

Chapter 7

Special Functions

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

Revised November 2012

Chapter 7 – Special Functions

In this chapter you will learn the following:

[Section 7.0](#) – Where to find Special Functions

[Section 7.1](#) – Missing Attendance Report

[Section 7.2](#) – Upcoming System Exit Report

[Section 7.3](#) – NRS Table #7 Data Collection

[Section 7.4](#) – Staff Admin: MAERS Password Changes

[Section 7.5](#) – Other Help Information and Tools

[Section 7.6](#) – Ticklers

Section 7.0 – Where to find Special Functions

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

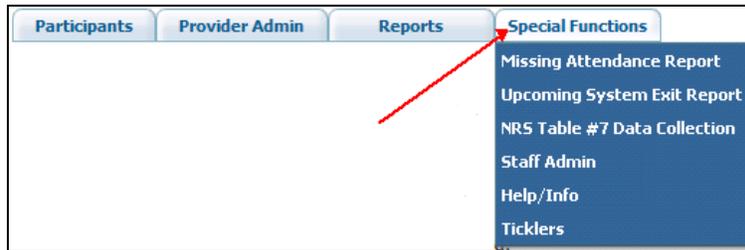


Image 7.0a

Section 7.1 – Missing Attendance Report

The Missing Attendance online report will display missing attendance by classes. (Image 7.1a)

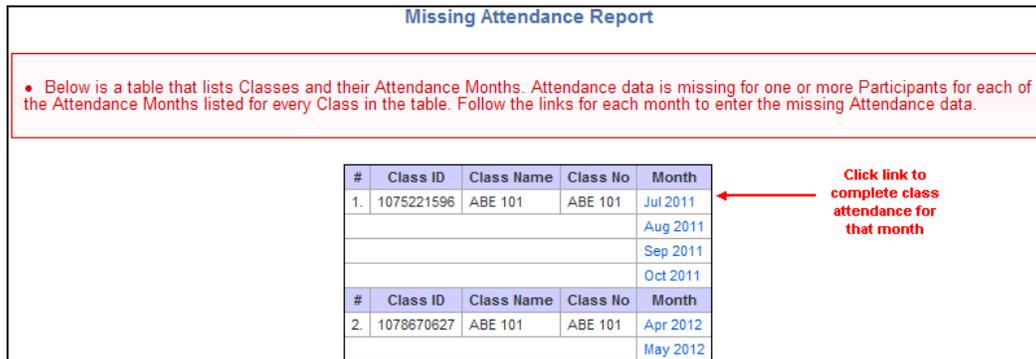
A screenshot of the 'Missing Attendance Report' screen. At the top, the title 'Missing Attendance Report' is displayed. Below the title is a red-bordered box containing a bullet point: 'Below is a table that lists Classes and their Attendance Months. Attendance data is missing for one or more Participants for each of the Attendance Months listed for every Class in the table. Follow the links for each month to enter the missing Attendance data.' Below this box is a table with two main sections. The first section has a header row with columns: '#', 'Class ID', 'Class Name', 'Class No', and 'Month'. The first row of data shows Class ID 1075221596, Class Name ABE 101, Class No ABE 101, and Month Jul 2011. Below this row are links for Aug 2011, Sep 2011, and Oct 2011. The second section has a header row with columns: '#', 'Class ID', 'Class Name', 'Class No', and 'Month'. The first row of data shows Class ID 1078670627, Class Name ABE 101, Class No ABE 101, and Month Apr 2012. Below this row is a link for May 2012. A red arrow points from the text 'Click link to complete class attendance for that month' to the 'Jul 2011' link in the first section of the table.

Image 7.1a

Simply click on the month within the **Month** column to navigate to the **Enter/Update Class Attendance by Group** screen. To enter missing attendance, see [Chapter 3](#), Participant Functions; Section 3.4, Monthly Attendance By Group and By Participant.

Section 7.2 – Upcoming System Exit Report

The **Upcoming System Exit Report** displays a list of Participants who will be system exited. The reason for the possible system exit is displayed on the report. This report has the following filters:

- Tomorrow – Lists Participants that will be system exited tomorrow
- Within the next 7 Days – Lists Participants that will be system exited on a date within the next 7 days from the current date
- Within the next 14 Days – Lists Participants that will be system exited on a date that is within the next 14 days from the current date
- Within the next 30 Days – Lists Participants that will be system exited on a date that is within the next 30 days from the current date

This online report will list the Participants that will be system exited during the time period of the report filter selected. (Image 7.2a)

Image 7.2a

1. Select one of the report filters from the dropdown list
2. Click the **Search** button

Participant Name	LSN	Registration Date	System Exited By	Reason
ALTY, BEE	8934565	09/15/2009	12/14/2012	90 days of no service
BROWN, MAE	BROWNMAE	07/03/2011	11/01/2012	No Attendance for 3 months
FUTURE, ANGELA M.	123ASD	07/02/2012	11/01/2012	No Attendance for 3 months
TRES, OCHO	0808	07/01/2012	10/29/2012	90 days of no service
TROUBLE, TONY R.	TEST99	07/01/2012	10/03/2012	Planned Gap ended
ZEFF, FREDDY	3213213213	07/05/2011	10/01/2012	No Attendance for 3 months
ZIFFERS, ZIP Z.	TPS-099432	07/01/2011	07/01/2012	No Attendance for 3 months

Showing 1 to 7 of 7 entries

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

Image 7.2b

1. The Participant's name will appear with a hyperlink. Clicking on the name link will navigate to the appropriate screen that is missing critical data which comes from the Reason column. Example: **90 days of no service** and **Planned Gap ended** will navigate to the **Enter/Update Participant Class Enrollment** screen and **No**

Attendance for 3 months will navigate to the **Enter/Update Single Participant Attendance** screen. (Image 7.2b)

2. **System Exited By** – This is the date the Participant will be system exited from MAERS if no action is taken.
3. **Reason** – An explanation of why the system exit will take place

To avoid the system exit, update the record as needed. See [Chapter 5](#), 90 Day System Exits for additional instruction.

Section 7.3 – NRS Table #7 Data Collection

The **Update NRS Table #7 Staffing Counts** screen automatically displays beginning September 14th upon logging into MAERS. This table needs to be completed yearly. (Image 7.3a)

Function	Adult Education Personnel		
	Total Number of	Total Number of	Unpaid Volunteers (Unpaid employment for any amount of hours using a weekly pay period)
	Full-Time Personnel (Paid employment for 32 or more hours using a weekly pay period)	Part-Time Personnel (Paid employment for less than 32 hours using a weekly pay period)	
Administrators/Supervisors (Persons working for the State Administrative Office for Adult Education)	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Teachers (Persons whose primary function is teaching at a local adult education program and have received formalized training for teaching)	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Counselors (Persons whose primary function is counseling participants at a local adult education program and have received formalized training in counseling)	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Paraprofessionals (Persons whose primary function is to assist an Administrator, Teacher or Counselor. This includes administrative assistants, data entry staff, secretaries, teacher aids and tutors)	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>

Image 7.2a

Fill in the staff counts and click **Update**.

Note: Every data window requires a numeric entry. If there is no staff for a given category, enter a zero.

If staffing updates need to be made after September 14th, select the [NRS Table #7 Data Collection](#) link within the **Special Functions** tab.

Image 7.3b

The Fiscal Agent and Provider fields will be display only. Select the appropriate Program Year from the dropdown list and click **Search**. (Image 7.3b) Fill in the staff counts and click **Update**.

Section 7.4 – MAERS Password Changes

Select the [Staff Admin](#) link within the **Special Functions** tab then select the [Change Password](#) link. (Image 7.4a)

Image 7.4a

Type in a new password and click **Update**. As noted on the screen, once a new password is saved, the MAERS login screen will redisplay. (Image 7.4b)

Image 7.4b

Note: Users can only change their own passwords.

Section 7.5 – Other Help Information and Tools

Select the [Help/Info](#) link within the **Special Functions** tab. (Image 7.5a)

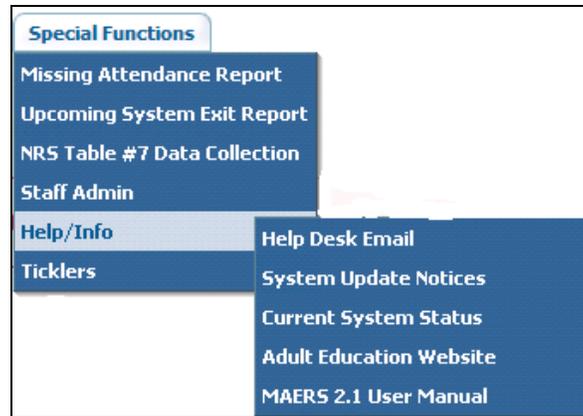


Image 7.5a

[Help Desk Email](#) – If you have questions regarding the MAERS system, clicking this link can open an email and prefill the address with MAERS@michworks.org if your system is compatible.

[System Update Notices](#) – This link is used for Michigan Works! Agencies using OSMIS. At this time this link does not display any MAERS notices.

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

[Adult Education Website](#) – This link will take you directly to the Adult Education Website at www.michigan.gov/adult_education. Use this link to refer to various policies, i.e. Goal Setting, Assessment, Attendance Policy, etc... Also, there is a section on MAERS which provides links to the manual, webinars, and needed forms.

[MAERS 2.1 User Manual](#) – This link will direct you to the current version of the MAERS User’s Manual.

Section 7.6 – Ticklers

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

Select the [Ticklers](#) link within the **Special Functions** tab then select the [Enter New Tickler](#) link. (Image 7.6a)

Check for Ticklers daily. (Image 7.6c)

1. Sort the list of Ticklers by the Retrieval Date, Participant, UserID, or Subject in Ascending or Descending order.
2. When the Tickler is completed or no longer needed, delete the Tickler by selecting **Yes** in the Delete column.
3. Click **Submit** to delete any Tickler records.