

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 267

Keyword: TAA; TWIST; WIA; WorkInTexas.com

Subject: State Data Validation Requirements: Eliminating Data Element Errors in TWIST

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information and guidance on eliminating data element errors in The Workforce Information System of Texas (TWIST).

State and local monitors have identified three data elements as having higher than average error rates. The following instructions are to assist in validating each data element, thus eliminating such errors:

School Status at Participation

To validate this data element:

- use the date of the participant’s first Workforce Investment Act (WIA)-qualifying youth service (recorded on the TWIST *Program Detail* screen showing the first youth service) to reflect the participant’s school status for WIA youth;
- update the TWIST *Program Detail – Education* tab that contains the first youth service for that period of participation if the school status does not reflect the accurate status at the date of the first qualifying youth service; and
- update the TWIST *Intake Common* screen under the *Education* tab.

Date Entered Training

To validate this data element:

- use the training component’s “Start Date,” which is the first date the participant attended the training;
- use source documentation from the training provider (the Start Date of training can vary by educational institution); and
- do not use the date on which a participant’s Individual Training Account was approved or established, or the date on which the training was approved, as the Start Date.

Date Completed or Withdrew from Training

To validate this data element:

- use the training component’s “End Date,” which is the last date the participant attended training; and
- use source documentation from the training provider (the End Date of training can vary by educational institution).

For additional information, see the data validation requirements set forth in the Texas Workforce Commission's Data Element Review at www.twc.state.tx.us/boards/wia/dataelementreview.pdf.

Direct inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.state.tx.us.