

# **Chapter 5**

## **System Exits**

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

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## Chapter 5 – System Exits

In this chapter you will learn the following:

[Section 5.0](#) – What is a System Exit

[Section 5.1](#) – Impact of System Exits

[Section 5.2](#) – Why do System Exits Occur

[Section 5.3](#) – How are System Exits Processed

[Section 5.4](#) – How to Identify Upcoming System Exits

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### 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 90<sup>th</sup> day of no services.

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### Section 5.1 – Impact of System Exits

System Exits can have a negative impact on the local program's performance. System Exits most often occur before Post-Test and/or Follow Up data are entered into MAERS. This is because the majority of Post-Tests and Program Exits occur at or near the end of the program year whereas System Exits will occur throughout the year.

Following are two examples of how System Exits negatively impact local programs:

1. No Educational Gain—A Post-Test is needed to determine if the Participant made an Educational Gain (Ed Gain). Ed Gains comprise 11 of the State's 15 performance measures.
  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 cohorts prematurely. This will cause negative performance outcomes for most System Exited Participants who are in either the Obtain a GED or HSD Cohorts. This is because they will not have completed the needed instruction to obtain their GED or complete their High School Diploma program.
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### 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 90 or more days

The Office of Adult Education has an Attendance Policy. This policy requires that all Participant Attendance 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 Enrollment within 90 days of the Class Exit Date*
- *There is no attendance entered for all class enrollments for three consecutive months*
- *There is no Planned Gap in services on file after Registration or between Class Enrollments*

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## **Section 5.3 – How are System Exits Processed**

Every night, MAERS will automatically run an internal program called a system process. This system process will look for Participants:

1. Whose last class enrollment was 90 days ago; or,
2. Who have no attendance entered for all class enrollments 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 three above 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 date of the system exit process.
- **Program Exit the Participant** – The Participant will be Program Exited and the Exit Date will be the date of the system exit process. The Exit Status will be “Separated before Completion – System Exit.” (Image 5.3a)

Data Entry

Registration for: BOO, BETTY B

Update Program Exit

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
11922741	BETTY BOO	PT-R00010	Exited on 06/30/2011	PRINCESS T -- ADULT EDUCATION PROGRAM (Code: P0005)

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Outcomes   Achievements   Status at Exit

ABE EFL at Entry: None

ABE EFL at Completion: None

ESL EFL at Entry: None

ESL EFL at Completion: None

Exit Status: Participant Separated Before Completion - System Exit

Exit Status Date: 06/30/2011

**Image 5.3a**

After the system exit has been processed, the **Exit Status** and **Exit Status Date** will appear as shown in Image 5.3a.

A system exit can be undone by removing or changing the **Exit Status** and **Exit Status Date**. Once these data items are changed and the **Update** button is clicked, an informational message will be displayed. This informational message will identify other changes to the Participant record that must be made to complete the system exit undo process as shown in Images 5.3b and 5.3c below.

• You are removing the Program Exit Status Date and Exit Status that was entered through a System Exit process. - The system exit was generated because the Participant had:

1. No Class Enrollment(s) for a 90 day period

- Once you remove the Exit Status Date and Exit Status and Update the record, you must enter the needed participant data by 11:30pm today to avoid the nightly System Exit process.

• If the information you entered is correct, please 'Confirm' to submit the record

**Image 5.3b**

• You are removing the Program Exit Status Date and Exit Status that was entered through a System Exit process. - The system exit was generated because the Participant had:

1. Attendance hours are missing or recorded as zeros for the preceding 3 months

- Once you remove the Exit Status Date and Exit Status and Update the record, you must enter the needed participant data by 11:30pm today to avoid the nightly System Exit process.

• If the information you entered is correct, please 'Confirm' to submit the record

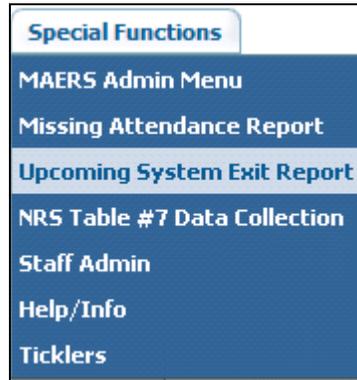
**Image 5.3c**

*Note:*

- *System exits are required by USDOE as identified in Section 5.0 above. However, data entry mistakes will be made and the system needs to permit corrections. When the **Exit Status** and **Exit Status Date** of a system exit is changed or removed, the system will track information about the system exit being changed. This includes the User Id and Date of the change.*

## 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. The reason(s) 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 **Special Functions** tab. Refer to [Chapter 7](#), Special Functions; Section 7.2, Section 7.2 for report details.