LABOR EXCHANGE AGRICULTURAL REPORTING SYSTEM (LEARS)

Employment and Training~~Core~~ Services to Migrant and Seasonal Farmworkers

ETA 5148 Report

Public Burden Statement

Persons are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. Obligation to reply is required to obtain or retain benefits (44 USC 5301). Public reporting burden for this collection of information is estimated to average 70 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Migrant and Seasonal Farmworker Program, Room S4209, 200 Constitution Avenue, NW, Washington, DC 20210 (Paperwork Reduction Project 1205-0039).

ETA
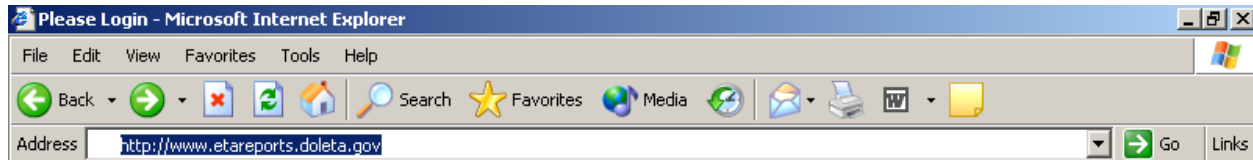U.S. Department of Labor
Employment and Training Administration

Contents

Access LEARS Reporting System

The Core Services to Migrant and Seasonal Farmworkers Report consists of four report forms: **Services to Migrant and Seasonal Farmworkers (Part 1), Na~~rrative Responses~~ture of Problem/Accomplishments (Part 2), Services Provided to Migrant and Seasonal Farmworkers Equity Ratio Indicators (Part 3)**, and **Services Provided to Migrant and Seasonal Farmworkers Minimum Service Level Indicators (Part 4)**.

Follow the steps below to access the LEARS Reporting System.

1.   Open your Web browser and type the following address in the URL **Location Field** at the top of the window: **http://www.etareports.doleta.gov** (Figure 1).

Figure 1: Web Browser Location Field

2.   Press **Enter.** The **ETA Grantee Reporting System Login** screen is displayed in (Figure 2).

Figure 2: Grantee Reporting System Login Screen

3.   Type the Password then click [Login]. The **LEARS Reporting System Main Menu** is displayed ().
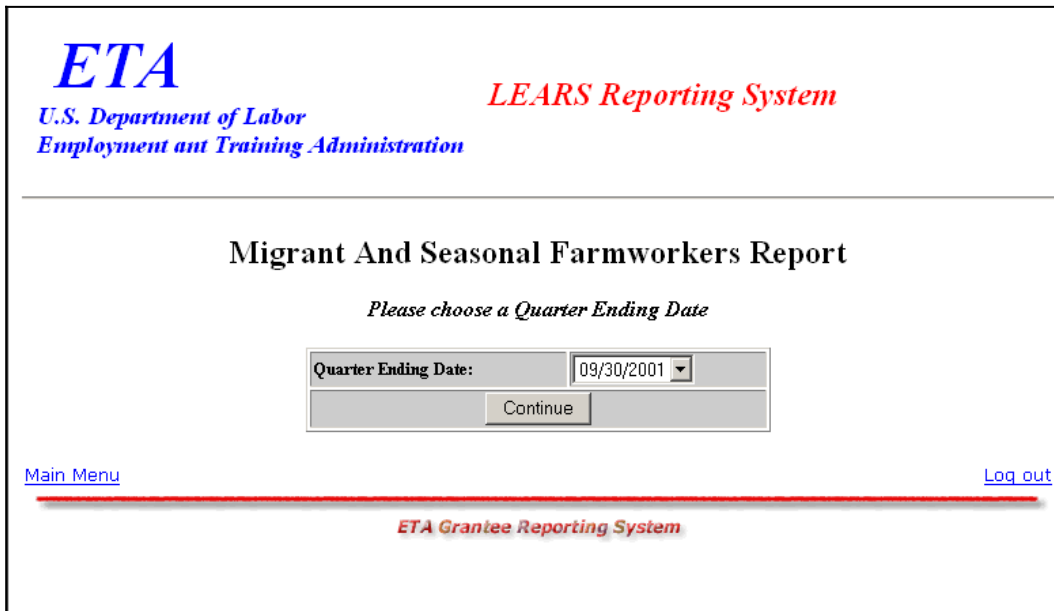
Figure 3: LEARS Reporting System Main Menu

Enter Data: Services to MSFW<u>s</u> (Part 1)

Access Services to Migrant and Seasonal Farmworkers (Part 1)

You may enter and save data to the first three forms (Parts 1, 2, and 3) in any order, but to certify and submit a complete report you must enter and save your data to Part 4 last.

Follow the steps below to access the Services to Migrant and Seasonal Farmworkers (Part 1) report form.

1.   Access the **LEARS Reporting System Main Menu** (Figure 3).

2.   Select a **Program Year** from the drop-down list, and click $\boxed{\textbf{Continue}}$. The **Quarter Ending Date** menu is displayed (Figure 4).

Figure 4: Quarter Ending Date Menu

3.   Select a **Quarter Ending Date** from the drop-down list, and click $\boxed{\textbf{Continue}}$. The **Report** menu is displayed (Figure 5).

Figure 5: Report Menu (Part 1)

4. Select **Services to Migrant And Seasonal Farmworkers (Part 1)** from the drop-down list, and click [Continue] .

> **Note**: You must submit quarterly reports in order. You cannot skip a quarter. If you attempt to access an MSFW report form (see Step 4 above) without having submitted a report for the previous quarter an error message, similar to the sample below (Figure 6), appears when you click [Continue] .

Figure 6: Sample Error Message Screen

5. If you have submitted your quarterly reports in order, the selected form (Figure 7) appears when you click **Continue** .

Figure 7: Services to Migrant and Seasonal Farmworkers (Part 1)

Enter Data to Services to Migrant and Seasonal Farmworkers (Part 1)

1.   Type the data in the fields within the white boxes. Press the **Tab** key to move from field to field. You must enter whole numbers. No decimals are allowed.

2.   Fields within the gray-bordered boxes marked with an asterisk are calculated automatically—you cannot enter data to them.

3.   If you enter data incorrectly an error message appears, like the sample below (Figure 8).

Figure 8: (Part 1) Sample Error Message

4.   You may view instructions for a field online by clicking the field's underlined title—e.g., Outreach Services or, Agricultural Clearance Orders. To return to the form from the online instructions, click the underlined title in the instructions.

5.   After you type all your data, you may print a copy of the form for your records.

6.   To save the form, click [Save] at the bottom of the form.   A message is displayed (Figure 9).
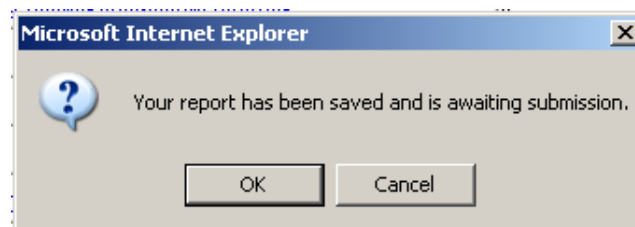
Figure 9: Confirmation Message

7. Click **OK**. A screen appears confirming the date and time that the form was saved (Figure 10).
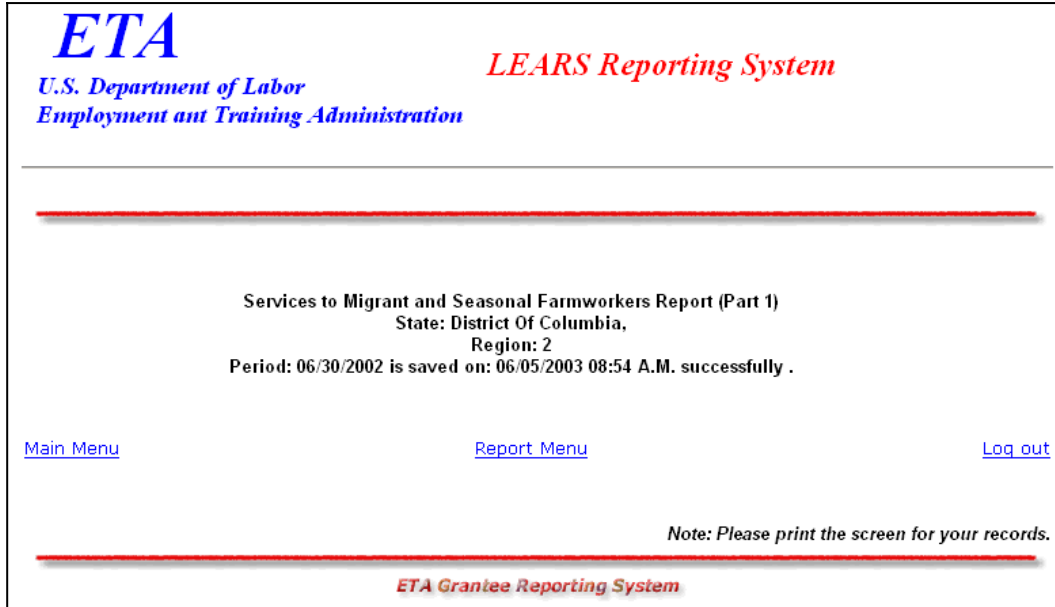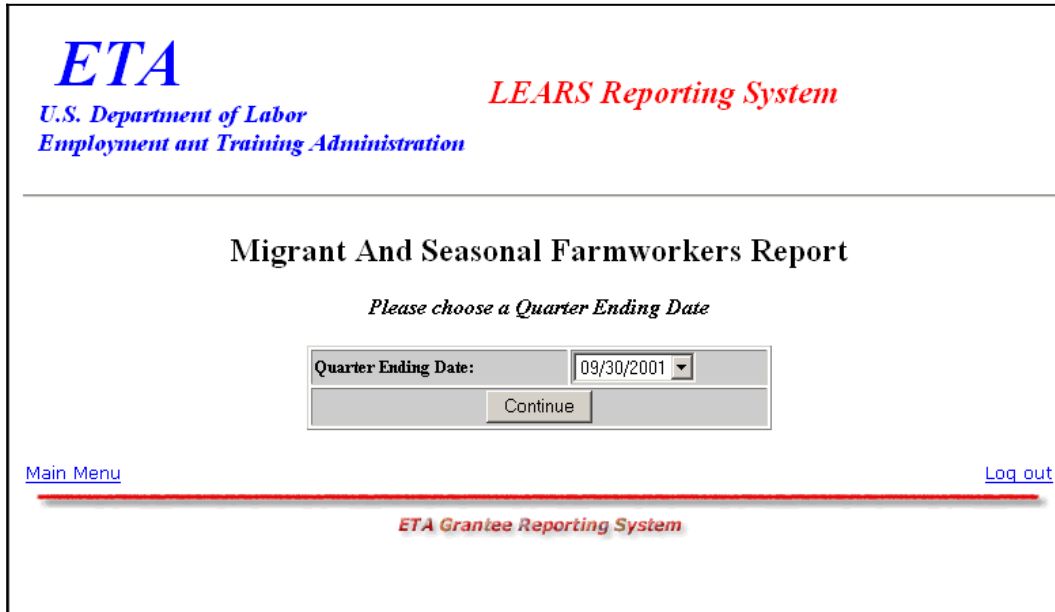
Figure 10: Part 1 Confirmation Screen

Enter Data: ~~MSFW Nature of Problem/ Accomplishments~~Narrative Responses (Part 2)

Access ~~Nature of Problem/Accomplishments~~Narrative Responses (Part 2)

Follow the steps below to access the ~~Nature of Problem/Accomplishment~~Narrative Responses (Part 2) report form.

1. Access the **LEARS Reporting System Main Menu** (Figure 3).

2. Select a **Program Year** from the drop-down list, and click [Continue]. The **Quarter Ending Date** menu is displayed (Figure 11).

Figure 11: Quarter Ending Date Menu

3. Select a **Quarter Ending Date** from the drop-down list, and click [Continue]. The **Report** menu is displayed (Figure 12).

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LEARS Reporting System

Migrant And Seasonal Farmworkers Report for District Of Columbia, Quarter Ending: 06/30/2002

(Report was not Submitted)
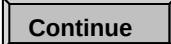
Please choose a report:

MSFW's Report: Nature of Problem/Accomplishments (Part2) ▾

Continue

Figure 12: Report Menu (Part 2)

4.   Select ~~Nature of Problem/Accomplishments~~ **Narrative Responses (Part 2)** from the

Continue t, and click

. The selected form is displayed (Figure 14).

Note: You must submit quarterly reports in order. You cannot skip a quarter. If you attempt to access an MSFW report form (see Step 4 above) without having submitted a report for the previous quarter an error message, similar to the sample below (Figure 13), appears when you click

Continue .

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LEARS Reporting System

Nature of Problem/Accomplishments
(Part 2)

The data for "03/31/2002" has not been state certified for this Part.
You cannot enter data for the selected quarter ('06/30/2002')

Main Menu   Report Menu   Log out

Figure 13: Sample Error Message Screen

5.   If you have submitted your quarterly reports in order, the selected form (Figure 14)
appears when you click Continue .

Figure 14: Narrative Responses MSFW Problem/Accomplishments (Part 2)

Enter Data to Services to Migrant and Seasonal Farmworkers (MSFW) (Part 2)

1.   Type your narrative data in the fields within the white boxes. Press the **Tab** key to move from field to field.

2.   You may view instructions for a field online by clicking the field's underlined title—e.g., Outreach or~~, Referral of Violations~~Monitoring. To return to the form from the online instructions, click the underlined title in the instructions.

3.   After you type all your narrative data, you may print a copy of the form for your records.

4.   To save the form, click [Save] at the bottom of the form.   A message is displayed (Figure 15).
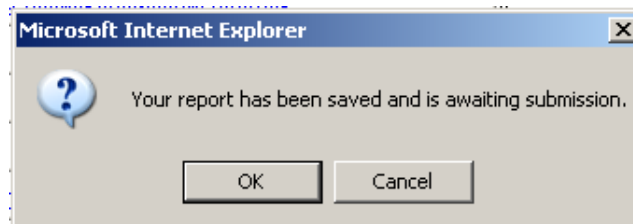
Figure 15: Confirmation Message

5.   Click **OK**. A screen appears confirming the date and time that the form was saved (Figure 16).
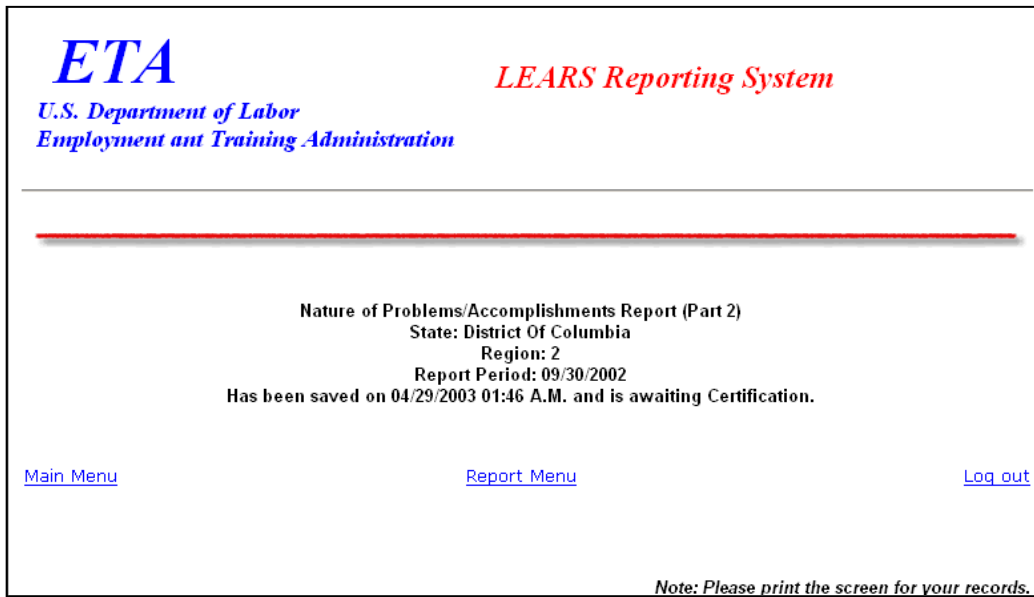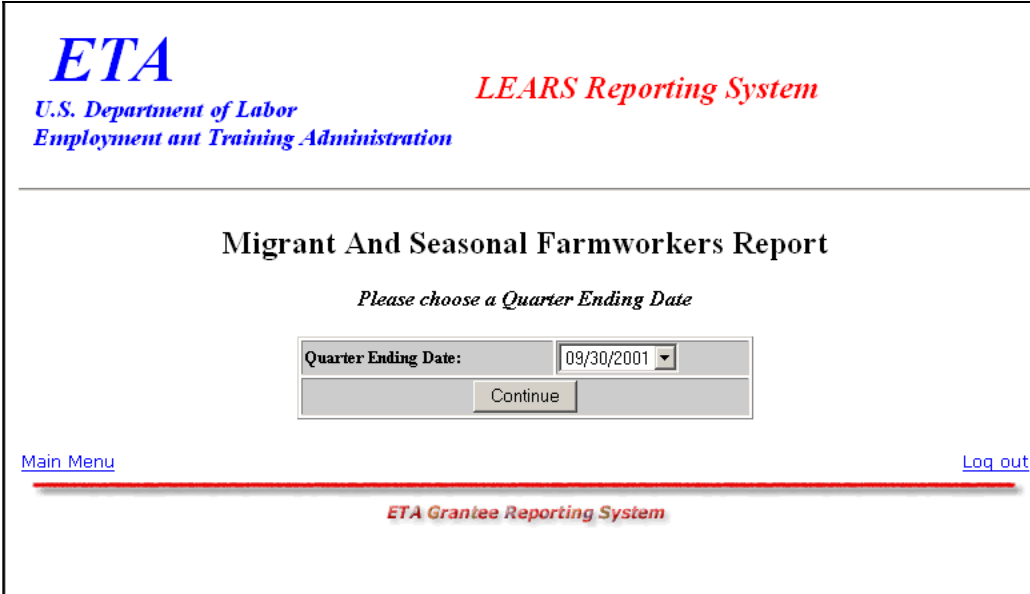
Figure 16: Part 2 Confirmation Screen

Enter Data: Services Provided to MSFWs Equity Ratio Indicators (Part 3)

Access Services Provided to MSFWs Equity Ratio Indicators (Part 3)

Follow the steps below to access Services Provided to Migrant and Seasonal Farmworkers Equity Ratio Indicators report form (Part 3).

1.   Access the **LEARS Reporting System Main Menu** (Figure 3).

2.   Select a **Program Year** from the drop-down list, and click [Continue]. The **Quarter Ending Date** menu is displayed (Figure 17).

Figure 17: Quarter Ending Date Menu

3.   Select a **Quarter Ending Date** from the drop-down list, and click [Continue]. The **Report** menu is displayed (Figure 18).

Figure 18: Report Menu

4. Select **Services Provided Migrant and Seasonal Farmworkers Equity Ratio Indicators** (Part 3) from the drop-down list, and click [Continue]. The selected form is displayed (Figure 20).

Note: You must submit quarterly reports in order. You cannot skip a quarter. If you attempt to access an MSFW report form (see Step 4 above) without having submitted a report for the previous quarter an error message, similar to the sample below (Figure 19), appears when you click [Continue].

Figure 19: Sample Error Message Screen

5. If you have submitted your quarterly reports in order, the selected form (Figure 20) appears when you click | **Continue** |.

Figure 20: Services Provided Migrant and Seasonal
Farmworkers Equity Ratio Indicators (Part 3)

Enter Data to Services Provided to MSFWs Equity Ratio Indicators (Part 3)

1. Using data from the 9002A, Eenter your data in the fields within the white boxes. Press the **Tab** key to move from field to field.

2. The columns headed by gray boxes contain fields that are automatically calculated—you cannot enter data to those fields. The field **Total Equity Indicators Met** is also calculated automatically. You may enter text to the **Comments** field only. No other field accepts text.

3. If you enter data incorrectly an error message appears, like the sample below (Figure 21).

Figure 21: (Part 3) Sample Error Message

4. You may view instructions for a field online by clicking the field's underlined title—e.g., Referred to Jobs or Referred to Career Services, Job Development Contact. To return to the form from the online instructions, click the underlined title in the instructions.

5. After you type insert all your data, you may print a copy of the form for your records.

6. To save the form, click [Save] at the bottom of the form.   A message is displayed (Figure 22).
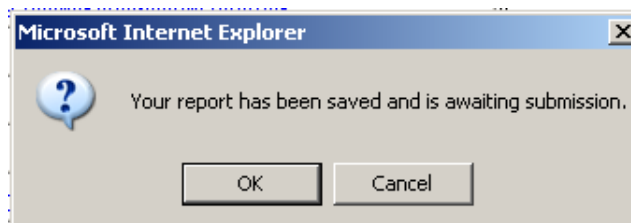
Figure 22: Confirmation Message

Click **OK**. A screen appears confirming the date and time that the form was saved (Figure 23).
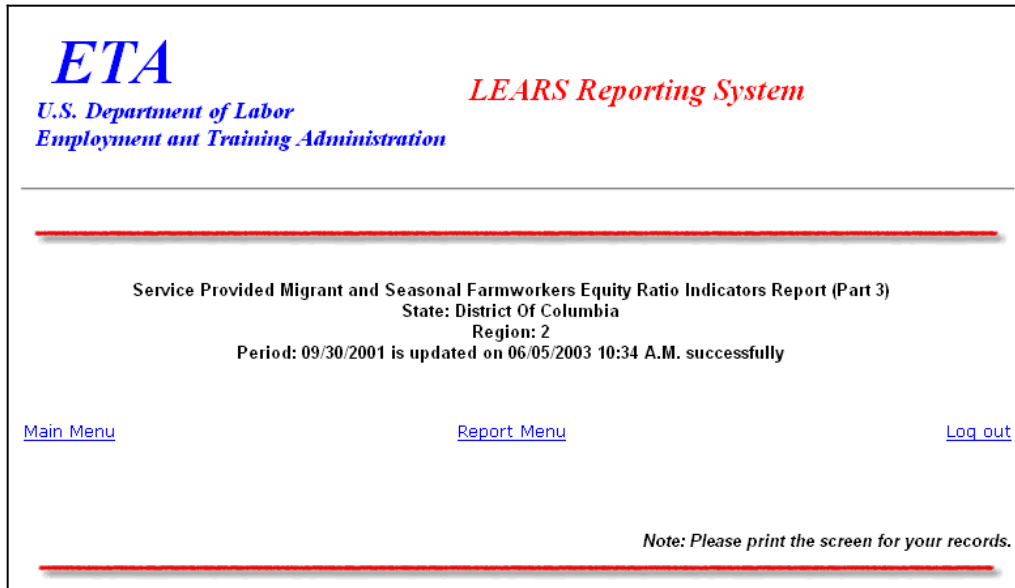
Figure 23: Part 3 Confirmation Screen
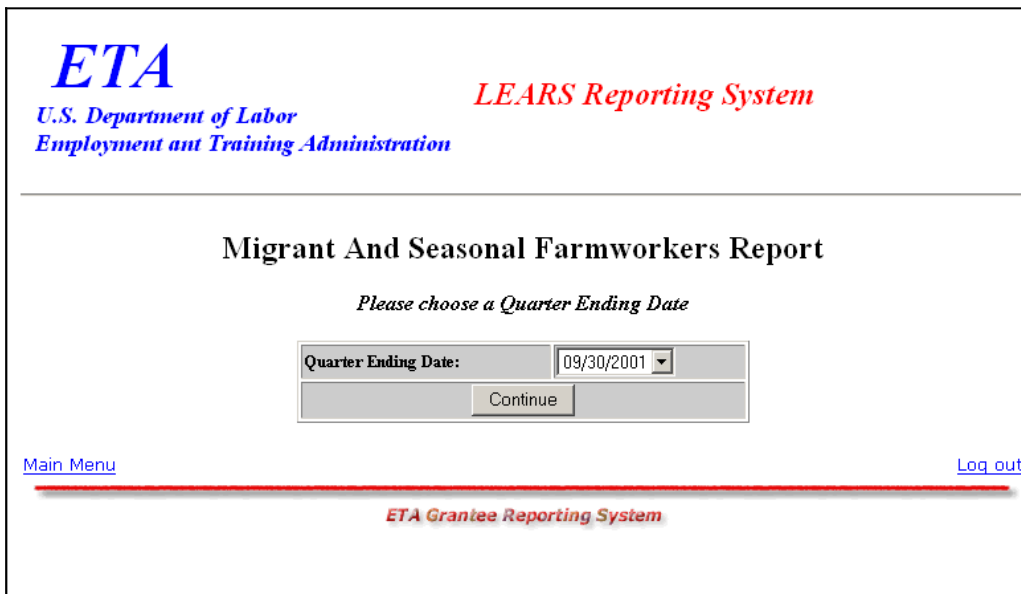
Enter Data: Services Provided to MSFWs Minimum Service Level Indicators (Part 4)

Access Services Provided to MSFW Minimum Service Level Indicators (Part 4)

To certify and submit your data, you must complete and save the Services Provided Migrant and Seasonal Farmworkers Minimum Service Level Indicators (Part 4) after you have completed the other three forms.

Follow the steps below to access Services Provided to MSFWs Minimum Service Level Indicators report form (Part 4).

1.　　Access the **LEARS Reporting System Main Menu** (Figure 3).

2.　　Select a **Program Year** from the drop-down list, and click ⬛ Continue ⬛. The **Quarter Ending Date** menu is displayed (Figure 24).

　　　Figure 24: Quarter Ending Date Menu

3.　　Select a **Quarter Ending Date** from the drop-down list, and click ⬛ Continue ⬛. The **Report** menu is displayed (Figure 25).

Figure 25: Report Menu

4.   Select **Services Provided Migrant And Seasonal Farmworkers Minimun Service Level Indicators (Part 4)** from the drop-down list, and click [**Continue**] .

Note: You must submit quarterly reports in order. You cannot skip a quarter. If you attempt to access an MSFW report form (see Step 4 above) without having submitted a report for the previous quarter an error message, similar to the sample below (Figure 26), appears when you click [**Continue**] .

Figure 26: Sample Error Message Screen

5.   If you have submitted your quarterly reports in order, the selected report (Figure 27) appears when you click [Continue] .

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LEARS Reporting System

Services Provided Migrant And Seasonal Farmworkers
Minimum Service Level Indicators
(Part 4)

State: **District Of Columbia**	Region: **2**	Quarter Ending: **09/30/2001**	PY: **2001**	OMB Approval No. 1205-0039 Expiration Date: 06/30/2004

DATA ITEMS	Compliance Level		Actual Level		Yes		No
1. Placed in a job	42.5	%	50	%	●		○
2. Placed $.50 above minimum wage	14	%	12	%	○		●
3. Placed in long term non-ag job	8	%	9	%	●		○
4. Reviews of significant offices	100	%	80	%	○		●
5. Field checks conducted	25	%	20	%	○		●
6. Outreach contacts per staff day worked	5		1		○		●
7. Timely process of ES complaints	90	%	85	%	○		●

Total number of minimum service level indicators met: 2

Comments:

This space is for comments

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Please save report before submitting

Save

Main Menu   Report Menu   Log out

Submitted by:	
Submission Date:	06/05/2003
Please enter your PIN to submit:	Submit

Figure 27: Services Provided Migrant and Seasonal Farmworkers
Minimum Service Level Indicators (Part 4)

## Enter Data to Services Provided to MSFWs Minimum Service Level Indicators (Part 4)

1. ~~You can type~~For numbers 1, 2, 3a, and 3b, use 9002C data to populate the ~~numerical data in the~~ column headed **Actual Level**. For numbers 4 through 7, add data collected by the State Workforce Agency. Then~~, and you can type~~add any relevant comments regarding the data ~~text data~~ in the **Comments** field. All other fields are automatically completed.

2. You may view instructions for a field online by clicking the field's underlined title—e.g., ~~Placed in a job~~Reviews of Significant Offices or~~,~~ Timely process of ES complaints. To return to the form from the online instructions, click the underlined title in the instructions.

3. After adding ~~you type~~ all your report data, you may print a copy of the report for your records.

4. To save your report, click ⬚ Save at the bottom of the report. A message is displayed (Figure 28).
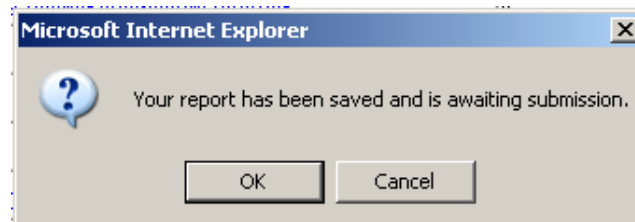
Figure 28: Confirmation Message

5. Click **OK**. A screen appears confirming the date and time that your report was saved (Figure 29).
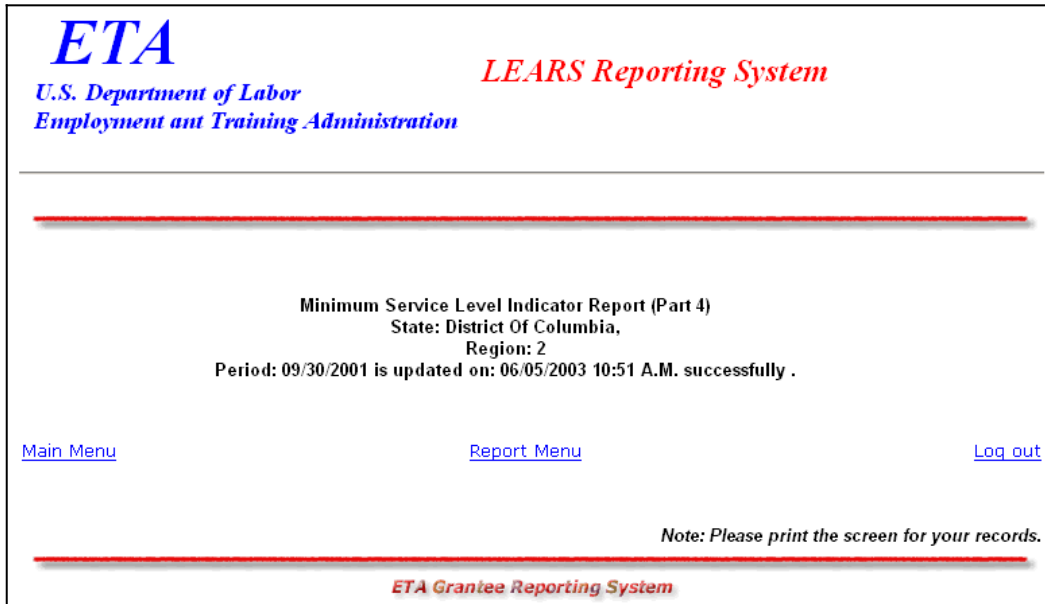
Figure 29: Part 4 Confirmation Screen

Certify and Submit LEARS Report

To **certify and submit** your Migrant and Seasonal Farmworkers Report, you must save your data to Part 4, then go the Report Menu. Follow the instructions below.

1.   Click **Report Menu** at the bottom of the Part 4 Confirmation screen. The Report Menu appears.

2.   Select **Services Provided Migrant and Seasonal Farmworkers Equity Ratio Indicators** (Part 4) from the drop-down list, and click [Continue]. MSFW, Part 4 (Figure 27) is displayed again.

3.   Enter your PIN in the field provided at the bottom of the form, then click [Submit] .

4.   A confirmation screen appears indicating the date and time that you certified and submitted your MSFW Report.

Figure 30: Certification/Submission Confirmation Screen