

LABOR EXCHANGE AGRICULTURAL REPORTING SYSTEM (LEARS) EXTERNAL USERS GUIDE

Core Services to Migrant and Seasonal Farmworkers

ETA 5148 Report



ETA

U.S. Department of Labor
Employment and Training Administration

Contents

Access Labor Exchange Reporting System (LEARS)	1
Enter Data: Services to MSFW (Part 1)	3
Access Services to Migrant and Seasonal Farmworkers (Part 1)	3
Enter Data to Services to Migrant and Seasonal Farmworkers (Part 1)	6
Enter Data: MSFW Nature of Problem/ Accomplishments (Part 2)	8
Access Nature of Problem/Accomplishments (Part 2)	8
Enter Data to Services to Migrant and Seasonal Farmworkers (MSFW) (Part 2)	11
Enter Data: Services Provided MSFW Equity Ratio Indicators (Part 3)	13
Access Services Provided MSFW Equity Ratio Indicators (Part 3)	13
Enter Data to Services Provided MSFW Equity Ratio Indicators (Part 3)	16
Enter Data: Services Provided MSFW Minimum Service Level Indicators (Part 4)	18
Access Services Provided MSFW Minimum Service Level Indicators (Part 4)	18
Enter Data to Services Provided MSFW Minimum Service Level Indicators (Part 4)	22
Certify and Submit LEARS Report	24

Access Labor Exchange Reporting System (LEARS)

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

Follow the steps below to access LEARS.

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).

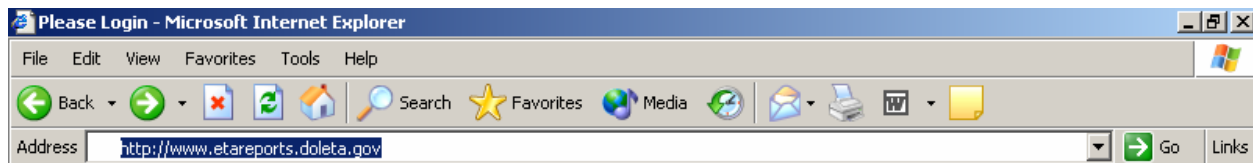


Figure 1: Web Browser Location Field

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


A screenshot of the "ETA Grantee Reporting System" login screen. At the top left is the ETA logo (a blue diamond with a white star) and the text "ETA U.S. Department of Labor Employment and Training Administration". To the right, it says "Grantee Reporting System". Below this is a horizontal red line. The main text reads "Please Login:" followed by the instruction "Enter the Password for the grantee you are reporting on". There is a "Password:" label next to a text input field containing seven asterisks. Below the input field is a "Login" button. At the bottom of the screen, there is another horizontal red line and the text "ETA Grantee Reporting System".

Figure 2: Grantee Reporting System Login Screen

3. Type the Password then click . The **LEARS Main Menu** is displayed (Figure 3).

The screenshot shows the LEARS Reporting System interface. At the top left, the logo for ETA (U.S. Department of Labor, Employment and Training Administration) is displayed in blue. To the right, the text "LEARS Reporting System" is shown in red. Below this, the main heading "Migrant And Seasonal Farmworkers Report" is centered. Underneath, the instruction "Please Choose a Program Year" is displayed. A form field labeled "Program Year:" contains a dropdown menu with "2001" selected. Below the dropdown is a "Continue" button. At the bottom left, there is a link for "Main Menu" and at the bottom right, a link for "Log out". A red horizontal line is positioned above the footer text "ETA Grantee Reporting System" at the bottom center.


Figure 3: LEARS Main Menu

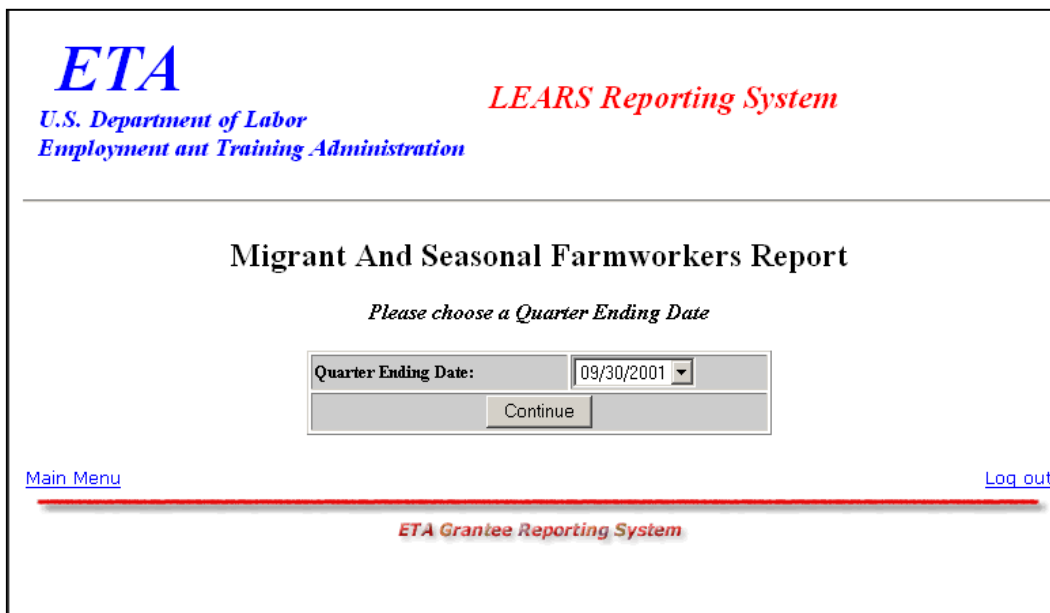
Enter Data: Services to MSFW (Part 1)

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 Main Menu** (Figure 3).
2. Select a **Program Year** from the drop-down list, and click . The **Quarter Ending Date** menu is displayed (Figure 4).



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

LEARS Reporting System

Migrant And Seasonal Farmworkers Report


Please choose a Quarter Ending Date

Quarter Ending Date:

[Main Menu](#) [Log out](#)

ETA Grantee Reporting System

Figure 4: Quarter Ending Date Menu

3. Select a **Quarter Ending Date** from the drop-down list, and click . The **Report** menu is displayed (Figure 5).

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

LEARS Reporting System

**Migrant And Seasonal Farmworkers Report for District Of Columbia,
Quarter Ending: 09/30/2001**

(Report was not Submitted)

Please choose a report:

MSFW's Report:

Figure 5: Report Menu (Part 1)

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

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 .

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

LEARS Reporting System

WARNING :

**Your report for the quarter ending 12/31/2002 has NOT been Entered.
Please submit your report before entering this quarter's report.
Thank you.**

[Main Menu](#) [Log out](#)

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**.

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

LEARS Reporting System

**Services To Migrant And Seasonal Farmworkers Reports
(Part I)**

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

	Previous Cumulative Reported	Report Period	Cumulative (See Column 4)
A. Outreach Services			
1. Best Estimate of MSPW's in the State		10	
2. Number of MSPW contacts by EI staff	0	10	10
3. Number of (outreach) staff days by EI staff	0	10	10
4. Number of MSPW contacts by cooperative agency staff	0	10	10
5. Approximate staff days cooperative 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 EI-related apparent violations referred	0	20	20
a. To BIA	0	10	10
b. To OSHA	0	10	10
c. To Other	0	0	0
2. Total number of non-EI-related apparent violations referred	0	30	30
a. To BIA	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 BIA	0	10	10
(2) To OSHA	0	10	10
(3) To Other	0	10	10
4. Number of employers for whom discussions of service proceedings were initiated as a result of a field check	0	10	10
E. ESN's Complaint System			
1. Total complaints received	0	52	52
a. MSPW, EI-related	0	10	10
b. MSPW, non-EI-related	0	22	22
c. non-MSPW, EI-related	0	10	10
d. non-MSPW, non-EI-related	0	10	10
2. Total number of MSPW EI-related complaints referred	0	30	30
a. To BIA	0	10	10
b. To OSHA	0	10	10
c. To Other	0	10	10
3. Total number of Non-MSPW EI-related complaints referred	0	30	30
a. To BIA	0	10	10
b. To OSHA	0	10	10
c. To Other	0	10	10
4. Total number of MSPW, Non-EI-related complaints referred	0	131	131
a. To BIA	0	10	10
b. To OSHA	0	111	111
c. To Other	0	10	10
5. Total number of MSPW, EI-related complaints unresolved after 45 days	0	95	

[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 at the bottom of the form. A message is displayed (Figure 9).

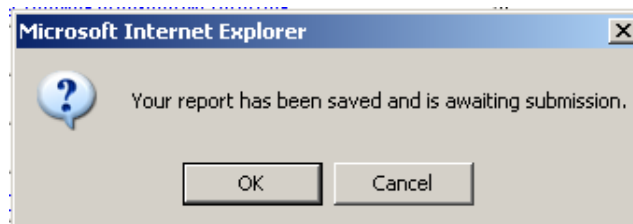


Figure 9: Confirmation Message

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

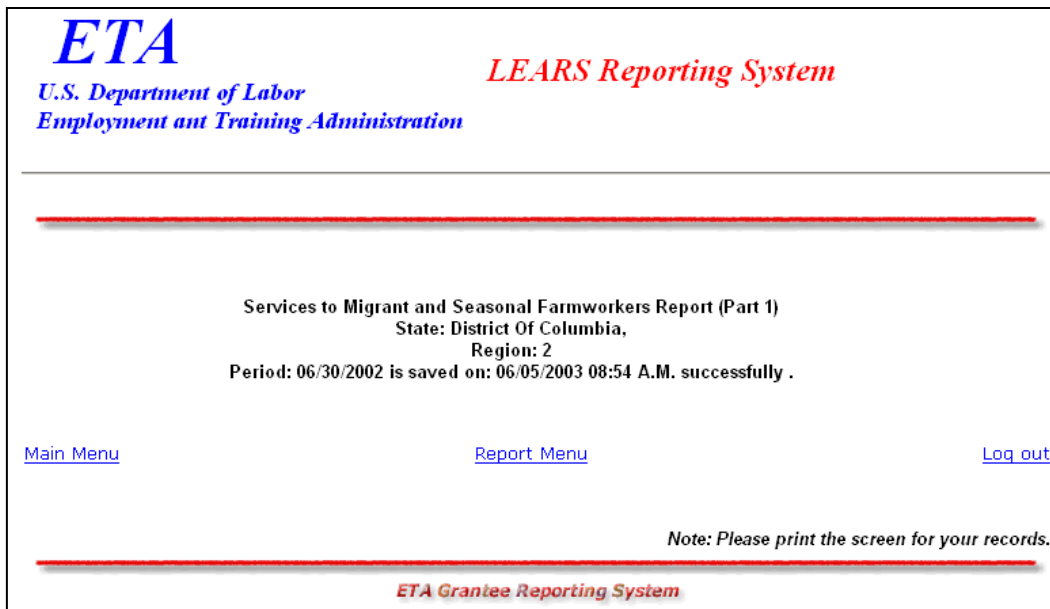



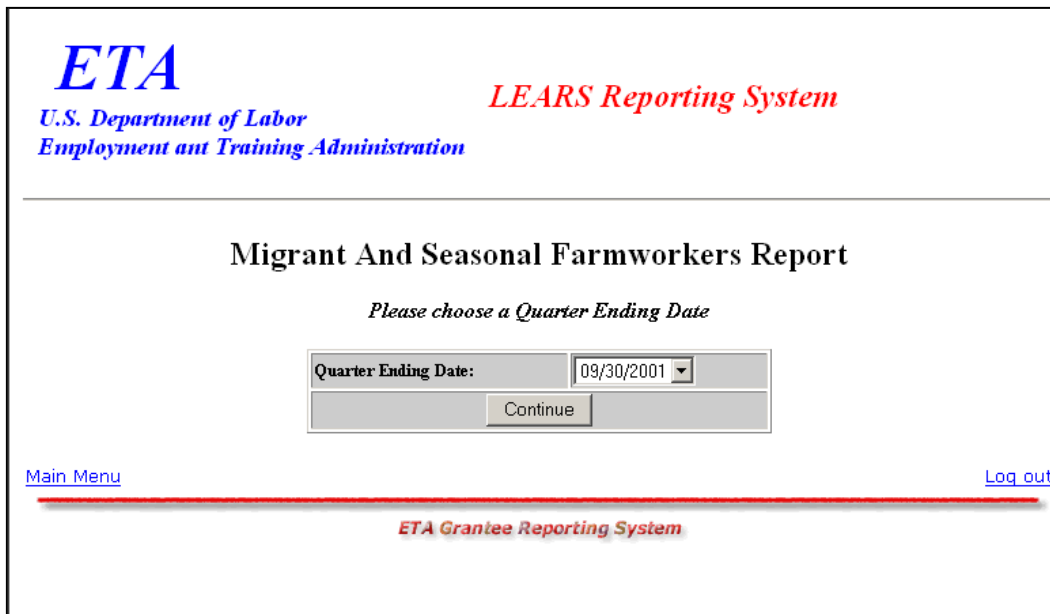
Figure 10: Part 1 Confirmation Screen

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

Access Nature of Problem/Accomplishments (Part 2)

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

1. Access the **LEARS Main Menu** (Figure 3).
2. Select a **Program Year** from the drop-down list, and click . The **Quarter Ending Date** menu is displayed (Figure 11).




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

LEARS Reporting System

Migrant And Seasonal Farmworkers Report


Please choose a Quarter Ending Date

Quarter Ending Date: 

[Main Menu](#) [Log out](#)

ETA Grantee Reporting System

Figure 11: Quarter Ending Date Menu

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

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

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)

Figure 12: Report Menu (Part 2)

4. Select **Nature of Problem/Accomplishments (Part 2)** from the drop-down list, 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 .

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

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 .

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

LEARS Reporting System

Nature of Problem/Accomplishments
(Part 2)

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

A - Services to MSFWs	Comments (1000 characters)
Activity 1. Outreach	<input style="width: 95%; height: 40px;" type="text"/>
2. Monitoring	<input style="width: 95%; height: 40px;" type="text"/>
3. Referral of Violations	<input style="width: 95%; height: 40px;" type="text"/>
4. Field Checks on Clearance Orders	<input style="width: 95%; height: 40px;" type="text"/>
5. MSFW's Complaints	<input style="width: 95%; height: 40px;" type="text"/>
B - Program Performance	Name(s) of Office(s) Date(s) of Review(s)
Local Office Visits	<input style="width: 95%; height: 40px;" type="text"/>
C - Other	(4000 Characters)
Other	<input style="width: 95%; height: 40px;" type="text"/>

[Main Menu](#)
[Report Menu](#)
[Log out](#)

Figure 14: 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. 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 at the bottom of the form. A message is displayed (Figure 15).

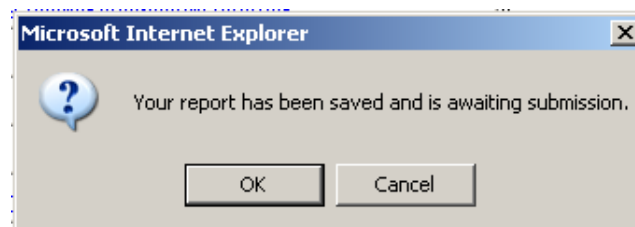


Figure 15: Confirmation Message

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

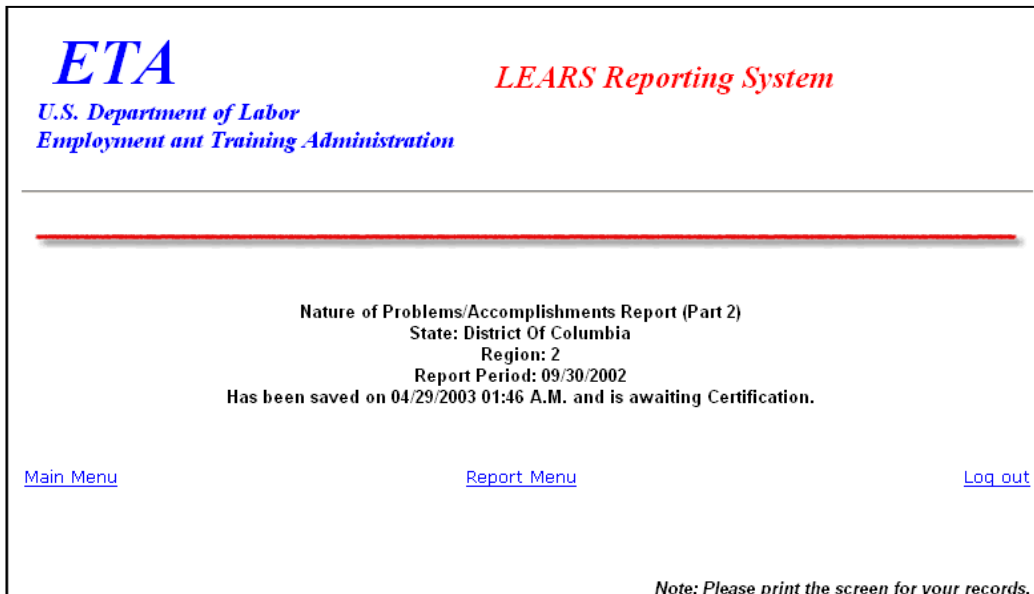



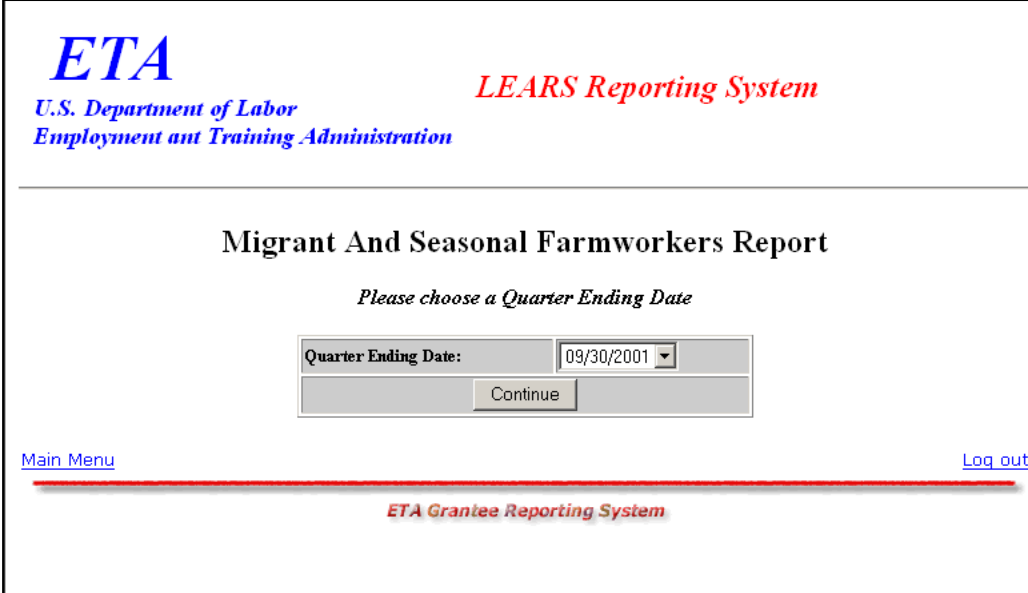
Figure 16: Part 2 Confirmation Screen

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

Access Services Provided MSFW Equity Ratio Indicators (Part 3)

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

1. Access the **LEARS Main Menu** (Figure 3).
2. Select a **Program Year** from the drop-down list, and click . The **Quarter Ending Date** menu is displayed (Figure 17).



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

LEARS Reporting System

Migrant And Seasonal Farmworkers Report


Please choose a Quarter Ending Date

Quarter Ending Date: 09/30/2001

[Main Menu](#) [Log out](#)

ETA Grantee Reporting System

Figure 17: Quarter Ending Date Menu

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

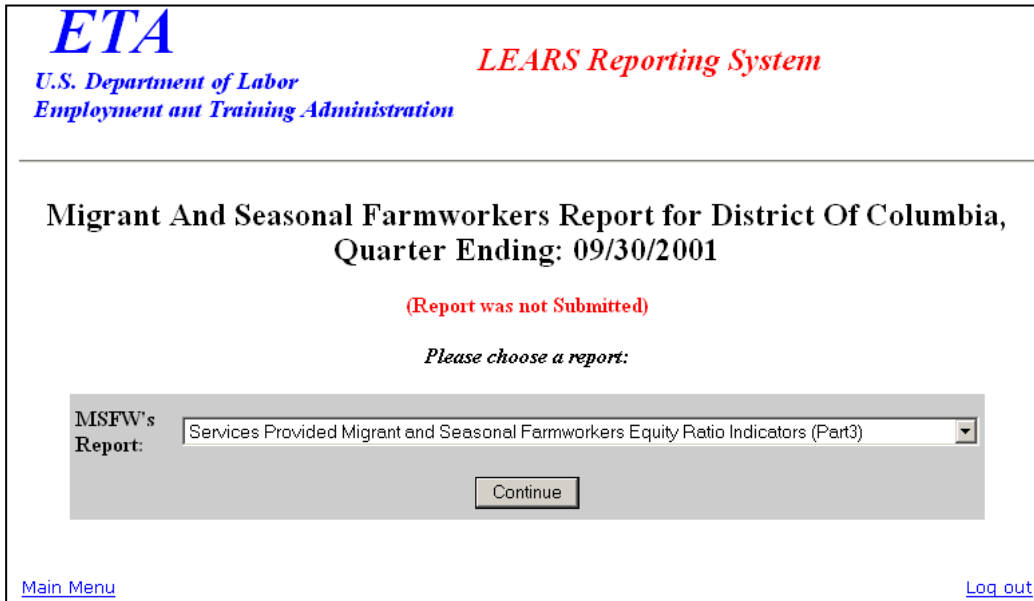


Figure 18: Report Menu

4. Select **Services Provided Migrant and Seasonal Farmworkers Equity Ratio Indicators** (Part 3) from the drop-down list, and click . 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 .

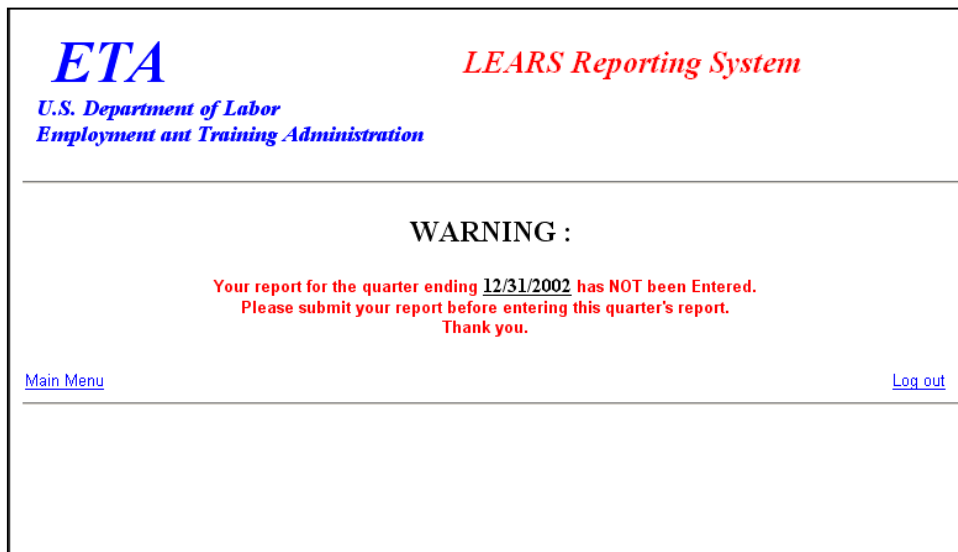


Figure 19: Sample Error Message Screen

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

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

LEARS Reporting System

**Service Provided Migrant and Seasonal Farmworkers
Equity Ratio Indicators
(Part 3)**

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

DATA ITEMS

Individuals	MSPW's		Non-MSPW's		Equity		
	#	% (Auto Calculated)	#	% (Auto Calculated)	Yes		No
<u>A. Total Applications</u>	100		90				
<u>1. Referred to Jobs</u>	10	10	30	33.3	<input type="radio"/>		<input type="radio"/>
<u>2. Received Staff Assisted Services</u>	50	50	10	11.1	<input type="radio"/>		<input type="radio"/>
<u>3. Referred to Support Service</u>	20	20	10	11.1	<input type="radio"/>		<input type="radio"/>
<u>4. Career Guidance</u>	100	100	10	11.1	<input type="radio"/>		<input type="radio"/>
<u>5. Job Development Contact</u>	20	20	30	33.3	<input type="radio"/>		<input type="radio"/>

Total equity indicators met: OUT OF 5

Comments:

This space is for comments.

[Main Menu](#)

[Report Menu](#)

[Log out](#)

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

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

1. 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., Referred to Jobs or Job Development Contact. 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 at the bottom of the form. A message is displayed (Figure 22).

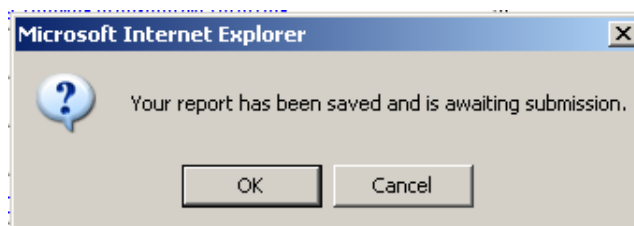


Figure 22: Confirmation Message

7. Click **OK**. A screen appears confirming the date and time that the form was saved (Figure 23).

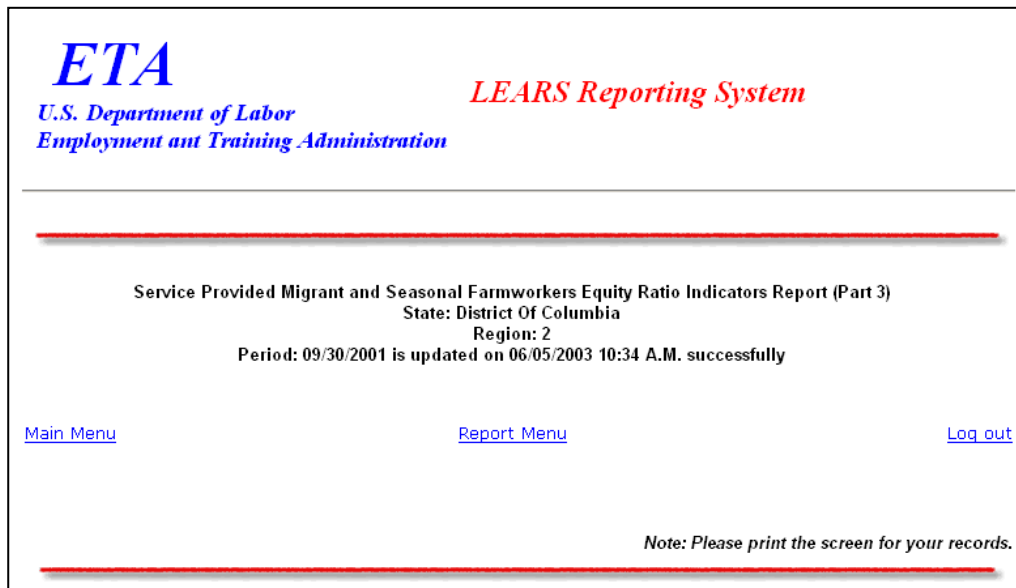



Figure 23: Part 3 Confirmation Screen

Enter Data: Services Provided MSFW Minimum Service Level Indicators (Part 4)

Access Services Provided 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 MSFW Minimum Service Level Indicators report form (Part 4).

1. Access the **LEARS Main Menu** (Figure 3).
2. Select a **Program Year** from the drop-down list, and click . The **Quarter Ending Date** menu is displayed (Figure 24).

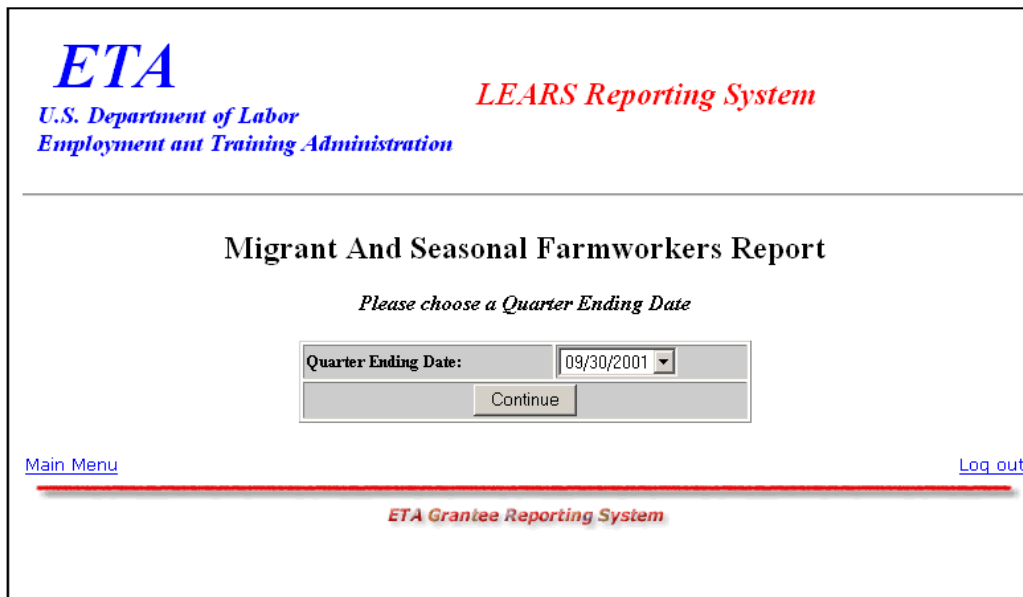



Figure 24: Quarter Ending Date Menu

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

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

LEARS Reporting System

**Migrant And Seasonal Farmworkers Report for District Of Columbia,
Quarter Ending: 09/30/2001**

(Report was not Submitted)

Please choose a report:

MSFW's Report:

[Main Menu](#) [Log out](#)

Figure 25: Report Menu

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

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 .

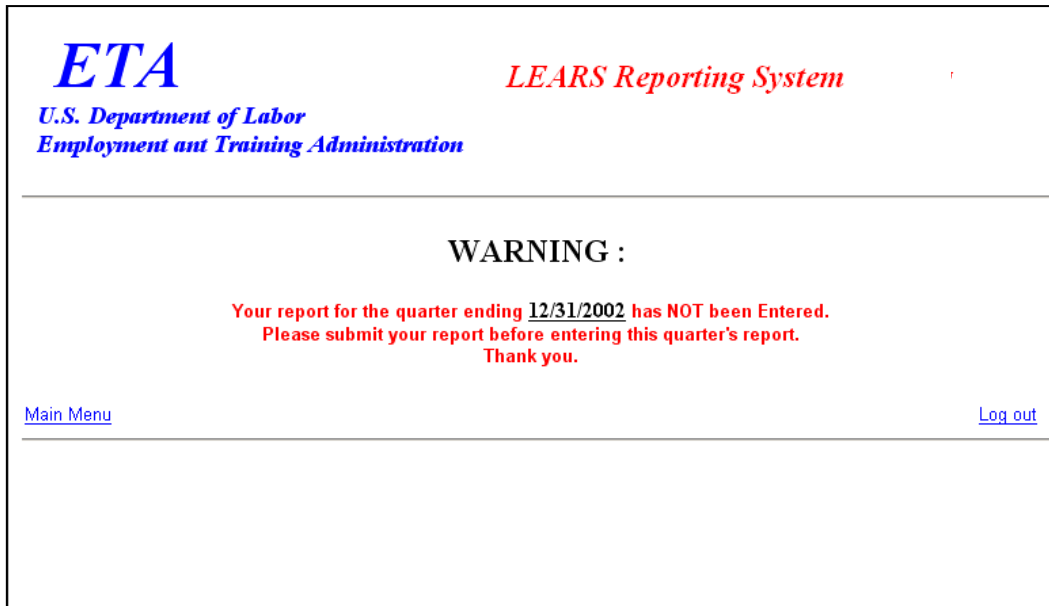


Figure 26: Sample Error Message Screen

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

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

State: District Of Columbia	Region: 2	Quarter Ending: 09/30/2001	FY: 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 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Placed \$5.50 above minimum wage	14 %	12 %	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Placed in long term non-ag job	8 %	9 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Reviews of significant offices	100 %	80 %	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Field checks conducted	25 %	20 %	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Outreach contacts per staff day worked	5 %	1 %	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Timely process of EIL complaints	80 %	85 %	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Total number of minimum service level indicators met:

Comments:

This space is for comments

ETA 0148 (Rev. October 2002)

Please save report before submitting

[Main Menu](#)

[Report Menu](#)

[Log out](#)

Submitted by:

Submission Date:

Please enter your PIN to submit:

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

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

1. You can type numerical data in the column headed **Actual Level**, and you can type 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 or, Timely process of ES complaints. To return to the form from the online instructions, click the underlined title in the instructions.
3. After you type all your report data, you may print a copy of the report for your records.
4. To save your report, click at the bottom of the report. A message is displayed (Figure 28).

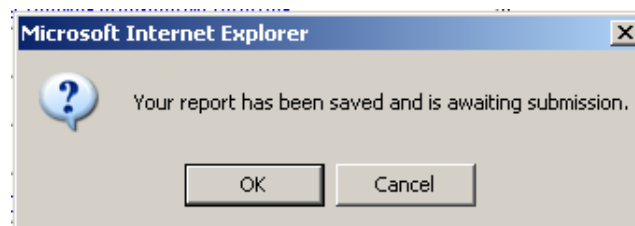


Figure 28: Confirmation Message

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

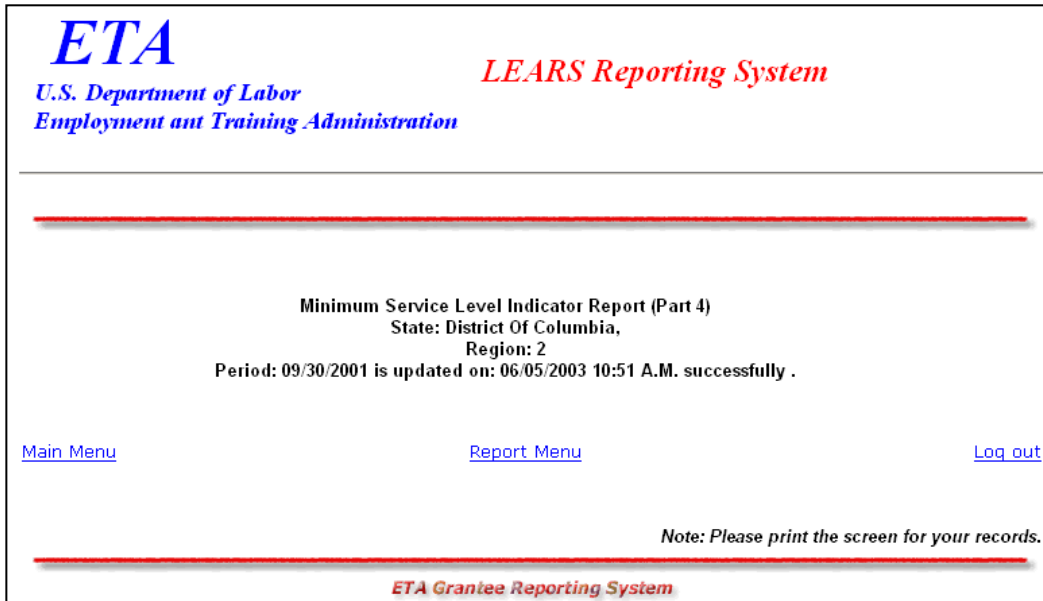




Figure 29: Part 4 Confirmation Screen

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 . MSFW, Part 4 (Figure 27) is displayed again.
3. Enter your PIN in the field provided at the bottom of the form, then click .
4. A confirmation screen appears indicating the date and time that you certified and submitted your MSFW Report.

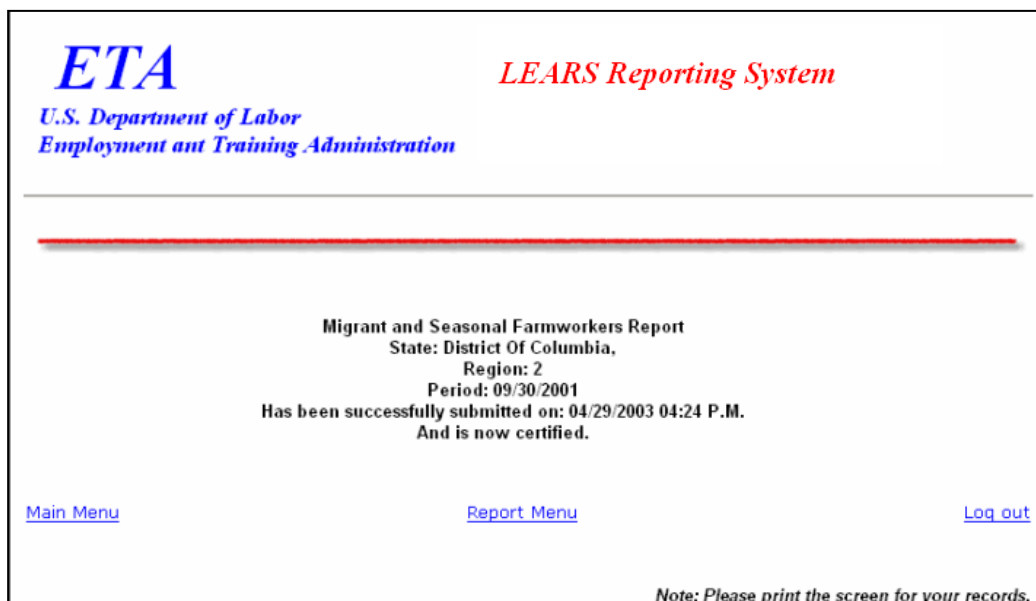


Figure 30: Certification/Submission Confirmation Screen