Cohorts & Follow Up

MAERS Development Team
Cohorts
Cohorts

Cohort Notes:
## 2014 Michigan Adult Education Performance Benchmarks

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE Beginning ABE Literacy</td>
<td>36.00%</td>
</tr>
<tr>
<td>ABE Beginning Basic Education</td>
<td>31.00%</td>
</tr>
<tr>
<td>ABE Low Intermediate Basic Ed.</td>
<td>34.00%</td>
</tr>
<tr>
<td>ABE High Intermediate Basic Ed.</td>
<td>30.00%</td>
</tr>
<tr>
<td>ASE Low Adult Secondary Education</td>
<td>34.00%</td>
</tr>
<tr>
<td>ASE High Adult Secondary Education</td>
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<tr>
<td>ESL Beginning ESL Literacy</td>
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<tr>
<td>ESL Low Beginning ESL</td>
<td>64.00%</td>
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<tr>
<td>ESL High Beginning ESL</td>
<td>60.00%</td>
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<tr>
<td>ESL Low Intermediate ESL</td>
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<tr>
<td>ESL High Intermediate ESL</td>
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<tr>
<td>ESL Advanced ESL</td>
<td>51.00%</td>
</tr>
<tr>
<td>COHORT Entered Employment</td>
<td>26.00%</td>
</tr>
<tr>
<td>COHORT Retained or Improved Employment</td>
<td>51.00%</td>
</tr>
<tr>
<td>COHORT Obtained GED or HSD</td>
<td>73.00%</td>
</tr>
<tr>
<td>COHORT Entered Postsecondary Educ./Training</td>
<td>29.00%</td>
</tr>
<tr>
<td>COHORT Entered Postsecondary Educ./Training (Yr #2)</td>
<td>29.00%</td>
</tr>
</tbody>
</table>
Cohorts

Webster defined:

cohort noun ˈkō-hərt

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.
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.
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.
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.
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.
Cohorts

Educational Cohorts:

Postsecondary Education Cohort cont. – Status at Exit: Determined after Program Exit during the Follow Up process. If Follow Up for GED or HSD is required and it is indicated the credential is obtained while enrolled, then the Participant is automatically 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.

![Postsecondary Education Cohort](image_url)
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.
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.
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.

![Registration Form](image)

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

Follow Up Notes:

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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](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.

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 25\(^{th}\) following the reporting program year to determine if the participant was employed the third quarter after exit. Example: Program Exit date is June 1\(^{st}\). 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 25\(^{th}\) following the reporting program year ending June 30\(^{th}\).

**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

## Manual Follow Up Time Frames

<table>
<thead>
<tr>
<th>Jul-Aug-Sept</th>
<th>Oct-Nov-Dec</th>
<th>Jan-Feb-Mar</th>
<th>Apr-May-Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
</tbody>
</table>

### Obtain GED/HSD
Contact any time after the exit date. Record data into MAERS no later than October 25<sup>th</sup> following the Program Year.

### Postsecondary Education
Contact any time after the exit date. Record data into MAERS no later than October 25<sup>th</sup> following the Program Year.

### Postsecondary Education (Year #2)
Contact any time beginning July 1<sup>st</sup> through October 25<sup>th</sup> in the Program Year following the exiting Program Year. Record data into MAERS no later than October 25<sup>th</sup> following that 2<sup>nd</sup> Program Year.

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

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

<table>
<thead>
<tr>
<th>Contact</th>
<th>State Department</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Smith</td>
<td>MIS</td>
<td>517-335-0386</td>
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<tr>
<td>Helpdesk</td>
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</tr>
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<tr>
<td>Tania Butkowski</td>
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</tbody>
</table>