

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 17-12
Date:	June 26, 2012
Keyword:	All Programs; TWIST
Effective:	Immediately

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

From:  Reagan Miller, Director, Workforce Development Division

Subject: **Capturing Training-Related Employment Data in The Workforce Information System of Texas**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on the reporting and data entry requirements for entering training-related employment data into The Workforce Information System of Texas (TWIST).

BACKGROUND:

U.S. Department of Labor Employment and Training Administration, Training and Employment Guidance Letter No. 17-09, issued March 10, 2010, and entitled “Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD),” requires that Boards determine if “the employment in which the individual [participant] entered uses a substantial portion of the skills taught in the training received by the participant.”

The Texas Workforce Commission reports program performance information to the U.S. Department of Labor Employment and Training Administration; the Governor’s Office of Budget, Planning, and Policy; the Legislative Budget Board; and various federal, state, and local entities and system stakeholders. Monitoring and evaluating program effectiveness is critical—particularly in the area of training.

PROCEDURES:

Boards must ensure that Workforce Solutions Office staff enters training-related data into TWIST for all participants who received training (which for DOL reporting purposes also includes education) and subsequently entered employment.

NLF

Effective immediately, Boards must ensure that Workforce Solutions Office staff enters training-related employment data for all participants into TWIST on the *Employment Outcomes* tab from the *Performance Data* menu.

NLF

Boards must be aware that the Board Contract Year 2012 (BCY' 12) Incentive Award, Percent of Entered Employment Related to Training, is based on participants who received training during a Period of Participation that ended with an exit on or after October 1, 2010.

NLF

To capture all training-related employment outcomes for the BCY' 12 Incentive Award, Boards may review participant cases where exit occurred on or after October 1, 2010, and make the necessary TWIST entries to ensure they are included in the calculation for this award.

NLF

Boards must ensure that Workforce Solutions Office staff uses the following TWIST service codes for participants enrolled in the following services:

NLF

- 1—Occupational/Vocational Training
- 2—Basic Educational Skills/ABE
- 3—On-the-Job Training
- 4—Apprenticeship Training
- 7—Internships
- 44—English as a Second Language
- 54—GED
- 58—Entrepreneurial Training
- 76—Private Sector Training/Skills Upgrade*
- 77—Skill Upgrading/Retraining*
- 78—Customized Training
- 83—Private Sector Training (Skills Upgrade/Re-Training)
- 87—Work-based Literacy
- 190—Prerequisite Training

*Boards must be aware that this TWIST service code is no longer active and appears only for historical data purposes.

NLF

Boards must ensure that Workforce Solutions Office staff enters training-related employment data into the *Training Related* field in TWIST, if a participant receives a training service during a period of participation and is employed in the first quarter after exit.

NLF

If a participant is employed in more than one job after training—but just one of the jobs is training related—Boards must ensure that Workforce Solutions Office staff enters the data only for the training-related job into the *Training Related* field in TWIST. The job, however, does not have to be in the first quarter after exit.

NLF

Boards must ensure that Workforce Solutions Office staff selects one of the following four options when entering training-related data into the *Training Related* field in TWIST:

NLF

1. *Job Trained For*—e.g., if a participant received training as a registered nurse, then entered employment as a registered nurse, select *Job Trained For*.
2. *Training Related*—e.g., if a participant received training as a registered nurse, then entered employment as a phlebotomist, select *Training Related*.
3. *Not Training Related*—e.g., if a participant received training as a registered nurse, then entered employment as a convenience store cashier, select *Not Training Related*.
4. *No Training Involved*—e.g., if a participant received no training, but later entered employment, select *No Training Involved*.

Boards must ensure that Workforce Solutions Office staff enters the following information on the *Performance Data* menu, *Employment Outcomes* tab:

NLF

Wage Detail

- *Source of Wage Data*
- *Wage Source Description*
- *Quarterly Earning*
- *Hourly Wage*
- *Quarter Applied**
- *Year Applied**

*Boards must be aware that if a participant enters a training-related job prior to exit, the information can be entered immediately and will count when the participant finally exits.

NLF

Verification:

- *Date of Verification*
- *Verified By*

Employer:

- *Employer Name*
- *Employer Address*
- *Start Date*
- *Phone Number*
- *Employer Contact*

Program Related:

- *O*NET*
- *NAICS*

- *Training Related Designation*
 - 1 – Job Trained For;
 - 2 – Training Related;
 - 3 – Not Training Related; or
 - 4 – No Training Involved

INQUIRIES:

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

RESCISSIONS:

None

REFERENCE:

- Workforce Investment Act (WIA) of 1998, §136
- U.S. Department of Labor Employment and Training Administration, Training and Employment Guidance Letter No. 17-05, issued February 17, 2006, and entitled “Common Measures Policy for the Employment and Training Administration’s (ETA) Performance Accountability System and Related Performance Issues,” with Change 2
- U.S. Department of Labor Employment and Training Administration, Training and Employment Guidance Letter No. 24-08, issued May 21, 2009, and entitled “Workforce Investment Act and Wagner-Peyser Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009”
- U.S. Department of Labor Employment and Training Administration, Training and Employment Guidance Letter No. 17-09, issued March 10, 2010, and entitled “Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD)”
- WD Letter 38-09, issued September 16, 2009, and entitled “Changes to Reporting Training Activities in The Workforce Information System of Texas”
- WD Letter 04-12, issued February 6, 2012, and entitled “Board Contract Year 2012 Incentive Awards”

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.”