

# TEAMS 6.2 | Release Date 06.30.2023

## DEFAULT TO "NO" FOR SPECIFIC PIRL QUESTIONS ON PROFILE PAGE

### Purpose

Adult Education and Literacy (AEL) providers must collect certain demographic and personal information from individuals seeking AEL services to comply with federal and state requirements. AEL providers staff collecting this information are trained to obtain, maintain, and protect personally identifiable information on the AEL Enrollment and Participant Individual Record Layout (PIRL) participant status upon entry into the program. Questions are default to "No" on the profile page questions (but allowed to be changed) on all new profiles except for One-Stop Program Participation - Adult Education automatically defaults to "Yes" and the Employment and Education Information are required variables questions and must be answered.

Prototype Screen – Home > Participant > Profiles > Add New Profile

### Profiles

School Year	Education Level	Employment Status

**Employment and Education Information**  
Employment Status:\*

! Has the participant been unemployed for 27 or more consecutive weeks at program entry:\*

Hours Employed per Week:  (whole hours only)

Reason for not looking for work:

Type of Community:

School Status at Program Entry:\*

Highest School Grade Completed:\*

Highest Education Level Completed:\*

### One-Stop Program Participation

WIOA Adult:\*

WIOA Dislocated Worker:\*

WIOA Youth:\*

Adult Education:\*

# SYSTEM CHECK FOR CURRENT AGE FOR EDUCATION INFORMATION SCHOOL STATUS AT PROGRAM ENTRY

## Purpose

To be able to add an HSE voucher, participant should be 21 of age and up and must meet Educational and School Status at program entry profile. Rule was set to check system for current age to allow voucher entry.

HSE voucher entry will be allowed on one of the School Status at Program Entry these values are: 'In-School, Postsecondary school' or 'Not attending school or Secondary School Dropout' or 'Not attending school; within age of compulsory school attendance'.

[Prototype Screen – Home > Participant > Profiles > Add New Profile > Employment and Education Information > School Status at Program Entry >](#)

### Employment and Education Information

! Employment Status:\*

! Has the participant been unemployed for 27 or more consecutive weeks at program entry:\*

Hours Employed per Week:  (whole hours only)

Reason for not looking for work:

Type of Community:

! School Status at Program Entry:\*

! Highest School Grade Completed:\*

Highest Education Level Completed:\*

[Prototype Screen – Home > Participant > Participant Search > Support Services > Add Support Services](#)

[Home > Participants > Cheeto, Tiger > Support Services](#)

## Support Services

**Participant Name:** Cheeto, Tiger

**Grant Recipient:** 501 - Abilene ISD

[Test Summary](#) | [Educational Outcomes](#) | [Pre/Post Test Gains](#) | [Career and Training Services](#) | [Employment Outcomes](#) | [Public Assistance Data](#) | [Participant Notes](#)

### HSE Vouchers

Start Date	Voucher Number	Test Type	Test Subject	Test Format	Voucher Amount	Comments	Grant Recipient	Meets Requirements
6/5/2023	123454321234	Regular	Science	Computer Based	\$16.00	HSE-SCIENCE TEST - VOUCHER# 123454321234	501 - Abilene ISD	Yes
				<b>HSE Voucher Amount Total:</b>	\$16.00			

If participant does not meet age for HSE voucher, error message 'The Participant must be 21 years of age as of the Start Date to save an HSE voucher' will be generated.

[Prototype Screen – Home > Participant > Participant Search > Support Services > Support Service Details](#)

## Support Service Details

**Participant Name:** Cheeto, Tiger

**Grant Recipient:** 501 - Abilene ISD

- The participant must be 21 years of age as of the Start Date to save an HSE voucher.

! Start Date:*	<input type="text" value="04/03/2023"/>			
Support Service Type:*	<input type="text" value="HSE Voucher"/>			
HSE Voucher Code1:*	Test Type:*	Test Subject:*	Test Format*	Voucher Amount:*
<input type="text" value="123678904563"/>	<input type="text" value="Regular"/>	<input type="text" value="Mathematics"/>	<input type="text" value="Computer Based"/>	<input type="text" value="16.00"/>

# MSG MANAGEMENT REPORT ADD NEW FILTER POP PARTICIPANT ONLY

## Purpose

Included option 'Participants (Individuals with 12+ Direct Contact Hours) Only' to the MSG Management Report for both extract and summary report to view participants that are in the denominator of participant status.

By default, unchecked option will show the Participants (>= 12+ contract hours) and Reportable Individual Participant (RIP) for both summary and extract report.

When checked, option will show Participant (>= 12+ contract hours) only for both summary and extract report.

Prototype Screen – Home > Report > Participant > MSG Management Report > Report Options

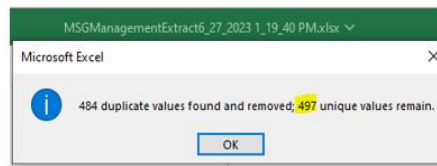
The screenshot shows the TEAMS interface for the MSG Management Report. The left sidebar contains navigation links such as 'TEAMS Home', 'Reports', 'Admin', 'Grant Recipients', 'Statewide List of Providers', 'Assign Provider to Grant Recipient', 'Sites', 'Staff', 'Staff Development', 'State Trainers', 'Classes', 'Training Services', 'Participants', 'Summary', 'Reporting Year Locks', 'Waiting List', 'Data Match And Survey', and 'Help'. The main content area is titled 'MSG Management Report' and includes buttons for 'Run Report Summary', 'Run Report Extract', and 'View Report Description'. Below this is a 'Filter' section with dropdowns for 'Reporting Year' (2022-2023) and 'Regular Adult Ed. Reporting'. The 'Grant Recipient\*' section shows '501' and 'Abilene ISD'. The 'Funding Source\*' section has a 'Select All' checkbox and several other funding sources checked, including 'Basic AEL (AEFLA)', 'Basic AEL (Corrections)', 'IET (AEFLA)', 'Work Based (AEFLA)', 'Transitions Classes (AELFA)', 'IET (EL Civics)', 'EL Civics (EL Civics)', 'Re-Entry (Corrections)', 'MACC (State Leadership)', and 'ESL Professional (EL Civics)'. Below this are sections for 'Providers, Site & Classes', 'Participant', and 'Report Options'. The 'Report Options' section contains several checkboxes: 'Participants (Individuals with 12+ Direct Contact Hours) Only' (highlighted with a red box), 'With Chart', 'Include SSN on the Extract (SSN is not a column on the Summary)', 'Include Additional Identifying Information on the Extract', and 'Include Contact Information on the Extract'. At the bottom, there is an 'Order By:' dropdown set to 'Name' and another set of buttons for 'Run Report Summary', 'Run Report Extract', and 'View Report Description'.

## MSG MANAGEMENT REPORT

### SUMMARY REPORT: 497

**MSG Management Report**  
 School Year: 2022 - 2023  
 Reporting Group: Regular Adult Ed. Reporting  
 Grant Recipient: Abilene ISD  
 Number of Participants: 497  
 Participants (Individuals with 12+ Direct Contact Hours) Only: No  
 Order By: Name

### EXTRACT REPORT: 497



### POP Summary Report: 497

**Periods of Participation**  
 Start Date: 7/1/2022  
 End Date: 6/27/2023  
 Grant Recipient: Abilene ISD  
 Number of Participants: 497

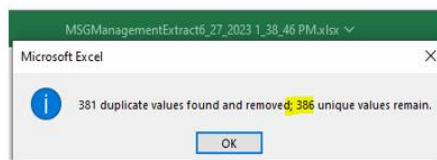
## MSG MANAGEMENT REPORT w/PARTICIPANT ONLY

Participants (Individuals with 12+ Direct Contact Hours) Only

### SUMMARY REPORT: 386

**MSG Management Report**  
 School Year: 2022 - 2023  
 Reporting Group: Regular Adult Ed. Reporting  
 Grant Recipient: Abilene ISD  
 Number of Participants: 386  
 Participants (Individuals with 12+ Direct Contact Hours) Only: Yes  
 Order By: Name

### EXTRACT REPORT: 386



### POP Extract Report: 386

**Periods of Participation**  
 Start Date: 7/1/2022  
 End Date: 6/27/2023  
 Grant Recipient: Abilene ISD  
 Number of Participants: 386

Prototype Screen – Home > Report > Participant > MSG Report > View Report Description

<p>Report Options</p>	<ul style="list-style-type: none"> <li>• Participants (Individuals with 12+ Direct Hours) Only             <ul style="list-style-type: none"> <li>◦ Unchecked, means both the summary and extract report will show the Participants (&gt;= 12+ Direct hours) and Reportable Individuals (RIP).</li> <li>◦ Checked, means both the summary and extract report will show only Participants (&gt;= 12+ Direct hours).</li> </ul> </li> <li>• With Chart             <ul style="list-style-type: none"> <li>◦ If you select this filter, the Report Summary will produce three bar graphs;                 <ul style="list-style-type: none"> <li>▪ # of Participants by MSG Type</li> <li>▪ # of Participants by WFG Type</li> <li>▪ # of Participants by Gain Type</li> </ul> </li> </ul> </li> </ul>
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# PERIOD OF PARTICIPATION (POP) REPORT - FIX PROVIDER FILTER EXTRACT REPORT

## Purpose

POP Report filter was fixed to check performance at Provider (sub-recipient) level; students may be listed under a provider but are not actually in any of that provider's classes. The extract report was pulling participants who had a period of participant in the given date range, that are served by the selected provider in the prior years. To fix this issue, while applying the provider filter, it's now coded to look for participants served by the provider in the selected date range.

Prototype Screen – Home > Report > Participant > Period of Participation Report > Start Date > Providers, Sites & Classes > select Providers > Load Sites > Run Extract Report

TEAMS Home | Home > Reports > Report Parameters

### Periods of Participation

Run Report Summary | **Run Report Extract** | View Report Description

**Filter**

Start Date\* 07/01/2022 End Date\* 06/14/2023

Grant Recipient\* 501 Abilene ISD

**Funding Source\***

Select All

Basic AEL (AEFLA)  Basic AEL (Corrections)

IET (AEFLA)  Work Based (AEFLA)

Transitions Classes (AELFA)  IET (EL Civics)

EL Civics (EL Civics)  Re-Entry (Corrections)

MACC (State Leadership)  ESL Professional (EL Civics)

**Providers, Site & Classes**

Provider: All, Abilene ISD, Patty Hanks School of Nursing MCM | Load Sites | (Hold down the Ctrl key to select multiple)

Site: All, Alta Vista, Breckenridge Open Door, Cisco Open Door, Coleman ISD Annex | Load Classes | (Hold down the Ctrl key to select multiple)

**Participant**

**Report Options**

Include SSN on the Extract (SSN is not a column on the Summary)

Participants (Individuals with 12+ Direct Contact Hours) Only

Include Additional Identifying Information on the Extract

Include Contact Information on the Extract

Order By: Name

Run Report Summary | **Run Report Extract** | View Report Description

# ADD A NEW VALUE TO THE EDUCATION PROVIDER 000000-OTHER

## Purpose

New value has been added to be able to default to **000000-Other** for unrecognized providers for Credential – Issuing Entity and Education Enrollment – Educational Provider.

- Credential Type – Issuing Entity
  - Occupational Certificate
  - Occupational Certification
  - AA/AS Diploma/Degree
  - BA/BS Diploma/Degree

Prototype Screen – Home > Participant > Education Outcomes > Add Credential > Credential Details

Prototype Screen – Home > Participant > Education Outcomes > Add Credential > Credential Details > Credential Type > AA/AS & BA/BA Diploma/Degree; Occupation & Occupational

**Credentials as of 01/01/2016**

Date Achieved	Credential Type	Issuing Entity	State	Credential Name	Details
1/4/2023	BA/BS Diploma/Degree	000000 - OTHER		HR	TEST Disney World Ed.
2/1/2023	AA/AS Diploma/Degree	000000 - OTHER	Florida	Media System	TEST Disney World Education Center
3/1/2023	Occupational Certificate	000000 - OTHER	Florida	Cartoonist Artist	Disney World Education Center
6/5/2023	Occupational Certification	000000 - OTHER		TEST	TEST

**Data in this table should be considered as potential credentials until verified by TWC.**

**For a High School Equivalency to be counted in the Credential Rate performance measure, the participant must also be either enrolled in postsecondary education at some point during the 365 days after exit or employed in any of the 4 calendar quarters after exit.**

- Educational Enrollment Type – Educational Provider
  - Occupation Skill Training
  - Post-Secondary Enrollment

Prototype Screen – Home > Participant > Education Outcomes > Add Enrollment

TEAMS Home | Reports | Report Search | Admin | Grant Recipients | Statewide List of Providers | Assign Provider to Grant Recipient | Sites | Staff | Staff Development | State Trainers | Classes | Training Services | Participants | Summary | Reporting Year Locks | Waiting List | Data Match And Survey | Help

Home > Participants > [Redacted] > Educational Outcomes > Educational Enrollment Details

### Educational Enrollment Details

Participant Name: [Redacted]  
 Grant Recipient: 501 - Abilene ISD

[Test Summary](#) | [Pre/Post Test Gains](#) | [Educational Outcomes](#) | [Career and Training Services](#) | [Support Services](#) | [Employment Outcomes](#) | [Public Assistance Data](#) | [Participant Notes](#)

Start Date:\*   
 End Date:\*   
 Educational Enrollment Type:\* Choose   
 Educational Provider:\*   
 Occupation:   
 Details:\*

Data in this table should be considered as potential enrollments until verified by TWC.

Prototype Screen – Home > Participant > Education Outcomes > Add Enrollment > Educational Enrollment Detail > Occupational Skill Training/Post-Secondary Enrollment > Educational Provider

**Educational Enrollment as of 01/01/2016**

Start Date	End Date	Educational Enrollment Type	Educational Provider	Occupation	Details
5/1/2023	6/30/2023	Occupational Skills Training	000000 - OTHER		TEST Disney World Education Center

Data in this table should be considered as potential enrollments until verified by TWC.

**Educational Enrollment as of 01/01/2016**

Start Date	End Date	Educational Enrollment Type	Educational Provider	Occupation	Details
3/1/2023	3/31/2023	Post-Secondary Enrollment	000000 - OTHER		TEST Disney College



## CLASS END DATE ADDED TO CLASS DESCRIPTION

### Purpose

Class end date has been added to class search description in TEAMS.

Prototype Screen – Home > Classes > Class Search

TEAMS Home
Home > Classes

Reports **Class Search**

Report Search

Admin

Grant Recipients

Statewide List of Providers

Assign Provider to Grant Recipient

Sites

Staff

Staff Development

State Trainers

Classes

Training Services

Participants

School Year: 2022-2023

Grant Recipient: 501 Abilene ISD

**Class Information**

Class Name:

Class Number:

Provider Name:

Site Name:

Class Begin Date between\*: 7/1/2022 and\*: 6/30/2023

\*Click on column header to sort by ascending or descending. All - All Participants, Active - Active Participants.

Class Name	Class Number	Provider	Site	Begin Date	End Date	All	Active	Direct Hours	Proxy Hours	Training Hours	Non-NRS Approved
Albany ASE	214	Abilene ISD	Shackelford County Library	7/1/2022	6/30/2023	2	2	88	0	0	No

## CLASS ROSTER REPORT

### Purpose

Modified the number of students that can be exported on class roster report to unlimited.

Prototype Screen – Home > Classes > Class Search > Select AV ABE/ASE AM > Contact Hour Periods > Select September > download Print Sign-In Sheet

### Contact Hour Periods

**Sign-In Sheet**

Paper Size: Letter (8.5 X 11) September Print Sign-In Sheet

\*Click on month for daily contact hours

Month	Begin Date	End Date	Direct Hours	Proxy Hours	Action
July 2022	7/11/2022	7/31/2022	8.00	0.00	Edit
August 2022	8/1/2022	8/31/2022	677.75	0.00	Edit
September 2022	9/1/2022	9/30/2022	1348.00	0.00	Edit
October 2022	10/1/2022	10/31/2022	1352.00	0.00	Edit
November 2022	11/1/2022	11/30/2022	51.50	0.00	Edit

Prototype Screen – Home > Classes > Class Search > Select AV ABE/ASE AM > Contact Hour Periods > Select September > Select Print Sign-In Sheet > Download Participant Roster

[ContactHours\\_103\\_Sep-2022.pdf](#)

[https://twc4svabed/TEAMS\\_TEST/Secured/ClassDetails.aspx?classDate=/](https://twc4svabed/TEAMS_TEST/Secured/ClassDetails.aspx?classDate=/)



Prototype Screen – Home > Classes > Class Search > Select AV ABE/ASE AM > Contact Hour Periods > Select September 2022 Action Edit

**Contact Hour Periods**

**Sign-In Sheet**

Paper Size:

\*Click on month for daily contact hours

Month	Begin Date	End Date	Direct Hours	Proxy Hours	Action
July 2022	7/11/2022	7/31/2022	8.00	0.00	<a href="#">Edit</a>
August 2022	8/1/2022	8/31/2022	677.75	0.00	<a href="#">Edit</a>
September 2022	9/1/2022	9/30/2022	1348.00	0.00	<a href="#">Edit</a>
October 2022	10/1/2022	10/31/2022	1352.00	0.00	<a href="#">Edit</a>
November 2022	11/1/2022	11/30/2022	51.50	0.00	<a href="#">Edit</a>

Prototype Screen – Home > Classes > Class Search > Select AV ABE/ASE AM > Select September 2022 Action Edit > Select Print Sign-In Sheet to download 1-84 (Student) Participant Roster

Home > Classes > AV ABE/ASE AM > Monthly Contact Hours View

**Monthly Contact Hours**

**Class Information**

Grant Recipient Name: bilene ISD      Begin Date: 7/11/2022      Month: September

Site Name: Alta Vista      End Date: 6/30/2023      Participants: 84

Class Name: AV ABE/ASE AM      Class Number: 103      ADA: 32.13 ( 514 / 16 )

Distance Learning: Clock Time Model      \*ADA - Average Daily Attendance

Paper Size:

1 - 50 51 - 84

Last Updated: 10/3/2022 3:17:37 PM

Participant Name		01	05	06	07	08	12	13	14	15	19	20	21	22	26	27	28	29	Funding Source	Month Total
Aguilera, Josiah A.	D	2.75		3		3		2.75	2.75		3	3	2.75	3	3	2.75	2.75	3	Basic AEL (AEFLA)	37.5
	P																			0
Anderson, Ryan T.	D			2															Basic AEL (AEFLA)	2
	P																			0
Anthony, Imerald	D	2.5		2		3	1.75	2.75	2.75	3	3	3	1.25	3	2	2.75			Basic AEL (AEFLA)	32.75
	P																			0
Arriola, Patricia A.	D					3	2.75	3	3	1	2.25		2.75	2					Basic AEL (AEFLA)	19.75
	P																			0
Baker, David M.	D	3		2.75		1.5	1.75	3	3						2				Re-Entry (Corrections)	17

**Texas Educating Adults Management System (TEAMS)**

**Contact Hours Monthly**

Grant Recipient Name: **Abilene ISD**  
 Site Name: **Alta Vista**  
 Class Name: **AV ABE/ASE AM**  
 Staff Assigned: **Spaar, Sherry; Gwilt, Hilary; Calder, Robyn; Kneip, Cynthia; Rogers, Glenda**  
 Legend: **D- Direct Hours, P - Proxy Hours, T - Training Hours**

Distance Learning: **Clock Time Model**  
 Month: **September**  
 Class Number: **103**  
 Start Date: **7/11/2022**  
 End Date: **6/30/2023**

Participant Name	1	5	6	7	8	12	13	14	15	19
Aguilera, Josiah A D 2204920										
P										
Anderson, Ryan T D 2240468										
P										
Anthony, Imerald D 2232495										
P										
Arriola, Patricia A D 1016901										
P										
Baker, David M D 2255140										
P										
Baker, Sarah L D 2255153										
P										

ADA (daily) = Total Participants with hours on that day / Total Participants in the class  
 ADA (monthly) = Sum of Total Participants with hours on all days / Total days with Contact Hours in that month

## PARTICIPANT PROFILE VETERAN STATUS CHARACTERISTICS

### Purpose

Modified participant profile Veteran Status Characteristic to include Veteran's Spouse option and enabled profile variables.

When Veteran Status is "No" allow profile variable:

- Eligible Veteran Status
- Disabled Veteran
- Veteran's Spouse
- Date of Actual Military Separation

When user is saving an existing profile if Veteran Status is "No" then TEAMS will enable user to select variable values for the 'Eligible Veteran Status', 'Disabled Veteran', and 'Veteran's Spouse' they will be required.

When creating profile for participant who have previous years profile with Veteran Status is "No", then TEAMS will enable user to select the three values as shown above.

When creating profile for new participant or participants with no prior year profile, these three profile variables will be defaulted to "No".

### Prototype Screen – Home > Participant Profile > Veteran Status Characteristic

#### Veteran Characteristics

Veteran Status:*	<input type="text" value="No"/>
Eligible Veteran Status:*	<input type="text" value="No"/>
Disabled Veteran:*	<input type="text" value="No"/>
Veteran's Spouse:*	<input type="text" value="No"/>
Date of Actual Military Separation:	<input type="text"/>