MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY | EMPLOYMENT & TRAINING

Data Entry Policy

INTRODUCTION

The Michigan Adult Education Reporting System (MAERS) is the State of Michigan's participant data tracking system for state and federally funded adult education programs. MAERS is used to fulfill the performance reporting requirements of the Workforce Innovation and Opportunity Act (WIOA) of 2014 and State School Aid, Section 107.

The adult education data collected in MAERS is reported to the United States Department of Education (USED) National Reporting System (NRS) annually, as specified in the NRS Implementation Guidelines. The data collected in MAERS and submitted to NRS is used to evaluate the impact of adult education programming in the state and subsequently impacts the amount of federal funding that the State of Michigan receives. The data collected in MAERS is also used to determine the number of participants funded under State School Aid, Section 107 that met one or more state performance measures.

PURPOSE

All federal and state funded adult education programs are required to enter data into MAERS for all adult learners receiving **one hour or more** of instruction. Collection of participant data is critical to determine program effectiveness, outcomes, and return on investment of adult education funds. This policy details the requirements and timelines for the entry of participant data into MAERS.

DATA ENTRY GUIDELINES

1. Data must be entered into MAERS **monthly**, at a minimum, including Class Functions, Registration, Assessments (pre- and post-test data), Eligibility, Class Enrollment(s), Training Activities, Achievements, Program Exit, Outcome, and Follow-Up data.
2. All class locations in MAERS **must** match class locations listed in NexSys.
3. Daily classroom and distance learning attendance for every participant enrolled in an adult education class must be tracked and entered into MAERS **monthly**, at a minimum, no later than the last day of the subsequent month. For example, attendance for January must be entered by February 28th. Attendance hours can be reported into MAERS in quarter hour increments. Refer to the Distance Learning policy located on the Adult Education for Providers of Programs webpage.
4. For more information regarding the Follow-Up process and timelines, refer to the Follow-Up Manual on the Adult Education for Providers of Programs webpage.
5. All programs must maintain a state-approved Adult Learning Plan (ALP) and the Eligibility Form for all adult education participants, which captures and aligns with the data fields in MAERS.
6. Adult education programs must ensure that the data entered in MAERS is accurate, complete and must keep source documents in the participants' secured physical or electronic file.

For detailed information on entering data into MAERS, refer to the MAERS Manual and reference materials, which are available on the MAERS webpage of the Adult Education for Providers of Programs webpage.

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APPENDIX A: Important MAERS Dates

DATE	EVENT
July 1	Program year begins
July**	Monthly data match run on third Friday of month
August**	Monthly data match run on third Friday of month
August 31	All July data entry is due Pull previous program year reports to view performance
September 15 **	End of Program year employment data match run
September 17 *	Last day to enter/edit data for the program year ending June 30th
September **	Monthly data match run on third Friday of month
September 30	All August data entry due Pull reports to view performance through first quarter
October 1 *	NRS Tables for previous program year are available to schedule and view
October 15	Yearly MAERS pop-up screen upon log in to complete provider contact information and staff counts
October**	Monthly data match run on third Friday of month
October 31	All September data entry due
November**	Monthly data match run on third Friday of month
November 30	All October data entry due
December **	Monthly data match run on third Friday of month
December 31	All November data entry due Pull reports to view performance through second quarter
January**	Monthly data match run on third Friday of month
January 31	All December data entry due
February**	Monthly data match run on third Friday of month
February 28	All January data entry due
March**	Monthly data match run on third Friday of month
March 31	All February data entry due Pull reports to view performance through third quarter
April 1	Begin to create and/or copy class functions for upcoming program year
April**	Monthly data match run on third Friday of month
April 30	All March data entry due
May**	Monthly data match run on third Friday of month
May 31	All April data entry due
June **	Monthly data match run on third Friday of month
June 30	All May data entry due Program year ends Pull reports to view performance through fourth quarter
July 31	All June data entry due

*Date is subject to change depending on when the final performance report is due to USED.

**Data matching timelines:

- Unemployment Insurance Wage Records for employment is matched the third Friday of every month
- DiplomaSender is matched daily for High School Equivalency tests (GED® and HiSET®)
- Assessments are matched daily (up to a two-day delay)