WORKFORCE DEVELOPMENT DIVISION

Workforce Programs Technical Assistance Bulletin 299

Keywords: TAA; TWIST

Subject: Trade Adjustment Assistance Training Service Closure

Date: September 8, 2021

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards with information and guidance on eliminating data element errors in The Workforce Information System of Texas (TWIST) for the Trade Adjustment Assistance (TAA) training service closure.

Training completion reporting is a requirement of TAA Data Integrity (TAADI). State monitors identified three data elements with a higher-than-average error rate that has resulted in training completion rates below the TAADI performance measure target. They are "Completed Training," "Withdrew from Training," and "Training Continuing."

The following instructions are provided to assist in reducing data entry errors for the identified data elements:

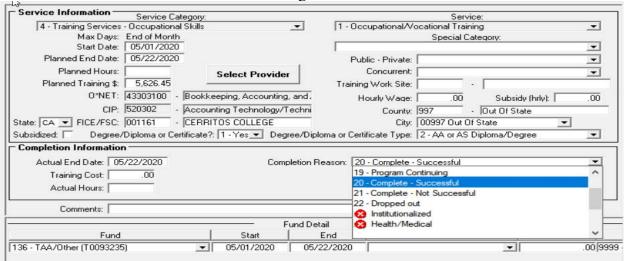
Completed Training

To enter this data element:

- use the training component's end date, which is the last date the participant attended training;
- enter the credential information; and
- update the TWIST completion reason with "20 Complete Successful" or "21 Complete Not Successful," as shown in Figure 1.

Use source documentation from the training provider to determine the end date. However, if the source documentation is delayed, close the service immediately, based on the date provided by the participant. Failure to close the service immediately may lead to an overpayment. Modification of the participant's end date can be made if the date provided by the participant is different from the date in the training provider documentation. Ensure that the end date and the source that provided the date are documented in TWIST Counselor Notes.

Figure 1



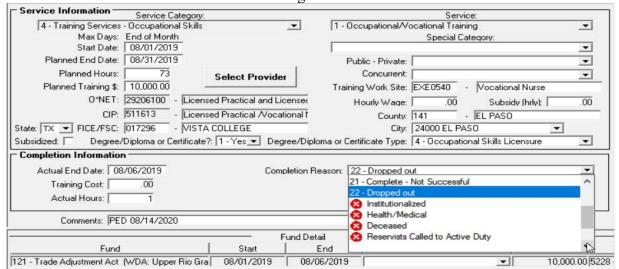
Withdrew from Training

To enter this data element:

- update the participant's record immediately upon notification of withdrawal;
- use the training component's end date, which is the last date the participant attended training;
- enter the reason for withdrawal in the comments; and
- update the TWIST completion reason with "22 Dropped Out," as shown in Figure 2.

Use source documentation from the training provider to determine the end date. However, if the source documentation is delayed, close the service immediately, based on the date provided by the participant. Failure to close the service immediately may lead to an overpayment. Modification of the participant's end date may be made if the date provided by the participant is different from that in the training provider documentation. Ensure that the end date and the source that provided the date are documented in TWIST Counselor Notes.

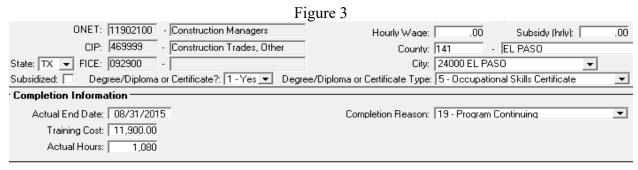
Figure 2



Training Continuing

Enter this data element only if the same training component is continuing. To enter this data element:

- update the TWIST completion reason with "19 Program Continuing," as in Figure 3; and
- do not enter a credential.



Please distribute this information to appropriate staff. Send inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.texas.gov.