



PY 23-24 End of Year Checklist

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Program Specialist


April 18, 2024

Adult Education and
Literacy

Welcome

WELCOME TEXAS AEL



 **TWC AEL EOY Checklist PY 23-24**

REMINDER: All data in TEAMS should be entered accurately by July 15th, 2024. Grantees will not have access to update or change data in TEAMS after July 15th, 2024, as the data will be locked. If you have any TEAMS related questions please email them to teams.technicalassistance@twc.texas.gov. If your questions are program related, please send them to ABLTAT@twc.texas.gov

INSTRUCTIONS: The EOY checklist can be used to help you keep track of data validation and close out procedures that need to be completed prior to June 30th, 2024. Print the list and check off each item by hand, or click on the check box to mark the item as complete. Add to or modify the items on the list to personalize for other local needs you may have.

Staff					
Done	Item	How	Additional Info	Notes	
<input type="checkbox"/>	Enter all Professional Development hours per staff.	Place the events and hours into TEAMS under Staff Development. Go to: Staff Development>Review events or Add event> Add staff to events and assign PD hours.	Once saved, PD will show on the staff record in TEAMS and Staff Roster report. Documentation must be kept on file to verify that PD was completed for monitoring purposes.		
<input type="checkbox"/>	All staff have met required PD.	Pull the Staff Roster . Review and ensure that all staff have enough hours to meet their PD requirements according to TWC Rule 805.21	All staff who did not complete required PD will need a PD exemption form submitted to: teams.technicalassistance@twc.texas.gov on their behalf for PY 23-24. Staff who do not meet their required		



OBJECTIVES



Provide an overview of The End of Year Checklist



Provide reminders of areas of importance within the checklist – to leave better informed



Learn how the checklist is used, who would use it, and the benefits of using it



Guidance on who to contact for further assistance and clarification



Please place questions in Chat and they will be answered at the end of the Webinar. Thanks!



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**ATTENTION
PLEASE!**

Prevent Missed Opportunities!

- TEAMS closes July 15th for data entry and/or changes for PY 23-24 data
- Cannot reopen locked data
- Missed deadlines mean missed opportunities for Enrollment, MSGs, Credentials, and Employment

No Exceptions!

What is the End of Year Checklist?



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<input type="checkbox"/>	All staff have met required PD.	Pull the Staff Roster . Review and ensure that all staff have enough hours to meet their PD requirements according to TWC (2.1.2023-24)	All staff who did not complete required PD will need a PD exemption form submitted to: teams.technicalassistance@twc.texas.gov on their behalf for PY 23-24. Staff who do not meet their required	

It is a tool used to assist programs with closeout procedures.

Can be modified to meet local program needs

Sent out Yearly (late Spring/early Summer)

It is not...

- Policy
- An “official” vetted TWC document
- Not all inclusive

COLUMN EXPLANATION



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<input type="checkbox"/>	All staff have met required PD.	Pull the Staff Roster . Review and ensure that all staff have enough hours to meet their PD requirements according to TWC Rule 805.21.	All staff who did not complete required PD will need a PD exemption form submitted to: teams.technicalassistance@twc.texas.gov on their behalf for PY 23-24. Staff who do not meet their required PD should not be assigned to a class in PY 24-25, until a PD exemption is submitted and approved.	
<input type="checkbox"/>	All staff will need a June 30, 2024, end date.	Go to the staff profile to see Employment Dates for staff. Edit dates here.	There should be no staff without an end date.	
<input type="checkbox"/>	All employment profiles for active staff have qualifications updated.	Go to Staff Details and update qualifications under the Qualifications Section.	If a staff member is no longer active, they should have an end date for employment status. Review Staff Roster report. All staff who are active, but do not show up on the staff roster, do not have their	

Areas Covered on the Checklist

Staff

Participant

Classes

Training
Services

Validation and
Data Sign Off

Grant
Management

General Section Reminders

STAFF

- Enter all Professional Development hours per staff.
- Place end dates for all staff as they occur or no later than June 30, 2024; in staff profile
- Ensure TEAMS User Access account has been revoked for staff that are no longer employed.
- Annual DocuSign P-41c Agreement and Cyber Security submissions complete. Defer to TEAMS Tracker

PARTICIPANTS

- Ensure participant file data matches what is in TEAMS to include- sign in sheet hours, MSGs, Credentials, Tests, etc.
- Evaluate TEAMS data for potential funding source coding issues.
- Priority test eligible participants by June 30, 2024 – **early testing requires justifications**
- HSE Voucher must be distributed, in TEAMS, and utilized by June 30, 2024 – **current HSE Vouchers will expire 6/30/24**

Staff



Texas Educating Adults Management System (TEAMS)

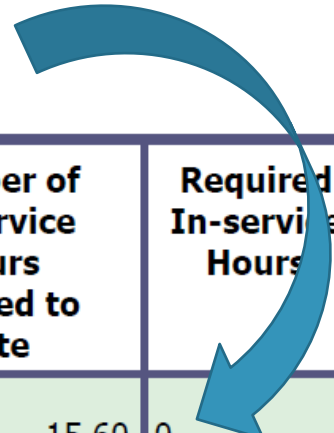
Staff Roster

School Year: 2020-2021
 Reporting Group: **Regular Adult Ed. Reporting**
 Order By: **Staff Name**
 Staff Status: **All**

Grant Recipient: [REDACTED]

Number of Staff: **47**

of Hours accrued



Staff Name	SSN	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
[REDACTED]	[REDACTED]	Literacy Instructor	Active	Bachelor Degree (B.A., B.S., etc.)	03/05/2019	Secondary	15.60	0
[REDACTED]	[REDACTED]	Literacy Instructor	Active	Bachelor Degree (B.A., B.S., etc.)	12/03/2019	None	10.77	0
[REDACTED]	[REDACTED]	Literacy Instructor	Active	Master Degree (M.Ed., M.A., etc.)	02/18/2016	Secondary	33.00	0



Texas Educating Adults Management System

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Training Services

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Waiting List

Data Match And Survey

Help

Home > Staff Search > Smith Dean

Staff Details

[Summary](#)

Demographic Data

Title	Last Name*	First Name*	Middle Name
Choose	Smith	Dean	
SSN*	Gender*	Begin Employment Date in Texas Adult Ed*	
[REDACTED]	Male	9/1/2014	

Contact Information

[Edit](#) [Delete](#)

2019-2020 Grant Recipient 535 TRAINING Grant Recipient

Employment Details

Begin Date	End Date	Employment Status	Primary Job
2016		Paid/part-time	Instructional Aide

Qualifications

School Year	Certification Level	Degree
2019 - 2020	Secondary	Bachelor Degree (B.A., B.S., etc.)
2016 - 2017	Secondary	Bachelor Degree (B.A., B.S., etc.)
2015 - 2016	None	Associate Degree (A.A., A.S., etc.)

Employed with Grant Recipient

Grant Recipient ID	Grant Recipient Name	End Date	Status
79	Lago Vista Community College		Active
535	TRAINING Grant Recipient		Active
536	Texas North Grant Recipient	06/30/2017	Inactive
537	Texas East Grant Recipient	06/30/2017	Inactive

Staff Development Hours

School Year	Pre-Service	In-Service	Total
2017	0	0	0

Add end date for staff not returning for the next PY





Texas Educating Adults Management System

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Home > Staff Search > Smith Dean > Employment Details

Employment Details

Staff Name : Dean Smith SSN : XXX-XX-2368

Grant Recipient : 535 - TRAINING Grant Recipient

Primary Job

Begin Date*

End Date

Job*

Employment Status*

Secondary Job

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Secretary or Clerical Staff |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Director | <input type="checkbox"/> Tester |
| <input type="checkbox"/> Instructional Aide | <input checked="" type="checkbox"/> Trainer |
| <input type="checkbox"/> Instructional Coordinator | <input type="checkbox"/> Other (non-instructional) |
| <input type="checkbox"/> Janitorial or Maintenance Staff | |



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Home > Staff Search > Smith Dean

Staff Details

[Summary](#)

Demographic Data

Title	Last Name*	First Name*	Middle Name
<input type="text" value="Choose"/>	<input type="text" value="Smith"/>	<input type="text" value="Dean"/>	<input type="text"/>
SSN*	Gender*	Begin Employment Date in Texas Adult Ed*	
<input type="text" value="[REDACTED]"/>	<input type="text" value="Male"/>	<input type="text" value="9/1/2014"/>	

Contact Information

2019-2020 Grant Recipient TRAINING Grant Recipient

Employment Details

Begin Date	End Date	Employment Status	Primary Job
04/01/2016	06/30/2020	Paid/part-time	Instructional Aide

Qualifications

School Year	Certification Level	Degree
2019 - 2020	Secondary	Bachelor Degree (B.A., B.S., etc.)
2016 - 2017	Secondary	Bachelor Degree (B.A., B.S., etc.)
2015 - 2016	None	Associate Degree (A.A., A.S., etc.)

Employed with Grant Recipient

Important Staff Reminders

- All staff need end dates as they occur or no later than 6/30/2024 on their employment details...
 - *Grant Cycle is Ending
 - *Helps Keep Data Clean in New Grant Cycle
 - *There will be a reset for PY 24-25 for all staff
- Ensure all staff have required PD by 6/30/2024...
 - *eliminates issues as staff move into New Grant Cycle like staff PD exemptions
 - *TEAMS will not allow staff to be attached to classes if their required PD hours are not reflective in TEAMS



Participants





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Home > Participants > [Redacted]

Participant

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

Personal Information

Last Name* [Redacted] First Name* [Redacted] Middle Name [] Participant ID [Redacted]

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*.

<input checked="" type="checkbox"/> SSN	SSN* [Redacted]	Recorded By* [Tammy Harvey]	Collection Date* [10/19/2021]	<input type="checkbox"/> SSN Received from TEA	
<input type="checkbox"/> SSN Did Not Disclose	Recorded By []	Collection Date []			
<input checked="" type="radio"/> Driver's License	<input type="radio"/> State ID	State* [Texas]	Number* [Redacted]	Recorded By* [Tammy Harvey]	Collection Date* [10/19/2021]
<input type="checkbox"/> DL/State ID Did Not Disclose	Recorded By []	Collection Date []			
Identity Document Used*	Document Number				
[Federal, state, or local government]	[Redacted]				
Other Document Type []	Document Number []				

Employment Outcomes, Educational Outcomes and Career and Service Details

Important Participant Reminders

- HSE Vouchers must be utilized by June 30th , 2024
- Test Eligible Participant by June 30th, 2024
 - *Early testing must have justification(s) in participant's file
- TEAMS data must match file data –all is due in TEAMS by July 15th , 2024



General Section Reminders

CLASSES

- End dates must be place on all classes: as they occur or no later than June 30, 2024
- All IET classes are attached to the correct “Training Service” in TEAMS.
- Training hours are recorded in TEAMS for all participants in IET training classes in accordance with AEL Letter 02-16, Change 1 guidance and PY 23-24 Performance Guide

Training Services

- IETs have Training Services with the appropriate classes attached
- All IET participants are attached to Training Services
- IET Participant completions and withdrawal dates are place in Training Services

Classes and Training Services



Check for Training Services and Classes attached to Training Services

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Home > Training Services
Training Service Search

School Year: 2020-2021
Grant Recipient: 518 Laredo College

Training Service Details

ETPS: Training Service Provider: Training Service Type:

Training Service Start Date*: 7/1/2020 and*: 6/30/2021

Search Add New Training Service

Click on column header to sort by ascending or descending.

Training Provider	Training Service Type	Start Date	CIP Code	Occ Skills Trng Cd
Laredo College	Other Occupational Skills Training	2/25/2020	510902 - Electrocardiograph Technology/Technician.	29-2031.00 - Cardiovascular Technologists and Technicians
Laredo College	Other Occupational Skills Training	6/5/2020	520401 - Administrative Assistant and Secretarial Science, General.	11-3011.00 - Administrative Services Managers
Laredo College	Other Occupational Skills Training	7/1/2020	520302 - Accounting Technology/Technician and Bookkeeping.	43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks
Laredo College	Other Occupational Skills Training	8/28/2020	150501 - Heating, Ventilation, Air Conditioning and Refrigeration Engineering Technology/Technician.	49-9021.00 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Laredo College	Other Occupational Skills Training	8/28/2020	480508 - Welding Technology/Welder.	51-4121.00 - Welders, Cutters, Solderers, and Brazers
Laredo College	Other Occupational Skills Training	10/12/2020	520302 - Accounting Technology/Technician and Bookkeeping.	43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks
Laredo College	Other Occupational Skills Training	10/13/2020	510710 - Medical Office Assistant/Specialist.	43-6013.00 - Medical Secretaries
Laredo College	Other Occupational Skills Training	10/19/2020	510710 - Medical Office Assistant/Specialist.	43-6013.00 - Medical Secretaries



Texas Educating Adults Management System

TEAMS

Check for
Training
Services
and
Classes
attached to
Training
Services

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Home > Training Services > Electrocardiograph (EKG) Technician

Grant Recipient 518 - Laredo College

Training Service Information

*This training service has been continued from the previous school year.*Start Date* Is this training entity on the Eligible
Training Provider List?* Yes NoTraining Provider* Training Service Name* Training Service Type* Program of Study (Leading to)* CIP Code* Occupational Skills Training Code*

Assigned Classes

*Click on column header to sort by ascending or descending.

Class Name	Class Number	Class Provider	Site	Begin Date	Action
ATX 4 EKG Technician- ECRD1011E20	ATX4EKG1	Laredo Community College	LC Ft McIntosh Campus PM	5/19/2020	
ATX 4 EKG Technician- ECRD1011E20	ATX4EKG1	Laredo Community College	LC Ft McIntosh Campus PM	7/2/2020	Unassign
ATX EKG READING	ATX4EKGR1	Laredo Community College	LC Ft McIntosh Campus PM	3/2/2020	
ATX EKG READING	ATX4EKGR1	Laredo Community College	LC Ft McIntosh Campus PM	7/1/2020	Unassign
ATX Workforce Prep- EKG	WFPATX4EKG1	Laredo Community College	LC Ft McIntosh Campus PM	7/20/2020	Unassign
JUMPSTART ATX EKG	JSATXIVEKG1	Laredo Community College	LC Ft McIntosh Campus PM	2/25/2020	

Training Status for Registered Participants

Participant Count and Hours By Funding Source, Site and Class

School Year: 2021
 Grant Recipient: Ysleta ISD for the Far West AE
 Reporting Group: Regular Adult Ed. Reporting
 Total Participant Count: 206
 Total Contact Hours: 5,608.50
 Begin Date: 07/01/2020
 End Date: 06/30/2021
 Validated: No

Check for Training Hours for IET Participants

Pull participant count & hours by Funding source, site, and class

Funding Source	Site Name	County District Number	Class Number	Class Name	Participant Count	Direct Hours	Proxy Hours	Contact Hours
IET (AEFLA)	Center Career and Tec	071902	BAUWEL	E-TRAINING WELDING	19	0.00	0.00	0.00
		071902	GONZABS	E-TRAINING AUTO BRAKE SYS	4	0.00	0.00	0.00
		071902	MONELE	E-TRAINING ELECTRICAL	9	0.00	0.00	0.00
				Site Total:	32	0.00	0.00	0.00
	El Dorado High School	071909	CALDNT	S-COMP MAINT	4	74.50	0.00	74.50
				Site Total:	4	74.50	0.00	74.50
	Montwood High School	071909	ARIAJAMS	S-COMP MAINT AND REPAIR I	13	0.00	0.00	0.00
		071909	ARIAJNT	S-COMP MAINT AND REPAIR I	20	0.00	0.00	0.00
				Site Total:	33	0.00	0.00	0.00
	Options High School	071909	AREWAM/PM	S-OFFICE ADM	14	0.00	0.00	0.00
		071909	MAYATNT	S-OFFICE ADM	17	0.00	0.00	0.00
		071909	RODMEAM/PM	S-OFFICE ADM BS	14	172.00	0.00	172.00
		071909	RODMEAM2	S-COMP MAINT AND REPAIR I	13	254.75	0.00	254.75
		071909	RODMENT1	S-OFFICE ADM BS	16	260.75	0.00	260.75
		071909	RODMENT2	S-COMP MAINT AND REPAIR I	20	630.00	0.00	630.00
				Site Total:	94	1,317.50	0.00	1,317.50

Check for Training Hours for IET Participants

Pull POP Report

Total Direct Hours	Last Direct Hour Date	Last Direct Hour Class	Total Proxy Hours	Last Proxy Hour Date	Last Proxy Hour Class	Total Training Hours	Last Training Hour Date	Last Training Hour Class
62	5/4/2021	IETBKPYLEA01	0			111.5	5/6/2021	IETPYRLHSE01
127.75	5/6/2021	IETBKPYRW01	0			140.75	5/11/2021	IETPYRLELC01
176.5	3/24/2021	RemOffESL12	18.75	4/28/2021	RemOffESL17			
70.5	1/21/2021	IETRWCMMAA1	0			63	1/25/2021	IETCMAA11
30.25	4/28/2021	IETCOMELA01	0			24.75	4/29/2021	IETCOMHSE01
69.75	4/28/2021	IETRWENTRE2	0			4	4/29/2021	IETELCTAMIU2
122	12/15/2020	HSEELAENTRE1	1.75	10/9/2020	SFHSEDL1	23.75	12/10/2020	HSEENTAMIU1
33.5	4/26/2021	IETBKPYLEA02	0			74.75	5/5/2021	IETBKPYPHSE02
21	4/28/2021	IETRWENTRE2	0			4	4/29/2021	IETELCTAMIU2
60.5	4/29/2021	IETEMTELA01	0			315	4/29/2021	IETEMTELA01
71.5	1/21/2021	IETRWCMMAA1	0			64.5	1/25/2021	IETCMAA11
440.25	5/6/2021	ESLPRO01S	34	5/28/2020	ESL08S	41.75	6/30/2020	IETELCivBKS2
29.25	4/28/2021	IETCOMELA01	0			27	4/29/2021	IETCOMHSE01
75.75	5/10/2021	IETBKPYLEA01	0			141.75	5/11/2021	IETPYRLHSE01
58.5	4/28/2021	IETRWENTRE2	1	2/17/2021	SSRLESLO1	4.25	4/19/2021	IETELCTAMIU2
150.25	3/24/2021	RemOffESL12	47	4/28/2021	RemOffESL17	0		
72.25	1/21/2021	IETRWCMMAA1	0			61.5	1/25/2021	IETCMAA11
55	4/29/2021	IETEMTELA01	0			315	4/29/2021	IETEMTELA01
36.75	4/28/2021	IETCOMELA01	0			28	4/29/2021	IETCOMHSE01
43.5	4/19/2021	IETCOMELA01	0			20.75	4/20/2021	IETCOMHSE01
139.25	5/6/2021	IETBKPYRW01	0			143.5	5/11/2021	IETPYRLELC01
62	4/29/2021	IETEMTELA01	0			315	4/29/2021	IETEMTELA01
286.75	12/11/2020	SFRLCiv1	32.75	11/12/2020	SFRLESLProf01	138.75	8/31/2020	IETCivPRS2
58.5	4/29/2021	IETEMTELA01	0			315	4/29/2021	IETEMTELA01
63.25	4/29/2021	IETEMTELA01	0			315	4/29/2021	IETEMTELA01
33.25	4/26/2021	IETBKPYLEA02	0			78.75	5/5/2021	IETBKPYPHSE02
93.25	12/15/2020	IETELCENTRE1	0			23.5	12/10/2020	IETELCENTAMIL
56	4/29/2021	IETEMTELA01	0			315	4/29/2021	IETEMTELA01
439.75	10/6/2020	SFRLESLProf02	14.25	4/23/2020	BFLESLS2	142.75	8/31/2020	IETCivPRS2
49.5	4/28/2021	RemOffESL7	0			0	4/29/2021	
18.75	4/28/2021	IETRWENTRE2	0			3.25	4/29/2021	IETELCTAMIU2
30.5	4/26/2021	IETBKPYLEA02	0			80.5	5/5/2021	IETBKPYPHSE02
251.25	12/15/2020	IETELCENTRE1	29	10/8/2020	RemOffESL3	22.5	12/10/2020	IETELCENTAMIL
244	5/5/2021	IETBKPYRW01	44.25	12/10/2020	SF2RLESLO3	140.25	5/11/2021	IETPYRLELC01
189	8/27/2020	IETCivPRS2	11.25	5/25/2020	SS1ESL5	142.5	8/31/2020	IETCivPRS2
76	5/6/2021	IETBKPYRW01	0			138.75	5/11/2021	IETPYRLELC01
17	1/26/2021	IETEMTELA01	0			53	1/28/2021	IETEMTO1
65.75	4/28/2021	IETRWENTRE2	6.5	3/30/2021	SF2RLESLProf03	4.25	4/29/2021	IETELCTAMIU2
138.25	4/26/2021	IETBKPYLEA02	4.5	12/9/2020	RemOffHSEMS1	79.25	5/5/2021	IETBKPYPHSE02
25.5	4/21/2021	IETEMTELA01	0			252	4/22/2021	IETEMTO1
130.5	5/6/2021	IETBKPYRW01	2.25	11/12/2020	SFRLESLProf01	140.25	5/11/2021	IETPYRLELC01
63	1/21/2021	IETRWCMMAA1	0			63.25	1/25/2021	IETCMAA11
218	8/27/2020	IETCivPRS2	0.75	4/9/2020	JGPLESLS1	143.5	8/31/2020	IETCivPRS2

Training Services are different from classes set up for training and capturing training hours.

TEAMS

TEAMS Home | Home > Training Services

Training Service Search

School Year: 2019-2020

Grant Recipient: 518 | Laredo College

Training Service Details

ETPS: | Training Service Provider: | Training Service Type: |

Training Service Start Date*: 7/1/2019 and* 6/30/2020

Search | Add New Training Service

*Click on column header to sort by ascending or descending.

Training Provider	Training Service Type	Start Date	CIP Code	Occ Skills Trng Cd
Laredo Community College	Other Occupational Skills Training	7/2/2019	510902 - Electrocardiograph Technology/Technician.	29-2031.00 - Cardiovascular Technologists and Technicians
Laredo Community College	Other Occupational Skills Training	7/8/2019	510601 - Dental Assisting/Assistant	31-9091 - Dental Assistants
Laredo Community College	Other Occupational Skills Training	7/23/2019	490205 - Truck and Bus Driver/Commercial Vehicle Operation	53-3032 - Truck Drivers
Laredo Community College	Other Occupational Skills Training	8/13/2019	480508 - Welding Technology/Welder	51-4121 - Welders
Laredo	Other Occupational		513902 - Nursing	31-1012 - Nursing

Ensure Training Services are updated for those IET exiters (Update as completed or withdrawn)

TEAMS

TEAMS Home | Home > Training Services

Training Service Search

School Year: 2019-2020

Grant Recipient: 518 | Laredo College

Training Service Details

ETPS: [] | Training Service Provider: [] | Training Service Type: []

Training Service Start Date*: 7/1/2019 and* 6/30/2020

Search | Add New Training Service

*Click on column header to sort by ascending or descending.

Training Provider	Training Service Type	Start Date	CIP Code	Occ Skills Trng Cd
Laredo Community College	Other Occupational Skills Training	7/2/2019	510902 - Electrocardiograph Technology/Technician.	29-2031.00 - Cardiovascular Technologists and Technicians
Laredo Community College	Other Occupational Skills Training	7/8/2019	510601 - Dental Assisting/Assistant	31-9091 - Dental Assistants
Laredo Community College	Other Occupational Skills Training	7/23/2019	490205 - Truck and Bus Driver/Commercial Vehicle Operation	53-3032 - Truck Drivers
Laredo Community College	Other Occupational Skills Training	8/13/2019	480508 - Welding Technology/Welder	51-4121 - Welders
Laredo	Other Occupational		513902 - Nursing	31-1012 - Nursing

Training Service Information

Start Date*	<input type="text" value="7/16/2020"/>
Is this training entity on the Eligible Training Provider List?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Training Provider*	<input type="text" value="Patty Hanks School of Nursing MCM"/>
Training Service Name*	<input type="text" value="Certified Nursing Assistant"/>
Training Service Type*	<input type="text" value="Other Occupational Skills Training"/>
Program of Study (Leading to)*	<input type="text"/>
CIP Code*	<input type="text" value="513902 - Nursing Assistant/Aide and Patient Care Assistant/Aide."/>
Occupational Skills Training Code*	<input type="text" value="31-1014.00 - Nursing Assistants"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

Assigned Classes

*Click on column header to sort by ascending or descending.

Class Name	Class Number	Class Provider	Site	Begin Date	Action
IETCNA PattyHanks/MCM	507	Abilene ISD	Alta Vista	7/16/2020	Unassign
IETCNA PattyHanks/MCM	507 T	Abilene ISD	Alta Vista	7/16/2020	Unassign

[Assign Classes](#)

Training Status for Registered Participants

SSN	Document Number	Participant Name	Training Status	Status Date	Action
			Withdrew	7/31/2020	Edit
			Completed	2/9/2021	Edit
					Edit
					Edit
			Completed	5/21/2021	Edit
					Edit
			Completed	4/22/2021	Edit
			Completed	2/12/2021	Edit
			Completed	4/27/2021	Edit
					Edit
			Withdrew	1/11/2021	Edit
			Completed	12/23/2020	Edit

Ensure Training Services are updated for those IET exiters. (Update as completed or withdrawn).

Training Service Information

Start Date*	<input type="text" value="7/16/2020"/>
Is this training entity on the Eligible Training Provider List?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Training Provider*	<input type="text" value="Patty Hanks School of Nursing MCM"/>
Training Service Name*	<input type="text" value="Certified Nursing Assistant"/>
Training Service Type*	<input type="text" value="Other Occupational Skills Training"/>
Program of Study (Leading to)*	<input type="text"/>
CIP Code*	<input type="text" value="513902 - Nursing Assistant/Aide and Patient Care Assistant/Aide."/>
Occupational Skills Training Code*	<input type="text" value="31-1014.00 - Nursing Assistants"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

Assigned Classes

*Click on column header to sort by ascending or descending.

Class Name	Class Number	Class Provider	Site	Begin Date	Action
IETCNA PattyHanks/MCM	507	Abilene ISD	Alta Vista	7/16/2020	Unassign
IETCNA PattyHanks/MCM	507 T	Abilene ISD	Alta Vista	7/16/2020	Unassign

[Assign Classes](#)

Training Status for Registered Participants

SSN	Document Number	Participant Name	Training Status	Status Date	Action
			Withdrew	7/31/2020	Edit
			Completed	2/9/2021	Edit
					Edit
					Edit
			Completed	5/21/2021	Edit
					Edit
			Completed	7/22/2021	Edit
			Completed	7/12/2021	Edit
			Completed	4/27/2021	Edit
					Edit
			Withdrew	1/11/2021	Edit
			Completed	12/23/2020	Edit

Ensure Training Services are updated for those IET participants (Update as completed or withdrawn)

TEAMS

TEAMS Home | Home > Training Services

Training Service Search

School Year: 2019-2020

Grant Recipient: 518 | Laredo College

Training Service Details

ETPS: | Training Service Provider: | Training Service Type: |

Training Service Start Date*: 7/1/2019 and* 6/30/2020

Search | Add New Training Service

*Click on column header to sort by ascending or descending.

Training Provider	Training Service Type	Start Date	CIP Code	Occ Skills Trng Cd
Laredo Community College	Other Occupational Skills Training	7/2/2019	510902 - Electrocardiograph Technology/Technician.	29-2031.00 - Cardiovascular Technologists and Technicians
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Laredo Community College	Other Occupational Skills Training	8/13/2019	480508 - Welding Technology/Welder	51-4121 - Welders
Laredo	Other Occupational Skills Training		513902 - Nursing	31-1012 - Nursing

Item:

Training Services

IETs are most commonly

“Occupational Training.”

Important Class Reminders

- All classes need end dates of \leq 6/30/2024
 - **All classes will be rebuilt in PY 24-25
- IET participants need withdrawals or completions shown in TEAMS
 - **training hours as well as direct hours must be reflective
 - **Training Services must be attached to all IET classes



General Section Reminders

VALIDATION AND DATA SIGN OFF

- Data Validation and Quarter 4 plus Final Data Sign Off are due on July 15, 2024 (please ensure reports are completed and submitted)
- Utilize Non-Validated Classes Report to Verify
- All data will be locked after July 15, 2024 (plan accordingly)

GRANT MANAGEMENT

- Expenditures must be submitted by Grant Lead by July 20, 2024
- Quarterly Narrative Report 6.12 and Sub-Monitoring 6.7 Report is due by July 31, 2024

* Fiscal Call is schedule May 9,2024 Biweekly Call (Save the Date-invite key staff)



Data Validation and Data Sign Off

Very Important Report!

TEAMS Home | Home > Reports > Report Parameters

Participant Count and Hours By Funding Source, Site and Class

Run Report

Filter

Reporting Year: 2022-2023 | 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) | IET (EL Civics)

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

MACC (State Leadership) | ESL Professional (EL Civics)

Contact Hours

Validated Data

Contact Hour Date Range From: 7/1/2022 To: 6/30/2023

Providers, Site & Classes

Participant

Report Options

None | With SubReport

Run Report

TWC Home | [Report technical problems](#)
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Texas Educating Adults Management System (TEAMS)

Participant Count and Hours By Funding Source, Site and Class

School Year: 2023
Grant Recipient: Abilene ISD
Reporting Group: Regular Adult Ed. Reporting
Total Participant Count: 782
Total Contact Hours: 37,639.25
Begin Date: 07/01/2022
End Date: 06/30/2023
Validated: No

Funding Source	Site Name	County District Number	Class Number	Class Name	Participant Count	Direct Hours	Proxy Hours	Contact Hours
Basic AEL (AEFLA)	Alta Vista	221901	100	AV ABE/ASE Afternoon	21	338.50	0.00	338.50
			101	AV ABE/ASE PM (Night)	121	4,942.50	0.00	4,942.50
			103	AV ABE/ASE AM	176	7,744.00	0.00	7,744.00
			104	AV Beg (Low) ESL AM	1	11.00	0.00	11.00
			400	Distance Learning	81	0.00	437.00	437.00
				Site Total:	400	13,036.00	437.00	13,473.00
	Breckenridge Open Do	215901	208	Breckenridge ASE	17	366.75	0.00	366.75
				Site Total:	17	366.75	0.00	366.75
	Cisco Open Door	067902	209	Cisco ASE	9	393.25	0.00	393.25
				Site Total:	9	393.25	0.00	393.25
	Coleman ISD Annex	042901	220	Coleman ASE	26	682.00	0.00	682.00
				Site Total:	26	682.00	0.00	682.00
	De Leon ISD	047902	217	Deleon ASE (Evening)	23	575.25	0.00	575.25
219			Deleon ASE (Morning)	17	492.75	0.00	492.75	
				Site Total:	40	1,068.00	0.00	1,068.00

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Data Sign Off Report

VERONICA MOORE (Administrator) | My Profile | User Admin | Logoff

Texas Educating Adults Management System
TEAMS

Home > Admin > Data Sign Off Report > Data Sign Off Details

Reports

Grant Recipient: [REDACTED]

School Year: 2023-2024
Due Date: 7/17/2024

Quarter: 4
Date Submitted: Not yet submitted

Contact Hour Details

Site Name	District Number	Class Number	Class Name	Latest Contact Hour Period End Date	Director Validated Date	Participants with Contact Hours	Direct Hours	Proxy Hours	Total Contact Hours
Alta Vista	221901	100	AV ABE/ASE Afternoon	4/4/2024	3/31/2024	29	420	0	420
		101	AV ABE/ASE PM (Night)	4/4/2024	3/31/2024	136	5082.25	0	5082.25
		103	AV ABE/ASE AM	4/8/2024	3/31/2024	174	10634.25	0	10634.25

To get to this report go to...

- TEAMS> Reports> Admin> Data Sign Off.
- Ensure that you pick the correct quarters as you will be completing both Quarter 4 and Final Data Sign Off.
- Click Get Report!
- Complete Report Sections, and then click Save.

*** You may check to see if this report was submitted by going to Reports> Other> Data Sign Off>Select Quarter>Check Submitted>Run Report!**



Grant Management

Grant Management Reminders

SAVE THE DATE: Fiscal Call– **Thursday, May 9, 2024 @ 10:30 a.m.**
During Bi-Weekly Provider Call (No PD Credit. Informational only).

In this session, the TWC Grant Management Team will provide updates and information for Grant Close Out and cover Expenditure related questions

- Expenditures must be submitted by Grant Lead no later than July 20, 2024
- Final Narrative Report 6.21 is due by July 31, 2024

SOME THINGS TO REMEMBER



TEAM EFFORT “TEAM-WORK MAKES THE DREAM-WORK”

Quite a few areas to cover.



TIME SENSITIVE

A good amount of the items on the list need to be completed by July 15th.



WHO ON YOUR STAFF COULD BEST ASSIST?

Who has the experience or knowledge to get the tasks done?



WHO WILL BE THE LEAD?

Who is the one person who has a reputation for following through and is good at delegating?



- **No Roll over of classes this PY! June 30th**
- **End Dates on all Staff June 30th**
- **PD hours required by June 30**
- **End of Year for data entry is July 15th**
- **TEAMS will be locked after July 15th**

• **No Exceptions**



NEED FURTHER ASSISTANCE?

Program Related Questions –

AEL Technical Assistance

AELTA@twc.texas.gov

Finance / Spending Related Questions –

AEL Contracts

aelcontracts@twc.texas.gov

TEAMS Related Questions- TEAMS -

Technical Assistance

TEAMS.TechnicalAssistance@twc.texas.gov

PD Related Questions – **PD/CPPDC**

Specialist





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NEXT BI-WEEKLY CALL

MAY 9 , 2024



THANK YOU