LABOR EXCHANGE AGRICULTURAL REPORTING SYSTEM (LEARS)

Employment and Training Services to Migrant and Seasonal Farmworkers

ETA 5148 Report

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), Narrative Responses (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 ().

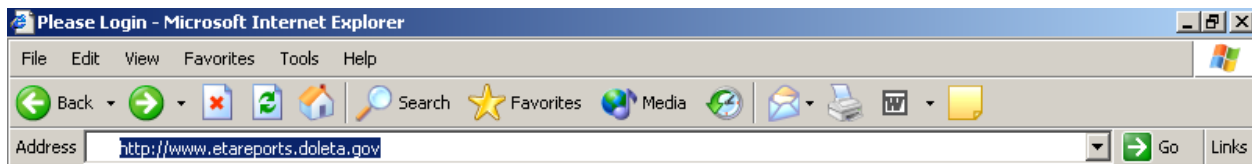**Figure 3:** LEARS Reporting System Main Menu
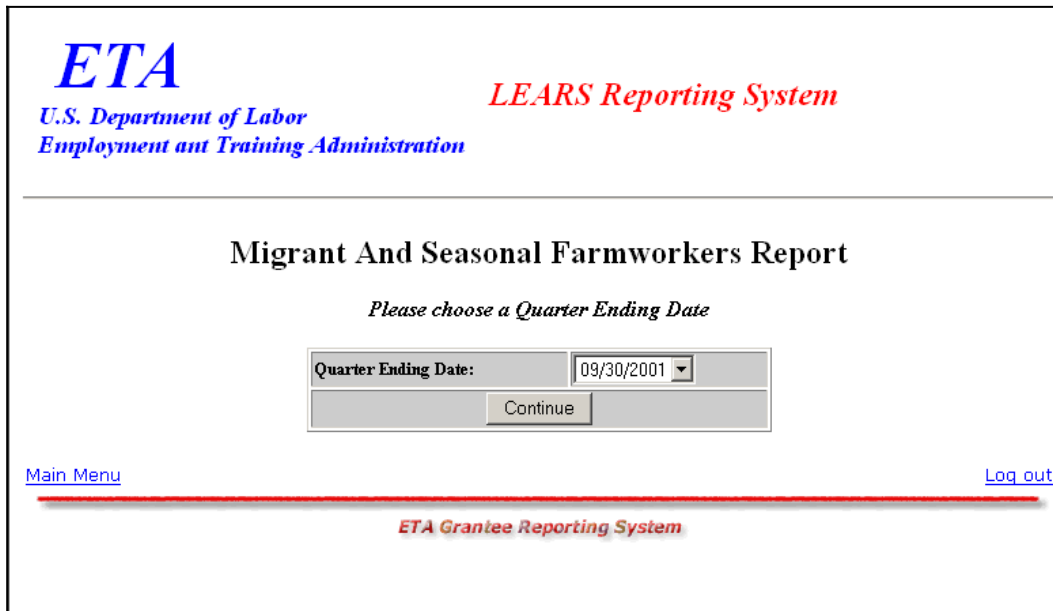
Enter Data: Services to MSFWs (Part 1)

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 ⬚ **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 ⬚ **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**.

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LEARS Reporting System

Services To Migrant And Seasonal Farmworkers Reports (Part 1)

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

	Previous Cumulative Reported	Report Period	Cumulative (Auto Calculated)
A - Outreach Services			
1. Best Estimates of MSFW's in the State		10	
2. Number of MSFW contacts by ES staff	0	10	10
3. Number of (outreach) staff days by ES staff	0	10	10
4. Number of MSFW contacts by cooperating agency staff	0	10	10
5. Approximate staff days cooperating agency staff performed outreach	0	10	10
B - Monitoring System (Reviews by State/Federal staff)			
1. Total number of significant local offices	0	*10	
a. Number of significant local offices reviewed	0	10	
2. Number of non-significant local offices reviewed	0	12	12
C - Referral of Apparent Violations to Enforcement Agencies			
1. Total number of ES-related apparent violations referred	0	*20	20
a. To ESA	0	10	10
b. To OSHA	0	10	10
c. To Other	0	0	0
2. Total number of non ES-related apparent violations referred	0	*30	30
a. To ESA	0	10	10
b. To OSHA	0	10	10
c. To Other	0	10	10
D - Agricultural Clearance Orders			
1. Total number of agricultural orders cleared	0	*34	34
a. Intrastate	0	10	10
b. Interstate	0	10	10
c. H-2A related	0	14	14
Total number of workers referred	0	*30	30
a. Intrastate	0	10	10
b. Interstate	0	10	10
c. H-2A related	0	10	10
2. Number of orders on which field checks were conducted	0	10	10
3. Number of orders on which violations were found	0	*40	40
a. Number of orders on which violations were corrected through informal resolution	0	10	10
b. Number of orders having violations which were referred to enforcement agency	0	*30	30
(1) To ESA	0	10	10
(2) To OSHA	0	10	10
(3) To Other	0	10	10
4. Number of employers for whom discontinuation of service proceedings were initiated as a result of a field check	0	10	10
E - USES Complaint Systems			
1. Total complaints received	0	*52	52
a. MSFW, ES-related	0	10	10
b. MSFW, non- ES-related	0	22	22
c. non-MSFW, ES-related	0	10	10
d. non-MSFW, non-ES-related	0	10	10
2. Total number of MSFW ES-related complaints referred	0	*30	30
a. To ESA	0	10	10
b. To OSHA	0	10	10
c. To Other	0	10	10
3. Total number of Non-MSFW ES-related complaints referred	0	*30	30
a. To ESA	0	10	10
b. To OSHA	0	10	10
c. To Other	0	10	10
4. Total number of MSFW, Non-ES-related complaints referred	0	*131	131
a. To ESA	0	10	10
b. To OSHA	0	111	111
c. To Other	0	10	10
5. Total number of MSFW, ES-related complaints unresolved after 45 days	0	35	

Save

Main Menu | Report Menu | Log out

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).
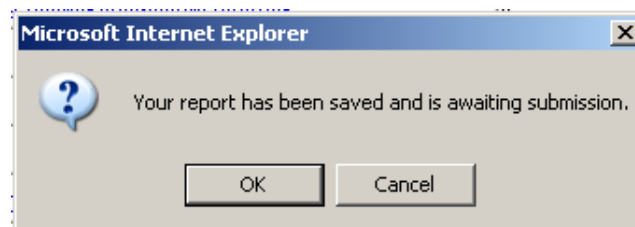
Figure 9: Confirmation Message

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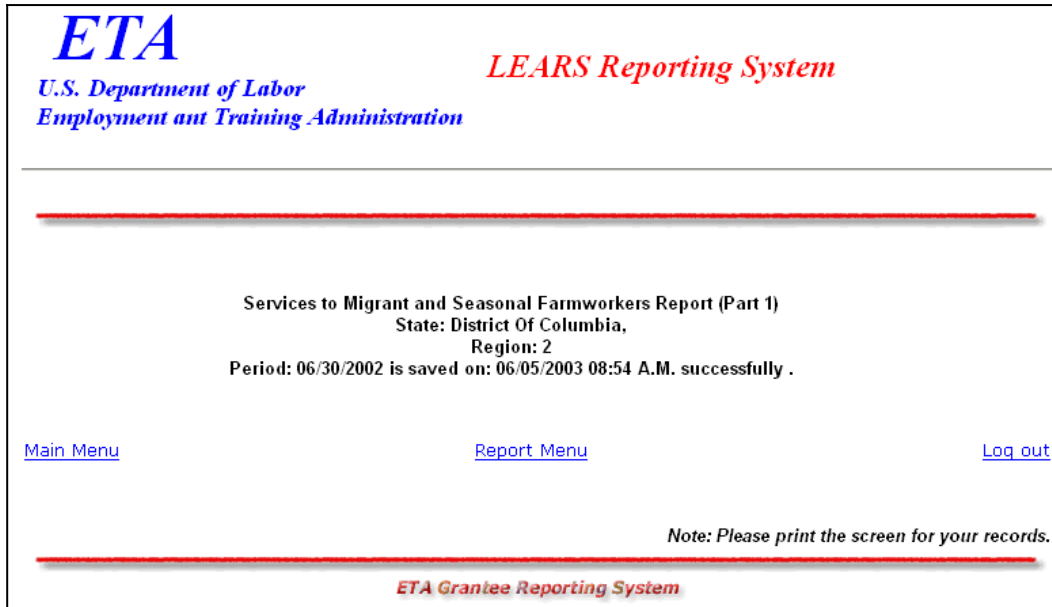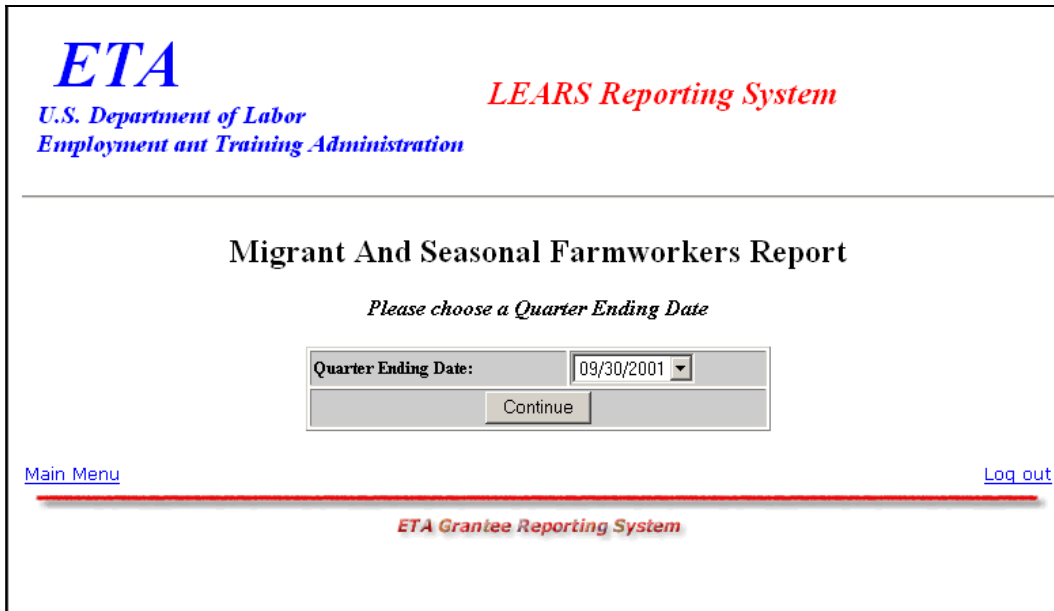
Figure 10: Part 1 Confirmation Screen

Enter Data: Narrative Responses (Part 2)

Access Narrative Responses (Part 2)

Follow the steps below to access the 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).

Figure 12: Report Menu (Part 2)

4.   Select **Narrative Responses (Part 2)** from the drop-down list, and click
Continue . 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 .

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 (Part 2)

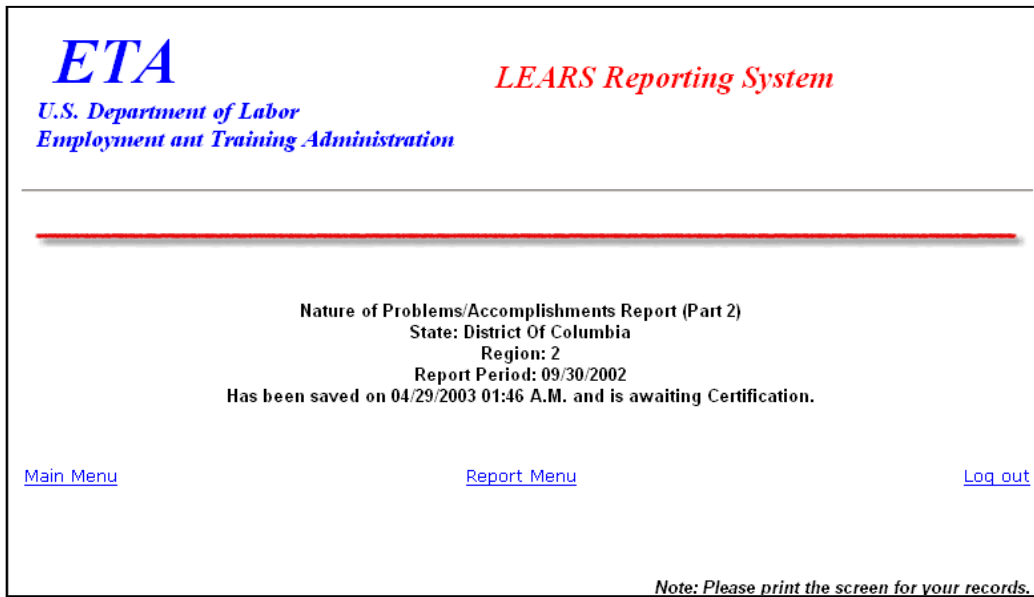## Enter Data to Services to Migrant and Seasonal Farmworkers (MSFW) (Part 2)

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 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).
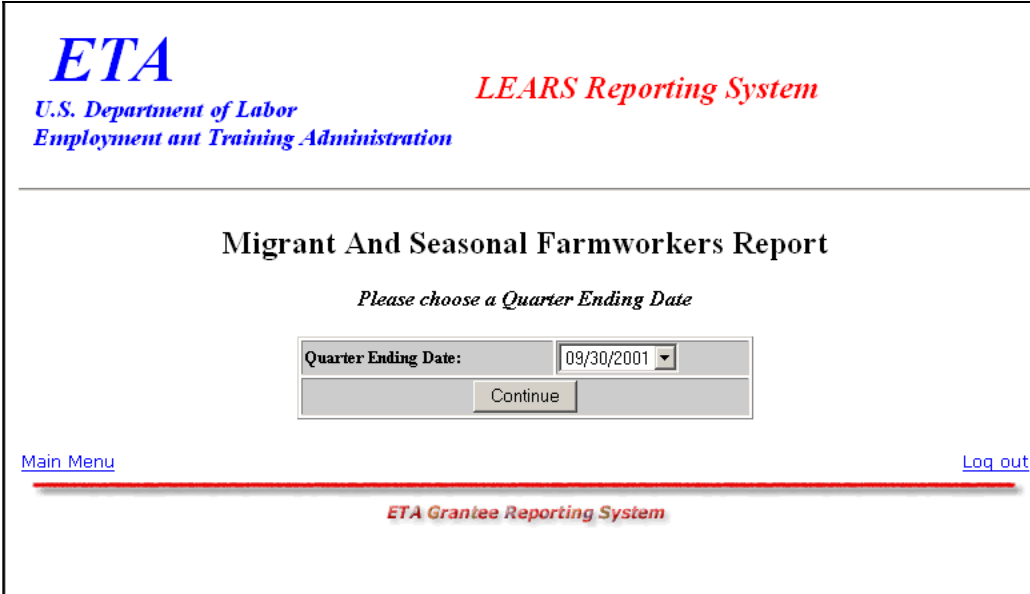
Figure 16: Part 2 Confirmation Screen

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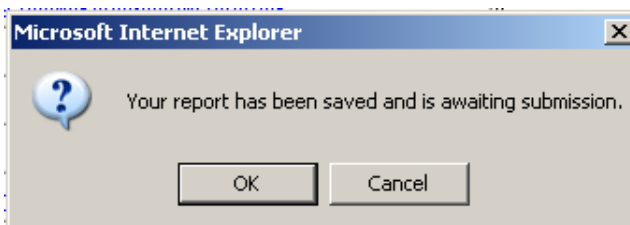
Enter Data to Services Provided to MSFWs Equity Ratio Indicators (Part 3)

1.   Using data from the 9002A, enter 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., <u>Referred to Jobs</u> or Referred to Career Services. To return to the form from the online instructions, click the underlined title in the instructions.

5.   After you 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).
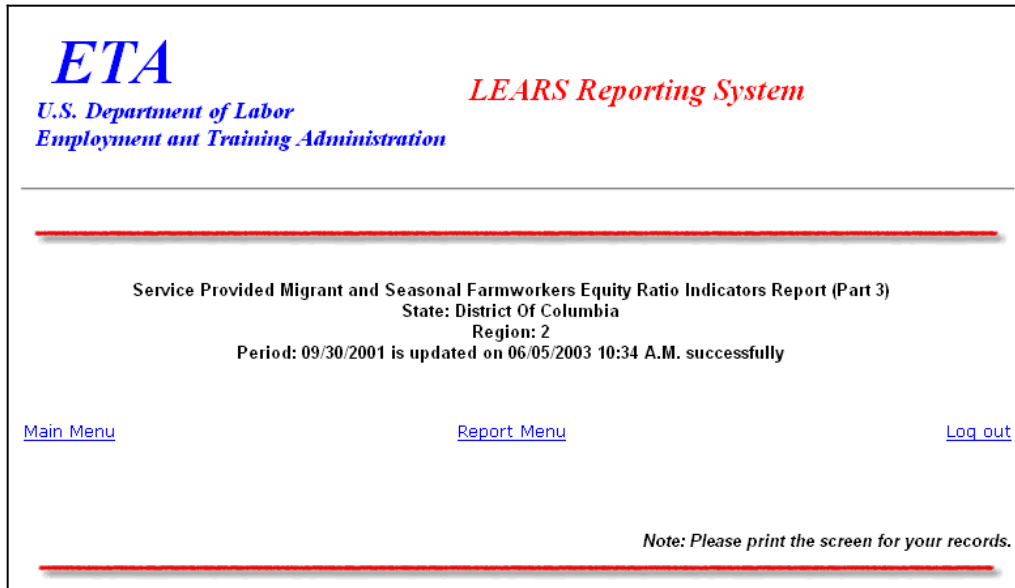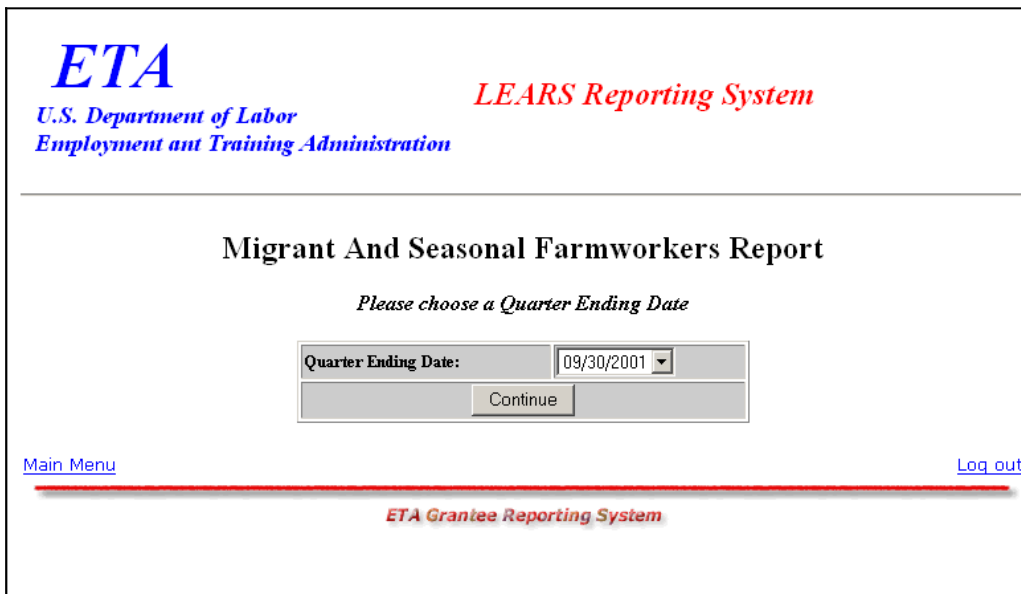

Figure 23: Part 3 Confirmation Screen

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** ⬛ .
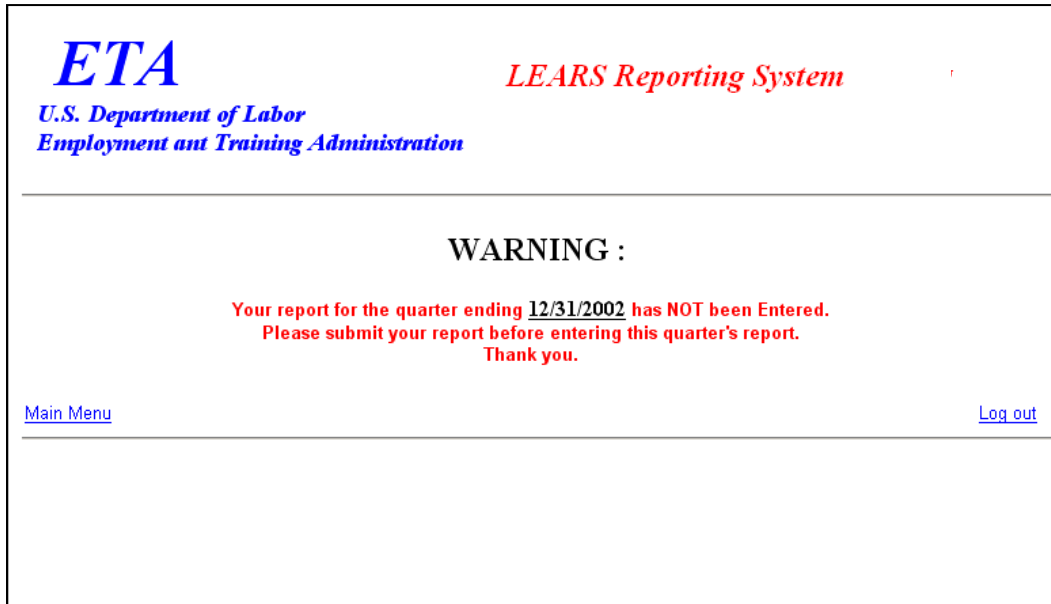
Figure 26: Sample Error Message Screen

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

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. For numbers 1, 2, 3a, and 3b, use 9002C data to populate the column headed **Actual Level**. For numbers 4 through 7, add data collected by the State Workforce Agency. Then add any relevant comments regarding the 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., 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 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).
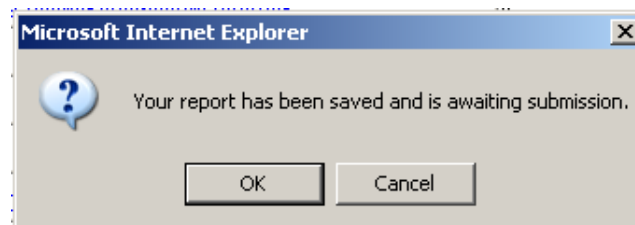
Figure 28: Confirmation Message

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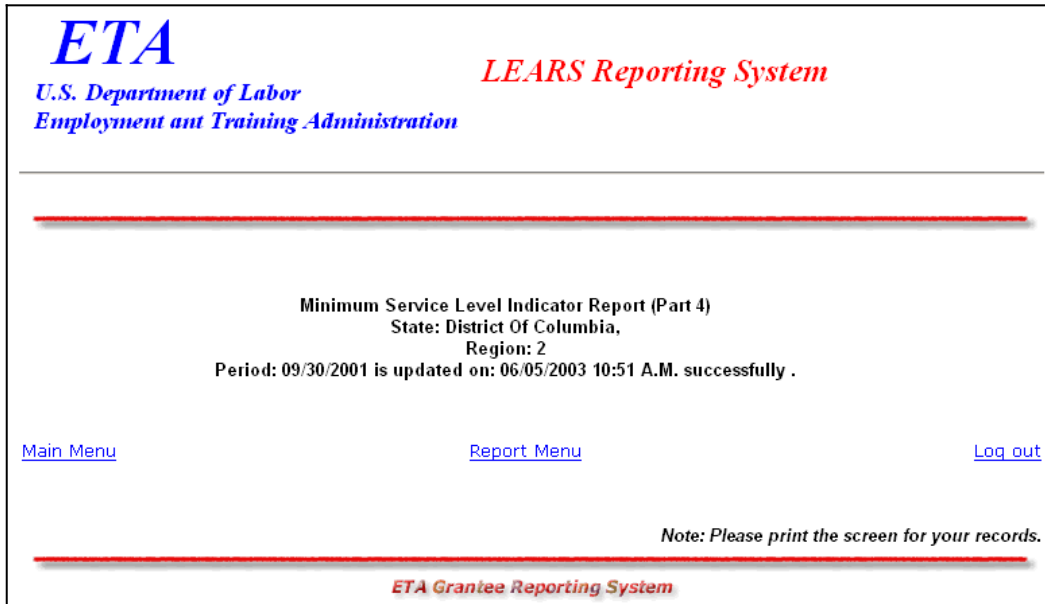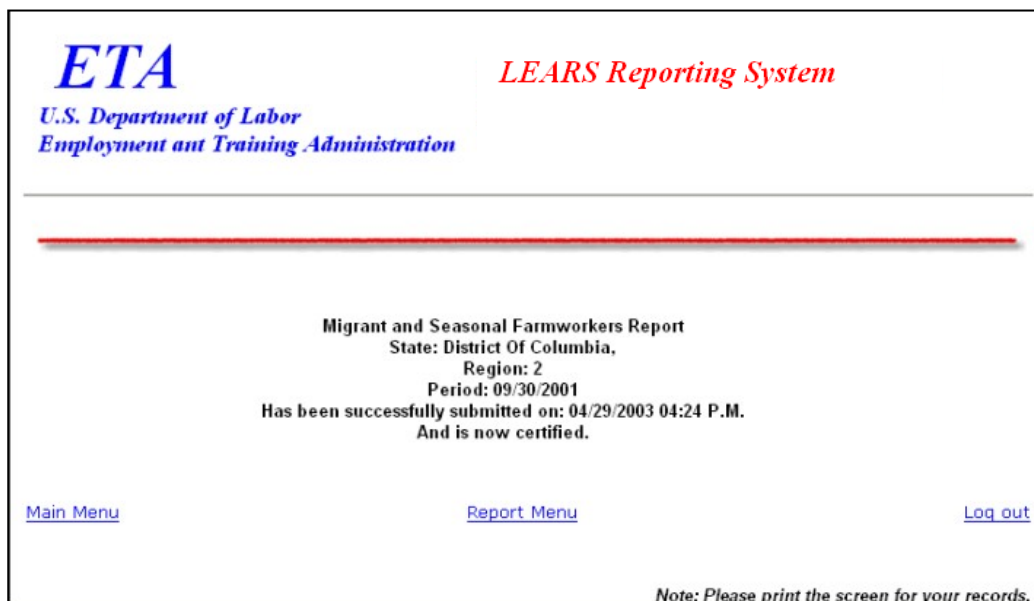

Figure 29: Part 4 Confirmation Screen

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