

# Welcome to MAERS 2.1

## ***Why is MAERS 2.1 needed?***

The US Dept. of Education released new National Reporting System (NRS) Guidelines in November 2011 and updates to these guidelines in May and October 2012. These NRS Guidelines mandated data reporting changes for the national adult education program.

## ***What's different in MAERS 2.1?***

The NRS has required states to automatically report outcome measures for all students who meet certain criteria for each outcome measure. This new process is called automatic cohort designation and it impacts the NRS outcome measures (NRS Table #5 and #5a), which are:

- Entered Employment
- Retained Employment
- Obtain a secondary credential (GED or HSD)
- Enroll in postsecondary education

The NRS has added three measures for state reporting. These measures are:

- Student's highest educational level or degree attained
- Teacher experience
- Teacher certification

In addition, how registrations, assessments and other data are managed across program years have changed. In addition, copy functions have been added to the system. Further, a new feature called planned gaps has been added. Other parts of the system have changed as well and you can read about them all in the new MAERS 2.1 User Manual.

## ***How can I access the User's Manual?***

The manual has been updated for MAERS 2.1. The manual can be accessed from the "Help/Info" section of the "Special Functions" tab. It is also on the Adult Education website ([www.michigan.gov/adulteducation](http://www.michigan.gov/adulteducation)). It can be found on the main page and in the MAERS section. In addition, a "Quick Start" guide has been developed for User's with MAERS 2.0 experience. It is also located on the main page and in the MAERS section of the Adult Education website.

Implementation Field Notice  
*Last Updated: October 13, 2012 @ 11:36am*

---

***Okay, what do I need to do next?***

First, you need to finish your 2011-12 data entry. This needs to be completed on or before October 25, 2012. Second, you need to enter your PY 2012-13 data. Further details by program year follow:

- 2011-12 Data Entry—
  - Exit all Participants that will not be receiving services in PY 2012-13
  - These program exits must be dated June 30, 2012 or before
  - Please obtain and enter as many 2011-12 post-test assessments as possible
  - Local programs have through October 25, 2012 to complete this data entry
  - All Participants not program exited before October 26, 2012, will be carried into PY 2012-13 as a “Continuing Registration”
  
- 2012-13 Data Entry—
  - Enter staff counts (NRS Table #7) in the automated pop up screen
  - Update your local program contact information in the automated pop up screen
  - Create or copy your Course, Instructor and Location records
  - Create or copy your Class records “without participants”
  - Enter 2012-13 new Participant registrations
  - Enter pre-tests for 2012-13 (*both new and continuing Participant registrations*)
  - Copy Class records “with Participants” (*Must be done before December 1, 2012*)
  - Enroll continuing and new Participants into classes
  - Enter attendance data to date
  - Once your data is up to date for PY 2012-13 please enter new and updated records monthly.

Please reference the MAERS 2.1 User Manual if you have questions about any of the above.

*Note: If local programs want to reduce the number of Courses and/or Classes you have in MAERS, streamlining them before 2012-13 data entry is suggested. Please see Section 2.4 of Chapter 2 of the MAERS 2.1 User Manual*

***I understand the System Exit process has changed?***

The system exit process is being modified to meet NRS requirements and to work with continuing registrations. The process will run every night instead of once a year. This revised process will begin running in early January 2013. This start date will provide local programs time to bring their data entry up to date before it begins.

***Will there be training?***

Training will be delivered via user accessible recorded webinars. Two webinars are being developed. The first is for experienced users. The second will be for new users.

***What do I do if I experience a problem or have a question?***

A list of reported problems, questions and their status will be developed and maintained. This list will be distributed via the Adult Education listserv system on a routine basis. Please check this list to see if your problem or questions is already listed before reporting same. By reviewing the list first, you may save yourself some time by not awaiting a response from MAERS 2.1 Development Team staff. If your problem or question is not on this list, please report it to the [maers2.0@michigan.gov](mailto:maers2.0@michigan.gov) email box.

Thank you!  
MAERS 2.1 Development Team