

# **TEXAS WORKFORCE COMMISSION**

## **Workforce Investment Act & Trade Adjustment Assistance Data Element Review**

## Glossary

### General Terms

*Cross match:* Information migrated from another state system into The Workforce Information System of Texas (TWIST).

*Match:* Data that is contained in the source documentation must be the same as the information for which it is collected. For example, source documents obtained to verify the data element “Date of Birth” must have the same date as the information entered into TWIST.

*Support:* Evidence that the data in a source document is correct. For example, if “support” is required, source documents obtained to verify “Low Income” status must provide evidence that the participant fits within the income requirement.

*Self-attestation:* Occurs when a participant states his or her status for a particular data element and then signs and dates a form acknowledging the status. This information must be entered into TWIST *Counselor Notes*, and a copy of the self-attestation form must be maintained in a hard case file.

*Self-attestation appearing in TWIST through entry into WorkInTexas.com:* Information entered by participants into WorkInTexas.com is authenticated through login and password. This process is considered to be the same as an electronic signature and meets the definition of self-attestation.

*Validated at the state level:* For instances in which validation occurs through systems not available to Local Workforce Development Boards (Boards), such as the Wage Record Interchange System (WRIS) or Federal Employment Data Exchange System (FEDES), the element will be validated by the state office.

*Verbal declaration:* Occurs when an individual states his or her response for a particular data element but is not required to sign a document acknowledging the oral statement. The provided information must be entered into TWIST *Counselor Notes*.

*System-generated date:* Date calculated by TWIST within TWIST screens. For example, the “Date of Exit” located within the *Common Measures* screen is automatically calculated by TWIST; users do not have the ability to change it.

*User-generated date:* Date entered into TWIST by the system user. For example, the *Service Tracking* screen allows users to enter a “Start Date.”

*Hard case file:* Paper files maintained apart from TWIST; or, an electronic data storage system used to store scanned documents.

*DRVS:* Data Reporting and Validation System.

### Terminology Key

In this document, the Texas Workforce Commission (TWC) uses language specific to TWC applications in place of U.S. Department of Labor (DOL) terminology. The following is a key that will assist users in identifying the link between TWC and DOL terminology.

DOL Terminology	TWC Terminology
State MIS	TWIST
Case notes – DOL uses this term interchangeably to refer to paper or electronic notations by case managers.	TWIST <i>Counselor Notes</i> – electronic  Hard case files – Paper or electronic (separate from TWIST records)

### Table Key

Yellow Shading = Eligibility Element

### Required Element

Y = Yes

N = No

### Validation Rule

S = Support

M = Match

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements <i>TAA Specific</i>	Notes
				Adult	D/W	Youth	TAA	NEG			
	<b>Date of Application</b>	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.	YYYYMMDD	N	N	N	Y	N	M	<b>TWIST Program Detail screen/ Program Summary Tab entry</b>	<b>User-generated</b>
	<b>Petition Number</b>	Record the petition number of the certification which applies to the individual's worker group. If there is more than one petition number (for example, certification under both the TAA and NAFTA-TAA programs), record the petition number of the program from which the training is paid, unless a waiver was issued. Do NOT include any alphabetical suffix; record the petition number only.	Numeric	N	N	N	Y	N	M	<i>Validated at the State Level</i>	
	<b>Date Received First Basic Trade Readjustment Allowance Payment</b>	Record whether the participant received basic trade readjustment allowances (TRA)	Numeric: 1=Yes 2=No	N	N	N	Y	N	S	<i>Validated at the State Level</i>	
	<b>Waiver from Training Requirement</b>	Record the code that indicates the reason the participant received a waiver from the training requirement.	Numeric: 1= Recall 2= Marketable 3= Retirement 4= Health 5= Enrollment unavailable 6=Training not available 7= Reason unknown/Served prior to 2002	N	N	N	Y	N	S	<b>Waiver information entered on TWIST – TAA Program Detail screen, Waiver tab</b>  <b>Signed WOT-1 form—maintained in hard case file.</b>	

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	Definition - Veteran	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG				
	Veterans Status	<p><b>Record 1</b> if the participant served on active duty in the Armed Forces and was discharged or released from such service under conditions other than dishonorable.</p> <p><b>Record 2</b> if the participant does not meet the condition described above.</p>	<p>1 = Yes 0 = No</p>	Y	Y	Y	Y	Y	S	<p>For the purposes of this element, “veteran” is defined as follows:</p> <p>20 CFR §1010.10(4)—a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable, as specified in 38 USC §101(2). Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes.</p> <p><i>State qualified veteran</i>—an individual who:</p> <ul style="list-style-type: none"> <li>• served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law or was discharged from military service for an established service-connected disability;</li> <li>• was honorably discharged from military service; and</li> <li>• is competent.</li> </ul>	<p><i>Informational and Self-Assisted Core Services (Wagner-Peyser services/WorkInTexas.com)</i></p> <p>1) Verbal</p> <p><i>Staff-assisted Core Services, Intensive or Training Services for Youth and Adult/DW/NEG Participants</i></p> <p>1) Self-attestation appearing in TWIST through entry into WorkInTexas.com or a priority of service self-attestation form;</p> <p>2) DD-214; or</p> <p>3) DD-215.</p>	<p>If a veteran presents a DD-214 or one is on file at a Workforce Solutions Office, a self-attestation form is not required.</p> <p><i>Note:</i> When participants begin receiving Wagner-Peyser Act services or accessing services through WorkInTexas.com, those participants seeking eligible veteran’s status are required to complete a self-attestation screen to identify their eligible veteran’s status. Information entered by participants into WorkInTexas.com is authenticated through login and password. This process is considered to be the same as an electronic signature and meets the definition of self-attestation; therefore, when migrated into TWIST from WorkInTexas.com, this meets the state data-validation requirements.</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	Definition - Veteran	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG				
#111	Eligible Veterans Status  (Covered Person Status)  DRVS #12	<p><b>Record 1</b> if the individual served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and was discharged or released from such service under conditions other than dishonorable.</p> <p><b>Record 2</b> if the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a Reserve component under an order to active duty pursuant to §167(a), (d), or (g), or §673(a) of Title 10, USC, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.</p> <p><b>Record 3</b> if the individual is:            (a) the spouse of any person who died on active duty or of a service connected disability;            (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 USC §101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days:            (i) missing in action;            (ii) captured in the line of duty by a hostile force; or            (iii) forcibly detained or interned in the line of duty by a foreign government or power; or            (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated</p>	1 = Yes, <= 180 days  2 = Yes, Eligible Veteran  3 = Yes, Other Eligible Person  4 = No	Y	Y	Y	Y	Y	S	<p>For the purposes of this element, “eligible veterans” is defined as follows:</p> <p>20 CFR §1001.101            Eligible person shall mean:            (1) The spouse of any person who died of a service-connected disability; or            (2) The spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this subpart, is listed, pursuant to 37 USC §556 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for a total of more than 90 days:            (i) Missing in action, (ii) captured in line of duty by a hostile force, or            (iii) forcibly detained or interned in line of duty by a foreign government or power; or            (3) The spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p> <p>Eligible veteran shall mean a person who (1) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected</p>	<p><b>Veterans</b></p> <p><i>Informational and Self-assisted Core Services (Wagner-Peyser services/WorkInTexas.com)</i></p> <p>1) Verbal</p> <p><i>Staff-assisted Core Services, Intensive or Training Services for Youth and Adult/DW/NEG Participants</i></p> <p>1) Self-attestation appearing in TWIST through entry into WorkInTexas.com or a priority of service self-attestation form;            2) DD-214; or            3) DD-215.</p> <p><b>Eligible Spouse</b></p> <p><i>Informational and Self-assisted Core Services (Wagner-Peyser Services/WorkInTexas.com)</i></p>	<p>To provide efficient customer service and ensure appropriate collection of data validation items, it is recommended that Boards collect validation material at the highest level (i.e., collecting data for intensive or training services levels rather than core service levels).</p> <p>If a veteran presents a DD-214 or one is on file at a Workforce Solutions Office, a self-attestation form is not required.</p> <p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p><i>Note:</i>            When participants begin receiving Wagner-Peyser Act services or accessing services through WorkInTexas.com, those participants seeking eligible veteran’s status are required to complete a self-attestation screen to identify their eligible veteran’s status. Information entered by participants into WorkInTexas.com is authenticated through login and password. This process is considered to be the same as an electronic signature and meets the definition of self-attestation; therefore, when migrated into TWIST from WorkInTexas.com, this meets the state data-validation requirements.</p> <p>Boards determine what documentation</p>

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				Adult	D/W	Youth	TAA	NEG				
		<p>was in existence.</p> <p><b>Record 4</b> if the individual does not meet any one of the conditions described above.</p>							<p>disability.</p>	<p>1) Verbal</p> <p><i>Staff-assisted Core Services, Intensive or Training Services for Youth and Adult/DW/NEG Participants</i></p> <ol style="list-style-type: none"> <li>1. Self-attestation appearing in TWIST through entry into WorkInTexas.com or a priority of service self-attestation form;</li> <li>2. DD-214; or</li> <li>3. DD-215, with proof of spousal relationship.</li> </ol> <p><b>TAA – as above</b></p>	<p>is required to establish proof of spousal relationship.</p>	

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				Adult	D/W	Youth	TAA	NEG			
#102	Date of Birth  DRVS #3	Record individual's date of birth.	YYYYMMDD	Y	Y	Y	N	N	M	<p><i>Informational and Self-Assisted Core Services (Wagner-Peyser services/WorkInTexas.com):</i> Verbal declaration</p> <p><i>Staff-Assisted Core Services, Intensive or Training Services for Youth and Adult/DW/NEG Participants:</i></p> <ol style="list-style-type: none"> <li>1) Birth certificate—preferred method of documentation.</li> <li>2) Other acceptable sources of documentation: <ol style="list-style-type: none"> <li>a. Official records showing date of birth;</li> <li>b. Copy of ID;</li> <li>c. Baptismal record;</li> <li>d. DD-214;</li> <li>e. Report of transfer or discharge paper;</li> <li>f. Driver's license;</li> <li>g. Federal, state, or local identification card;</li> <li>h. Passport;</li> <li>i. Hospital record of birth;</li> <li>j. Public assistance/social service records;</li> <li>k. School records or ID cards;</li> <li>l. Work permit, and;</li> <li>m. Tribal records.</li> </ol> </li> <li>3) Other official document issued by a federal, state, or local government agency, such as discharge documents from the Texas Department of Criminal Justice with date of birth included.</li> <li>4) Data transfer into TWIST by Texas Health and Human Services Commission (HHSC), Texas Department of Criminal Justice (TDCJ), or Texas Juvenile Justice Department (TJJD).</li> </ol>	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>Data elements populated into TWIST via data transfer from HHSC, TDCJ, or TJJD, do not require the source documentation to be maintained in the hard case file. The source document is kept on file at the originating agency.</p> <p><i>Note:</i> The date of birth data element <u>is not validated</u> when a participant begins receiving Wagner-Peyser services or accessing services through WorkInTexas.com. It is transferred into TWIST when the individual begins receiving WIA-funded core, intensive, or training services, and it must be validated by appropriate source documentation.</p>
#115	Employment Status at Participation  DRVS #16	<b>Record 1</b> if the participant either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or (d) was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.	<p>1 = Employed</p> <p>2 = Employed, but Received Notice of Termination of Employment or Military Separation</p> <p>3 = Not Employed</p>	Y	Y	Y	N	Y	S	<p><b>Employed Individual</b></p> <p><i>Informational and Self-Assisted Core Services (Wagner-Peyser services/WorkInTexas.com):</i></p> <ol style="list-style-type: none"> <li>1) Self-attestation, as demonstrated in TWIST and WorkInTexas.com; or</li> <li>2) TWIST <i>Common Measures</i> screen.</li> </ol> <p><i>Intensive or Training Services for Youth and Adult/DW/NEG Participants:</i></p> <ol style="list-style-type: none"> <li>3) Pay stub</li> <li>4) Bank statements;</li> </ol>	<p>Core services requirements do not apply to youth participants. Data elements for youth participants must be collected at established youth program levels.</p> <p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p>



Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		<p><b>Record 2</b> if the participant, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member.</p> <p><b>Record 3</b> if the individual does not meet any one of the conditions described above.</p>							<p>5) Employer statement/contact; 6) Family or business financial records; 7) Quarterly estimated tax for self-employed persons; 8) UI documents; 9) Self-employment verification form;</p> <p><i>Note:</i> When all other forms of documentation are unattainable, self-attestation referenced in TWIST <i>Counselor Notes</i> can be used to document <i>Employment Status At Participation</i> for intensive or training services.</p> <p><b>Non-employed Individual</b> <i>All Services</i> 10) Self-attestation as entered into TWIST and WorkInTexas.com; or 11) TWIST <i>Common Measures</i> screen.</p>	<p><i>Employment Status At Participation</i> information may have been entered into WorkInTexas.com by the participant. The information is authenticated through login and password. This process is considered to be the same as an electronic signature and meets the definition of self-attestation.</p> <p>When participants begin receiving WIA-funded intensive or training services, the employment status data element must be validated by appropriate source documentation and must be validated for all participants who confirm that they are employed on the first day of their period of participation. The participant's employment status and supporting documents must confirm that the participant was employed on this date (first date of period of participation), and not the date that the participant began receiving WIA-funded services.</p>	
#119	Low Income DRVS #20	<p><b>Record 1</b> if the individual: (A) receives, or is a member of a family which receives, cash payments under a federal, state, or local income-based public assistance program; or (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old age and survivors insurance benefits received under §202 of the Social Security Act (42 USC §402)) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 70 percent</p>	1 = Yes 2 = No	Y	N	Y	N	N	S	<p><i>Core Services Only</i> 1) Verbal declaration, entered into TWIST <i>Counselor Notes</i>; or 2) Self-attestation, referenced into TWIST <i>Counselor Notes</i>.</p> <p><i>Intensive or Training Services for All Youth and Adult Participants</i> 1) Alimony agreement; 2) Award letter from veteran's administration (with statement of monetary amount); 3) Bank statements; 4) Compensation award letter; 5) Court award letter; 6) Pension statement; 7) Employer statement/contact; 8) Family or business financial records;</p>	<p>To provide efficient customer service and ensure appropriate collection of data validation items, it is recommended that Boards collect validation material at the highest level (i.e., collecting data for intensive or training services levels rather than core service levels).</p> <p>Core services requirements do not apply to youth participants. Data elements for youth participants must be collected at established youth program levels.</p> <p>Information entered into TWIST</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		<p>of the lower living standard income level, for an equivalent period; or  (C) is a member of a household that receives (or has been determined within the six-month period prior to program participation) Supplemental Nutrition Assistance Program benefits under the Food Stamp Act of 1977 (7 USC §2011 et seq.); or  (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of §103 of the Stewart B. McKinney Homeless Assistance Act (42 USC §11302); or  (E) is a foster child on behalf of whom state or local government payments are made; or  (F) is a person with a disability whose own income meets the income criteria established in WIA §101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria.</p> <p><b>Record 2</b> if the individual does not meet the criteria presented above.</p>							<p>9) Pay stubs;  10) Social Security benefits;  11) Public assistance records;  12) Quarterly estimated tax for self-employed persons;  13) UI documents;  14) Same documentation as Data Element #120, “Temporary Assistance for Needy Families (TANF),” and Data Element #121, “Other Public Assistance Recipient”;  15) Self-employment verification form;  16) Other official document issued by a federal, state, or local governmental agency, such as a letter from the Texas Department of Housing and Community Affairs through the Section 8 Housing Choice Voucher Program, indicating monetary amount of assistance; or  17) Data transfer into TWIST by HHSC, TDCJ, or TJJD.</p> <p><i>Note:</i> When all other forms of documentation are unattainable, self-attestation referenced in TWIST <i>Counselor Notes</i> can be used to document low-income status for intensive or training services.</p>	<p><i>Counselor Notes</i> is sufficient to meet state requirements for core services only. Boards may require more complex record keeping; however, Boards must be aware that monitors will review records based on the Board’s policy. For example, if a Board requires Workforce Solutions Office staff to collect more detailed documentation, but staff collects only self-attestation, monitors will fail the element.</p> <p>Self-attestation can be documented by a signed self-attestation form, a TWIST data entry screen signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i>.</p> <p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p>	
#120	<p>Temporary Assistance for Needy Families (TANF)</p> <p>(Includes individuals who are currently receiving, or are within a household</p>	<p><b>Record 1</b> if the individual:  (A) receives, or is a member of a family which receives, cash payments under a federal, state, or local income-based public assistance program; or  (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old age and survivors insurance benefits received under §202 of the Social Security Act (42 USC</p>	<p>1 = Yes  2 = No</p>	Y	N	Y	N	N	S	<p><i>Core Services Only</i></p> <p>1) Cross-match with TWIST TANF screens;  2) Verbal declaration, entered into TWIST <i>Counselor Notes</i>; or  3) Self-attestation, referenced in TWIST <i>Counselor Notes</i>.</p> <p><i>Intensive or Training Services for All Youth and Adult Participants</i></p> <p>1) Cross-match with TWIST TANF screens;  2) Copy of HHSC records maintained in a hard case file, referenced in TWIST <i>Counselor Notes</i>;  3) Copy of out-of-state HHSC/public assistance documentation maintained in a hard case file, referenced</p>	<p>To provide efficient customer service and ensure appropriate collection of data validation items, it is recommended that Boards collect validation material at the highest level (i.e., collecting data for intensive or training services levels rather than core service levels).</p> <p>Core services requirements do not apply to youth participants. Data elements for youth participants must be collected at established youth program</p>

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				Adult	D/W	Youth	TAA	NEG			
	DRVS #21	<p>which receives, TANF, and individuals who received, or who are in a household which received, TANF within the last 6 months)</p> <p>§402)) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 70 percent of the lower living standard income level, for an equivalent period; or  (C) is a member of a household that receives (or has been determined within the six-month period prior to program participation) Supplemental Nutrition Assistance Program (SNAP) benefits under the Food Stamp Act of 1977 (7 USC §2011 et seq.); or  (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of §103 of the Stewart B. McKinney Homeless Assistance Act (42 USC §11302); or  (E) is a foster child on behalf of whom state or local government payments are made; or  (F) is a person with a disability whose own income meets the income criteria established in WIA §101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria.</p> <p><b>Record 2</b> if the individual does not meet the criteria presented above.</p>							<p>in TWIST <i>Counselor Notes</i>; or  4) Data transfer into TWIST by HHSC.</p>	<p>levels.</p> <p>Information entered into TWIST <i>Counselor Notes</i> is sufficient to meet state requirements for core services only. Boards may require more complex record keeping; however, Boards must be aware that monitors will review records based on Board policy. For example, if a Board requires Workforce Solutions Office staff to collect more-detailed documentation, but staff collects only self-attestation, monitors will fail the element.</p> <p>Self-attestation can be documented by a signed self-attestation form, a TWIST data entry screen signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i>.</p> <p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>Texas benefit information is migrated from HHSC's IT system into TWIST and meets the cross match standard.</p> <p>Data elements populated into TWIST by data transfer from HHSC do not require that the source documentation be maintained in the hard case file. The source document is kept on file at the originating agency.</p>	

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#121	Other Public Assistance Recipient  DRVS #22	<p><b>Record 1</b> if the individual is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (state/local government), Refugee Cash Assistance (RCA), SNAP benefits, or Supplemental Security Income (SSI-SSA Title XVI). Do not include foster child payments.</p> <p><b>Record 2</b> if the individual does not meet the above criteria.</p>	1 = Yes 2 = No	Y	N	Y	N	N	S	<p><i>Core Services Only</i></p> <ol style="list-style-type: none"> <li>1) Verbal declaration, entered into TWIST <i>Counselor Notes</i>; or</li> <li>2) Self-attestation, referenced in TWIST <i>Counselor Notes</i>. Copy of self-attestation form maintained in a hard case file.</li> </ol> <p><i>Intensive or Training Services For All Youth and Adult Participants</i></p> <p>A copy of one the following must be maintained in a hard case file and referenced in TWIST <i>Counselor Notes</i>:</p> <ol style="list-style-type: none"> <li>1) Authorization to receive cash public assistance;</li> <li>2) Public assistance check;</li> <li>3) Medical card showing cash grant status;</li> <li>4) Refugee assistance records;</li> <li>5) Local cash assistance program;</li> <li>6) HHSC records;</li> <li>7) Out-of-state HHSC/public assistance documentation; or</li> <li>8) Supplemental Security Income (SSI-SSA Title XVI)</li> </ol>	<p>To provide efficient customer service and ensure appropriate collection of data validation items, it is recommended that Boards collect validation material at the highest level (i.e., collecting data for intensive or training services levels rather than core service levels).</p> <p>Core services requirements do not apply to youth participants. Data elements for youth participants must be collected at established youth program levels.</p> <p>Information entered into TWIST <i>Counselor Notes</i> is sufficient to meet state requirements for core services only. Boards may require more complex record keeping; however, Boards must be aware that monitors will review records based on Board policy. For example, if a Board requires Workforce Solutions Office staff to collect more detailed documentation, but staff collects only self-attestation, monitors will fail the element.</p> <p>Self-attestation can be documented by a signed self-attestation form, a TWIST data entry screen signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i>.</p> <p>TWIST – TANF History and SNAP E&amp;T screens.</p> <p>Required documentation not entered</p>

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				Adult	D/W	Youth	TAA	NEG			
#123	Displaced Homemaker DRVS #24	<p><b>Record 1</b> if the individual has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	1 = Yes 2 = No	N	Y	N	N	Y	S	<ol style="list-style-type: none"> <li>1) Verbal declaration, entered into TWIST <i>Counselor Notes</i>;</li> <li>2) Self-attestation, referenced in TWIST <i>Counselor Notes</i>; or</li> <li>3) Eligible spouse self-attestation form.</li> </ol>	<p>Self-attestation can be documented by a signed self-attestation form, a TWIST data entry screen signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i>.</p> <p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
#124	Date of Actual Qualifying Dislocation  DRVS #25	Record the date of separation or dislocation from employment. This date is the last day of employment at the dislocation job. If there is no dislocation job (e.g., displaced homemaker), leave blank.  <b>TAA - Record the most recent date of separation from trade-impacted employment that qualifies the individuals to receive benefits and/or services under the Trade Act.</b>	YYYYMMDD	N	Y	N	Y	Y	M	1) Verbal declaration, entered into TWIST <i>Counselor Notes</i> ; 2) Self-attestation, referenced in TWIST <i>Counselor Notes</i> ; 3) Customer's self-reported date of dislocation in WorkInTexas.com; 4) Telephone or written verification from employer; 5) TWIST rapid response list; 6) Notice of layoff; or 7) Public announcement with follow-up cross match with UI  <b>TAA - Validated at the State Level</b>	Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.
#125	Homeless Individual and/or Runaway Youth  DRVS #26	<b>Record 1</b> if the individual (adult or youth) lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or state law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.  <b>Record 2</b> if the individual does not meet the conditions described above.	1 = Yes 2 = No	N	N	Y	N	N	S	1) Self-attestation appearing in TWIST through entry into WorkInTexas.com; 2) Verbal declaration, entered into TWIST <i>Counselor Notes</i> ; 3) Self-attestation, referenced in TWIST <i>Counselor Notes</i> ; or 4) Written statement from an individual or social service agency providing residence shelter, entered into TWIST <i>Counselor Notes</i> .	Homeless Individual and/or Runaway Youth information may have been entered into WorkInTexas.com by the participant. The information is authenticated through login and password. This process is considered to be the same as an electronic signature and meets the definition of self-attestation.  Verbal declaration is sufficient to meet state requirements. Boards may require more complex record keeping; however, Boards must be aware that monitors will review records based on the Board's policy. For example, if a Board requires Workforce Solutions Office staff to collect more detailed documentation, but staff collects only self-attestation, monitors will fail the element.  Self-attestation can be documented by a signed self-attestation form, a

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
											<p>TWIST data entry screen signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i>.</p> <p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p>
#126	Offender DRVS #27	<p><b>Record 1</b> if the individual (adult or youth) either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.</p> <p><b>Record 2</b> if the individual does not meet any one of the conditions described above.</p>	1 = Yes 2 = No	N	N	Y	N	N	S	<p><i>Offenders –TDCJ or TJJD.</i> Validated at the state level for those participants reported through automated data transfer to TWIST.</p> <p><i>Offenders other than TDCJ</i></p> <ol style="list-style-type: none"> <li>1) Verbal declaration, entered on the <i>Intake-Common</i> screen under the <i>Characteristics</i> tab and into TWIST <i>Counselor Notes</i>;</li> <li>2) Self-attestation, referenced in TWIST <i>Counselor Notes</i>;</li> <li>3) Documentation from juvenile or adult criminal justice system; or</li> <li>4) Telephone verification with court representatives.</li> </ol>	<p><i>Offenders other than TDCJ:</i> Verbal declaration is sufficient to meet state requirements. Boards may require more complex record keeping; however, Boards must be aware that monitors will review records based on the Board's policy. For example, if a Board requires Workforce Solutions Office staff to collect more detailed documentation, but staff collects only self-attestation, monitors will fail the element.</p> <p>Self-attestation may be documented by a signed self-attestation form, a TWIST data entry screen signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i>.</p> <p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>Data elements populated into TWIST via data transfer from TDCJ or TJJD</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
											do not require that the source documentation be maintained in the hard case file. The source document is kept on file at the originating agency.
#127	Pregnant or Parenting Youth  DRVS #28	<b>Record 1</b> if the individual is either under 22 years of age and is pregnant, or is providing custodial care for one or more dependents under age 18.  <b>Record 2</b> if the individual does not meet the conditions described above.	1 = Yes 2 = No	N	N	Y	N	N	S	<b>Pregnant</b> 1) Verbal declaration, entered on the <i>Intake-Common</i> screen under the <i>Characteristics</i> tab and into TWIST <i>Counselor Notes</i> ; 2) Staff observation recorded on the <i>Intake-Common</i> screen under the <i>Characteristics</i> tab and entered into TWIST <i>Counselor Notes</i> ; 3) Self-attestation, referenced in TWIST <i>Counselor Notes</i> ; or 4) Doctor's note confirming pregnancy.  <b>Parenting</b> 1) Any DRVS Field #3 (Date of Birth) acceptable documentation (e.g., child's birth certificate, child's school records) that demonstrates that the participant is the child's parent; 2) HHSC TANF or SNAP print screen showing the participant and child; 3) Other official document issued by a state or local governmental agency or court which demonstrates that the participant is the child's parent or legal guardian, such as a copy of a signed Acknowledgement of Paternity Form that has been filed with the Bureau of Vital Statistics or a copy of legal documents indicating guardianship or adoption; 4) For situations involving stepparenting, participants may provide a copy of an official document issued by a state or local governmental agency or court that names the child and the child's parent such as a birth certificate or adoption record <b>and</b> proof of marriage to the child's parent, such as a copy of their marriage certificate or common law marriage certificate; or 5) Data transfer into TWIST via HHSC.	Self-attestation can be documented by a signed self-attestation form, a TWIST data entry screen signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i> .  Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.  Data elements populated into TWIST via data transfer from HHSC do not require that the source documentation be maintained in the hard case file. The source document is kept on file at the originating agency.
#128	Youth Who Needs	<b>Record 1</b> if the individual is between the ages of 14 and 21 and requires additional assistance to	1 = Yes 2 = No	N	N	Y	N	N	S	1) Self-attestation documentation matching local policy, documented in TWIST <i>Counselor Notes</i> ;	Information entered into TWIST <i>Counselor Notes</i> is sufficient to meet



Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
	Additional Assistance DRVS #29	complete an educational program or to secure and hold employment as defined by state or local policy. If the State Board defines a policy, the policy must be included in the State Plan.  <b>Record 2</b> if the individual does not meet the conditions described above.								2) Hard case file documenting match with local policy, documented in TWIST <i>Counselor Notes</i> ; or 3) TWIST <i>Counselor Notes</i> .  <i>Note:</i> “Youth Who Needs Additional Assistance” is defined at the local level. Documentation must support the local policy.	state requirements. Boards may require more complex record keeping; however, Boards must be aware that monitors will review records based on the Board’s policy. For example, if a Board requires Workforce Solutions Office staff to collect more detailed documentation, but staff collects only self-attestation, monitors will fail the element.  Self-attestation may be documented by a signed self-attestation form, a TWIST data entry screen signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i> .  Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
#129	School Status At	<b>Record 1</b> if the individual has not received a secondary school diploma or its recognized	1 = In-school, H.S. or less	N	N	Y	N	N	S	1) Verbal declaration, entered on the TWIST <i>Intake-Common</i>	Self-attestation can be documented by a signed self-attestation form, a TWIST data entry screen

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
	Participation DRVS #30	<p>equivalent and is attending any secondary school (including elementary, intermediate, junior high school), whether full- or part-time, or is between school terms and intends to return to school.</p> <p><b>Record 2</b> if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full- or part-time.</p> <p><b>Record 3</b> if the individual has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full- or part-time), or is between school terms and intends to return to school.</p> <p><b>Record 4</b> if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p><b>Record 5</b> if the individual is not attending any school and has either graduated from high school or holds a GED.</p>	<p>2 = In-school, Alternative School</p> <p>3 = In-school, Post-H.S.</p> <p>4 = Not attending school; H.S. Dropout</p> <p>5 = Not attending school; H.S. graduate</p>						<p>screen, <i>Education</i> tab, and into TWIST <i>Counselor Notes</i>;</p> <p>2) Self-attestation, referenced on the TWIST <i>Intake-Common</i> screen, <i>Education</i> tab, and in TWIST <i>Counselor Notes</i>; or</p> <p>3) Telephone verification (form) and TWIST <i>Counselor Notes</i>.</p>	<p>signed by the participant, or a telephone verification form signed by the case manager, with appropriate notations in TWIST <i>Counselor Notes</i>.</p> <p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p><i>Note:</i> The School Status at Participation data element <b>is not validated</b> when a participant begins receiving Wagner-Peyser services or accessing services through WorkInTexas.com. The data element will transfer into TWIST and <u>when the youth participant begins receiving WIA-funded services, it must be changed to School Status at First WIA Youth Service.</u></p>	
#130	Basic Literacy Skills Deficiency (as defined in §664.205) DRVS #31	<p><b>Record 1</b> if the participant computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic literacy skills determination.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	N	N	Y	N	N	S	<p>1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab, (system-generated).</p>	<p>TWIST <i>Assessment</i> screens are populated based on Test of Adult Basic Education (TABE) entries.</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
#131	Foster Care Youth  (Includes Former Foster Care Youth)  DRVS# 32	<b>Record 1</b> if the individual is in foster care or has been in the foster care system.  <b>Record 2</b> if the individual does not meet the condition described above.	1 = Yes 2 = No	N	N	Y	N	N	S	1) Verbal declaration, entered into TWIST <i>Counselor Notes</i> ; or 2) Self-attestation, referenced in TWIST <i>Counselor Notes</i> .	Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.
#302	Date of Program Participation  DRVS #34	Record the date on which the individual began receiving his/her first service funded by the program following a determination of eligibility to participate in the program.	YYYYMMDD	Y	Y	N	N	Y	M	1) TWIST – <i>Common Measures</i> screen.	System-generated date
#303	Date of Exit  DRVS #35	Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.  <b>TAA - record the last day on which the participant received TAA- or partner-funded services after 90 days without service. See TEGL 17-05 for more information.</b>	YYYYMMDD	Y	Y	Y	Y	Y	M	1) TWIST – <i>Common Measures</i> screen.	System-generated date
#306	Date of First WIA Youth Service  DRVS #38	Record the date on which the individual began receiving his/her first service funded by the WIA Youth program, following a determination of eligibility to participate in the program.	YYYYMMDD	N	N	Y	N	N	M	1) TWIST – <i>Service Tracking</i> screen, <i>Services</i> tab.	User-generated date

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
#313a, 313b, 313c	NEG Project Numbers  DRVS #45-47	Record the Project ID Number where the individual received services financially assisted under a National Emergency Grant (NEG). (For example, Utah projects may be numbered UT-02, so the WIASRD entry would be UT02)—WIA title ID, §173.  <b>Record 0000</b> or leave blank if the individual did not receive any services funded by a NEG.	XXXX	N	N	N	N	Y	M	1) TWIST – <i>Service Tracking</i> screen, <i>Services</i> tab.	User-generated
#327	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)  DRVS #61	<b>Record 01</b> if the participant is residing in an institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain in that institution for at least 90 days.  <b>Record 02</b> if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.  <b>Record 03</b> if the participant is deceased or no longer living.  <b>Record 04</b> if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.  <b>Record 05</b> if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days.  <b>Record 06</b> if the youth participant is in the foster care system or any other mandated residential or nonresidential program and has moved from the area as part of such a program or system (exclusion for youth participants only).	01 = Institutionalized  02 = Health/Medical  03 = Deceased  04 = Family Care  05 = Reserve Forces Called to Active Duty  06 = Relocated to Mandated Residential or Non-Residential Program  98 = Retirement  99 = Not a Valid SSN	Y	Y	Y	N	Y	S	1) TWIST – <i>Performance Data, Exclusions</i> tab.	User-generated

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		<p><b>Record 98</b> if the participant retired from employment.</p> <p><b>Record 99</b> if the participant either disclosed an invalid Social Security number (SSN) or chose not to disclose an SSN.</p> <p><b>Record 00 or leave blank</b> if the participant exited for a reason other than one of the conditions described above.</p> <p><i>Note:</i> Exit Reason “98 = Retirement” has been added for program management purposes only and individuals who exit the program based on this reason will not be excluded from the calculations of performance measures; they will be included.</p>									
#332	Date of First Staff-Assisted Core Service  DRVS #66	Record the date on which the individual received his/her first staff-assisted core service. ( <i>Note:</i> This excludes self-service and informational activities.)  Leave blank if the individual did not receive staff-assisted core services.	YYYYMMDD	Y	Y	N	N	Y	M	<i>Validated at the State Level</i>	TWIST-generated date
#334	Date of First Intensive Service  DRVS #68	Record the date on which the individual received first intensive service.  Leave blank if the individual did not receive intensive services.	YYYYMMDD	Y	Y	N	N	Y	M	<i>Validated at the State Level</i>	TWIST-generated date
#335	Date Entered Training  DRVS #69	Record the date on which the individual’s training actually began. If multiple training services were received, record the earliest date on which the individual entered training.  Leave blank if the individual did not receive training services.	YYYYMMDD	Y	Y	N	Y	Y	M	1) Training documentation maintained in hard case file.	<p>“Start Date” in TWIST must be the exact date the individual started the training.</p> <p><i>Note:</i> Trade Act–approved training that begins under the WIA dislocated worker program may have a date entered training that is earlier than the participant’s application date.</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		<b>TAA – Record the date when the participant’s approved training began.</b>									
#336	Date Completed or Withdrew from Training  DRVS #70	Record the date on which the participant completed training or withdrew from training. If multiple training services were received, record the most recent date on which the individual completed training.  Leave blank if the individual did not receive training services.	YYYYMMDD	Y	Y	N	Y	Y	M	1) Training documentation maintained in hard case file.	“End Date” in TWIST must be the exact date the training ended, i.e., the last day the participant attended training.
#340	Type of Training Service #1  DRVS #74	Use the appropriate code to indicate the type of training being provided to the individual.  <b>Record 0</b> or leave blank if the individual did not receive training services.	1 = On-the-Job Training  2 = Skill Upgrading & Retraining  3 = Entrepreneurial Training  4 = ABE or ESL in Combination with Training  5 = Customized Training  6 = Other Occupational	Y	Y	N	N	Y	S	1) TWIST – <i>Service Tracking</i> screen, <i>Services</i> tab; 2) Vendor training documentation maintained in hard case file.	User-generated  Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.
#343	Enrolled in Education  DRVS #77	<b>Record 1</b> if the individual is enrolled in secondary school, postsecondary school, an adult education program, or any other organized program of study. States may use this coding value if the youth was either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the	1 = Yes 2 = No	N	N	Y	N	N	S	1) TWIST <i>Counselor Notes</i> indicating verification through educational entity; or 2) Documentation maintained in hard case file documenting telephone verification of school enrollment with school official,	Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		program. <b>Record 2</b> if the individual was not enrolled in education.								educational institution, or training provider.	
#344	Most Recent Date Received Educational Achievement Services	Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to, tutoring, study-skills training, and instruction leading to secondary school completion, including dropout prevention strategies. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.	YYYYMMDD	N	N	Y	N	N	S	<i>Validated at the State Level</i>	
#345	Most Recent Date Participated in Work Experience	Record the most recent date on which the individual participated in work experience, whether paid or unpaid, including internships and job shadowing. Leave blank if the individual did not participate in work experience or this data element does not apply to the individual.	YYYYMMDD	N	N	Y	N	N	S	<i>Validated at the State Level</i>	
#346	Most Recent Date Received Summer Employment Opportunities	Record the most recent date on which the participant received summer employment opportunities directly linked to academic and occupational learning. Leave blank if the participant did not receive summer employment opportunities or this data element does not apply to the individual.	YYYYMMDD	N	N	Y	N	N	S	<i>Validated at the State Level</i>	
#347	Most Recent Date Received Adult Mentoring Services	Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for up to 12 months and occur both during and after program participation. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the individual.	YYYYMMDD	N	N	Y	N	N	S	<i>Validated at the State Level</i>	
#348	Most Recent Date Received Leadership	Record the most recent date on which the participant received services that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive	YYYYMMDD	N	N	Y	N	N	S	<i>Validated at the State Level</i>	

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
	Development Opportunities	social behaviors such as: (a) exposure to postsecondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and teamwork training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior, and budgeting of resources. Leave blank if the participant did not receive a follow-up service or this data element does not apply to the individual.									
#349	Most Recent Date Received Follow-up Services	Record the most recent date on which the participant received follow-up services after exiting the program. Follow-up services for youth participants include: (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better-paying jobs, career development, and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training. All youth participants must receive some form of follow-up services for a minimum of 12 months. Leave blank if the participant did not receive follow-up services or this data element does not apply to the individual.  Leadership development opportunities, adult mentoring, and support services provided to youth participants as follow-up services are not recorded under this data element.	YYYYMMDD	N	N	Y	N	N	S	<i>Validated at the State Level</i>	
#350	Most Recent Date Received Career Guidance/Counseling Services	Record the most recent date on which the participant received career guidance/counseling services. Leave blank if the participant did not receive career guidance/counseling services or this data element does not apply to the individual.	YYYYMMDD	N	N	Y	N	N	S	<i>Validated at the State Level</i>	



Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
#351	Most Recent Date Participated in Alternative School	Record the most recent date on which the individual participated in alternative school. Leave blank if the individual did not participate in alternative school or this data element does not apply to the individual.	YYYYMMDD	N	N	Y	N	N	S	Validated at the State Level	
#352	Most Recent Date Received Support Services	Record the most recent date on which the participant received a support service. Support services for youth participants include: (a) links to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) referrals to medical services; and (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear. Leave blank if the participant did not receive support services or this data element does not apply to the individual.	YYYYMMDD	N	N	Y	N	N	S	Validated at the State Level	
#601	Employed in 1st Quarter after Exit Quarter  DRVS #84	<b>Record 1</b> if the participant was employed in the first quarter after the quarter of exit.  <b>Record 2</b> if the participant was not employed in the first quarter after the quarter of exit.  <b>Record 3</b> if information on the participant's employment status in the first quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Y	Y	Y	Y	Y	S	Validated at the State Level for All but Supplemental Income 1) UI wage records; 2) WRIS; or 3) FEDES, including the U.S. Department of Defense (DOD), U.S. Postal Service (USPS), and Office of Personnel Management (OPM).  <i>Supplemental Income Information</i> 1) TWIST – completed data entry on <i>Performance Data</i> screen, <i>Employment Outcomes</i> tab; or 2) Hard case file documenting supplemental wage information by verification with employer.	A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.  TAA - Support, validate blank fields
#602	Type of Employment	Use the appropriate code to identify the method used in determining the individual's employment	1 = UI Wage Records (In-State & WRIS)	Y	Y	Y	N	Y	S	Validated at the State Level for All but Supplemental Income	A copy of supplemental income information documentation must be maintained in a hard

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
	Match 1st Quarter After Exit Quarter DRVS #85	status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than one source of employment using wage records, record the data source for which the individual's earnings are greatest.  <b>Record 0</b> or leave blank if the individual was not employed in the first quarter after the quarter of exit.  <i>Note:</i> If the participant is found employed in a wage record source (e.g., state/local government employment records) that cannot be translated into quarterly earnings amounts, states must treat these employment matches as supplemental data and <b>Record 5</b> .	2 = Federal Employment Records (OPM, USPS)  3 = Military Employment Records (DOD)  4 = Other Administrative Wage Records  5 = Supplemental through case management, participant survey, and/or verification with the employer  6 = Information not yet available							1) UI wage records; 2) WRIS; or 3) FEDES, including DOD, USPS, and OPM.  <i>Supplemental Income Information</i> 1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or 2) Hard case file documenting supplemental wage information by verification with employer.	case file, including items required by Board policy that exceed state requirements.
#606	Employed in 2nd Quarter after Exit Quarter DRVS #89	<b>Record 1</b> if the participant was employed in the second quarter after the quarter of exit.  <b>Record 2</b> if the individual was not employed in the second quarter after the quarter of exit.  <b>Record 3</b> if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Y	Y	N	N	Y	S	<i>Validated at the State Level for All but Supplemental Income</i> 1) UI wage records; 2) WRIS; or 3) FEDES, including DOD, USPS, and OPM.  <i>Supplemental Income Information</i> 1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or 2) Hard case file documenting supplemental wage information by verification with employer.	A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.
#607	Type of Employment	Use the appropriate code to identify the method used in determining the individual's employment	1 = UI Wage Records (In-State & WRIS)	Y	Y	N	N	Y	S	<i>Validated at the State Level for All but Supplemental Income</i>	A copy of supplemental income information documentation must be maintained in a hard

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
	Match 2nd Quarter After Exit Quarter DRVS #90	status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than one source of employment using wage records, record the data source for which the individual's earnings are greatest.  <b>Record 0</b> or leave blank if the individual was not employed in the second quarter after the quarter of exit.  <i>Note:</i> If the participant is found employed in a wage record source (e.g., state/local government employment records) that cannot be translated into quarterly earnings amounts, states must treat these employment matches as supplemental data and <b>Record 5</b> .	2 = Federal Employment Records (OPM, USPS)  3 = Military Employment Records (DOD)  4 = Other Administrative Wage Records  5 = Supplemental through case management, participant survey, and/or verification with the employer  6 = Information not yet available							1) UI wage records; 2) WRIS; or 3) FEDES, including DOD, USPS, and OPM.  <i>Supplemental Income Information</i> 1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or 2) Hard case file documenting supplemental wage information by verification with employer.	case file, including items required by Board policy that exceed state requirements.
#608	Employed in 3rd Quarter After Exit Quarter DRVS #91	<b>Record 1</b> if the participant was employed in the third quarter after exit.  <b>Record 2</b> if the individual was not employed in the third quarter after exit.  <b>Record 3</b> if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Y	Y	Y	Y	Y	S	<i>Validated at the State Level for All but Supplemental Income</i> 1) UI wage records; 2) WRIS; or 3) FEDES, including DOD, USPS, and OPM.  <i>Supplemental Income Information</i> 1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or 2) Hard case file documenting supplemental wage information by verification with employer.	A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.  <b>TAA – No supplemental income documentation is required. TAA is validated</b>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
											at state level only.
#609	Type of Employment Match 3rd Quarter After Exit  DRVS #92	Use the appropriate code to identify the method used in determining the individual's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than one source of employment using wage records, record the data source for which the individual's earnings are greatest.  <b>Record 0</b> or leave blank if the individual was not employed in the third quarter after the quarter of exit.  <i>Note:</i> If the participant is found employed in a wage record source (e.g., state/local government employment records) that cannot be translated into quarterly earnings amounts, states must treat these employment matches as supplemental data and <b>Record 5</b> .	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	Y	Y	Y	N	Y	S	<i>Validated at the State Level for All but Supplemental Income</i> 1) UI wage records; 2) WRIS; or 3) FEDES, including DOD, USPS, and OPM.  <i>Supplemental Income Information:</i> 1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or 2) Hard case file documenting supplemental wage information by verification with employer.	A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.
#612	Wages 3rd Quarter Prior to Participation Quarter  DRVS #95	Record total earnings for the third quarter prior to the quarter of participation.  Please enter 999999.99 if data is not yet available for this item, or data is too far in the past to obtain from the UI wage records or other administrative records. Otherwise, leave blank if this data element does not apply.	000000.00	Y	Y	Y	Y	Y	M	<i>Validated at the State Level for All but Supplemental Income</i> 1) UI wage records; 2) WRIS; or 3) FEDES, including DOD, USPS, and OPM.  <i>Supplemental Income Information</i> 1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or 2) Hard case file documenting supplemental wage information by verification with employer.	A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.  <b>TAA – No supplemental income documentation is required. TAA is validated at state level only.</b>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
#613	Wage 2nd Quarter Prior to Participation Quarter  DRVS #96	Record total earnings for the second quarter prior to the quarter of participation.  Please enter 999999.99 if data is not yet available for this item, or data is too far in the past to obtain from the UI wage records or other administrative records. Otherwise, leave blank if this data element does not apply.	000000.00	Y	Y	Y	Y	Y	M	<p><i>Validated at the State Level for all but Supplemental Income</i></p> <ol style="list-style-type: none"> <li>1) UI wage records;</li> <li>2) WRIS; or</li> <li>3) FEDES, including DOD, USPS, and OPM.</li> </ol> <p><i>Supplemental Income Information</i></p> <ol style="list-style-type: none"> <li>1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or</li> <li>2) Hard case file documenting supplemental wage information by verification with employer.</li> </ol>	<p>A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p><b>TAA – No supplemental income documentation is required. TAA is validated at state level only.</b></p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
#615	Wages 1st Quarter After Exit Quarter  DRVS #98	Record total earnings for the first quarter after the quarter of exit..  Please enter 999999.99 if data is not yet available for this item, or data is too far in the past to obtain from the UI wage records or other administrative records. Otherwise, leave blank if this data element does not apply.	000000.00	Y	Y	Y	Y	Y	M	<p><i>Validated at the State Level for All but Supplemental Income</i></p> <ol style="list-style-type: none"> <li>1) UI wage records;</li> <li>2) WRIS; or</li> <li>3) FEDES, including DOD, USPS, and OPM.</li> </ol> <p><i>Supplemental Income Information</i></p> <ol style="list-style-type: none"> <li>1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or</li> <li>2) Hard case file documenting supplemental wage information by verification with employer.</li> </ol>	<p>A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p><b>TAA – No supplemental income documentation is required. TAA is validated at state level only.</b></p>
#616	Wages 2nd Quarter After Exit Quarter  DRVS #99	Record total earnings for the second quarter after the quarter of exit.  Please enter 999999.99 if data is not yet available for this item, or data is too far in the past to obtain from the UI wage records or other administrative records. Otherwise, leave blank if this data element does not apply.	000000.00	Y	Y	Y	Y	Y	M	<p><i>Validated at the State Level for All but Supplemental Income</i></p> <ol style="list-style-type: none"> <li>1) UI wage records;</li> <li>2) WRIS; or</li> <li>3) FEDES, including DOD, USPS, and OPM.</li> </ol> <p><i>Supplemental Income Information</i></p> <ol style="list-style-type: none"> <li>1) TWIST – completed data entry on <i>Employment Outcomes</i> detail screen; or</li> <li>2) Hard case file documenting supplemental wage information by verification with employer.</li> </ol>	<p>A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p><b>TAA – No supplemental income documentation is required. TAA is validated at state level only.</b></p>
#617	Wages 3rd Quarter After Exit Quarter  DRVS #100	Record total earnings for the third quarter after the quarter of exit.  Please enter 999999.99 if data is not yet available for this item, or data is too far in the past to obtain from the UI wage records or other administrative records. Otherwise, leave blank if this data element does not apply.	000000.00	Y	Y	Y	Y	Y	M	<p><i>Validated at the State Level for All but Supplemental Income</i></p> <ol style="list-style-type: none"> <li>1) UI wage records;</li> <li>2) WRIS; or</li> <li>3) FEDES, including DOD, USPS, and OPM.</li> </ol> <p><i>Supplemental Income Information</i></p> <ol style="list-style-type: none"> <li>1) TWIST – completed data entry on</li> </ol>	<p>A copy of supplemental income information documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
										Employment Outcomes detail screen; or 2) Hard case file documenting supplemental wage information by verification with employer.	<b>TAA – No supplemental income documentation is required. TAA is validated at state level only.</b>
#619	Type of Recognized Credential  DRVS #102	Use the appropriate code to record the type of recognized educational or occupational certificate, credential, diploma, or degree attained by the individual who received training services.  <b>Record 0</b> if the individual received training services, but did not attain a recognized credential.  Credentials must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).	1 = High School Diploma/GED  2 = AA or AS Diploma/Degree  3 = BA or BS Diploma/Degree  4 = Occupational Skills Licensure  5 = Occupational Skills Certificate or Credential  6 = Other Recognized Educational or Occupational Skills Certificate/Credential	Y	Y	Y	N	N	S	1) Copy of documentation (transcript, certificate, diploma, etc.) maintained in hard case file.	Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.
#620-667	Goals Type  Date Goal was set  Attainment of Goal  Date Goal Was Attained	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the youth is basic literacy skills deficient.  * Record the date on which the goal was set for the youth, except that the date of the first goal set must be recorded as the registration date.  * <b>Record 1</b> if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized	1 = Basic Skills  2 = Occupational Skills  3 = Work Readiness Skills  *YYYYMMDD  1 = Attained	N	N	Y	N	N	**	<b>NOT REPORTED</b>	

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
	DRVS #103-150	<p>measurement/assessment techniques.</p> <p><b>Record 2</b> if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set.</p> <p><b>Record 3</b> if the goal was set, but attainment is pending. This code should not be used after exit. When the youth exits, this field must be marked with a “1” or “2” for all goals that have been set.</p> <p>* Record the date on which the goal was attained. This date must be on or before the one-year anniversary of the date the goal was set. However, it may be later if the participant had a gap in service during which services were not received but the participant planned to return to the program.</p>	<p>2 = Set, but not attained</p> <p>3 = Set, but attainment is pending</p> <p>*YYYYMMDD</p>								
#668	<p>Attained Diploma, GED or Certificate</p> <p>DRVS #151</p>	<p><b>Record 1</b> if the individual attained a secondary school (high school) diploma recognized by the state.</p> <p><b>Record 2</b> if the individual attained a GED or high school equivalency diploma recognized by the state.</p> <p><b>Record 3</b> if the individual attained a certificate in recognition of an individual’s attainment of technical or occupational skills, or other postsecondary degree/diploma.</p> <p><b>Record 4</b> if the individual did not attain a diploma, GED, or certificate.</p> <p><b>SPECIAL NOTE:</b> Fields #668 and #669 will be used to calculate both the current WIA Younger Youth Diploma Rate and the common measure Attainment of a Degree or Certificate for all youth (14–21). To achieve positive outcomes on both measures, the state must make sure that coding values 1 or 2 are reported when the youth receives a</p>	<p>1 = Individual attained a secondary school (high school) diploma.</p> <p>2 = Individual attained a GED or high school equivalency diploma.</p> <p>3 = Individual attained a certificate or other postsecondary degree/diploma.</p> <p>4 = Individual did not attain a diploma, GED, or certificate</p>	N	N	Y	N	N	S	<p>1) Copy of one of the following maintained in hard case file:</p> <ul style="list-style-type: none"> <li>a. Transcript;</li> <li>b. Certificate;</li> <li>c. Diploma;</li> <li>d. Telephone verification with school official; or</li> <li>e. School verification.</li> </ul>	<p>A copy of the required documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p>



Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		<p>diploma or equivalent either during participation in the program or by the end of the first quarter after the quarter of exit. If the youth receives another degree or certificate beyond the first quarter after the quarter of exit, the state must not update the record.</p> <p>If the youth did not receive a high school diploma or GED by the end of the first quarter after exit, but did receive one or more certificates while either participating in the program or by the end of the third quarter after exit, the state must record the most recent certificate attained.</p>									
#669	Date Attained Degree or Certificate  DRVS #152	<p>Record the date on which the individual attained a diploma, GED, or certificate. Ideally, the date should be the date listed on the diploma, GED, or certificate.</p> <p>Leave blank if the individual did not attain a diploma, GED, or certificate.</p> <p><i>Note:</i> For recording multiple degrees or certificates, please see the special note under WIASRD Element #668.</p>	YYYYMMDD	N	N	Y	N	N	M	<p>1) Copy of one of the following maintained in hard case file:</p> <ul style="list-style-type: none"> <li>a. Transcript;</li> <li>b. Certificate;</li> <li>c. Diploma;</li> <li>d. Telephone verification with school official; or</li> <li>e. Letter or documentation from school system.</li> </ul>	A copy of the required documentation must be maintained in a hard case file, including items required by Board policy that exceed state requirements.
#670	School Status at Exit  DRVS #153	<p><b>Record 1</b> if the individual has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school), whether full- or part-time, or is between school terms and intends to return to school.</p> <p><b>Record 2</b> if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full- or part-time.</p> <p><b>Record 3</b> if the individual has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program</p>	<p>1 = In-school, H.S. or less</p> <p>2 = In-school, Alternative School</p> <p>3 = In-school, Post-H.S.</p> <p>4 = Not attending school; H.S. Dropout</p> <p>5 = Not attending school; H.S. Graduate</p>	N	N	Y	N	N	S	<b>NOT REPORTED</b>	

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		(whether full- or part-time), or is between school terms and intends to return to school.  <b>Record 4</b> if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.  <b>Record 5</b> if the individual is not attending any school and has either graduated from high school or holds a GED.									
#671	Youth Placement Information  DRVS #154	Use the appropriate code to record the primary activity the youth entered in the first quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4.  <b>Record 0</b> if the youth did not enter any one of the activities listed in the coding value.	1 = Entered postsecondary education  2 = Entered advanced training  3 = Entered military service  4 = Entered a qualified apprenticeship	N	N	Y	N	N	S	1) TWIST records – <i>Counselor Notes</i> screen; 2) UI wage records; 3) Cross match with other agencies; 4) Apprenticeship verification; 5) Military service; 6) Advanced training; 7) Postsecondary education; 8) Transcripts; 9) Registration forms; 10) Community college information; or 11) Employer contacts.	Used to record youth placement in first quarter AFTER exit quarter.  Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.
#672	Youth Retention Information  DRVS #155	Use the appropriate code to record the primary activity the youth entered in the third quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4.  <b>Record 0</b> if the youth did not enter any one of the activities listing in the coding value.	1 = In postsecondary education  2 = In advanced training  3 = In military service  4 = In a qualified apprenticeship	N	N	Y	N	N	S	<b>NOT REPORTED</b>	
#701-743	Category of Assessment	* <b>Record 1</b> if the participant was assessed using approved tests for Adult Basic Education (ABE).	* 1 = ABE 2 = ESL	N	N	Y	N	N	*S  &	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
	(Literacy/ Numeracy)  DVRS #156-198	<p><b>Record 2</b> if the participant was assessed using approved tests for English as a Second Language (ESL).</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other Functional Area 8 = Other Numeracy Functional Area</p>						*M		<p>policy that exceed state requirements.</p> <p>* Support for non-date fields. Match for date fields.</p>
#701-743	Type of Assessment Test  DVRS #156-198	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language</p>	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		score.	9 = Other  Functional Area 8 = Other Numeracy Functional Area								
#701-743	Functional Area  DVRS #156-198	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area 8 = Other Numeracy Functional Area</p>	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>
#701-743	Date Administered Pre-test  DVRS #156-198	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys</p>	N	N	Y	N	N	M	1) TWIST – <i>Assessment</i> Screen, <i>Testing</i> Tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
		<p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area 8 = Other Numeracy Functional Area</p>								files. Score sheets must be maintained in a hard case file.
#701-743	Pre-test Score  DVRs #156-198	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area 8 = Other Numeracy Functional Area</p>	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>

Data Element Number	Data Element Name	Data Element Definition	Code Value	Required					Validation Rule	State Source Documentation Requirements	Notes
				Adult	D/W	Youth	TAA	NEG			
#701-743	Educational Functioning Level  DVRs #156-198	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area 8 = Other Numeracy Functional Area</p>	N	N	Y	N	N	S	1) TWIST, <i>Assessment</i> screen – <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>
#701-743	Date Administered Post-Test (Year 1)  DVRs #156-198	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p>	N	N	Y	N	N	M	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>

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		<p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>Assessment Tool</p> <p>* 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area</p> <p>8 = Other Numeracy Functional Area</p>								
#701-743	<p>Post-test Score (year 1)</p> <p>DVRS #156-198</p>	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool</p> <p>* 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area</p> <p>8 = Other Numeracy Functional Area</p>	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>
#701-743	Educational Functioning Level (year 1)	* <b>Record 1</b> if the participant was assessed using approved tests for ABE.	* 1 = ABE 2 = ESL	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board

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				Adult	D/W	Youth	TAA	NEG			
	DVRS #156-198	<p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>* 1 = TABE 7-8, 9-10            2 = CASAS            3 = ABLE            4 = WorkKeys            5 = SPL            6 = BEST            7 = BEST Plus            8 = Other Approved</p> <p>Assessment Tool            * 1 = Reading            2 = Total Math            3 = Language            9 = Other</p> <p>Functional Area            8 = Other Numeracy            Functional Area</p>							<p>policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>	
#701-743	<p>Date Administered Post-test (year 2)</p> <p>DVRS #156-198</p>	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p>	<p>* 1 = ABE            2 = ESL</p> <p>* 1 = TABE 7-8, 9-10            2 = CASAS            3 = ABLE            4 = WorkKeys            5 = SPL            6 = BEST            7 = BEST Plus            8 = Other Approved</p> <p>Assessment Tool            * 1 = Reading            2 = Total Math</p>	N	N	Y	N	N	M	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>



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				Adult	D/W	Youth	TAA	NEG			
		* Record the educational functioning level that is associated with the youth participant's raw scale score.	3 = Language 9 = Other  Functional Area 8 = Other Numeracy Functional Area								
#701-743	Post-test Score (year 2)  DVRS #156-198	* <b>Record 1</b> if the participant was assessed using approved tests for ABE.  * <b>Record 2</b> if the participant was assessed using approved tests for ESL.  * <b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.  * Use the appropriate code to record the type of assessment test that was administered to the youth participant.  * Record the date on which the pre-assessment test was administered to the youth participant.  * Record the educational functioning level that is associated with the youth participant's raw scale score.	* 1 = ABE 2 = ESL  * 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved  Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other  Functional Area 8 = Other Numeracy Functional Area	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.  A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.
#701-743	Educational Functioning Level (year 2)  DVRS #156-198	* <b>Record 1</b> if the participant was assessed using approved tests for ABE.  * <b>Record 2</b> if the participant was assessed using approved tests for ESL.  * <b>Record 0</b> or leave blank if the individual was not	* 1 = ABE 2 = ESL  * 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.  A copy of the participant's test is not

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		<p>assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area 8 = Other Numeracy Functional Area</p>								required to be maintained in hard case files. Score sheets must be maintained in a hard case file.
#701-743	<p>Date Administered Post-test (year 3)</p> <p>DVRS #156-198</p>	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other</p>	N	N	Y	N	N	M	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>

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			Functional Area 8 = Other Numeracy Functional Area								
#701-743	Post-test Score (year 3)  DVRS #156-198	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area 8 = Other Numeracy Functional Area</p>	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>
#701-743	Educational Functioning Level (year 3)  DVRS #156-198	<p>* <b>Record 1</b> if the participant was assessed using approved tests for ABE.</p> <p><b>Record 2</b> if the participant was assessed using approved tests for ESL.</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy.</p> <p>* Use the appropriate code to record the type of</p>	<p>* 1 = ABE 2 = ESL</p> <p>* 1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST</p>	N	N	Y	N	N	S	1) TWIST – <i>Assessment</i> screen, <i>Testing</i> tab.	<p>Required documentation not entered into TWIST must be maintained in a hard case file, including items required by Board policy that exceed state requirements.</p> <p>A copy of the participant's test is not required to be maintained in hard case files. Score sheets must be maintained in a hard case file.</p>

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		<p>assessment test that was administered to the youth participant.</p> <p>* Record the date on which the pre-assessment test was administered to the youth participant.</p> <p>* Record the educational functioning level that is associated with the youth participant's raw scale score.</p>	<p>7 = BEST Plus 8 = Other Approved</p> <p>Assessment Tool * 1 = Reading 2 = Total Math 3 = Language 9 = Other</p> <p>Functional Area 8 = Other Numeracy Functional Area</p>								