

**Workforce Development Division
Adult Education and Literacy
Technical Assistance Bulletin 281**

Keywords: AEL; WIOA

Subject: Entering a Planned Gap in Services for Adult Education and Literacy Participants into the Texas Educating Adults Management System

Date: August 23, 2017

This Technical Assistance (TA) Bulletin provides local Adult Education and Literacy (AEL) Grantees with guidance on how to enter a planned gap in services for AEL participants into the Texas Educating Adults Management System (TEAMS), the Texas Workforce Commission's (TWC) Statewide Management Information System for federally funded AEL programs in Texas.

Background

In July 2016, TWC outlined a way that AEL participants can be prevented from counting toward certain exit-based outcome measures by entering a planned gap in service into TEAMS. Exit-based outcome measures under the Workforce Innovation and Opportunity Act (WIOA) include the following:

- Employed 2nd Quarter
- Employed 4th Quarter
- Median Earnings 2nd Quarter
- Credential Rate

These WIOA measures are different from Workforce Investment Act measures in that any participant who exits the AEL program, unless he or she has an indicated exclusionary reason, is placed in the denominator.

Participants who have not received a qualifying service for a 90-day period, such as enrollment in coursework or an assessment, are automatically exited from the AEL program. Entering a planned gap in service into TEAMS reflects the participant's commitment to continue enrollment and prevents automatic exit from the program and entrance into the denominator for exit-based measures.

Entering a planned gap in AEL services into TEAMS is restricted to participants who have communicated to the AEL program their intent to suspend services for more than 90 days but who plan to resume attendance within 180 days. A planned gap:

- can be entered into TEAMS to prevent a participant from exiting when the participant's intention is to return to the program; and
- should not be entered for participants who plan on returning to the program prior to the 90-day mark.

Program staff initiating a participant's planned gap enters the participant's date of returned service, indicated as the planned gap end date into TEAMS (see Figure 2). This date may be indicative of enrollment in a class, a scheduled assessment, or another scheduled event.

A planned gap can be entered only for the current program year. For example, on July 1, 2017, the first day of Program Year 2017–2018 (PY' 17–'18), a planned gap cannot be entered for dates that fall in PY' 16–'17 (July 1, 2016–June 30, 2017). Additionally, a participant must have a TEAMS profile in the program year for which a planned gap is to be entered.

If a participant is placed into a planned gap in services and does not return for services as indicated in TEAMS, the exit date is retroactive to the date he or she would have exited if the planned gap was not entered in the TEAMS system.

Example: A student is placed into a planned gap in services on June 5 and is scheduled to resume services on October 15. AEL staff enters the planned gap into TEAMS from June 5 to October 15. The student fails to return to services on October 15, so his or her actual exit date is June 5 for reporting purposes.

Additional information can be accessed from the Performance Regulations and new NRS Tables webinar, published July 22, 2016, and housed on The Training, Resource and Innovation Network for Texas (TRAIN Tex) website at <http://www-tcall.tamu.edu/twcael/webinars.htm>.

As guidance and requirements related to calculating all WIOA measures continue to be developed and approved at the federal level, AEL grantees can access additional guidance issuances on measures housed on the TRAIN Tex website at <http://www-tcall.tamu.edu/>.

Definitions

AEL grantees should be aware of the following definitions when initiating a planned gap:

Exclusionary reason—Exclusionary reasons are provided to AEL participants so that they will not be counted in certain federal reporting measures when the participant:

- is incarcerated in a correctional institution¹;
- has become a resident of an institution or facility providing 24-hour support, such as a hospital or treatment center;
- has a health/medical condition that is expected to last at least 90 days, which precludes continued participation in the program or employment;
- dies;
- is in the Reserve Forces and called to active duty for at least 90 days;
- is determined ineligible after originally being determined eligible; or
- is in foster care and exited due to a mandated move from the area (applies only to participants ages 14–21).

¹ Participants receiving AEL services while incarcerated are included in the Measurable Skill Gains measure outcome but not in employment, earnings, and credential measure outcomes.

Exit—Participant exits AEL services if he or she has not received any qualifying service for more than 90 days. Exit is retroactively calculated to the last day of service after 90 days of inactivity

Procedure to Enter a Planned Gap in AEL Services

Staff retrieves the participant’s TEAMS record and selects the “Add Gap in Service” button from the participant’s individual record page (Figure 1). This action takes staff to a form field that requires a “Start Date” and an “End Date” for the planned gap in service. Once staff enters the start and end dates to suspend services based on the information received from the participant, staff selects the “Save” button. At this time, a record of the information appears on the participant’s record home page.

The following screen shots (Figures 1, 2, and 3) illustrate how to enter an AEL participant’s planned gap in services into TEAMS.

Figure 1

Participant

[Assessments](#) | [Outcome/Gain](#) | [Summary](#)

Personal Information

Last Name*	First Name*	Middle Name
tichenor	tina	
SSN*	Document Type*	Document Number*
	And/Or	
Date of Birth*	Age	Gender*
	39	Female
Ethnicity*	Hispanic/Latino	
Race (Check all that apply) *		
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input checked="" type="checkbox"/> White	

Contact Information

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2016-2017 Grant Recipient 79 Lago Vista Community College

Profiles

School Year	Education Level	Employment Status
2016 - 2017	Completed one or more years of postsecondary education	Employed

Planned Gap in Service

No planned gaps in service were found for this participant.

Add Gap in Service

Classes

No classes were found for this participant.

Figure 2

Planned Gap in Service

Start Date* 12/25/2016

End Date* 04/30/2017

Note
John has a medical procedure but plans to return to class on 4/30/17

(Not exceeding 500 characters)

Save before exiting.

Save Cancel

Start and End Dates are required based on planned service gap.

A descriptive note should be added that gives reason for the gap in services.

Figure 3

Planned Gap in Service

Start Date	End Date	Note	Grant Recipient
12/25/2016	4/30/2017	Medical procedure	(Lago Vista Community College)

Add Gap in Service

Please distribute this information to appropriate staff. Send inquiries regarding this TA Bulletin to AdultEducation@twc.state.tx.us.