



MAERS

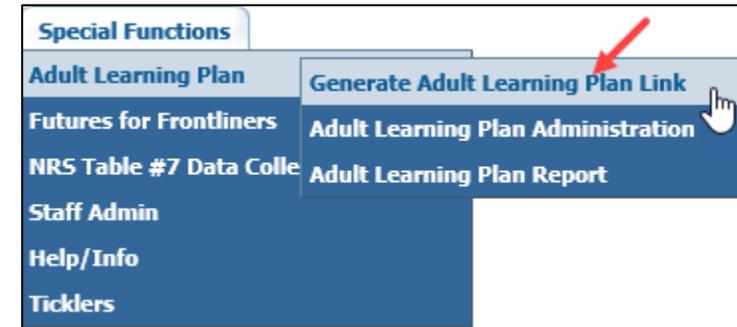
Online Adult Learning Plan

Michigan Department of Labor & Economic Opportunity – Workforce Development



Creating a URL

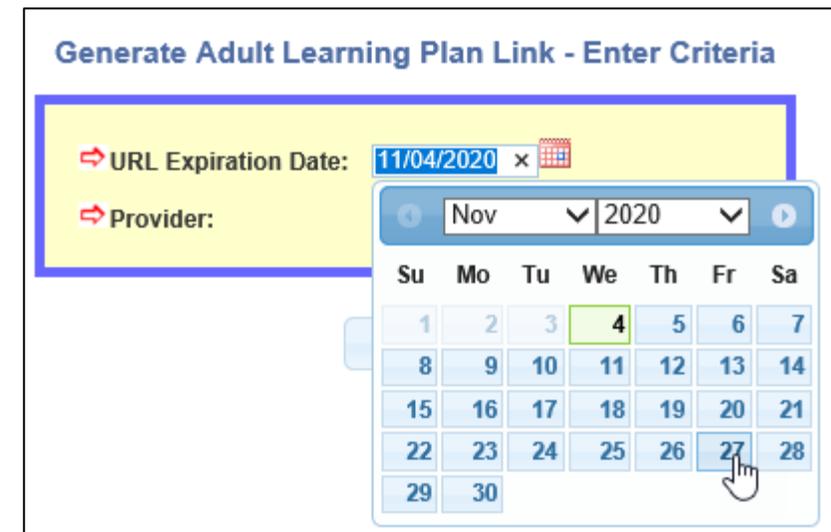
❑ Click on the Generate Adult Learning Plan Link



❑ Select the expiration date of the URL

- ❑ The URL Expiration Date will default to today's date
- ❑ The URL will be active through the expiration date selected
- ❑ The URL Expiration Date cannot be more than 30 days from today's date

❑ Click Submit

A screenshot of a web form titled 'Generate Adult Learning Plan Link - Enter Criteria'. The form has a yellow background. It contains two main input fields: 'URL Expiration Date' and 'Provider'. The 'URL Expiration Date' field is set to '11/04/2020' and has a calendar icon to its right. The 'Provider' field is empty. Below the 'URL Expiration Date' field, there is a calendar widget showing the month of November 2020. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. The date '27' is highlighted with a mouse cursor.

Creating a URL...cont.

1. A unique URL displays which will access the online ALP document for the specified provider.
2. If a program has more than one class location and needs to specify a location for the applicant, click on the [Get Location-specific ALP Links](#) to generate links for each class location
3. A URL will be created for each class location.
 - The unique URL can be used by one or multiple applicants up to the URL expiration date.

Generate Adult Learning Plan Links - Results

URL Expiration Date	Provider
05/24/2021	JOHNSON AE (Code: JOHNSON2)

Showing 1 to 1 of 1 entries

Search:

Provider	Provider Code	Get ALP Link(s) by Location	ALP Link (no specific Location)
JOHNSON AE	JOHNSON2	Get Location-specific ALP Link(s)	https://dev-et.leo.state.mi.us/forms/alp/717/235/97201193

2

1

Generate Adult Learning Plan Links - Results

URL Expiration Date	Provider
05/24/2021	JOHNSON AE (Code: JOHNSON2)

Showing 1 to 5 of 5 entries

Search:

Provider	Provider Code	Provider Location	ALP Link (Location-specific)
JOHNSON AE	JOHNSON2	BUILDING 50	https://dev-et.leo.state.mi.us/forms/alp/717/235/43497061/1600
JOHNSON AE	JOHNSON2	JOHNSON CENTER	https://dev-et.leo.state.mi.us/forms/alp/717/235/55937936/1598
JOHNSON AE	JOHNSON2	JOHNSON CENTER 3	https://dev-et.leo.state.mi.us/forms/alp/717/235/13130866/1599
JOHNSON AE	JOHNSON2	JOHNSON COMMUNITY CENTER	https://dev-et.leo.state.mi.us/forms/alp/717/235/41189999/1601
JOHNSON AE	JOHNSON2	JOHNSON NEW DIRECTOR SITE	https://dev-et.leo.state.mi.us/forms/alp/717/235/79936532/1602

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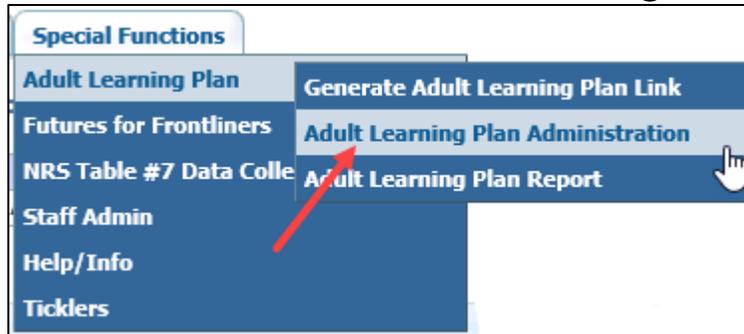
Column visibility | Print | Excel | PDF | Previous 1 Next

- For an adult education learner to receive this URL link, the program would need to:
 - Copy and paste the URL and send to the learner electronically
 - The adult education learner would then click on the link to launch the online ALP
 - Copy/Paste or type the URL into a browser
 - Click Enter to launch the online ALP



Reviewing Submitted Online ALPs

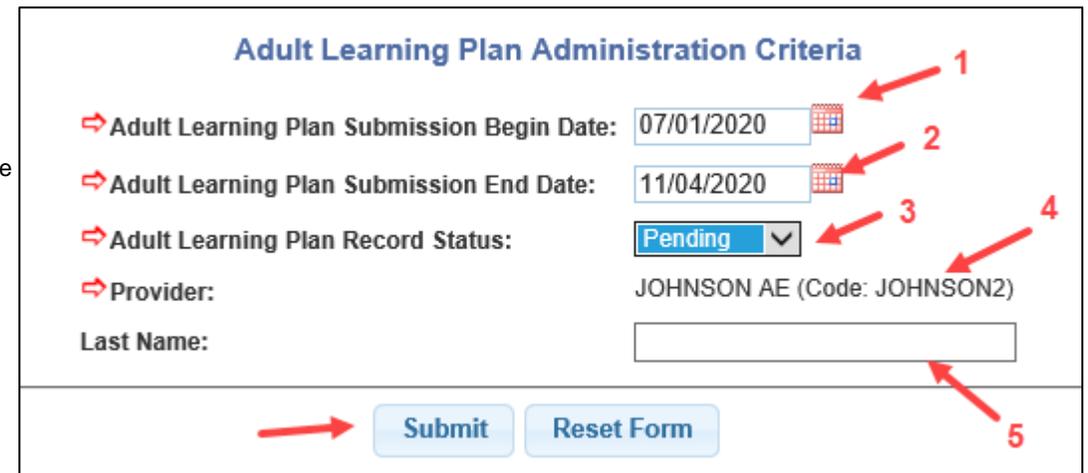
- ❑ Click on the Adult Learning Plan Administration link



- ❑ Select the needed criteria

1. Submission Begin Date defaults to 07/01/XXXX of that current program year
 - The Begin Date will update to 07/01/XXXX of the new program after the September 17th deadline
2. Submission End Date defaults to today's date
3. Record Status defaults to Pending
 - Record status can also be viewed for All, Completed or No Action
4. Provider will display based on the MAERS User ID
5. Optional to filter by an applicants Last Name

- ❑ Click Submit to view online ALPs

A screenshot of the 'Adult Learning Plan Administration Criteria' form. The form contains several fields with red arrows pointing to them, numbered 1 through 5. Field 1 is 'Adult Learning Plan Submission Begin Date' with a date picker showing 07/01/2020. Field 2 is 'Adult Learning Plan Submission End Date' with a date picker showing 11/04/2020. Field 3 is 'Adult Learning Plan Record Status' with a dropdown menu showing 'Pending'. Field 4 is 'Provider' with the text 'JOHNSON AE (Code: JOHNSON2)'. Field 5 is 'Last Name' with an empty text input field. At the bottom of the form, there are two buttons: 'Submit' and 'Reset Form', with a red arrow pointing to the 'Submit' button.

Reviewing Submitted Online ALPs...cont.

- Criteria selected to run the list of online ALPs
- Ability to change the criteria then click Submit
- Various filters to sort or search for specific data
- Print, export or hide columns as needed
- Click on the Record Status to navigate to the applicable MAERS screen
 - Pending will do a search for existing participants
 - Completed will navigate to the participant's Registration
 - No Action will navigate to a search screen
- Click View to display and/or print the completed online ALP

Adult Learning Plan Administration

Adult Learning Plan Report Criteria

Submission Date between: Jul 01, 2020 and May 24, 2021 Record Status: All Provider: JOHNSON AE (Code: JOHNSON01) Student Last Name Starts with: -

Adult Learning Plan Submission Date between: 07/01/2020 and 05/24/2021 Adult Learning Plan Record Status: All

Provider: Location: ABE: ASE: ESL: HSD: HSE: Search:

Showing 1 to 11 of 11 entries

Provider	Location	Submission Date	Student Name	Birth Date	Address	Home Phone	ABE	ASE	ESL	HSD	HSE	Staff Assisted by	Record Status	Status Date	ALP
JOHNSON AE	LOCATION ONE	05/13/2021	JOHNSON, SUE	08/13/1965	201 Grand River Ave East Lansing, MI 48823	(517) 555-5412	Yes	Yes	Yes	Yes	Yes	Ms. Johnson	Completed	05/13/2021	View
JOHNSON AE	CENTER TWO	05/13/2021	JOHNSON, SUE	08/13/1965	201 Grand River Ave East Lansing, MI 48823				Yes			Sue	No Action	05/13/2021	View
JOHNSON AE		11/02/2020	ALP, ONE	01/01/2021		(517) 122-1211							Pending	11/02/2020	View
JOHNSON AE		11/02/2020	TUFFORD, AA	10/15/2000	123 A Ave Flint, MI 48502								Pending	11/02/2020	View

Column visibility Print Excel PDF Previous 1 Next

Processing a Registration

1. Click on the Pending link under the Record Status column

Provider ▲	Location ◇	Submission Date ◇	Student Name ◇	Birth Date ◇	Address ◇	Home Phone ◇	ABE◇	ASE◇	ESL◇	HSD◇	HSE◇	Staff Assisted by ◇	Record Status ◇	Status Date ◇	ALP ◇
JOHNSON AE		11/02/2020	ELLE, 100	01/01/1981	123 Testing Lansing 48911	(517) 555-5555							Pending	05/24/2021	View

2. An automatic search in MAERS takes place to look for an existing record with the same name and date of birth

- If no match is found, see page 9
- If an exact match is found, see page 10
- If a possible match is found, see page 11

Processing a Registration – New Applicant

If the participant does not have a MAERS record, a new registration record can be created in MAERS:

1. Click the Create New Applicant /MAERS Registration button to navigate to the MAERS Registration screen.
 - The submission from the ALP will automatically upload into the Registration
 - The Instructional Areas and Registration Date will need to be entered by data entry staff
 - Some fields that are not required in the online ALP may need to be manually entered into the Registration
2. Click the No Action button if the online ALP should not be uploaded into MAERS as a Registration
 - No Action status can be filtered and managed later from the Adult Learning Plan Administration link
 - No Action status can be changed back to pending if it is determined a Registration is needed
3. Click on the [Adult Learning Plan \(ALP\)](#) link to display and/or print the completed online ALP

Adult Learning Plan

Adult Learning Plan Student Information

Student Name: ELLE, 100 DOB: 01/01/1981 ALP Record Status: Pending Provider: JOHNSON AE (Code: JOHNSON2)

Click on 'Create New Applicant/MAERS Registration', to create a MAERS Registration, and associate it to [this Adult Learning Plan \(ALP\)](#).

1 → Create New Applicant/MAERS Registration

Click on 'No Action' to cancel the registration process and switch the status of this ALP record to 'No Action'.

2 → No Action

3 → [this Adult Learning Plan \(ALP\)](#)

Processing a Registration – Existing MAERS Participant

If a participant is an exact match with an existing MAERS participant, the Participant History screen will display to determine next steps:

1. If the participant is already active in the program, click on No Action
 - No Action status can be filtered and managed later from the Adult Learning Plan Administration link
 - No Action status can be changed back to pending if it is determined a Registration is needed
2. If the participant is not currently active in the program, click on Enter New MAERS Registration
 - The submission from the ALP will automatically upload into the Registration
 - The Instructional Areas and Registration Date will need to be entered by data entry staff
 - Some fields that are not required in the online ALP may need to be manually entered into the Registration
3. Click on the [Adult Learning Plan \(ALP\)](#) link to display and/or print the completed online ALP

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

Show entries

Showing 1 to 8 of 8 entries Search:

Instructional Area(s)	Registration Date	Status	Exit Date	Exit Reason	Local Student No	Provider
ASE	10/01/2020	Active	-	-	JJ2017	JOHNSON AE
ABE, ASE, ESL	07/01/2018	Exited	09/20/2017	Participant Completed	DEMO-JJ	DEMO ADULT EDUCATION
ABE, HSE	07/01/2018	Exited	04/30/2017	Participant Separated Before Completion - System Exit	00015	LUCE AE
HSD	07/01/2018	Exited	12/01/2016	Participant Separated Before Completion - System Exit	TPSJJ	TEST PUBLIC SCHOOL SD
ABE, ESL, HSD	07/01/2015	Exited	08/30/2019	Participant Separated Before Completion - System Exit	JJ2017	JOHNSON AE
ESL, HSD, HSE	07/01/2011	Exited	02/01/2014	Participant Separated Before Completion - System Exit	JJ81	AURA LEARNING
ABE, ESL, HSD	07/01/2011	Exited	07/01/2011	Participant Completed	JJ2012	FERNDAL E ADULT & COMM EDUCATION
ABE, ESL, HSD	09/11/2010	Exited	08/30/2011	Participant Separated Before Completion - System Exit	JJ81	AURA LEARNING

Column visibility Previous 1 Next

Click on Enter New MAERS Registration, to create a new MAERS Registration, and associate it to [this Adult Learning Plan \(ALP\)](#).

2 →

1 →

3



Processing a Registration – Existing MAERS Participant...Cont.

If the participant matches more than one MAERS record, the Participant Search Results screen will display to determine next steps:

1. Click on the Name links to review the existing records
 - If one of the existing records is a matching participant, follow the steps on page 10
2. If the existing records are not a match to the participant, click on New Applicant / MAERS Registration and complete the registration
3. Click the No Action button if the online ALP should not be uploaded into MAERS as a Registration.
 - No Action status can be filtered and managed later from the Adult Learning Plan Administration link
 - No Action status can be changed back to pending if it is determined a Registration is needed
4. Click on the [Adult Learning Plan \(ALP\)](#) link to display and/or print the completed online ALP

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 create a new Applicant/MAERS Registration record and associate it to [this Adult Learning Plan \(ALP\)](#). You may also click on "New Search" to simply conduct a brand new search.

Show entries

Showing 1 to 2 of 2 entries Search:

Row#	Name	Birth date	Customer ID	Address	Phone	In MAERS?
1	JIVES, JAMES	12/01/1980	JIVJA1201		-	Yes
2	JIVES, JAMES	12/01/1980	JIVJA1201		-	Yes

Column visibility | Print | Excel | PDF Previous 1 Next

Only click on 'New Applicant/MAERS Registration', if your Participant DOES NOT APPEAR on the Customer Search Results List. If you do, the new MAERS Registration will be associated to [this Adult Learning Plan \(ALP\)](#).

[New Applicant/MAERS Registration](#) | [New Search](#)

Click on 'No Action' to cancel the registration process and switch the status of this ALP record to 'No Action'.

[No Action](#)



Identifying an Online ALP Registration

Data Entry

Registration for: JIVES, JERRY J

Update MAERS Registration

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12092612	JERRY JIVES	JJ03	Active as of 09/06/2020	JOHNSON AE (Code: JOHNSON2)

Personal Demographic Entry Status Barriers Instr. Areas Goals

Local Student Number: JJ03 County: INGHAM
Last Name: JIVES Check if no Address:
First Name: JERRY Phone:
Middle Initial: J Phone Extension:
Alternate Phone + Ext.: - SSN: XXX-XX-5251
Address: 14 MAIN STREET SSN (confirm): XXX-XX-5251
City: LANSING UIC Number (Requested):
State: MI Email: JERJIVES@TDS.NET
Zip: 48913 Residence MWA: Capital Area Michigan Works!

Registered By: SUE JOHNSON (JOHNSONS28) | Registration Provider: JOHNSON AE (Code: JOHNSON2)

Update Reset Form Cancel

Next Tab »

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

A registration created from an online ALP will have an additional footer button labeled View ALP.

Registrations manually entered from a paper ALP will not have this additional footer button.

Update MAERS Registration

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12057892	101 ELLE	EL101	Active as of 07/01/2016	JOHNSON AE (Code: JOHNSON2)

Personal Demographic Entry Status Barriers Instr. Areas Goals

Local Student Number: EL101 County: UNKNOWN
Last Name: ELLE Check if no Address:
First Name: 101 Phone:
Middle Initial: Phone Extension:
Maiden Name:
Alternate Phone + Ext.: - SSN:
Address: SSN (confirm):
City: UIC Number (Requested): 222222222
State: Email:
Zip: Residence MWA:

Registered By: SUE JOHNSON (JOHNSONS28) | Registration Provider: JOHNSON AE (Code: JOHNSON2)

Update Reset Form Cancel

Next Tab »

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



Identifying an Online ALP Registration...Cont.

A consolidated version of the completed online ALP is available on several screens as previously noted. This can be printed into a one-page (front/back) document for the participant's file.

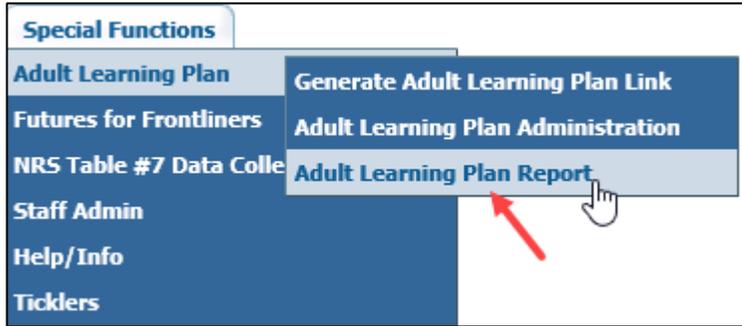
Adult Learning Plan	
Personal	
Last Name	JIVES
First Name	JERRY
Middle Initial	J
Address1	14 MAIN STREET
Address2	PO BOX 14
City	LANSING
State	MI
Zip	48913
Email	JERJIVES@TDS.NET
Demographic	
Birth Date	03/03/1993
Place of Birth	PARIS, FRANCE
Sex	Male
Number of Pre School-Aged Children (0-5)	1
Number of School-Age Children (K-12)	3
Veteran	No
Hispanic/Latino	No
African American	Yes
American Indian/Alaskan	No
Asian	No
Hawaiian or Pacific Islander	No
White	No
Entry Status	
Highest Educational Level or Degree Attained	Grades 9-12 (no diploma)
U.S. Based Education?	No
Labor Status	Employed
Employer Name	Frank's Landscaping
Hourly Wage	\$ 010.00
Hours per Week	20

Barriers	
Child Care	Yes
Cultural Barriers	No
Current/Prior Foster Care Youth	No
Digital Literacy	Yes
Disabled (Physical/Mental Impairment)	No
Displaced Homemaker	No
Exhausting TANF w/in 2 years	No
Ex-Offender	No
Homeless	No
Learning Disabled	No
Low Income	Yes
Long Term Unemployed (27+weeks)	No
Migrant/Seasonal Farm Worker	No
Single Parent	Yes
Substance Abuse	No
Transportation:	No
Other Barrier(s)	Yes
Other Barrier(s) Details	Language
Goals	
Function At or Above 9th Grade Level (ABE only)	Yes
Achieve English Language Proficiency (ESL only)	Yes
Retain Employment	Yes
Achieve Citizenship Skills	Yes
Increase Involvement in Community Activities	Yes
Involvement in Children's Education	Yes
Notice of Data Sharing	
<small>NOTICE OF DATA SHARING Participant registration information will be used to research and evaluate the effectiveness of adult education programs in Michigan through data sharing with other data systems, such as employment and wage records, high school equivalency testing, and college records. The State of Michigan does not report or publish an individual's performance results, only statewide and program totals. The Workforce Development Agency will not disclose an individual's Social Security number and will comply with all laws and regulations governing Social Security number use and client privacy.</small>	
Office Use Only	
Adult Learner e-Signature:	Date ALP Submitted
JERRY JIVES	10/29/2020 01:51:15 PM
MAERS Provider	ALP Status
JOHNSON AE (Code: JOHNSON2)	Completed
	ALP Status Date
	10/29/2020

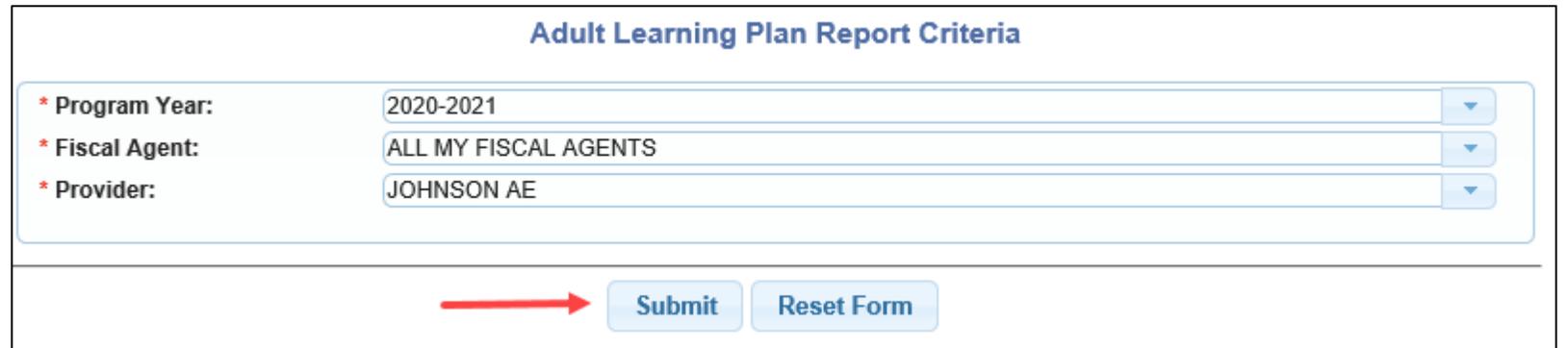


Online ALP Report

- ❑ Click on the Adult Learning Plan Report link



- ❑ Select needed parameters to run the report then click Submit

A screenshot of a web form titled 'Adult Learning Plan Report Criteria'. The form contains three dropdown menus, each with a red asterisk indicating a required field. The first dropdown is labeled '* Program Year:' and has '2020-2021' selected. The second dropdown is labeled '* Fiscal Agent:' and has 'ALL MY FISCAL AGENTS' selected. The third dropdown is labeled '* Provider:' and has 'JOHNSON AE' selected. Below the dropdowns, there are two buttons: 'Submit' and 'Reset Form'. A red arrow points to the 'Submit' button.

Online ALP Report...Cont.

Adult Learning Plan Report

Adult Learning Plan Report Criteria

Program Year: 2020 Fiscal Agent: All Fiscal Agents Provider: JOHNSON AE (Code: JOHNSON2)

Showing 1 to 1 of 1 entries Search:

Provider	Pending	No Action	Completed	Total
JOHNSON AE	3		1	4
Statewide Totals	6	0	1	7

First Previous 1 Next Last

1. Report parameters selected
2. Provider name with status of Pending, No Action, Completed and Total online ALP counts
3. Statewide Totals with status of Pending, No Action, Completed and Total online ALP counts

A silver laptop is open on a wooden desk. The screen is white and displays text. To the left of the laptop is a black smartphone, and to the right is a white mouse. The background is a blurred indoor setting with warm lighting and bokeh effects.

Michigan Department of
Labor and Economic Opportunity –
Workforce Development

Michigan.gov/Workforce