50% or more, the Participant will be placed into the HSD Follow Up Cohort. See [Section 3.9](#); Follow Up. (Image 3.1h)
- **GED Tests** – All Participants are required to list the **# of Actual GED Tests Previously Passed** regardless of the Instructional Areas selected on the **Instr. Areas** tab. The **OSSID** and the **# of Practice GED Tests Previously Passed** is optional. (Image 3.1h)

Click on **Next Tab** or mouseover to **Goals** tab

Personal	Demographic	Entry Status	Instr. Areas	Credits/Tests	Goals	Funding	Other																																										
PRIMARY GOALS: Select ALL Goals as applicable. <table border="1"> <thead> <tr> <th>GOAL</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="2">EDUCATIONAL GAIN - Default Goals</td> </tr> <tr> <td>• Improve Basic Literacy Skills</td> <td></td> </tr> <tr> <td>• Improve English Skills</td> <td></td> </tr> <tr> <td colspan="2">Participant Selected Goals</td> </tr> <tr> <td>Achieve English Language Proficiency (ESL only)</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Pass One or More Official GED Tests</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Attain High School Diploma Credits</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Obtain a GED</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Obtain a High School Diploma</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Enroll in Postsecondary Education</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Obtain Employment</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Retain/Improve Employment</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		GOAL		EDUCATIONAL GAIN - Default Goals		• Improve Basic Literacy Skills		• Improve English Skills		Participant Selected Goals		Achieve English Language Proficiency (ESL only)	<input checked="" type="checkbox"/>	Pass One or More Official GED Tests	<input type="checkbox"/>	Attain High School Diploma Credits	<input checked="" type="checkbox"/>	Obtain a GED	<input type="checkbox"/>	Obtain a High School Diploma	<input checked="" type="checkbox"/>	Enroll in Postsecondary Education	<input type="checkbox"/>	Obtain Employment	<input type="checkbox"/>	Retain/Improve Employment	<input type="checkbox"/>	SECONDARY GOALS: Select ALL Goals as applicable. <table border="1"> <tbody> <tr> <td>Reduction in Receipt of Public Assistance</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Achieve Citizenship Skills</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Voting Behavior</td> <td><input type="checkbox"/></td> </tr> <tr> <td>General Involvement in Community Activities</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Involvement in Children's Education</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Involvement in Children's Literacy Related Activities</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Achieve Work-Based Project Learner Goals</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other Goal</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>						Reduction in Receipt of Public Assistance	<input checked="" type="checkbox"/>	Achieve Citizenship Skills	<input type="checkbox"/>	Voting Behavior	<input type="checkbox"/>	General Involvement in Community Activities	<input type="checkbox"/>	Involvement in Children's Education	<input type="checkbox"/>	Involvement in Children's Literacy Related Activities	<input type="checkbox"/>	Achieve Work-Based Project Learner Goals	<input type="checkbox"/>	Other Goal	<input type="checkbox"/>
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« Prev Tab		<input type="button" value="Update"/> <input type="button" value="Reset Form"/>		<input type="button" value="Update and Enter Assessment"/> <input type="button" value="Cancel"/>		<input type="button" value="Next Tab »"/>																																											

Image 3.1i

The Goals information will be collected on the ALP. Goals are no longer used for Follow Up performance measurements. Primary Goals should be used for service planning. Performance measurement is now based on Follow Up Cohorts. See [Section 3.9](#); Follow Up. (Image 3.1i)

- **Default Goals** – These are determined by the Instructional Areas selected. Default goals are automatically displayed on the goals screen.
- **Participant Selected Goals** – Select all goals that the Participant is planning to accomplish during the registration
- **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 on **Next Tab** or mouseover to **Funding** tab

Prog. Year	Fiscal Agent	Provider	Selected?
2012	Aura SD	Federal - EL Civics	<input type="checkbox"/>
2012	Aura SD	Federal - General Instruction	<input checked="" type="checkbox"/>
2012	Aura SD	State School Aid - Section 107	<input checked="" type="checkbox"/>
2012	BEAL CITY SD	Other	<input type="checkbox"/>
2012	BEAL CITY SD	State School Aid - Section 107	<input type="checkbox"/>

If "Other" funding, please specify:

Registered By: PROVIDER ADMIN (ADMINP) | Registration Provider: AURA LEARNING (Code: T0002)

Buttons: Update, Reset Form, Update and Enter Assessment, Cancel

Navigation: « Prev Tab, Next Tab »

Image 3.1j

Funding Source selections are based on the Provider’s Funding Sources which are set up by the State each Program Year. Select all applicable funding sources that are intended to support Participant’s services. If “Other” funding is selected, the type of funds must be described. (Image 3.1j)

Funding sources are allocated and tracked by Program Year. Due to this, funding source tracking will be done at the Class record level and not at the Participant record level. Funding sources on the Registration screen will be used to identify funding sources intended to be used at program entry only.

Note:

- *Other Funding are locally obtained funds.*

Click on **Next Tab** or mouseover to **Other** tab

Receiving Distance Learning Services: No Yes

Receiving Literacy Council Services: No Yes

Correctional Facility: No Yes

Community Correctional Program: No Yes

Other Institutional Setting: No Yes

Adult Learner Plan on File: No Yes

Support Services:

Transportation:

Child Care:

Other:

If "Other", please specify:

Registered By: PROVIDER ADMIN | Registration Provider: AURA LEARNING (Code: T0002)

Buttons: Update, Reset Form, Update and Enter Assessment, Cancel

Navigation: « Prev Tab, Next Tab »

Image 3.1k

1. It is required to select the appropriate No or Yes to each of the additional services the Participant is receiving

2. **Support Services** is optional and shows if the local program offers any additional support services which assists Participants with additional needs
3. Click **Update** to save updated data. Click **Submit** to save new record.
4. Click **Update and Enter Assessment** to save new or updated data to all tabs and to move to the Assessment module for the Participant.

Section 3.2 – Pre – Test Assessments

Click on the [Assessments](#) link on the **Participants** tab. (Image 3.2a)



Image 3.2a

Once the Participant has been selected from the **Search Results** screen, the system will navigate to the Participant's **Assessment History** screen. (Image 3.2b)

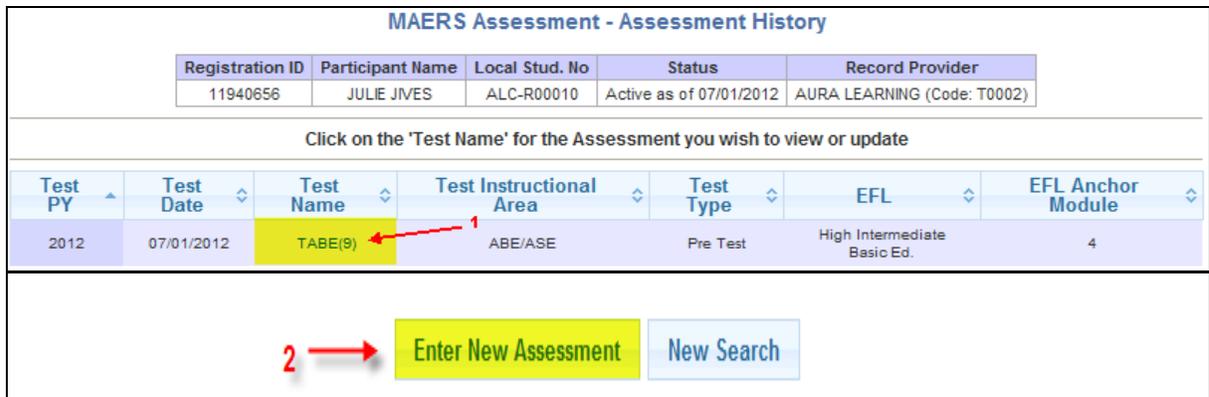


Image 3.2b

Beginning with PY 2011-12, a Participant can have up to two Pre-Tests, one for services in the ABE/ASE Instructional Areas and a second for the ESL Instructional Area per program year.

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 October 25th following the Program Year end.
2. Click **Enter New Assessment** to enter a new Pre-Test Assessment Test record for the Participant (Image 3.2b)

Note:

- A Pre-Test is required before a Participant can be enrolled into a class.

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 Date** – The date the Assessment Test was administered to the Participant
- **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. Based on the Instructional Area(s) selected for the Participant, the dropdown list may include the following tests: **CASAS (ESL), CASAS (ABE/ASE), TABE (9), TABE (10), GAIN, WORK KEYS.**

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.*

Tip:

- *A previously administered test can be used as a new Pre-Test provided it is not more than 180 days old. The original test administration date must be entered.*

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

Image 3.2d

Enter the Participant's 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)

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)

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
11940656	JULE JIVES	ALC-R00010	Active as of 07/01/2012	AURA LEARNING (Code: T0002)

Test PY:	Test Date:	Test Type:	Test Name:
2012	07/01/2012	Pre Test	CASAS(ESL)

Module	Score	Form	Form No.	EFL
ESL LISTENING	220	L&W	81	High Intermediate ESL
ESL MATH	215	LS	31	High Intermediate ESL
ESL READING	220	L&W	185	High Intermediate ESL

Update Reset Form Cancel

Delete

Image 3.2e

The results of the assessment scores will display as follows: (Image 3.2e)

1. The highlighted bar shows the Educational Functioning Level (EFL) upon which the Participant's educational gain measurement will be calculated. This is called the "anchor module". The educational gain measurement is computed from the anchor module of the pre-test to the same module of the post-test.
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

Note:

- *Deleting a Pre-Test record should only be done if the incorrect Test Date or Test Name was entered and correction is needed. Deleting a Pre-Test will also delete attendance and class enrollments for the Participant.*

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.

MAERS Group Class Enrollment

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

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

Show 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	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1078017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Open Entry/Exit	-	-	-	-	-	-	-	X
3.	1078017253	GED - 301	WALTERS, WILLIAM	AURA LEARNING CENTER 1 Room#:	0	Semester - Fall	-	X	-	X	-	-	-	-
4.	1078017259	GED - 301	MILLER, MARY	AURA LEARNING CENTER 1 Room#: 14	0	Semester - Winter	-	X	-	X	-	-	-	-
5.	1078017264	HSD - 301	WALTERS, WILLIAM	AURA HIGH SCHOOL 1 Room#: 23C	0	Open Entry/Exit	-	X	X	X	X	X	-	-

Showing 1 to 5 of 5 entries

Image 3.3b

1. Click on the [Class ID](#) link of the Class to enroll Participants (Image 3.3b)
2. Click **New Search** if the Class needed is not listed (Image 3.3b)

Enter/Update Class Enrollments by Group

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
GED	301	MILLER, MARY	Semester - Winter	AURA LEARNING CENTER 1 Room No: 14	01/07/2013	04/01/2013	06/06/2013	25	23	2012-2013

[Class Attendance by Group](#)

Search:

#	Participant	Birth Date	Local Stud.#	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Class Exit Date	Passed Class?	Delete?
1	GERKIN, GREG	03/14/1956	ALC-R00007	08/29/2012	2	240	01/07/2013	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Delete?
2	JIVES, JULIE J.	08/19/1981	BLC-R00010	07/01/2012	3	340	01/10/2013	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Delete?

Image 3.3c

Participants already enrolled into the class are displayed. If no Participants are enrolled, a list is not displayed. (Image 3.3c)

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 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.

Filter Participants to Enroll in Class

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
GED	301	MILLER, MARY	Semester - Winter	AURA LEARNING CENTER 1 Room No: 14	01/07/2013	04/01/2013	06/06/2013	25	22	2012-2013
Admit After Start?		Instructional Area		Instructional Setting		Schedule		Provider		
Yes		GED		Classroom / Distance Education		Mon: 08:00am - 10:00am Wed: 08:00am - 10:00am		AURA LEARNING (Code: T0002)		

Filter Criteria

1 → Last Name Starts with: Local Student No Starts with:

2 →

The yellow box above is a data filtering tool. It can be used to show you a list of your Registered MAERS Participants by Participant "Last Name". The filter box provides for two search options:

- **All** = No Search String selections. All participants that have a registration instructional area that overlaps with the instructional area for this class will be displayed.
- **Last Name** = A text entry that will list all Participants whose Last Name starts with the user-entered search string.
- **Local Student Number** = A text entry that will list all Participants whose Local Student Number starts with the user-entered search string.

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 and click **Search**.
2. Click **Search** to display the filtered Participant or to display a list of Participants who can be enrolled into the Class

Select Participants to Enroll in Class

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
GED	301	MILLER, MARY	Semester - Winter	AURA LEARNING CENTER 1 Room No: 14	01/07/2013	04/01/2013	06/06/2013	25	22	2012-2013

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	GED	Classroom / Distance Education	Mon: 08:00am - 10:00am Wed: 08:00am - 10:00am	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	ENOS, ELAINE	04/17/1979	ALC-R00031	09/24/2012	0	0	01/07/2013	<input type="checkbox"/>
2	GLASSBROOK, GAYLE	01/01/1981	ALC-R00033	11/01/2012	0	0	01/07/2013	<input type="checkbox"/>
3	JIVES, JULIE J.	09/19/1981	ALC-R00010	07/01/2012	0	0	01/07/2013	<input type="checkbox"/>
4	KINGSLEY, KYLE	09/19/1981	ALC-R00011	03/01/2013	0	0	03/01/2013	<input type="checkbox"/>
5	MUNSON, MARK	04/17/1979	ALC-R00013	04/01/2013	0	0	04/01/2013	<input type="checkbox"/>
6	OESTERLE, OLIVER	06/13/1985	ALC-R00015	07/01/2012	0	0	01/07/2013	<input type="checkbox"/>

3 → Save and Search Again
Save and List Class Participants
← Cancel 3

Image 3.3e

A list of the Participants who can be enrolled into the Class will be displayed. This list is determined by the filter criteria used. (Image 3.3e)

1. **Enroll** – Click in 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. A Participant can be enrolled into the Class before a Class begins. However, 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 be redisplayed with the Participants enrolled into the Class.

By Participant: Click on the [By Participant](#) link. Once the Participant has been selected from the **Search Results** screen, the system navigates to the **Enter/Update Participants Class Enrollments** screen.

Enter/Update Participant Class Enrollments

• Participant is not currently enrolled in any Classes. ← 1

Participant Name	Birth Date	Local Student #	Reg. Date	Beginning EFL			Ending EFL		Scheduled	Attended Hours	
				Code	Year	Level	Code	Year		Code	Hours
JIVES, JULIE J.	09/19/1981	ALC-R00010	07/01/2012	ABE	2012	High Intermediate Basic Ed.	ABE			ABE	0
				ESL	2012	High Intermediate ESL	ESL			ESL	0

Gaps Enrollments

← 3

Enrolled Class								
Class Name	Class Number	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
<input type="button" value="Cancel"/>								

2 →

Image 3.3f

1. If the Participant has not had any class enrollments, a message will be displayed (Image 3.3f)
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 3.3f)
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.

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)

Enter/Update Participant Class Enrollments

Participant Name	Birth Date	Local Student #	Reg. Date	Earliest Beginning EFL		Latest Ending EFL		Scheduled	Attended Hours	
JVES, JULE J.	09/19/1961	BLC-R00010	07/01/2012	ABE 2012	Beginning ABE Literacy	ABE 2012	High Intermediate Basic Ed	220	ABE	0
				ESL 2012	High Intermediate ESL	ESL 2012	Advanced ESL		ESL	50

Click the 'Enrolled Class #' link to view all participants currently enrolled in this class.
Click the 'Class Name', 'Instructor', or 'Location' column links to view/edit detailed Class, Instructor, or Location information.
Click the 'Passed Class' box and then click SAVE to indicate that the participant has passed this Class.
Click the 'Delete?' box and then click SAVE to Delete the participant from this Class.
Enter the Participant's Class Exit Date in the 'Exit' box and then click SAVE to exit the participant from this Class.

Class Enrollment Timeline: 8/1/2012 to 4/1/2013

PY	Beginning EFL	Ending EFL	Attended Hours
2012	ABE	Beginning ABE Literacy	ABE 0
	ESL	High Intermediate ESL	ESL 50

Class Program Year: 2012 - Enrolled Class # 1 - Class Provider: AURA LEARNING (Code: T0002)

Class Name	Class Number	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
GED	301	MILLER, MARY	Semester - Winter	AURA LEARNING CENTER 1 Room No: 14	120	0	01/07/2013	06/06/2013
Enroll: 01/15/2013		Exit:		Passed Class?: <input type="checkbox"/>	Class Scheduler: Mon: 08:00am - 10:00am Wed: 08:00am - 10:00am	Delete? <input type="checkbox"/>		

Planned Gap #1
Begin Date: 10/16/2012 End Date: 01/09/2013 Notes: No classes offered

Class Program Year: 2012 - Enrolled Class # 2 - Class Provider: AURA LEARNING (Code: T0002)

Class Name	Class Number	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
ESL TUTORING	201	JOHNS, JOHN	Semester - Fall	AURA LEARNING CENTER 1 Room No: 101	100	50	07/01/2012	06/30/2013
Enroll: 07/01/2012		Exit: 09/25/2012		Passed Class?: <input checked="" type="checkbox"/>	Class Schedule: Flex Schedule	Delete? <input type="checkbox"/>		

Buttons: Save, Reset Form, Cancel, Save and Enroll in New Class?

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. A Participant can be enrolled into the Class before a Class begins, however 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. **Passed Class** – Once the Participant is exited from the class, check the Passed Class box if the participant passed the class curriculum
 6. **Class Schedule** – A display of the days and time of the week the Class is scheduled to meet
 7. **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.

8. **Scheduled Hours** – The number of instructional hours scheduled for the Class
9. **Attended Hours** – The number of hours the Participant has attended a Class to date
10. **Class Begin Date** – The first day of scheduled instruction for the Class
11. **Class End Date** – The last day of scheduled instruction for the Class
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.

Enroll Participant to New Classes

Participant Name	Birth Date	Local Student #	Reg. Date	Beginning EFL		Ending EFL		Scheduled	Attended Hours
JIVES, JULIE J.	09/19/1981	ALC-R00010	07/01/2012	ABE 2012	High Intermediate Basic Ed.	ABE			ABE 0
				ESL 2012	High Intermediate 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
ESL TUTORING	201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room No: 101	Open Entry/Exit	-	-	-	-	-	-	-	X	07/01/2012	<input type="checkbox"/>
GED	301	WALTERS, WILLIAM	AURA LEARNING CENTER 1	Semester - Fall	-	X	-	X	-	-	-	-	09/04/2012	<input type="checkbox"/>
GED	301	MILLER, MARY	AURA LEARNING CENTER 1 Room No: 14	Semester - Winter	-	X	-	X	-	-	-	-	01/07/2013	<input checked="" type="checkbox"/>

3 → Save
Save and List Enrolled Classes
Reset Form
Cancel

↑ 1
↑ 2

Image 3.3h

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. A Participant can be enrolled into a Class before the Class begins, however 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 in 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**: (Image 3.4a)

- **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.

MAERS Group Class Attendance

Program Year: Provider:

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

Show 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	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1078017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	1	Open Entry/Exit	-	-	-	-	-	-	-	X
3.	1078017253	GED - 301	WALTERS, WILLIAM	AURA LEARNING CENTER 1 Room#:	0	Semester - Fall	-	X	-	X	-	-	-	-
4.	1078017259	GED - 301	MILLER, MARY	AURA LEARNING CENTER 1 Room#: 14	4	Semester - Winter	-	X	-	X	-	-	-	-
5.	1078017264	HSD - 401	WALTERS, WILLIAM	AURA HIGH SCHOOL 1 Room#: 23C	0	Open Entry/Exit	-	X	X	X	X	X	-	-

Showing 1 to 5 of 5 entries

2 →

Image 3.4b

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 3.4b)

Enter/Update Class Attendance by Group

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Hours
GED	301	MILLER, MARY	Semester - Winter	AURA LEARNING CENTER 1 Room No: 14	01/07/2013	04/01/2013	06/06/2013	120

Schedule	Instructional Area	Instr. Setting	PY	Provider
Mon: 08:00am - 10:00am Wed: 08:00am - 10:00am	GED	Classroom / Distance Education	2012-2013	AURA LEARNING (Code: T0002)

Class Enrollment by Group

Attendance Month: June 2013 Load Attendance for another Month

Fill-in the 'Regular Hours' and/or 'Proxy Hours' columns record attendance for this Class.

Class Attendance Records for: June 2013											
#	Participant	Birth Date	Classes Taken	Sched. Hours	Total Hours	Class Enrollment Date	Total Class Hours	Entry Date	Update Date	Regular Hours	Proxy Hours
1	FULLER, FREDERICK	09/19/1981	1	120		01/07/2013	0			<input type="text"/>	<input type="text"/>
2	GERKIN, GREG	03/14/1958	1	120		01/07/2013	0			<input type="text"/>	<input type="text"/>
3	HANKS, HAROLD	02/02/1982	1	120		02/15/2013	0			<input type="text"/>	<input type="text"/>
4	JIVES, JULIE J.	09/19/1981	2	220		01/07/2013	0			<input type="text"/>	<input type="text"/>

Image 3.4c

Adult Education policy requires that attendance must be entered by the end of the month following the attendance month. For example, May attendance 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.*

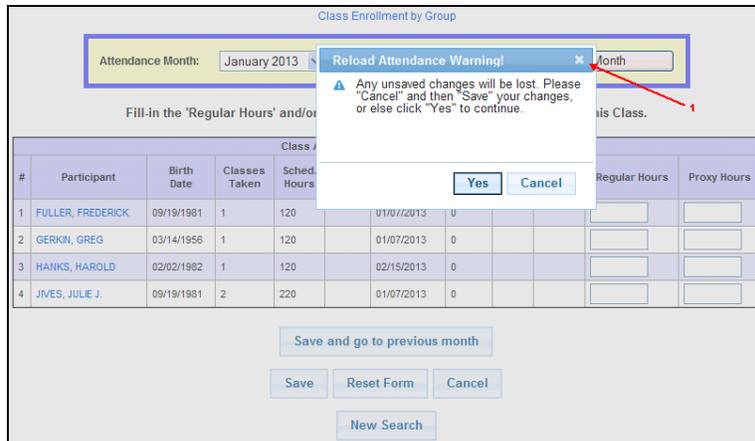


Image 3.4d

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)

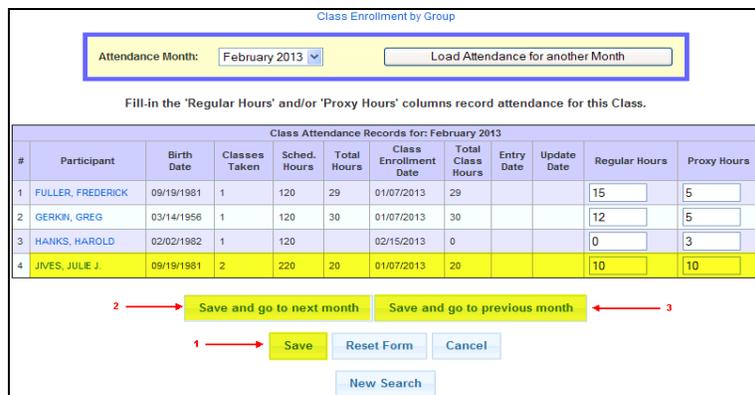


Image 3.4e

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

Note:

- Hour data fields will display with Regular Hours and/or Proxy Hours. These fields are determined by the Instructional Setting of the class. Any method that involves distance learning will populate Proxy 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. 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.

Enter/Update Single Participant Attendance

Participant Name	Birth Date	Local Student #	Reg. Date	Earliest Beginning EFL			Latest Ending EFL			Scheduled	Attended Hours	
JVES, JULIE J.	09/19/1981	BLC-R00010	07/01/2012	ABE	2012	High Intermediate Basic Ed.	ABE			220	ABE	50
				ESL	2012	High Intermediate ESL	ESL	2012	Advanced ESL		ESL	45

Click on the 'Group Attendance for Class #' link to edit Attendance for all participants currently enrolled in this class.
Click the 'Class Name', 'Instructor', or 'Location' column links to view/edit detailed Class, Instructor, or Location information.

PY	Beginning EFL			Ending EFL			Attended Hours	
2012	ABE	High Intermediate Basic Ed.		ABE	None		ABE	50
	ESL	High Intermediate ESL		ESL	Advanced ESL		ESL	45

Class Program Year: 2012 **Group Attendance for Class # 1 - Class Provider: AURA LEARNING (Code: T0002)**

Class Name	Class Number	Instructor	Inst. Method	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin - End Date	Class Enrollment - Exit Date
GED	301	MILLER, MARY	Classroom / Distance Education	AURA LEARNING CENTER 1 Room No: 14	120	50	01/07/2013-06/06/2013	01/07/2013-05/01/2013

Month	Update Date	Regular Hours	Proxy Hours	Month	Update Date	Regular Hours	Proxy Hours	Month	Update Date	Regular Hours	Proxy Hours
Jul 2012	-	N/A	N/A	Nov 2012	-	N/A	N/A	Mar 2013	07/20/2012	10.00	
Aug 2012	-	N/A	N/A	Dec 2012	-	N/A	N/A	Apr 2013	-		
Sep 2012	-	N/A	N/A	Jan 2013	07/19/2012	10.00	10.00	May 2013	-		
Oct 2012	-	N/A	N/A	Feb 2013	07/20/2012	10.00	10.00	Jun 2013	-	N/A	N/A

Image 3.4f

- 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
- Update Date** – Displays the date attendance was entered or last updated
- Regular/Proxy Hours** – Enter attendance hours as appropriate for Regular and/or Proxy Hours

Note:

- Hour data fields will display with Regular Hours and/or Proxy Hours. These fields are determined by the Instructional Method of the class. Any method that involves distance learning will populate Proxy Hours.
- 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.

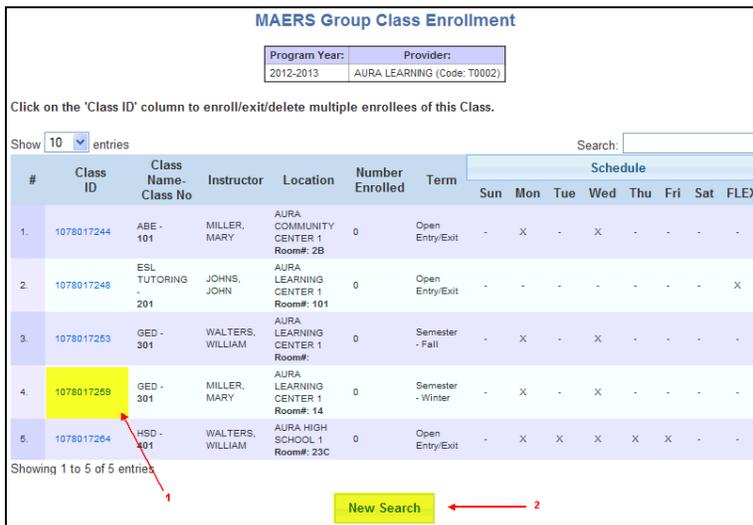


Image 3.5b

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 3.5b)

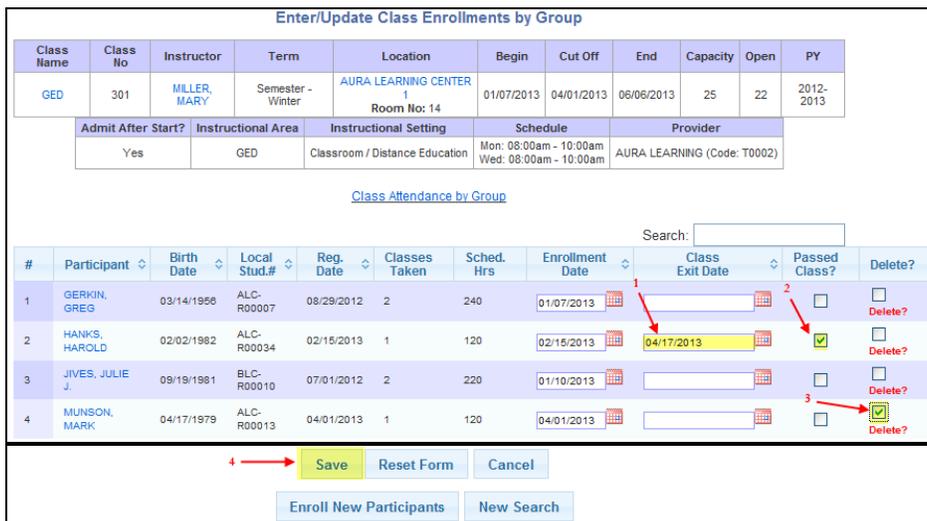


Image 3.5c

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. **Passed Class** – Once the Participant is exited from the class, check the Passed Class box if the participant passed the class curriculum
3. **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.
4. 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)

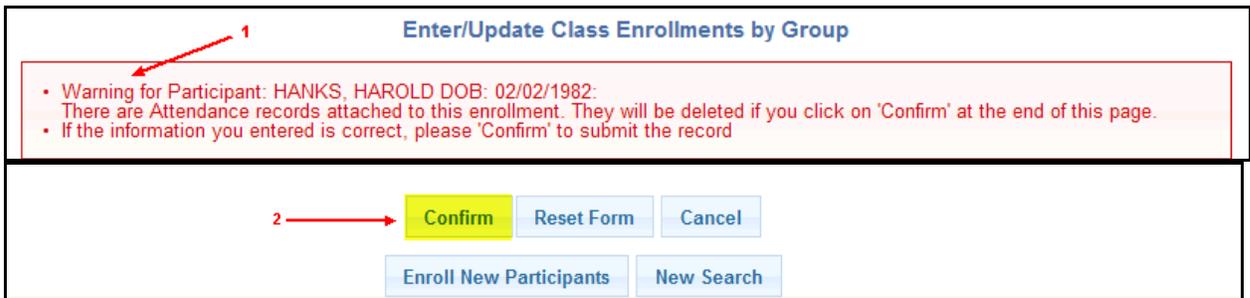


Image 3.5d

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.

PY	Beginning EFL		Ending EFL		Attended Hours			
2012	ABE ESL	Beginning ABE Literacy High Intermediate ESL	ABE ESL	High Intermediate Basic Ed. Advanced ESL	ABE ESL	0 50		
Class Program Year: 2012								
Enrolled Class # 1 - Class Provider: AURA LEARNING (Code: T0002)								
Class Name	Class Number	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
GED	301	MILLER, MARY	Semester - Winter	AURA LEARNING CENTER 1 Room No: 14	120	0	01/07/2013	06/06/2013
Enroll:	01/10/2013	Exit:	04/17/2013	Passed Class?:	<input checked="" type="checkbox"/>	Class Schedule:	Mon: 08:00am - 10:00am Wed: 08:00am - 10:00am	<input type="checkbox"/> Delete?
Planned Gap #1								
Begin Date:	10/16/2012	End Date:	01/09/2013	Notes:	No classes offered			
Class Program Year: 2012								
Enrolled Class # 2 - Class Provider: AURA LEARNING (Code: T0002)								
Class Name	Class Number	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
ESL TUTORING	201	JOHNS, JOHN	Semester - Fall	AURA LEARNING CENTER 1 Room No: 101	100	50	07/01/2012	06/30/2013
Enroll:	07/01/2012	Exit:		Passed Class?:	<input type="checkbox"/>	Class Schedule:	Flex Schedule	<input checked="" type="checkbox"/> Delete?
<input type="button" value="Save"/> <input type="button" value="Reset Form"/> <input type="button" value="Cancel"/>								
<input type="button" value="Save and Enroll in New Class?"/>								

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. **Passed Class** – Once the Participant is exited from the class, check the Passed Class box if the participant passed the class curriculum
3. **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.
4. Click **Save** or **Save and Enroll in New Class** to update the Participant’s record with the changes (Image 3.5e)

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 90 days or more in length to keep the Participant’s Registration active. This must be done because 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. 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 90 days

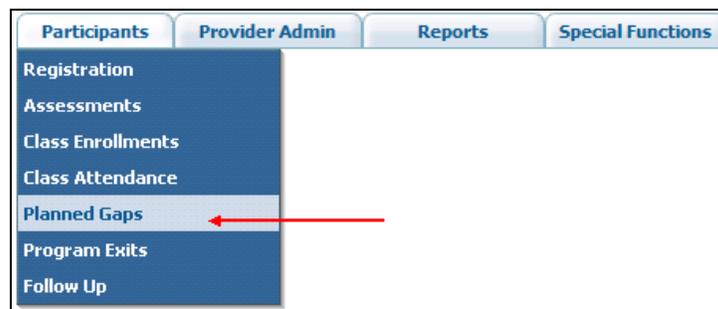


Image 3.6a

Once the Participant has been selected from the **Search Results** screen, the system will navigate to the Participant’s **Planned Gap History** screen.

Planned Gap guidelines:

- A Planned Gap can extend into the next Program Year for continuing Registrations
- 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.

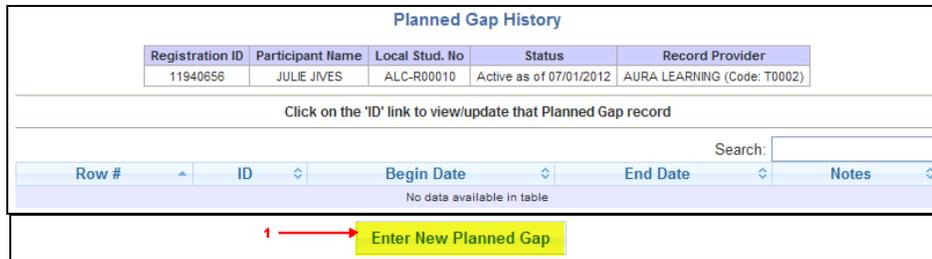


Image 3.6b

1. Click **Enter New Planned Gap** to enter a new Planned Gap record for the Participant (Image 3.6b)

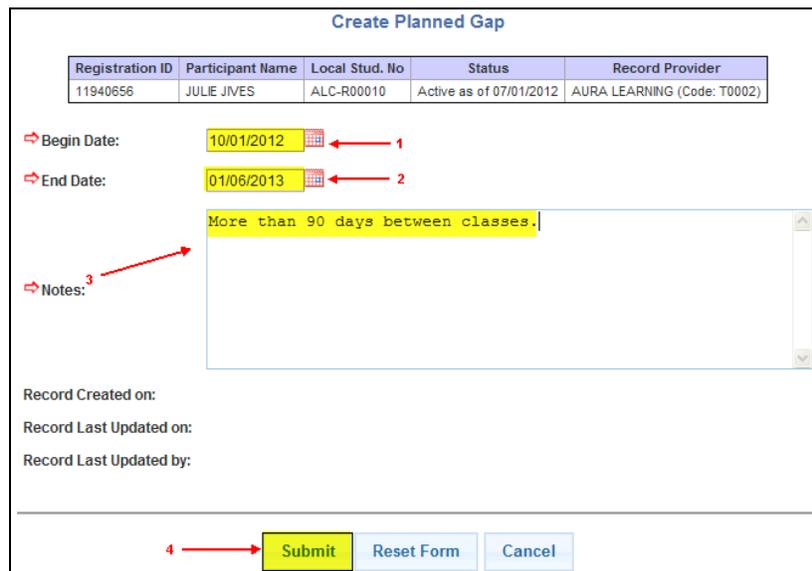


Image 3.6c

1. **Begin Date** –The first date of the Planned Gap
2. **End Date** – The last date of the Planned Gap

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 new data (Image 3.6c)

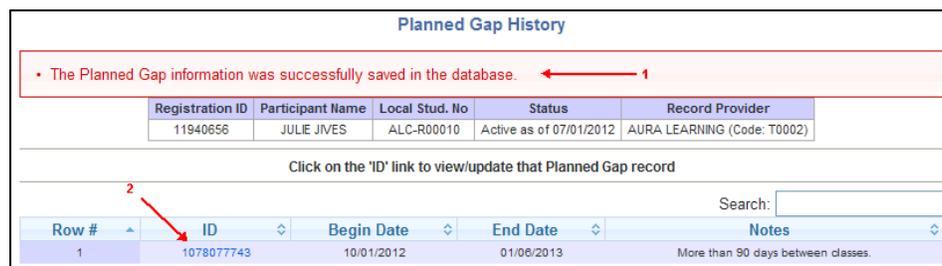


Image 3.6d

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)

PY	Beginning EFL		Ending EFL		Attended Hours	
2012	ABE	Beginning ABE Literacy	ABE	High Intermediate Basic Ed.	ABE	0
	ESL	High Intermediate ESL	ESL	Advanced ESL	ESL	50

Class Name		Class Number	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
GED		301	MILLER, MARY	Semester - Winter	AURA LEARNING CENTER 1 Room No: 14	120	0	01/07/2013	06/06/2013
Enroll:		Exit:		Passed Class?:		Class Schedule:		Mon: 08:00am - 10:00am Wed: 08:00am - 10:00am	
01/10/2013		04/17/2013		<input checked="" type="checkbox"/>				<input type="checkbox"/> Delete?	

Begin Date:		End Date:		Notes:	
10/16/2012		01/09/2013		No classes offered	

Class Name		Class Number	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
ESL TUTORING		201	JOHNS, JOHN	Semester - Fall	AURA LEARNING CENTER 1 Room No: 101	100	50	07/01/2012	06/30/2013
Enroll:		Exit:		Passed Class?:		Class Schedule:		Flex Schedule	
07/01/2012				<input type="checkbox"/>				<input checked="" type="checkbox"/> Delete?	

Image 3.6e

Once a Planned Gap record is saved, the Planned Gap can also be viewed on the **Class Enrollment By Participant** screen. 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 or View the Planned Gap details.
2. A timeline is viewable as a quick reference tool to view Enrollments, Gaps, and Unplanned Gaps in Service
3. By doing a mouseover the bullet points, a date will display. These dates are one of following: (Image 3.6e)
 - 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

Section 3.7 – Post – Test Assessments

Assessments are found on the **Participants** tab. (Image 3.7a)



Image 3.7a

Once the Participant has been selected from the **Search Results** screen, the system will navigate to the Participant's **Assessment History** screen.

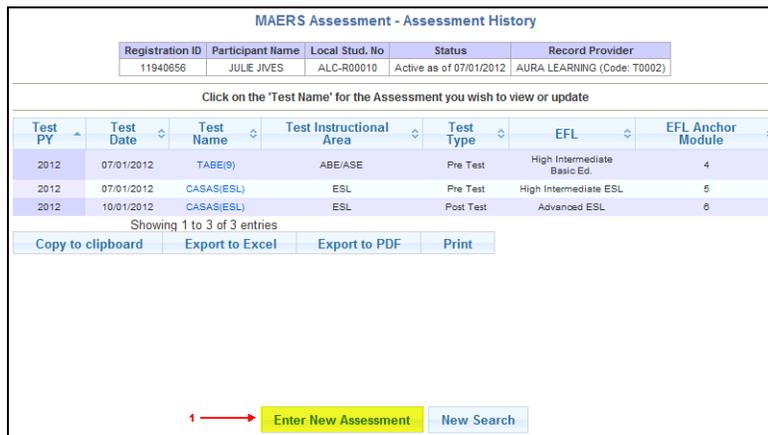


Image 3.7b

Beginning with PY 2011-12, 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 must have a Pre-Test and Post-Test for every program year.

1. Click **Enter New Assessment** to enter a new Post-Test record for this Participant (Image 3.7b)

Entering a Post-Test is the same process as entering a Pre-Test. See [Section 3.2](#); Pre-Test Assessments to enter a new assessment selecting Post-Test as the Test Type. (Images 3.2b and 3.2c)

Enter Assessment Results For:

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
11940656	JULE JIVES	ALC-R00010	Exited on 05/30/2013	AURA LEARNING (Code: T0002)

Test PY:	Test Date:	Test Type:	Test Name:
2012	06/01/2013	Post Test	TABE(10)

Waiver: No Yes ← 1

Waiver Date: ← 2

Approved By: Name: ← 3

Title: ← 4

Post test waivers only apply to Participants that have obtained a GED or HSD before the post test minimum hours (CASAS = 40) & TABE(9-10) = 60 or 120 testing requirements have elapsed.

Module	Score	Form	Form No.	EFL
LANGUAGE	<input type="text"/>	<input type="text"/>	<input type="text"/>	None
READING	<input type="text"/>	<input type="text"/>	<input type="text"/>	None
TOTAL MATH	<input type="text"/>	<input type="text"/>	<input type="text"/>	None

← 5

Comments:

Hours Between PRE Test and POST Test: 20 Instructional hours are showing as more than 12 but under the required minimum hours for the selected test.

Registered On	Registered By	Registration Provider
07/01/2012	PROVIDER ADMIN	AURA LEARNING (Code: T0002)

← 6

Image 3.7c

Based on the number of Attendance Hours entered between the Pre-Test and the Post-Test for a Participant, Post-Test Minimum Hour Waiver data items may be displayed. (Image 3.7c) Refer to the Assessment Policy in the Adult Education Website for additional details on required Post-Test hours.

Note:

- *Beginning Program Year 2011-12, the Post-Test minimum hours requirement may be waived under the following criteria:*
 - >Participant must have GED or HSD selected as an Instructional Area within their Registration AND
 - >Attendance Hours must be equal to or greater than 12 hours of instruction within the ABE/ASE instructional area between tests but less than the minimum hours required for the selected Post-Test AND
 - >Participant must have passed the GED or earned a High School Diploma and the attainment must be entered in the Follow Up module AND
 - >Waivers must be approved by the Program Director

1. Click the applicable response of **No** or **Yes** for an approved Waiver
2. If **Yes** is selected, enter the Waiver date which is the date of approval by the Program Director

Note:

- *If **No** is selected, this indicates a Waiver is not approved. The Post-Test then cannot be entered due to the lack of instructional hours.*
3. Enter the Name of the Program Director (Name must include a minimum of four characters)
 4. Enter the Title of the person approving the Waiver
 5. Enter the test scores of the modules where instruction was provided
 6. Click **Submit** to save the new data

Note:

- If you feel a Waiver was received in error, navigate back to the Attendance screen and verify the attendance hours have been entered correctly. See [Section 3.4; Monthly Attendance By Group and By Participant](#).

Enter Assessment Results For:

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
11940656	JULIE JIVES	ALC-R00010	Exited on 05/30/2013	AURA LEARNING (Code: T0002)

Test PY:	Test Date:	Test Type:	Test Name:
2012	06/01/2013	Post Test	TABE(10)

Module	Score	Form	Form No.	EFL
LANGUAGE	<input type="text"/>	<input type="text"/>	<input type="text"/>	None
READING	<input type="text"/>	<input type="text"/>	<input type="text"/>	None
TOTAL MATH	<input type="text"/>	<input type="text"/>	<input type="text"/>	None

Comments:

Hours Between PRE Test and POST Test: 50 ← 1

Registered On	Registered By	Registration Provider
07/01/2012	PROVIDER ADMIN	AURA LEARNING (Code: T0002)

2 →

Image 3.7d

If a Post-Test Waiver is not displayed, enter the Post-Test scores as shown in the Pre-Test Assessment module. See [Section 3.2; Pre-Test Assessments](#). (Images 3.2b and 3.2c)

1. The total of Attendance Hours by Instructional Area (ABE/ASE or ESL) between the Pre and Post-Test will display. If the Participant has not attended the required hours for the Post-Test selected, an error message will display once the **Submit** button is clicked. (Image 3.7d)
2. Click **Submit** to save data for the new Assessment

Section 3.8 – Program Exits

Program Exits is found on the **Participants** tab. (Image 3.8a)

Participants	Provider Admin	Reports	Special Functions
Registration			
Assessments			
Class Enrollments			
Class Attendance			
Planned Gaps			
Program Exits			
Follow Up			

Image 3.8a

Once the Participant has been selected from the **Search Results** screen, the system will navigate to the Participant's **Update Program Exit** screen.

Update Program Exit

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
11940656	JULIE JIVES	BLC-R00010	Exited on 05/01/2013	AURA LEARNING (Code: T0002)

Outcomes
Achievements
Status at Exit

Default Primary Goal Attainment			Participant Selected Goal Attainment: Select ALL Outcomes as applicable.	
Outcome	PY	Attained?	Outcome	Attained?
Improve Basic Literacy Skills	2012	No	Achieve English Language Proficiency (ESL only)	<input type="checkbox"/>
Improve English Skills	2012	Yes	Pass One or More Official GED Tests	<input type="checkbox"/>
			Attain High School Diploma Credits	<input type="checkbox"/>

Secondary Outcomes: Select ALL Outcomes as applicable.	
Outcome	Attained?
Reduction in Receipt of Public Assistance	<input type="checkbox"/>
Achieve Citizenship Skills	<input type="checkbox"/>
Voting Behavior	<input type="checkbox"/>
General Involvement In Community Activities	<input type="checkbox"/>
Involvement In Children's Education	Helped More Frequently With School: <input type="radio"/> No <input type="radio"/> Yes
	Increased Contact With Children's Teachers: <input type="radio"/> No <input type="radio"/> Yes
	Became More Involved In Children's School Activities: <input type="radio"/> No <input type="radio"/> Yes
Involvement In Children's Literacy Related Activities	Read to Children: <input type="radio"/> No <input type="radio"/> Yes
	Visited Library: <input type="radio"/> No <input type="radio"/> Yes
	Purchased Books or Magazines: <input type="radio"/> No <input type="radio"/> Yes
Achieve Work-Based Project Learner Goals	<input type="checkbox"/>
Other Goal	<input type="checkbox"/>

Registered By	Provider	Program Exit Changed Date
PROVIDER ADMIN	AURA LEARNING (Code: T0002)	07/20/2012

Update
Reset Form
Cancel

Next Tab »

Image 3.8b

The **Program Exit** screen is divided into three tabs. All three 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
Achievements
Status at Exit

Default Primary Goal Attainment			Participant Selected Goal Attainment: Select ALL Outcomes as applicable.	
Outcome	PY	Attained?	Outcome	Attained?
Improve Basic Literacy Skills	2012	No	Achieve English Language Proficiency (ESL only)	<input type="checkbox"/>
Improve English Skills	2012	Yes	Pass One or More Official GED Tests	<input type="checkbox"/>
			Attain High School Diploma Credits	<input type="checkbox"/>

Image 3.8c

1. **Default Primary Goal Attainment** – Default goals are automatically displayed. These are based on the Instructional Areas selected in the Participant’s Registration. Attainment is based on EFL Gains determined by the Pre and Post-Test scores. (Image 3.8c)
2. **Participant Selected Goal Attainment** – Select all Primary Interim Goals attained by the Participant (Image 3.8c)

Note:

- *The list that displays is based on the Primary Goals selected within the Participant’s Registration. Subsequently, the list will vary by Participant.*

Secondary Outcomes: Select ALL Outcomes as applicable.	
Outcome	Attained?
Reduction in Receipt of Public Assistance	<input type="checkbox"/>
Achieve Citizenship Skills	<input type="checkbox"/>
Voting Behavior	<input type="checkbox"/>
General Involvement in Community Activities	<input type="checkbox"/>
Involvement in Children’s Education	Helped More Frequently With School: <input type="radio"/> No <input type="radio"/> Yes
	Increased Contact With Children’s Teachers: <input type="radio"/> No <input type="radio"/> Yes
	Became More Involved In Children’s School Activities: <input type="radio"/> No <input type="radio"/> Yes
Involvement in Children’s Literacy Related Activities	Read to Children: <input type="radio"/> No <input type="radio"/> Yes
	Visited Library: <input type="radio"/> No <input type="radio"/> Yes
	Purchased Books or Magazines: <input type="radio"/> No <input type="radio"/> Yes
Achieve Work-Based Project Learner Goals	<input type="checkbox"/>
Other Goal	<input type="checkbox"/>

Image 3.8d

1. Select all Secondary Goals attained by the Participant (Image 3.8d)
2. Only check Other Goal if:
 - The Other Goal was selected and described on the Participant’s Registration AND
 - The Other Goal was attained

Note:

- *Secondary Goals are optional however they are looked at as a positive for the program. These Secondary Goals are reported to USDOE.*

Click on **Next Tab** or mouseover to **Achievements** tab

Outcomes	Achievements	Status at Exit																								
<table border="1"> <thead> <tr> <th colspan="4">High School Diploma (Required Credits specified at Entry = 20)</th> </tr> <tr> <th colspan="2">Total Credits Earned at Program Entry</th> <th colspan="2">Total Credits Earned At Program Completion</th> </tr> </thead> <tbody> <tr> <td colspan="2">12</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>% of Achievement:</td> <td>60%</td> <td>% of Achievement:</td> <td>Not Applicable</td> </tr> </tbody> </table>			High School Diploma (Required Credits specified at Entry = 20)				Total Credits Earned at Program Entry		Total Credits Earned At Program Completion		12		<input type="text"/>		% of Achievement:	60%	% of Achievement:	Not Applicable								
High School Diploma (Required Credits specified at Entry = 20)																										
Total Credits Earned at Program Entry		Total Credits Earned At Program Completion																								
12		<input type="text"/>																								
% of Achievement:	60%	% of Achievement:	Not Applicable																							
<table border="1"> <thead> <tr> <th colspan="4">GED (Tests to Pass = 5)</th> </tr> <tr> <th colspan="2">At Program Entry</th> <th colspan="2">At Program Completion</th> </tr> </thead> <tbody> <tr> <td>Total # of Actual Tests Passed:</td> <td>2</td> <td>Total # of Actual Tests Passed:</td> <td><input type="text" value="5"/></td> </tr> <tr> <td>Total # of Practice Tests Passed:</td> <td></td> <td>Total # of Practice Tests Passed:</td> <td><input type="text"/></td> </tr> <tr> <td>% of Achievement:</td> <td>40%</td> <td>% of Achievement:</td> <td>100%</td> </tr> <tr> <td>OSSID</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </tbody> </table>			GED (Tests to Pass = 5)				At Program Entry		At Program Completion		Total # of Actual Tests Passed:	2	Total # of Actual Tests Passed:	<input type="text" value="5"/>	Total # of Practice Tests Passed:		Total # of Practice Tests Passed:	<input type="text"/>	% of Achievement:	40%	% of Achievement:	100%	OSSID	<input type="text"/>		
GED (Tests to Pass = 5)																										
At Program Entry		At Program Completion																								
Total # of Actual Tests Passed:	2	Total # of Actual Tests Passed:	<input type="text" value="5"/>																							
Total # of Practice Tests Passed:		Total # of Practice Tests Passed:	<input type="text"/>																							
% of Achievement:	40%	% of Achievement:	100%																							
OSSID	<input type="text"/>																									
<table border="1"> <thead> <tr> <th>Registered By</th> <th>Provider</th> <th>Program Exit Changed Date</th> </tr> </thead> <tbody> <tr> <td>PROVIDER ADMIN</td> <td>AURA LEARNING (Code: T0002)</td> <td>07/20/2012</td> </tr> </tbody> </table>			Registered By	Provider	Program Exit Changed Date	PROVIDER ADMIN	AURA LEARNING (Code: T0002)	07/20/2012																		
Registered By	Provider	Program Exit Changed Date																								
PROVIDER ADMIN	AURA LEARNING (Code: T0002)	07/20/2012																								
<p style="text-align: center;"> <input type="button" value="Update"/> <input type="button" value="Reset Form"/> <input type="button" value="Cancel"/> </p>																										
« Prev Tab		Next Tab »																								

Image 3.8e

The **Achievements** tab is for Diploma Credits and GED status at exit: (Image 3.8e)

1. **High School Diploma-Total Credits Earned at Program Completion** applies to Participant's with the HSD Instructional Area selected in their Registration. Enter the total credits earned by the Exit Date. Once **Update** is clicked, the **% of Achievement** will display.
2. **GED-At Program Completion-Total # of Actual Tests Passed** applies to ALL Participants. Enter the number of actual tests passed by the Exit Date. Entering the Number of Practice Tests Passed to Date and the OSSID is optional.

Click on **Next Tab** or mouseover to **Status at Exit** tab

Outcomes	Achievements	Status at Exit																								
<table border="1"> <thead> <tr> <th colspan="2">Beginning EFL</th> <th colspan="2">Ending EFL</th> <th colspan="2">Attended Hours</th> </tr> </thead> <tbody> <tr> <td>ABE</td> <td>2012</td> <td>High Intermediate Basic Ed.</td> <td>ABE</td> <td>ABE</td> <td>50</td> </tr> <tr> <td>ESL</td> <td>2012</td> <td>High Intermediate ESL</td> <td>ESL</td> <td>2012</td> <td>Advanced ESL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>ESL</td> <td>45</td> </tr> </tbody> </table>			Beginning EFL		Ending EFL		Attended Hours		ABE	2012	High Intermediate Basic Ed.	ABE	ABE	50	ESL	2012	High Intermediate ESL	ESL	2012	Advanced ESL					ESL	45
Beginning EFL		Ending EFL		Attended Hours																						
ABE	2012	High Intermediate Basic Ed.	ABE	ABE	50																					
ESL	2012	High Intermediate ESL	ESL	2012	Advanced ESL																					
				ESL	45																					
Exit Status: <input type="text" value=""/> <input type="button" value="v"/> <small>See enlarged dropdown list below</small>																										
Exit Status Date: <input type="text" value=""/>																										
REASON(S) FOR SEPARATION																										
<table border="0"> <tr> <td>Illness/Incapacity/Pregnancy: <input type="radio"/> No <input type="radio"/> Yes</td> <td>Lack of Dependent Child Care Resources: <input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Lack of Transportation Resources: <input type="radio"/> No <input type="radio"/> Yes</td> <td>Family Problems: <input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Time and/or Location of Services Not Feasible: <input type="radio"/> No <input type="radio"/> Yes</td> <td>Lack of Interest/Instruction Not Helpful: <input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Moved: <input type="radio"/> No <input type="radio"/> Yes</td> <td>Entered Employment: <input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Work Conflict: <input type="radio"/> No <input type="radio"/> Yes</td> <td>Incarcerated: <input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Deceased: <input type="radio"/> No <input type="radio"/> Yes</td> <td>Other Known Reason: <input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Unknown: <input type="radio"/> No <input type="radio"/> Yes</td> <td>No Service 90 Days: <input type="radio"/> No <input type="radio"/> Yes</td> </tr> </table>			Illness/Incapacity/Pregnancy: <input type="radio"/> No <input type="radio"/> Yes	Lack of Dependent Child Care Resources: <input type="radio"/> No <input type="radio"/> Yes	Lack of Transportation Resources: <input type="radio"/> No <input type="radio"/> Yes	Family Problems: <input type="radio"/> No <input type="radio"/> Yes	Time and/or Location of Services Not Feasible: <input type="radio"/> No <input type="radio"/> Yes	Lack of Interest/Instruction Not Helpful: <input type="radio"/> No <input type="radio"/> Yes	Moved: <input type="radio"/> No <input type="radio"/> Yes	Entered Employment: <input type="radio"/> No <input type="radio"/> Yes	Work Conflict: <input type="radio"/> No <input type="radio"/> Yes	Incarcerated: <input type="radio"/> No <input type="radio"/> Yes	Deceased: <input type="radio"/> No <input type="radio"/> Yes	Other Known Reason: <input type="radio"/> No <input type="radio"/> Yes	Unknown: <input type="radio"/> No <input type="radio"/> Yes	No Service 90 Days: <input type="radio"/> No <input type="radio"/> Yes										
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Time and/or Location of Services Not Feasible: <input type="radio"/> No <input type="radio"/> Yes	Lack of Interest/Instruction Not Helpful: <input type="radio"/> No <input type="radio"/> Yes																									
Moved: <input type="radio"/> No <input type="radio"/> Yes	Entered Employment: <input type="radio"/> No <input type="radio"/> Yes																									
Work Conflict: <input type="radio"/> No <input type="radio"/> Yes	Incarcerated: <input type="radio"/> No <input type="radio"/> Yes																									
Deceased: <input type="radio"/> No <input type="radio"/> Yes	Other Known Reason: <input type="radio"/> No <input type="radio"/> Yes																									
Unknown: <input type="radio"/> No <input type="radio"/> Yes	No Service 90 Days: <input type="radio"/> No <input type="radio"/> Yes																									
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Registered By	Provider	Program Exit Changed Date																								
PROVIDER ADMIN	AURA LEARNING (Code: T0002)	07/20/2012																								
<p style="text-align: center;"> <input type="button" value="Update"/> <input type="button" value="Reset Form"/> <input type="button" value="Cancel"/> </p>																										
« Prev Tab		Next Tab »																								
Exit Status: <input type="text" value=""/> <input type="button" value="v"/> Participant Completed and Does Not Plan to Continue Participant Separated Before Completion																										

Image 3.8f

The **Status at Exit** tab provides information on gains and collects data on exit reasons: (Image 3.8f)

1. EFL Gains are now displayed by Instructional Areas. EFL Gains are determined by Pre and Post-Test Assessment scores that can continue across Program Years. The very first pre-test taken will display and the very last post-test taken will display.
2. **Exit Status** – Reason for leaving the program. Dropdown selections include **Participant Completed and Does Not Plan to Continue** and **Participant Separated Before Completion**.
3. **Exit Status Date** – The date the Participant exited the program.

Note:

- *If a Participant is without services for 90 days, they will be System Exited. Refer to [Chapter 5](#); 90 Day System Exits.*
- 4. **Reason(s) for Separation** – If the Exit Status is **Participant Separated Before Completion** then one or more **Reason(s) For Separation** must be selected
- 5. **Program Exit Changed Date** – If the record is updated, then this date will be updated with the current date
- 6. Click **Update** to save updated data across all tabs

Note:

- *The term Completed/ Completion refers to a Participant who completed the instructional period and/or made an educational gain or attained the goal.*

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.*
-

Section 3.9 – Follow Up

Follow Up is found on the **Participants** tab. (Image 3.9a)

Tip:

- *The Follow Up module can only be accessed once a Participant has exited the program, has a measurable goal, and has 12 or more instructional hours.*

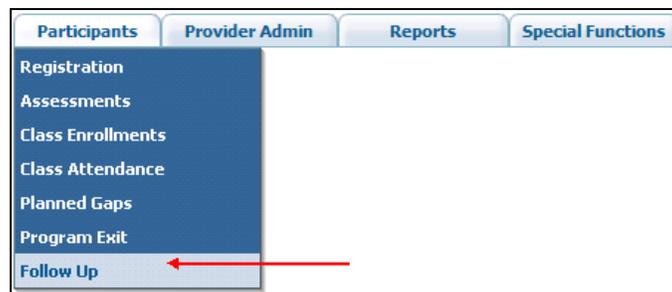
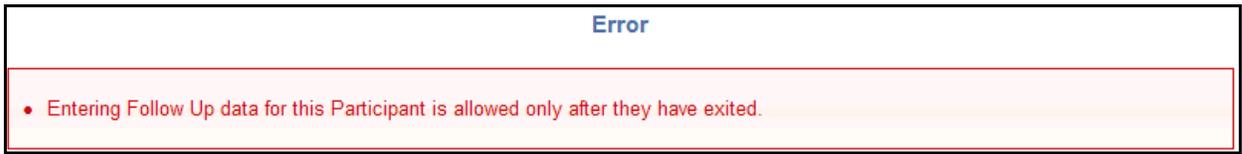


Image 3.9a

Once the Participant has been selected from the **Search Results** screen, the system will navigate to the Participant's **Enter/Update Follow Up** screen.

The following error messages could be received if Follow Up is not required for the Participant at all or at this time. Please read all error messages carefully. (Images 3.9b)



Images 3.9b

Images 3.9c

General tab:

The Follow Up screen may have up to six tabs. (Image 3.9c) The displayed tabs are part of one record. Data entered will remain on all tabs until **Update** is clicked. Unlike the other tabbed modules, Follow Up for each tab may be completed at different times once a Participant exits the program. Due to this, the **Update** button must be clicked when just one of the tabs is completed. Only the applicable cohort tabs will appear based on the Participant’s Status at Entry for that exiting year.

Note:

- *The General tab will be available to complete for all exited participants, whereas the other measurable performance cohort tabs will only appear and be required based on the Participant’s status for that exiting year. Examples: 1)If the Labor Status for the exiting year is ‘Employed’, then the Retain/Improve Employment tab will display. 2)If*

the HSD # of Transferrable Credits Previously Earned for the exiting year is at 50% or more, then the Obtain HSD tab will display.

For the **General** tab, most questions are optional; however, it is valuable to collect as much information as possible during the Follow Up survey.

1. **Participant took all five GED tests** – This question must be answered for every Participant. When Yes is selected, the **Obtain GED** cohort tab will appear.
2. **Overall Status** – This keeps the user informed of how many cohorts are left to follow up
3. Click **Update** to save updated data

If another tab is displayed, click on **Next Tab** or mouseover the tab to display the next tab.

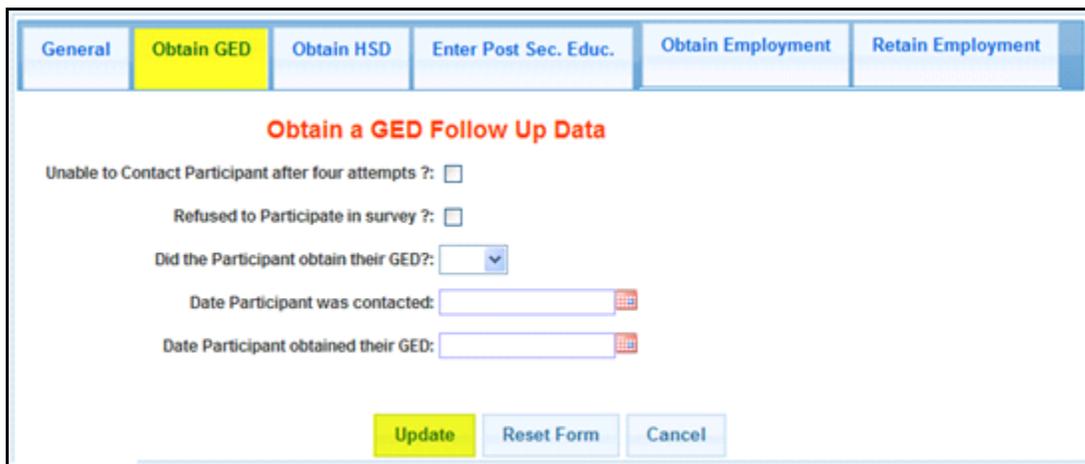


Image 3.9d

Obtain GED tab (Image 3.9d):

- **Unable to Contact Participant after four attempts** – Check this box if four attempts at contact have failed
- **Refused to Participate in survey** – Check this box if the Participant refuses to participate in the survey
- **Did the Participant obtain their GED** – Select Yes or No from the dropdown selections

Note:

- *If a Post-Test minimum hour waiver is needed, the Participant must be program exited first with a completed GED or HSD follow up with a “Yes” before entering in the Post-Test Waiver Assessment.*
 - **Date Participant was contacted** – Enter the date the Participant was contacted. This date must be after the Status Exit date.
 - **Date Participant Obtained their GED** – Enter the date the Participant obtained the credential

Note:

- *GED Cohort data can be updated through the end of October 25th following the Program Year ending June 30th.*

Click **Update** to save updated data.

If another tab is displayed, click on **Next Tab** or mouseover the tab to display the next tab.

Image 3.9e

Obtain HSD tab:

HSD data is required if the Participant has 50% or more of their transferrable high school credits for the program exit year. (Image 3.9e)

- **Unable to Contact Participant after four attempts** – Check this box if four attempts at contact have failed
- **Refused to Participate in survey** – Check this box if the Participant refuses to participate in the survey
- **Did the Participant obtain their HSD** – Select Yes or No from the dropdown selection

Note:

- *If a Post-Test minimum hour waiver is needed, the Participant must be program exited first with a completed GED or HSD follow up with a “Yes” before entering in the Post-Test Waiver Assessment.*
 - **Date Participant was contacted** – Enter the date the Participant was contacted. This date must be after the Status Exit date.
 - **Date Participant Obtained their HSD** – Enter the date the Participant obtained the credential

Note:

- *HSD Cohort data can be updated through the end of October 25th following the Program Year ending June 30th.*

Click **Update** to save updated data.

If another tab is displayed, click on **Next Tab** or mouseover that tab to display the next tab.

General	Obtain GED	Obtain HSD	Enter Post Sec. Educ.	Obtain Employment	Retain Employment
---------	------------	------------	-----------------------	-------------------	-------------------

Enter Post Secondary Education Follow Up Data

Unable to Contact Participant after four attempts ? :

Refused to Participate in survey ? :

Did the Participant enroll in a college or vocational educational program?:

Date Participant was contacted:

If the Participant enrolled in a Postsecondary Program, please enter the school information:

Date Participant was enrolled in a college or vocational educational program since completing their classes:

School Name:

Address1:

Address2:

City:

State:

Zip:

Contact Name:

Contact Phone:

Alternate Contact Name:

Alternate Contact Phone:

Image 3.9f

Enter Post Sec. Educ. tab:

Post Secondary Education Data is required if the Participant has already earned a GED/HSD prior to entry, or they obtain their GED/HSD credential at exit to the program. (Image 3.9f)

- **Unable to Contact Participant after four attempts** – Check this box if four attempts at contact have failed
- **Refused to Participate in survey** – Check this box if the Participant refuses to participate in the survey
- **Did the Participant enroll in a college or vocational educational program** – Select Yes or No from the dropdown selection
- **Date Participant was contacted** – Enter the date the Participant was contacted. This date must be after the Status Exit date

Notes:

- *If “Yes” is selected, then the school information is required*
- *If “No” is selected or the Participant was unable to be contacted through October 25th following the Program Year ending June 30th, then a second follow up on Postsecondary Education is required the next Program Year. A Post Sec Educ (Yr #2) tab will display as read only. Follow up data can then be entered in the Program Year following the exit Program Year. Please refer to the Follow Up Manual located in the Adult Education website. (Image 3.9g)*

General	Obtain HSD	Post Sec. Educ.	Post Sec. Educ. (Yr# 2)
---------	------------	-----------------	-------------------------

Enter Post Secondary Education (Yr# 2) Follow Up Data

Note: "Enter Post Secondary Education (Yr# 2)" follow-up data can only be entered starting 07/01/2013.

Image 3.9g

Click **Update** to save updated data.

If another tab is displayed, click on **Next Tab** or mouseover that tab to display the next tab.

General	Obtain Employment	Retain Employment
---------	-------------------	-------------------

Obtain Employment Follow Up Data

Unable to Contact Participant after four attempts ? :

Refused to Participate in survey ? :

Did the Participant get a job while attending classes or before 09/30/2011 ? :

Date Participant was contacted:

If the Participant got a new job, enter the employer information:

Date Participant got the job:

Employer Name:

Address1:

Address2:

City:

State:

Zip:

Contact Name:

Contact Phone:

Alternate Contact Name:

Alternate Contact Phone:

Image 3.9h

Obtain Employment tab:

Obtain Employment Data is required if the Participant has an employment status of Unemployed for the program exit year. (Image 3.9h)

- **Unable to Contact Participant after four attempts** – Check this box if four attempts at contact have failed
- **Refused to Participate in survey** – Check this box if the Participant refuses to participate in the survey
- **Did the Participant get a job** – Select Yes or No from the dropdown selection
- **Date Participant was contacted** – Enter the date the Participant was contacted. This date must be after the Status Exit date.

Notes:

- *If "Yes" is selected, then the employer information is required*

- Obtain Employment Cohort data can be updated through the end of the quarter following the contact quarter. Please refer to the Follow Up Manual located in the Adult Education website.

Click **Update** to save updated data.

If another tab is displayed, click on **Next Tab** or mouseover that tab to display the next tab.

Image 3.9i

Retain Employment tab:

Retain Employment data is required if the Participant has an employment status of Employed for the program exit year, or an employment status of Unemployed for the program exit year with a positive employment follow up result. (Image 3.9i)

- **Unable to Contact Participant after four attempts** – Check this box if four attempts at contact have failed
- **Refused to Participate in survey** – Check this box if the Participant refuses to participate in the survey
- **If a Participant had a job...were they still working** – Select Yes or No from the dropdown selection
- **Date Participant was contacted** – Enter the date the Participant was contacted. This date must be after the Status Exit date.

For Example in the screen print above, the Participant was placed in the Obtain Employment cohort. When contacted for Follow Up, the Participant reported they were “Employed”. When the yes box is updated on the **Obtain Employment** tab, the Participant is now subject to the Employment Retention check. The **Retain Employment** tab then

automatically displays. In this example, the yellow highlighted message indicates that Follow Up is required, but can only be collected during the specified dates. The windows will open for data entry when the date is within the date range displayed.

Notes:

- *If "Yes" is selected, then the employer information is required*
- *Retain Employment Cohort data can be updated through the end of the quarter following the contact quarter. Please refer to the Follow Up Manual located in the Adult Education website.*

Click **Update** to save updated data.