

Workforce Development Agency, State of Michigan  
Office of Adult Education  
**Data Entry Policy**  
*Effective July 1, 2015*

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## **INTRODUCTION**

The Michigan Adult Education Reporting System (MAERS) is the Office of Adult Education's participant data tracking system. MAERS was created to fulfill the requirements of the Workforce Investment Act (WIA) of 1998, which required that adult education data be reported to the United States Department of Education (USDOE) in an electronic format. The specifications for that data are detailed in the USDOE's National Reporting System (NRS) Implementation Guidelines. The data collected in MAERS and submitted to NRS is used to determine the amount of federal funding that Michigan and subsequently the local adult education programs in the state will receive.

## **PURPOSE**

The Office of Adult Education requires all federal and state funded adult education programs to enter data into MAERS for all participants receiving one or more hours of instruction. Collection of participant data is critical in order to determine program effectiveness, participant outcomes, and return on investment of adult education funds. This policy details the requirements and timelines for the entry of participant data into MAERS.

## **DATA ENTRY GUIDELINES**

1. Data must be entered into MAERS **monthly**, at a minimum, including Class Functions, Registration, Assessments (pre- and post-test data), Class Enrollment(s), Program Exit, Outcome, and Follow-Up data.
2. Daily attendance for every participant enrolled in an adult education class must be tracked and entered into MAERS **monthly**, at a minimum, no later than the last day of the subsequent month. For example, attendance for January must be entered by February 28<sup>th</sup>. Attendance hours can be reported into MAERS in quarter hour increments.
3. For more information regarding the Follow-Up process and timelines, refer to the Follow-Up Manual on the Education and Training section of the Workforce Development Agency's website, [www.michigan.gov/wda](http://www.michigan.gov/wda).
4. All programs must maintain a state-approved Adult Learning Plan (ALP) for all adult education participants, which captures and aligns with the data fields in MAERS.
5. Adult education programs must ensure that the data entered into MAERS is accurate and complete.

For detailed information on entering data into MAERS, refer to the MAERS Manual and training videos, which are available on the MAERS page of the Workforce Development Agency, Education and Training website, [www.michigan.gov/wda](http://www.michigan.gov/wda).

## Appendix A: Important MAERS Dates

<b>July 1</b>	Program Year and data entry into MAERS begins
<b>August 31</b>	All July data entry due*
<b>September 20</b>	Quarterly data match run.
<b>September 30</b>	All August data entry due.*
<b>October 20</b>	End of Program Year data match run.
<b>October 25</b>	Last day to edit data for the Program Year ending June 30 <sup>th</sup>
<b>October 31</b>	All September data entry due*
<b>November 1</b>	NRS tables for the Program Year ending June 30 <sup>th</sup> are available for local program retrieval
<b>November 30</b>	All October data entry due*
<b>December 20</b>	Quarterly data match run.
<b>December 31</b>	All November data entry due*
<b>January 31</b>	All December data entry due*
<b>February 28</b>	All January data entry due*
<b>March 20</b>	Quarterly data match run.
<b>March 31</b>	All February data entry due*
<b>April 30</b>	All March data entry due*
<b>May 31</b>	All April data entry due*
<b>June 20</b>	Quarterly data match run.
<b>June 30</b>	All May data entry due*
<b>July 31</b>	All June data entry due*

\* Refer to Data Entry Guidelines bullets 1 and 2