

TEAMS 5.7 | Release Date 06.30.2021

PARTICIPANT SUPPORT SERVICES TO INCLUDE TRANSPORATION

Purpose

Transportation feature has been added to participant Support Services page. Allows certain transportation services to be funded with Adult Education and Family Literacy Act (AFELA) statewide grant funds. See AEL Letter 03-21, dated May 17, 2021.

Home > Participants > Participant > Support Services (Revised)

Home > Participants > [redacted] > Support Services

Support Services

Participant Name: [redacted]
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

No HSE vouchers were found for this participant.

Non-US Degree Transcripts

No non-US degree transcripts were found for this participant.

Transportation

No Transportation Services were found for this participant.

[Add Support Service](#)

Home > Participants > Participant > Support Service Details (Revised)

Home > Participants > [redacted] > Support Services > Support Service Details

Support Service Details

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

Start Date: *

Support Service Type: *

HSE Voucher Code1:

HSE Voucher Code2:

HSE Voucher Code3:

HSE Voucher Code4:

HSE Voucher Code5:

Non-US Degree Country:

Amount:

Comments:

[Save](#) [Cancel](#)

Business Rules

1. Display all the student's transportation support services for all Reporting Year's and Grant Recipients in the Transportation table in descending Start Date order.
 - A. All the fields in the Transportation section should be view-only
2. Start Date is populated from the Support Service Details window.
3. Amount is populated from the Support Service Details window.
 - A. Amount is not a required field and may be blank.
 - B. Amount will be disabled if Support Service \neq Transportation.
 - C. The Amount filed must be in **##.##** format. Else, "Invalid Amount."
4. Comments are populated from the Support Service Details window.
 - A. Comments is not a required field and may be blank.
5. Grant Recipient displays the GR that the user that entered the transportation support service is attached to.
 - A. Any user, with any GR, can enter a new transportation support service. Once entered, it can only be modified or deleted by any user in the same grant recipient.

Transportation

Start Date	Amount	Comments	Grant Recipient
4/1/2021	\$10.00		501 - Abilene ISD
1/20/2021	\$50.00	Transportation funding from January - March.	501 - Abilene ISD

Add Support Service

6. The student must have a profile in the Reporting Year that the Start Date is in if Support Service Type = Transportation. Else, "The participant must have a profile for the Start Date to save a Transportation."
7. If the Support Service Type = Transportation and the user attempts to delete the profile that the Start Date is in, display the message, "Unable to delete the profile because the participant has Support Service Type = Transportation."

UPDATED MSG REPORT-NEW FEATURES

Purpose

Modify Measurable Skills Gain (MSG) Management Report to include the Last Service Date (for any Grant Recipient, regardless of who is pulling the report), and Exiter Flag. These 2 columns are included in both the MSG Management Summary Report and the MSG Management Extract Report versions. MSG Management Report Description has been added.

Home > Reports > Participant > MSG Management Report (Revised)

Home > Reports > Report Parameters

MSG Management Report

Run Report Summary

Run Report Extract

View Report Description

Filter

Reporting Year: 2020-2021 Regular Adult Ed. Reporting

Grant Recipient*: 501 Abilene ISD

MSG Management Summary Report

Reports>Participants>MSG Management Report>Run Report Summary

MSG Management Extract Report

Reports>Participants>MSG Management Report>Run Report Extract

Participant ID	Name	Exiter Flag	Last Service Date	Post-Test Needed?	Pre-Test GR
[REDACTED]	[REDACTED]	Yes	7/31/2020	No	501 - Abilene ISD
[REDACTED]	[REDACTED]	Yes	7/31/2020	No	501 - Abilene ISD
[REDACTED]	[REDACTED]	Yes	10/19/2020	No	501 - Abilene ISD
[REDACTED]	[REDACTED]	Yes	10/19/2020	No	501 - Abilene ISD

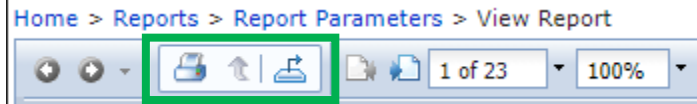
MSG Management Report Description

Reports>Participants>MSG Management Report>View Report Description

Extract Column Name	Description
Participant ID	The unique, system-generated number used to identify the Participant when he/she that was saved on the Participant page.
Name	The Participant's last name, first name, and middle name.
Exiter Flag	If yes, the individual is a Participant and has a Participant Start Date AND the Ninety Days Past Last Service Date is greater than or equal to today's date. <i>Note: Even if a Participant has left the program, this flag will not appear until 90 days have elapsed since their last qualifying service.</i>
Last Service Date	<ul style="list-style-type: none"> This is the last date of participatory service (See the list below,) for an individual. Direct contact hour Proxy contact hour Training contact hour that continues the period of participation. <ul style="list-style-type: none"> <i>Note: Per AEL 01-18, training contact hours may continue in isolation after direct contact hours or proxy contact hours have ended. The last day of training contact hours within the 60-day period is the last training contact hour date.</i>

MSG Management Report – Summary Report Options

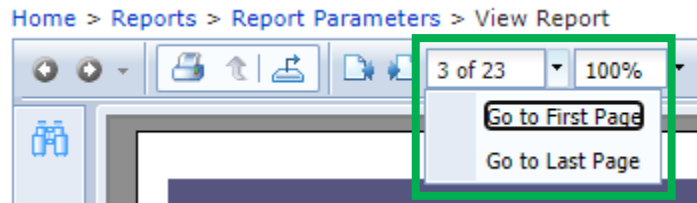
View Report Print and Export Report Options



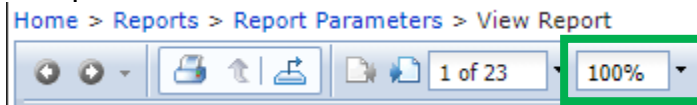
Right/Left arrow to next page



Page down arrow will go to First or Last page



View size options



View report columns by descending and ascending order

Participant ID	Name	Exiter Flag	Last Service Date	Other Document Number

ADDED PROVIDER OPTION TO EMPLOYMENT DETAIL

Purpose

Provider has been added to Staff Employment Details. This defect will allow user to assign staff to a provider when they are not assigned to a class.

Home > Staff Search > Staff > Staff Detail > Employment Details (Revised)

The screenshot shows the 'Employment Details' form. At the top, there is a breadcrumb trail: 'Home > Staff Search > Employment Details'. The form title is 'Employment Details'. Below the title, there are fields for 'Staff Name', 'SSN', and 'School Year' (set to '2020-2021'). The 'Grant Recipient' is '501 - Abilene ISD'. There are 'Save' and 'Cancel' buttons. The form is divided into sections: 'Primary Job' with fields for 'Begin Date*', 'End Date', 'Job*' (dropdown), and 'Employment Status*'. Below that is the 'Secondary Job' section with a grid of checkboxes for various roles like 'Administrative/Secretarial, or Other Clerical Staff', 'Supervisor or Coordinator', etc. The 'Providers' section at the bottom is highlighted with a green border and contains checkboxes for 'Abilene ISD' and 'Patty Hanks School of Nursing MCM'.

Business Rules

1. Allow the user to select multiple provider(s) check boxes.
2. Does not require the user to select a provider check box for the staff. They are optional.
3. A staff can be assigned to any class regardless of Provider.

Purpose

Staff Roster has been modified to include a Provider column that will return the provider attached under an employment detail. The Staff Roster Report returns a list of Staff Members with their Primary job and associated Providers, Staff Status, Highest Degree obtained, First employment date in Texas Adult Education, Certification level, Number of Accrued In-Service hours to date, and Required In-Service hours based on the Reporting year selected.

Home > Reports > Staff > Staff Roster (Revised)

Home > Reports > Report Parameters

Staff Roster Main

Filter

Statewide

Reporting Year: 2020-2021 Regular Adult Ed. Reporting

Grant Recipient*: 501 Abilene ISD

Funding Source*

Select All

Basic AEL (AEFLA)
 Basic AEL (Corrections)

IET (AEFLA)
 Work Based (AEFLA)

Transitions Classes (AELFA)
 ESL for Professionals (AEFLA)

IET (EL Civics)
 EL Civics (EL Civics)

Re-Entry (Corrections)

Providers, Site & Classes

Staff

Report Options

None
 With SubReport

Order By: Staff Name

Home > Reports > Staff > Staff Roster > Run Report Option (Revised)

See MSG View Options to view, print and downloading report.

Home > Reports > Report Parameters > View Report

Texas Educating Adults Management System (TEAMS)									
Staff Roster									
School Year: 2020 - 2021									
Reporting Group: Regular Adult Ed. Reporting									
Order By: Staff Name									
Staff Status: All									
Grant Recipient: Abilene ISD									
Number of Staff: 39									
Staff Name	SSN	Provider	Primary Job	Staff Status	Highest Degree Obtained	Begin Employment Date in Texas Adult Ed	Certification Level	Number of In-service Hours Accrued to Date	Required In-service Hours
		Abilene ISD, Patty Henke School of Nursing MCM (Employment Detail)	Literacy Instructor	Active	Master Degree (M.Ed., M.A., etc.)	08/22/2009	Elementary	8.00	12
		Abilene ISD (Class)	Literacy Instructor	Active	Bachelor Degree (B.A., B.S., etc.)	07/01/2015	Secondary	13.00	0
		Abilene ISD (Class)	Literacy Instructor	Active	Bachelor Degree (B.A., B.S., etc.)	08/08/2019	None	0.00	0
		Abilene ISD (Class)	Literacy Instructor	Active	Master Degree (M.Ed., M.A., etc.)	09/21/2015	Both	6.00	0
		Abilene ISD (Class)	Literacy Instructor	Active	Bachelor Degree (B.A., B.S., etc.)	09/14/2019	Secondary	11.00	0
		Abilene ISD (Class)	Literacy Instructor	Active	Bachelor Degree (B.A., B.S., etc.)	09/06/2016	Both	3.00	0

Home > Reports > Staff > Staff Roster > Run Report Description (New) – Report Parameter and Report Column Name Description

Staff Roster Report

The Staff Roster Report returns a list of Staff Members with their Primary Jobs and associated Providers, Staff Status, Highest Degree Obtained, 1st employment date in Texas Adult Ed, Certification Level, Number of Accrued In-Service hours to date, and required In-Service hours based on the Reporting year selected.

Report Parameters	Description
Statewide	If Statewide is checked, the Report Returns all Staff members for ALL available Grant Recipients.
Reporting Year (Required)	Reporting Year will return all Staff Members whose Begin Date is within the Reporting Year. <i>*Note: Begin date is sourced from Employment Detail</i>
Grant Recipient (Required)	Defaults to Grant Recipient based on function role.
Funding Source (Required)	Returns all Staff members that were served in the selected Funding Source for the Reporting Year selected.
Providers, Site & Classes	Returns all Staff Members that were served in the Provider, Site, and/or Class within the Reporting Year. Provider: Staff that are filtered by Provider will display the provider that was selected, and all other Providers that are attached to Staff if they have multiple providers. Providers will still be identified where they are sourced from. Site: Staff that are filtered by Site will display the provider that is attached to the Site selected, and all other providers that are attached to Staff if they have multiple providers. Providers will still be identified where they are sourced from. Classes: Staff that are filtered by Classes will display the provider that is attached to the Class selected, and all other providers that are attached to Staff if they have multiple providers. Providers will still be identified where they are sourced from. Class Type: Select either or all or ESL/ABE/ASE.

Business Rules

1. Display all Primary jobs attached to the Grant Recipient, include Provider for the new Provider column with running the Staff Roster Report.
2. If user selects a Provider under the report parameters, display and include Primary Jobs attached to the Provider selected. Include Provider for the new Provider column.
 - A. Staff who have multiple providers, from both their Employment Detail and staff assigned to classes with provider selected, will include all providers in Provider column.
 - i. These Providers will be displayed in the provider column as a comma separated list.
 - ii. Providers who are sourced from their employment detail will be identified in the provider column as:
 1. Provider (Employment Detail)
Example: Houston Community College System (Employment Detail)
 - iii. Class attached Providers will be identified in the provider column as:
 1. Provider (Class)
Example: Wharton County Junior College (Class)
 - iv. Staff with multiple providers:
Example:
Houston Community College System (Employment Detail),
Wharton County Junior College (Class)
 - v. If the staff is not attached to a provider at the employment detail or class level, the “Provider” column will be blank to indicate there is not provider level data available.