

## **Welcome to TEAMS 3.2**

### **An Introduction**

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#### **Slide 1**

Hello, this is Carrie Tupa with the Texas Workforce Commission. I want to welcome you to the first training webinar for TEAMS version 3.2.

#### **Slide 2**

This release is by far the biggest overhaul to the TEAMS system that has been completed since the initial transition of the system to the Texas workforce Commission.

You will hear me say several times throughout this webinar to NOT panic, and that's very important.

#### **Slide 3**

Again, really, don't panic. A lot of what you will see is brand new, but the way we've designed certain things is very intentional – basically, we've built *ON* to the existing system in a way that allows you to still continue business as usual. I cannot stress enough that while a lot of what you see is brand new, there should be NO hindrances to your usual processes – just enhancements to the amount and type of information you are able to track.

#### **Slide 4**

I want to start by explaining our roll-out process for this system enhancement. You are participating in this first phase of the roll out which is the pre-recorded webinar. There are 2 pre-recorded webinars that will be available this week. We've broken down this information into smaller, more digestible chunks.

In this initial webinar, you will see a high level overview of changes. We will then move into more details in the coming webinar to enhance your understanding.

We will have an interactive training available hopefully next week that will walk you through changes on a slower basis and clarify key fundamentals to assist you in understanding.

Finally, we will be hosting a virtual training series beginning the week of December 18. This series will be offered 1-2 times a week, and will be open to a small enough group of individuals that we can have considered time for questions.

You will find that as we roll these changes out, we will expect that you have participated in these events as they are a way for us to most quickly and efficiently reach large numbers of users.

#### **Slide 5**

So lets start by talking about what's in this release:

This release includes the ability to track all measurable skill gains –MSG's – allowable under WIOA, including:

Educational Functioning Level Gain Type A – Achievement on a Pre/Post Test (in any domain)

Educational Functioning Level Gain Type B – Transition to Postsecondary Education after Exit

High School Equivalency Achievement

Skills Progression (for IET Participants)

Tracking of Credentials Earned

Tracking of Post-Exit Enrollment in Postsecondary Education

Improvements to the Training Screen, including

Enhanced Filtering for programs on the ETP

Bug Fixes Including:

Training hours being calculated in elapsed hours between tests

### **Slide 6**

So I want to do things a little backwards here and start by talking about what's the *same* with this release. I'm doing this to ensure that there is no halt in your work as I know this time of year is a busy one for progress testing and entering data.

### **Slide 7**

So, I will start by sharing that the tracking of assessments (pre/post tests) hasn't changed. We did this on purpose to alleviate issues with transitioning from one process to another in tracking information. So, for tracking of MSG type 1a) achievement on a pre/post test, you will still enter assessments as you always have.

You will notice, as we will show later, that pre/post test achievements have changed slightly in that the name of the screen where you view these outcomes has changed, and gains are now calculated on all domains, something I know everyone is very excited about.

Additionally, the tracking of training services hasn't changed. However, there are changes that make the tracking of programs that are a part of the Eligible training provider system easier.

Everything else is the same – and when I say that, I mean that, functionally, the system is still the same, and the ability to track participants, classes, staff, and contact hours hasn't changed in any way that will prevent you from using the system.

### **Slide 8**

So, let's talk about what's different.

### **Slide 9**

Let's start by looking at changes that have been made to the training services screen which make it easier to track programs on the eligible training provider list.

### **Slide 10**

As a reminder, when selecting a program from the eligible training provider system, you should ensure that you are working with an actual program –not just a provider – in the system. While most

community colleges are on the eligible training provider list, not all of their program offerings are. The changes to the training screen ensure that, when you are selecting a program from the ETP list, you are truly selecting that program, not just the entity that offers the program.

#### **Slide 11**

To select a provider from the ETP list, you will now see the option to “select provider” when you select “yes”, that the program is on the ETP list.

#### **Slide 12**

Once you have selected “yes”, you will search for your provider. You can enter all or part of the provider name. As with most searches, we recommend using enough characters to find the record you are looking for, but not too many so as to accidentally omit results based on spelling.

#### **Slide 13**

After searching, you see the results of your provider. Each provider entry is associated with the actual ETP program, so, for instance, if you entered Austin Community College, you’d see all of their offerings and would need to select the correct one based on the CIP code.

You can sort by CIP code by simply clicking on the CIP code column header. This will allow you to more easily find the program you’re looking for.

#### **Slide 14**

Once you’ve selected the program, you’ll notice that certain fields will now autopopulate based on information stored in the ETP database. If certain information is missing, you’ll need to select the correct option.

Occupational skills training codes will also automatically filter based on the associated codes for a particular ETP program, so you’ll have fewer options to sort through when selecting the appropriate program.

#### **Slide 15**

Now I want to move to the biggest change –the educational outcomes screen. This is a participant screen, meaning each participant – much like they have an assessments screen (sometimes called a “tab” as well) – has one.

#### **Slide 16**

The educational outcomes screen, captures for each participant, information associated with their measurable skill gains, credentials/certificates, and educational enrollment.

I want to start by defining what each of these things are, then talk about why they are on this page, and how they work together.

#### **Slide 17**

So, let’s start with measurable skill gains.

I’m going to say this a few times –this is NOT a policy webinar, and if you are not familiar with the policy behind these things, you will want to start by learning that. I will reference our policy materials on this topic in a bit.

But, just as a refresher, the measurable skill gains for MSG’s allowable under WIOA are –

## Educational Functional Level Gain

1a) Achievement on a Pre/Post-Test

1b) Enrollment in Post-secondary Education

2) Achievement of Diploma/Equivalent

5) Skills Progression (includes):

Successful passing of an exam that is required for a particular occupation; or

Achievement of progress in attaining technical or occupational skills as evidenced by as evidenced by Trade-related Benchmarks, such as knowledge-based exams

### **Slide 18**

Credential allowable under WIOA include secondary and postsecondary credentials.

- These include High School Equivalency
- AA/AS Degree
- BA/BS Degree
- Occupational Licensure
- Occupational Certificate
- Occupational Certification

### **Slide 19**

This is a good time to remind you that high school equivalency counts as both a credential and a measurable skill gain under WIOA, depending on the circumstances under which it's received and when the participant exits.

The HSE as a credential includes Individuals who:

#### Denominator:

- Lack HSE/Diploma
- Are considered in a program at the secondary education level (more on this later)
- Spanish or English
- Exit

#### Numerator:

- HSE earned during participation within one year of exit
- Are enrolled in postsecondary ed or training within one year after exit  
OR
- Are employed within one year after exit

The HSE as a measurable skill gain must:

- Within the program year
- Spanish or English
- Matched to TEA matches or potential matches
- High school equivalencies earned outside of Texas can be manually entered

**Slide 20**

And finally, a summary of educational enrollments. It's important to stress here that when we talk about educational enrollments, we are talking about *post-exit* educational enrollment – so this is tracking what happens after a student has exited. This information is collected for the purposes of:

Determining if a credential “counts”

Determining if an MSG (Type 1b – Enrollment in postsecondary education) has been achieved

**Slide 21**

For a refresher on the policy, I invite you to review our materials from the summer institute. These materials can be found and the website listed here.

**Slide 22**

Please also keep in mind that an AEL letter outlining details of this policy will be issued in the coming weeks.

This letter will clarify what counts for which measure, what documentation you need to keep on file for certain measures, and which participants are included in the credential denominator.

**Slide 23**

So now on to what this new screen looks like.

**Slide 24**

Again, remember, don't panic.

**Slide 25**

As I shared in the beginning of the webinar, there are piece of this that are still the same.

Assessments still get entered in the same way on the assessments screen.

**Slide 26**

And what used to be called “outcomes” is now called “pre/post test gains”. All of your historical pre/post test gains will still live here and

All your current EFL Type 1a, “achievement on a pre/post test” will still live here

**Slide 27**

However, there's one key change – gains are counted for each domain as is allowable under WIOA. So, a gain is simply a gain, no matter what domain the gain has taken place in.

**Slide 28**

So now let's move to the new stuff

**Slide 29**

First, I want to stress that this is the first of a two-part pre-recorded webinar series

As shared in the beginning of the webinar, more training opportunities are coming. This first webinar is simply a high-level overview of these changes.

**Slide 30**

So let's start with the new measurable skill gains.

**Slide 31**

I've provided here a summary table of how various MSG's are added and where you will see them. As shared earlier in this webinar, we haven't changed the process for adding assessments in an effort to phase in these changes and not change business as usual.

As you can see from this first row, for MSG type

1a) Educational Functioning Level Gain: Achievement on a Pre-Post Test

Add an assessment as you always have

Assessment Screen

Pre/Post Test Gain Screen (as applicable)

Educational Outcomes Screen

You will see gains for *all* domains. If a gain is made in multiple domains, multiple records will show on the Educational Outcomes Screen

1b) Enrollment in Post-secondary Education

Add a new record to the MSG table OR

Add a new record to the Educational Enrollment table (it will show on both)

MSG table and the Educational Enrollment Table on Educational Outcomes Screen

TEAMS does not calculate exit yet. This gain requires an exit, so you will see a caveat that the gain *may not count*

**Slide 32**

2) Achievement of Diploma/ Equivalency – IN STATE

Added through HSE match process

MSG table and Credentials table on Educational Outcomes Screen

TEAMS does not include employment yet, or credential denominator information. This gain requires employment or enrollment in postsecondary and being in the denominator to count as a *credential* so you will see a caveat that the gain *may not count as a credential*.

## 2) Achievement of Diploma/ Equivalency – OUT OF STATE

Add record to the MSG table OR

Add a record to the credential table

MSG table and Credentials table on Educational Outcomes Screen

TEAMS does not include employment yet, or credential denominator information. This gain requires employment or enrollment in postsecondary and being in the denominator to count as a *credential* so you will see a caveat that the gain *may not count*

### **Slide 33**

5) Skills Progression (includes):

Successful passing of an exam that is required for a particular occupation; OR

Achievement of progress in attaining technical or occupational skills as evidenced by as evidenced by Trade-related Benchmarks, such as knowledge-based exams

Add record to the MSG table

MSG table on the Educational Outcomes screen

This type of MSG is only allowable to individuals in an IET, but is not yet tied to the training component, so you will see a caveat that it *may not count*.

### **Slide 34**

So what exactly is meant by adding a new record. Adding new records is a process to manually add records for certain types of MSG's, credentials, and post-exit educational enrollment.

### **Slide 35**

The process for adding new records is fairly similar for MSG's, Credentials and Educational Enrollment

Remember, certain MSG's, Credentials and Educational Enrollments are added through other means (data match, assessment screen); see the table on slides 31-33 for a refresher.

Not all fields are relevant for all record types. If you see something grayed out or auto-populated, *it's supposed to do that!*

### **Slide 36**

So let's look at an example of adding a type 5 MSG for this participant. First, I want to show you that this participant has already earned an EFL gain, achievement on a pre-post test. The details are automatically added in the details column. You could also go to the Pre/Post test gains to see the details of the gains on this participant.

But now, we're going to assume that this participant is in an IET, so we can capture a Type 5 MSG.

So I'm going to click on "add gain".

This add button is the same for adding all types of new records.

**Slide 37**

As shared earlier, Only certain types of MSG's can be added through this "add record" process, and so that is all that will appear in this dropdown- (Type 1a) Pre/Post Test Gain and Type 2) HSE – In State are added through other processes)

**Slide 38**

Again, if a field is grayed out or can't be selected, it means it's not relevant for this particular type of gain. So, in this record, State is not relevant – we will go into more depth on which fields are required for which gains in the second webinar.

**Slide 39**

For records that require an educational provider (for example, post-exit enrollment into postsecondary education), you will notice that as you begin to type, this field auto-populates from the database of FICE codes. We've built in this functionality wherever a database of data exists to ensure consistency of data entry and to build more comprehensive reporting functionality.

**Slide 40**

And finally, for all records you'll see a required details column

I want to stress here that Providers should have a consistent process for how they record details related to a new record.

We recommend including the type of documentation on file for the participant.

**Slide 41**

Some important notes –

The ability to add certain types of records (for example, certificates and postsecondary credentials) is a whole new world for AEL.

If it seems "too good to be true" – IT IS. Remember, documentation, documentation, documentation. You will be reminded constantly as you add records that there is an expectation that you keep documentation on file verifying outcomes. Again, allowable documentation types will be covered in the AEL letter. While we hope to build in functionality into the system in the future that allows you to actually upload documentation, we're not there yet with this release.

*And remember, while* you now have multiple options to show gains – and other outcomes – for participants - *All* participants still need a baseline assessment for eligibility purposes

**Slide 42**

And that's IT for this webinar. Please stay tuned for the next webinar in this series, to be released on Friday, December 8. This webinar will cover more explicit detail on adding records.

Additionally, please stay tuned for details on more training opportunities for the new TEAMS system.

**Slide 43**

Thank you so much and have a great day!