

Cohorts & Follow Up

MAERS Development Team

Cohorts



2014 Michigan Adult Education Performance Benchmarks

	BENCHMARK
STATEWIDE	
ABE Beginning ABE Literacy	36.00%
ABE Beginning Basic Education	31.00%
ABE Low Intermediate Basic Ed.	34.00%
ABE High Intermediate Basic Ed.	30.00%
ASE Low Adult Secondary Education	34.00%
ASE High Adult Secondary Education	0.00%
ESL Beginning ESL Literacy	55.00%
ESL Low Beginning ESL	64.00%
ESL High Beginning ESL	60.00%
ESL Low Intermediate ESL	50.00%
ESL High Intermediate ESL	50.00%
ESL Advanced ESL	51.00%
COHORT Entered Employment	26.00%
COHORT Retained or Improved Employment	51.00%
COHORT Obtained GED or HSD	73.00%
COHORT Entered Postsecondary Educ./Training	29.00%
COHORT Entered Postsecondary Educ./Training (Yr #2)	29.00%

Cohorts

Webster defined:

co·hort *noun* \ 'kō-, hōrt \

a : one of 10 divisions of an ancient Roman legion

b : a group of warriors or soldiers

c : band, group

***d* : a group of individuals having a statistical factor (as age or class membership) in common in a demographic study <a cohort of premedical students>**

Cohorts



Cohort Fun Facts:

- The National Reporting System (NRS) requires that states report on the follow up measures of entered and retained employment, attainment of a secondary credential and entry into postsecondary education or training for adult education participants.
- Beginning in Program Year 2012, the NRS requires states to automatically report the follow up measures for all students who meet certain criteria for each measure. This *automatic Cohort designation* will vary according to each follow up measure.
- Follow Up is no longer determined by selected goals. Goals are for service planning only.
- Cohorts are now based on the following:
 - ✓ Participant's labor and educational status at registration, which should be updated yearly
 - ✓ Participant's educational status at exit
- Participant completes the ALP $+$ the information is entered into MAERS $=$ **MAERS determines the designated Cohorts automatically**

Cohorts

2 Types of Cohorts:

1. Educational Cohorts

- a) Obtain GED
- b) Obtain HSD
- c) Post Secondary Education



2. Employment Cohorts

- a) Obtain Employment
- b) Retain Employment



Cohorts

Educational Cohorts:

Educational Cohorts are determined by –

- Participant's Educational Status at Entry

*Note: If a Participant's registration continues across program years, the # of **Transferrable Credits Previously Earned** should be updated yearly at registration for all Participants in the HSD Instructional Area*

and/or

- Participant's Educational Status at Exit

Cohorts

Educational Cohorts:

Obtain GED Cohort – Determined after Exit by completing the **General** tab in the Follow Up screen.

This required question must be answered for every participant regardless of their course of instruction.

General

No Cohort Follow Up is required for this participation

-When **No** is selected, the Participant will not be placed in the GED Cohort
-When **Yes** is selected, the Participant is automatically placed in the GED Cohort

General Data

Participant took all 4 GED tests?	<input type="radio"/> No <input type="radio"/> Yes	Did Participant have suggestions for improvement?	<input type="text"/>
Did Participant stop attending classes for any reason?	<input type="checkbox"/>	If yes, why did Participant stop attending?	<input type="text"/>
Has Participant re-enrolled in adult education classes?	<input type="checkbox"/>	If yes, what is the name of the school?	<input type="text"/>

Click **Update** after selecting **No** or **Yes** to the GED question

Update **Reset Form** **Cancel**

Cohorts

Educational Cohorts:

Obtain GED Cohort cont. – If *Yes* is selected on the **General** tab, the Participant is automatically placed in the GED Cohort. After clicking *Update*, an **Obtain GED** tab displays in the Participant's Follow Up screen.

General **Obtain GED**

Cohort Results

Attained: **Date:** **NRS Report Year:** 2013

Manual Survey

Obtained GED?:
Unable to contact:
Date Participant Obtained their GED:
Contact Date:
Refused:
Last Entry By:
Last Entry Date:

Cohorts

Educational Cohorts:

Obtain HSD Cohort – Determined at registration on the **Credits/Tests** tab. Once the **% of Completion** is displaying 50% or more, the Participant will automatically be placed in the HSD Cohort at exit.

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			
↔ 11		↔ 20		55.00%			
GED Tests							
OSSID	# of Actual GED Tests Previously Passed		# of Practice GED Tests Previously Passed				
	↔ 0						
Registered By		Registration Provider					
SUE JOHNSON (JOHNSONS29)		JOHNSON AE (Code: JOHNSON2)					
Update		Reset Form		Update and Enter Assessment		Cancel	
« Prev Tab						Next Tab »	

The High School Diploma Credits information is required if the Participant is in the HSD Instructional Area. These credits should be updated yearly.

Once 50% or more displays, the Participant will automatically be placed in the HSD Cohort upon program exit.

Cohorts

Educational Cohorts:

Obtain HSD Cohort cont. – Once the **% of Completion** is at 50% or higher, the Participant is automatically placed in the HSD Cohort. An Obtain HSD tab displays in the Participant's Follow Up screen once the Participant is program exited.

The screenshot shows a software interface with a blue header bar containing two tabs: 'General' and 'Obtain HSD'. The 'Obtain HSD' tab is highlighted in yellow. Below the header bar, the text 'Cohort Results' is displayed in purple. Underneath, a pink-bordered box contains the text 'Attained: Date: NRS Report Year: 2012'. Below this, the text 'Manual Survey' is displayed in blue. Underneath, a light blue-bordered box contains several fields: 'Obtained High School Diploma?:' followed by a dropdown menu with a downward arrow; 'Unable to contact:' followed by an unchecked checkbox; 'Contact Date:' followed by a date picker icon; 'Refused:' followed by an unchecked checkbox; 'Last Entry By:'; and 'Last Entry Date:'. At the bottom of the interface, there are three buttons: 'Update', 'Reset Form', and 'Cancel'. A red arrow points from the 'Attained:' label in the 'Cohort Results' section to the 'Obtain HSD' tab.

Cohorts

Educational Cohorts:

Postsecondary Education Cohort – This Cohort can be determined by either the educational Status at Entry or by the secondary credential obtainment from the Follow Up completed after Exit:

- **Status at Entry** - Determined at registration on the **Entry Status** tab. If the Participant has already earned a GED or HSD prior to program entry they will automatically be placed in the Postsecondary Cohort.
- **Status at Exit** – Determined after Program Exit if a secondary credential is obtained while enrolled in the program.

Cohorts

Educational Cohorts:

Postsecondary Education Cohort cont. – Status at Entry : Determined at registration on the **Entry Status** tab. If the Participant has already earned a GED or HSD prior to program entry they will automatically be placed in the Postsecondary Cohort at Program Exit.

Personal Demographic **Entry Status** Instr. Areas Credits/Tests Goals Funding Other

⇒ Highest Educational Level or Degree Attained:

⇒ U.S. Based Education?:

⇒ Receiving Public Assistance:

Disabled:

⇒ Living in a Rural Area:

⇒ Low Income:

⇒ Displaced Homemaker:

⇒ Single Parent: No Yes

⇒ Dislocated Worker: No Yes

Learning Disabled: No Yes

⇒ Labor Status:

Hourly Wage at Intake:

Registered By	Registration Provider
DEAN A SMITH (SMITHD99)	ABC LEARNING (Code: 950102)

Update Reset Form Update and Enter Assessment Cancel

« Prev Tab Next Tab »

If either the HSD or GED is selected as the Highest Educational Level or Degree Attained, the Participant will automatically be placed in the Postsecondary Cohort.

Cohorts

Educational Cohorts:

Postsecondary Education Cohort cont. – If the Participant already has a credential at program entry or if the Obtain GED or Obtain HSD show a positive attainment in Follow Up, the **Post Sec. Educ.** tab displays in the Participant's Follow Up screen.

General Obtain GED **Post Sec. Educ.**

Cohort Results

Attained: Date: NRS Report Year: 2014

Manual Survey

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

Unable to contact:

School Name:

Address 1:

Address 2:

City:

State:

Zip:

Contact Date:

Refused:

Contact 1:

Phone 1:

Contact 2:

Phone 2:

Last Entry By:

Last Entry Date:

Update Reset Form Cancel

Cohorts

Educational Cohorts:

Postsecondary Education Year #2 Cohort – When **No** is selected for the Post Sec. Educ. Follow Up 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.

General Obtain GED **Post Sec. Educ.**

Cohort Results

Attained: **Date:** **NRS Report Year:** 2014

Manual Survey

When **No** or **Unable to Contact** is selected, the Participant will automatically be placed in the Postsecondary Year #2 Cohort once the **Update** button is clicked

Did Participant enroll in a college or vocational educational program?:
No
Yes

Unable to contact:

School Name:

Address 1:

Address 2:

City:

State:

Zip:

Contact Date:

Refused:

Contact 1:

Phone 1:

Contact 2:

Phone 2:

Last Entry By:

Last Entry Date:

Click **Update** after completing the information above

Update Reset Form Cancel

Cohorts

Educational Cohorts:

Postsecondary Education Year #2 Cohort cont. – If Post Sec. Educ. is not attained or the participant was unable to be contacted, then the Participant is automatically placed in the Post Sec. Educ. (Yr# 2) Cohort to be followed up on within the next Program Year.

General Obtain GED Post Sec. Educ. **Post Sec. Educ. (Yr# 2)**

Cohort Results

Attained: Date: NRS Report Year: 2015

Manual Survey

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

Unable to contact:

School Name:

Address 1:

Address 2:

City:

State:

Zip:

Contact Date:

Refused:

Contact 1:

Phone 1:

Contact 2:

Phone 2:

Last Entry By:

Last Entry Date:

Update Reset Form Cancel

[« Prev Tab](#)

Cohorts

Employment Cohorts are determined by:

- The Participant's **Labor Status** located on the **Entry Status** tab at Registration. If the Participant's registration continues into the next Program Year, this information should be updated yearly.

and/or

- The Participant has a positive Obtain Employment Follow Up

Cohorts

Employment Cohorts:

Obtain Employment Cohort – Determined by the **Labor Status** of *Unemployed* within the Participant's Registration screen. This should be updated yearly during registration.

The screenshot shows a registration form with the following fields and options:

- Highest Educational Level or Degree Attained:** Grades 9-12 (no diploma)
- U.S. Based Education?:** No Yes
- Receiving Public Assistance:** No Yes
- Disabled:** No Yes
- Living in a Rural Area:** No Yes
- Low Income:** No Yes
- Displaced Homemaker:** No Yes
- Single Parent:** No Yes
- Dislocated Worker:** No Yes
- Learning Disabled:** No Yes
- Labor Status:** (Dropdown menu open showing: Employed, Unemployed, Not in the Labor Force)
- Hourly Wage at Intake:**

Registered By: SUE JOHNSON
Registration Provider: TEST PUBLIC SCHOOL SD (Code: 0000000000)

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

Navigation: « Prev Tab, Next Tab »

Note: If the Participant indicates they are not employed and looking for work, selecting the **Unemployed** Labor Status will automatically place the Participant into the Obtain Employment Cohort.

Cohorts

Employment Cohorts:

Obtain Employment Cohort cont. – Once the Participant exits the program, the **Obtain Employment** tab displays in the Participant's Follow Up screen.

The screenshot displays the 'Obtain Employment' tab in a software interface. The interface is divided into several sections:

- Navigation Bar:** Contains two tabs: 'General' and 'Obtain Employment'. A red arrow points to the 'Obtain Employment' tab.
- Cohort Results:** A section with a purple border containing the following information:
 - Attained: [Blank]
 - Date: [Blank]
 - NRS Report Year: 2014
 - Manual Survey Required: [Yellow background]
- Wage Results:** A section with a green border containing the following information:
 - Do wages exist between 10/01/2014 and 12/31/2014?: [Blank]
 - Match Run Date: [Blank]
- Manual Survey:** A section with a blue border containing the following information:
 - Employed between 10/01/2014 and 12/31/2014: [Dropdown menu]
 - Unable to contact:
 - Contact Date: [Calendar icon]
 - Refused:
 - Employer: [Text input]
 - Contact 1: [Text input]
 - Address 1: [Text input]
 - Phone 1: [Text input]
 - Address 2: [Text input]
 - Contact 2: [Text input]
 - City: [Text input]
 - Phone 2: [Text input]
 - State: [Text input]
 - Last Entry By: [Text input]
 - Zip: [Text input]
 - Last Entry Date: [Text input]
- Buttons:** At the bottom, there are three buttons: 'Update', 'Reset Form', and 'Cancel'.

Cohorts

Employment Cohorts:

Retain Employment Cohort – This Cohort can be determined by either the **Labor Status** at Registration or by the positive attainment from an Obtain Employment Follow Up.

- **Status at Entry** – Determined by the **Labor Status** of *Employed* at Registration.

*Note: If a Participant's registration continues across program years, the **Labor Status** should be updated yearly during registration*

OR

- **Status at Exit** – Determined by a positive attainment from an Obtain Employment Follow Up.

Cohorts

Employment Cohorts:

Retain Employment Cohort cont. – Status at Entry: Determined by the **Labor Status of Employed** at Registration. This should be updated yearly during registration.

Personal **Demographic** **Entry Status** **Instr. Areas** **Credits/Tests** **Goals** **Funding** **Other**

⇒ Highest Educational Level or Degree Attained: Grades 9-12 (no diploma) ▾

⇒ U.S. Based Education?: No Yes

⇒ Receiving Public Assistance: No Yes

Disabled: No Yes

⇒ Living in a Rural Area: No Yes

⇒ Low Income: No Yes

⇒ Displaced Homemaker: No Yes

⇒ Single Parent: No Yes

⇒ Dislocated Worker: No Yes

Learning Disabled: No Yes

⇒ Labor Status: ▾

Hourly Wage at Intake:

- Employed
- Unemployed
- Not in the Labor Force

If the Participant indicates they are employed, selecting the **Employed** Labor Status will automatically place the Participant into the Retain Employment Cohort.

Registered By	Registration Provider
SUE JOHNSON (JOHNSONS29)	JOHNSON AE (Code: JOHNSON2)

Update **Reset Form** **Update and Enter Assessment** **Cancel**

« **Prev Tab** **Next Tab** »

Cohorts

Employment Cohorts:

Retain Employment Cohort cont. – Once the Participant exits the program, the **Retain Employment** tab displays in the Participant's Follow Up screen.

General **Retain Employment**

Cohort Results

Attained:	Date:	NRS Report Year: 2015
Manual Survey Required		

Wage Results

Do wages exist between 04/01/2015 and 06/30/2015?: **Match Run Date:**

Manual Survey

Employed between 04/01/2015 and 06/30/2015: <input type="checkbox"/>	Contact Date: <input type="text"/>
Unable to contact: <input type="checkbox"/>	Refused: <input type="checkbox"/>
Employer: <input type="text"/>	Contact 1: <input type="text"/>
Address 1: <input type="text"/>	Phone 1: <input type="text"/>
Address 2: <input type="text"/>	Contact 2: <input type="text"/>
City: <input type="text"/>	Phone 2: <input type="text"/>
State: <input type="text"/>	Last Entry By: <input type="text"/>
Zip: <input type="text"/>	Last Entry Date: <input type="text"/>

[« Prev Tab](#)

Cohorts

Employment Cohorts:

Retain Employment Cohort cont. – Status at Exit: Determined by a positive attainment from an Obtain Employment Follow Up. If the Participant has a **Labor Status** of *Unemployed*, they have Program Exited and they have Obtained Employment, the Participant will automatically be placed in the Retain Employment Cohort.

General **Obtain Employment**

Cohort Results

Attained:	Date:	NRS Report Year: 2014
Manual Survey Required		

Wage Results

Do wages exist between 10/01/2014 and 12/31/2014?: **Match Run Date:**

Manual Survey

When the Participant has a Labor Status of Unemployed and **Yes** is selected for Obtain Employment follow up, the Participant will automatically be placed in the Retain Employment Cohort

Employed between 10/01/2014 and 12/31/2014:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Date:	12/01/2014 <input type="text"/>
Unable to contact:	<input type="checkbox"/>	Refused:	<input type="checkbox"/>
Employer:	ABC Company <input type="text"/>	Contact 1:	Jay Supervisor <input type="text"/>
Address 1:	555 Letter Rd. <input type="text"/>	Phone 1:	517-555-1111 <input type="text"/>
Address 2:	<input type="text"/>	Contact 2:	<input type="text"/>
City:	Lansing <input type="text"/>	Phone 2:	<input type="text"/>
State:	MI <input type="text"/>	Last Entry By:	<input type="text"/>
Zip:	48913 <input type="text"/>	Last Entry Date:	<input type="text"/>

Click **Update** after completing the information above

[Prev Tab](#)

Cohorts

Employment Cohorts:

Retain Employment Cohort cont. – Once the positive **Obtain Employment** tab is updated, the **Retain Employment** tab will display in the Participant's Follow Up screen. A message will display indicating when Follow Up should take place.

General **Retain Employment** ←

Note: "Retain Employment/Current Job" follow-up data can only be entered starting 04/01/2015. ← A message will display indicating when follow up should take place

Cohort Results

Attained:	Date:	NRS Report Year: 2015
Manual Survey Required		

Wage Results

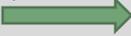
Do wages exist between 04/01/2015 and 06/30/2015?:	Match Run Date:
---	------------------------

Manual Survey

Employed between 04/01/2015 and 06/30/2015: <input type="checkbox"/>	Contact Date: <input type="text"/>
Unable to contact: <input type="checkbox"/>	Refused: <input type="checkbox"/>
Employer: <input type="text"/>	Contact 1: <input type="text"/>
Address 1: <input type="text"/>	Phone 1: <input type="text"/>
Address 2: <input type="text"/>	Contact 2: <input type="text"/>
City: <input type="text"/>	Phone 2: <input type="text"/>
State: <input type="text"/>	Last Entry By: <input type="text"/>
Zip: <input type="text"/>	Last Entry Date: <input type="text"/>

Update Reset Form Cancel

« Prev Tab

Manual Follow Up Cohort Guide	Registration Status	Exit Status	Contact/Attainment Dates	Data Entry Dates
Obtain GED	N/A	Took all required GED Tests	Contact on or after the program exit date through October 25 th following the program year	After the program exit date through October 25 th following the program year
Obtain HSD	Credits/Tests Tab – Has 50% or more of their transferrable high school credits in the exit year	N/A	Contact on or after the program exit date through October 25 th following the program year	After the program exit date through October 25 th following the program year
Enter Post Sec. Educ.	Entry Status Tab – Participant earned a GED/HSD prior to program entry OR 	Participant obtained their GED or HSD credential at program exit	Contact on or after the program exit date through October 25 th following the program year	After the program exit date through October 25 th following the program year
Post Sec. Educ. (Yr#2)	N/A	If Enter Post Sec. Educ. was <i>No</i> or the Participant was unable to be contacted	Contact beginning July 1 st – October 25 th following the program exit year	July 1 st – October 25 th following the program exit year
Obtain Employment	Entry Status Tab – Unemployed Labor Status	N/A	Contact beginning the first quarter after exit – October 25 th following the reporting program year to determine if the participant was employed in the first quarter after exit. (i.e. Program Exit date is March 1 st . Was participant employed the quarter of April – June.)	The first quarter after exit through October 25 th following the reporting program year. If a SSN is collected, Data Match will attempt to complete Follow Up.
Retain Employment	Entry Status Tab – Unemployed Labor Status AND 	With a positive Obtain Employment Follow Up result	Contact beginning the third quarter after exit – October 25 th following the reporting program year to determine if the participant was employed in the third quarter after exit. (i.e. Program Exit date is June 1 st . Was participant still employed the quarter of January – March.)	The third quarter after exit through October 25 th following the reporting program year. If a SSN is collected, Data Match will attempt to complete Follow Up.
Retain Employment	Entry Status Tab – Employed Labor Status	N/A	Contact beginning the third quarter after exit – October 25 th following the reporting program year to determine if the participant was employed in the third quarter after exit. (i.e. Program Exit date is June 1 st . Was participant still employed the quarter of January – March.)	The third quarter after exit through October 25 th following the reporting program year. If a SSN is collected, Data Match will attempt to complete Follow Up.

Follow Up



Follow Up



Follow Up Fun Facts:

- Follow Up can only take place once the Participant has exited the program.
- A Participant must have a minimum of 12 instructional hours across program years to qualify for Follow Up
- All exited Participants with a minimum of 12 instructional hours across program years are subject to Follow Up, regardless of their area of instruction
- The Participant will automatically be placed in the designated Follow Up Cohorts based on the data entered into MAERS at Registration and/or at Program Exit
- Participant may qualify for data match if a Social Security Number is saved in the participants Registration. However, even with a SSN, manual follow up may still be recommended. Refer to Data Match for Employment Cohorts document http://www.michigan.gov/documents/wda/Data_Match_for_Employment_Cohorts_470726_7.pdf.
- Program Exits must be entered in a timely manner to avoid missing critical Follow Up contact dates
- USDOE requires a minimum response rate of 50% to be considered valid

Follow Up

The following errors could display when accessing Follow Up for a Participant –

- The Participant is still active in the program.

Error

- Entering Follow Up data for this Participant is allowed only after they have exited.

- ✓ If this Participant is still active, Follow Up is not yet required
- ✓ If this Participant is no longer active in the program, exit the Participant then return to complete the needed Follow Up information

- The Participant has under 12 hours of instruction across program years

Error

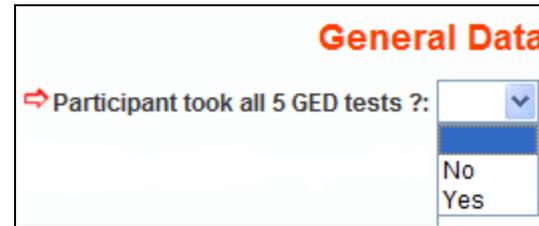
- Follow Up for this Participant is not required. The Participant has under 12 hours of instruction.

- ✓ If this Participant has less than 12 hours of instruction across program years, Follow Up is not required
- ✓ If this Participant does have more than 12 hours of instruction across program years, update their attendance as needed, then return to complete the needed Follow Up information

Follow Up

General Tab –

The **General** tab must be updated for every Participant who does not have a credential at program entry and who also has exited with 12 or more instructional hours across program years.



The screenshot shows a form titled "General Data" in red text. Below the title is a red arrow icon followed by the text "Participant took all 5 GED tests ?:". To the right of this text is a dropdown menu with a blue arrow icon. The dropdown menu is open, showing two options: "No" and "Yes".

Why is this required? The NRS defines the applicable GED population as ‘*All learners who take the GED tests...*’

The only way to gather this information is to Follow Up with every Participant. If you are a GED testing center, you may have access to this information already.

Contact Dates: From date of exit through October 25th following the Program Year ending June 30th.

MAERS Data Entry Dates: From the date of exit through October 25th following the Program Year ending June 30th.

Follow Up



Obtain GED Tab –

- If *Yes* is answered on the **General** tab, then the **Obtain GED** tab displays.

Contact Dates: From date of exit through October 25th following the Program Year ending June 30th.

MAERS Data Entry Dates: From the date of exit through October 25th following the Program Year ending June 30th.

- If *No* is answered on the **General** tab, then the Obtain GED Follow Up is not required.

Follow Up



Obtain HSD Tab—

Follow Up is required on HSD if the Participant has 50% or more of their transferrable high school credits at registration on the **Credits/Tests** tab. If a Participant is in the HSD Instructional Area, the **Credits/Tests** tab should be updated yearly.

Contact Dates: From date of exit through October 25th following the Program Year ending June 30th.

MAERS Data Entry Dates: From the date of exit through October 25th following the Program Year ending June 30th.

Follow Up



Enter Post Sec. Educ. Tab –

Follow Up is required if the Participant earned a GED/HSD prior to program entry or if they obtained their GED/HSD credential while enrolled in the program.

- If **Yes** is selected –

Contact Dates: From date of exit through October 25th following the Program Year ending June 30th.

MAERS Data Entry Dates: From the date of exit through October 25th following the Program Year ending June 30th.

Follow Up



Post Sec. Educ. (Yr# 2) Tab –

- If *No* or *Unable to Contact* is selected on the Enter Post Sec. Educ. tab , then a second Follow Up on Postsecondary Education is required the next Program Year

Note: If no follow up is completed on the Enter Post Sec. Educ. tab, then Unable to Contact is auto checked by default to require follow up on Post Sec. Educ. (Yr#2)

Contact Dates: From July 1st through October 25th following the exiting Program Year ending June 30th.

MAERS Data Entry Dates: From July 1st through October 25th following the exiting Program Year ending June 30th.

Follow Up



Obtain Employment Tab –

Obtain Employment data is required if the **Labor Status** is *Unemployed* at Registration on the **Entry Status** tab.

Attainment Dates: Contact begins the first quarter after exit through October 25th following the reporting program year to determine if the participant was employed the first quarter after exit. Example: Program Exit date is March 1st . Follow Up to determine if the participant was employed the quarter of April – June.

Manual MAERS Data Entry Dates: From the first quarter after exit through October 25th following the reporting program year ending June 30th.

Note: Participant may qualify for data match if a Social Security Number is saved in the participants Registration. However, even with a SSN, manual follow up may still be recommended. Refer to Data Match for Employment Cohorts document

http://www.michigan.gov/documents/wda/Data_Match_for_Employment_Cohorts_470726_7.pdf.

Follow Up

Retain Employment Tab –



Retain Employment data is required due to:

- A Participant having a **Labor Status** of *Unemployed* at Registration on the **Entry Status** tab WITH a positive Obtain Employment Follow Up outcome
- OR**
- A Participant having a **Labor Status** of *Employed* at Registration on the **Entry Status** tab

Attainment Dates: Contact begins the third quarter after exit through October 25th following the reporting program year to determine if the participant was employed the third quarter after exit. Example: Program Exit date is June 1st . Follow Up to determine if the participant was employed the quarter of January – March.

Manual MAERS Data Entry Dates: From the third quarter after exit through October 25th following the reporting program year ending June 30th.

Note: Participant may qualify for data match if a Social Security Number is saved in the participants Registration. However, even with a SSN, manual follow up may still be recommended. Refer to Data Match for Employment Cohorts document

http://www.michigan.gov/documents/wda/Data_Match_for_Employment_Cohorts_470726_7.pdf

Manual Follow Up Time Frames

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

Obtain GED/HSD

Contact any time after the exit date. Record data into MAERS no later than October 25th following the Program Year.

Postsecondary Education

Contact any time after the exit date. Record data into MAERS no later than October 25th following the Program Year.

Postsecondary Education (Year #2)

Contact any time beginning July 1st through October 25th in the Program Year following the exiting Program Year. Record data into MAERS no later than October 25th following that 2nd Program Year.

Obtain Employment

Contact begins the first quarter after exit through October 25th following the reporting program year to determine if the participant was employed the first quarter after exit. Example: Program Exit date is March 1st . Follow Up to determine if the participant was employed the quarter of April – June. Record data into MAERS no later than October 25th following the reporting program year ending June 30th.

Retain/Improve Employment

Contact begins the third quarter after exit through October 25th following the reporting program year to determine if the participant was employed the third quarter after exit. Example: Program Exit date is June 1st . Follow Up to determine if the participant was employed the quarter of January – March. Record data into MAERS no later than October 25th following the reporting program year ending June 30th.

MAERS Development Team

Contact	State Department	Phone Number	Email Address
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