

# Procedures for Entering Test of Adult Basic Education Scores in TWIST

## TWIST Assessment Screen

The screenshot displays the TWIST Assessment Screen. At the top, the window title is "Twist - Current User:". Below the menu bar (File, Edit, View, Tools, Window, Help) is a toolbar with various icons. The main area is titled "Customer Information" and contains a form for customer details. The "WDA" is set to "99 - State of Texas". The "Customer Search" section includes fields for SSN, Last, and First, with a "Search" button. The "Customer" information shows SSN: 000-00-0000, Name: Sample Customer, Birth Date: 00/00/0000, Phone: (215) 123-4567, Ext: , and TWST ID: 000000. Below this is a tabbed interface with "Testing" selected. The "Testing" tab displays a table with the following columns: DOL Reportable, EFL, Test Date, Pre/Post, Category, Test, Functional Area, TABE Form, Scale Score, Grade Level, Test Description, and Test Type Description. The table contains five rows of data. A callout box with the text "1. From Menu Selections, select Assessment to access the Testing tab." has an arrow pointing to the "Assessment" menu item in the "Menu Selections" list on the left. The "Menu Selections" list includes: Intake - Common, Eligibility, Program Detail, Assessment, Service Tracking, Counselor Notes, Change SSN, TANF History, FSE&T History, Customer Calendar, Performance Data, and Common Measure.

| DOL Reportable           | EFL | Test Date  | Pre/Post     | Category | Test             | Functional Area | TABE Form | Scale Score | Grade Level | Test Description | Test Type Description |
|--------------------------|-----|------------|--------------|----------|------------------|-----------------|-----------|-------------|-------------|------------------|-----------------------|
| <input type="checkbox"/> |     | 04/15/2004 | 1- Pre-Test  | 1- ABE   | 1- TABE 7-8,9-10 | 1- Reading      |           |             | 4.8         |                  |                       |
| <input type="checkbox"/> |     | 04/15/2004 | 1- Pre-Test  | 1- ABE   | 1- TABE 7-8,9-10 | 2- Total Math   |           |             | 8.0         |                  |                       |
| <input type="checkbox"/> |     | 04/15/2004 | 1- Pre-Test  | 1- ABE   | 1- TABE 7-8,9-10 | 9- Other        |           |             | 7.7         |                  |                       |
| <input type="checkbox"/> |     | 06/03/2006 | 2- Post-Test | 1- ABE   | 1- TABE 7-8,9-10 | 1- Reading      |           |             | 12.9        |                  | Level D               |
| <input type="checkbox"/> |     | 06/03/2006 | 2- Post-Test | 1- ABE   | 1- TABE 7-8,9-10 | 2- Total Math   |           |             | 12.9        |                  | Level D               |
| <input type="checkbox"/> |     | 06/03/2006 | 2- Post-Test | 1- ABE   | 1- TABE 7-8,9-10 | 9- Other        |           |             | 10.6        | Language         | Level D               |

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The screenshot shows the TWIST software interface. The main window is titled "Customer Information" and displays the following data:

WDA: 99 - State of Texas

Customer Search: SSN: --, Last: , First: , Search

Customer: SSN: 000-00-0000, Name: Sample, Customer, Birth Date: 00/00/0000, Phone: (215) 123-4567, Ext: , TWIST ID: 000000

Testing | Service Plan | Employability Status | Needs | Barriers | Optional Questions | WOTC

| DOL Reportable           | EFL | Test Date  | Pre/Post     | Category | Test             | Functional Area | TABE Form | Scale Score | Grade Level | Test Description | Test Type Description |
|--------------------------|-----|------------|--------------|----------|------------------|-----------------|-----------|-------------|-------------|------------------|-----------------------|
| <input type="checkbox"/> |     | 04/15/2004 | 1- Pre-Test  | 1- ABE   | 1- TABE 7-8,9-10 | 1- Reading      |           |             | 4.8         |                  |                       |
| <input type="checkbox"/> |     | 04/15/2004 | 1- Pre-Test  | 1- ABE   | 1- TABE 7-8,9-10 | 2- Total Math   |           |             | 8.0         |                  |                       |
| <input type="checkbox"/> |     | 04/15/2004 | 1- Pre-Test  | 1- ABE   | 1- TABE 7-8,9-10 | 9- Other        |           |             | 7.7         |                  |                       |
| <input type="checkbox"/> |     | 06/03/2006 | 2- Post-Test | 1- ABE   | 1- TABE 7-8,9-10 | 1- Reading      |           |             | 12.9        |                  | Level D               |
| <input type="checkbox"/> |     | 06/03/2006 | 2- Post-Test | 1- ABE   | 1- TABE 7-8,9-10 | 2- Total Math   |           |             | 12.9        |                  | Level D               |
| <input type="checkbox"/> |     | 06/03/2006 | 2- Post-Test | 1- ABE   | 1- TABE 7-8,9-10 | 9- Other        |           |             | 10.6        | Language         | Level D               |

A context menu is open over the table with the following options: Cut, Copy, Paste, Select All, Insert, Add, Delete. A callout box points to the 'Add' option with the text: "2. Right-click anywhere in the blank space to Add a new record."

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## Procedures for Entering Test of Adult Basic Education Scores in TWIST

Texas Workforce Commission - TWIST : 999-99-9999 -- CUSTOMER, SAMPLE

|  |   |
|--|---|
| DOL Reportable: <input type="checkbox"/> | Functional Area: <input type="text"/>       |
| EFL:                                     | TABE Form: <input type="text"/>             |
| Test Date: 00/00/0000                    | Scale: <input type="text"/>                 |
| Pre/Post: <input type="text"/>           | Score: <input type="text"/>                 |
| Grade Level: <input type="text"/>        | Test Description: <input type="text"/>      |
| Category: <input type="text"/>           | Test Type Description: <input type="text"/> |
| Test: <input type="text"/>               |   |

First Back Next Last New Delete OK Cancel

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3. The customer's pop-up window displays.

## Procedures for Entering Test of Adult Basic Education Scores in TWIST

Texas Workforce Commission - TWIST : 999-99-9999 -- CUSTOMER, SAMPLE

DOL Reportable:  EFL: Functional Area:

Test Date: 01/12/2007 TABE Form:

Pre/Post:  Scale:   
Score:

Category: 1 - Pre-Test Grade Level: 0

Test: 2 - Post-Test Test Description:   
3 - Refused Testing Description:   
4 - Completed 4 Year Degree or Above  
5 - Choices PHS  
6 - Unable to Test

4. Enter the *Test Date*.

5. From the *Pre/Post* dropdown menu, select the appropriate category.

First Back Next Last New Delete OK Cancel

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**Note:** Boards can select options *3-Refused Testing* or *6-Unable to Test* to record the action taking place in addition to documenting the corresponding justification in *Counselor Notes*. *Refused Testing* and *Unable to Test* are not exclusion reasons.

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Texas Workforce Commission - TWIST : 999-99-9999 -- CUSTOMER, SAMPLE

DOL Reportable:

EFL:

Test Date: 01/12/2007

Pre/Post: 1 - Pre-Test

Category:

Test:

- 1 - ABE
- 2 - ESL
- 3 - Other

Functional Area:

TABE Form:

Scale Score:

Grade Level: 0

Test Description:

Test Type Description:

6. From the *Category* dropdown menu, select the appropriate assessment category.

First Back Next Last New Delete OK Cancel

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## Procedures for Entering Test of Adult Basic Education Scores in TWIST

Texas Workforce Commission - TWIST : 999-99-9999 -- CUSTOMER, SAMPLE

DOL   
Reportable:

EFL:

Test Date: 01/12/2007

Pre/Post: 1 - Pre-Test

Category: 1 - ABE

Test:

Functional Area:

TABE Form:

Scale Score:

Grade Level: 0

Test Description:

Test Type Description:

1 - TABE 7-8,9-10  
2 - CASAS  
3 - ABLE  
4 - WorkKeys

7. From the *Test* dropdown menu, select the appropriate test administered.  
**Note:** The *TABE Form* field is only applicable when *TABE 7-8,9-10* has been selected.

First Back Next Last New Delete OK Cancel

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## Procedures for Entering Test of Adult Basic Education Scores in TWIST

Texas Workforce Commission - TWIST : 999-99-9999 -- CUSTOMER, SAMPLE

8. Select the appropriate *Functional Area*.

DOL

Reportable:

EFL:

Test Date: 01/12/2007

Pre/Post: 1 - Pre-Test

Category: 1 - ABE

Test: 1 - TABE 7-8,9-10

Functional Area:   
1 - Reading  
2 - Total Math  
3 - Language  
9 - Other  
12 - Language Mechar

TABE Form:

Scale:

Score:

Grade Level:

Test Description:

Test Type Description:

First Back Next Last New Delete OK Cancel

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## Procedures for Entering Test of Adult Basic Education Scores in TWIST

Texas Workforce Commission - TWIST : 999-99-9999 -- CUSTOMER, SAMPLE

DOL:  Reportable:  
EFL:

Functional Area: 1 - Reading

TABE Form:

Test Date: 01/12/2007

Pre/Post: 1 - Pre-Test

Category: 1 - ABE

Test: 1 - TABE 7-8,9-10

Scale Score:

Grade Level:

Test Description:

Test Type Description:

- 7 Level L
- 7 Complete Battery Level E
- 7 Survey Level M
- 7 Complete Battery Level M
- 7 Complete Battery Level D
- 7 Complete Battery Level A
- 7 Survey Level E
- 7 Survey Level D
- 7 Survey Level A
- 8 Level L
- 8 Complete Battery Level E
- 8 Complete Battery Level M
- 8 Complete Battery Level D
- 8 Complete Battery Level A
- 8 Survey Level E
- 8 Survey Level M
- 8 Survey Level D
- 8 Survey Level A
- 9 Level L
- 9 Complete Battery Level E
- 9 Complete Battery Level M
- 9 complete Battery Level D
- 9 complete Battery Level A
- 9 Survey Level E
- 9 Survey Level M
- 9 Survey Level D
- 9 Survey Level A
- 10 Level L
- 10 Complete Battery Level E
- 10 Complete Battery Level M
- 10 Complete Battery Level D
- 10 Complete Battery Level A
- 10 Survey Level E
- 10 Survey Level M
- 10 Survey Level D
- 10 Survey Level A

9. Select the appropriate *TABE Form*.

First Back Next Last New Delete OK Cancel

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## Procedures for Entering Test of Adult Basic Education Scores in TWIST

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The *Grade Level* and *EFL* will automatically compute and populate once the *Scale Score* is entered.

10. Enter the *Scale Score*.

DOL Reportable:  Functional Area: 1 - Reading  
EFL: TABE Form: 7 Level  
Test Date: 01/12/2007 Scale Score: 200  
Pre/Post: 1 - Pre-Test Grade Level: 0  
Category: 1 - ABE Test Description:  
Test: 1 - TABE 7-8,9-10 Test Type Description:

**Note:** Boards that select assessment tools other than TABE will now have to enter the scale score instead of the grade level. Boards that enter assessment information other than the TABE will not be counted toward performance until TWIST is modified appropriately.

First Back Next Last New Delete OK Cancel

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11. Once the *Scale Score* has been entered, click the *OK* button.