Major Changes in TEAMS
Release 2.8
June 30, 2016
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Slide 1: Introduction

Hello this is Carrie Tupa with the Texas Workforce commission, I want to welcome you to this webinar regarding major changes in TEAMS related to the release 2.8 on June 30, 2016. This webinar will cover a variety of changes that are forthcoming that will be available beginning June 30, 2016. Depending on the webinar these changes may already be available.

Many of these changes are related to the Workforce Innovation & Opportunity act that we have been talking about at our Quality Model for Student Success that we have been doing across the state. I want to thank those of you that have participated in these sessions. It was great to be able to get out and talk to so many of you, working day to day with our participants and working in the systems. So those of you that attended those section know quite a bit already about some of these changes. So I am excited to finally rolling them out and sharing them with you.

Slide 2: This Recording

So I want to start by talking a little bit about this recording if you click on the small arrow next to "sharing" you can actually open bookmarks that are available in this webinar. There are various bookmarks that relate to various sections that we have in this webinar since it is a lot of information you can use these bookmarks to easily move to different topics in the webinar. These particular bookmarks that you see on the actual PowerPoint slide don't relate to this particular webinar. But the bookmarks that you see on the left of the screen are a little bit different and relate to what is in this actual webinar. Again clicking on these bookmarks allow you to quickly go to a different section on this webinar. So if you need to review a particular section or move to a particular to get some information you can easily do so.

Slide 3: This Recording

On the right hand side of the screen you see a pod, called files the actual power point for these presentation is in that pod. You can click on that link and download that particular file so that have access to the actual PowerPoint slide that are being used in today's presentation.

Slide 5: Releases

So throughout this webinar I'll be referring to various releases and all the releases is just a set a changes in the system that kind of come out altogether. You will probably see something similar to this on your mobile phone. You will have to update or install new software related to a particular release that we just combine and push out the things together.

This release is release 2.8 and contains critical changes related to the Workforce Innovation Opportunity Act common reporting data elements. This is the bulk that we have been talking about ant out Quality Model for Student Success events across the states this summer. There's also changes to new staff development rules which will be in effect in the new program year. Changes related to the new Best Plus 2.0 assessment which takes effect after July 1st and then a variety of other changes necessary to have the system adhere to WIOA requirements and new accountability requirement under the Workforce Innovation & Opportunity Act.

You will also hear me refer to Release 2.8A, essentially we wanted to stick with our deadline of being able to get these changes out either before or on the first day of the new program year. There were a few issues in the testing phase of 2.8 that could not be resolved prior to the release of 2.8. So these will be forth coming in the next week or so after the release in a release that will be known as 2.8A, which will have a few minor fixes of some of the issues that we could not correct in time for these particular release.

And then you will hear me refer to future releases so these are items that may be addressed in a future release towards the program year. We anticipate probably 3 releases this year. We are still in the planning phases of that, but we will have a variety of releases this year to roll out additional pages to the system that are necessary for running the day to day program and the Workforce Innovation & Opportunity Act.

<u>Slide 6: Timeline of Events</u>

Just a quick overview of the timeline of events, this release is a little unique in that we are releasing the system the day the program year starts. The program year actually starts July 1st, and we cannot open the new program year prior to the new school year actually being open. The program year starts July 1st we cannot open the program year and the new system prior to July 1st, that is just the way the system is built. So on June 30 we are deploying the release, and I will be explaining some new things that you will be seeing on June 30 if you log directly into the system, but the rest of the changes will take effect July 1st when we actually open the 2016-2017 program year.

Mid July and I apologize this says release 2.8b is should be 2.8A, essentially is the subsequent release. Right now we are looking at July 15, which we will be deploying the release which again has a few minor fixes in it to things we weren't able to correct prior to this release. Then over the summer you will see these changes incorporated into the team's training, there won't be a separate training just for this release. It's just that these changes will be incorporated into the TEAMS training.

Then obviously as you, if you attended the Quality Model for Student Success you know we are still waiting for final regulations. We heard now that they have to be released by Thursday June 30. We are hearing now; they will release them on the very last day available. So those regulations will need to be reviewed and subsequent changes will need to be made to TEAMS systems reports etcetera related to those regulations and that is process that will start this summer but will really take place over the next program year. There will be quite a few additional changes rolling out in the system.

It's a lot of change, we are again doing our best to keep you up to these changes. As I share in my Quality Model sections that I conducted. You know these changes maybe a little bit uncomfortable at times, it means changing things that you may have been doing for many years a certain way. But again we are doing our best to provide updates on necessary changes so that you have this information as quickly as we have it available, so that you can roll out those changes in your program.

You will also notice and I also want to point out on each of these slides you will have on the top right hand side the particular section that this slide has to do with. So again as I mentioned there is quite a few changes that I am going to be talking about today so each of those things is kind of segmented into a particular section of data entry.

Slide 7: Participant Profile

So the first change is probably one of the biggest changes has to do with the participant's profile and again this is related to the information we have been covering at out 13 state wide events that myself, Anson Green, and various members of our team have been doing across the state this summer.

Slide 8: Homework

I want to start by referring a little bit of homework in order for his information. To be familiar or to understand this information it's really important to be familiar with the new common data elements and the draft required elements for the national recording system. As I mentioned on our later events again we handed out kind of a draft that of new common data elements until we hear otherwise we will continue to collect existing data elements under the national reporting system. So the best documents to refer to for those elements is our assessment guide appendix I.

This has every single data element that is required to be collected, what those various options for those data requirements are and helps you become familiar and it's in the exact order that you may find them in the TEAMS system. So again the link for that information is available on your screen right now. Please make sure you are familiar with those data elements. Since data elements are incorporated into your intake process, so that you are able to enter that information into the participant profile screen in TEAMS.

Slide 9: Adding New Participant

So I'll start by saying that if you are in the process of data cleanup for the end of the program year meaning all of your data for the PY15-16 program year is required to be entered by July 15. You hopefully don't have to many challenges. You will have challenges if you are just now entering participant profiles and I will explain what those look like. Challenges is maybe the wrong word, but you will need to be aware of new things if you are entering new participants if you are entering new participants after June 30. If you are just doing general clean up, you will probably notice these things until you start adding participant into the system.

I want to start by talking about adding a new participant so this again relates to the addition of a new participant in the new program year. For a PY16-17 participant when you add a brand new participant into the system. For the 2.8 release you won't see any changes to adding a new participant. For 2.8A there is an option in the new common data elements that allows a participant to not identify a particular gender. You will see us incorporated into that subsequent release, but again adding a new participant under the new release for 16-17, you won't see any of these changes, or anything change in the actual process of adding a new participant.

Slide 10: Adding/Editing a participant Profile for PY15-16

I want to talk a little bit about either adding or editing a participant for PY15-16 after June 30, or on or after June 30. If you are again in the data clean up phase for the 15-16 program year and you are adding a new participant, you will see a few changes. And what this basically relates to is obviously you are not required to collect all the new common data elements until July 1st for the program year 16-17. But some of those data fields are actually mapped, so old data fields and what that results in is if you either edit or add a participant profile for PY15-16 you are going to need to use some of the new options you won't be again required to add any additional information or collect any new information, but some of the options may be a little different and I am going to show you what that looks like here in a second.

For education you will see all of the new options that are going under joint report and you won't see all of the options that you have historically under WIA and for employment you will see a gap in the new options under joint reporting. So again if you are adding or editing a participant profile for 15-16 after June 30th, you will see some of these changes there will be no changes for 2.8A.

Slide 11: Adding/Editing a participant Profile for PY15-16 Beginning June 30 (Summary)

Again you won't be required to enter any new data under joint reporting, so again as most of you are familiar with now there is new data elements that we are required to collect for the Workforce Innovation & Opportunity Act. We don't expect you to retroactively collect that data, but you will see new options, meaning new options in the drop down menu for fields that are the same. If you edit a profile, that information will auto "map" to the correct information, and I will explain what that looks like here in a second. If you create a new profile you will need to select the actual correct map option.

Slide 12: Adding/Editing a participant Profile for PY15-16 Beginning June 30

Let's take a look at what that actually looks like, so beginning June 30 if you are either adding or editing a participant profile for PY 15-16 so under program year that ends June 30. If you are adding or editing a participant profile you will see a few changes, so I have what the screen actually looks like on the screen right now. Again the general screen doesn't look much different.

Slide 13: Adding/Editing a participant Profile for PY15-16 Beginning June 30

The changes you are going to see are as follow, so under appointment status you historically saw several options. You will see the new categories for joint date reflection for WIOA, so again you are working for PY 15-16 participant profile. When you click on that drop down you will see the new options for which are; employed, employed but receive notice of termination, not in the labor force, or not employed. You will continue to use the required kind of data collection fields that you had, the new ones are just available. So again kind of selecting that option opens up the option that you will see under the new employment status.

Slide 15: "Mapped" Options for Employment

So just to have what that looks like, this media handles just to print out under the old team if a participant selected or if you selected for a participant employed under TEAMS 2.8 it still says employed. Under old TEAMS, that particular category is called "unemployed looking for work" under new TEAMS the option is called "Not employed." So again this is called mapping data, so you are basically taking what was known as an old data field or an old variable name and you are mapping to a new variable name. Not in the labor force not looking for work under TEAMS 2.8 is just called "Not in the Labor force."

Then a new option under 2.8, which was not available under the new TEAMs is "employed but receive notice of terminations." So again there's no expectation that you are collecting the new data requirements under WIOA until July 1st, you will just see the categories labeled differently under TEAMS 2.8 beginning June 30th.

Slide 16: Adding/Editing a participant Profile for PY15-16 Beginning June 30

You will see the new options for the new categories for the options under WIOA, if you had previously selected an education category and you are just editing the profile that edit will automatically be mapped to the new category. As if you were adding something or adding a new profile that you going to need to select the new correct option.

Slide 17: "Mapped" Options for Highest Education Completed

So again something handy to have printed out in terms of what the old map TEAMS information looks like and the new TEAMS. As an example if you had a participant and you had previously entered a profile for PY 15-16 and you had selected "kindergarten completed." That will automatically change to, "No school completed" under TEAMS 2.8.

If you are adding a new profile under TEAMS 2.8 and you need to those participant had "kindergarten completed," you will select "No school grade completed" so on so forth. So what you will see in the left hand column is the categories that we have been collecting of his information. This is the option that you select on the right which is option 2.8 which is slightly different.

So again this is a good thing to keep handy if you are doing data clean up or additional data entry under TEAMS 2.8. Unfortunately, this issue could not be avoided because we wanted to be able to open the new program year on July 1st. The other option obviously would have been to not open the new program year until after the current program year was closed so that we could deploy these changes. But we know programs want access to the new program as quickly as possible. So in order to make that change feasible and essentially not have to rewrite the entire system we had to use this option.

Many of the option look very similar first grade, second grade, all the way to 12th grade look exactly the same.

- Some college no degree --------------------1 college or full-time technical or vocational school years as completed
- College or professional degree -----------Bachelor's degree or equivalent
- High school diploma or credential -------High school diploma
- Ged -- Attained GED or equivalent
- Unknown --------------------------------------- No school grade completed.

So again slightly different information or labels of data that you are collecting under old TEAMS. There's actually some other options in TEAMS that are mapped and I'll be talking about those a little bit later. You may see some small label changes as well but it's not anything that will be in any way confusing, it's pretty clear what the label looks like or what it means. The order of information for profiles for PY 15-16 hasn't changed, so if you are used to entering data in a particular order that hasn't changed. It's when you get to the new year the PY 16-17 that you will see things look very, very different.

<u>Slide 18: Adding/Editing a Participant Profile for PY 15-16 Beginning June 30 (REVIEW)</u>

Again as a review you are not required to enter new data for WIOA, joint reporting requirements. But you will see new options for fields that are the same as those under WIOA joint requirements under the NRS. So if you edit a profile the correct mapped option will already be selected. If you create a new profile you will need to select the correct mapped option. Those are the 2 options I laid out under employment and highest education completed that you will need to select under the new drop down option.

<u>Slide 19: Adding a Participant Profile for PY 16-17 for an Existing Participant (SUMMARY)</u>

I now want to move to adding a participant profile for PY 16-17 for an existing participant. These are participants that had a profile under 15-16 and you are now adding a new profile under 16-17. As a reminder the new year is not open until July 1st. Even if you log into TEAMS on June 30th, Release 2.8 is deployed, but you won't be able to do anything for the new year until July 1st. This is the way the system is setup we cannot start a new year before the new year has actually begun. So you cannot add a new participant profile until July 1st or later.

Once that new year is deployed you will see for PY 15-16 participant profile, you will see all the new data field in actions that are required under WIOA joint reporting under the NRS that we have been reviewing at our QMSS events across the state this summer. I have the link here again to review those requirements so again you will need to be familiar with those requirements that are in the assessment guide that have all the data. Both the new joint reporting requirements and the existing NRS data collection requirements.

Then finally one piece that I hope many of you that do data entry on a day to day basis will be thrilled to see is a new carry forward feature in action that carries participant data forward. So as we stress in all of our training data should always be represented of the participant characteristics at program entry. They don't change year to year unless the participant exits, so even though we create a new participant profile every year. That participant profile is essentially identical from year to year unless the participant exits the program, because that information reflects that participant information at program entry. The only information that gets updated from year to year relates to goals and achievements.

What we added into the TEAMS system is that when you create a new participant profile for a participant that was a participant in the previous year. All the data field that existed the previous year will auto fill or auto populate. Obviously this year there a lot of new data collection points, but for those that are existing data collection points, which there actually are quite a few. Those will be automatically mapped and auto generate into the new option under your new participant profile. The important piece to this and that I really want to stress is that even though you are creating a new participant profile you always want to verify the information and again with this kind of new movement into new requirements under WIOA you will want to verify various pieces of information and assure that the items selected is indeed correct, and I will talk about an example here in a minute.

Slide 20: Adding a Participant Profile for PY 16-17 for an Existing Participant

Again when you add a participant profile for PY 16-17, all the math fields will be auto filled based on the data from the previous program year. You will still need to enter all data for new required data fields. It's also important to verify previous status. It's important to keep in mind, and this something that I stress in our Quality Model for Student Success and also the previous webinar I did kind of rolling out the participant record layout.

Some of the new or jointed reporting option, now have an option for "participant did not disclose." So were you previously they did not check a box next to a particular category you may not have checked it because its "participant did not disclose." When you bring the participant profile forward if you have a box that you did not check it will auto fill to "no." It's important to verify that, that status is indeed "no" and not that the "participant did not disclose."

So again it's important to go through even though you know how this added benefit of data carrying work from year to year. It does add a need for you to make sure in this year in particular that that information is indeed correct. You can edit information; the only reason you should be editing information from year to year is if there was an error. Or if another program lets say had that participant and you do a new intake and discover that that information maybe wasn't correct. Again you can edit it's not locked, but it does auto populate or auto fill that information.

Slide 21: Additional Mapped Data Fields (That will Auto-Fill)

So everything that you see on the screen right now is math, and will auto fill if you had a participant profile in 15-16, and then create a new participant profile in 16-17. There are actually quite a few things here that will auto populate and auto fill, but again keep in mind if you something unchecked it will auto select "no." So it's up to you to verify that that is indeed a "no" and not either you didn't collect the information or that that "participant did not disclose" that information.

Other if you hit enter data into the other text box, if text exists that text will be carried forward. You see some options her that will mapped the new selection options so those that I talked about earlier employment status, highest education completed. If you had a profile in 15-16 and you created a profile in 16-17. That information will auto mapped to the new correct information. You will also see some things that have a slightly different label. These are the labels that you were talking about. You will also see some of these labels beginning June 30 for existing profile. Homeless status is currently labeled "Homeless," single parent is currently labeled "single head of household." Some things you will see different labels. All this information will automatically auto fill when you create a new participant profile.

All fields under the new participant are required unless indicated otherwise. Again one of the big shifts under the common data elements is this movement away from an arbitrary check box and into a verification yes/no, possibly did not disclose, or possibly other type of status.

Slide 23: Why are fields required?

So in terms of why these fields are required. Again it's you can't just leave a checkbox blank and assume it's a "no." You have to actually select a "no" option. The new WIOA joint reporting data elements are required as a part of our join reporting under WIOA, so it's really critical that the data be verified, again it's not the participants just check a box, so we just leave it blank.

We also can't segment the data, allowing you to partially save, so that's why everything is required. So all the information under the participant profile needs to be entered at once or it won't allow you to save. Unfortunately, we cannot allow you to partially save because we run the risk of data not being completed. You not coming back to complete the data. We are working on some features that would allow that to be a possibility in the future. That will be a future release, but again we cannot segment right now in the data. So again I have really been stressing this at my QMSS sessions that I have been doing. It's important to keep this in mind as you are completing your participant profile information.

Slide 24: Equal Opportunity Information

Just to kind of run through what these things actually look like, these are screen shots from the participant profile screen. It starts off again in that exact same order as that appendix I of the assessment guide, starts off with disable yes/no, there's a "Did not disclose" option there. The category of the disability will be grayed out unless you select yes, so if you select "no" or "participant did not disclose" that category of disability gets grayed out.

If you select "yes," you are required to enter something, that something may be that "the participant may not wish to disclose the category of that disability" that would be an option, or select all the disabilities that apply. The next piece of this has to do with learning disable adults. Again if that was checked in a previous participant profile that will be auto filled to "yes" as you move into this particular profile.

Slide 25: Veteran Characteristics

The next section has to do with veteran characteristics. Again the various options refer to that attachment, date of military separation will be grey out unless the "yes" is selected for veteran status. So if you have "no" selected for veteran's status that date will be grayed out. For eligible veteran status and disable veteran status, those don't auto fill if you select "no". So you do still need to select "no" on those, we will look at automatically filling those in a future release, but right now for the sake of the amount of time we had to make this edits and knowing with working with draft regulation that is the way those function at this time.

Slide 26: Employment and Education Information

We move into employment and education information. Employment status, has the participant been employed for 27 or more consecutive weeks, hours employed per week. That will carry forward if it has been entered in a previous participant profile. Reasons not looking for work will be carried forward if it was entered in a precious profile and if its relevant type of community, highest education completed and then inside or outside the US. Again I cannot stress this enough this is information at program entry.

So while this information may change from year to year you are not changing it on the screen, as I have talked at some QMSS sessions, I am going to explore the option of adding kind of a current screen so what is the participant look like at this particular point in time, because that is important information to know in terms of employment and things like that. But this information that is at program entry and that information will be auto fill from year to year. So if that participant will be returning again the status program entry hasn't changed. So that information will continue to stay the same.

Slide 27: Migrant & Seasonal Farmworker Characteristics, Public Assistance Information & Additional Youth Characteristics

The next section is migrant and seasonal farm working characteristics, public assistance information and additional use characteristics. Expanded eligibility for TANF as I mentioned that a few of my QMSS were looking at options at the agency to be able to verify some eligibility information on the back end, taking some of that strain from you all. Right now you shouldn't be selecting "yes" for this status unless you have actually verified that. Again as I stressed in the QMSS most of these fields are self-automated because they are not requirements for Adult Education, but if you planned on using TANF funds for a participant you need to verify that they are eligible. You would need to verify that here and keep that documentation at your local level, but again the rest of these are self-attestation.

Slide 28: Additional Reportable Characteristics

Then we have additional reportable characteristics. Again various options here you will need to select an option for the various answer choices.

Slide 29: For Corrections and Institutional Funded Program Participants ONLY

As we move into the next section, have to do with corrections and institutional funded program participant only. This is an indicator of one of the issues we have that we are unable to change prior to release 2.8, that will be 6 in release 2.8A. This has to do with some data categories or some data fields that are listed in this category. They should not be in this category or subsequent category, so right now when you look at the screen and I will show you in a minute. Family literacy participant, in workplace literacy program and job are listed under this category header. They should not be under this category header; they should be in their own category. Those will be moved in release 2.8A. Hopefully doesn't create too much confusion, but again this information should not fall under the sub header.

The other thing that will change in 2.8A, each of these options and I will show you this in a minute has an option for participants to not disclose. Obviously participation and correction and things like that is something you verify, it's not something a participant does not disclose. It's not an answer choice, but it is listed as an answer choice we will be correcting that in a subsequent release. If by some chance participant did not disclose, get selected that will automatically change to "no". In release 2.8A so again if there is a mistake or if someone automatically selects that options will automatically change to "participant did not disclose."

Slide 30: For Corrections and Institutional Funded Program Participants ONLY

What this actually looks like again you see the header "For Corrections and Institutions funded program only and you have family literacy, in workplace program and job training program under the header. Those things should not be under the header they should be under a separate category; they should be moved in a category below this in release 2.8A.

Slide 31: For Corrections and Institutional Funded Program Participants ONLY

Then for each of these options under corrections and institutional funded program participants. “Participant did not disclose” is not an answer choice. Participant can’t choose to disclose whether or not if your serving them in corrections. If they are in a correctional facility, that is if they are in one of these facilities. You need to address that if you are using your corrections funding for those participants. If someone selects “participants did not disclose” for that option. It will automatically be changed to “No” when that information is corrected.

Slide 32: Referral Type

And finally we have referred type, one stop center referral and TANF have the option for “participant did not disclose”, that is not an answer choice its either a yes/no. Keep in mind if that participant did not disclose is not selected it will be automatically changed to “No” in release 2.8A.

Referral from college is a new option, if you have a TSI participant. Again this is additional information that will help us track where folks are being referred from and how your referral options are working. You will be able to pull reports on this information on the future.

Slide 33: Participant Goals & Achievements (No change, DO NOT get carried forward)

Participant goals and achievement, there is no change to how these currently are or work. No information gets carried forward on these. So the goals, the achievements are updated every year. So that information you will need to complete as you typically have in the participant profile.

Slide 34: Exclusionary Reasons

Then finally you will see at the bottom exclusionary reasons, exclusionary reasons are something that we talked about in the QMSS meetings. Exclusionary reasons are basically a reason that a participant might be disclosed from the data. What data they get disclosed from, we don’t yet know that will be forthcoming in the final regulations. It’s also not a mandatory field. So you wouldn’t select and exclusionary reason when you are entering a participant into the program. The exclusionary reason are things that happen during the course of the program that would allow to be excluded from data.

An example participant has been found to be deceased, is one of the options. If during the course of a program, a participant is found to be deceased you will select that option and that particular participant will be disclosed from that program. There are several options in that disclosed reason some are moving out of state and things like that. Again what performance that disclosed a participant from, we don’t yet know. We will know that when the final requirements are released. Just so you know when that drop date has to do with, and we will do additional supportive training around the exclusionary reasons when we learn more about what impact that has on the data. Who is included, and what denominator and things like that. Unfortunately, that's information we still don't know because we don't have final regulations for WIOA.

Slide 35: Staff Qualifications and Development

So I want to move into the next section that has to do with south qualifications and developments. Again I have to stress that there is a little bit of homework for this. So it's very important that you are familiar with the new staff qualifications and staff development requirements, which are set to be approved this week.

So just some kind of background, the policy concept for revisions to staff qualifications and staff development was released for public comment back in November. Through that policy concept we got feedback that we used to developed proposed rules which were approved by our commission on April 5th and released for public on April 23rd. those proposed rules can be seen via the link that's on the screen these proposed rules represent the intent of the commission and again much of what you will hear today is to move in the direction of those proposed rules.

The final rules are set to be approved on the commission agenda this week. One of the big changes on the rules is a shift from blanket requirements for individuals that either have a teaching certificate or don't have a teaching certificate. They are substantially less owners for in individuals that don't have a teaching certificate. They are more directive at a participant's particular role. So a requirement that staff development meet, a role for a participant is serving within the organization so for instance if you are teaching math a certain amount of your staff development needs to be related to teaching math.

So I encourage you, if you are not familiar with those rules to review those. We have some additional guidance coming up, just as some kind of one pagers and things like that. To kind of review and become familiar with that information as it continues to roll out. We are also going to be issuing an AEL that will outline the various positions in the rules. Some of the positions described in the rules. So for example substitute, we have an actual definition for. Some of them are kind of historical rules that have always existed, but will be providing a set definition for those. So if there is any confusion about which set of requirements an individual may fall under that letter will provide a bit more clarity into those various positions described in the rules.

Slide 37: Staff Qualifications & Development (SUMMARY cont'd)

In terms of when those new roles are in effect, those rules are in effect in TY 16-17. So TEAMS are still going to look. So if you have an employed that was employed in 15-16 and that employee did not meet the qualifications for 15-16. You can't add them to employment in 16-17, just because the rules are different in 16-17. The rules for 15-16 were still in effect, were still the same. So program for staff that haven't met qualification requirements. Still need to submit a request as they historically have so that process was outlined last year. If you are not familiar with that process, please issue that as part of your question and we will send you that process. And TEAMS will prevent individuals to be added to employment until learning exception is approved, so again if you didn't meet the staff development requirements for 15-16 you can't be added for employment for 16-17. Again there is new rules don't actually take effect until the 16-17 program year.

Slide 38: Ending Staff Employment

So one of the biggest things and this is something our program specialist have been stressing and we have been stressing over the last year. In general staff employment should be ended each program year. This just relates to how the system functions. An individual may be continuously employed, but when you don't put an end date for their employment that creates challenges for TEAMS systems. Because TEAMS works on a year to year basis and created weird overlap positions and we run into situations more frequently than we would like, where an individual did not have employment and they are running into issues. Either adding new employment of when they come back, they are running into issues with their staff verification and we have to go in and do manual program fixes. And it creates a very big burden for you the program, it also creates a burden for us at the state level because that's program time that we prefer to be spent to making enhancements to the system to better support the whole state.

In general, we have been moving in the direction of really encouraging folks to set that end date as early as possible. If you have an employee that age is assuming that are going to continuing into the next year. So very similar to how a lot of independent school districts colleges, etcetera do contracts your kind of end employment on one day and you begin employment on the next day its very similar to that. That end date if you continue into the next year isn't really an end date, it's just and end date for that program year. That's going to become more important this year, because the position that every staff member has in your organization according to TEAMS no longer exists.

The reason we have to do that is because there are different staff development requirements so those staff development requirements and what is considered different staff positions needs to be modified for the new year's. There's no mapping of old for new positions because the positions are very different. So beginning for PY 16-17 again you will be adding a new position that according to TEAMS really be a new position and then we will have a different name potentially in the system, some of the names are different some are the same.

The other critical piece and I'm hearing through my windows right now. From across the state groaning unfortunately because of this requirement you cannot roll over staff this year because you will be rolling them onto a position that no longer exists. I guarantee that if you do this you will have challenges with exemptions, you will have folks that cannot find employment cannot take classes. And we will have to go into there and fix everything manually. So it's really important that you end your employment you add that end date for your staff. If you are concerned about that or not sure how to do that please let us know. I know that this is something that has been part of a while and is kinds part for the end of year check list for our program and against its very important that you are doing this.

Slide 40: Adding Employment- Qualifications

In terms of adding employments for individual's staff qualification are different under the new rules, and I say this they are not drastically different. So we didn't add any new owner's qualification or things like that. In some instances, we actually reduce qualifications, but the type of qualifications and things like that are slightly different so that staff qualification page will look a little bit different. So to begin, teaching certification level is no longer a requirement it's not something that affects the amount of professional development or staff development that a residual has to earn this year. But we still have to collect the info because that is what we port to the feds. So you will still see the requirement to enter as you add a staff member to employment for this year.

Years of experience of Adult Ed in Texas, years of teaching experience and minimum college credit hours are bot longer data entry points, these are data entry points that affected staff development these no longer affect staff and therefore are no longer data entry points.

Slide 41: Qualifications- New & Old

So if you take a look at the old staff qualification entry screen and the new staff qualification entry screen. You will notice first off Texas certification level has been changed to teaching certification level, this is a teaching certificate in any state not just not just TEXAS. You still have other certification again these are data points that we report to the feds, we still need to collect that information's and that information still needs to align to the documentation that you have on file.

Highest degree obtained hasn't changed. Highest description hasn't changed but you move into year of experience into Adult Ed, year of teaching experience into Adult Ed, and minimum 6 college credit hours in Adult Ed have been removed. You'll notice on the new staff qualification entry screen you have college level credit course work, this has to do with the new staff qualification and staff development rules.

Slide 42: New Data Entry Points

So again it kinds of moving into more detail on that screen. I have already discussed the teaching certification level. The college level credit hour has to do with college level course work in the content area, so again if you are not familiar with the new rules its important before you start to move into this that you are first familiar with the new rules. The rules specify that you can actually wave staff development requirements for individuals that have college course work in the content area that that individual is teaching.

So an example, if an individual has college level course work in math, they can actually wave some of the math staff development requirement. This is essentially a qualification requirement for Developmental Ed faculty. So that kind of requirement shifts over, so we are using a similar model I fully acknowledge that this label is extremely vague, this label is one of several issues. Again we have identified as we ruled out and kind of seen how the new roll out looks. That label will be updated in a future release to be more clear, but again that's what that has to do with that college course work needs to be verified. So you need to have some type of transcript or something to verify that college level course work. Similar to as you would verify for an individual that is a college level teaching faculty. Again it provides the option to waive certain staff development requirements if an individual has met or has earned certain college level credit hour course work.

Slide 44: Staff Employment: Titles

In terms of the titles that you will see under adding employment, these are the tittles that you will now see under staff employment when you add employment for an individual again you will see some new tittle options and you will also see a few shifts. Really it's important to review the rules and the AEL letter for definitions, one of the most common staff members is going to be your literacy instructor. Literacy and meats purposes and its defined in our rules we are using the WIOA definition of literacy which is your reading, your writing, your math, your English language acquisitions.

So most of your teacher will m0ove from being called teachers to being called literacy instructors, you will notice at the bottom there is also Workforce Training instructors. This is an individual that is providing Workforce Training. Again different from an individual that tis providing literacy instruction. The requirement for these individuals again can be found in the rule s and we will prove explicit definition for each of those rules in the forthcoming AEL letter, which we are in the process of developing for the release.

Slide 47: Staff Development: Reports

One really, really important thing to keep in mind has to do with reports and you will hear me mention this in all of the reports, we are definitely in a transition period, where we are moving from old requirements to new rules. So there will be changes in many of the reports that you are used and some of the reports may present challenges ad you will hear me talk about that towards the end of the webinar. On the staff development report, the required in service hours have not been updated to reflect the new rules yet. That's again a piece of information, you need to be familiar with the rules.

We will update that report as quickly as possible. So that you can use this report to be clear on how many hours' individuals are required to have each year. Again this, you will see right now for literacy instructor it says 12 hours. For this particular individual that is not correct under the new rules. Again very, very important that you become familiar with the new rules. We will be issuing additional guidance and support as you become familiar with those new rules. With the goal again for the most part those rules are much less owners, but do provide a little more direction in terms of the staff development and things like that that individuals need to receive. So we will continue to modify reports so that you have adequate support in running your program.

Slide 46: Best Plus 2.0

I now want to move onto Best Plus 2.0. the Best Plus test can no longer be used after June 30, the Best Plus 2.0 must be used beginning July 1st. This is a decision made at the federal level we did not make this decision. Typically, there is an overlap period of assessment. Unfortunately, there is no overlap period with this assessment. This is what was approved in the federal register. So beginning July 1st you must use Best Plus 2.9.

Just some kind of summary information, we have really been stressing to program the correct Best Plus, again can no longer be used beginning July 1st. A participant cannot be based line test on the current Best Plus and progress tested on the Best Plus 2.0. Adding a Best Plus 2.0 score will have the same function in TEAMS. Giving a new base line plus test. So what would happen now if you give a Best Plus base line test adding a base line 2.0 score, the score has that same function. One of the questions I have been getting a lot is if you can combine the old Best Literacy with the new Best Literacy 2.0. Yes, you can, basically same process as would have historically used with the Best Plus. You are just replacing that with the Best Plus 2.0 you can combine those test.

In terms of accuracy, domain of significance and things like that, I would highly recommend that if you were going to rebase line a student or when you rebase line student on Best Plus 2.0 that you go ahead and rebase line them on the Best Literacy. So that you can adequately determine their domain of significance we don't have any specific guidance on this. We have actually received very limited guidance on the role of the Best Plus 2.0. but just in terms of best practices and things like that. I would highly recommend that you go head and rebase line just to correctly establish a domain of significance at the same time with the new test. Again you can continue to combine this test as before.

That's really all the information I have eon the Best Plus 2.0 in TEAMS. It functions the exact same way as any other assessment would and as the Best Plus would. Please keep in mind you can't add a score for Best Plus 2.0 until July 1st, because this is not in effect until July 1st. If you try to add a score for June 30th, you will basically get a screen that does not let you add a score. So again that new test isn't until July 1st.

Slide 50: Activity Codes

The next topic has to do with Activity Codes. Activity codes are the way we define subsets of populations, so that we can run data easily and quickly on various categories of individuals. We have multiple webinars on activity codes, so if you are not familiar with the activity code I encourage you to review those webinars. I actually have a link to where our recorder webinar lives a lit bit later on here.

Slide 51: Activity Code Changes Related to Changes in the EIT EL Civics Program

But you will notice 2 changes in activity codes related to the changes in the IET EL Civics for the integrated program. So again as we have been sharing with folks. As we been messaging there is a huge shift in EL Civics under WIOA and that has to do with the use of EL Civics funding. Which is section 243, that's the section of the law that that funding is authorized in. The use of those funds can only be used for an Integrated Education & Training program that is paired with an EL Civics program. So essentially an English language Acquisition, a training, a workforce preparation, an EL Civics all wrapped into one becomes your integrated EL Civics program. That's the only allowable activity under that money. If you use that money you have to do it with an IET.

For all of our funding codes we have them set up with the activity and then the source of funding. So the only option you will see for the EL Civics source of funding has to do with the IET EL Civics, so again that is the only option you are going to see. That's the only option that you will be able to use for that section 243 funding. As we have stressed in our webinars you can continue to use and again this is all AEFLA funding we just kind of segregate there so it can be clear what source of money we are using. If you continue to do EL Civics as you did under WIA, you can still provide those services under your section 231 funding.

If you are doing some type of EL Civics, again civics with an English language acquisition component, not an integrated El Civics and you are using a 231 funding, you will select EL Civics AEFLA. These are the only 2 options you will have related to EL Civics because those are essentially the allowable activities under WIOA. So two changes based on what you historically see in the system.

Slide 52: Training Hours

The next section of changes has to do with the addition of training hours we actually have an entire webinar on this topic and tracking information in TEAMS related to providing training. Training when a part of an approved Integrated Education & Training program is an allowable service under WIOA. Training hours at this time do not count towards a participant direct contact hour. I apologize I have an asterisk there I don't have my footer on here, that's what we know at this time. That may change we don't know, but at this time again with the amount of information that we have those hours need to be tracked separately.

When setting up an IET, so an Integrated Education & Training in TEAMS classes, select IET or integrated EL Civics class for class type and for all participants in this class type you will be given the option to track D-direct hours so that's the basic skills component or T-training hours which is the training component.

Training Hours

In terms of what that looks like, again there is a whole webinar just on this topic of supporting IET, if you are not familiar with that I encourage you to review it. When you select the course work under when you are setting up a class. If you select IET or Integrated EL Civics when you go to contact hours for an individual, you will have D-direct hours and T-training hours. So this allows you to now count the time that an individual is spending in actual Workforce Training in TEAMS. Again those hours at this time do not count towards contact hours for an individual, what that looks like what will be allowed things like that we will find out more when we receive the final regulations. In terms of neaty great questions about this, tracking hours, in a co-teaching models things like that. All of that is addressed in that subsequent webinar, this is just what the final change looks like in TEAMS. The exact information is addressed in 2 subsequent webinars so I encourage to review those if you have question about reporting Integrated Education & Training activities in TEAMS. As a reminder there are very specific requirements around providing and Integrated Education & Training with your AEFLA funds.

Training Hours

So you need to make sure you review AEL letter 02/16, I have the link on here make sure you follow that to a T. There are very specific requirements on providing small, and then I have the link to the historical webinars, that review not just this information on training hours but all kinds of information on Integrated EL Civics and things like that, that are available on the link I have on the screen right now. So again there is previous information that's been provided on all this, so if you are not familiar with it you may go back and review it. But that is just a change that you will see in version 2.8 of TEAMS as that rolls out.

Slide 57: Planned Gap in Service

The next piece of information has to do with the planned gap and service for participants.

Slide 58: Planned Gap in Service (Summary)

This is something that we have long wanted it also ties to information that we hope to add in, related to indicating when a participant is "exited." For those of you that have become more familiar with TEAMS over the year you know that TEAMS itself in the system doesn't actually clock an exit, that information is actually clocked on the back end. One of the challenges we have is particularly in Adult Ed is when individuals may have a break in service. So an individual leaves and comes back and that point of being away is longer than 90 days. At 90 days we automatically calculate and exit for that individual which puts individuals into certain denominators for exit base outcomes. So it expects to see participant achieving certain outcomes because they have now exited the program. In other services that are provided under WIOA, there is already a functionality to indicate a "planned gap." So this is a planned break that the individual has or could be a variety of reasons. They planned on coming back there is every intention to come back. We have now added that functionality into TEAMS.

So a planned gap is a break for longer than 90 days. Anything shorter than 90 days doesn't matter because that individual will be counted as an "exiter". That would normally trigger and exit. Again it allows you to avoid placing an individual to a denominator from an exit base measure and it allows you to monitor participant activities and retention.

Slide 59: Planned Gap in Service

So in terms of what this actually looks like in the system, under the participant overview screen. You will see an option, a category that says “Planned Gap in Service.” To add a gap in service all you do is “add gap in service” and add a start date and end date. Gap has to be longer than 90 days, again a gap shorter than 90 days is not a gap. Participant wont exit so it’s not necessary to put it in the system. You can always edit and you can remove gaps. So if you have an individual that has complete gap and if shipping has changed you remove it.

If you have a participant that has a planned gap and that gap becomes permanent. That participant will not show up in future data, so even if you neglect to that planned gap we will still be able to acknowledge that that participant is an “exiter” because for the services. Let’s say they should be back March 1st, we won’t see them in services after March 1st so we won’t know. So we will know that that planned gap basically became more than a planned gap.

At this time gaps cannot cross program years, one of the big times when we see planned gaps is during the summer months. Those gaps we have come to expect and will continue to expect during that time frame, and we are in the process of making internal rules around that and what we expect to see. So if you have a gap that covers the student leave and they come back in middle of August that crosses a program year, you cannot put that in at this time, but that is considered a planned gap. Now if you have a gap that is going to be longer than expected, so let’s say you have a participant that’s going to you know not be back until October than you would want to go ahead and put in a planned gap for July 1st through October.

This is kind of a new concept again the only thing it addresses is essentially kind of managing your performance a little bit better. By indicating that you know this individual has not “exited” this individual is going to come back. We will continue to provide subsequent guidance around this concept this topic. This feature doesn’t affect anything else it doesn’t, it really doesn’t affect anything in the data. It’s an indicator of “hey I think this person is going to come back, we are not going to mark him as an ‘exiter’ until we truly see that they have not returned when they are expected.” So again it’s just having a useful tool to monitor performance in your program.

Slide 61: Reports

The last piece of information has to do with reports. Reports will be very challenging over the next year as we make modification according to the Workforce Innovation and Opportunity act. There is going to be a lot of changes in the reports that we are used to or used to reporting information and the performance model is completely different. So we will obviously be modifying changing reports for the next year as we continue to monitor the changes that we incorporate WIOA into our program.

Slide 62: Reports

In terms of the following changes that you are going to see immediately. The first has to do with limited filtering options we first added a bunch of new data collection requirements related to required joint point related under WIOA. Any filtering you have the ability to do will be very limited, until we are able to build out the new data collection points. We have to basically remove existing one because if you try to run the report and selected those options it would generate and error in the system and create system instability.

We have as a top priority to add in new filtering options for all the collection points. Because again one of the goals with the new data collection points is to actually be able to do somethings with that information, make referrals things like that. One of the top priorities is to build those filters into all the reports. We have a set of reports that we are prioritizing for those filters to be available.

The next option you are going to see a change immediately and this is another one I can see unfortunately hear the very frustrated groan across the state as I say this. The combined tables IV/IVB and the Performance Report and the state reports that were created by TEA that was created. These reports both pull form an outside system named “EJ”, that system is one we brought up at TWC but it’s not used. It’s very hard coded with a lot of the TEA compliance metrics and things like that they are in no way relevant to us. And our priority has been to use our resources to improve TEAM reports, and then explore the option of exploring “EJ”.

We have continued to keep up that system for the full purpose of generating the new program year in TEAMS and to tie. We have severed those ties, we have opened a new process to open the school year and what happens is if you keep the reports open, the report won’t run. It will generate a pretty nasty error and create instability across the system. We are currently analyzing necessary changes to be able to analyze these they are very similar appoints which run accurately based on similar accountability model. So again table 4, 4B isn’t even a report anymore even under WIOA that is not a thing. The outcome measures are very different under WIOA; we are as you have seen in a previous webinar issued at the same time as this one.

This year we are still being tracked by the Department of Ed for the various educational functioning levels. So we are basically kind of exploring two things right now the ability to have those reports to have that information that gets pulled from another system as well as those reports based on the final reg. To be able to indicate what the intent of the report is. You can continue to use table 4, table 4B because these don’t pull from any other system. There’s just going to be a shift in this particular report because you will not have that information anymore. So again that is a report that folks really like, anyways I apologize for the inconvenience. But it was necessary to be able to make other changes in the system. That we severed the tie with “EJ” and thus severed the tie without this particular report.

Slide 63: Question?

So as I mentioned at the beginning at the webinar, this is a lot of information. As I had pointed out at the beginning you can use the bookmarks on the left hand side to kind of roll through the various information to go back easily when you have a webinar as long as this one it’s nice to easily get back to a certain point. We have a link ready to go for questions, we will be addressing questions in one of two ways or possibly both ways. We request you contact information so that if it's a very unique question we can contact you directly. But we will also be using responses to these questions utilizing the various list serves to be able to get answers to the questions in written form as quickly as possible. So again I want to thank you so much for your time your incredibly hard work at this time of year. Anyways we greatly appreciate everyone's effort to move us into the required WIOA. Thank you again and have a nice day