

Slide 1:

Hello, this is Carrie Tupa from the Texas Workforce Commission and this webinar will cover the TEAMS 2.11 release, which has changes that all TEAMS users need to know about.

Slide 2: The TEAMS 2.11 release will occur on the morning of March 9th, 2017. The final regulations for WIOA and the subsequent issuances of the PIRL (Participant Individual Record Layout) over the past year have included additional data elements we are required to collect. We will be phasing in additional data elements over the next six months in various releases of TEAMS. TEAMS 2.11 include new profile data elements but, while incredibly important that we collect this information, we are working to phase in the changes in a way that it most feasible for local programs. We will be rolling out more trainings over the next six months to address more complicated TEAMS changes which again are the result of WIOA requirements, which are still being developed and released. To best support local program implementation, the brand new data element will not be required until July 1st to allow local programs time to build them into their intake process. Keep in mind, however, that these elements are still required per WIOA. You should begin building them in as soon as possible. We will be making these values required in a future release of TEAMS for PY 2017-2018.

Slide 3: The changes that we will be talking about in this release, affect the participant profile screen. Future changes will affect other areas of the system, elements that are required, meaning you cannot save the profile without the element selected or after.

Slide 4: So you have participants that already have profiles. These profiles will not include these changes unless you click to edit the profile. For a new required variable you'll be required to select a value before you can save the profile. For new participants, you will have the option to select value for the new variables but will often need to select a value for any required variables.

Slide 5: So now to get into the new element. The first new element is related to educational attainment.

Slide 6: Currently you are required to select a value for highest education completed. The latest revised PIRL, however, contains two variables: highest school grade completed and highest education level completed.

Slide 7: Highest School grade completed means the highest grades one through twelve that an individual has completed. The highest education level completed at the highest level beyond a school grade that an individual has completed. The highest school grade does not require a location, though in the future we may add, in or outside of the US, as this is valuable information. The highest education level does contain the value of in or outside the US.

Slide 8: Here we have the value for first through twelfth grade or highest school grade completed but there is also an option or no school grade completed. We then have the highest education value completed. Again there is another option of no education level completed. An important item to note here is that the existing values have been appropriately mapped to new value. But all the options are different, you don't have to have anything or do anything for an existing profile.

Slide 9: Now let's talk about requirements. While we understand challenges around new required data elements as you work to build your intake model, we need to begin to phase in necessary values. For this release the highest school grade is not required but level is required. This is because we know many programs do not collect these items separately at this time and while you may have a grade it would mean that the individual didn't complete anything beyond that particular grade. Then you could enter no education level completed but if you have the highest education

level there, for example a diploma, you would have no value to guess for the current highest school grade.

Slide 10: So this particular value is a little bit complex, so let's go through some examples. If you have a new participant to enter and that individual completed eighth grade, and you had that information before dropping out, then earned a high school equivalency, then you would select attained a secondary school equivalency for the highest education level and eighth grade completed for the highest school level. In the instance you didn't have a grade level, you could just leave that value blank because again that is not a required value right now.

Slide 11: Let's talk about some examples for existing participants (were you to need to edit a profile which would contain these new values.) If a participant's original education completed with attain GED or equivalent you could leave the highest school grade completed blank unless you have that information. Since this field is optional, you can leave it blank for now until the end of the program year when it will be required. You would then enter their highest education level complete as attained secondary school equivalency. In the second example the participant's highest education completed was eighth grade completed, so their highest school grade completed would be eighth grade completed and their highest education level completed would be no education completed. You would have to select a value because that particular field is required.

Slide 12: Just to review the requirements in this release, the higher grade is not required at this time but the level is required. This is because we know that programs do not necessarily collect these items separately and while you may have a grade level, it would mean that the individual didn't complete anything beyond that grade so you could enter no education level completed but enter the actual school grade you completed as that's the highest level. But if you have the highest education level, so for example a diploma, you would have no value to guess or to really put in for the highest school grade because you wouldn't necessarily have collected that information separately.

Slide 13: The next new value is also required in this release. However, it is information you collect, you just might not collect it in this particular manner. As you will see, we'll be providing some helpful cheat sheet to assist you in data entry until you build data collection and data entry process adequately.

Slide 14: So again, school status at program entry will be required beginning of TEAMS 2.11 for all new participants profiles and if you edit a participant profile. This new field can easily be derived from existing data, however, it will take some preparation with your data entry staff.

Slide 15: First thing we need to review is some important definitions. The purpose of this variable is to identify individuals as *in school* or *out of school*. This is important for certain programs as we look at a joint reporting specially the title one youth program. So in WIOA, adult education is not considered in school, however, post-secondary education is considered school. So as soon as a participant either leaves adult education or co-enrolls while in adult education for post-secondary education, they are now in school. This distinction is very important from a policy perspective which we will further elaborate on as we develop future guidance but it's also important that you develop your data entry processes.

Slide 16: So now for each new and edited participant, you must select one of the following values: *in school*, *post-secondary school* (which would apply to any referral you have from college who are continuing to be enrolled in college or individual than is IET as part of a post-secondary institution); *not attending school* or *Secondary school dropout* (so this would be anyone without a high school equivalency or diploma and will apply to most of our participants); not attending school secondary

school graduate or has recognized equivalent (this would be any of our participants who came in with a high school equivalency or diploma), and then not attending school within compulsory school attendance (so anyone below the age of nineteen years- so then anyone within that compulsory age.) Again keep in mind that the participant profile is always the point at entry, not necessarily at this point in time if the participant has not exited your program over several years.

Slide 17: As I mentioned this is somewhat difficult as you collected this information already but this is a new way of capturing the information in TEAMS. We've developed a helpful cheat sheet to assist you or staff with data entry until you were able to add this into your data entry processes. Following along the top row the first column is the individual's education level, the second is their age, and the school status you would enter. So looking across that first row of information, if the individual is not in college, had no education level completed (meaning less than a high school equivalency), and were below the age of nineteen you would select not attending school within the compulsory age of attendance. If the individual not in college with less than a high school equivalency but was 19 or older, you would select not attending school or secondary school drop-out. The next two rows are for participants of all ages. An individual that is not in college and has a high school diploma equivalency or higher, you with select not attending school secondary school graduate or have to recognize equivalent. Then finally any individual enrolled in college would be considered in school post-secondary.

Slide 18: Now I want to move on to the next new field, Exhausting TANF.

Slide 19: This value will be optional in this release with the options of *yes*, *no*, or *not applicable*.

Slide 20: It's important to keep in mind that this field refers to actual TANF recipients, not TANF eligible which is the definition you use when establishing TANF eligibility for your TANF funded participants. You will have to verify for this particular data variable with the TANF data which can be attained and partnership with your board. Again this value is optional until July 1st. While *not applicable* is an option, you shouldn't enter this only, or you should rather enter the only if an individual not on TANF. If you don't have that information leave it blank, however, keep in mind that the value will be made mandatory in the future, so you need to start working now to be able to obtain information.

Slide 21: The next new field is for Job Corps participants.

Slide 22: This field is optional in this release. This is for participants who have received service under Title 1, Chapter 4, Subtitle C of WIOA also known as Job Corps. Options are *yes*, *no* or *unknown*. While we have an unknown option, this question should be added to your intake process before 7/1/17 to ensure that you are accurately collecting this information. However, if you do not have that information at this time, again this is an optional variable so you will be able to leave it blank.

Slide 23: Now we have the ex-offender status at program entry.

Slide 24: So again this field is optional in this release. Options are *yes*, *no* and *participant did not disclose*. You will need to make sure you add this to your program intake by 7/1/17.

Slide 25: What's important in this field is the definition of ex-offender. As you build this field and share intake you want to make sure that she and your staff become familiar with this definition. The other important piece of the definition is clarifying with the participants why you are collecting the information. So as we take a look at the definition you will notice that the definition is extremely broad. You will want to reassure participants that this is not used in determining eligibility for this

program or future employment, rather as a determination of potential barriers the individual might have. As we have stressed throughout the past year, one of the priority populations for WIOA are individuals with barriers to employment. So the definition reads *“the participant is a person who either a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or b) requires assistance of overcoming artificial barriers to employment resulting from a record of arrest or conviction from committing delinquent act such as crimes against persons, crimes against property, status offenses, or other crime.”* So again a very broad definition but it is important, as you start to work this into your intake process, to really clarify with participants why you're collecting the information.

Slide 26: So now I want to talk about some exciting changes that will be in the release, one of which is the ability to export the participant profile information. The goal of this feature to more easily share participant information across the organizations. At this time you can only export one profile at a time, as a number or the number of decisions rather needed to determine exactly how to export group of participants or require more development time for us. However we really hope that this particular feature will be valuable to you.

Slide 27: So as you can see from the primary part of the participant screen you can select from two options: Export to PDF. And Export to Excel.

Slide 28: You can only export the most recent available profile. You can see here a sample of the export in P.D.F. You will notice at the top of the screen that there is an important privacy statement. The export will include all profile information, so it's absolutely critical that as you export participant information you follow P.I.I. regulations. However, you will not be able to see full SSN, regardless of your role in TEAMS. The SSN will continue to export as just the last four digits.

Slide 29: This is a sample of the excel report. You will notice on both exports that if no profile is available in the current year, you cannot export or you will receive a message that states that there is no profile available for that particular year. We've had many requests for an import capability it's in our development process but it's quite a bit more complex than we anticipated, so please stay tuned.

Slide 30: In addition to the enhancement that I've discussed, we've addressed several issues in TEAMS that have presented problems in data entry.

Slide 31: The first of these is an error when adding staff members after an inactive year. This fix addresses the issue when a staff member didn't have the required staff development in their last active year. TEAMS will treat the individual as a new staff member addressing the issue and allowing you to add that new staff member for the new reporting year. The second error is when adding an end date to a staff member assigned to a class. This fix recognizes the end date of the class which needs to be before the end date that you add to that particular staff member.

Slide 32: So that concludes our webinar if you have questions, please contact TEAMS technical assistance or your assigned program specialist. Thank you so much, best of luck, and have a great day.