



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**WORKFORCE
DEVELOPMENT**

Michigan Adult Education Reporting System (MAERS) User Manual

**Workforce Development
Adult Education**



Recent Revisions

Update	Chapter	Section	Topic
August, 2022	3	3.1	Eligibility module updates
	3	3.2	<ul style="list-style-type: none"> - Moved Post-testing into section 3.2 - Assessment screen changes and assessment data matching
	3	3.7	New Training Activity Module
	3	3.8	<ul style="list-style-type: none"> - EFL Gain Update - Addition of 3 MSGs
	7	7.1	Online ALP guide
	7	7.2	Future for Frontliners guide
January, 2023			Various screen graphic updates
July, 2024	3	3.1	Removal of the IET postsecondary Yes/No (pg 35)
	3	3.9	Update to Performance Measure Tool (pg 82)
	3	3.7	Update to Training Activity module (pg 60)
August, 2024	3	3.8	Change in Achievement screens due to new MSGs
December, 2024	3	3.1	Update to Co-Enrollment Tab
	3	3.9	Addition of comments to Follow Up Tabs

~ MAERS ~

Michigan Adult Education Reporting System

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Chapter 1

Getting Started

Chapter 1 – Getting Started

Welcome to MAERS!

In this chapter you will learn the following:

[Section 1.0](#) – Manual conventions




[Section 1.1](#) – Access to the MAERS database

[Section 1.2](#) – The logical sequence of data entry

[Section 1.3](#) – Various search functions and hyperlink short cuts

Section 1.0 – MAERS Manual Conventions

To follow along with this manual, text changes, colors, and symbols within the sections are used to provide an alert to certain areas of instruction. Please use the below key as you go through the manual.

Instruction	Description
	All fields in MAERS with a red arrow are required data entry fields and must be completed before a record can be saved
1 	Red Numbered Arrows are used to point out details on an image with accompanying notes
Bold	References to MAERS Screen names, Tab names or Data Fields are in bold font
<i>Bold Italic</i>	References to MAERS Buttons are in bold italic font
<i>Italics</i>	Special notes or tips for data entry or processes are in italic font
“Quotes”	Quotes are used on demonstration records or examples
	Yellow Highlights are shown on an image to draw attention to specific details
<u>Underline Blue</u>	Blue hyperlinks are used to quickly navigate to other websites or chapters/sections within this manual.
<u>Underline Blue</u>	Blue hyperlinks in Arial-expanded font represent any link references in MAERS

Section 1.1 – Access to MAERS

Requesting a MAERS User ID

If you do not have a MAERS User Access ID, please go to the State of Michigan's Adult Education website at <http://www.michigan.gov/leo>. Select [Workforce Development](#) from the **Bureaus & Agencies** dropdown. Click the **Education and Training** link then select [Adult Education – Providers of Programs](#) link. Scroll down and click the [Michigan Adult Education Reporting System \(MAERS\)](#) link under the Important Program Information header. You are now on the MAERS page of the Adult Education website. Select the [User Profile Form](#) link, fill out the form, and follow the email instructions. Upon receipt and approval of the form, you will then receive an email with your MAERS User Access ID and a temporary password.

Requesting a MAERS User ID/Password Reset

If you have forgotten User ID to MAERS, please contact the MAERS Help Desk at LEO-maers2.0@michigan.gov. If you have forgotten your password, it can be reset upon logging into MAERS.

Accessing MAERS

If you already have your MAERS User Access ID and password, type the following address into your URL Browser:

https://services.michworks.org/maers/plsql/web_page.frontpage.

A sign in box will appear. Type in your **MAERS Username** and **Password** then click **Submit**. (Image 1.1a)

Image 1.1a

A screenshot of the MAERS Login page. The page has a light blue background. At the top, the title "MAERS Login" is displayed in a large, bold, dark blue font. Below the title, a message reads "Please verify your identity by entering the following:". There are two input fields: the first is labeled "* Username. (This is not the same as your email address)" and contains the text "jonesm"; the second is labeled "* Password" and contains a series of dots. Below the password field, there is a link that says "Forgot your password? Reset it here!" with a red arrow pointing to it. At the bottom of the form, there are two buttons: "Submit" and "Reset Form".

Notes:

- After clicking **Submit**, a *Terms of Use Acceptance Dialog* appears.
- To reset a password, click the [Reset it here!](#) link and follow the prompts

The initial page that appears after logging in is the **System Notice** page. Important alerts or system changes are viewable for MAERS users. Upon

logging in, always browse these messages to stay up to date with system alerts and changes. (Image 1.1b)

Image 1.1b

MAERS Data Entry

Participants Provider Admin Reports Special Functions Logout

Welcome to MAERS

Latest MAERS Notices

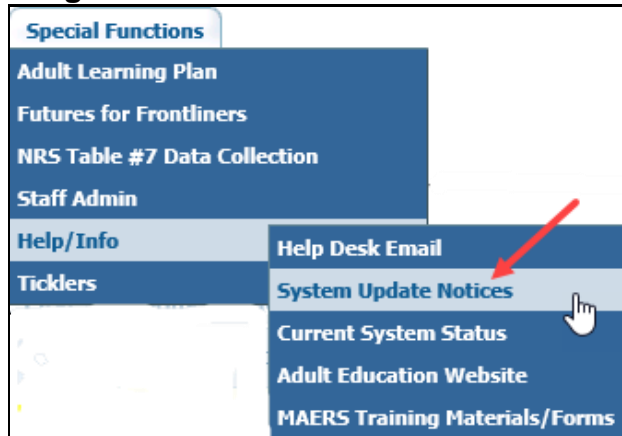
Showing 1 to 2 of 2 entries

ID	Notice Date	Expiration Date	Attention	Description	Additional Info
3551570025	02/25/2019	03/29/2019	MAERS	<p>CALLING ALL PROGRAMS</p> <p>Please take a few minutes and run the Participant Characteristics report (AEPARTCHAR) for the current program year and take a close look at the Program Types counts for your program towards the bottom of this report.</p> <p>We are finding counts in Family Literacy, WorkPlace Literacy, and Community Corrections programs that may be incorrect. Check the definitions below. If you need to make any corrections on your participant's program types, navigate to the Eligibility screen and make any required changes on the Program Types tab.</p> <p>As always, please contact MAERS at MAERS@michworks.org with any questions or assistance.</p> <ul style="list-style-type: none"> Correctional Education Program—A program of instruction for adult criminal offenders in correctional institutions. Community Corrections Programs—A program of instruction for a community-based rehabilitation facility or halfway house Family Literacy Program—A program with a literacy component for parents and children or other intergenerational literacy components. Workplace Literacy Program—A program typically carried out in a setting provided by the workers' employer for the purpose of improving productivity through the improvement of literacy skills. 	More Info
3540593529	02/25/2019	03/09/2019	MAERS	<p>MAERS Monthly Reminder</p> <p>Data in MAERS should be up to date through January no later than February 28th.</p> <p>Please review the Data Entry Policy on the Adult Services website.</p> <p>It is also helpful at this time to schedule and view all MAERS reports. These reports will assist in making sure all critical data is being collected and entered into MAERS so deadlines are not missed. Remember to use the hyperlinks within each report to navigate to the appropriate participant screen needing the data entry!</p>	

First Previous 1 Next Last

1. Read about recent alerts or system changes
2. Click on the [More Information](#) link, if one is displayed, to view an attachment
3. After reading any new MAERS notices, click on one of the tabs at the top of the screen to begin data entry/viewing in MAERS
4. Once you navigate away from the **Welcome** page you can view past notices by clicking on the [Help/Info](#) link and then the [System Update Notices](#) link in the **Special Functions** tab. (Image 1.1c)

Image 1.1c



Section 1.2 – Sequence of Activities

There is a specific sequence of data entry that is required which allows critical information to work in other modules of MAERS.

- Instructors and Locations must be entered first to be able to create the Class Setups. The Instructor and Location records created allow the Class Setup functions to work. Refer to [Chapter 2](#); Class Functions. Once Instructors, Locations and Classes are created, use the Class Copy functions to copy these records into the next Program Year. Refer to [Chapter 4](#); Class Copy Functions.
- After the Classes are setup, Registrations, Eligibility and Pre-Tests need to be entered. Refer to [Chapter 3](#), Participant Functions; [Section 3.0](#), [Section 3.1](#) and [Section 3.2](#) for Registration, Eligibility and Assessment instructions.
- Class Enrollments can only be done after the Eligibility for the program year is completed. A Pre-Test is required to be done before 12 hours of instruction and is optional for those who are only enrolled in an HSD program. The test indicates the lowest Educational Functioning Level of the Participant which provides information of which classes the Participant should be enrolled. Refer to [Chapter 3](#), Participant Functions; [Section 3.3](#) for Class Enrollments.
- Attendance is done monthly. Refer to [Chapter 3](#), Participant Functions; [Section 3.4](#) for Monthly Attendance.
- Achievements are captured and entered each program year in which a Registration is active. These achievements are used for both Federal Measurable Skill Gains and Section 107 performance reporting. Refer to

- [Chapter 3](#), Participant Functions; [Section 3.8](#) for Achievement instructions.
- Planned Gaps are entered as a holding place any time after the Registration Date and before the Program Exit Date. Refer to [Chapter 3](#), Participant Functions; [Section 3.6](#) for Planned Gaps.
 - The Post-Test is entered which determines the Participant's Educational Gain. Refer to [Chapter 3](#), Participant Functions; [Section 3.2](#) for Post-Test Assessments.
 - The Program Exit data is entered after the Participant has exited their classes and is now exiting the program. Refer to [Chapter 3](#), Participant Functions; [Section 3.9](#) for Program Exits.
 - Follow Up on performance Outcome Measures can only be done once a Participant has exited the program. Refer to [Chapter 3](#), Participant Functions; [Section 3.9](#) for the Follow Up requirements.
 - Class Copy functions is a tool used to set up class functions for the next program year. Refer to [Chapter 4](#), Class Copy Functions.
 - MAERS has many available reports which will assist data entry staff in understanding what data is due or missing. Reports can also assist in understanding the program's performance and demographics served. The USDOE National Reporting System reports are also available in MAERS. Refer to [Chapter 6](#) to learn how to schedule and read MAERS reports.

Section 1.3 – Search Tools and Navigation Links

Throughout MAERS, there are numerous links and tools provided to assist in quickly navigating to other screens and to narrow a search for specific data.

Navigation Links

Image 1.3a

The screenshot shows the 'Enter/Update Class Enrollments by Group' screen. It features a top table with class details and a bottom table with participant enrollments. Red arrows and numbers 1 through 5 point to specific navigation links in the interface.

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
BASIC EDUCATION	100-103	INSTRUCTOR MARY	Open Entry/Exit	JOHNSON CENTER Room No: 13	07/01/2016	06/30/2017	06/30/2017	15	15	2016-2017

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	Adult Basic Education	Classroom	Mon: 01:00pm - 03:00pm Wed: 02:00pm - 03:00pm	JOHNSON AE (Code: JOHNSON2)

[Class Attendance by Group](#)

Search:

#	Participant	Birth Date	Local Stud.#	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Class Exit Date	Delete?
1	BENTON, BARB	04/15/1980	BB80	08/02/2016	1	60	08/02/2016	<input type="text"/>	<input type="checkbox"/> Delete?
2	BENTON, BILL	05/15/1990	BB90	09/03/2016	1	60	09/03/2016	08/30/2017	<input type="checkbox"/> Delete?
3	DEC, EIGHT	08/08/1978	DEC8	07/01/2016	3	230	07/16/2016	08/30/2017	<input type="checkbox"/> Delete?

The above screen shot is just one example of the various navigation links provided to assist in moving through the MAERS system. Blue/Purple text in the body of any screen is a hyperlink. Clicking on the hyperlink will then navigate to the corresponding screen. (Image 1.3a)

In this screen example:

1. **Class Name** — the “[Basic Education](#)” link will navigate the User to the **Update Class Information** screen for this Class
2. **Instructor** — the “[Mary Instructor](#)” link will navigate the User to Mary’s Instructor record in the **Update Instructor Information** screen
3. **Location** — the “[Johnson Center](#)” link will navigate the User to the Location record in the **Update Location** screen
4. **Participant Name** – Based on what screen is displayed, the “[Participant Name](#)” link can navigate to different screens:
 - Using the “[Participant Name](#)” link in **Class Enrollments by Group** will navigate the User to the **Enter/Update Participant Class Enrollments** screen
 - Using the “[Participant Name](#)” link in **Class Attendance by Group** will navigate the User to the **Enter/Update Single Participant Attendance** screen
 - Using the “[Participant Name](#)” link in the Header will navigate the User to the **Update MAERS Registration** screen.

5. **Attendance by Group** — the [Class Attendance by Group](#) link will navigate the User to the **Enter/Update Class Attendance by Group** screen

The above screen is just one example of the various navigational link tools provided to assist in navigating to other MAERS screens.

Navigation Tools

Image 1.3b

Personal Demographic Entry Status Barriers **Instr. Areas** Goals

Program Year: 2016 - 2017

Instructional Area(s): **Select ALL Instructional Areas as applicable.**

Adult Basic Education	<input checked="" type="checkbox"/>
Adult Secondary Education	<input checked="" type="checkbox"/>
English as a Second Language	<input checked="" type="checkbox"/>
High School Diploma	<input checked="" type="checkbox"/>
High School Equivalency	<input type="checkbox"/>

Registration Date: 08/15/2016

Created	By User	Last Updated	By User
01/12/2018 @ 11:29:16 AM	SUE JOHNSON	01/26/2021 @ 03:11:14 PM	SUE E. JOHNSON

Update Reset Form Cancel

Several modules will display multiple tabs. Select the tab to open the screen. Most modules with tabs require all the tabs to be completed before clicking **Submit** or **Update**. (Image 1.3b)

Search Result Tools

Image 1.3c

Copy to clipboard Export to Excel Export to PDF Print

Show 10 entries Search:

Row#	Name	Birth date	Customer ID	Address	Phone	In MAERS?
31	JONES, ADIA	10/06/1975	JONAD1008	17400 Third Apt3 Detroit, MI 48224	-	No
32	JONES, ADOLPH	02/01/1961	JONAD0201	5651 Springfield Detroit, MI 48213	(313) 925-2006	No
33	JONES, ADOLPH	05/26/1982	JONAD0526	333 Anderson S. Pontiac, MI 48342	(248) 335-3365	No
34	JONES, ADRIAN M.	02/15/1957	JONAD0215	22400 Carleton Southfield, MI 48034	(248) 356-0142	No
35	JONES, ADRIAN L.	08/27/1961	JONAD0827	14170 Lauder Detroit, MI 48227	(313) 272-5391	No
36	JONES, ADRIAN	04/24/1964	JONAD0424	17141 Joann Detroit, MI 48205	-	No
37	JONES, ADRIAN R.	07/16/1978	JONAD0716	1050 Bride Ave, Apt C-8 Alma, MI 48801	(989) 463-0967	No
38	JONES, ADRIAN T.	04/08/1982	JONAD0408	58715 Stevens New Haven, MI 48048	(810) 746-3222	No
39	JONES, ADRIANNE L.	01/06/1973	JONAD0106	24780 Samoset Trail Southfield, MI 48034	(248) 355-1732	No
40	JONES, ADRIENNE V.	09/29/1961	JONAD0929	15155 Rosemont Detroit, MI 48223	(313) 837-2317	No

Showing 31 to 40 of 250 entries First Previous 2 3 4 5 6 Next Last

The above screen is just one example of the various search tools provided to assist in locating specific data. Dropdowns, ascending/descending arrows, search boxes, and page numbers are used throughout the system to allow the user to filter the search results. Export options are also available on certain screens. (Image 1.3c) As shown on Image 1.3c:

1. Export Options –

- **Copy to Clipboard** – Exports the Search Results data to the Clipboard so it can be pasted into software like Word
- **Export to Excel** – Exports the Search Results to a file that can be imported into Excel
- **Export to PDF** – Exports the Search Results to a .PDF file
- **Print** – Formats the Search Results and launches the browser's print function

2. **Show Entries** – Displays a view of 10, 25, 50, or 100 rows on a page

3. Column Arrows – Allows the user to sort each column in alphabetical or numeric ascending/descending order

4. **Search Box** – The information entered into the **Search** box will look across all the columns and match exactly on the text entered

5. Page Navigation Buttons:

- **First** – Navigates to the first page
- **Previous** – Navigates to the previous page
- **Page Numbers** – Navigates to the specific page
- **Next** – Navigates to the next page
- **Last** – Navigates to the last page

Participant Navigation Tools

Image 1.3d

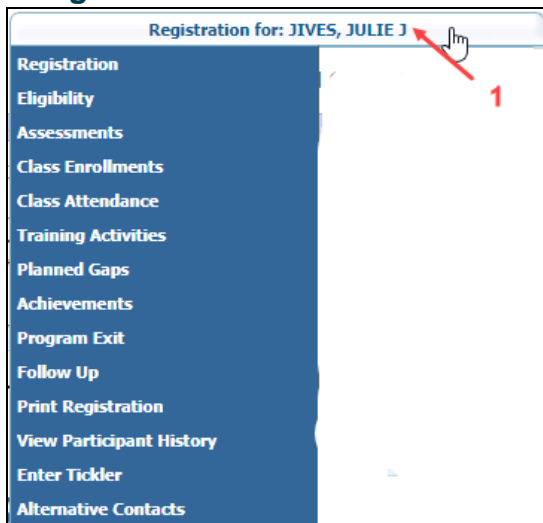



Image 1.3e

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



1. **Participant Navigational Bar** – A drop down list located at the top of the participant data screens (Image 1.3d)
2. **Footer Navigational Buttons** – Buttons located at the bottom of participant data screens (Image 1.3e)

Both the Navigational Bar and Footer Button tools have the same functions and can be used to easily navigate between MAERS modules for an individual participant. Once a search has been completed on a participant, the Participant Navigational Bar at the top of the screen or the Footer buttons at the bottom of the screen will allow you to stay within a participant's record.

Note: The order of the data screens in both the Navigational Bar and Footer buttons follows the data entry sequence.

Tip: The Print Registration selection from the Participant Navigational Bar and the Footer Navigational Buttons is a printable history of a participant's registration; including personal data, assessment history, eligibility history, achievement history, exit status, and follow up history. This can be printed (prints up to 4 pages) and placed in the participant file with the Adult Learning Plan (ALP). (See below image of a portion of a sample print registration screen.)

Registration for: JIVES, JULIE J

- Registration
- Eligibility
- Assessments
- Class Enrollments
- Class Attendance
- Planned Gaps
- Achievements
- Program Exit
- Follow Up
- Print Registration
- View Participant History
- Enter Tickler
- Alternative Contacts

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

Sample Partial Image

PERSONAL									
Name	JULIE J JIVES	Student Number	JJ2017						
Address									
Phone	(989) 626-2234	Email	JIVES_J12@YAHOO.COM						
Alt. Phone		Residence MWA	99						
DEMOGRAPHICS									
Birth Date	09/09/1996	Place of Birth	SAGINAW, MI						
Age at Registration	18	Sex	Female						
Number of Pre-school Aged Children	0	Number of School-Age Children	0						
Veteran	No	Hispanic/Latino	Yes						
Race	Asian White								
ENTRY STATUS									
Highest Educational Level	Grades 9-12 (no diploma)	US Based?	Yes						
Labor Status	Unemployed								
BARRIERS									
Child Care		Homeless	No						
Cultural Barriers	No	Learning Disabled							
Current/Prior Foster Care Youth	No	Long Term Unemployed (27+weeks)	No						
Digital Literacy		Low Income	No						
Disabled (Physical/Mental Impairment)		Low Level of Literacy	No						
Displaced Homemaker	No	Migrant/Seasonal Farm Worker	No						
English Language Learner	No	Single Parent	No						
Exhausting TANF w/in 2 years	No	Substance Abuse							
Ex-Offender	No	Transportation							
INSTRUCTIONAL AREAS									
Program Year:	2015 - 2016								
Instructional Area(s):	Select ALL Instructional Areas as applicable.								
	Adult Basic Education	<input checked="" type="checkbox"/>							
	Adult Secondary Education	<input type="checkbox"/>							
	English as a Second Language	<input checked="" type="checkbox"/>							
	High School Diploma	<input checked="" type="checkbox"/>							
	High School Equivalency	<input type="checkbox"/>							
Registration Date:	07/01/2015								
GOALS									
<p>PRIMARY GOALS: Select ALL Goals as applicable.</p> <p>EDUCATIONAL GAIN - Default Goals</p> <ul style="list-style-type: none"> Improve Basic Literacy Skills Improve English Skills <p>Participant Selected Goals</p> <ul style="list-style-type: none"> Function At or Above 9th Grade Level (ABE only) Achieve English Language Proficiency (ESL only) Pass One or More Official HSE Tests Attain High School Diploma Credits Obtain a High School Equivalency Obtain a High School Diploma Enroll in Postsecondary Education Obtain Employment Retain Employment <p>SECONDARY GOALS: Select ALL Goals as applicable.</p> <ul style="list-style-type: none"> Achieve Citizenship Skills Vote or Register to Vote Increase Involvement in Community Activities Involvement in Children's Education Involvement in Children's Literacy Related Activities Leave Public Assistance Other Goal <p>If "Other Goal", please specify:</p>									
ASSESSMENTS									
Test PY	Test Date	Test Name	Test Instr. Area	Test Type	EFL	EFL Anchor Module Level	Anchor Module	EFL Gain/Loss	EFL Gain/Loss Module
2018	07/02/2018	TABE	ABE/ASE	PRE	5	MATHEMATICS	N/A	N/A	Enter
2018	07/15/2018	CASAS (ESL)	ESL	PRE	4	ESL READING	N/A	N/A	N/A
2018	08/09/2018	CASAS (ESL)	ESL	POST	-	ESL READING	2	ESL READING	N/A
2017	06/01/2018	CASAS (ESL)	ESL	PRE	3	ESL READING	N/A	N/A	Enter
2016	07/01/2016	TABE(9)	ABE/ASE	PRE	5	MATHEMATICS	N/A	N/A	Enter TABE(9) Enter TABE(10)
2015	07/01/2015	CASAS (ESL)	ESL	PRE	6	ESL READING	N/A	N/A	Enter
ELIGIBILITY HISTORY									
PY	Funding	Program Types	Co-Enrollments	In IET					
2018	Federal	1		Yes					
2017	Federal	0							
2016	State & Federal	2		Yes					
2015	Federal	1		Yes					

Chapter 2

Class Functions

Chapter 2 – Class Functions

In this chapter you will learn the following:

[Section 2.0](#) – Where to find Class Functions

[Section 2.1](#) – Class Function Search

[Section 2.2](#) – Instructor Data Entry

[Section 2.3](#) – Location Data Entry

[Section 2.4](#) – Setting up Classes

Section 2.0 – Where to find Class Functions

Class functions are found on the **Provider Admin** tab. (Image 2.0a)

Image 2.0a



Class functions operate on the Adult Education Program Year of July 1st – June 30th whereas a participant's registration can span multiple program years.

Section 2.1 – Class Function Search

When selecting the [Instructors](#) and [Locations](#) function links, a **Search Criteria** screen is displayed. (Image 2.1a)

Image 2.1a

The screenshot shows a search form with two dropdown menus. The first dropdown is labeled 'Program Year:' and has '2022-2023' selected. The second dropdown is labeled 'Provider:' and has 'JOHNSON AE' selected. Below the dropdowns are two buttons: 'Submit' and 'Reset Form'. Red arrows and numbers indicate the following steps: 1. Points to the 'Program Year' dropdown. 2. Points to the 'Provider' dropdown. 3. Points to the 'Submit' button.

1. Select the **Program Year** from the dropdown list
2. Verify the **Provider Name/Code** belongs to the proper local program. If the name displayed is incorrect, please contact the Office of Adult Education before entering any data into MAERS.
3. Click on **Submit** to view the search results

Section 2.2 – Instructor Data Entry

Click on the [Instructors](#) link within the **Provider Admin** tab. After a search is completed, search results will show as follows:

Image 2.2a

The screenshot shows the 'Instructor Search Results' page. At the top, there are two dropdown menus for 'Program Year:' (2012-2013) and 'Provider:' (AURA LEARNING (Code: T0002)). Below these is a message: 'Click on the 'Instructor' column to update the existing Instructor record.' There is a 'Show 10 entries' dropdown and a 'Search:' input field. The main table has columns: Row#, Instructor, Local Instructor No, Instr. Areas, Position, and Status. The first three rows are: 1. JOHNS, JOHN (AL-0002, HSD, Unpaid Volunteer, Active), 2. LEE, LARRY (AL-0005, ABE, Full Time, Inactive), 3. MILLER, MARY (AL-0004, ABE, HSD, Full Time, Active). A red arrow points to the 'Instructor' column header. Below the table are two buttons: 'Add Instructor' and 'New Search'. A red arrow points to the 'Add Instructor' button.

Row#	Instructor	Local Instructor No	Instr. Areas	Position	Status
1.	JOHNS, JOHN	AL-0002	HSD	Unpaid Volunteer	Active
2.	LEE, LARRY	AL-0005	ABE	Full Time	Inactive
3.	MILLER, MARY	AL-0004	ABE, HSD	Full Time	Active

1. To view or update an existing instructor record, click the “[Instructor Name](#)” link from the **Instructor** column (Image 2.2a)
2. To create a new instructor record, click on the **Add Instructor** button (Image 2.2a)

Image 2.2b

Local Instructor Number: AL-0004

First Name: Mary

Last Name: Miller

Middle Initial:

Highest Degree Completed: Bachelors

Position Type: Full Time

Instructional Experience: More than three years

Highly Qualified: ☐ Yes ☐ No

Tutoring Position: ☐ Yes ☐ No

Certifications:

(Note: One or MORE Certifications may be selected):

Select ALL Certifications as applicable.	
No Certification	<input type="checkbox"/>
Adult Education Certification	<input checked="" type="checkbox"/>
K-12 Certification	<input type="checkbox"/>
Special Education Certification	<input type="checkbox"/>
TESOL Certification	<input checked="" type="checkbox"/>

License Number:

Instructional Area(s):

(Note: One or MORE Instructional Areas may be selected)

Select ALL Instructional Areas as applicable.	
Adult Basic Education	<input checked="" type="checkbox"/>
Adult Secondary Education	<input type="checkbox"/>
English as a Second Language	<input type="checkbox"/>
High School Diploma	<input checked="" type="checkbox"/>
High School Equivalency	<input type="checkbox"/>

Status: Active

Record Created on:

Record Last Updated on:

Record Last Updated by:

Submit Reset Form Cancel

Submit and Create New

All fields with a red arrow → are required data entry fields and must be completed. The following is a description of the required fields (Image 2.2b):

- **Local Instructor Number** –The local program assigns an ID number for the instructor. The number must be a unique and does not change.
- **First Name** – Instructor's full legal first name
- **Last Name** – Instructor's legal last name
- **Middle Initial** – Instructor's middle initial (optional)
- **Highest Degree Completed** – Dropdown list includes **No Degree, High School Equivalency, High School Diploma, Certificate, Associates, Bachelors, Masters, and Doctorate**
- **Position Type** – Dropdown list includes **Full Time, Part Time, and Unpaid Volunteer**
- **Instructional Experience** – Dropdown list includes **Less than one year, One to three years, and More than three years**
- **Highly Qualified** – Highly qualified is based on Michigan Department of Education Guidelines (optional)
- **Tutoring Position** – The position provides tutoring services; typically found at a Literacy Council (optional)
- **Certifications** – Select all current certifications the instructor has earned
- **License Number** – The instructor's Michigan Department of Education License Number (optional)

- **Instructional Area(s)** – Select all instructional areas the instructor is qualified to teach
 - **Status** – This is the instructor’s current availability. Only active records can be used to create class setup records.
1. Click **Submit** to save a new record. Click **Update** to update an existing record
 2. Click **Submit and Create New** to save a new or updated record. This clears the screen so another new Instructor record can be added.

To copy an instructor record from the previous year, refer to [Chapter 4](#); Class Copy Functions.

Section 2.3 – Location Data Entry

Click on the [Location](#) link within the **Provider Admin** tab. After a search is completed as described above, the search results will show as follows:

Image 2.3a

Location Search Results

Program Year:	Provider:
2012-2013	AURA LEARNING (Code: T0002)

Click on the 'Location' column to update the existing Location record.

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

Show 10 entries Search:

Row#	Location	Primary Contact	Contact Phone	Mailing Address	Status
1.	AURA LEARNING CENTER 1	JOHNS, JOHN	(517) 555-1212	111 Center Lansing, MI 48913	Inactive
2.	AURA COMMUNITY CENTER 1	KIMMERS, KIM	(989) 642-3333	11240 Swan Creek Lansing, MI 48913	Active
3.	AURA HIGH SCHOOL 1	KLINE, KERRY	(989) 642-1111	111130 Brennan Rd Lansing, MI 48913	Active

Showing 1 to 3 of 3 entries First Previous 1 Next Last

2 →
Add Location
New Search

1. To view or update an existing location record, click on the “[Location Name](#)” link from the **Location** column (Image 2.3a)
2. To create a new location record, click on the **Add Location** button (Image 2.3a)

Image 2.3b

Update Location for PY 2012-2013

Program Year:	Provider:	Location ID:
2012-2013	AURA LEARNING (Code: T0002)	1078017234

Location Name: AURA COMMUNITY CENTER 1

Primary Contact

First Name: KIM
Last Name: KIMMERS
Phone: (989) 642-3333
Fax:
E-Mail: KKIMMERS@AURA.COM

Physical Address

Street Address 1: 11240 Swan Creek
Street Address 2:
City: Lansing
State: MI Zip: 48913
County: INGHAM

Mailing Address

Same as Physical Address: ☐
Street Address 1: 11240 Swan Creek
Street Address 2:
City: Lansing
State: MI Zip: 48913

Status

Status: Active
Record Created on: 07/17/2012 07:59:55 AM
Record Last Updated on: 07/17/2012 07:59:55 AM
Record Last Updated by: JOHNSONS28

1 → Update Reset Form Cancel
2 → Submit and Create New
Delete

All fields with a red arrow → are required data entry fields and must be completed. The following is a description of the required fields (Image 2.3b):

- **Location Name** – This is the local program assigned name for the location. It must be a unique name.
 - **First Name** – First name of the location contact person
 - **Last Name** – Last name of the location contact person
 - **Phone** – Phone number of the location contact person
 - **Fax** – Fax number of the location contact person (optional)
 - **E-Mail** – E-mail address of the location contact person
 - **Status** – This is the location's current availability. Only active records can be used to create class setup records.
 - **Street Address 1** – The physical address of the location to also include City, State and Zip code
 - **Same as Physical Address** – Check this box if the mailing and physical addresses are the same. This will automatically prefill the **Mailing Address** with the **Physical Address**.
 - **Street Address 1** – The mailing address of the location to also include City, State and Zip code
1. Click **Submit** to save a new record. Click **Update** to update an existing record
 2. Click **Save and Create New** to save new or updated data, and to load an empty screen to add another new location record

To copy a location record from the previous year, refer to [Chapter 4](#); Class Copy Function.

Section 2.4 – Setting Up Classes

When selecting the [Class Setup](#) link, a **Search Criteria** screen is displayed. (Image 2.4a)

Image 2.4a

The screenshot shows the 'Search Criteria' form with the following fields and annotations:

- 1** points to the **Program Year** dropdown menu, which is set to 2022-2023.
- 2** points to the **Provider** dropdown menu, which is set to JOHNSON AE.
- 3** points to the **Class Location** dropdown menu, which is set to ALL MY PROVIDER CLASS LOCATIONS, and the **Teacher** dropdown menu, which is set to ALL MY PROVIDER TEACHERS.
- 4** points to the **Submit** button.

Below the dropdowns is a section titled 'Instructional Areas (selecting none is the same as selecting all)' with checkboxes for ABE (Adult Basic Education), ASE (Adult Secondary Education), ESL (English as a Second Language), HSD (High School Diploma), and HSE (High School Equivalency).

1. Select the **Program Year** from the dropdown list
 2. Verify the **Provider Name/Code** belongs to the proper local program. If the name displayed is incorrect, please contact the Adult Education office before entering any data into MAERS.
 3. To narrow the search results, select an active record from one or more of the available dropdown lists and/or select a specific **Instructional Area**. To display all classes, leave the dropdown selections set to **Any**.
 4. Click on **Submit** to view the search results
- After a search is completed, search results will show as follows:

Image 2.4b

Class Search Results

Class Setup

Program Year:	Provider:	Class Instructor:	Class Location:	Class Instructional Area:
2017-2018	FISHER ADULT EDUCATION (Code: FAE13)	Any Instructor	Any Location	Any Instructional Area

Click on the 'Class Id' column to update the existing Class record.

Show 10 entries

Search:

#	Class Id	Class Name	Class No	Instructor	Location	Room	# Enrolled	Term	Instr. Area	Status	Schedule							
											Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
1.	1213758839	ABE	100	FISHER, BOB	FISHER ACADEMY	1	0	Open Entry/Exit	ABE	Active	-	X	-	-	-	-	-	-
2.	1213758867	ASE	300-400	FISHER, BOB	FISHER ACADEMY	2	0	Open Entry/Exit	ASE	Active	-	-	X	-	-	-	-	-
3.	1213758880	ESL	100-300	FISHER, ROBERTO	FISHER ACADEMY	3	0	Open Entry/Exit	ESL	Active	-	-	-	X	-	-	-	-
4.	1213758884	HSD	300-400	FISHER, BOB	FISHER ACADEMY	4	0	Open Entry/Exit	HSD	Active	-	-	-	-	X	-	-	-
5.	1213758889	HSE	100	FISHER, BOB	FISHER ACADEMY	5	0	Open Entry/Exit	HSE	Active	-	-	-	-	-	X	-	-

Showing 1 to 5 of 5 entries

2

Add Class

New Search

1. To view or update an existing class record, click on the "[Class ID](#)" link from the **Class ID** column (Image 2.4b)
2. To create a new class record, click on the **Add Class** button (Image 2.4b)

Image 2.4c

The screenshot shows a web-based form for class setup. It has three tabs: 'General Information' (selected), 'Class Schedule', and 'View Class Participants'. The 'General Information' tab contains the following fields:

- Class Name: ABE
- Class Number: 100
- Class Description: ABE
- Capacity: 25
- Scheduled Hours: 100.00
- Instruction Method: Classroom
- Instructional Area: ABE
- Term: Open Entry/Exit
- Instructor: FISHER, BOB
- Instructor #2:
- Instructor #3:
- Begin Date: 07/01/2017
- End Date: 06/30/2018
- Enrollment Cut Off Date: 06/30/2018
- Location: FISHER ACADEMY
- Room Number: 1
- Status: Active
- Created: 04/04/2017 @ 09:53:06 AM
- Last Updated: 03/08/2018 @ 05:06:20 PM
- By User: CHRIS KIRGIOS

At the bottom of the form are the following buttons: Update, Reset Form, Cancel, Save and Create New, Delete, and Copy within PY.

The class setup screen is divided into three tabs. All three tabs are part of one record. Data entered will remain on all tabs until either **Submit**, **Update** or **Save and Create New** is clicked. Clicking on **Cancel** or the back button will not save the entered data. (Image 2.4c)

All fields with a red arrow ➡ are required data entry fields and must be completed. The following is a description of the required fields:

General Information tab:

- **Class Name** – This is the local program assigned name for the class. It must be a unique name.
- **Class Number** – This is the local program assigned number for the class
- **Class Description** – Description of the curriculum to be used in the class
- **Capacity** – Number of seats available in the class
- **Schedule Hours** – Number of hours the class is scheduled to meet for the term
- **Instruction Method** – Dropdown list includes **Classroom**, **Classroom/Distance Education**, **Distance Education**, **Learning Lab**, **Learning Lab/Distance Education**, and **Tutoring**
- **Instructional Area** – The course of instruction taught within the class.
 - Only one instructional area can be selected.

- **Term** – Dropdown includes **Quarter – Fall, Winter, Spring**, and
 - **Summer; Open Entry/Exit; Semester – Fall and Winter; Trimester – Fall, Winter, and Spring/Summer**
 - **Instructor** – The drop-down list will show all active instructor records that have been created or copied from the previous year
- Note: If the Instructor dropdown list is empty, then create or copy the instructor records needed*
- **Instructor #2 / #3** – Text field for other instructors that will assist in the class (optional)
 - **Begin Date** – The first day of scheduled instruction for the class
 - **End Date** – The last day of scheduled instruction for the class
 - **Enrollment Cut Off Date** – The last day a participant can enroll into the class
 - **Location** – The drop-down list will show all active location records that have been created or copied from the previous year
- Note: If the Location dropdown list is empty, then create or copy the Location records needed*
- **Room Number** – Room where the class is taking place (optional)
 - **Status** – The availability of the class. Only active records can be used for class enrollments.

Select the **Class Schedule** tab to move to that tab

Image 2.4d

Select	Day	Start Time	AM/PM	End Time	AM/PM
<input type="checkbox"/>	Sunday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM
<input checked="" type="checkbox"/>	Monday	06:00	<input type="radio"/> AM <input checked="" type="radio"/> PM	10:00	<input type="radio"/> AM <input checked="" type="radio"/> PM
<input type="checkbox"/>	Tuesday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM
<input checked="" type="checkbox"/>	Wednesday	06:00	<input type="radio"/> AM <input checked="" type="radio"/> PM	08:00	<input type="radio"/> AM <input checked="" type="radio"/> PM
<input type="checkbox"/>	Thursday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/>	Friday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/>	Saturday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM

Select	Week	Hours
<input type="checkbox"/>	Flex Schedule	

Update Reset Form Cancel

Save and Create New

Delete Copy within PY

Select one or more days of the week and the corresponding start and end times for this class. The **Flex Schedule** is also an option for classes that do not have a set schedule. This is often used for tutoring or learning labs. A class can also be a combination of a set schedule and flex hours for all **Instruction Methods** other than **Classroom**. The **Classroom** method can only have either a set schedule or a **Flex Schedule**. (Image 2.4d)

Select the **View Class Participants** tab to move to that tab

Image 2.4e

The screenshot shows a web application interface for viewing class participants. At the top, there are three tabs: 'General Information', 'Class Schedule', and 'View Class Participants' (which is highlighted in yellow). Below the tabs, there is a 'Show' dropdown set to '10' and a 'Search:' input field. A table displays participant information with the following columns: #, Participant, Birth Date, Local Stud.#, Reg. Date, Enrollment Date, Class Exit Date, Classroom Hours, and Distance Learning Hours. The table contains one entry for 'MUNSON, TEST' with birth date '04/10/1979', local student ID 'ALC-R00013', registration date '02/01/2013', enrollment date '02/01/2013', class exit date '05/31/2013', 40 classroom hours, and 0 distance learning hours. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there are several action buttons: 'Update' (yellow), 'Reset Form' (light blue), 'Cancel' (light blue), 'Save and Create New' (yellow), 'Delete' (light blue), and 'Copy within PY' (yellow). Red arrows with numbers 1, 2, and 3 point to the 'Update', 'Save and Create New', and 'Copy within PY' buttons respectively.

This is a view only display of active and exited participants enrolled into the class. The first time a class is set up, this display will be blank since no one is yet enrolled. (Image 2.4e)

To complete the Class Set Up:

1. Click **Submit** to save a new record. Click **Update** to update an existing record.
2. Click **Save and Create New** to save new or updated data, and to load an empty screen to add another new class record
3. **Copy within PY** (PY = Program Year) to create an exact copy of this class without enrolled participants for this same program year

The **Copy within PY** function is a quick tool used to create more than one identical class or more than one section of the same class.

*Tip: To save time, use this feature instead of creating a new class record. For example, if a Beginning ESL class is created for the Fall Semester and the program runs a Beginning ESL in the winter as well, then the Fall Semester class can be quickly copied using **Copy within PY** then updated with the required Winter Semester term data.*

To copy a class record from the previous program year to the new program year refer to [Chapter 4](#); Class Copy Function.

Chapter 3

Participant Functions

Chapter 3 – Participant Functions

In this chapter you will learn the following:

[Section 3.0](#) – Where to find Participant Functions and Participant Search and Registration

[Section 3.1](#) – Eligibility

[Section 3.2](#) – Pre- and Post-Test Assessments

[Section 3.3](#) – Class Enrollments by Group and Participant

[Section 3.4](#) – Monthly Attendance by Group and Participant

[Section 3.5](#) – Class Exits/Deletions by Group and Participant

[Section 3.6](#) – Planned Gaps

[Section 3.7](#) – Training Activities

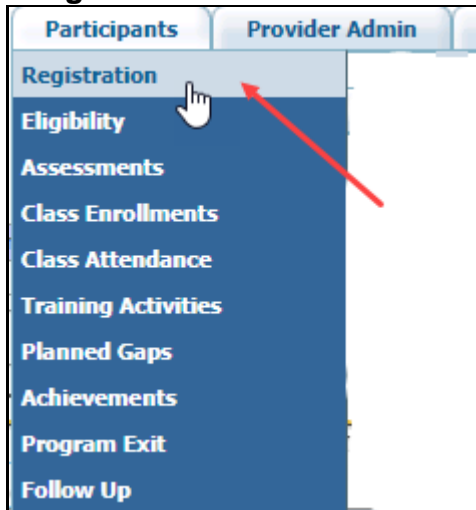
[Section 3.8](#) – Achievements

[Section 3.9](#) – Program Exit and Follow Up

Section 3.0 – Where to find Participant Functions

Participant functions are found on the **Participants** tab. (Image 3.0a)

Image 3.0a



Participant Search and Registration

Click on the [Registration](#) link on the **Participants** tab. (Image 3.0a)

Image 3.0b

Update MAERS Registration - Participant Search Criteria

Search by Last Name first:

⇒ Last Name: ← 1

First Name: ← 2

Date of Birth: ← 3

Search by Local Student No:

⇒ Local Student No: ← 4

Search by Customer ID:

⇒ Customer ID: ← 5

There are three different options to search for a participant:

- **Search by Last Name first** – The name search finds all participants whose last name are an exact match to the entered name, matches the first two characters of the first name (if entered) and matches the date of birth (if entered). The name search should always be used if it is not known if the participant exists in the system.
 1. Last Name – Enter the participant's full legal last name (required)
 2. First Name – Enter the participant's full legal first name (optional)
 3. Date of Birth – MM/DD/YYYY (optional)
- **Search by Local Student Number** – Local Student Number search is used for Participants that exist in the system only. This search bypasses the **Name Search Results** screen if only one participant is found and then navigates directly to the **Participant History** screen.
 4. Local Student Number – Enter the student number that is assigned to the participant by the local program(required)
- **Search by Customer ID** –The Customer ID is assigned by the MAERS system when the participant is first entered and saved. The Customer ID consists of the first three letters of the participant's last name then the first two letters of the participant's first name and the birth month (MM) and birth date (DD). Customer ID Search is used for existing participants only. This search will

bypass the **Participant Search Results** screen if there is only one match found and will navigate directly to the **Participant History** screen.

5. Customer ID – Enter the MAERS assigned Customer ID for the participant (required)

Click **Submit** beneath the search option which is used to execute the participant search.

Image 3.0c

MAERS Registration - Participant Search Results

Click on the 'Name' column (if a link exists) to update the existing MAERS Registration for the customer or to create a new MAERS record.

If the individual you are searching for does not appear, click on "New Applicant/MAERS Registration" to enter the initial Applicant/MAERS Registration record or click on "New Search" to conduct a new search.

Copy to clipboard Export to Excel Export to PDF Print

Show 10 entries Search:

Row#	Name	Birth date	Customer ID	Address	Phone	In MAERS?
1	JIVES, JULIE	01/01/1970	JIVJU0101		-	No
2	JIVES, JULIE J.	09/19/1981	JIVJU0919	101&1/2 Elm Street Hemlock, MI 48626	(989) 626-2234	Yes

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Only click on 'New Applicant/MAERS Registration', if your Participant DOES NOT APPEAR on the Customer Search Results List.

New Applicant/MAERS Registration
New Search

1. If the person is listed after performing a name search, then click on the "Name" link to view the **Participant History** screen. This indicates the participant has been in MAERS in the past and it is important to link these records. (Image 3.0c)
1. If the participant is not listed, then click **New Search** to search for the participant using an alternative name spelling or one of the other search options as shown above (Image 3.0b)
2. If the participant's name is still not listed, click **New Applicant/MAERS Registration** to create a record in MAERS (Image 3.0c)

Image 3.0d

MAERS Registration - Participant History

Name	Customer ID	Current Staff Provider
JIVES, JULIE J.	JIVJU0909	JOHNSON AE (Code: JOHNSON2)

Click on the 'Instructional Area(s)' to update the Registration

Showing 1 to 8 of 8 entries Search:

Instructional Area(s)	Registration Date	Status	Exit Date	Exit Reason	Local Student No	Provider
ABE_ASE_HSD	07/01/2020	Exited	09/30/2021	Participant Completed	JJ2017	JOHNSON AE
ABE_ASE_ESL	07/01/2016	Exited	09/20/2017	Participant Separated Before Completion - System Exit	DEMO-JJ	DEMO ADULT EDUCATION
ABE_HSE	07/01/2016	Exited	04/30/2017	Participant Completed	00015	LUCE AE

Enter New MAERS Registration
New Search

1. After clicking on the name of an existing participant, to view or update their registration, click on the “[Instructional Area](#)” link. Only registrations for the provider/local program can be viewed. Only registrations in an Active status can be updated. (Image 3.0d)

Note: A participant’s registration can continue into a second or third program year. Because of this, participants do not need to be exited and re-registered each program year. If the participant is currently active in the local program, their registration should be updated yearly with any needed contact information changes. Once the registration is updated, then enter the new program years’ eligibility, assessment, and class enrollments.

2. To register this person into the local program, click **Enter New MAERS Registration**. A participant can have only one active registration with the same local program during a program year. (Image 3.0d)

Image 3.0e

Personal	Demographic	Entry Status	Barriers	Instr. Areas	Goals								
<div> <div>Local Student Number:</div> <div>JJ2017</div> </div> <div> <div>Last Name:</div> <div>JIVES</div> </div> <div> <div>First Name:</div> <div>JULIE</div> </div> <div> <div>Middle Initial:</div> <div>J</div> </div> <div> <div>Maiden Name:</div> <div></div> </div> <div> <div>Alternate Phone + Ext.:</div> <div>(989) 413-3587 -</div> </div> <div> <div>Address:</div> <div>101 ELM STREET</div> </div> <div> <div>City:</div> <div>HEMLOCK</div> </div> <div> <div>State:</div> <div>MI</div> </div> <div> <div>Zip:</div> <div>48626</div> </div>	<div> <div>County:</div> <div>SAGINAW</div> </div> <div> <div>Check if no Address:</div> <div><input type="checkbox"/></div> </div> <div> <div>Phone:</div> <div>(989) 626-2234</div> </div> <div> <div>Phone Extension:</div> <div></div> </div> <div> <div>SSN :</div> <div>XXX-XX-9275</div> </div> <div> <div>SSN (confirm):</div> <div>XXX-XX-9275</div> </div> <div> <div>UIC Number (Requested):</div> <div>0000001234</div> </div> <div> <div>Email:</div> <div>JIVES_J12@YAHOO.COM</div> </div> <div> <div>Residence MWVA:</div> <div>Great Lakes Bay Michigan Works!</div> </div>	<table border="1"> <thead> <tr> <th>Created</th> <th>By User</th> <th>Last Updated</th> <th>By User</th> </tr> </thead> <tbody> <tr> <td>03/29/2017 @ 11:28:04 AM</td> <td>SUE E. JOHNSON</td> <td>03/30/2021 @ 01:40:33 PM</td> <td>SUE E. JOHNSON</td> </tr> </tbody> </table>				Created	By User	Last Updated	By User	03/29/2017 @ 11:28:04 AM	SUE E. JOHNSON	03/30/2021 @ 01:40:33 PM	SUE E. JOHNSON
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<div> <div>Update</div> <div>Reset Form</div> <div>Cancel</div> </div>													

The Registration screen is divided into six tabs. All six tabs are a part of one record. Data entered will remain on all tabs until **Submit** or **Update** is clicked. Clicking on **Cancel** or the back button will not save the entered data. (Image 3.0e)

Personal tab:

Complete as many of the data items as possible. Detailed participant data is required for accurate program reporting and to assist in narrowing a future search for the proper participant.

- **Local Student Number** –A locally assigned 4–10-character field that is unique to each participant within a provider
- **Last Name** – The legal last name of the participant
- **First Name** – The legal first name of the participant
- **Middle Initial** – The middle initial of the participant (optional)

- **Address** – The current address of the participant to also include City, State, and Zip code
- **Check if no Address** – Check this box if there is not an available address for the participant
- **Phone** – Contact number for the participant. Include an alternative phone number whenever possible.
- **SSN** – A Social Security Number (SSN) is requested. Once saved, only the last four digits of the SSN are displayed. It is strongly recommended that a participant's SSN is obtained and entered into MAERS. An SSN is required for data matching and this process saves work while improving the employment outcome measure performance rates.
- **SSN (confirm)** – Confirm the SSN to reduce data entry errors
- **UIC Number (Requested)** – The Unique Identification Code is requested. The UIC identifies each student in Michigan with one unique student identifier. The Michigan Student Data System (MSDS) allows school districts to obtain or validate UIC's for their students. UIC numbers will also be critical for effective tracking/follow-up of participant outcomes through data matching of postsecondary education in the future.
- **Email** – Current email address for participant
- **Residence MWA** –The default MWA will display based on the participant's zip code

Notes:

- *Some data items on the registration record may be prefilled if the participant had a previous registration. Most data items will prefill when submitted through the online Adult Learning Plan. Please review these data items and update any changes as needed for new registration record. If a SSN prefills and is incorrect, contact the MAERS Helpdesk at LEO-MAERS2.0@Michigan.gov to have the SSN field nullified.*
- *The Personal tab will remain editable for up to two years after a participant exits the program. This will allow updates to the contact information or addition of a missing SSN for follow up purposes.*

Select the **Demographic** tab to move to that tab

Image 3.0f

Personal	Demographic	Entry Status	Barriers	Instr. Areas	Goals								
<div> <div>Birth Date:</div> <div>09/09/1981</div> </div> <div> <div>Age At Registration:</div> <div>33</div> </div> <div> <div>Place of Birth:</div> <div>SAGINAW, MI</div> </div> <div> <div>Sex:</div> <div>Female</div> </div> <div> <div>Number of Pre School-Aged Children (0-5):</div> <div>0</div> </div> <div> <div>Number of School-Age Children (K-12):</div> <div>0</div> </div> <div> <div>Veteran:</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> <div> <div>Hispanic/Latino:</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Race:</div> <div> <input type="radio"/> African American <input checked="" type="radio"/> No </div> </div> <div> <div>American Indian/Alaskan:</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> <div> <div>Asian:</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Hawaiian or Pacific Islander:</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> <div> <div>White:</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div>													
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<div> <div>Update</div> <div>Reset Form</div> <div>Cancel</div> </div>													

Enter the participant's demographic information which is collected on the Adult Learning Plan (ALP). (Image 3.0f)

- **Birth Date** – Participant's date of birth (MM/DD/YYYY)
- **Age at Registration** – A display of the participant's age on the registration date
- **Place of Birth** – City and State or City and Country where the participant was born
- **Sex** – Self-reported gender of the participant
- **Number of Pre-School Aged Children** – Number of children the participant has who are not yet attending kindergarten
- **Number of School-Age Children** – Number of children the participant has who are currently attending K – 12. School aged Children can be up to age 26, if attending special education programs
- **Veteran** – The participant is a U.S. Veteran
- **Hispanic/Latino** – The participant is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture in origin, regardless of race
- **Race** – Ethnicity of participant. Select as many as needed to best describe a multi-racial ethnicity. At least one is required.

Select the **Entry Status** tab to move to that tab

Image 3.0g

Created	By User	Last Updated	By User
03/29/2017 @ 11:28:04 AM	SUE E. JOHNSON	03/30/2021 @ 01:42:01 PM	SUE E. JOHNSON

Enter the participant's entry status information collected from the ALP. (Image 3.0g)

- **Highest Educational Level or Degree Attained** – The education status at program entry has a dropdown list which includes nine educational statuses as follows:

No schooling
 Grades 1-5
 Grades 6-8
 Grades 9-12 (no diploma)
 High School Diploma or alternative credential
 High School Equivalency Certificate
 Some Postsecondary, No Degree
 Postsecondary or Professional Degree
 Unknown

- **U.S. Based Education** – Select as appropriate
- **Labor Status** – The current job status at entry has a dropdown list which includes four employment statuses as follows:
- **Employed** – Participant is currently employed which will populate optional fields to collect the Employer Name, Hourly Wage and Hours per Week
- **Employed, Received Termination Notice or Military Separation** – Participant is employed but received notice of termination or is a transitioning service member
- **Unemployed** – Participant is not employed and looking for work
- **Not in the Labor Force** – Participant is not employed and not looking for work

Note: Regardless the labor status, all participants who exit with 12 or more hours will require follow up for Employed in 2nd Quarter after exit with median earnings and Employed in 4th Quarter after exit

Select the **Barriers** tab to move to that tab

Image 3.0h

Barriers

Child Care: ☒ Yes ☐ No

Cultural Barriers: ☒ Yes ☐ No

Please explain Cultural Barriers:

Current/Prior Foster Care Youth: ☐ Yes ☒ No

Digital Access - Equipment: ☒ Yes ☐ No

Digital Access - Internet: ☒ Yes ☐ No

Digital Literacy: ☒ Yes ☐ No

Disabled (Physical/Mental Impairment): ☐ Yes ☒ No

Displaced Homemaker: ☐ Yes ☒ No

English Language Learner: ☐ Yes ☒ No

Exhausting TANF w/in 2 years: ☐ Yes ☒ No

Ex-Offender: ☐ Yes ☒ No

Homeless: ☐ Yes ☒ No

IEP (Individualized Educational Plan): ☐ Yes ☒ No

Learning Disabled: ☐ Yes ☒ No

Low Income: ☒ Yes ☐ No

Long Term Unemployed (27+weeks): ☒ Yes ☐ No

Low Level of Literacy: ☐ Yes ☒ No

Migrant/Seasonal Farm Worker: ☐ Yes ☒ No

Single Parent: ☒ Yes ☐ No

Substance Abuse: ☐ Yes ☒ No

Transportation: ☒ Yes ☐ No

Other Barrier(s): ☐ Yes ☒ No

Legacy Barriers (retired as of PY 2018 registrations):

Dislocated Worker	No
Living in a Rural Area	No
Receiving Public Assistance	Yes

Created: 04/19/2017 @ 10:41:12 AM By User: TEST LUCE Last Updated: 05/24/2021 @ 12:27:38 PM By User: SUE E. JOHNSON

Update Reset Form Cancel

Enter the participant's barrier information which is self-reported and collected on the ALP. (Image 3.0h) Hover over each barrier or review the ALP Technical Assistance Paper and review the MAERS Data Field Definitions for detailed descriptions of the barriers. This document is on the MAERS page of the AE website located at - [NRS Definitions for Barriers](#)

1. **Cultural Barriers** and **Other** will provide an open text box to detail these barriers
2. **English Language Learner** and **Low Level of Literacy** will populate with a 'Yes' or 'No' based on which instructional areas are selected on the **Instr. Areas** tab. These fields will be blank during the registration process until the record is submitted.
3. The Legacy Barriers table will display for any registration dated prior to July 1, 2018, with the three discontinued barriers

Select the **Instr. Areas** tab to move to that tab

Image 3.0i

Instr. Areas

Program Year: 2015 - 2016

Instructional Area(s): ☒ Select ALL Instructional Areas as applicable.

Adult Basic Education	<input checked="" type="checkbox"/>
Adult Secondary Education	<input type="checkbox"/>
English as a Second Language	<input checked="" type="checkbox"/>
High School Diploma	<input type="checkbox"/>
High School Equivalency	<input type="checkbox"/>

Registration Date: 07/01/2015

Created: 03/29/2017 @ 11:28:04 AM By User: SUE E. JOHNSON Last Updated: 03/30/2021 @ 01:42:01 PM By User: SUE E. JOHNSON

Update Reset Form Cancel

Through the intake interview and assessment process, it will be determined which Instructional Areas the participant will be served.
(Image 3.0i)

- **Program Year** – The Adult Education service year begins July 1st and ends June 30th of the following year. However, registrations can continue across program years. Select the program year in which the participant is starting in the program. This field will be display only if the participant continues into the next program year.
- **Instructional Area(s)** – Adult Education services the participant will be receiving. A participant can have more than one instructional area selected.
- **Registration Date** – The date the participant registered into the program. This field will become display only if the participant continues into the next program year.

Select the **Goals** tab to move to that tab

The Goals information is collected on the ALP. Goals are not used for Follow Up performance measurements but should be used for service planning. (Image 3.0j)

Image 3.0j

The screenshot shows the 'Goals' tab in a software interface. It contains two main sections: 'PRIMARY GOALS: Select ALL Goals as applicable.' and 'SECONDARY GOALS: Select ALL Goals as applicable.' Each section has a list of goals with checkboxes. The 'PRIMARY GOALS' section includes 'EDUCATIONAL GAIN - Default Goals' (Improve Basic Literacy Skills, Improve English Skills), 'Participant Selected Goals' (Function At or Above 9th Grade Level (ABE only), Achieve English Language Proficiency (ESL only), Pass One or More Official HSE Tests, Attain High School Diploma Credits, Obtain a High School Equivalency, Obtain a High School Diploma, Enroll in Postsecondary Education, Obtain Employment, Retain Employment), and 'SECONDARY GOALS' (Achieve Citizenship Skills, Vote or Register to Vote, Increase Involvement in Community Activities, Involvement in Children's Education, Involvement in Children's Literacy Related Activities, Achieve Work-Based Project Learner Goals, Leave Public Assistance, Other Goal). At the bottom, there is a table with columns for 'Created', 'By User', 'Last Updated', and 'By User', and buttons for 'Update', 'Reset Form', and 'Cancel'.

Created	By User	Last Updated	By User
03/29/2017 @ 11:28:04 AM	SUE E. JOHNSON	03/30/2021 @ 01:42:01 PM	SUE E. JOHNSON

- **Default Goals** – These are determined by the Instructional Areas selected. Default goals are automatically displayed on the goals screen.
- **Primary Participant Selected Goals** – Select all goals that the participant is planning to accomplish during the registration an
- **Secondary Goals** – Select other goals the participant wants to complete although there may not be specific instruction offered to achieve these goals. Capturing secondary goal attainments does demonstrate local programs are providing comprehensive services to their participants. (optional)

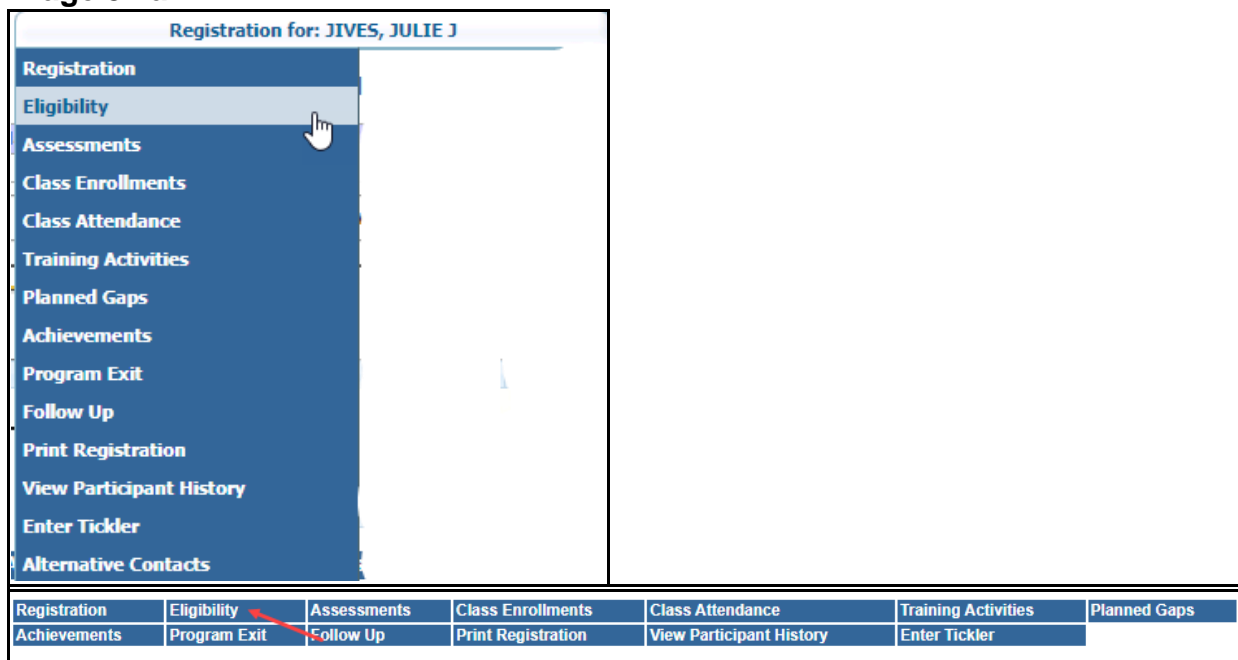
Click **Update** to save updated data. Click **Submit** to save new record.

Section 3.1 – Eligibility

The Eligibility module collects data for which the participant is eligible or are participating in within each program year.

Click on the [Eligibility](#) link on the participant's **Registration Bar** or on the Eligibility footer button. (Images 3.1a)

Image 3.1a



The **Eligibility History** screen will display. (Image 3.1b)

1. A program year row will display for each program year a participant is active

Note: The new program year row will be blank at the start of the program year until selections are made

2. Click on the [Program Year](#) link to add, update, or view the eligible funding and programs for the participant
3. Displays the Funding Sources selected for the participant
4. Displays the number of Program Types selected for the participant

Note: A zero will display if the participant is not in a specific program

5. Displays a Yes to indicate if Co-Enrolled in a WIOA Title I, III or IV program or in post-secondary
6. Displays a Yes to indicate if in an Integrated Education Training (IET) program

Image 3.1b

Eligibility History				
Registration ID	Participant Name	Local Stud. No.	Status	Record Provider
40608446		BT2018	Active as of 07/01/2019	TEST PUBLIC SCHOOL SD (Code: 0000000000)
PY	Funding	Program Types	Co-Enrollments	
2022				
2021	Federal	1		
2020	State & Federal	0		
2019	Federal	0		

Click on the new [Program Year](#) link. The Eligibility screen is divided into three tabs. The first tab will be displayed. All three tabs are a part of one record. Data entered will remain on all tabs until **Update** or **Update and go to Eligibility History** is clicked. Clicking on **Cancel** or the back button will not save the entered data. (Image 3.1b)

*Note: To enroll into a class, both the **Funding** tab and **Program Types** tab must be completed. The **Co-Enrollments** tab is not required to be completed for class enrollments.*

Funding Tab (Image 3.1c)

Funding source selections are based on the Provider's funding sources which are set up by the State each program Year.

1. Select all funding sources which the participant will be eligible for in that program year

Note: Futures for Frontliners and 23+ funding sources are not allowed to be selected within the same program year

2. Display of the date and time of the last update
3. The first and last name of who updated the record
4. If 'Other' is selected, specify the funding source

Select the **Program Types** tab to move that tab

Image 3.1c

Funding | Program Types | Co-Enrollments

Program Year: 2024

Select ALL funding sources as applicable.

Fiscal Agent	Funding Source	Selected?	Last Updated	By User
EATON RESA	State School Aid - Section 107	<input checked="" type="checkbox"/>	12/09/2024 @ 02:29:05 PM	SUE JOHNSON
TEST PUBLIC SCHOOL SD	WIOA Title II - Instructional	<input checked="" type="checkbox"/>	12/09/2024 @ 02:29:05 PM	SUE JOHNSON
TEST PUBLIC SCHOOL SD	WIOA Title II - Corrections Education	<input type="checkbox"/>		
TEST PUBLIC SCHOOL SD	WIOA Title II - IELCE	<input type="checkbox"/>		
TEST PUBLIC SCHOOL SD	Other	<input type="checkbox"/>		
		If "Other" funding, please specify: <input type="text"/>		
TEST PUBLIC SCHOOL SD	23+	<input type="checkbox"/>		

Update | Update and go to Eligibility History | Reset Form | Cancel

All possible program types will display. (Image 3.1d)

1. Select all program types which the participant will be eligible for in that program year

Notes:

- When either **Correctional Facility** or **Community Correctional Program** is selected as a program type, then either the **WIOA Title II- Corrections Education** funding or the **State School Aid-Section 107** funding must be selected
 - Select '**None of the Above**' if the participant is not enrolled in any of the programs listed
 - '**None of the Above**' cannot be selected with any other program type
 - Do not remove a selected program type if the participant changes programs throughout the year unless it is '**None of the Above**'. Adding programs is allowed.
 - Example #1: Participant is in **Other Institutional Setting** at the start of the program year. Leaves **Other Institutional Setting** and goes into a **Family Literacy Program**. Do not remove the **Other Institutional Setting** but add a check mark to the **Family Literacy Program**.
 - Example #2: Participant is not in a program at the start of the program year and has '**None of the Above**' selected. Mid-year the participant goes into a **Workplace Literacy Program**. Unselect the '**None of the Above**' and select '**Workplace Literacy Program**'.
2. Display of the date and time of the last update
 3. The first and last name of who updated the record
 4. Click **Update** or **Update and go to Eligibility History**

Image 3.1d

Program Year: 2024

Program Type (Select all that apply)				
Program Type	Select	Last Updated	By User	
Correctional Facility	<input type="checkbox"/>			
Community Correctional Program	<input type="checkbox"/>			
Other Institutional Setting	<input type="checkbox"/>			
Family Literacy Program	<input type="checkbox"/>			
Integrated Education and Training (IET)	<input type="checkbox"/>			
Workplace Literacy Program	<input type="checkbox"/>			
HSE to School Program	<input type="checkbox"/>			
** Select if the Participant is not in any Program Type **				
None of the Above	<input checked="" type="checkbox"/>			

Update Update and go to Eligibility History Reset Form Cancel

Select the **Co-Enrollments** tab to move to that tab

All possible core programs will display. (Image 3.1e)

1. Select one or more core programs in which the participant is enrolled
2. Type in the Agency Name
3. Display of the date and time of the last update
4. The first and last name of who updated the record
5. Indicates a Data Match with OSMIS versus manual entry
6. Click **Update** or **Update and go to Eligibility History**

Notes:

- The Co-Enrollments tab is optional however collecting this data will be helpful to the program in providing appropriate services to the participant
- A data match with OSMIS will take place weekly to identify common served participants between MAERS and the other core services. The Agency Name will auto fill with the corresponding MWA.

Image 3.1e

Program Year: 2024

Co-Enrollment Information.					
Core Program	Select	Agency Name	Last Updated	By User	Data Match?
Job Service (Title III)	<input checked="" type="checkbox"/>	WEST MICHIGAN WORKS	01/15/2024@ 09:35am	johns28	No
MRS (Title IV)	<input type="checkbox"/>				
MWA (Title I)	<input checked="" type="checkbox"/>	WEST MICHIGAN WORKS	10/30/2024@ 01:20pm	SYSTEM	YES
Other Federally Reported Programs- TAA, H1B, and APPR	<input type="checkbox"/>				

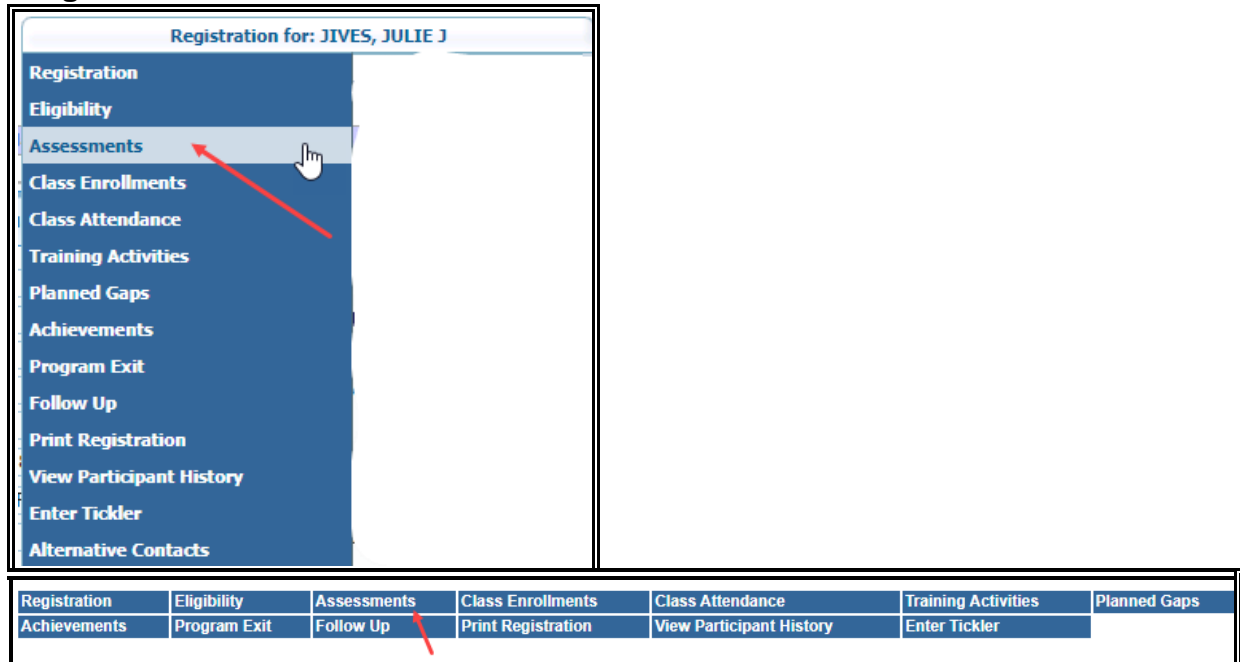
Update Update and go to Eligibility History Reset Form Cancel

Section 3.2 – Pre and Post-Test Assessments

Pre-Test Assessments

Click on the [Assessment](#) link on the participant's **Registration Bar** or on the Assessment footer button. (Images 3.2a)

Image 3.2a



The **Assessment History** screen will display. (Image 3.2b)

Image 3.2b

PY	Test Area	Test Name	Beginning EFL	EFL Gain/Loss	Copy to next PY
2022	ABE/ASE	TABE	3		N/A
2022	ESL	Select the test ...			N/A
2021	ABE/ASE	Select the test ...	3		N/A
2021	ESL	CASAS (ESL) TABE CLAS-E	8		Copy

A participant can have up to two pre-tests per program year: one for services in the ABE/ASE instructional areas and one for the ESL instructional area

1. Click on the “[Test Name](#)” link to view, update, or delete a current pretest assessment test record (Image 3.2b)

Note: Only assessments (pre and post) for the current program year can be updated or deleted through September 17th following the program year end

2. Click on the dropdown arrow and select the test type to enter a new pre-test assessment for the participant (Image 3.2b)

Notes:

- A pre-test is required once a participant has 12 or more hours of attendance in a class
- A pre-test is optional for participants solely in a High School Completion program

Image 3.2c

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12014920	JULIE JIVES	JJ2017	Exited on 09/30/2018	JOHNSON AE (Code: JOHNSON2)

Program Year:

Test Type:

Select Test:

Registered On	Registered By	Registration Provider
07/01/2015	SUE JOHNSON	JOHNSON AE (Code: JOHNSON2)

Image 3.2d

PY	Test Area	Test Name	Gain	Module used to calculate Gain
2022	ESL	CASAS (ESL)		

Row	Module	Test Type	Test Date	Score	Form	Form #	EFL Level	Data Match?
1.	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No
2.	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No

Select the module from the dropdown then enter the participant's test dates and test scores from their assessment test along with the **Form** and **Form No.** of the administered test. *Note: The Form may prefill based on the Test Name and Module selected.* For a list of Form and Form Numbers, reference the publisher's guidelines or testing materials. (Image 3.2d)

Notes:

- Modules do not need to be tested on the same day. The required number of hours will be calculated between the first pre-tested module and the first post-tested module.
- Based on the module selected, the **Form** may auto-fill due to not being more than one form selection

Click **Submit** to save data for the new Assessment and the **Enter/Update Assessment** screen will display.

Image 3.2e

PY	Test Area	Test Name	Gain	Module used to calculate Gain
2022	ESL	CASAS (ESL)		

Module Test Type By User

Showing 1 to 2 of 2 entries

Row	Module	Test Type	Test Date	Score	Form	Form #	EFL Level	Data Match?	By User	Last Updated
1.	ESL LISTENING	PRE	07/01/2022	201	L&W	983L	4	No	SUE JOHNSON	07/05/2022 @ 02:37:11 PM
2.	ESL READING	PRE	07/05/2022	199	L&W	081R	3	No	SUE JOHNSON	07/05/2022 @ 02:37:11 PM

Column visibility Print Excel PDF

1. The orange highlighted bar shows the lowest Educational Functioning Level (EFL). (Image 3.2e) This is called the “anchor module” and will be the beginning EFL placement on all reports. An educational gain will be determined in any module of the pre-test to the same module of the post-test where a gain is made.
2. To delete an assessment, click the dropdown to the **Form** and select the top blank line
3. Click **Update** to update added data to the Assessment
4. Click **Enter New Assessment(s)** to add an assessment module, interim mid-test or post-test

Notes:

- If a participant solely in High School Completion is not given a pre-test, the beginning EFL placement on reports will be based on the credits at entry.
 - Credits below 50% will be placed at EFL 5
 - Credits at 50% or higher will be placed at EFL 6

Image 3.2f

PY	Test Area	Test Name	Beginning EFL	EFL Gain/Loss	Copy to next PY
2022	ABE/ASE	TABE	3		N/A
2022	ESL	Select the test ...			N/A
2021	ABE/ASE	TABE	3		N/A
2021	ESL	CASAS (ESL)	6		<input type="button" value="Copy"/>

Click on **Copy** to copy the assessment as the new year’s pre-test. (Image 3.2f) Pre-tests can be copied beginning July 1st of the new program year. The **Copy** button will only appear beginning July 1st of the new program year *IF* one or more modules meet the date requirements noted in the tip below.

Tip: A previously administered test can be used as a new pre-test provided one or more of the modules are dated within the previous program year. Example: “Assessment in Math dated 12/15/2020 can be copied over to be used for the 2021 pre-test.”

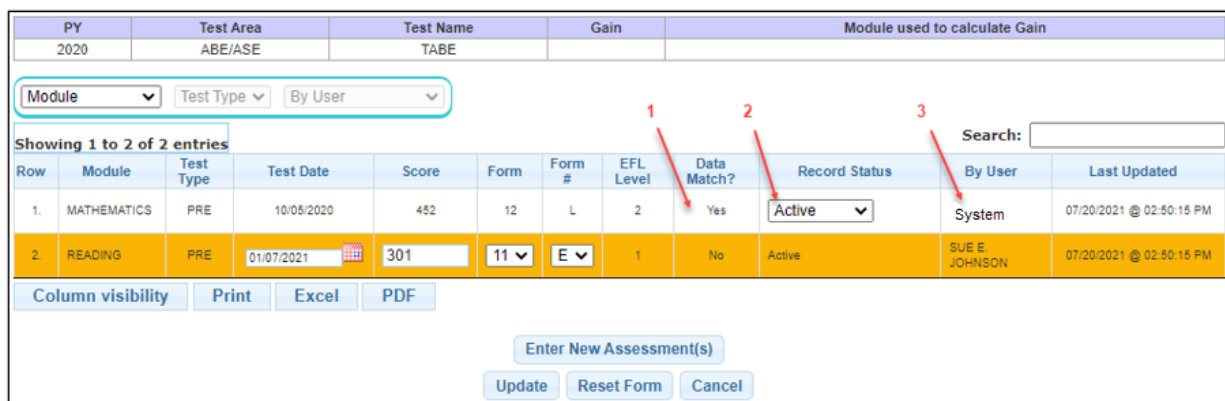
Assessment Data Matching:

Matches will be completed daily through an overnight process from assessments taken online or which were scan scored. The match will be done by the participant first name, last name and date of birth. MAERS will store the files for 90 days to allow time for the data entry of the registration.

A matched assessment is identified by the following fields (Image 3.2g):

1. **Data Match?** Yes
2. **Record Status** with an Active or Inactive dropdown selection
3. **By User** will be listed as System

Image 3.2g



PY	Test Area	Test Name	Gain	Module used to calculate Gain
2020	ABE/ASE	TABE		

Module ▼ Test Type ▼ By User ▼

Showing 1 to 2 of 2 entries

Row	Module	Test Type	Test Date	Score	Form	Form #	EFL Level	Data Match?	Record Status	By User	Last Updated
1.	MATHEMATICS	PRE	10/05/2020	452	12	L	2	Yes	Active	System	07/20/2021 @ 02:50:15 PM
2.	READING	PRE	01/07/2021	301	11	E	1	No	Active	SUE E. JOHNSON	07/20/2021 @ 02:50:15 PM

Column visibility Print Excel PDF

Enter New Assessment(s)

Update Reset Form Cancel

There may be times an assessment is matched but not wanted or not compatible. Change the **Record Status** to Inactivated and provide notes and click **Update**. (Image 3.2g)

A match may come in as inactivated due to not enough attendance hours; a duplicate manual entry is present or due to an incompatible form. (Image 3.2h) Once attendance is updated to requirements, the match will update to Active the following business day. A user may also manually change the status to **Active** same day one the record meets requirements.

Image 3.2h



3.	ESL LISTENING		09/01/2021	220	L&W	984L		Yes	Inactivated	Notes: Business rule violation	System	10/06/2021 @ 02:23:58 PM
----	---------------	--	------------	-----	-----	------	--	-----	-------------	--------------------------------	--------	--------------------------

Refer to the [2021 Assessment Data Match and Screen Changes.pdf](#) for more information on Assessment Data Matching.

Post-Test Assessments

Entering a post-test is the same process as entering a pre-test.

A participant can have up to two assessments test areas per program year, one for services in the ABE/ASE instructional areas and a second for the ESL instructional area. All participants who meet the testing guideline attendance hours must have a post-test every program year unless they pre-test at an ASE high EFL level 6 or unless they are solely in a High School Completion program. More than one post-test can take place after minimum hours are met between tests.

Each test type has a required number of attendance hours a participant must reach in the program year before they are eligible to be post-tested. Post-test forms and form numbers must be compatible with the pre-test of that same module. Refer to the Assessment Policy in the Adult Education website for additional details on required post-test hours and forms/form numbers.

Subsequent tests to the pre-test may be data matched as discussed. Refer to the [2021 Assessment Data Match and Screen Changes.pdf](#) for more information on Assessment Data Matching.

Some programs operate year-round and allow new participant registrations late in the program year (April, May, or June). Many times, these participants are not in class long enough to get the required attendance hours to post-test on or before June 30th. To accommodate these participants, MAERS will count attendance hours across program years when the participant meets **ALL** the following conditions:

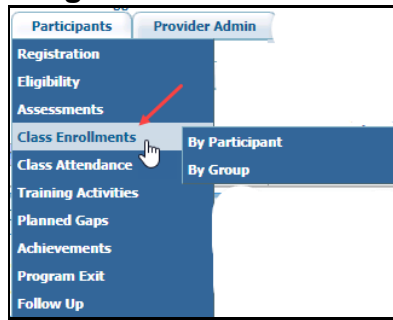
1. In the program year ending –
 - a. A pre-test must have an April, May or June test date
 - b. A participant must be enrolled into a class in April, May, or June
 - c. A participant must have attendance hours for each month they are enrolled in the class (the attendance hours must be greater than zero)
2. In the new program year –
 - a. The pre-test from the program year ending must be used as the pre-test in the new program year
 - b. The participant must be enrolled into a class in July
 - c. The participant must have attendance hours for the July class (the attendance hours must be greater than zero)

If the above criteria are met, then attendance hours will be counted across program years to determine if a post-test can be administered in the new program year. In addition, the post-test must meet all other Adult Education Assessment Policy requirements. Participant registrations that do not meet the above criteria will not have the attendance hours counted across program years.

Section 3.3 – Class Enrollments By Group and By Participant

Click on the [Class Enrollments](#) link on the **Participants** tab. (Image 3.3a)

Image 3.3a



Class Enrollment can be done either **By Group** or **By Participant** (Image 3.3a):

- **Class Enrollment By Group** is a function which enrolls one or more participants into the same class at one time
- **Class Enrollment By Participant** is a function which enrolls one participant into one or more classes at one time

By Group

Click on the [By Group](#) link. A list of classes will display. (Image 3.3b)

Image 3.3b

MAERS Group Class Enrollment

Program Year:	Provider:	Class Instructor:	Class Location:	Course Name:
2012-2013	AURA LEARNING (Code: T0002)	Any Instructor	Any Location	Any Course

Click on the 'Class ID' column to enroll/exit/delete multiple enrollees of this Class.

Show entries Search:

#	Class ID	Class Name - Class No	Instructor	Location	Number Enrolled	Term	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
1.	1078017244	ABE - 101	MILLER, MARY	AURA COMMUNITY CENTER 1 Room#: 2B - MATH	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1078188298	ABE MATH - 101	LEE, LARRY	AURA SENIOR CENTER Room#:	0	Open Entry/Exit	-	X	-	X	-	-	-	X
3.	1078017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Fall	-	-	-	-	-	-	-	X
4.	1083841842	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Winter	-	X	-	-	-	-	-	-

Showing 1 to 4 of 4 entries

New Search

1. Click on the "[Class ID](#)" link of the class to enroll participants
2. Click **New Search** if the Class needed is not listed

Image 3.3c

Enter/Update Class Enrollments by Group

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
ABE	101	JOHNS, JOHN	Open Entry/Exit	AURA COMMUNITY CENTER 1 Room No: 23	07/01/2015	06/01/2016	06/30/2016	25	24	2015-2016

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	Adult Basic Education	Classroom / Distance Education	Tue: 06:00pm - 09:00pm Thu: 06:00pm - 09:00pm	AURA LEARNING (Code: T0002)

Class Attendance by Group

Search:

#	Participant	Birth Date	Local Stud.#	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Class Exit Date	Delete?
1	GERKIN, GREG	03/14/1958	ALC-R00007	08/29/2012	1	120	07/01/2015		<input type="checkbox"/> Delete?
2	JIVES, ROBERT	01/15/1979	RJ79	05/18/2015	1	120	07/01/2015	02/01/2016	System Exited

Participants already enrolled into the class are displayed. (Image 3.3c) If no participants are enrolled, a list is not displayed. The table at the top of the page provides useful information about the class:

1. **Begin** – The first day of scheduled instruction for the class
2. **Cut Off** – The last day a participant can be enrolled into the class
3. **Capacity** – The number of participants the class can accommodate
4. **Open** – The number of open spots available for additional class enrollments

*Note: It is important to check the **Cut Off Date** and the **Open** data items to determine if any more participants can be enrolled into the class otherwise an error message will display.*

5. **Search** – To search for one or more participants currently enrolled in the class, use the Search box. See [Chapter 1](#), Getting Started; [Section 1.3](#), Search Tools for more information on search functions.
6. Click **Enroll New Participants** to enroll additional participants into the class. This will navigate to a **Filter Participants to Enroll in Class** screen. (Image 3.3d)

Image 3.3d

Filter Participants to Enroll in Class

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
ABE	101	MILLER, MARY	Open Entry/Exit	AURA COMMUNITY CENTER 1 Room No: 2B - MATH	07/01/2012	06/30/2013	06/30/2013	20	19	2012-2013

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	Adult Basic Education	Classroom	Mon: 06:00pm - 08:00pm Wed: 06:00pm - 08:00pm	AURA LEARNING (Code: T0002)

Filter Criteria

1 → Last Name Starts with: Local Student No Starts with:

2 →

The yellow box above is a data filtering tool. It can be used to show you a list of your Registered MAERS Participants by Participant "Last Name". The filter box provides for two search options:

- **All** = No Search String selections. All participants that have a registration instructional area that overlaps with the instructional area for this class will be displayed.
- **Last Name** = A text entry that will list all Participants whose Last Name starts with the user-entered search string.
- **Local Student Number** = A text entry that will list all Participants whose Local Student Number starts with the user-entered search string.

- To find a specific participant to enroll into the class, use the Filter Criteria functions (*optional*) (Image 3.3d)
 - **Last Name Starts with** – This filter will locate one or more participants whose last name matches the data entered
 - **Local Student No. Starts with** – If the complete local student number is entered, this filter will locate one specific participant. If part of the local student number is entered, then one or more participants whose number matches the data entered will be located.

*Note: You can choose not to use the filter criteria which will then display a list of all participants who have an instructional area that matches the instructional area of the class and who are not already enrolled in the class. To do this, leave the **Filter Criteria** fields blank.*

- Click **Search** to display the filtered participant or to display a list of participants who are eligible to be enrolled into the class

Image 3.3e

Select Participants to Enroll in Class

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
ABE	101	MILLER, MARY	Open Entry/Exit	AURA COMMUNITY CENTER 1 Room No: 2B - MATH	07/01/2012	06/30/2013	06/30/2013	20	19	2012-2013

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	Adult Basic Education	Classroom	Mon: 06:00pm - 08:00pm Wed: 06:00pm - 08:00pm	AURA LEARNING (Code: T0002)

Filter Participants to Enroll in Class:

Last Name	Local Student No
All Participants	All Participants

Search:

#	Participant	Birth Date	Local Stud.#	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Enroll?
1	BILLOWS, BARRY	01/01/1980	AL-300	07/01/2011	0	0	07/01/2012	<input type="checkbox"/>
2	CRAVEN, CASSIE	01/01/1980	AL-500	07/01/2011	0	0	07/01/2012	<input type="checkbox"/>
3	MUNSON, MARK	04/17/1979	ALC-R00013	02/01/2013	1	120	02/01/2013	<input type="checkbox"/>

3 → Save and Search Again
Save and List Class Participants
Cancel ← 3

A list of the participants who can be enrolled into the class will be displayed. (Image 3.3e)

1. **Enroll** – Click the Enroll check box to select one or more participants to enroll into the class
2. **Enrollment Date** – This is the date the participant begins instruction in the class. The enrollment date entered must be between the class begin date and the class cutoff date inclusive of these dates. The default value for the enrollment date will be either the participant's registration date or the class begin date, whichever is later.

Note: If a participant's registration continues into the next program year, the default date will always be the class begin date.

3. Click **Save and Search Again** to save the participant(s) chosen to be enrolled. After enrolling the participants into the class, the system will navigate back to the **Filter Participants to Enroll in Class** screen to do an additional search. Or click **Save and List Class Participants** to save the participant(s) chosen to be enrolled. The **Enter/Update Class Enrollments by Group** screen will redisplay with the participants enrolled into the class.

By Participant

Click on the [By Participant](#) link. (Image 3.3a) Once the participant has been selected from the **Search Results** screen, the system navigates to the **Enter/Update Participants Class Enrollments** screen. (Image 3.3f)

1. If the participant has not had any class enrollments, a message will be displayed
2. Click **Enroll in New Classes** to display a list of available classes. The class list displayed will have an instructional area that matches one of the instructional areas of the participant. (Image 3.3h)

Image 3.3f

Enter/Update Participant Class Enrollments

• Participant is not currently enrolled in any Classes. ← 1

Participant Name	Birth Date	Local Student #	Reg. Date	Beginning EFL			Ending EFL		Scheduled	Attended Hours
JIVES, JULE J.	09/19/1981	ALC-R00010	07/01/2012	ABE	2012	High Intermediate Basic Ed.	ABE			ABE 0
				ESL	2012	High Intermediate ESL	ESL			ESL 0

Gaps Enrollments

← 3

Enrolled Class								
Class Name	Class Number	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date

Cancel

2 → Enroll in New Classes?

3. This is a timeline which is a quick reference tool to view the service history for a participant. When services have not been entered, the timeline does not provide any enrollment or planned gap information. Refer to [Section 3.6](#); Planned Gaps to learn about how and when to enter planned gaps to a participant record.

If the participant has class enrollments, a table of all active classes, inactive classes, and planned gaps in service from the date of registration will display in chronological order. This is displayed in the image below. (Image 3.3g)

Image 3.3g

Enter/Update Participant Class Enrollments

Participant Name	Birth Date	Local Student #	Reg. Date	Earliest Beginning EFL		Latest Ending EFL		Scheduled	Attended Hours
JIVES, TEST J.	09/05/1981	JJ81	07/01/2012	ABE	2012	Beginning ABE Literacy	ABE		ABE 42
				ESL	2012	Advanced ESL	ESL	2012	ESL 41

Click the 'Enrolled Class #' link to view all participants currently enrolled in this class.
Click the 'Class Name', 'Instructor', or 'Location' column links to view/edit detailed Class, Instructor, or Location information.
Click the 'Delete?' box and then click SAVE to Delete the participant from this Class.
Enter the Participant's Class Exit Date in the 'Exit' box and then click SAVE to exit the participant from this Class.

Gaps Enrollments: 09/01/12, 11/01/12, 01/01/13, 03/01/13, 05/01/13, 07/01/13, 09/01/13, 11/01/13, 01/01/14

PY	Beginning EFL		Ending EFL		Attended Hours	
2013	ABE	High Intermediate Basic Ed.	ABE	None	ABE	42
	ESL	None	ESL	None	ESL	0

Class Program Year: 2013 Enrolled Class #1 - Class Provider: AURA LEARNING (Code: T0002)

Class Name	Class No (Instr. Area)	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
HSE	301 (HSE)	JOHNS, JOHN	Semester - Fall	AURA COMMUNITY CENTER 1 Room No: 21	90	42	07/01/2013	06/30/2014

Enroll: 08/13/2013 Exit: Class Schedule: Mon: 06:00pm - 08:00pm Tue: 06:00pm - 08:00pm ☐ Delete?

Last Updated: 07/28/2015 @ 11:22:14 AM By User: SUE JOHNSON

Planned Gap #1

Begin Date:	End Date:	Notes:
07/01/2013	08/12/2013	Summer Break

PY	Beginning EFL		Ending EFL		Attended Hours	
2012	ABE	Beginning ABE Literacy	ABE	None	ABE	0
	ESL	Advanced ESL	ESL	Advanced ESL	ESL	41

Class Program Year: 2012 Enrolled Class #2 - Class Provider: AURA LEARNING (Code: T0002)

Class Name	Class No (Instr. Area)	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
ESL TUTORING	201 (ESL)	JOHNS, JOHN	Semester - Fall	AURA LEARNING CENTER 1 Room No: 101	100	41	07/01/2012	06/30/2013

Enroll: 07/01/2012 Exit: 06/30/2013 Class Schedule: Flex Schedule ☐ Delete?

Last Updated: 11/06/2014 @ 01:10:48 PM By User: SUE E. JOHNSON

1. **Participant Header** –The header will provide cumulative information from the registration date to current date. Registrations continuing across multiple program years will combine the scheduled and attended hours information across all years. It will also show the beginning EFL from the year of registration and the EFL from the last post-test on file.
2. **Participant Sub Header** – The sub header will provide information for each individual program year
3. **Enroll** – This is the date the participant begins instruction in the class. The enrollment date entered must be between the class begin date and the class cutoff date inclusive of these dates. The default value for the enrollment date will display either the participant's registration date or the class begin date, whichever is later.

Note: If the registration continues into the next program year, the default date will always be the class begin date.

4. **Exit** – The last date the participant attended the class
5. **Class Schedule** – A display of the days and times of the week the class is scheduled to meet
6. **Delete** – This function deletes the participant from the class. If attendance hours have been entered, it will delete the hours for this class. Delete should

- only be used to remove participants who were either incorrectly enrolled in the class or never attended the class.
7. **Scheduled Hours** – The number of instructional hours scheduled for the class
 8. **Attended Hours** – The number of hours the participant has attended a class to date
 9. **Class Begin Date** – The first day of scheduled instruction for the class
 10. **Class End Date** – The last day of scheduled instruction for the class
 11. Last Updated and By User - Display of the date and time of the last update with the first and last name of who updated the record
 12. Click **Save** or **Save and Enroll in New Class**. The **Save** button updates the participant record with the changes and the **Enter/Update Participant Class Enrollments** screen is redisplayed. The **Save and Enroll in New Class** updates the database with the entered changes and navigates to the **Enroll Participant to New Classes** screen.

Image 3.3h

Enroll Participant to New Classes

Participant Name	Birth Date	Local Student #	Reg. Date	Earliest Beginning EFL			Latest Ending EFL			Scheduled	Attended Hours	
JIVES, JULIE J.	09/19/1981	JJ81	09/10/2015	ABE	2015	Beginning ABE Literacy	ABE	2015	Beginning Basic Education	205	ABE	60
				ESL	2015	Advanced ESL	ESL				ESL	0

Click on the 'Enroll?' column to Enroll this participant to the corresponding Class.
Fill-in the 'Enrollment Date' column to specify the beginning of the participant's enrollment.

Class Name	Class No.	Instructor	Location	Term	Schedule								Enrollment Date	Enroll?
					Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX		
Class Enrollments for Program Year: 2015														
ABE	101	JOHNS, JOHN	AURA COMMUNITY CENTER 1 Room No: 23	Open Entry/Exit	-	-	X	-	X	-	-	-	09/10/2015	<input type="checkbox"/>
ESL TUTORING	201	JOHNS, JOHN	AURA COMMUNITY CENTER 1 Room No: 11	Open Entry/Exit	-	-	-	-	-	-	-	X	09/10/2015	<input checked="" type="checkbox"/>

3 → Save
Save and List Enrolled Classes
Reset Form
Cancel

1
2

The **Enroll Participants to New Classes** screen allows the User to enroll a participant into one or more of the available classes listed. (Image 3.3h)

1. **Enrollment Date** – This is the date the participant begins instruction in the class. The enrollment date entered must be between the class begin date and the class cutoff date inclusive of these dates. The default value for the enrollment date will display either the participant's registration date or the class begin date, whichever is later.

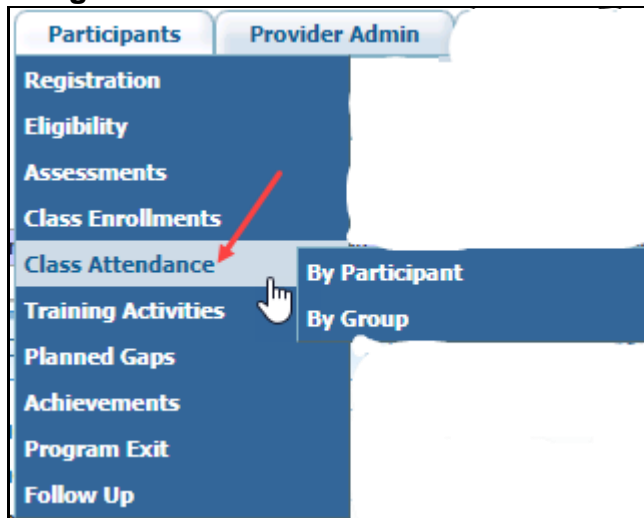
Note: If a participant registration continues into the next program year, the default date will always be the class begin date.

2. **Enroll** – Click the Enroll check box to enroll the participant into the class(es)
 3. Click **Save** or **Save and List Enrolled Classes** to process the enrollments
-

Section 3.4 – Monthly Attendance By Group and By Participant

Click on the [Attendance](#) link on the **Participants** tab. (Image 3.4a)

Image 3.4a



Monthly attendance can be done either **By Group** or **By Participant**:

- **Class Attendance By Group** allows the entry of monthly attendance for one or more participants for one class at a time
- **Class Attendance By Participant** allows the entry of monthly attendance for one participant in one or more classes at one time

By Group

Click on the [By Group](#) link. The local program's classes will display. (Image 3.4b)

Image 3.4b

MAERS Group Class Attendance

Program Year:	Provider:	Class Instructor:	Class Location:	Course Name:
2012-2013	AURA LEARNING (Code: T0002)	Any Instructor	Any Location	Any Course

Click on the 'Class ID' column to record attendance for multiple enrollees of this Class.

Show entries Search:

#	Class ID	Class Name - Class No	Instructor	Location	Number Enrolled	Term	Schedule							
							Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
1.	1978017244	ABE - 101	MILLER, MARY	AURA COMMUNITY CENTER 1 Room#: 2B - MATH	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1978108298	ABE MATH - 101	LEE, LARRY	AURA SENIOR CENTER Room#:	0	Open Entry/Exit	-	X	-	X	-	-	-	X
3.	1978017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	2	Semester - Fall	-	-	-	-	-	-	-	X
4.	1983841842	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Winter	-	X	-	-	-	-	-	-

Showing 1 to 4 of 4 entries

[New Search](#)

1. Click on the “[Class ID](#)” link of the class needed to enter monthly attendance
2. Click **New Search** if the class needed is not listed

Image 3.4c

Enter/Update Class Attendance by Group

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Hours
ABE FOR BEGINNERS	100	FIFTY INSTRUCTOR	Open Entry/Exit	BUILDING 50 Room No: 100	07/01/2018	06/30/2019	06/30/2019	150

Schedule	Instructional Area	Instr. Setting	PY	Provider
Mon: 01:00pm - 03:00pm Tue: 01:00pm - 03:00pm Wed: 01:00pm - 03:00pm Thu: 01:00pm - 03:00pm	Adult Basic Education	Classroom	2018-2019	JOHNSON AE (Code: JOHNSON2)

[Class Enrollment by Group](#)

Attendance Month: June 2019 [Load Attendance for another Month](#)

Fill-in the 'Classroom Hours' and/or 'Distance Learning Hours' columns record attendance for this Class.

Class Attendance Records for: June 2019

#	Participant	Birth Date	Classes Taken	Sched. Hours	Total Hours	Class Enrollment Date	Total Class Hours	Classroom Hours	Distance Learning Hours	Last Updated	By User
1	ELLE_101_E	01/01/1991	1	150	2	05/09/2019	2	<input style="width: 50px;" type="text" value="1.00"/>	<input style="width: 50px;" type="text"/>	03/26/2020 @ 12:13:56 PM	SUE E. JOHNSON
2	ELLE_200	02/02/2000	1	150	40	06/01/2019	40	<input style="width: 50px;" type="text" value="40.00"/>	<input style="width: 50px;" type="text"/>	07/03/2019 @ 04:24:31 PM	SUE E. JOHNSON
3	ELLE_NEW	01/01/2000	1	150	12	07/01/2018	12	1.00	Sys Exit	02/25/2019 @ 11:57:58 AM	SUE E. JOHNSON
4	HSD_ABOVE	01/01/1980	2	205	120	07/01/2018	60	5.00	Sys Exit	05/21/2020 @ 01:55:45 PM	SUE E. JOHNSON

[Save and go to next month](#) [Save and go to previous month](#)
[Save](#) [Reset Form](#) [Cancel](#)
[New Search](#)

Adult Education policy requires that attendance must be entered by the end of the month following the attendance month. For example, May attendance must be entered by June 30th. (Image 3.4c)

1. **Attendance Month** — The dropdown list includes every month the class is scheduled to meet and subsequently would require attendance. From the

list, select the month in which to enter attendance hours. The initial displayed month has one of two default values:

- It defaults to the previous month for which attendance is required. For example, if today's date is October 8th, the default month will be September.
- If the class has ended, the default month will be the last month the class was in session

Note: If the class has ended but today's date is within the month the class ended, the first bullet point above applies.

2. **Load Attendance for another Month** — Once a month is selected, click **Load Attendance for another Month** to load class attendance records for that specific month

Note: If the participant was not enrolled during any given month that the class was in session, the participant's name will not display in the participant list.

Image 3.4d

Class Enrollment by Group

Attendance Month: June 2019 Load Attendance for another Month

1 Fill-in the Classroom Hours

Reload Attendance Warning!

Any unsaved changes will be lost. Please "Cancel" and then "Save" your changes, or else click "Yes" to continue.

Yes Cancel

#	Participant	Birth Date	Classes Taken	Sched. Hours
1	ELLE_NEW	01/01/2000	1	150
2	HSD_ABOVE	01/01/1980	2	205

1. **Reload Attendance Warning** – After clicking **Load Attendance for another Month**, the Reload Attendance Warning box will always display. This alerts the user that any attendance hours entered on the current month that were not saved will be lost if **Yes** is clicked. (Image 3.4d)

Image 3.4e

Class Enrollment by Group

Attendance Month: June 2019 Load Attendance for another Month

Fill-in the Classroom Hours and/or Distance Learning Hours columns record attendance for this Class.

Class Attendance Records for: June 2019

#	Participant	Birth Date	Classes Taken	Sched. Hours	Total Hours	Class Enrollment Date	Total Class Hours	Classroom Hours	Distance Learning Hours	Last Updated	By User
1	ELLE_101 E.	01/01/1991	1	150	2	05/09/2019	2	10	2	03/26/2020 @ 12:13:56 PM	SUE E. JOHNSON
2	ELLE_200	02/02/2000	1	150	40	06/01/2019	40	4	5	07/03/2019 @ 04:24:31 PM	SUE E. JOHNSON

2 Save and go to next month Save and go to previous month 3

1 Save Reset Form Cancel

New Search

Fill in the attendance hours for all the participants for the selected month.
(Image 3.4e)

Note: Hour data fields will display with Classroom Hours and Distance Learning Hours. Hours of instruction in a traditional classroom should be recorded under Classroom Hours; hours of instruction done online should be recorded under Distance Learning Hours.

1. Click **Save** to save any new or updated attendance hours
2. Click **Save and go to next month** to save any new or updated attendance hours. The screen navigates to the next month to save, update, or view attendance hours for that month.
3. Click **Save and go to previous month** to save any new or updated attendance hours. The screen navigates to the previous month to save, update, or view attendance hours for that month.

*Note: Another attendance month can also be selected from the dropdown list and click **Load Attendance for another Month**.*

By Participant

Click on the [By Participant](#) link. (Image 3.4a) Once the participant has been selected from the **Search Results** screen, the system will navigate to the participant's **Enter/Update Single Participant Attendance** screen. (Image 3.4f)

Image 3.4f

Enter/Update Single Participant Attendance										
Participant Name	Birth Date	Local Student #	Reg. Date	Earliest Beginning EFL			Latest Ending EFL		Scheduled	Attended Hours
JVES, JULIE J.	09/09/1981	JJ2017	07/01/2015	ABE	2016	Low Adult Secondary Education	ABE		365	ABE 133
				ESL	2015	Advanced ESL	ESL	2018	Advanced ESL	ESL 232

Click on the 'Group Attendance for Class #' link to edit Attendance for all participants currently enrolled in this class.
Click the 'Class Name', 'Instructor', or 'Location' column links to view/edit detailed Class, Instructor, or Location information.

PY	Beginning EFL		Ending EFL		Attended Hours	
2018	ABE	Low Adult Secondary Education	ABE	None	ABE	70
	ESL	Low Intermediate ESL	ESL	Advanced ESL	ESL	110

Class Program Year: 2018 **Group Attendance for Class #1 - Class Provider: JOHNSON AE (Code: JOHNSON2)**

Class Name	Class Number	Instructor	Inst. Method	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin - End Date	Class Enrollment - Exit Date
50+ HSD	50	GATO, ROBERTO	Classroom / Distance Education	BUILDING 50 Room No: 50	55	70	07/01/2018-06/30/2019	09/04/2018-11/30/2018

Month	Classroom Hours	Distance Learning Hours	Last Updated	By User
Jul 2018	N/A	N/A	-	
Aug 2018	N/A	N/A	-	
Sep 2018	20.00	5.00	03/31/2020 @ 02:01:24 PM	SUE E. JOHNSON
Oct 2018	20.00	5.00	03/31/2020 @ 02:01:24 PM	SUE E. JOHNSON
Nov 2018	20.00		03/31/2020 @ 02:01:24 PM	SUE E. JOHNSON
Dec 2018	N/A	N/A	-	
Jan 2019	N/A	N/A	-	
Feb 2019	N/A	N/A	-	
Mar 2019	N/A	N/A	-	
Apr 2019	N/A	N/A	-	
May 2019	N/A	N/A	-	
Jun 2019	N/A	N/A	-	

4 → Save Reset Form Cancel

1. **N/A** – An N/A will display for months that do not require attendance for the participant due to the following reasons:
 - Participant was not enrolled during that month
 - Class was not in session during that month
 - Attendance cannot be entered for future months

2. **Classroom/Distance Learning Hours** –Enter attendance hours as appropriate for Classroom and/or Distance Learning hours

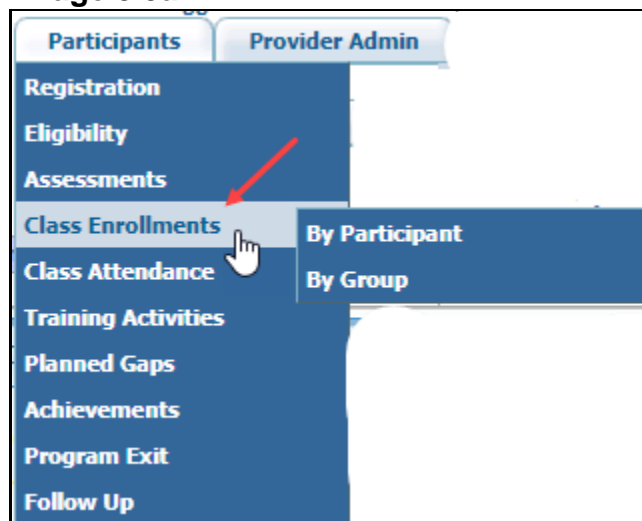
Note: Hour data fields will display with Classroom Hours and Distance Learning Hours. Hours of instruction in a traditional classroom should be recorded under Classroom Hours; hours of instruction done online should be recorded under Distance Learning Hours.

3. Last Updated and By User - Display of the date and time of the last update with the first and last name of who updated the record
4. Click **Save** to save the attendance record

Section 3.5 – Class Exits and Deletions By Group and By Participant

Class exits and deletions are done using the Class Enrollments functions which are found on the **Participants** tab. Class exits and deletions from a class can be done either **By Group** or **By Participant**. (Image 3.5a)

Image 3.5a



By Group

Click on the [By Group](#) link. The local program's classes will display. (Image 3.5b)

Image 3.5b

MAERS Group Class Enrollment

Program Year:	Provider:	Class Instructor:	Class Location:	Course Name:
2012-2013	AURA LEARNING (Code: T0002)	Any Instructor	Any Location	Any Course

Click on the 'Class ID' column to enroll/exit/delete multiple enrollees of this Class.

Show entries Search:

#	Class ID	Class Name - Class No	Instructor	Location	Number Enrolled	Term	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
1.	1078017244	ABE - 101	MILLER, MARY	AURA COMMUNITY CENTER 1 Room#: 2B - MATH	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1078168298	ABE MATH - 101	LEE, LARRY	AURA SENIOR CENTER Room#:	0	Open Entry/Exit	-	X	-	X	-	-	-	X
3.	1078017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Fall	-	-	-	-	-	-	-	X
4.	1083841842	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Semester - Winter	-	X	-	-	-	-	-	-

Showing 1 to 4 of 4 entries

[New Search](#)

1. Click on the “[Class ID](#)” link of the class needed to exit or delete participants
2. Click **New Search** if the class needed is not listed

Image 3.5c

Enter/Update Class Enrollments by Group

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
ABE	101	MILLER, MARY	Open Entry/Exit	AURA COMMUNITY CENTER 1 Room No: 2B - MATH	07/01/2012	06/30/2013	06/30/2013	20	20	2012-2013

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	Adult Basic Education	Classroom	Mon: 06:00pm - 08:00pm Wed: 06:00pm - 08:00pm	AURA LEARNING (Code: T0002)

[Class Attendance by Group](#)

Search:

#	Participant	Birth Date	Local Stud.#	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Class Exit Date	Delete?
1	ANJUS, AARON	01/01/1980	AL-200	07/01/2011	2	220	07/01/2012	06/30/2013	<input type="checkbox"/>
2	MUNSON, MARK	04/17/1979	ALC-R00013	02/01/2013	2	220	02/01/2013		<input checked="" type="checkbox"/>

3 → [Save](#) [Reset Form](#) [Cancel](#)

[Enroll New Participants](#) [New Search](#)

1. **Class Exit Date** – Enter the last date the participant(s) attended the class. A confirmable warning message will display if attendance hours exist in a month after the entered exit date. (Image 3.5c)
2. **Delete** – If checked, this function deletes the participant(s) from the class. If attendance hours have been entered, it will delete the participant's hours from the class. Delete should only be used to remove participants who were either incorrectly enrolled into a class or never attended the class.
3. Click **Save** to update the participant's record with the changes and the **Enter/Update Class Enrollment by Group** screen is redisplayed

Image 3.5d

Enter/Update Class Enrollments by Group

Alert Message

- Warning for Participant: MUNSON, MARK DOB: 04/17/1979: There are Attendance records attached to this enrollment. They will be deleted if you click on 'Confirm' at the end of this page.
- If the information you entered is correct, please 'Confirm' to submit the record

2 → **Confirm** Reset Form Cancel

Enroll New Participants New Search

1. When deleting participant(s) who have attendance hours, a warning message is displayed. Delete removes attendance for all months. When exiting participants who have attendance hours entered after the exit date, the same message will be displayed but also showing the attendance months affected.
2. Click **Confirm** to delete the participant(s) from the class and to delete their attendance hours (Image 3.5d)

By Participant

Click on the [By Participant](#) link. Once the participant has been selected from the **Search Results** screen, the system will navigate to the participant's **Enter/Update Participant Class Enrollments** screen. (Image 3.5e)

Image 3.5e

PY		Beginning EFL		Ending EFL		Attended Hours	
2016	ABE	Low Adult Secondary Education	ABE	None	ABE	63	
	ESL	None	ESL	None	ESL	0	

Class Program Year: 2016 Enrolled Class # 4 - Class Provider: JOHNSON AE (Code: JOHNSON2)									
Class Name	Class No (Instr. Area)	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date	
BASIC EDUCATION	100-103 (ABE)	INSTRUCTOR TWO	Open Entry/Exit	JOHNSON CENTER Room No: 13	60	60	07/01/2016	06/30/2017	
Enroll: 07/01/2016		Exit: 06/30/2017		Class Schedule: Mon: 01:00pm - 03:00pm Wed: 02:00pm - 03:00pm		<input type="checkbox"/> Delete?			
Last Updated: 12/14/2016 @ 11:08:30 AM				By User: SUE E. JOHNSON					

Class Program Year: 2016 Enrolled Class # 5 - Class Provider: JOHNSON AE (Code: JOHNSON2)									
Class Name	Class No (Instr. Area)	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date	
HSD	400 (HSD)	INSTRUCTOR TWO	Open Entry/Exit	JOHNSON CENTER	100	3	07/01/2016	06/30/2017	
Enroll: 07/01/2016		Exit:		Class Schedule: Mon: 06:00pm - 09:00pm Wed: 06:00pm - 09:00pm		<input checked="" type="checkbox"/> Delete?			
Last Updated: 06/30/2017 @ 08:47:14 AM				By User: SUE E. JOHNSON					

3 → **Save** Reset Form Cancel

Save and Enroll in New Class?

1. **Class Exit Date** – Enter the last date the participant(s) attended the class. A confirmable warning message will display if attendance hours exist in a month after the entered exit date.
2. **Delete** – If checked, this function deletes the participant(s) from the class. If attendance hours have been entered, it will remove the participant's hours from the class. Delete should only be used to remove participants who were either incorrectly enrolled into a class or never attended the class.
3. Click **Save** or **Save and Enroll in New Class** to update the participant's record with the changes

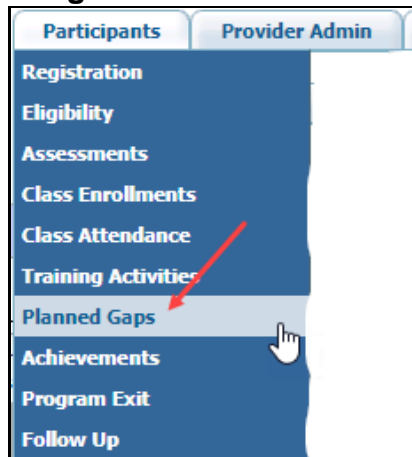
Section 3.6 – Planned Gaps in Service

Planned gaps are found within the **Participants** tab. (Image 3.6a)

A planned gap is a planned break in the participant's services. Local programs must track gaps in services that will be more than 90 days in length to keep the participant's registration active. USDOE requires all participants to be program exited after 90 days of no service and who have no additional planned services. See [Chapter 5](#); 90 Day System Exits to learn why and how System Exits take place. Following are a few examples of when a planned gap can be used:

- Lengthy illness, transportation, or work conflict issues
- Summer break
- Next class is not offered within the next 90 days

Image 3.6a



Once the participant has been selected from the **Search Results** screen, the system will navigate to the participant's **Planned Gap History** screen. (Image 3.6b)

Planned Gap Guidelines

- A planned gap can extend into the next program year for continuing registrations up to September 10th
- A planned gap is limited to 180 days
- A planned gap and a class enrollment cannot overlap
- A participant cannot have two consecutive planned gaps. The participant must have a class enrollment between planned gaps. *Note: A planned gap will not be able to pass the September 10th date unless there is a class enrollment between July 1st and September 10th*

Image 3.6b

Planned Gap History

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
11940656	JULIE JIVES	ALC-R00010	Active as of 07/01/2012	AURA LEARNING (Code: T0002)

Click on the 'ID' link to view/update that Planned Gap record

Search:

Row #	ID	Begin Date	End Date	Notes
No data available in table				

1 → **Enter New Planned Gap**

1. Click **Enter New Planned Gap** to enter a new planned gap record for the participant

Image 3.6c

Create Planned Gap

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
11940656	JULIE JIVES	ALC-R00010	Active as of 07/01/2012	AURA LEARNING (Code: T0002)

Begin Date: 10/01/2012 ← 1

End Date: 01/06/2013 ← 2

Notes: 3 → More than 90 days between classes.

Record Created on:
Record Last Updated on:
Record Last Updated by:

4 → **Submit** Reset Form Cancel

1. **Begin Date** –The first date of the planned gap must be the day after the last class exit date
 2. **End Date** – The last date of the planned gap must be the day before the next class begin date
- Note: Begin and end planned gap dates cannot overlap any class enrollment dates*
3. **Notes** – Provide a descriptive note as to the reason for the planned gap
 4. Click **Submit** to save the planned gap (Image 3.6c)

Image 3.6d

Planned Gap History

• The Planned Gap information was successfully saved in the database. ← 1

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
11940656	JULIE JIVES	ALC-R00010	Active as of 07/01/2012	AURA LEARNING (Code: T0002)

Click on the 'ID' link to view/update that Planned Gap record

2 →

Row #	ID	Begin Date	End Date	Notes
1	1078077743	10/01/2012	01/06/2013	More than 90 days between classes.

Search:

1. A confirmation message will display if the planned gap is successfully saved. A detailed error message will display if the planned gap cannot be saved.
2. A link to the planned gap will be available to update or view the planned gap details. (Image 3.6d)

Image 3.6e

2 →

3 →

PY	Beginning EFL	Ending EFL	Attended Hours
2013	ABE High Intermediate Basic Ed.	ABE None	ABE 42
	ESL None	ESL None	ESL 0

Class Program Year: 2013 Enrolled Class # 1 - Class Provider: AURA LEARNING (Code: T0002)

Class Name	Class No (Instr. Area)	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
HSE	301 (HSE)	JOHNS, JOHN	Semester - Fall	AURA COMMUNITY CENTER 1 Room No: 21	90	42	07/01/2013	06/30/2014
Enroll: 08/13/2013		Exit: 02/01/2014		Class Schedule: Mon: 06:00pm - 08:00pm Tue: 06:00pm - 08:00pm		<input type="checkbox"/> Delete?		

1 → **Planned Gap #1**

Begin Date: 07/01/2013	End Date: 08/12/2013	Notes: Summer Break
------------------------	----------------------	---------------------

PY	Beginning EFL	Ending EFL	Attended Hours
2012	ABE Beginning ABE Literacy	ABE None	ABE 0
	ESL Advanced ESL	ESL Advanced ESL	ESL 41

Class Program Year: 2012 Enrolled Class # 2 - Class Provider: AURA LEARNING (Code: T0002)

Class Name	Class No (Instr. Area)	Instructor	Term	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin Date	Class End Date
ESL TUTORING	201 (ESL)	JOHNS, JOHN	Semester - Fall	AURA LEARNING CENTER 1 Room No: 101	100	41	07/01/2012	06/30/2013
Enroll: 07/01/2012		Exit: 06/30/2013		Class Schedule: Flex Schedule		<input type="checkbox"/> Delete?		

Once a planned gap record is saved, the planned gap can also be viewed on the **Class Enrollment By Participant** screen. (Image 3.6e) This screen provides a full picture of the participant's activity from their registration date up to the end of the current program year.

1. A planned gap record displays in a different color from class enrollments. A link to the planned gap record is available to update, view or delete the planned gap.

2. A timeline is viewable as a quick reference tool to view enrollments, gaps, and unplanned gaps in service
3. By doing a mouse over the bullet points, a date will display. These dates are one of following:
 - Begin date for a class
 - Exit date for a class
 - Begin date for a planned gap
 - End date for a planned gap
 - Today's date

Tips:

- *Refer to the table on the next page for helpful tips regarding planned gaps*
- *View the Online Planned Gap Report located the Reports tab to see which participants are currently in a planned gap.*

Planned Gap Reference

This table provides recommendations on when to use a Planned Gap versus a Program Exit based on the Participant status at program year end.

Participant Status	Program Exit	Planned Gap	Benefits/Notes
<ul style="list-style-type: none"> ➤ Participant completed the <u>program</u> ➤ Participant is confident they are not returning the next Program <u>Year</u> ➤ Participant is unsure if they are returning the next Program Year 	Program Exit the Participant in the current program year	N/A	<p>NOTE: If the Participant does return the next Program Year, you can simply reverse the Program Exit Status and enter a Planned Gap to keep the Registration active.</p> <p>This must be done on or before September 17th to continue the Registration into the new Program Year.</p>
<ul style="list-style-type: none"> ➤ Participant is returning the next Program Year 	N/A	<p>Place the Participant into a Planned Gap:</p> <ul style="list-style-type: none"> • Enter in this year's Class Exit dates then begin the Planned Gap the day after the last Class Exit date. • The Planned Gap End date can be 91 to 180 days from the Planned Gap Begin date but must be the day before the next Class Begin date. However, when using a Planned Gap to carry a participant across program years, the Planned Gap End Date cannot bypass September 10th. This is to allow time before the September 17th cutoff date to determine if the participant did return for the new year or not. <p>IMPORTANT REMINDERS:</p> <ul style="list-style-type: none"> • Remember that a Participant will be System Exited the day after a Planned Gap End date unless the Participant is enrolled into a class the day after the Planned Gap End date. • If the Planned Gap continues across program years, the Participant will be System Exited the day after a Planned Gap End date unless the Participant is enrolled into a class the day after the Planned Gap End date AND there is at least 1 hour of attendance recorded in the new program year. 	<p>NOTE: If a Participant does not return in the fall, you can simply delete the Planned Gap and program exit the participant. The Exit date will be the previous year's last class exit date.</p> <p>This must be done on or before September 17th to Program Exit the Participant with a previous Program Year date.</p> <p>The Planned Gap feature keeps the Registration active and avoids additional data entry that a Program Exit would require, such as:</p> <ul style="list-style-type: none"> • Premature Follow Up: Follow Up is now required for any Participant who is Program Exited with 12 or more attendance hours across program <u>years</u> • Re-Registering: A new Registration would need to be completed versus simply updating the current active <u>Registration</u>

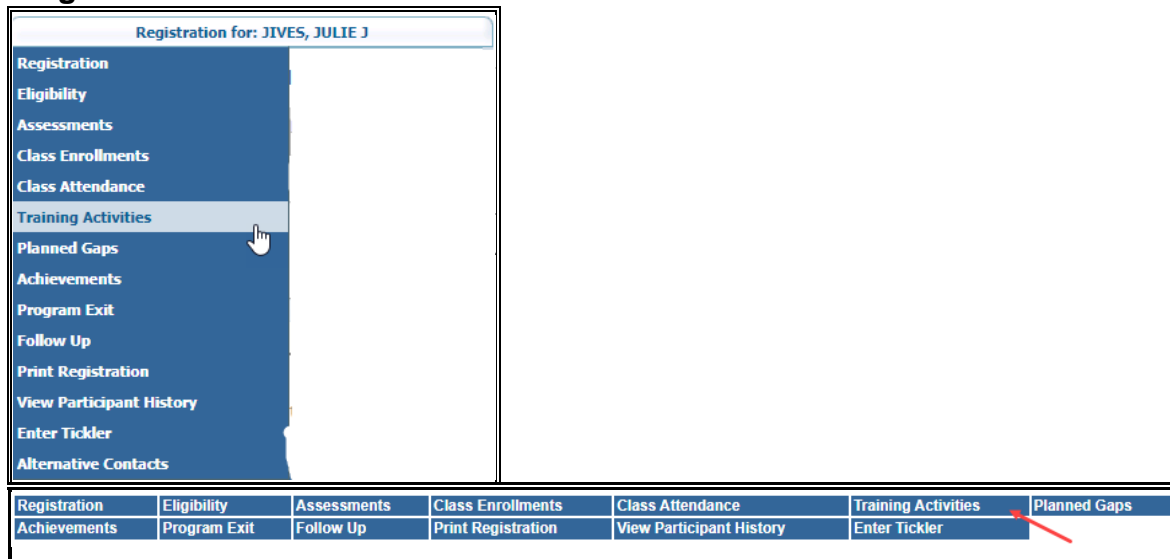
Section 3.7 – Training Activities

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

Training Activities are required for those in the IET program type and for those with State School Aid Section 107-Special Programs funding. Training Activities are optional for all other participants.

Click on the [Training Activities](#) link on the participant's **Registration Bar** or on the Training Activities footer button. (Images 3.7a)

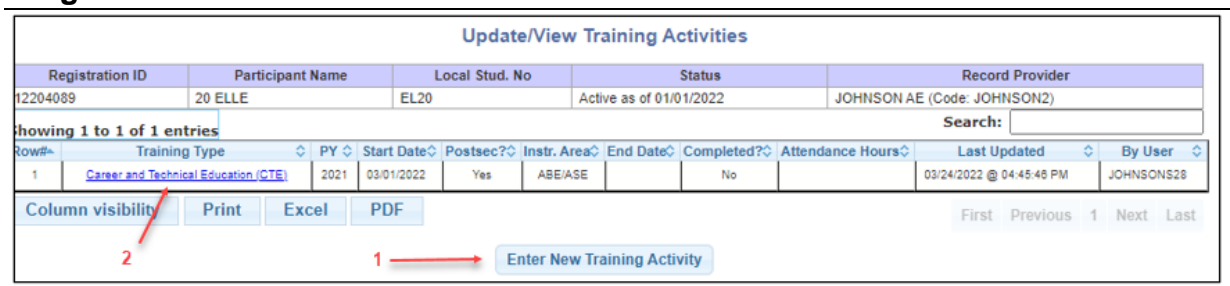
Image 3.7a



The **Update/View Training Activities** screen will display. (Image 3.7b)

1. Click on **Enter New Training Activity** to enter a new training activity
2. Click on the [Training Type](#) link to view/update a previously saved training activity

Image 3.7b



Training Information tab:

Image 3.7c

Created	By User	Last Updated	By User
---------	---------	--------------	---------

[Submit](#) [Reset Form](#) [Cancel](#)

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: A definition can be viewed by hovering over each training type. Dropdown includes –

- **Career and Technical Education (CTE)**
- **Occupational Skills Training**
- **On the Job Training (OJT)**
- **Entrepreneurial Training**
- **Customized Training**

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**

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

Postsecondary: This field will only display if IET is selected as a program type on the Eligibility screen>Program Type tab. Select **Yes** if the training is not a K-12 district (e.g., LEA ISD) Select **No** if the training provider is a K-12 school district.

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

Workforce Prep Hours Required: All participants requiring a Training Activity must also participant 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

Click **Submit** after completing all fields.

Attendance tab:

Image 3.7d

Row #	Month	In-Person Training Hours	Distance Learning Training Hours	Last Updated	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	<input type="text" value="5"/>	<input type="text"/>		
7	Jan 2025	<input type="text" value="6"/>	<input type="text"/>		
8	Feb 2025	<input type="text" value="4"/>	<input type="text" value="4"/>		
9	Mar 2025	<input type="text"/>	<input type="text"/>		
10	Apr 2025	N/A	N/A		
11	May 2025	N/A	N/A		
12	Jun 2025	N/A	N/A		

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

1. Enter in training attendance hours monthly following the Office of Adult Education's Attendance Policy

Note: Training hours will be counted toward the required hours for a post-test for those participants in IET or eligible for Special Programs funding. These hours will be reflected on the Class Attendance screen.

2. Click **Submit** to save the hours

Training Results tab:

Image 3.7e

Training Information	Attendance	Training Results	Comments
<p>Training Exit Date: <input type="text"/></p> <p>Completed Training: <input type="text"/></p> <p>If no, Reason not Completed: <input type="text"/></p> <p>Other Reason Description: <input type="text"/></p> <p>Credential Received: <input type="text"/></p> <p>Credential Attained on: <input type="text"/></p> <p>Number of Workforce Prep Hours Attended: <input type="text"/></p> <p>Achieved Workforce Prep Skills: <input type="text"/></p>			

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

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, 2 additional fields may be required.

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: A definition can be viewed by hovering over each credential type. If training is completed, the dropdown includes –

- Occupational Licensure
- Occupational Certificate
- Occupational Certification
- Associate Degree (AA or AS)
- Other Industry-Recognized Certificate or Credential
- No credential received

Credential Attained on: The credential attained date must be on or before June 30th of the program year

Number of Workforce Prep Hours Completed: Enter the total number of Workforce Prep hours completed. If **No** is selected and 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**

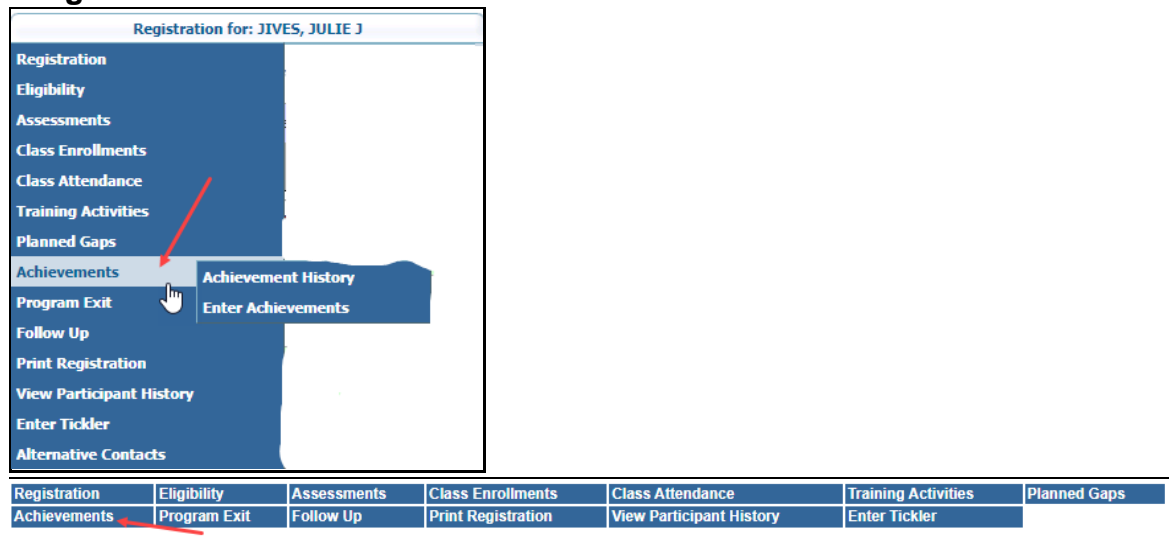
Click **Update** after completing all fields.

Section 3.8 – Achievements

The Achievement module collects and displays WIOA Measurable Skill Gains (MSGs) and Section 107 performance achievements for the participant within each program year.

Click on the [Achievements](#) link on the participant's **Registration Bar** or on the Eligibility footer button. (Images 3.8a)

Image 3.8a



The **Achievement History** screen will display. (Image 3.8b)

1. Each program year will be reported separately
2. Reportable achievements for both Federal and State
 - a. Federal reports MSGs which must be achieved by June 30th of the program year being reported
 - i. EFL Post-test gain
 - ii. Attainment of a high school diploma
 - iii. Exceed over 50% completion of high school credits
 - Must pre-test at ASE level 5
 - Must be enrolled into one or more HSD classes
 - iv. Enrollment into postsecondary education or training
 - v. Passing of an official HSE test
 - vi. Attainment of a high school equivalency (GED, HiSET or TotalTranscript)
 - vii. Postsecondary Transcript
 - viii. Milestones
 - ix. Passage of an Occupational Exam

Note: The Postsecondary Transcript, Milestones, and Passage of an Occupational Exam can only be recorded for those participants in IET or WorkPlace Literacy program types.

- b. State Section 107 performance includes the above MSGs and 4 additional measures which must be achieved by June 30th of the program year being reported
 - i. Earning HSD credits
 - ii. Achieve English language proficiency
3. Once achieved, a 'Yes' will display and will link to the appropriate screen to view/update achievements

4. Data entry and data match viewing for the reportable measures by clicking the **Enter Achievements** button

Image 3.8b

PY	Reportable for 107 & WIOA										Reportable for 107 Only	
	EFL Gain	HS Diploma	MSG HSD EFL Gain	Postsec. Enrollment	HSE Tests	HSE Type	HSE Credential	Postsec. Transcript	Milestone	Pass Occ. Exam	HSD Credit	Eng. Lang. Proficiency
2024	Yes											Yes
2023	Yes			Yes								

[Enter Achievements](#)

Notes:

- ‘Yes’ will display if a measure is achieved, otherwise the field will be blank
- More than one MSG and Section 107 performance measure can be achieved during a program year but only one MSG will be reported in the Federal year-end performance reports and only one Section 107 performance measure will be reported in the State year-end performance reports. The reported measure will be the last achieved.

EFL Gain

Educational Functioning Level (EFL) Gain is determined by the highest gain made between tests of the same subject. Pre and post-tests are entered on the assessment module. Refer to [Sections 3.2](#) on how to enter assessments. If a gain is made, a ‘Yes’ will automatically display under the EFL Gain column on the **Achievement History** screen. (Image 3.8b)

HS Diploma

HSD achievements are manually entered by clicking the **Enter Achievements** button. (Image 3.8b)

1. Click on the **HSD** tab
2. Enter the HSD **Credential Attainment Date**
3. Click **Update** or **Update and go to Achievements History**. (Image 3.8c)
A ‘Yes’ will automatically display under the HS diploma column on the **Achievement History** screen.

Notes:

- HSD and HSE achievements are viewable and shared among all providers where the participant is registered
- The Highest Level of Education at Entry must be less than an HSD

Image 3.8c

MSG HSD EFL Gain

HSD achievements are manually entered by clicking the **Enter Achievements** button. (Image 3.8b)

1. Click on the **HSD** tab
2. Enter the total credits earned at entry that your program accepts, and the total credits needed to graduate from the program. This can be done after enrolling the participant into an HSD class.
3. At the end of the program year, enter in the total credits earned for the program year
4. Display of the percentage of credits earned
5. The three requirements must display a 'Yes' to receive credit for the MSG HSD EFL Gain measure
6. Click **Update** or **Update and go to Achievements History**. (Image 3.8d)
A 'Yes' will automatically display under the MSG HSD EFL Gain column on the **Achievement History** screen once the participant has reached 50% or higher of the earned credits.

Note: If the participant did not meet the requirement of an ABE Pre-Test of a level 5 but did earn any HSD credits by June 30th of the program year being reported, a 'Yes' will automatically display under the HSD Credit column reportable for Section 107 only.

Image 3.8d

PY	Credit Subtotal at the beginning of PY	Credits Earned during PY	Credit Subtotal at the end of PY	%Credits Earned at the end of PY	In HSD Program During PY?	In HSD Class During PY?	ABE PRE Test at Level 5 Exists
2016	3	8.00	11.00	55.00	Yes	Yes	Yes

Postsec Enrollment

Qualifying participants are those who enroll into postsecondary education or training by June 30th of the exiting year. Postsecondary enrollments are manually entered by clicking the **Enter Achievements** button (Image 3.8b)

1. Click on the **Postsecondary** tab
2. Click on the PY link to update the current program year entry
3. Click on **Enter New Postsecondary** to enter a postsecondary enrollment. (Image 3.8e)

Image 3.8e

The screenshot shows a web interface with a top navigation bar containing tabs: GED, HISET, TASC, HSD, and Postsecondary. The 'Postsecondary' tab is selected and highlighted in yellow, with a red arrow labeled '1' pointing to it. Below the tabs is a table with the following data:

Row	PY	Enrollment Date	Institution Name	Source	Last Updated	By User
1	2017	01/31/2018	LCC	Data Match	10/31/2018 @ 05:18:39 PM	SYSTEM
2	2017	01/18/2018	DELTA COLLEGE	Data Match	10/31/2018 @ 05:12:51 PM	SYSTEM

Below the table, there is a red arrow labeled '2' pointing to the 'PY' link in the first row. To the right of the table is a button labeled 'Enter new Postsecondary' with a red arrow labeled '3' pointing to it. Below this button is a summary table:

Last Changed by - Provider	Last Changed by - User Name	Last Changed by - Date
Data Match	SYSTEM	10/31/2018 @ 05:18:39 PM

At the bottom left, there is a link '« Prev Tab'. At the bottom center, there are four buttons: 'Update', 'Update and go to Achievements', 'Reset Form', and 'Cancel'.

1. Enter the **Enrollment Date** and the **Institution Name** (Image 3.8f)
2. Click **Submit**. Qualifying postsecondary enrollments will automatically display a 'Yes' under MSG Postsec. Enrollment and Postsec. Enrollment on the **Achievement History** screen. Postsecondary enrollments may be data matched on a yearly basis using the participant Unique Identification Code (UIC). Due to only receiving a yearly file, manual surveys will still be required in many cases for reporting postsecondary measures.

Image 3.8f

The screenshot shows a form titled 'Enter New Postsecondary'. It contains the following fields and elements:

- Enrollment Date:** A text input field with the value '09/04/2016'. A red arrow labeled '1' points to this field.
- Institution Name:** A text input field with the value 'Lansing Community College'. A red arrow labeled '2' points to this field.
- Provider:** A label.
- Last Changed Date:** A label.
- Last Changed By User:** A label.
- Submit:** A yellow button. A red arrow labeled '3' points to this button.
- Cancel:** A light blue button.

Notes:

- *Postsecondary achievements are viewable and shared among all providers where the participant is registered*
- *Those in IET with a Postsecondary Training Activity will automatically provide a Yes under the Postsec. Enrollment field in the Achievements module.*

HSE Tests

Beginning July 1, 2023, the passing one or more official HSE tests is considered a MSG.

HSE tests are data matched based on a match with the GED or HiSET site and MAERS using the first name, last name and date of birth. A daily match takes place and will upload the test scores into the Achievements screen under the applicable GED and/or HiSET tab.

HSE tests can also be manually entered by clicking on the **Enter Achievements** button and entering the data on the applicable GED or HiSET tab. (Image 3.8b)

HSE Type|HSE Credential

Earning a High School Equivalency (HSE) Credential is determined once all official HSE tests are passed. Michigan recognizes two types of HSE testing services: GED and HiSET.

Notes:

- *TASC is no longer a Michigan recognized equivalency. MAERS will continue to allow the capture of TASC data but it will not count toward a MSG.*
- *In certain cases, a combination of passed tests between the GED and HiSET could earn a participant a TotalTranscript. This is only determined through data matching.*

HSE Credential achievements are manually entered or viewable by clicking the **Enter Achievements** button. There is a daily data match for all test types if the participant's name and date of birth are an exact match. (Image 3.8b)

1. Click on the applicable **HSE Test Type** tab
2. Enter practice test dates/scores and Official test dates/scores as received. Or view scores that are data matched daily.
3. Click **Update** or **Update and go to Achievements History**. (Image 3.8g)
A 'Yes' will automatically display under the HSE Type|HSE Credential column on the **Achievement History** screen when all official tests are passed by June 30th of the program year being reported.

Notes:

- *Once an official test is passed by June 30th of the program year being reported, a 'Yes' will automatically display under the HSE Test column reportable for Section 107 only*
 - *HSD and HSE achievements are viewable and shared among all providers where the participant is registered*
 - *The Highest Level of Education at Entry must be less than an HSE*
4. Display of 'Yes' or 'No' for passed test
 5. Displays the provider name or Data Match
 6. When the last official test is passed, a 'Yes' and attained date will display

- HiSET practice tests do not data match. Practice tests are optional but require manual data entry for HiSET only.

Image 3.8g

GED | **HiSET** | TASC | HSD | Postsecondary

Credential: Yes Credential Attainment Date: 05/24/2021 Source: TEST PUBLIC SCHOOL SD

Module	Date	Score	Passed	Last Updated	By User	Source
Math	05/24/2021	145	Yes	05/24/2021 @ 03:26:30 PM	SUE JOHNSON	TEST PUBLIC SCHOOL SD
Reading	01/10/2021	148	Yes	05/24/2021 @ 03:24:43 PM	SUE JOHNSON	TEST PUBLIC SCHOOL SD
Science	05/15/2020	147	Yes	05/24/2021 @ 03:26:06 PM	Data Match	TEST PUBLIC SCHOOL SD
Social Studies	05/15/2020	145	Yes	05/24/2021 @ 03:26:06 PM	Data Match	TEST PUBLIC SCHOOL SD
Combined Score		585				
College Ready?		No				

Module	Date	Score	Passed	Last Updated	By User	Source
Math	01/25/2021	139	No	05/24/2021 @ 03:24:43 PM	SUE JOHNSON	TEST PUBLIC SCHOOL SD
Reading	12/20/2020	152	Yes	05/24/2021 @ 03:24:43 PM	SUE JOHNSON	TEST PUBLIC SCHOOL SD
Science			-			
Social Studies			-			
Combined Score		291				

Update Update and go to Achievements Reset Form Cancel

Postsec. Transcript/Milestone/Pass Occ. Exam

These 3 MSG tabs will only appear for participants who are in either an IET or Workplace Literacy program type in that specific program year.

Click on the **Enter new** button within the specific tab where the gain was made. Image 3.8h.

Image 3.8h

GED | HiSET | TASC | HSD | Postsecondary | **Postsecondary Transcripts** | **Milestones** | Passage of Occupational Exams

Row	PY	Date Achieved	Description	Last Updated	By User	Source
<div>Enter new Milestone</div>						

Complete the required fields: (Image 3.8i)

- Postsecondary Transcripts require the date enrolled and the institution name. Milestones and Passage of Occupational Exams require the date achieved a description of the achievement.
- Click **Submit**

Tip: A full description and examples of these 3 MSGs can be found here [Measurable Skill Gains Update.pptx](#).

Image 3.8i

Enter New Milestone

1 → Date Achieved:

→ Description:

Last Updated:
By User:

2 →

HSD Credit

Attaining any high school credits in the year is a 107 performance measure. Credits are manually entered. See Image 3.8d for instruction of how to enter HSD credits.

Eng. Lang. Proficiency

English Language Proficiency is determined when all modules are proficient between the pre and post-test in a program year. Pre and post-tests are entered on the assessment module. Refer to [Sections 3.2](#) on how to enter assessments. If proficiency is achieved, a 'Yes' will automatically display under both the Eng. Lang. Proficiency column and the EFL Gain column on the **Achievement History** screen. (Image 3.8b)

Tip: Refer to the table on page 76 for a reference regarding Measurable Skill Gains, 107 State Performance Measures, and Outcome Measures. This guide can also be found on the MAERS page of the Adult Education website.

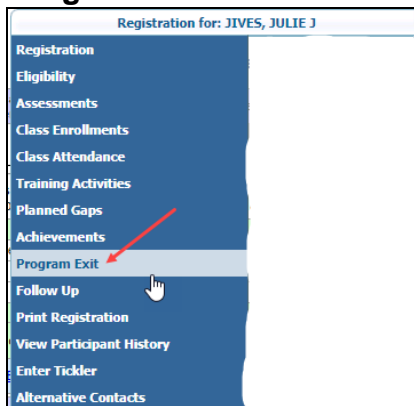
Section 3.9 – Program Exits and Follow Up

Program Exits

Program exits are done once a participant has completed the program or they are not returning to the program.

Click on the [Program Exit](#) link on the participant's **Registration Bar** or on the Program Exit footer button. (Image 3.9a)

Image 3.9a



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

The **Update Program Exit** screen will display.

The **Program Exit** screen is divided into two tabs. Both tabs are a part of one record. Data entered will remain on all tabs until **Update** is clicked. Clicking on **Cancel** or the back button will not save the entered data.

Outcomes Tab

The outcomes tab collects additional achievements attained during the registration. These questions may be required based on if the participant received IELCE funding and/or was in a Family Literacy Program in the exiting year. This data is reported on the NRS tables.

(Image 3.9b)

Image 3.9b

Secondary Outcomes: Select ALL Outcomes as applicable.	
Outcome	Attained?
IELCE Funded Participants	
Achieved Citizenship Skills	<input type="radio"/> Yes <input type="radio"/> No
Voted or Registered to Vote	<input type="radio"/> Yes <input type="radio"/> No
Increased Involvement in Community Activities	<input type="radio"/> Yes <input type="radio"/> No
Family Literacy Program	
Involvement in Children's Education	Helped More Frequently With School: <input type="radio"/> Yes <input type="radio"/> No
	Increased Contact With Children's Teachers: <input type="radio"/> Yes <input type="radio"/> No
	Became More Involved In Children's School Activities: <input type="radio"/> Yes <input type="radio"/> No
Involvement in Children's Literacy Related Activities	Read to Children: <input type="radio"/> Yes <input type="radio"/> No
	Visited Library: <input type="radio"/> Yes <input type="radio"/> No
	Purchased Books or Magazines: <input type="radio"/> Yes <input type="radio"/> No
Left Public Assistance	<input type="radio"/> Yes <input type="radio"/> No
Other Goal	<input type="checkbox"/>

11/30/2020 @ 12:23:09 AM

Program Exit Updated

By User

SYSTEM

1. Select **Yes** or **No** for each IELCE goal attained if the fields are required as indicated by a red arrow ➡
2. Select **Yes** or **No** for each Family Literacy goal attained if the fields are required if the fields are required as indicated by a red arrow ➡
3. Only check Other Goal if:
 - The Other Goal was selected and described on the participant's registration AND
 - The Other Goal was attained

Note: Red arrows will appear next to questions that are required based on the participant's funding and/or program types selected in the exiting year.

Select the **Status at Exit** tab to move to that tab

Image 3.9c

Exit Status: Participant Completed
Participant Separated Before Completion

Exit Status Date:

Registered By	Program Exit Changed By	Program Exit Changed Date
SUE JOHNSON	JOHNSONS28	02/19/2020

« Prev Tab

Update Update and Enter Achievements Reset Form Cancel

Status at Exit Tab

The Status at Exit collects data on exit reasons: (Image 3.9c)

- **Exit Status** – Reason for leaving the program. Dropdown selections include **Participant Completed** and **Participant Separated Before Completion**.

Notes:

- If a participant is without services for 90 days, they will be system exited. Refer to [Chapter 5](#); 90 Day System Exits.
- The term Completed/ Completion refers to a participant who completed the instructional period and/or made an educational gain or attained a goal.

Once the exit status is selected, the **Exit Status Date** will autofill with the last date of service (Image 3.9d)

Image 3.9d

The screenshot shows a web form titled 'Status at Exit'. At the top, there are two tabs: 'Outcomes' and 'Status at Exit'. Below the tabs, there is a dropdown menu for 'Exit Status' set to 'Participant Completed' and a text field for 'Exit Status Date' containing '06/30/2019'. A red arrow points to the date field. Below this, there is a table with three columns: 'Registered By', 'Program Exit Changed By', and 'Program Exit Changed Date'. The values are 'SUE JOHNSON', 'JOHNSONS28', and '02/19/2020' respectively. At the bottom, there are five buttons: 'Update', 'Update and Enter Follow Up', 'Update and Enter Achievements', 'Reset Form', and 'Cancel'. A 'Prev Tab' link is also visible on the left.

Click one of the **Update** buttons to save updated data.

Other data fields will appear if Separated before Completion is the Exit Status. (Image 3.9e)

Image 3.9e

The screenshot shows the same 'Status at Exit' form, but with the 'Exit Status' dropdown set to 'Participant Separated Before Completion'. The 'Exit Status Date' remains '06/30/2019'. Below the date field, there is a section titled 'REASONS FOR SEPARATION' with a list of reasons and radio buttons for 'Yes' or 'No'. The reasons include: Entered Employment, Family Problems, Illness/Incapacity/Pregnancy, Lack of Dependent Child Care Resources, Lack of Interest/Instruction Not Helpful, Lack of Transportation Resources, Moved, Time and/or Location of Services Not Feasible, Work Conflict, and Other. Below this is a section titled 'EXCLUSIONARY REASONS FOR SEPARATION' with radio buttons for 'Yes' or 'No'. The reasons include: 24 Hour Support Facility, Called to Active Duty, Deceased, Incarcerated, and Medical Treatment for 90 or more consecutive days. At the bottom, there is a table with the same columns as in Image 3.9d, but the 'Program Exit Changed Date' is now '02/19/2020'. The same five buttons are at the bottom. Red arrows point to the 'Exit Status' dropdown, the 'REASONS FOR SEPARATION' section, and the 'EXCLUSIONARY REASONS FOR SEPARATION' section.

1. The exit status date will auto fill with the last date of service
2. Select one or more Reasons for Separation
3. When selecting Exclusionary Reasons for Separation, provide a reason.
Selecting an Exclusionary Reason will exclude the participant from both Measurable Skill Gains and Outcome reporting.

Note: A participant who is in a Correctional Facility program type cannot have 24 Hour Support Facility or Incarcerated selected as a reason for separation

Click one of the **Update** buttons to save updated data.

If a participant is in one of the three correction programs selected on the Program Types tab of the Eligibility screen in the program year they are exited (Image 3.9f), an additional data field will display to complete when either exit status selection is chosen. This data field is regarding if the participant is still incarcerated at exit. (Image 3.9g) Refer to [Section 3.1](#) to learn about the Eligibility module and Program Types.

Image 3.9f

Program Type	Select	Last Updated	By User
Correctional Facility	<input type="checkbox"/>		
Community Correctional Program	<input checked="" type="checkbox"/>		
Other Institutional Setting	<input type="checkbox"/>		
Family Literacy Program	<input type="checkbox"/>		
Workplace Literacy Program	<input type="checkbox"/>		
HSE to School Program	<input type="checkbox"/>		
** Select if the Participant is not in any Program Type **			
None of the Above	<input type="checkbox"/>		

Image 3.9g

Exit Status: Participant Completed Exit Status Date: 06/30/2019

Incarceration Status at Program Exit (If yes, participation is excluded from Outcome Measure reports)

Student was still incarcerated on the day they exited: Yes/No

Registered By	Program Exit Changed By	Program Exit Changed Date
SUE JOHNSON	JOHNSONS28	02/19/2020

« Prev Tab

Update Update and Enter Follow Up Update and Enter Achievements Reset Form Cancel

If **'Yes'** is selected indicating the participant was still incarcerated on the day of exiting the program, the participant is excluded from follow up on all outcome measures but will be accountable for Measurable Skill Gain reporting.

Click **Update** to save updated data

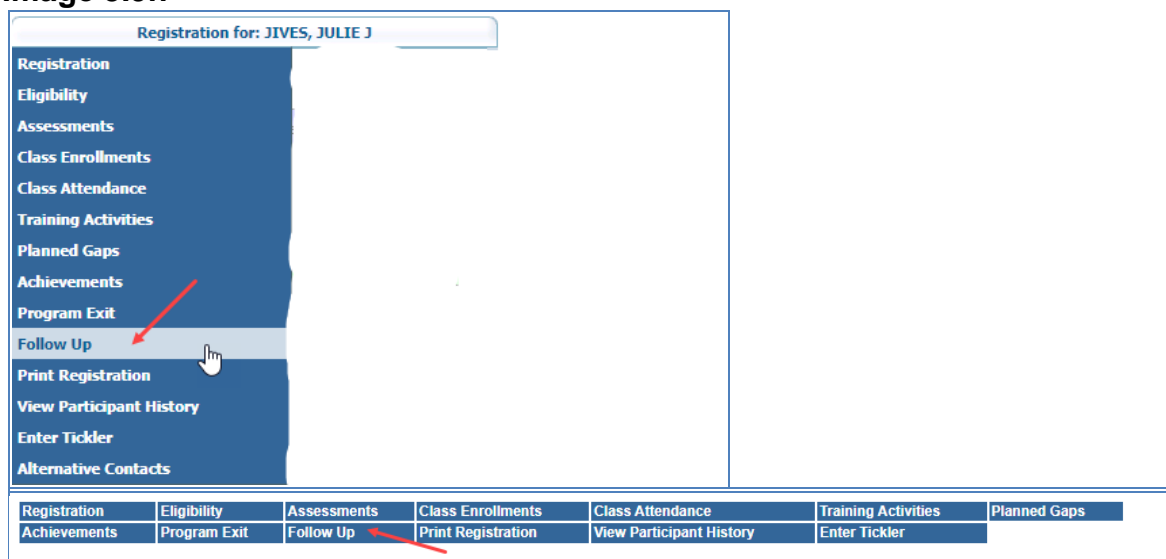
Tip: Once participants have been program exited; it is very important to run the Follow Up Selection report (AEFOLSEL). This report will list participants who require follow up. Refer to [Chapter 6](#) – Reports.

Follow Up

Follow up is required on all participants who exited with 12 or more attendance hours. Refer to the Follow Up Manual found on the Adult Education Website for more information. [Follow-Up Policy](#)

Click on the [Follow Up](#) link on the participant's **Registration Bar** or on the Follow Up footer button. (Image 3.9h)

Image 3.9h



The **Enter/Update Follow Up** screen will display.

An error messages will display if the participant does not meet the criteria for follow-up (Images 3.9i)

Image 3.9i

Alert Message

- Follow Up for this Participant is not required due to the following reason(s):
 - The Participant is not exited.

Alert Message

- Follow Up for this Participant is not required due to the following reason(s):
 - The Participant is excluded from all performance reports because their Exit Status is "Participant Separated before Completion" and at least one of the global exclusionary Reason(s) for Separation is Yes.

Alert Message

- Follow Up for this Participant is not required due to the following reason(s):
 - The Participant is "Still Incarcerated at Program Exit" (which excludes them from having to do Follow Up, but still includes them in all Measurable Skills Gains performance measures and reports).

Alert Message

- Follow Up for this Participant is not required due to the following reason(s):
 - The Participant has under 12 hours of instruction.

The follow up screen will display a Summary tab and up to five Outcome Measure tabs. (Image 3.9j) Only the applicable Outcome Measure tabs will appear based on the participant meeting certain criteria.

Note: Unlike the other tabbed modules, follow up for each tab may be required to be completed at different times once a participant exits the program

Image 3.9j

Summary Tab (Image 3.9k):

The Summary tab will provide a recap for each outcome measure. The fields beneath each measure will display one of the following:

- Yes** – The follow up has been completed with a positive attainment
- No** – The follow up has been completed with a negative outcome
- Blank** – The follow up has not yet been completed
- N/A** – The participant does not meet the criteria for this measure and the tab does not display

Note: The links will navigate to the appropriate Outcome Measure tab

Image 3.9k

Summary	Employed in 2nd Quarter	Employed in 4th Quarter	Secondary Credential/ Entered Employment	Secondary Credential/ Postsecondary Education	Postsecondary Credential
	Yes	No	Yes		N/A

Update Reset Form Cancel

Arrows indicate: 1 points to 'Yes', 2 points to 'No', 3 points to 'Update', 4 points to 'N/A'.

If another tab is displayed, select that tab to display the next tab

Employed in 2nd Quarter Tab (Image 3.9I)

Employed in 2nd Quarter is required follow up for every participant

Image 3.9I

1. **Measure Results** – This table is display only. The most recent or final results from either the manual survey or the data match wages will display. The Employment Period provides the quarter where employment is needed to satisfy the outcome measure.

Note: A positive data match will over-ride a positive or negative manual survey

2. **NRS Report Year** – This is the year the outcome measure will be reported on NRS Table 5
3. **Data Match Wages** – This table is display only. Results from the quarterly data match process will display. The **Date Match Run Date** is the last time the data match process took place. The process is run on the third Friday of each month with a special run on September 17th following the program year.

Note: If the SSN is not on file in MAERS, the Data Match Wages table will not display

4. **Manual Survey** – To be completed by the program staff when the SSN is not on file or when data match wage results are not being found
 - **Employed 2nd Qtr After Exit** – Select 'Yes' or 'No' from the dropdown selection
 - **Employment Date** – Enter the date employment began. The date must be between the employment period displayed in the Measure Results table.

Note: If employment began before the quarter being collected, the Employment Date must be the 1st day of the 2nd quarter, i.e., Employment Period being collected is Oct – Dec. Participant began job in September and is still employed. Enter October 1st as the Employment Date.

- **Wages** – Enter the dollar amount being earned based on the Per selection below. If employed, wages need to be \$1 or more.
- **Per** – Select the pay period from the dropdown of weekly, monthly, quarterly or yearly

Note: If only hourly wages are known, a manual calculation will need to be done

- **Unable to contact** – Check box if ample attempts at contact have failed
- **Refused** – Check box if the participant refuses to answer manual survey
- **Comments** – Comments can be added whether any of the other fields are answered or not. The comments will display on the Follow Up Selection Report. 200 characters can be added to this field but may be best to keep comments brief, i.e. ‘*Left message Nov 30, 2024*’

5. Click **Update** to save the manual survey

Note: Manual survey data entry boxes for all employment tabs will not open until the quarter following the employment collection quarter. A highlighted yellow message will display with the date when data entry can begin.

If another tab is displayed, select that tab to display the next tab

Employed in 4th Quarter Tab (Image 3.9m)

Employed in 4th Quarter is required follow up for every participant. The fields are the same as found in Employed in 2nd Quarter after exit. Follow the 5 steps above.

Note: Median earnings are only reported on Table 5 for Employed in 2nd Quarter, but it will be captured for all employment measures

Image 3.9m

If another tab is displayed, select that tab to display the next tab

Secondary Credential/Entered Employment Tab (Image 3.9n)

This follow up is required if the following criteria is met by the participant in the exit year:

- Enrolled into and has attendance in an ASE, HSD, and/or HSE class(es)
- Pre and/or post-Tests at an EFL 5 or 6

Image 3.9n

1. **Measure Results** – This table is display only. The most recent or final results from either the manual survey or the data match wages will display.

The Employment Period provides the year where employment is needed to satisfy the outcome measure.

Note: A positive data match will over-ride a positive or negative manual survey

2. **HSD/HSE Achieved** – Secondary credential achievements information is pulled from the Achievements screens. Refer to [Section 3.8](#). If the credential has not yet been earned or entered in MAERS, an [Enter Credential](#) link will display and will navigate to the Achievement screen for data entry. Employment data cannot be entered until the credential attainment is entered into MAERS.
3. **NRS Report Year** – This is the year the outcome measure will be reported on NRS Table 5
4. **Data Match Wages** – This table is display only. Results from the quarterly data match process will display

Note: If a SSN is not on file in MAERS, the Data Match Wages table will not display

5. **Manual Survey** – To be completed by the program staff when a SSN is not on file, data match results are not being found, or Employed in 2nd or 4th Quarter follow up tabs do not have wage attainments
 - **Employed 1st/3rd Qtr After Exit** – Select 'Yes' or 'No' from the dropdown selection

Note: Only one of the quarters need to be completed for this tab if the Employed in 2nd or 4th Quarter tabs do not show any wage attainments

- **Employment Date** – Enter the date employment began. The date must be between the employment period displayed in the Measure Results table.
- **Wages** – Enter the dollar amount being earned based on the Per selection below. If employed, wages need to be \$1 or more.
- **Per** – Select the pay period from the dropdown of weekly, monthly, quarterly or yearly

Note: If only hourly wages are known, a manual calculation will need to be done

- **Unable to contact** – Check box if ample attempts at contact have failed
- **Refused** – Check box if the participant refuses to answer manual survey

Note: There is not a comment section on the Secondary Credential/Entered Employment tab. The two Secondary Credential tabs accompany each other and the comment section is accessible on the Secondary Credential/Postsecondary Education tab.

6. Click **Update** to save the manual survey

If another tab is displayed, select that tab to display the next tab

Secondary Credential/Postsecondary Education Tab (Image 3.9o)

This follow up is required if the following criteria is met by the participant in the exit year:

- Enrolled into and has attendance in an ASE, HSD, and/or HSE class
- Pre and/or post-tests at an EFL 5 or 6

Image 3.9o

1. **Measure Results** – This table is display only. The most recent or final results from the manual survey will display. The Educational Period provides the year where enrollment is needed to satisfy the outcome measure.
2. **HSD/HSE Achieved** – Secondary credential achievements information is pulled from the Achievements screens. Refer to [Section 3.8](#). If the credential has not yet been earned or entered in MAERS, an [Enter Credential](#) link will display and will navigate to the Achievement screen for data entry. Postsecondary data cannot be entered until the credential attainment is entered into MAERS.
3. **NRS Report Year** – This is the year the outcome measure will be reported on NRS Table 5
4. **Data Match Wages** – This table is display only. Results from a yearly data match process will display

Note: If a UIC is not on file in MAERS, the Data Match Wages table will not display

5. **Manual Survey** – To be completed by program staff
 - **Enrolled in Postsecondary Education** – Select 'Yes' or 'No' from the dropdown selection
 - **Enrollment Date** – Enter the date of enrollment. The date must be between the educational period displayed in the Measure Results table.

- **School Name** – Enter the name of the postsecondary establishment
 - **Unable to contact** – Check box if ample attempts at contact have failed
 - **Refused** – Check box if the participant refuses to answer manual survey
 - **Comments** – Comments can be added whether any of the other fields are answered or not. The comments will display on the Follow Up Selection Report. 200 characters can be added to this field but may be best to keep comments brief, i.e. *'Left message Nov 30, 2024'*
6. Click **Update** to save the manual survey

If another tab is displayed, select that tab to display the next tab

Postsecondary Credential Tab (Image 3.9p)

This follow up is required if the participant is in an IET program in the exit year. Refer to [Section 3.1](#) to learn more on IET eligibility.

Image 3.9p

1. **Measure Results** – The table is display only. The most recent or final results from the manual survey will display. The Educational Period provides the year where credential attainment is needed to satisfy the outcome measure.
 2. **NRS Report Year** – This is the year the outcome measure will be reported on NRS Table 5
 3. **Data Match Wages** – This table is display only. Results from a yearly data match process will display
- Note: If a UIC is not on file in MAERS, the Data Match Wages table will not display*
4. **Manual Survey** – To be completed by program staff

- **Attained Postsecondary Credential** – Select ‘Yes’ or ‘No’ from the dropdown selection
 - **Attained Date** – Enter the date the credential was attained. The date must be between the educational period displayed in the Measure Results table.
 - **Credential Received** – Select from the list of allowable credentials
 - **Unable to contact** – Check box if ample attempts at contact have failed
 - **Refused** – Check box if the participant refuses to answer the survey
 - **Comments** – Comments can be added whether any of the other fields are answered or not. The comments will display on the Follow Up Selection Report. 200 characters can be added to this field but may be best to keep comments brief, i.e. ‘Left message Nov 30, 2024’
5. Click **Update** to save the manual survey

Tip: Refer to the table on the next page for a reference regarding Measurable Skill Gains, 107 State Performance Measures, and Outcome Measures. This guide can also be found on the MAERS page of the Adult Education website.

MAERS Performance Measures Tool

Criteria for all Measures

- Pre-Test; or HSD credits if HSD only
- 12 or more attendance hours during registration

Measurable Skill Gains-MSG (Federal & State)

(More than one MSG can be achieved each year but only one MSG will be reported per participant per year)

*Pre-Test or HSD Credits must be in Program Year being reported

**Achievements must take place in Program Year being reported

Pre- to Post-Test Assessment:

- Must Pre and Post-Test
- ✓ Will result in a Federal and State gain when a post-test subject shows an EFL gain

High School Equivalency Official Tests and Credentials:

- Educational Level at Entry must be below a U.S. based HSE or can be any non-U.S. based education
- ✓ Will result in a Federal and State gain when an official HSE subject test is passed or the HSE credential is earned

HSD EFL Gain: (Achieved once per Provider)

- Educational Level at Entry is below a U.S. based HSD or can be any non-U.S. based education
- Pre-Test with anchor subject in EFL 5 (9th/10th grade) or has no pre-test but has credits below 50% toward HSD completion
- In the HSD Instructional Area
- Enroll in one or more HSD classes
- ✓ Will result in a Federal and State gain when reach 50% or more of credits required to graduate

High School Diploma:

- Educational Level at Entry is below a U.S. based HSD or can be any non-U.S. based education
- ✓ Will result in a Federal and State gain when HSD is earned

Postsecondary Enrollment:

- ✓ Will result in a Federal and State gain when enrolls in Postsecondary on or after the program exit date but by June 30th of the Program Year

Postsecondary Transcript, Milestones, and/or Passing Technical/Occupational Exam:

- Must be in either an IET or WorkPlace Literacy program type
- ✓ Will result in a Federal and State gain when showing satisfactory progress in one or more of the listed MSGs

Additional State Performance Measures (State 107 Performance)

*Pre-Test or HSD Credits must be in Program Year being reported

**Achievements must take place in Program Year being reported

HSD Credits:

- In the HSD Instructional Area
- Enroll in one or more HSD classes
- ✓ Will result in a State 107 performance gain when earns any amount of HSD credits

English Language Proficiency:

- Must be pre-tested in all subject modules
- Is not English Language Proficient in one or more pre-test modules
- Must be post-tested in all non-proficient modules from the pre-test
- ✓ Will result in a State 107 performance gain when English Language Proficient in all modules between pre and post-tests

Excluded from All Measures – Separation Reasons at Program Exit

- Deceased
- Incarcerated
- In a 24-hour support facility
- Medical treatment lasting 90+ days
- Called to active duty

Excluded from Outcome Measures Only (Follow-Up)

- Sec. 225 – Still incarcerated at exit

Follow-Up Outcome Measures (Federal & State)

*Pre-Test or HSD Credits can be in any Program Year

**Must be exited from the program

Employed 2nd Quarter after Exit:

- All Participants qualify
- ✓ Will result in a positive outcome measure when has wages in the 2nd quarter after exit
- ✓ Capture of Median Earnings

Employed 4th Quarter after Exit:

- All Participants qualify
- ✓ Will result in a positive outcome measure when has wages in 4th quarter after exit

Secondary Credential/Entered Employment:

- Educational Level at Entry is below a U.S. based HSE or can be any non-U.S. based education
- In ASE, HSD, and/or HSE Instructional Area
- Enrolled in one or more ASE, HSD, and/or HSE classes in the exiting year
- Pre and/or Post-tests at an EFL 5 or 6 in the exiting year OR has no assessments but has HSD credits to place them in EFL 5 or 6
- ✓ Will result in a positive outcome measure when earns the HSD or HSE while enrolled or within one year after exit; AND
- ✓ Enters Employment within 4 quarters after exit

Secondary Credential/Enroll Postsecondary:

- Educational Level at Entry is below a U.S. based HSE or can be any non-U.S. based education
- In ASE, HSD, and/or HSE Instructional Area
- Enrolled in one or more ASE, HSD, and/or HSE classes in the exiting year
- Pre and/or Post-tests at an EFL 5 or 6 in the exiting year OR has no assessments but has HSD credits to place them in EFL 5 or 6
- ✓ Will result in a positive outcome measure when earns the HSD or HSE while enrolled or within one year after exit; AND
- ✓ Enrolls in Postsecondary Education or Training within one year after exit

Postsecondary Credential:

- In an Integrated and Educational Training (IET) program type in the exiting year (collected on the Eligibility>Program Type tab)
- ✓ Will result in a positive outcome measure when obtains a Postsecondary Credential while enrolled or within one year after exit

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

Chapter 4

Class Copy Functions

Chapter 4 – Class Copy Functions

In this chapter you will learn the following:

[Section 4.0](#) – Where to find Class Copy Functions

[Section 4.1](#) – Copy Instructors into the Next Program Year

[Section 4.2](#) – Copy Locations into the Next Program Year

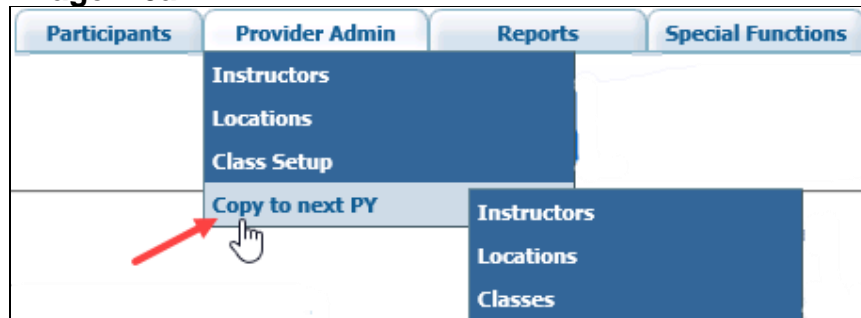
[Section 4.3](#) – Copy Classes with Enrolled Participants into the Next Program Year

[Section 4.4](#) – Copy Classes without Participants into the Next Program Year

Section 4.0 – Where to find Class Copy Functions

Class Copy functions are found in the **Provider Admin** tab. (Image 4.0a)

Image 4.0a



Section 4.1 – Copy Instructors into the Next Program Year

Click on the [Copy to next PY](#) link within the **Provider Admin** tab, and then click on the [Instructors](#) link. Current instructors can be copied from the prior program year between the dates of April 1st of the current program year to March 31st of the following program year.

Image 4.1a

A screenshot of a web form titled 'Copy Instructors - Pick Program Year'. The form has a light blue header with the title. Below the header, there is a text box with the instruction: 'Select the 'From Program Year', the 'Provider' and click on 'Search''. The form contains two main sections. The first section is for selecting the program year, with a label '* From Program Year:' and a dropdown menu showing '2021'. A red arrow labeled '1' points to the dropdown. Below this is a label 'To Program Year:' with the value '2022'. The second section is for selecting the provider, with a label '* Provider:' and a text input field containing 'AURA LEARNING (T0002)'. Below the input field, there is a message: 'You selected "AURA LEARNING (T0002)"'. A red arrow labeled '2' points to the 'Search' button at the bottom right of the form.

1. Select the **From Program Year** from the dropdown
*Note: The **From Program Year** will default to the previous program year with no other selection in the dropdown. If the date is between July 1 and September 17, the dropdown will contain the previous two program years.*
2. Click **Search** (Image 4.1a)

Image 4.1b

Instructor Copy

From/To Program Year: 2012 to 2013 Provider: AURA LEARNING (Code: T0002)

Show 10 entries Search:

Row#	Instructor	Local Instructor No	Instr. Areas	Position	Status	Copy?
1.	LEE, LARRY	AL-0005	ABE	Full Time	Inactive	<input type="checkbox"/>
2.	MILLER, MARY	AL-0004	ABE, HSD	Full Time	Active	<input checked="" type="checkbox"/>
3.	STEWART, SALLY	AL-0006	HSD, HSE	Part Time	Active	<input type="checkbox"/>
4.	WALTERS, WILLIAM	T003	ABE, ESL	Part Time	Active	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

Copy to clipboard Export to Excel Export to PDF Print

First Previous 1 Next Last

Submit New Search Cancel

1. The header will provide the current year and next program year information
2. To view or update a current instructor record, click on the “[Instructor Name](#)” link from the **Instructor** column
3. To copy an Instructor record into the next program year, check the **Copy** box. Multiple records can be copied at one time.
4. Click **Submit** to copy the record into the new program year (Image 4.1b)

Copying a record into the next program year will always navigate to a **Search Results** screen. This allows the record to then be updated and activated as needed. (Image 4.1c)

Image 4.1c

The screenshot shows the 'Instructor Search Results' interface. At the top, an 'Alert Message' box contains a red triangle icon and the text: 'Copied a total of 2 out of 2 selected Instructor records from PY: 2012 to PY: 2013. All copied instructors must be activated to be used in a class.' Below this, a 'Program Year' dropdown is set to '2013-2014' and a 'Provider' dropdown is set to 'AURA LEARNING (Code: T0002)'. A text instruction says 'Click on the 'Instructor' column to update the existing Instructor record.' Below this is a table with columns: Row#, Instructor, Local Instructor No, Instr. Areas, Position, and Status. The table contains four rows of data. A 'Search:' input field is to the right of the table. Below the table, there are buttons for 'Copy to clipboard', 'Export to Excel', 'Export to PDF', and 'Print'. At the bottom, there are buttons for 'Add Instructor' and 'New Search'. Numbered callouts point to specific elements: 1 points to the Alert Message, 2 points to the Program Year dropdown, 3 points to the Status column header, 4 points to the 'Instructor' column header, and 5 points to the 'Add Instructor' button.

Row#	Instructor	Local Instructor No	Instr. Areas	Position	Status
1.	JOHNS, JOHN	AL-0002	ABE, ESL	Full Time	Active
2.	MILLER, MARY	AL-0004	ABE, HSD	Full Time	Inactive
3.	PHILIPS, PAUL	AL-0007	ESL	Unpaid Volunteer	Active
4.	WALTERS, WILLIAM	T003	ABE, ESL	Part Time	Inactive

1. A confirmation message regarding the copied records is displayed
2. The header will provide the program year to which the record has been copied
3. The **Status** column displays those records that need to be activated
4. To view and activate the new program year record, click on the "[Instructor Name](#)" link from the **Instructor** column. This allows you to view and update the status to active. When the record is updated, the system will navigate back to the **Search Results** screen so other records can be activated if needed. See [Chapter 2](#), Class Functions; [Section 2.2](#), Instructor Data Entry.
5. To Add a new instructor, refer to [Chapter 2](#), Class Functions; [Section 2.2](#), Instructor Data Entry Notes:
 - Multiple instructor records can be copied at one time. However, only one record can be updated at one time.
 - When copying an instructor record, all data fields will be prefilled except for instructional experience. This field will only prefill if the previous year entry was **More than three years**. Although data copies over, the instructor status still needs to be set to active to be used in a class. All other information should be updated as needed.

Section 4.2 – Copy Locations into the Next Program Year

Click on the [Copy to next PY](#) link within the **Provider Admin** tab, and then click on the [Locations](#) link. Current Locations can be copied from the prior program year between the dates of April 1st of the current program year to March 31st of the following program year. Follow the **Pick Program Year** directions above shown in Image 4.1a.

Image 4.2a

The screenshot shows a web application titled "Location Copy". At the top, there are two input fields: "From/To Program Year:" with the value "2011-2012" and "Provider:" with the value "AURA LEARNING (Code: T0002)". Below this is a table with columns: Row#, Location, Primary Contact, Contact Phone, Mailing Address, Status, and Copy?. The table contains two rows of data. Row 1 is for "AURA SENIOR CENTER" and Row 2 is for "AURA COMMUNITY HALL". Both rows have "LUTZ, LINDA" as the primary contact and "(517) 555-1111" as the contact phone. The mailing addresses are "111 Aura Center Lansing, MI 48913" and "555 Center St Lansing, MI 48913" respectively. Both rows have a status of "Active" and a checked "Copy?" checkbox. Below the table, there are buttons for "Copy to clipboard", "Export to Excel", "Export to PDF", and "Print". At the bottom, there are buttons for "Submit", "New Search", and "Cancel". Red arrows with numbers 1 through 4 point to specific elements: 1 points to the "From/To Program Year:" field, 2 points to the "Location" column header, 3 points to the "Copy?" checkbox in the second row, and 4 points to the "Submit" button.

Row#	Location	Primary Contact	Contact Phone	Mailing Address	Status	Copy?
1.	AURA SENIOR CENTER	LUTZ, LINDA	(517) 555-1111	111 Aura Center Lansing, MI 48913	Active	<input checked="" type="checkbox"/>
2.	AURA COMMUNITY HALL	LUTZ, LINDA	(517) 555-1111	555 Center St Lansing, MI 48913	Active	<input checked="" type="checkbox"/>

1. The header will provide the current year and next program year information
2. To view or update the current year's location record, click on the "[Location Name](#)" link from the **Location** column
3. To copy a location record into the next program year, check the **Copy** box. Multiple records can be copied at one time.
4. Click **Submit** to copy the record into the new program year (Image 4.2a)

Copying a record into the next program year will always navigate to a **Search Results** screen. This allows the record to then be updated and activated as needed. (Image 4.2b)

Image 4.2b

Location Search Results

Alert Message

- Copied a total of 2 out of 2 selected Location records from PY: 2012 to PY: 2013. All copied locations must be activated to be used in a class.

Program Year:
2013-2014

Provider:
AURA LEARNING (Code: T0002)

Click on the 'Location' column to update the existing Location record.

Show 10 entries Search:

Row#	Location	Primary Contact	Contact Phone	Mailing Address	Status
1.	AURA LEARNING CENTER 1	JOHNS, JOHN	(517) 555-1212	111 Center Lansing, MI 48913	Active
2.	AURA COMMUNITY CENTER 1	KIMMERS, KIM	(989) 642-3333	11240 Swan Creek Lansing, MI 48913	Active
3.	AURA HIGH SCHOOL 1	KLINE, KERRY	(989) 642-1111	111130 Brennan Rd Lansing, MI 48913	Inactive
4.	AURA SENIOR CENTER	LUTZ, LINDA	(517) 555-1111	111 Aura Center Lansing, MI 48913	Inactive

Showing 1 to 4 of 4 entries

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

[First](#)
[Previous](#)
[Next](#)
[Last](#)

[Add Location](#)
[New Search](#)

1. A confirmation message regarding the copied records is displayed
2. The header will provide the program year to which the record has been copied
3. The **Status** column displays the records that need to be activated
4. To view and activate the new program year record, click on the “[Location Name](#)” link from the **Location** column. This allows you to view and update the status to active. When the record is updated, the system will navigate back to the **Search Results** screen so other records can be activated if needed. See [Chapter 2](#), Class Functions; [Section 2.3](#), Location Data Entry.
5. To add a new location, refer to [Chapter 2](#), Class Functions; [Section 2.3](#), Location Data Entry

Notes:

- Multiple location records can be copied at one time. However, only one record can be updated at one time.
- When copying a location record, all data fields will prefill. Although data copies over, the location status still needs to be set to active to be used in a class. All other information should be updated as needed.

Section 4.3 – Copy Classes with Enrolled Participants into the Next Program Year

To copy a class to the next program year, the instructors and location must be copied from the prior program year first or new records created. Once this is completed, then classes can be copied. Refer to [Sections 4.1](#) and [4.2](#). Click on the [Copy to next PY](#) link within the **Provider Admin** tab, and then click on the [Classes](#) link. A program year and filter screen are displayed. (Image 4.3a) Since classes can only be copied between specific dates, the **From** and **To Program Year** dates will prefill.

Image 4.3a

Copy Classes - Pick Program Year

Select the 'From Program Year', the 'Provider' and click on 'Search'

* From Program Year: 2021
To Program Year: 2022
* Provider: JOHNSON AE (JOHNSON2)
You selected "JOHNSON AE (JOHNSON2)"

To narrow the result set, you may also select a Class Instructor, Location, and/or Instructional Area:

Class Instructor: Any Instructor
Class Location: Any Location
Class Instructional Area: Any Instructional Area

2 → Search Reset

1. To narrow the search results, select an active record from one or more of the available dropdown lists. To display all classes, leave the dropdown selections set to **Any**.
2. Click on **Search** to view the classes.

Classes with enrolled participants can only be copied from the previous program year beginning July 1st through July 31st.

To copy a class with enrolled participants, the following criteria must be met:

- The class must have an end date of June 30th
- One or more participants must be actively enrolled in the class
- Attendance must be current for the active participants through April
- The Eligible Funding and Program Types must be selected in the new program year

Image 4.3b

Class Copy

From/To Program Year:	Provider:	Class Instructor:	Class Location:	Class Instructional Area:
2016 to 2017	FISHER ADULT EDUCATION (Code: FAE13)	Any Instructor	Any Location	Any Instructional Area

Copy with Participants: Instructions

To copy a Class forward into the next Program Year **WITH** its participants, you must first copy **and activate** Instructors and Locations from the previous Program Year (or setup new ones for next Program Year). Only Participants meeting all of the following criteria will be copied forward and will be enrolled into the new class:

- Active in the Class on June 30th; and,
- Attendance is up to date; and,
- Funding and Program Eligibility have been added for the new Program Year.

Copy without Participants: Instructions

To copy a Class forward into the next Program Year **WITHOUT** its participants, it is recommended that you first copy Instructors and Locations from the previous Program Year (or setup new ones for next Program Year). The copy function does the following:

- Copies the existing class' Instructor and Location information, provided they have already been copied forward into the new PY; and,
- Copies the Class Schedule; and,
- Copies the Class Term.

Once your class is copied into the new PY, you then need to do the following:

1. Update the Class Status to Active
2. Make any other needed changes (if applicable)
3. Click "Submit" to save the record

#	Class Name	Class No	Description	Instructor	Location	Room	Term	Instr. Area	Status	Copy with Participants	Copy without Participants
1.	ABE Edit Original Class	100	ABE	FISHER, BOB	FISHER ACADEMY	1	Open Entry/Exit	ABE	Active	<input type="checkbox"/>	<input type="checkbox"/>
2.	ASE Edit Original Class	300-400	ASE	FISHER, BOB	FISHER ACADEMY	2	Open Entry/Exit	ASE	Active	<input type="checkbox"/>	<input type="checkbox"/>
3.	ESL Edit Original Class	100-300	ESL	FISHER, ROBERTO	FISHER ACADEMY	3	Open Entry/Exit	ESL	Active	<input type="checkbox"/>	<input type="checkbox"/>
4.	HSD Edit Original Class	300-400	HSD	FISHER, BOB	FISHER ACADEMY	4	Open Entry/Exit	HSD	Active	<input type="checkbox"/>	<input type="checkbox"/>
5.	HSE Edit Original Class	100	HSE	FISHER, BOB	FISHER ACADEMY	5	Open Entry/Exit	GEO	Active	<input type="checkbox"/>	<input type="checkbox"/>

3 Search:

6

5

Not Available:
- Class does not end June 30
- No active participants
- Classes not active

Copy only allowed from 07/01/2017 to 07/31/2017

Copy only allowed from 07/01/2017 to 07/31/2017

Copy only allowed from 07/01/2017 to 07/31/2017

1. The header will provide the current year and next program year information
2. Detailed instructions are displayed for Copy into Next PY with Participants and without Participants
3. For programs with multiple classes, a Search box is available
4. To view or update the previous year's class record, click on the [Edit Original Class](#) link from the **Class Name** column
5. Under the **Copy with Participants** column, a check box will be displayed if the class can be copied into the new program year. If a check box is not displayed, detailed reasons as to why the class cannot be copied with participants is displayed. To copy a class record with participants into the next program year, check the box within the **Copy with Participants** column. Only one record can be copied at a time.
6. Click **Submit** to create the new class record into the new program year (Image 4.3b)

Image 4.3c

Update Class Information for PY 2020-2021

Informational Message

• Class contains 3 Active Participants. Of these, (3) were copied and enrolled into the new Class.

Program Year:	Provider:	Class ID:	Class Name:	Number Enrolled:
2020-2021	TUFFORD AE (Code: TUFFORD2019)	1826212558	ALGEBRA	3

[Class Enrollments by Group](#)
[Class Attendance by Group](#)

General Information | Class Schedule | View Class Participants

⇒ Class Name:

⇒ Class Number:

Class Description:

⇒ Capacity:

⇒ Scheduled Hours:

⇒ Instruction Method:

⇒ Instructional Area:

⇒ Term:

⇒ Instructor:

Instructor #2:

Instructor #3:

⇒ Begin Date:

⇒ End Date:

⇒ Enrollment Cut Off Date:

⇒ Location:

Room Number:

⇒ Status:

Created:

Last Updated:

By User:

ALGEBRA

ALG123

A

50

40.00

Classroom / Distance Education

ASE

Open Entry/Exit

GRUENER, FRAN

07/01/2020

06/30/2021

06/30/2021

CLIO HIGH SCHOOL

111

Inactive

03/30/2021 @ 04:44:35 PM

03/30/2021 @ 04:44:35 PM

SUE E. JOHNSON

Update Reset Form Cancel

Save and Create New

Delete Copy within PY

1. A confirmation message regarding the copied records is displayed (Image 4.3c)
2. The header will display the program year to which the record has been copied
3. The class **Status** must be set to **Active**

Select the **Class Schedule** tab to move to that tab. See [Chapter 2](#), Class Functions; Setting Up Classes to complete the Class Setup. When the record is updated, the system will navigate back to the **Class Copy** screen so other class records can be copied if needed.

Image 4.3d

Copy Class Confirmation

Alert Message

- Class contains 3 Active Participants. Of these, (1) will be copied and enrolled into the new Class.
 - 1 won't be copied because they are missing at least one Eligibility->Funding Source in the target PY 2020
Full Name: Joseph, Houser [please click here](#).
 - 1 won't be copied because Attendance Hours are not up to date
Full Name: Cameron, Brown [please click here](#).

Please click 'Confirm' to submit the record without the above listed participants.
Click 'Cancel' to update the records and re-copy the class to include all active participants.

Confirm **Cancel**

1. An alert message will appear if any active participants cannot be copied over with the class. The alert will provide the specific reason. Utilize the [please click here](#) link to update the record as needed then click **Confirm** to include the listed participant in the class.
2. Click **Confirm** to save the class without the listed participants
3. Click **Cancel** to stop the copying of the class with participants

Note:

- When copying a class record, most data fields will prefill across tabs except for the *Begin, End, and Cut Off Dates*. However, if the previous year's instructor or location for this class is not copied and activated first but other instructors or locations have previously been activated for the new program year, these fields will be nullified with a dropdown selection to choose a different instructor or location. All other information should be updated as needed.

Section 4.4 – Copy Classes without Participants into the Next Program Year

To copy a class to the next program year, the instructors and location must be copied from the prior program year first or new records created. Once this is completed, then classes can be copied.

Click on the [Copy to next PY](#) link within the **Provider Admin** tab, and then click on the [Classes](#) link. Current classes can only be copied into the next program year between the dates of April 1st of the current program year to March 31st of the following program year.

To save a copied class record without participants, the following criteria must be met: Active instructors and locations must already be entered or copied from the previous program year

Image 4.4a

Class Copy

From/To Program Year:	Provider:	Class Instructor:	Class Location:	Class Instructional Area:
2016 to 2017	FISHER ADULT EDUCATION (Code: FAE13)	Any Instructor	Any Location	Any Instructional Area

Copy with Participants: Instructions

To copy a Class forward into the next Program Year **WITH** its participants, you must first copy **and activate** Instructors and Locations from the previous Program Year (or setup new ones for next Program Year). Only Participants meeting all of the following criteria will be copied forward and will be enrolled into the new class:

- Active in the Class on June 30th; and,
- Attendance is up to date; and,
- Funding and Program Eligibility have been added for the new Program Year.

Copy without Participants: Instructions

To copy a Class forward into the next Program Year **WITHOUT** its participants, it is recommended that you first copy Instructors and Locations from the previous Program Year (or setup new ones for next Program Year). The copy function does the following:

- Copies the existing class' Instructor and Location information, provided they have already been copied forward into the new PY; and,
- Copies the Class Schedule; and,
- Copies the Class Term.

Once your class is copied into the new PY, you then need to do the following:

1. Update the Class Status to Active
2. Make any other needed changes (if applicable)
3. Click "Submit" to save the record

Search:

#	Class Name	Class No	Description	Instructor	Location	Room	Term	Instr. Area	Status	Copy with Participants	Copy without Participants
1.	ABE Math 101 Class	100	ABE	FISHER, SCB	FISHER ACADEMY	1	Open EveryCul	ABE	Active	<input type="checkbox"/>	<input type="checkbox"/>
2.	ASE Math 101 Class	100-100	ASE	FISHER, SCB	FISHER ACADEMY	2	Open EveryCul	ASE	Active	<input type="checkbox"/>	<input type="checkbox"/>
3.	HSE Math 101 Class	100-100	HSE	FISHER, SCB	FISHER ACADEMY	3	Open EveryCul	HSE	Active	<input type="checkbox"/>	<input type="checkbox"/>
4.	HSD Math 101 Class	100-100	HSD	FISHER, SCB	FISHER ACADEMY	4	Open EveryCul	HSD	Active	<input type="checkbox"/>	<input type="checkbox"/>
5.	HSE Math 101 Class	100	HSE	FISHER, SCB	FISHER ACADEMY	5	Open EveryCul	HSE	Active	<input type="checkbox"/>	<input type="checkbox"/>

1. The header will provide the current year and next program year information
2. Detailed instructions are displayed to Copy into Next PY with Participants and without Participants
3. For programs with multiple classes, a Search box is available
4. To view or update the current year's class record, click on the [Edit Original Class](#) link from the **Class Name** column
5. A class can be copied without participants as many times as needed by the program. Example: If a program needs to offer five sections of ABE Math 101 in a program year, the ABE Math 101 can be copied without participants five times.
To copy a class record without participants into the next program year, check the **Copy without Participants** box. Only one record can be copied at a time.
6. Click **Submit** to create the new class record into the next program year (Image 4.4a)

Image 4.4b

Copy Class

Alert Message
• You have asked to copy the original class for PY: 2018. Please complete the remaining information and submit your request.

Program Year:	Provider:	Class ID:	Class Name:	Number Enrolled:
2018-2019	FISHER ADULT EDUCATION (Code: FAE13)		ABE	0

General Information | Class Schedule | View Class Participants

Class Name: ABE
Class Number: 100
Class Description: ABE
Capacity: 25
Scheduled Hours: 100.00
Instruction Method: Classroom
Instructional Area: ABE
Term: Open Entry/Exit
Instructor: FISHER, BOB
Instructor #2:
Instructor #3:
Begin Date: 07/01/2018
End Date: 06/30/2019
Enrollment Cut Off Date: 06/30/2019
Location: FISHER ACADEMY
Room Number: 1
Status: Inactive
Record Created on:
Record Last Updated on:
Record Last Updated by:

Submit Reset Form Cancel
Save and Create New
Next Tab »

1. A confirmation message regarding the copied record is displayed (Image 4.4b)
2. The header will display the program year to which the record has been copied
3. The class **Status** must be set to **Active**

Click **Next Tab** to move to the **Class Schedule** tab. See [Chapter 2](#), Class Functions; Setting Up Classes to complete the Class Setup. When the record is submitted, the system will navigate back to the **Class Copy** screen so other class records can be copied if needed.

Note: When copying a class record, most data fields will prefill across tabs except for the Begin, End, and Cut Off Date. However, if the previous year's instructor or location for this class is not copied and activated first but other instructors or locations have previously been activated for the new program year, these fields will be nullified with a dropdown selection to choose a different instructor or location. All other information should be updated as needed.

Chapter 5

System Exits

Chapter 5 – System Exits

In this chapter you will learn the following:

[Section 5.0](#) – What is a System Exit

[Section 5.1](#) – Why do System Exits Occur

[Section 5.2](#) – How are System Exits Processed and Reversed

[Section 5.3](#) – How to Identify Upcoming System Exits

Section 5.0 – What is a System Exit

A system exit is a program exit that is automatically done by MAERS. USDOE requires that participants must be either enrolled in a class or have an upcoming planned gap in service to remain active in the local adult education program.

Refer to [Chapter 3](#), Participant Functions; [Section 3.6](#), Planned Gaps.

Participants who do not have a planned gap or whose last class enrollment ended 90 days ago must be program exited on their 91st day of no services. The system exit is then backdated to the last date of service.

Section 5.1 – Impact of System Exits

System exits can have a negative impact on the local program's performance.

Following are two examples of how system exits negatively impact local programs:

1. Missed Measurable Skill Gains and 107 Performance Measures — Measurable Skill Gains and 107 Performance Measures are collected and recorded each program year the participant is active. If a participant is system exited, most likely their achievements for the year also have not been entered into MAERS.
 2. Follow Up before applicable — The follow up process begins at program exit. If a participant is system exited before they have completed their instruction, then they are included in follow up prematurely.
-

Section 5.2 – Why do System Exits Occur

System exits typically occur for two reasons.

1. Participant data is not entered into MAERS timely

2. Participant services are not planned effectively which leads to unplanned gaps in services of 91 days or more

Adult Education has a Data Entry Policy. This policy requires that all participant data be entered by the end of the month following the month the participant service occurred. For example, if a participant has attendance in July, then these attendance hours must be entered by the end of August.

Note:

- *It is important that participant services are planned completely for each program year. An unplanned gap in services can occur when participant services are either not planned or not planned timely. Following are some examples of when an unplanned gap in services can occur for a participant:*
 - *A participant registers but is not enrolled in a class within 90 days of the registration date*
 - *A participant exits their first-class enrollment and has no subsequent class enrollments within 90 days of the class exit date*
 - *There is no attendance entered for three consecutive months*
 - *There is no planned gap in services on file between class enrollments that span more than 90 days*
-

Section 5.3 – How are System Exits Processed

Every night, MAERS will automatically run an internal program called a System Exit process. This System Exit process will look for participants:

1. Whose last class enrollment was 90 days ago: or,
2. Who have no attendance entered for three consecutive months: or,
3. Whose planned gap ended the day before and there is no new class enrollment on the day the system process is run.

Any participant that meets any one of the above three conditions will be system exited. The system exit process will:

- Class exit the participant – The participant will be exited from any active class enrollments. The class exit date will be the last day of the month where attendance is present.
- Program exit the participant – The participant will be program exited and the exit date will be the last date of service. The exit status will be “Separated before Completion – System Exit.” (Image 5.3a)

Image 5.3a

Outcomes		Status at Exit					
Beginning EFL		Ending EFL		Attended Hours			
ABE	2016	Low Adult Secondary Education	ABE	2016	Low Adult Secondary Education	ABE	60
ESL			ESL			ESL	0
Exit Status:		Participant Separated Before Completion - System Exit		Exit Status Date: 06/30/2017			

After the system exit has been processed, the **Exit Status** and **Exit Status Date** will appear as shown above.

A system exit can be undone by removing the **Exit Status**. Once changed and the **Update** button is clicked, an informational message will be displayed.

Note: A system exited record cannot be updated unless the system exit is reversed. See next page for System Exit Reversal instructions.

Question: If a participant is system exited, can I still update their record?

Answer: Data cannot be entered on a system exited record. However, we understand that data entry mistakes can happen, and MAERS needs to allow for corrections. If a participant is system exited but has data that needs to be entered/updated into MAERS, please follow these steps to reverse the system exit:

1. Within the **Program Exit** screens on the **Status at Exit** tab, nullify the **Exit Status** by selecting the blank row from the drop down
2. Then click the **Update** button at the bottom of the screen

Outcomes		Status at Exit			
Beginning EFL		Ending EFL		Attended Hours	
ABE		ABE		ABE	0
ESL		ESL		ESL	0
Exit Status:		Participant Separated Before Completion - System Exit		Exit Status Date: 07/01/2017	

Beginning EFL		Ending EF	
ABE			
ESL			
Exit Status:		Participant Separated Before Completion - System Exit	

Note: Once the system exit has been removed, you must go into the record the same day and update ALL data. If all data is not updated, the record is subject to be system exited again that night.

Section 5.4 – How to Identify Upcoming System Exits

The **Upcoming System Exits** report will list the participants to be system exited. Each of the conditions listed in Section 5.3 above will be checked every time the system exit process is run. A list of reasons why the participant will be system exited is listed on the report. At a minimum, this report should be viewed at least once a month. The listed participants should have their MAERS record updated to avoid the system exit.

Image 5.4a



This report is accessed from the **Reports** tab.

Chapter 6

Reports

Section 6 – Reports

In this chapter you will learn the following:

[Section 6.0](#) – Where to find Reports

[Section 6.1](#) – Scheduling and Retrieving Reports for 2016 and Later

[Section 6.2](#) – Scheduling and Retrieving Reports prior to 2016

Section 6.0 – Where to find Reports

Report functions are found within the **Reports** tab.

Image 6.0a



Select the [Schedule New](#) link to request a report. (Image 6.0a)

Image 6.0b



1. Use the **Scheduled Reports for PY 2016 or later** tab for reports in Program Year 2016 and after
2. Click the **Show Archived MAERS Reports** button for reports in Program Years prior to 2016
3. Use the **Online Reports** tab to access the 4 additional reports that run instantly online

From any tab, select the “[Report Name](#)” link to schedule a new report for the needed program year. (Image 6.0b)

Section 6.1 – Scheduling and Retrieving Reports for 2016 and Later

After selecting the “[Report Name](#)” link, parameters for the report must be selected (Image 6.1a)

Image 6.1a

The screenshot shows a web form for scheduling reports. It includes several dropdown menus for selection, a table of checkboxes for funding sources, instructional areas, and program types, a text field for a report description, and submit/reset buttons. Red arrows and numbers 1 through 5 point to specific elements: 1 points to the dropdown menus, 2 points to the 'Update Selection Changes' button, 3 points to the 'Funding Sources' table, 4 points to the 'Modify the report description' text field, and 5 points to the 'Submit' button.

* Program Year: 2017-2018
 * Fiscal Agent: TEST PUBLIC SCHOOL SD
 * Provider: TEST PUBLIC SCHOOL SD
 * Class Location: ALL
 * Teacher: ALL

Update Selection Changes

* Participant Population: ALL PARTICIPANTS

Funding Sources (selecting none is the same as selecting all)

<input type="checkbox"/> Other	<input type="checkbox"/> WIOA Title II - General Instruction
<input type="checkbox"/> State School Aid - Section 107	<input type="checkbox"/> WIOA Title II - IELCE
<input type="checkbox"/> State School Aid - Section 107 Special Programs	<input type="checkbox"/> WIOA Title II - Institutional
<input type="checkbox"/> State School Aid - Section 107 Supplemental	

Instructional Areas (selecting none is the same as selecting all)

<input type="checkbox"/> ABE (Adult Basic Education)	<input type="checkbox"/> HSD (High School Diploma)
<input type="checkbox"/> ASE (Adult Secondary Education)	<input type="checkbox"/> HSE (High School Equivalency)
<input type="checkbox"/> ESL (English as a Second Language)	

Program Types (selecting none is the same as selecting all)

<input type="checkbox"/> Correctional Facility	<input type="checkbox"/> Workplace Literacy Program
<input type="checkbox"/> Community Correctional Program	<input type="checkbox"/> HSE to School Program
<input type="checkbox"/> Other Institutional Setting	<input type="checkbox"/> None of the Above
<input type="checkbox"/> Family Literacy Program	

Modify the report description to easily identify your report:

2017 Test Public Schools

Submit Reset Form

1. Select the needed report criteria. Most filters default to 'All'.

2. The **Update Selection Changes** button will appear if changing the program year or when selecting a specific Fiscal Agent or Provider. Click on this button whenever it displays to load the filtered data.
3. Click on any additional filter selections to narrow the report results to that criterion. Leave these filter boxes unchecked to receive all results.
 - a Funding source names may changes based on the report year being scheduled
4. Optional to modify the report description for easy identification
5. Click **Submit** to run the report. Most reports will be available within 5 minutes.

Image 6.1b

Scheduled Report Confirmation				
You have successfully scheduled the following report:				
Report Name	Description	Scheduled for	Begin Date	End Date
SIMPLEPART	2017 Test Public Schools	Online Processing	07/01/2016	06/30/2017

Once the report is submitted, a Scheduled Report Confirmation will appear. (Image 6.1b)

Image 6.1c



From the **Reports** tab, select the [Check Status](#) link to check the current status of the report scheduled. (Image 6.1c)

Image 6.1d

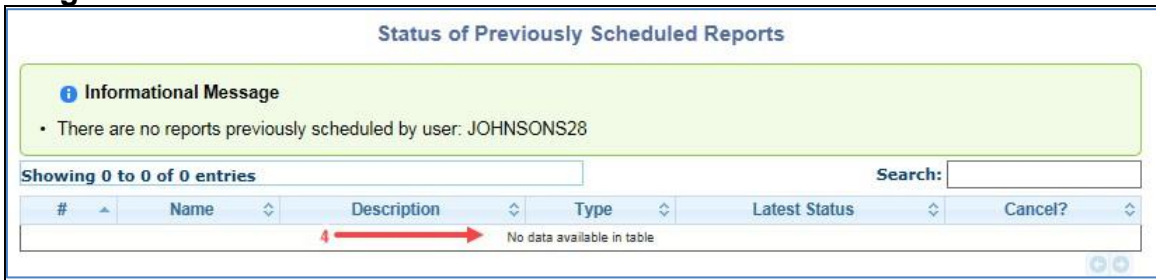
Status of Previously Scheduled Reports					
Showing 1 to 1 of 1 entries				Search: <input type="text"/>	
#	Name	Description	Type	Latest Status	Cancel?
1	SIMPLEPART	2017 Test Public Schools	Online Processing	Report is New and is waiting to be run	<input type="checkbox"/>

3 →

1. **Latest Status** – Information is displayed regarding the status of the report (Image 6.1d)

2. **Cancel** – Check the Cancel box if you would like to cancel the report
 3. Select **Submit** to process the cancellation of the report
- Note: To improve the speed of the system, please cancel any incorrectly scheduled or unneeded report.*
4. Once the [Check Status](#) link provides a message of **No data available in table**, go directly to the [Retrieve New](#) link. (Image 6.1e and 6.1f)

Image 6.1e



From the **Reports** tab, select the [Retrieve New](#) link to view the report. (Image 6.1f)

Image 6.1f



Image 6.1g

List of Not Yet Downloaded Report Results								
Showing 1 to 1 of 1 entries						Search:		
#	Report	Email Report	Description	Type	Date Finished	Criteria Begin Date	Criteria End Date	Status
1	SIMPLEPART	Email this report	2017 Test Public Schools	Online Processing	11/07/2017 06:41:36 PM	07/01/2016	06/30/2017	Report Completed

1. Select the ["Report Name"](#) link to view the report (Image 6.1g)
2. Select the [Email this report](#) link if you want to email the report, then follow the instructions provided

Once the ["Report Name"](#) link is selected, the report will display. (Image 6.1h)

Date Produced: 11/07/2017 06:50:56 PM		SIMPLEPART - Simple Participant Listing Report	
Program Year	Fiscal Agent	Provider	Class Location
2017-2018	ALL	Test Public Schools	ALL
Funding Sources	Instructional Areas	Program Types	Tables to Display
ALL	ALL	ALL	Participant Population
			ALL PARTICIPANTS

Showing 1 to 6 of 6 entries

Search:

Row#	Participant Name	LSN	UIC Code	Birth Date	Reg. Date	Exit Date
1.	MAER2016_BARRY	2016-5		01/01/1980	07/01/2016	07/31/2017 (System Exit)
2.	MANE_THRE	MAN3		03/03/1993	07/01/2017	07/01/2017 (System Exit)
3.	MANEX_CINCO	MAN05		05/05/1975	07/01/2017	
4.	MANEX_EIGHT	MAN8	555	08/08/1988	07/01/2016	
5.	MANEX_FIFTY	MAN50	5050505050	05/05/1950	07/01/2017	05/31/2018
6.	MANEX_THREE	MAN003		03/03/1983	07/01/2017	

Column visibility ☐ Excel ☐

Print Email Close

- From the **Reports** tab, select the [Retrieve Old](#) link if you have already viewed a report. (Image 6.1i)



The screenshot shows the 'Provider Admin' section with the 'Reports' dropdown menu open. The menu contains the following options:

- Schedule New
- Check Status
- Retrieve New
- Retrieve Old

A red arrow points to the 'Retrieve Old' option.

- Reports are first obtained from the [Retrieve New](#) link
- After the reports have been obtained once from the [Retrieve New](#) link, they are then moved to the [Retrieve Old](#) link
- Reports are kept for 7 days in the system

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Image 6.2a

MAERS Report Listing

Scheduled Reports for PY 2016 and later **Online Reports**

Showing 1 to 14 of 14 entries Search:

#	Name	Description
1.	AEFOLSEL	Follow Up Selection Report
2.	AEMDR	Missing Data Report
3.	AENRS 7	NRS Professional Staff Counts
4.	AEPARTCHAR	Participant Characteristics Report
5.	AEPERF	Performance
6.	AEPOSTTEST	Participant Post Test Listing
7.	AEPROGCHAR	Instructional Area Characteristics Report
8.	AESER	Participant Active Enrollment Report
9.	ASSESSMENT_ANALYSIS	Assessment Analysis Report
10.	EFLPERF	EFL Performance Snapshot
11.	NRS_SUMMARY	NRS Reporting Tables
12.	PERF_SUMMARY	Participant Performance Summary
13.	SIMPLEPART	Simple Participant Listing Report
14.	SPR	State Performance Report

→ **Show Archived MAERS Reports**

A new table appears with tabs allowing a selection of reports from PY 2011 – 2015 and reports from PY 2010 and before. (Image 6.2b)

Image 6.2b

Hide Archived MAERS Reports

Archived MAERS Reports

PY 2011-2015 **PY 2010 and before**

Showing 1 to 24 of 24 entries Search:

#	Name	Description
1.	AEFOLSEL	Follow Up Selection Report
2.	AEMDR	MAERS2 Missing Data Report
3.	AENRS-TABLE1	Participants By EFL, Ethnicity and Sex
4.	AENRS-TABLE10	Outcomes for Adults in Correctional Education Programs
5.	AENRS-TABLE2	Participants By Age, Ethnicity and Sex
6.	AENRS-TABLE3	Participants By Program Type and Age
7.	AENRS-TABLE4	Educ. Gains and Attendance by Educ. Functioning Level
8.	AENRS-TABLE4A	Educ. Gains and Attendance by EFL, with Completion Breakdown
9.	AENRS-TABLE4B	Educ. Gains and Attendance for Pre- and Posttested Participants
10.	AENRS-TABLE4C	Educ. Gains and Attendance for Distance Learning Participants
11.	AENRS-TABLE5	Core Follow-up Outcome Achievement
12.	AENRS-TABLE5A	Core Follow-up for Distance Learners
13.	AENRS-TABLE6	Participant Status and Program Registration
14.	AENRS-TABLE7	Professional Staff Counts
15.	AENRS-TABLE8	Outcomes for Adults in Family Literacy Programs
16.	AEPARTCHAR	Participant Characteristics Report
17.	AEPERF	Performance
18.	AEPOSTTEST	Participant Post Test Listing Report
19.	AEPROGCHAR	Instructional Area Characteristics Report
20.	AESER	MAERS2 Participant Active Enrollment Report
21.	EFLPERF	EFL Performance Snapshot
22.	PERFBENCHM	Performance Benchmark Report
23.	PROVEDGAIN	Provider Educ. Gain Performance Report (EFL)
24.	SIMPLEPART	Simple Participant Listing Report

Scheduling and Retrieving Reports from PY 2011-2015

After selecting the “[Report Name](#)” link from the **PY 2011-2015** tab, parameters for the report must be selected.

Image 6.2c

The screenshot displays the 'Participant Active Enrollment Report (AESER) Explanations' page. It is divided into two main sections: 'I. Report Selection Criteria' and 'II. Report Schedule Criteria'. Red arrows and numbers 1 through 11 point to specific elements on the page.

I. Report Selection Criteria

- 1. Points to the 'Participant Active Enrollment Report (AESER) Explanations' header.
- 2. Points to the 'I. Report Selection Criteria' section header.
- 3. Points to the 'Report Program Year' dropdown menu (set to 2012-2013).
- 4. Points to the 'Update' button.
- 5. Points to the 'Begin Date' and 'End Date' date pickers (set to 07/01/2012 and 10/22/2012).
- 6. Points to the 'Funding Source(s)' section, which includes a list of funding sources with checkboxes: Federal - EL Civics, Federal - General Instruction, Federal - Institutional (Jail), Other, State - DHS, State - MDOC, State School Aid - Deferred Section 107, State School Aid - Section 107, Tuition and Fees, and WIA - Title 1.
- 7. Points to the 'Instructional Area(s)' section, which includes a list of instructional areas with checkboxes: Adult Basic Education, Adult Secondary Education, English as a Second Language, High School Diploma, High School Equivalency, Work Based Project Learner, Family Literacy Program, Workplace Literacy Program, and Program for the Homeless. A note states: 'Select ALL Instructional Areas as applicable. (No selection means ALL)'. The 'ALL' option is selected.
- 8. Points to the 'Special Population' dropdown menu (set to ALL).
- 9. Points to the 'II. Report Schedule Criteria' section header.
- 10. Points to the 'Modify the report description to easily identify your report' text area, which contains the text 'Training Report'.
- 11. Points to the 'Submit' button.

II. Report Schedule Criteria

- Online: This report will be run as soon as possible. The date range for online reports can not be more than 7 days.
- Custom: This report will be run after office hours. No limitation on the number of days for custom reports.

1. **Report Explanations:** This is a link which provides explanations of the report columns and population. (Image 6.2c)
2. **Report Selection Criteria:** Select the Report Program Year, Fiscal Agent, and Provider from the dropdown list. Based on the access level of the MAERS User account, the Fiscal Agent and/or Provider may be prefilled without a dropdown selection.

3. **Class Location:** The Class Location dropdown will narrow the report data by location. The default is set to **ALL** which will list data for all Provider's locations.
4. Select **Update** to load the appropriate filters. **Update** must be clicked after each dropdown list selection is made or changed within the Report Selection Criteria box.
5. Select the date ranges. The **Begin Date** defaults to the first day of the program year and the **End Date** defaults to the current date.
6. Select the Funding Sources. If no Funding Source is selected, the report will default to all funding sources offered by the provider.
7. Select the Instructional Areas. If no Instructional Area is selected, the report will default to all instructional areas offered by the provider.
8. Some reports may have other selection criteria. Select the options for the report being run.
9. Report Schedule Criteria: Select how the report should be scheduled to run.
 - **Online:** The report can be scheduled to run online *IF* the date range for the report is seven days or less. The report should be available as soon as possible, usually within 5 minutes.
 - **Custom:** This is the default. The report must be scheduled to run as custom *IF* the date range is more than seven days. The report will run after regular business hours and will be available the next day.
10. Optional to modify the report description for easy identification
11. Select **Submit** to run the report.

Image 6.2d

You have scheduled the following Report				
Report#	Description	Schedule	Begin Date	End Date
MAERS2_AESER	Training Report	Online Processing	07/01/2012	10/22/2012

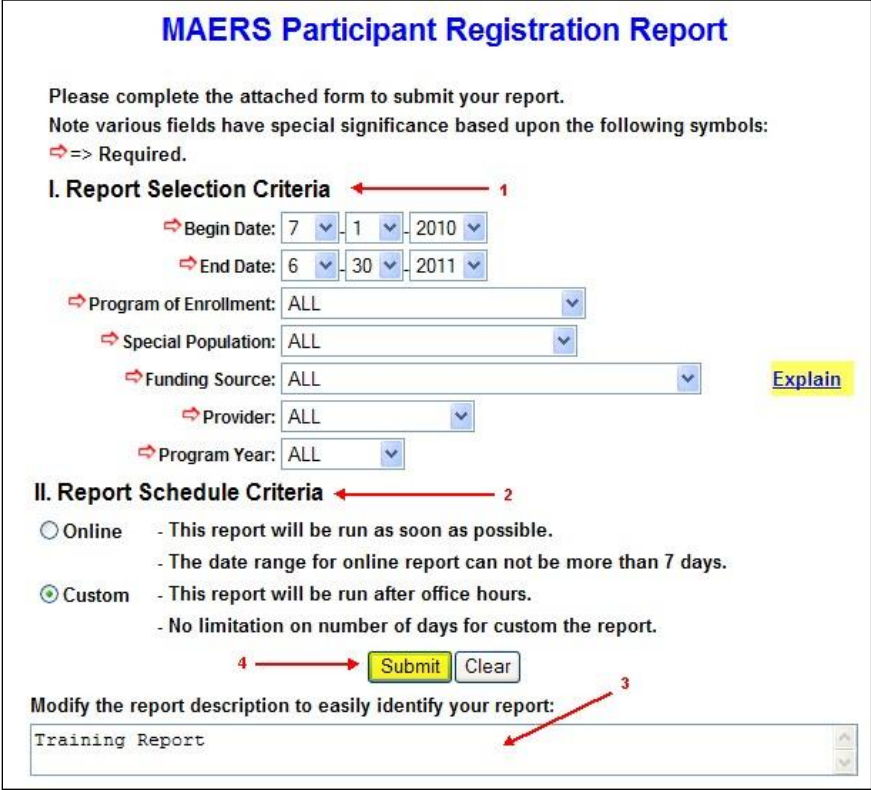
Once the report is submitted, a Report Confirmation will appear. (Image 6.2d)

Retrieving reports prior to 2016 works in the same manner as retrieving reports from the 2016 and Later section. Please see [Section 6.1](#); Scheduling and Retrieving Reports for 2016 and Later on how to retrieve a report.

Scheduling and Retrieving Reports from 1999 to 2010

After selecting the "[Report Name](#)" link from the **PY 2010 and before** tab, parameters for the report must be selected.

Image 6.2e



The image shows a web form titled "MAERS Participant Registration Report". At the top, it says "Please complete the attached form to submit your report." and "Note various fields have special significance based upon the following symbols: ➡ => Required." The form is divided into two main sections: "I. Report Selection Criteria" and "II. Report Schedule Criteria".

I. Report Selection Criteria (indicated by a red arrow labeled 1):

- ➡ Begin Date: 7 / 1 / 2010
- ➡ End Date: 6 / 30 / 2011
- ➡ Program of Enrollment: ALL
- ➡ Special Population: ALL
- ➡ Funding Source: ALL
- ➡ Provider: ALL
- ➡ Program Year: ALL

There is an "Explain" button to the right of the Funding Source field.

II. Report Schedule Criteria (indicated by a red arrow labeled 2):

- ☐ Online - This report will be run as soon as possible.
- The date range for online report can not be more than 7 days.
- ☒ Custom - This report will be run after office hours.
- No limitation on number of days for custom the report.

Below the schedule criteria, there are "Submit" and "Clear" buttons (indicated by a red arrow labeled 4). Below these buttons is a text area labeled "Modify the report description to easily identify your report:" (indicated by a red arrow labeled 3). The text area contains the text "Training Report".

Scheduling a report from 2010 and prior has not changed from MAERS 1.0.
(Image 6.2e)

1. Select all parameters needed for the report by going through each dropdown list and selecting all needed criteria
2. **Report Schedule Criteria:** Select how the report should be scheduled to run.
 - **Online:** The report can be scheduled to run online *IF* the date range for the report is seven days or less. It should be available as soon as possible, usually within 30 minutes.
 - **Custom:** The report must be scheduled to run custom *IF* the date range is more than seven days. The report will run after regular business hours and will be available the next day.
3. Optional to modify the report description for easy identification
4. Select **Submit** to run the report.

Retrieving reports prior to 2016 works in the same manner as retrieving reports from the 2016 and Later section. Please see [Section 6.1](#); Scheduling and Retrieving Reports for 2016 and Later on how to retrieve a report.

Chapter 7

Special Functions

Chapter 7 – Special Functions

In this chapter you will learn the following:

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

[Section 7.1](#) – Online Adult Learning Plan

[Section 7.2](#) – Future for Frontliners

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

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

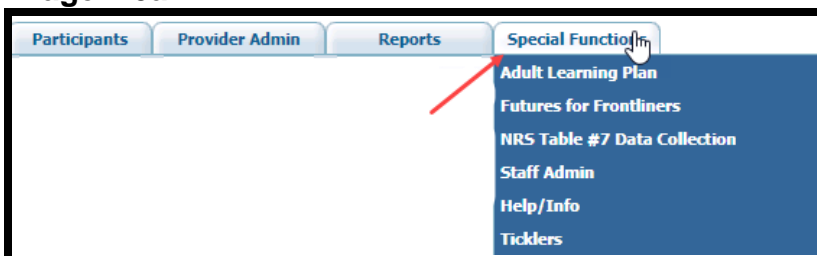
[Section 7.5](#) – Other Help Information and Tools

[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



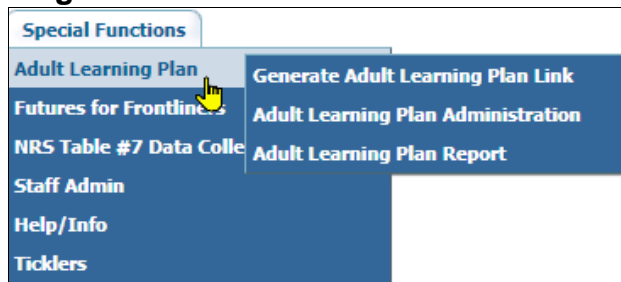
Section 7.1 – Online Adult Learning Plan

Participants can now complete the Adult Learning Plan (ALP) online.

Note: Paper ALPs are also still acceptable.

Please refer to the [Online ALP](#) training document on the MAERS page of the Adult Education website for details on how to utilize and manage the Online ALP process.

Image 7.1a



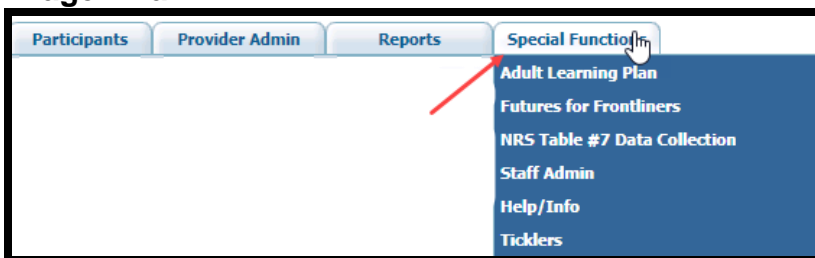
The training material will instruct how to generate a URL for participants to access the online ALP through the [Generate Adult Learning Plan Link](#). Once the ALP is submitted, the provider will manage the online ALP through the [Adult Learning Plan Administration](#) link. Through the process, the online ALP will be uploaded directly into the MAERS Registration screen. (Image 7.1a)

Section 7.2 – Futures for Frontliners

Futures for Frontliners is a special program where participants could apply to attain a secondary credential through Adult Education within a certain time frame in order to qualify for tuition free community college. Please refer to the Adult Education website to learn more about this program. [Futures for Frontliners - Path 2: Community College Payment Process and FAQs](#)

The Futures for Frontliners link is available in the Special Functions tab to track qualifying applicants. (Image 7.2a)

Image 7.2a



Section 7.3 – NRS Table #7 Data Collection

The **Update NRS Table #7 Staffing Counts** screen automatically displays beginning October 15th upon logging into MAERS. This table needs to be completed yearly. (Image 7.3a)

Image 7.3a

Function	Adult Education Personnel		Unpaid Volunteers (Unpaid employment for any amount of hours using a weekly pay period)
	Total Number of Full-Time Personnel (Paid employment for 32 or more hours using a weekly pay period)	Total Number of Part-Time Personnel (Paid employment for less than 32 hours using a weekly pay period)	
Local-level Administrative/ Supervisory/Ancillary Services	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Local Counselors	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
Local Paraprofessionals	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Last Updated	03/30/2021 @ 04:59:21 PM	03/30/2021 @ 04:59:21 PM	03/30/2021 @ 04:59:21 PM
By User	SUE E. JOHNSON	SUE E. JOHNSON	SUE E. JOHNSON

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 October 15th, select the [NRS Table #7 Data Collection](#) link within the **Special Functions** tab. When updating, only add additional staff positions; never delete any staff positions who may have left in the program year.

Image 7.3b

NRS Table #7 Staffing Counts Criteria

➡ Program Year:

➡ Fiscal Agent: ANY FISCAL AGENT

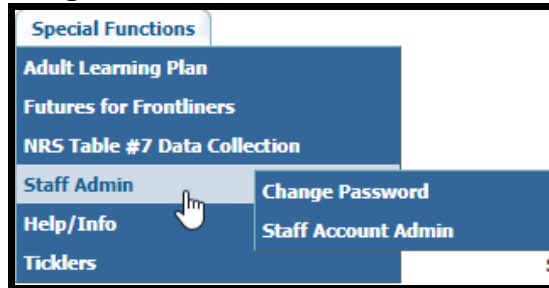
➡ Provider: TEST PUBLIC SCHOOL SD (Code: 0000000000)

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

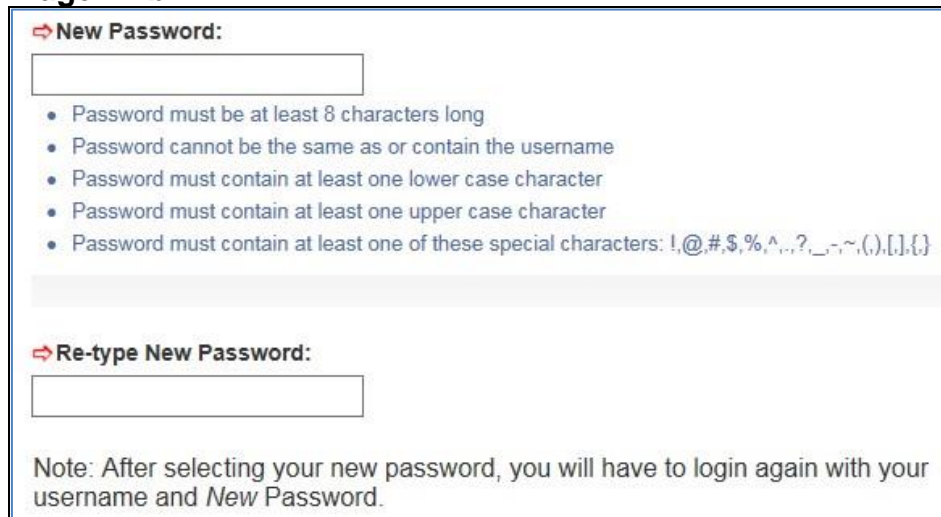
Select the [Staff Admin](#) link within the **Special Functions** tab then select the [Change Password](#) link. (Image 7.4a)

Image 7.4a



Type in a new password and click **Update**. The Submit button will not appear until each of the 8 password criteria is met. As noted on the screen, once a new password is saved, the MAERS login screen will redisplay. (Image 7.4b)

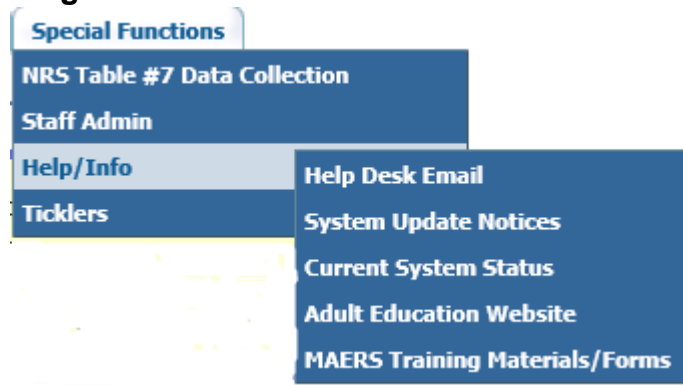
Image 7.4b

A screenshot of a web form for changing a password. The form has a light blue background. At the top, there is a red arrow icon followed by the text 'New Password:'. Below this is a text input field. Under the input field, there is a list of five bullet points representing password criteria: 'Password must be at least 8 characters long', 'Password cannot be the same as or contain the username', 'Password must contain at least one lower case character', 'Password must contain at least one upper case character', and 'Password must contain at least one of these special characters: !,@,#,\$,%,&,'?_~^`().[]{}'. Below the list is a horizontal line. Under the line, there is another red arrow icon followed by the text 'Re-type New Password:'. Below this is another text input field. At the bottom of the form, there is a note: 'Note: After selecting your new password, you will have to login again with your username and New Password.'

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 LEO-maers2.0@michigan.gov if your system is compatible.

[System Update Notices](#) – This link will provide a list of past MAERS notices that have expired from the MAERS Welcome screen

[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 State of Michigan's Adult Education website at Michigan.gov/AdultEducation. Use this link to refer to various policies, i.e. Assessment Policy, Attendance Policy, Data Entry Policy, Distance Learning Policy, Goal Setting Policy, etc... Also, there is a section on MAERS which provides links to the manual, reference materials, and needed forms.

[MAERS Training Materials/Forms](#) – This link will take you to the current version of the MAERS User's Manual, reference materials, and the User Profile Form.

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)

Image 7.6a

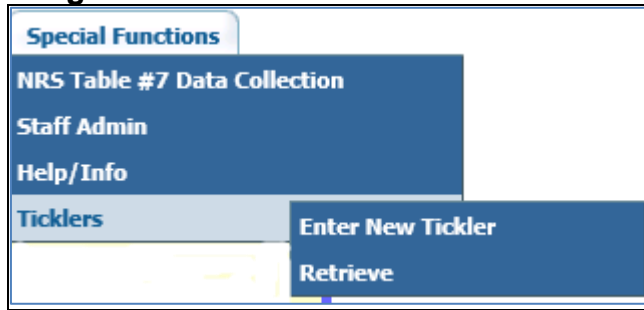


Image 7.6b

A screenshot of the 'Tickler' form. At the top, it displays 'NAME: JULIE JIVES' and 'Customer ID: JIVJU0909' on the left, and 'Current Staff: SUE E. JOHNSON - AE_ADMDCD' and 'Current Staff Location: Johnson SD' on the right. The form contains three main input fields: 'Retrieve Tickler Date' with a calendar icon, 'Subject' with the text 'Post Test', and 'Message' with the text 'Set up date for post test in TABE math'. Below these fields are three buttons: 'Submit' (yellow), 'Reset Form' (light blue), and 'Cancel' (light blue). Red arrows with numbers 1 through 4 point to the date field, the subject field, the message field, and the submit button respectively.

1. Enter the date in which you want to trigger the reminder. (Image 7.6b)
2. Enter a brief subject. This is limited to 30 characters.
3. Type in a detailed message of what the tickler is about. This is limited to 300 characters.
4. Click **Submit** to save the tickler record.

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

Image 7.6c

A screenshot of the 'Retrieve Tickler' page. It shows a table with two entries. The first entry is for 'ELLE 103' with a follow-up survey. The second entry is for 'JIVES JULIE' with a post-test date. The table has columns for Row#, Participant, Customer ID, Subject, Message, Retrieval Date, and Delete?. Below the table are buttons for 'Column visibility', 'Print', 'Excel', and 'PDF'. A 'Submit' button is at the bottom. Red arrows with numbers 1 and 2 point to the 'Delete?' dropdown menu and the 'Submit' button respectively.

Check for Ticklers daily. (Image 7.6c)

1. When the Tickler is completed or no longer needed, delete the Tickler by selecting **Yes** in the Delete column.
2. Click **Submit** to delete any Tickler records