

# TEAMS 6.6.1. | Release Date 2/18/2025

## UPDATED MSG TYPE 1C - POSTSECONDARY ENROLLMENT TO REMOVE EXIT CRITERIA

### Purpose

Post-Secondary Enrollment (PSE) MSG Type 1C has been updated to remove exit criteria, which will allow participants to enter the PSE within the Program Year (PY) 24-25. Exit Flag and Exit Date will no longer be a requirement.

### Business Rules

PSE MSG Type 1C Rules are as follows for Educational Enrolment/Post Secondary Enrollment:

1. Last Service Date is in the PY that the participant has a profile for
2. AND the Date Achieved is in the PY that the participant has a profile for
3. AND the Start Date/Date Achieved is > the Last Service Date
4. If there is more than one POP in PY, then Date Achieved must be > Last Service Date of any POP within the PY
5. Participant must not be a Reportable Individual (RIPs)

### Type 1C MSG updated Rules:

*Prerequisite Note: Participant should have a Profile in order to add any type of MSG.*

1. Find the POP whose Last Service Date is in the PY in which Achieved Date of MSG falls.
2. POPs Start Date < Achieved Date.  
POPs Start Date is the date which participant received 12 Direct contact hours.  
*Note: This requirement satisfies the Profile Prerequisite as stated above.*
3. Direct or Proxy hours > 0 in the PY in where Achieved Date falls in.  
Achieved Date must be > first Direct/Proxy Hour.

*Additional Note:*

1. Direct and Proxy Hours should continue the POP/establish the POP in Requirement 1
2. RIPs don't have a POP Start Date

### Exit Flag:

Exit Flag AND Exit Date do not matter for type 1C MSG.

### Educational Enrolments:

Current Enrollment Requirements:

1. Start Date AND End Date must be in the same quarter

[Prototype Screen – Home > Participant > Educational Outcomes > Educational Enrollment](#)

### Educational Enrollment as of 01/01/2016

Start Date	End Date	Educational Enrollment Type	Educational Provider	Occupation	Details
12/11/2024	12/31/2024	Post-Secondary Enrollment	000000 - OTHER		DALLAS COLLEGE - REGISTRATION: 12/11/2024

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

2. Start Date cannot be > one full calendar year after the End Date of the Last PY that the participant had a profile for
3. End Date cannot be > one full calendar year after the end date of the last PY that the participant had a profile for

*Note: These rules will remain the same when adding enrollments of any type*

#### Measurable Skill Gains (MSG) Page:

Type 1C MSG will not be entered from the Educational Outcomes MSG Page.

Type 1C MSG will be generated when entered on the Educational Outcomes Educational Enrollment Page AND all the above requirements in section [Type 1C MSG updated Rules](#) are met.

#### Educational Enrollment (EE) Page:

When entering a Post Secondary Enrollment (PSE):

1. Create a Type 1C MSG when [Type 1C MSG updated Rules](#) requirements are met.

*Note: This will establish a Link between the PSE and Type 1C MSG.*

#### Update/Delete PSE:

1. If the PSE is updated in EE Page, THEN the corresponding Type 1C MSG will be updated as well.  
*Note: IF the Start Date of the PSE gets updated, there is possibility that the corresponding Type 1C MSG will get deleted.*
2. IF the PSE is deleted in the EE page. THEN the corresponding Type 1C MSG will be deleted as well.

#### Update/Deleting Contact Hours:

IF user Updates or Deletes contact Hours:

System will check if there are any existing Type 1C MSGs or Enrollments that are being affected.

Display Warning Message to allow user to continue or cancel the action of Updating or Deleting Contact Hours.

*'The participant NAME has an existing MSG/PSE Adding contact ours will delete the MSG/PSE  
Click on the Continue button to save the contact hours and delete the MSG/PSE  
Click on the Cancel button to NOT save the contact hours and not delete the MSG/PSE.'*

Note: This requirement applies to BOTH the Daily and Monthly Contact Hour Pages

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

Home > Participants > Duck, Donald > Educational Outcomes

Educational Outcomes

Participant Name: Duck, Donald

Grant Recipient: 600 - 231\_WFS Greater Dallas

Test Summary | Pre/Post Test Gains | Career and Training Services | Support Services | Employment Outcomes | Public Assistance Data | Education Plan | Participant Notes

Measurable Skill Gains as of 07/01/2017

No measurable skill gains were found for this participant.

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

Add Gain

Credentials as of 01/01/2016

No Credentials were found for this participant.

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.

Add Credential

Educational Enrollment as of 01/01/2016

No Educational Enrollments were found for this participant.

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

Add Enrollment

TWC Home | Report technical problems

Prototype Screen – Home > Participant > Educational Outcomes > Educational Enrollment Details >

Home > Participants > Duck, Donald > Educational Outcomes > Educational Enrollment Details

Educational Enrollment Details

Participant Name: Duck, Donald

Grant Recipient: 600 - 231\_WFS Greater Dallas

Test Summary | Pre/Post Test Gains | Educational Outcomes | Career and Training Services | Support Services | Employment Outcomes | Public Assistance Data | Education Plan | Participant Notes

Start Date: \*12/11/2024

End Date: \*12/31/2024

Educational Enrollment Type: \*Post-Secondary Enrollment

Educational Provider: \*000000 - OTHER

Occupation:

Details: \*

Dallas College  
Registration date: 1211/2024  
Documentation in participant file.

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

SaveCancel

Prototype Screen – Home > Participant > Educational Outcomes > Educational Enrollment Details >

## Educational Outcomes

**Participant Name:** Duck, Donald

**Grant Recipient:** 548 - SL HSE HSD PILOT

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

### Measurable Skill Gains as of 07/01/2017

Reporting Year	Date Achieved	Measurable Skill Gain Type	State	EFL Gain Type	Educational Provider	Details
2024-2025	12/11/2024	Educational Functional Level Gain		Enrollment in Post-Secondary Education	000000 - OTHER	Dallas College Registration date: 12/11/2024

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

Add Gain

### Credentials as of 01/01/2016

No Credentials were found for this participant.

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.

Add Credential

### Educational Enrollment as of 01/01/2016

Start Date	End Date	Educational Enrollment Type	Educational Provider	Occupation	Details
12/11/2024	12/31/2024	Post-Secondary Enrollment	000000 - OTHER		Dallas College Registration date: 12/11/2024

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

Add Enrollment

## [MSG Management Report:](#)

The new Type 1C MSG changes are reflected in:

- MSG Report Summary
- MSG Report Extract
- MSG Chart

## [MSG Management Report – Summary Report](#)

### [Prototype Screen – Home > Report > MSG Management Report > Run Report Summary](#)

## MSG Management Report

Run Report Summary

Run Report Extract

View Report Description

### Filter

Reporting Year

Grant Recipient\*

### [Prototype Screen – Home > Report > MSG Management Report > Run Report Summary > Summary Report](#)

Home > Reports > Report Parameters > View Report

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

**MSG Management Report**

School Year: 2024 - 2025  
 Reporting Group: Regular Adult Ed. Reporting  
 Grant Recipient: 231\_WFS Greater Dallas  
 Number of Participants: 148  
 Participants (Individuals with 12+ Direct Contact Hours) Only: No  
 Order By: Name

Participant ID	Name	Exiter Flag	Last Service Date	Other Document Number	Alternative Placement	MSG Has been Earned	Latest MSG Earned	Latest MSG Earned Date
		Yes	08/05/2024	3790382		No		
			08/06/2024	3845417		No		
		Yes	08/19/2024	3838568		No		
		Yes	08/15/2024	3841438		No		
2365291	Duck, Donald	No	01/27/2025		Texas Success Initiative Assessment (TSIA)	Yes	Educational Functional Level Gain	12/11/2024

## MSG Management Report – Extract Report

Prototype Screen – Home > Report > MSG Management Report > Run Report Extract

Home > Reports > Report Parameters

### MSG Management Report

Run Report Summary

Run Report Extract

View Report Description

#### Filter

Reporting Year 2024-2025

Regular Adult Ed. Reporting

Grant Recipient\*

600

231\_WFS Greater Dallas

Prototype Screen – Home > Report > MSG Management Report > Run Report Extract > Extract Report Latest PSE Start Date

↓

A	B	C	D	E	F	G	Y
Participant Id	Name	Exiter Flag	Last Service Date	MSG Has Been Earned	Post-Test Needed?	Alternative Placement	Latest PSE Start Date
2365291	Duck, Donald	No	1/27/2025	Yes	No	Texas Success Initiative Assessment (TSIA)	12/11/2024

## MSG Management Report – MSG Chart

Prototype Screen – Home > Report > MSG Management Report > Report Options > With Chart

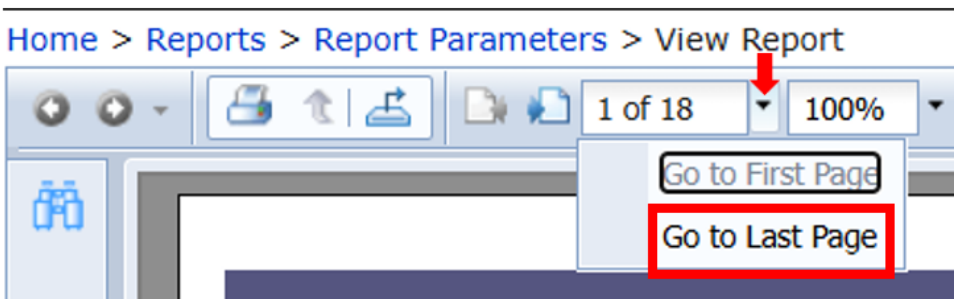
Report Options

☐ Participants (Individuals with 12+ Direct Contact Hours) Only
 ☒ With Chart
 ☐ Include SSN on the Extract (SSN is not a column on the Summary)
 ☐ Include Additional Identifying Information on the Extract
 ☐ Include Contact Information on the Extract

Order By:
 

Name

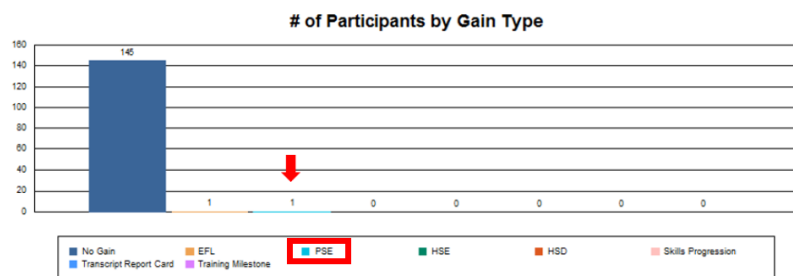
Prototype Screen – Home > Report > MSG Management Report > Report Options > With Chart  
 > Run Report Summary > View Report > Page No Arrow > Go to Last Page



Prototype Screen – Home > Report > MSG Management Report > Report Options > With Chart  
 > Run Report Summary > View Report > Page No Arrow > Go to Last Page > # of Participant by  
 Gain Type > PSE

### MSG Management Report

School Year: 2024 - 2025  
 Reporting Group: Regular Adult Ed. Reporting  
 Grant Recipient: 231\_WFS Greater Dallas  
 Number of Participants: 148  
 Participants (Individuals with 12+ Direct Contact Hours) Only: No  
 Order By: Name



## UPDATE MSG MANAGEMENT REPORT TO INCLUDE ALTERNATIVE PLACEMENT & MSG EARNED COLUMNS


### Purpose

Display Alternative Placement participants in the MSG Summary and Extract Reports, and add MSG been earned columns.

### Business Rules

1. Add two new columns 'MSG Has been Earned', and 'Alternative Placement' to the MSG report summary and extract.
2. Add the columns in the following order in the extract report:
  - a. MSG Has been Earned – In column E, display Yes if the participant has any type of MSG gain else No.
  - b. Alternative Placement – In column G, display **latest** Alternative Placement Test type, when student has an alternative placement test and has **no Pre/Post test(s) in the selected PY and no NRS Approved test(s) in the selected PY**. This column is blank for NRS test participants.

Prototype Screen – Home > Report > MSG Management Report > Report Options > Run Report Extract



A	B	C	D	E	F	G
Participant Id	Name	Exiter Flag	Last Service Date	MSG Has Been Earned	Post-Test Needed?	Alternative Placement
2365291	Duck, Donald	No	1/27/2025	Yes	No	Texas Success Initiative Assessment (TSIA)

3. Populate the following column (if they have values) for alternative placement test participants in the extract report and leave the the remaining columns blank as they aren't applicable to these participants:
  - a. Participant Id
  - b. Name
  - c. Exiter Flag
  - d. Last Service Date
  - e. Hours Elapsed Since Last Test
  - f. Days Elapsed Since Last Test

- g. Latest Contact Hour Date For GR
- h. Latest Contact Hour Class for GR
- i. HSE Issue Date
- j. HS Diploma Achieved Date
- k. Latest PSE Start Date
- l. IET Flag
- m. WF MSG Date Achieved
- n. WF MSG
- o. Latest HSE Sub-Test Achieved
- p. Latest HSE Sub-test Content Area

4. Add the columns in the following order in the summary report:
  - a. Alternative Placement – display **latest** Alternative Placement Test type, when student has an alternative placement test and has **no Pre/Post test(s) in the selected PY and no NRS Approved test(s) in the selected PY**. This column is blank for NRS test participants.
  - b. MSG Has been Earned – display Yes if the participant has any type of MSG gain else No.

Prototype Screen – Home > Report > MSG Management Report > Report Options > Run Report Summary

Texas Educating Adults Management System (TEAMS)								
MSG Management Report								
School Year: 2024 - 2025 Reporting Group: Regular Adult Ed. Reporting Grant Recipient: 231_WFS Greater Dallas Number of Participants: 148 Participants (Individuals with 12+ Direct Contact Hours) Only: No Order By: Name								
Participant ID	Name	Exiter Flag	Last Service Date	Other Document Number	Alternative Placement	MSG Has been Earned	Latest MSG Earned	Latest MSG Earned Date
2365291	Duck, Donald	No	01/27/2025		Texas Success Initiative Assessment (TSIA)	Yes	Educational Functional Level Gain	12/11/2024

5. Add the following to MSG Management Report Description:
  - MSG Has been Earned – “Yes” If the participant has Type of MSG gain, else “No”.
  - Alternative Placement - Display latest Alternative Placement Test type. When Student has an alternative placement test.



TEAMS doesn't track the validity period for Alternative Placement Tests. These tests are considered valid until the publisher's sunset period or the test's expiration date, whichever comes first. Example: TSIA2 test scores valid for 5 years. TEAMS will not track this info; manual tracking required. Alternative Placement Test cutoff scores are not tracked in TEAMS.

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

Home > Reports > Report Parameters

## MSG Management Report



Run Report Summary

Run Report Extract

View Report Description

### Filter

Reporting Year

2024-2025 ▼

Regular Adult Ed. Reporting ▼

Grant Recipient\*

600 ▼

231\_WFS Greater Dallas ▼

6. Close 'HiSET Official Practice Test' instrument (instrument code 42). Set the end date to 6/30/2024. Note this instrument wasn't closed as part of the 6.5 Released 8/1/2024.

Prototype Screen – Home > Participant > Test Summary > Add Test > Test Details

Home > Participants > donald, duck test > Test Summary > Test Details

**Test Details**

Grant Recipient: 600 ▼ 231\_WFS Greater Dallas ▼

Instrument and Date

Instrument\*: Choose ▼ Test Date\*:

Content Area: BEST Literacy 2.0

Best Plus 2.0

Best Plus 3.0

Add Score

- TABE CLAS-E A
- TABE CLAS-E B
- TABE 11
- TABE 12
- GED Official Practice Test
- TABE Locator
- CASAS Reading Goals
- CASAS Math Goals 2
- CASAS L&W Reading
- CASAS L&W Listening
- CASAS Listening STEPS
- CASAS Reading STEPS
- Accuplacer
- Employer Identified Test
- Texas Success Initiative Assessment (TSIA)
- Industry Specific Content Exam
- TOEFL

technical problems  
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## REMOVE GENDER OPTION 'NON-BINARY' FROM STAFF & PARTICIPANT PROFILE

### Purpose

Update Gender to reflect President Trump's Executive Order on January 30, 2025, and Governor Abbott's letter to state agency heads dated January 30, 2025.

Current Gender Values are:

- Female
- Male
- Non-Binary
- No Answer
- Participant did not self-identify

### Business Rules

1. Set the end date of 'Non-Binary' gender to 1/30/2025.
2. Staff, Participant detail pages' Gender dropdown shouldn't display 'Non-Binary'.
3. Data of Participants, Staff with 'Non-Binary' gender was provided to AEL business. AEL Staff updated the gender of these records and added a note to the participants.
4. Data will be regenerated before release date to find participants, staff with 'Non-Binary' gender and if any exists, will provide the data to AEL to update.

Updated Gender Values are:

- Female
- Male
- No Answer
- Participant did not self-identify

## Prototype Screen – Home > Staff > Staff Search > Add Staff > Staff Details > Demographic Data > Gender

TEAMS Home | Home > Staff Search

**Staff Details** Summary

**Demographic Data**

Title: Choose | Last Name\*: mayor | First Name\*: eric | Middle Name: |

SSN\*: | Gender\*: Choose | Begin Employment Date in Texas Adult Ed\*: |

**Contact Information**

Street Address: | City: TX | State: | Zip: |

Main Phone: ( ) - - ext. | Alternate Phone: ( ) - - ext. | Fax Number: ( ) - - ext. |

Email: | Confirm Email: |

Save Cancel

## Prototype Screen – Home > Participant > Participant Search > Add Participant > Participant Personal Information > Gender

TEAMS Home | Home > Participants

**Participant**

Test Summary | Educational Outcomes | Pre/Post Test Gains | Career and Training Services | Support Services | Employment Outcomes  
Public Assistance Data | Education Plan | Participant Notes | Summary

**Personal Information**

Last Name\*: goldberg | First Name\*: whoopi | Middle Name: | Participant ID: |

You must choose SSN OR SSN Did Not Disclose. You must choose either Driver's License OR State ID, OR DL/State ID Did Not Disclose. If you do not enter a Driver's License or State ID, you must select an Identity Document Used.

☐ SSN | SSN: | Recorded By: | Collection Date: | ☐ SSN Received from TEA

☐ SSN Did Not Disclose | Recorded By: | Collection Date: |

☐ Driver's License | ☐ State ID | State: | Number: | Recorded By: | Collection Date: |

☐ DL/State ID Did Not Disclose | Recorded By: | Collection Date: |

Identity Document Used\*: | Document Number: | Upload Identity Document File: Choose File No file chosen

Other Document Type: | Document Number: |

Date of Birth\*: 1/15/1965 | Age: | Gender\*: Choose

Ethnicity\*: Choose

Race (Check all that apply)

☐ American Indian or Alaska Native | ☐ Black or African American | ☐ Participant did not self-identify

☐ Native Hawaiian or Other Pacific Islander | ☐ White | ☐ Participant did not self-identify