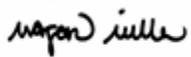


TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 30-16
Date:	December 13, 2016
Keyword:	Child Care; ES; Performance; SNAP E&T; TAA; TANF/Choices; TWIST; WIOA; WorkInTexas.com
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Reagan Miller, Deputy Director, Workforce Solutions

Subject: Workforce Automated Systems' Data Entry Deadlines for Board
Contract Year 2017

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on Board Contract Year 2017 (BCY'17) data entry deadlines for:

- The Workforce Information System of Texas (TWIST); and
- WorkInTexas.com.

BACKGROUND:

To meet required reporting and performance measures, service and outcome data for Texas workforce system customers must be timely and accurately entered into TWIST and WorkInTexas.com. The data are used to generate reports and information that the Texas Workforce Commission (TWC) and Boards use to:

- manage, monitor, and assess Board performance;
- fulfill reporting requirements of the U.S. Department of Labor, U.S. Department of Health and Human Services, U.S. Department of Agriculture, and Legislative Budget Board; and
- report data for the Texas Veterans Commission.

PROCEDURES:

NLE: Boards must ensure that data are entered on a daily or other regular basis throughout the month. To ensure that the most up-to-date information is available for reporting, Boards must ensure the deadlines set forth in this WD Letter are met for entering data, activities, services, and outcomes in TWIST and WorkInTexas.com, as applicable.

NLF: Boards must ensure that all participant data, activities, services, and outcomes are entered into the appropriate automated system by 6:00 p.m. (Central Standard Time) as follows.

TWIST and WorkInTexas.com Data

NLF: Effective October 1, 2016, Boards must enter data into WorkInTexas.com and TWIST by the first Friday that is at least three working days after the month in which:

- services are provided; or
- the customer enters or completes activities.

NLF: Boards must be aware that data entry deadlines have already accounted for weeks with holidays in them.

Note: If the TWIST and WorkInTexas.com data entry deadline for a given month is prior to the date that the Texas Health and Human Services Commission forwards the Temporary Assistance for Needy Families (TANF) warrant file to TWC, data entered after the data entry deadline—but before TWIST processes the TANF warrant file—will be included in Choices Participation performance reported in the monthly performance report for the month.

Child Care Data

NLF: Boards must enter waiting list information into the Child Care Waiting List Report form, available on the Intranet at http://intra.twc.state.tx.us/intranet/wf_cc/html/CCMSform1.html, by the 10th day of the month following the month being reported. (The Intranet is not available to the general public.)

NLF: Boards must enter direct care data into TWIST by the 24th day of the month following the month in which services were provided.

NLF: Boards must be aware that child care deadlines are not extended if the deadline falls on a weekend or a holiday. Data that are not timely entered into the appropriate data system will not be used for performance reporting for that month.

The following calendar sets out the specific data entry deadline dates.

Monthly Data Entry Deadline Calendar

Data From	TWIST & WorkInTexas.com	Child Care Waiting List	Child Care Direct Care
Sept. 2016	10/07/16	10/10/16	10/24/16
Oct. 2016	11/04/16	11/10/16	11/24/16
Nov. 2016	12/09/16	12/10/16	12/24/16
Dec. 2016	01/06/17	01/10/17	01/24/17
Jan. 2017	02/03/17	02/10/17	02/24/17
Feb. 2017	03/03/17	03/10/17	03/24/17
Mar. 2017	04/07/17	04/10/17	04/24/17
Apr. 2017	05/05/17	05/10/17	05/24/17

Data From	TWIST & WorkInTexas.com	Child Care Waiting List	Child Care Direct Care
May 2017	06/09/17	06/10/17	06/24/17
June 2017	07/07/17	07/10/17	07/24/17
July 2017	08/04/17	08/10/17	08/24/17
Aug. 2017	09/08/17	09/10/17	09/24/17
Sept. 2017	10/06/17	10/10/17	10/24/17

NLF: Boards must report financial data used in performance measures—such as Average Cost Per Customer Served and Child Care Admin/Ops Expenditure Rate—in a timely manner, per the Finance Division’s guidance.

End-of-Year Reporting

NLF: Boards must be aware that data not timely entered into the appropriate system, according to year-end reporting deadlines, must not be used in BCY’17 year-end reporting even if the data are later updated within the “quarter + 20” period. Note that not all measures listed below are formally contracted to Boards for BCY’17.

NLF: Boards must ensure timely data entry; if data cannot be updated outside of the data integrity process, then the closer such requests are made to the data entry deadlines, the more likely the requests will not be processed in time to be considered for year-end reporting.

BCY’17 Year-End Data Entry Deadlines

Cohorts	Measure Examples	Deadline
Common Measures for Outcomes and other Wage/Quarter-based measures (including, but not limited to)	Claimant Reemployment	09/08/17
	Employed Quarter 2 Post Exit	
	Employed Quarter 4 Post Exit	
	Employed/Enrolled Quarter 2 Post Exit	
	Employed/Enrolled Quarter 4 Post Exit	
	Employed/Enrolled Quarter 2 – 4 Post Exit	
	Credential Rate	
	Median Earnings Quarter 2 Post Exit	
Remaining Non–Child Care Measures (including, but not limited to)	Participants Served (which is also the denominator for Average Cost Per Participant Served)	10/06/17
	Job Openings Filled, Job Postings Filled, & Employer Success Rates	
	Choices Participation & Choices Work Rates	
	Claimant Reemployment Within 10 Weeks	
	Market Share & Employer Workforce Assistance	
Child Care Waiting List	Avg. # of Children on Waiting List for Low Income Child Care	10/10/17
Child Care Direct Care	Average Children Served Per Day	10/24/17
	Average Cost Per Day	
	Admin/Ops Expenditure Rate	

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

RESCISSIONS:

WD Letter 26-15

REFERENCES:

U.S. Department of Agriculture, Food and Nutrition Service Rules and Regulations, 7 CFR §273.7(i)
U.S. Department of Health and Human Services, 45 C.F.R. §98.71 and §§265.9–265.10
U.S. Department of Labor, 38 U.S.C. §4102(A)(f) and 20 C.F.R. §666.300
General Appropriations Act, 84th Texas Legislature, Regular Session (2015), Article VII, Texas Workforce Commission, Rider 15
WD Letter 06-07, Change 3, issued June 1, 2009, and entitled “The Workforce Information System of Texas: New Data Integrity Process—*Update*”

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”