

MAERS

Training Activity Module

Michigan Department of Labor & Economic Opportunity - Employment and Training

Updated June 2024

Training Activity Module – What's Covered

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MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY



When a program provides adult education classes concurrently with workforce preparation activities and workforce training for specific occupations, the collection of the training activity with training attendance hours is required.

A new module has been added to MAERS titled Training Activities. This module will collect the training information, including attendance and results, for participants eligible for *State School Aid, Section 107 Special Programs funding* and for participants in a WIOA *Integrated Educational and Training (IET) program*.

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Eligible Participants

The training activity module is required for participants with the following funding source and/or program type due to having adult education classes accompanied by a training component:

- State School Aid Act, Section 107 Special Programs funding and/or
- Integrated Education and Training program type (IET)
 - Training reported as IET must be a component of an IET plan approved in the WIOA, Title II grant application.

Completing training activities will be optional for all other program types and funding sources.

• Attendance will not be collected for the optional participants

Eligible Participants

Both the Funding and Program Type selections are completed on the Eligibility screens.

Adult Education Providers who participate in the Special Programs grant will see the **Special Programs** funding source on the **Funding** tab. Select this funding source for those participants who are participating in Special Programs.

Funding	Program Ty	pes	Co-Enrollments								
				Program Yea	ır: 2022						
Select ALL funding sources as applicable.											
Fisca	al Agent		F	Inding Source	Selected?	Last Updated By User					
Eaton RESA	A (1)	State	School Aid - Section 1	07 Supplemental							
Johnson SD		WIOA	A Title II - General Instr	uction		03/24/2022 @ 02:09:54 PM	SUE E. JOHNSON				
Johnson SD	, \	WIOA	A Title II - IELCE								
Johnson SD	, V	23+									
MENOMINE	EE ISD	State	School Aid - Section 1	07	✓						
MENOMINEE ISD State School Aid - Section 107 S			School Aid - Section 1	07 Special Programs		03/24/2022 @ 02:10:59 PM	SUE E. JOHNSON				
	Update Update and go to Eligibility History Reset Form Cancel										

IET is a selection on the **Program Types** tab.

Funding Program Types Co-Enrollments												
	Program Ye	ar: 2024										
Proj	Program Type (Select all that apply)											
Program Type	Select	Last Updated	By User									
Correctional Facility												
Community Correctional Program												
Other Institutional Setting												
Family Literacy Program												
Integrated Education and Training (IET)		05/14/2024 @ 11:21:34 AM	SUE JOHNSON									
Workplace Literacy Program												
HSE to School Program												
** Select if the	** Select if the Participant is not in any Program Type **											
None of the Above												
Update Update and go to Eligibility History Reset Form Cancel												

Training Activity Module Placement

There are three ways to navigate to the **Training Activities** module: by way of the **Participants** tab, **Participant** bar, or **Footer** buttons.

Participant Tab



Participant Bar



Footer Buttons

Registration	Eligibility	Assessments	Class Enrollments	Class Attendance	Training Activities	Planned Gaps
Achievements	Program Exit	Follow Up	Print Registration	View Participant History	Enter Tickler	



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Entering a Training Activity

Once in a participant's record, click on the Training Activities link or footer button as shown on the previous slide.

1. Click on the *Enter New Training Activity* button to add a training activity.

	Update/View Training Activities														
Re	gistration ID	Participan	Name	L	ocal Stud. N	0		Status			Recor	rd Provider			
1220408	9	20 ELLE		EL20			Active as of 01/0	1/2022		JOHNSON A	E (Code: JOH	INSON2)			
howing	howing 1 to 1 of 1 entries Search:														
Row#	Training	Туре	PY 🗘	Start Date\$	Postsec?\$	Instr. Are	ea End Date	Completed?	Attenda	ance Hours\$	Last U	pdated	0	By Us	er 🗘
1	Career and Technic	al Education (CTE)	2021	03/01/2022	Yes	ABE/AS	BE	No			03/24/2022 @	04:45:46 PM		JOHNSO	NS28
Colur	Column visibility Print Excel PDF First Previous 1 Next Last														
	2 1 Enter New Training Activity														

2. If training activities have previously been entered, click on the <u>Training Type</u> link to view, update or delete an existing training activity.



- **Training Activity PY**: Select the applicable program year. Note: The previous and current years will display between July 1 and September 17.
- **Training Start Date**: This is the actual start date of the training. The start date must be on or after the registration date and by June 30th of the program year.
- Anticipated Training End Date: This is the actual end date of the training to show the duration needed to complete the training.
- **Total Training Hours Scheduled:** The number of training hours needed to complete the training successfully.
- Type of Training: Dropdown includes -
 - Career and Technical Education (CTE)
 - Occupational Skills Training
 - On the Job Training (OJT)
 - Entrepreneurial Training
 - Customized Training
 - A definition can be viewed by hovering over each training type.
- Instructional Area: If a participant is dual enrolled in ESL and ABE/ASE, a dropdown will display. Select the appropriate Instructional Area for this training. If not dual enrolled, this will autofill with the applicable instructional area determined by the Registration screen >Instr. Areas tab.
- Mode of Training: Dropdown includes -
 - In-Person Only
 - Virtual/Online
 - Mix of In-person and Virtual/Online

Training Activity PY:	2024 🗸		
Training Start Date:			
Anticipated Training End Dat	e:		
Total Training Hours Schedu	led:		
Type of Training:		~	
Instructional Area:	~		
Mode of Training:		~	
MiTC Eligible Provider?:	~		
Training Provider:			
Training Program:			
Training Location:			
Postsecondary Institution:	▼		
Workforce Prep Hours Requi	red:		
Workforce Prep Provider(s):			



 MiTC Eligible Provider: Michigan Training Connect (MiTC) is the state's official eligible training provider list. Select Yes or No based on the training provider being used for this training.

Note: If the Type of Training previously selected is either On the Job Training or Customized Training, the MiTC Eligible Provider will auto fill with No.

- Training Provider:
 - If MiTC **Yes** is selected, begin typing the Training Provider name. Eligible providers with a match will begin to populate. This list is uploaded daily.
 - If MiTC No is selected, type in the name of the provider
- Training Program:
 - If MiTC **Yes** is selected, a dropdown selection of programs will display
 - If MiTC No is selected, type in the name of the program
- Training Location:
 - If MiTC **Yes** is selected, a dropdown selection of the locations will display
 - If MiTC No is selected, type in the location

Training Information Tr	raining Results	Comments				
Training Activity PY:	2024	~				
🗢 Training Start Date:						
🗢 Anticipated Training E	End Date:					
🗢 Total Training Hours §	Scheduled:					
🗢 Type of Training:			~			
Instructional Area:		~				
🗢 Mode of Training:			~			
Ait C Eligible Provide	r?:	•				
Training Provider:						
🗢 Training Program:						
Training Location:						
Postsecondary Institu	ition:	•				
Scherkforce Prep Hours	s Required:					
Service Prep Provid	der(s):					
Created		By User	Last Updated	By User		
Submit Reset Form Cancel						

• **Postsecondary Institution**: This field will only display if IET is selected as a program type. This field will not display for State School Aid-Section 107 Special Program funding. Select **No** if the training provider is a K-12 school district (e.g., LEA, ISD). Select **Yes** if the training provider is not a K-12 school district.

Notes: If postsecondary is selected, it will auto fill the Postsecondary achievement on the Achievements screen for a WIOA MSG and a 107-performance measure of Postsec. Enrollment.

- Workforce Prep Hours Required: All participants requiring a Training Activity must also participate in a Workforce Prep Activity. Enter the number of Workforce Prep hours required for this program.
- Workforce Prep Provider(s): Enter in the provider name/names



After completing all the fields, click **Submit**.

Training Information Training R	esults Comments		
Training Activity PY:	2024 🗸		
Training Start Date:	12/06/2024		
Anticipated Training End Date	: 03/25/2025		
Total Training Hours Scheduled:	25		
Type of Training:	Career and Technical Education (C	TE) 🗸	
Instructional Area:	ABE/ASE 🗸		
Ande of Training:	In-Person Only	~	
Ait C Eligible Provider?:	Yes 🗸		
Training Provider:	Northwest MI Council of Governme	nts (2484)	+
🗢 Training Program:	Mobile medical Response (MiTC P	★ +	
Training Location:	TRAVERSE CITY CAMPUS (MITC	LOCATION CODE: 100121) 🗸 🔹	
Postsecondary Institution:	Yes 🗸		
Workforce Prep Hours Required:	8		
Average Strain S	Northwester Michigan College		
Created	By User	Last Updated	By User
-	· .	-	-
	Submit	Reset Form Cancel	

Note: The MiTC Eligible Provider list is uploaded daily. Due to this, **Training Activities** screen response time is delayed by 4 or more seconds longer than the other MAERS modules when MiTC is set to Yes.

1. Once the Training Information is submitted, the **Attendance** tab will display.

Notes:

PY

2024

- The **Attendance** tab will only display for those participating in Special Programs or those in IET.
- The Attendance tab will only display if the Adult Education class precedes or is concurrent with the training activity and shows attendance in the class.
- 2. Update and Enter Achievement button is a reminder to complete data entry on the Achievements screen.
- 3. Based on the date of the activity, the Postsec Enrollment performance measure may prefill on the Achievements screen if the training activity is at the postsecondary level.

Training Information Attendance	Training Results	Comments		
 Training Activity PY: Training Start Date: Anticipated Training End Date: Total Training Hours Scheduled: Type of Training: Instructional Area: Mode of Training: MiTC Eligible Provider?: Training Provider: Training Provider: Training Location: Postsecondary Institution: Workforce Prep Provider(s): 	2024 12/06/2024 12/06/2024 25 Career and Techni ABE/ASE V In-Person Only Yes V Northwest MI Cour Mobile medical Re TRAVERSE CITY Yes V 8 NORTHWESTER I	al Education (CTE) ✓ cal Education (CTE) ✓ icil of Governments (248 sponse (MITC PROGRA CAMPUS (MITC LOCAT MICHIGAN COLLEGE	i4) M CODE: 2023000277, CIP:51.0904) ION CODE: 100121) ♥ ●	Check the + symbols to review detailed information which includes address and contact information
Created		By User	Last Updated	By User
06/18/2024 @ 02:36:47 PM		SUE JOHNSON	06/18/2024 @ 02:36:47 PM	SUE JOHNSON
	Submit	Update and Enter Achi	elete 2	

- 3 . Achievement History Registration ID Participant Name Local Stud. No Record Provider Status 12272063 101 ELLE EL101 Active as of 03/05/2024 JOHNSON AE (Code: JOHNSON1) Reportable for 107 Only Reportable for 107 & WIOA MSG HSD HSE HSE HSE HSD EFL HS Postsec. Postsec. Pass Occ. Eng. Lang. Milestone Gain Diploma EFL Gain Enrollment Туре Credential Transcript Exam Tests Credit Proficiency <u>Yes</u>
- 4. Click on the Yes link to navigate to either the Training Activity module due to completing a postsecondary training activity or to the Achievements Postsec Enrollment tab. If data is present in both, navigation will go to whichever has the latest date.



Attendance Tab

 Enter in training attendance hours monthly following the LEO-WD Adult Education's Attendance Policy.

Notes:

- Hours can be logged as in person and/or distance (virtual)
- These hours may not duplicate the hours entered for the adult education instruction or the Workforce Prep hours attended. For an IET program that coteaches the adult education and occupational training components, the hours should be prorated accordingly.
- 2. Click **Submit/Update** to save hours

raining Information	Attendance	Training Results Comments			
Row #	Month	In-Person Training Hours	1 — Distance Learning Training Hours	Last Update	d By User
1	Jul 2024	N/A	N/A		
2	Aug 2024	N/A	N/A		
3	Sep 2024	N/A	N/A		
4	Oct 2024	N/A	N/A		
5	Nov 2024	N/A	N/A		
6	Dec 2024	5			
7	Jan 2025	8			
8	Feb 2025	4	4		
9	Mar 2025				
10	Apr 2025	N/A	N/A		
11	May 2025	N/A	N/A		
12	Jun 2025	N/A	N/A		
C	Created	By User	Last Updated		By User
06/18/2024	4 @ 02:36:47 PM	SUE JOHNSON	06/18/2024 @ 02:36:47	PM	SUE JOHNSON
	2	Update Update and Ente	r Achievement Reset Form Cance	I	
			Delete		



Attendance Tab

PY			Beginnin	g EFL		Ending EFL				Attended Hours		
2024	ABE		EFL 2		ABE		None		ABE		54	
2024	ESL		EFL 1		ESL None E				ESL		0	
									2 *			
Class Progr	am Yea	r: 2024		Group Attendance for	or Class # 1 - Clas	s Provider: JOHNS	SON AE (Cod	e: JOHNSOI	N1)			
Class Name	Class	Number	Instructor	Inst. Method	Class L Roc	ocation - om No	Scheduled Hours	Attended Hours	Clas	s Begin - nd Date	Class Enrollment - Exit Date	
GED PREP	100		JACOBS, JOHN	Classroom / Distance Education	JOHNSON CEN Room No: 11	TER	120	35	07/0 06/3	1/2024- 0/2025	09/01/2024- Still in Class	
Month		С	lassroom Hours	Distance Learning	Hours		ast Updated				By User	
Jul 2024		N/A		N/A		-						
Aug 2024		N/A		N/A		-						
Sep 2024		11.00			06/18/2024 @ 02:56:18 PM				SUE JOHNSON			
Oct 2024		9.00	1			06/18/2024 @ 02:5	24 @ 02:56:18 PM			SUE JOHNSON		
Nov 2024		10.00				06/18/2024 @ 02:5	@ 02:56:18 PM			SUE JOHNSON		
Dec 2024		5.00				06/18/2024 @ 02:5	:56:18 PM			SUE JOH	NSON	
Jan 2025						-						
Feb 2025						-						
Mar 2025						-						
Apr 2025						-						
May 2025						-						
Jun 2025						-						

Training hours can count toward the required hours for a post-test.

1. In this example, the class attendance hours on the participant's **Class Attendance** screen total 35.

This is below post-testing requirements.

- 2. However, the total class attendance hours displays 54 which is meeting the required hours to post-test.
- 3. This is due to the 19 hours being added in from the training activity.

	Update/View Training Activities														
Re	gistration ID		Participant	Name	l	.ocal Stud. I	No	5	Status			Record Provider			
1227206	3	101	ELLE		EL101			Active as of 03/0	5/2024	2	JOHNSON AE (Code: JOHNSON1)				
Showing	g 1 to 2 of 2 ent	ries								° 🔨		Search:			
Row#	Training	Туре	e 🗘	PY 🗘	Start Date\$	Postsec?	Instr. Are	a End Date 🗘	Completed?\$	Attend	ance Hours\$	Last Updated	\$	By User	\$
1	Career and Technica	al Edu	cation (CTE)	2024	12/06/2024	Yes	ABE/AS	E	No		19.00	06/18/2024 @ 02:36:47 PM		JOHNSONS28	8

Training Results Tab

- **Training Exit Date**: The date the participant left the training. The exit date must be on or before June 30th of the program year and on or after the training start date.
- **Completed Training**: Select **Yes** or **No**. Based on the selection, other fields will be required to complete.
- If no, Reason not Completed: Select the applicable reason as to why training was not completed.
- **Other Reason Description**: If Other is selected, it is required to provide a description.
- **Credential Received**: Required regardless if the participant completed or not. The dropdown includes -
 - Occupational Licensure
 - Occupational Certificate
 - Occupational Certification
 - Associate Degree (AA or AS)
 - Other Industry-Recognized Certificate or Credential
 - No credential received
- Note: A definition can be viewed by hovering over each credential type.
- Credential Attained on: The credential attained date must be on or before June 30th of the program year
- Number of Workforce Prep Hours Attended: Enter the total number of Workforce Prep hours completed. If no hours were logged, a zero must be entered. Workforce prep hours are not the same as Training Activity attendance hours and will not count toward the minimum required post-test hours.
- Achieved Workforce Prep Skills: Select Yes or No

Training Information Attendance Train	ing Results Comments		
Training Exit Date: Completed Training: If no, Reason not Completed: Other Reason Description: Credential Received: Credential Attained on: Number of Workforce Prep Hours Attended: Achieved Workforce Prep Skills:		v	
Created	By User	Last Updated	By User
06/18/2024 @ 02:36:47 PM	SUE JOHNSON	06/18/2024 @ 02:36:47 PM	SUE JOHNSON
	Update Update and Enter Achie	evement Reset Form Cancel lete	

Note: Completed training is defined as meeting attendance requirements as well as resulting in a credential or passing the summative assessment showing proficiency in the skills taught in the training.



Training Results Tab

Click **Update** after completing all required fields.

Training Information Attendance Training	Results Comments					
Training Exit Date: 03/25/2025						
Completed Training:	Yes 🗸					
If no, Reason not Completed:						
Other Reason Description:						
Credential Received: Occupational Certificate						
Credential Attained on: 03/25/2025						
Number of Workforce Prep Hours Attended: 8						
Achieved Workforce Prep Skills: Yes 🗸						
h						
Created	By User	Last Updated	By User			
06/18/2024 @ 02:36:47 PM	SUE JOHNSON	06/18/2024 @ 02:36:47 PM	SUE JOHNSON			
Update Update and Enter Achievement Reset Form Cancel						
	Del	lete				

The training activity is now completed.

Row#	Training Type 🗘	PY 🗘	Start Date\$	Postsec?	Instr. Area	End Date \$	Completed?\$	Attendance Hours	Last Updated 🗘	By User 🗘
1	Career and Technical Education (CTE)	2024	12/08/2024	Yes	ABE/ASE	03/25/2025	Yes	19.00	06/18/2024 @ 03:53:16 PM	JOHNSONS28



Edit Checks

Reminder: Training Activities are required for those eligible participants participating in a *Special Program* or in the *IET program type*.

MAERS will provide alerts when training activities are not completed or if data is altered in a way that violates any existing business rules.

Please read all alerts carefully and make corrections accordingly. Some examples of required rules regarding Training Activities are as follows:

- An eligible participant cannot be program exited without a required training activity
- An eligible participant cannot be program exited without recorded attendance in a training activity
- An eligible participant cannot be program exited without recorded training results
- An eligible participant who continues into the next program year cannot have the new year eligibility selections completed if a training activity is missing or incomplete in the prior program year
- Removing Special Programs funding or IET as a program type will result in removing training attendance hours and provide an alert if a post-test is utilizing training hours to hit requirements.

Edit Checks

The following are some examples of alerts and information messages that could be received.

Attempting to exit an eligible participant without a training activity:

Update Program Exit			
A Alert Message			
This transaction would violate the following Training Activities rule(s):			
1. For PY 2021:A training activity is required for this participant			
Unable to update the MAERS Program Exit information			

Attempting to exit an eligible participant without any training attendance:

Update Program Exit			
A Alert Message			
This transaction would violate the following Training Activities rule(s):			
1. For PY 2021:None of the training activities has attendance			
Unable to update the MAERS Program Exit information			

Attempting to exit an eligible participant without training results:

Update Program Exit			
A Alert Message			
This transaction would violate the following Training Activities rule(s):			
1. For PY 2021: There are Activities that have attendance but do not have training results			
Unable to update the MAERS Program Exit information			

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Edit Checks

Removing Special Programs funding or IET program type when training hours exist.

Training attendance hours will automatically be deleted.

Enter/Update Eligibility			
Informational Message			
Information Message: The system deleted Training Attendance records for the following periods:			
	Period		
	March 2021		
Transaction successfully completed.			

Removing *Special Programs funding* or *IET* program type when training hours assisted in meeting the post-test requirements:

Enter/Update Eligibility
A Alert Message
 Warning for Participant: ELLE, 101 E. DOB: 07/02/1999. There is a PY 2021 CASAS (ABE/ASE) POST Test on file for the Participant requiring at least 40 hours of attendance. Current transaction can not be completed. Please correct above errors and re-submit request

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Tools and Tips

- □ Training activities can take place the same month as an Adult Education class
 - Training activities cannot take place prior to the Adult Education class
 - Training activities can continue after a secondary credential is earned ONLY for those with Special Programs funding
 - Training activities cannot continue after a secondary credential is earned for those in IET
- □ When a registration is system exited:
 - If there is no training activity or training attendance, an email is sent to <u>LEO-MAERS2.0@michigan.gov</u>. State staff will then alert the program to correct the record.
 - If training attendance is present but the training results are missing, the results will auto fill with a **No** for **Completed Training** with a reason of **System Exited**. The System Exit date of the training activity will be either 1) the training begin date if there is no training attendance or 2) the last day of the month where attendance was last entered for the training activity.
- Non eligible participants can still have a training activity and results entered into MAERS but the attendance tab will not display for the collection of hours and the participant will not be included on the Training Activity report.
- Planned Gaps will look at Training Activities as services. When creating a planned gap for these eligible participants, check the training attendance and training end date to determine the correct Planned Gap Begin and End dates.
- □ Reports to assist with required collection of training activities:
 - Missing Data Report
 - o Will display missing Training Activity and missing Training Attendance for eligible participants
 - Online Training Activity Report
 - Provides verification of attendance, results and achievements for participants in a Training Activity



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