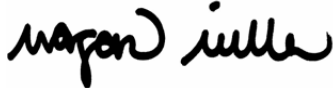


TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 14-22, Change 1
Date:	January 13, 2023
Keyword:	Child Care
Effective:	Immediately

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



From: Reagan Miller, Director, Child Care & Early Learning Division

Subject: **Child Care Provider Data and Board Agreements—Update**

PURPOSE:

The purpose of this Workforce Development (WD) Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on policy and automation changes related to providers that participate in the Child Care Services (CCS) program.

The purpose of this updated WD Letter is to remove the CCS provider agreement instructions from this WD Letter. In the near future, a new WD Letter will be issued with CCS provider agreement instructions.

RESCISSIONS:

WD Letter 14-22

BACKGROUND:

On September 13, 2022, the Texas Workforce Commission's (TWC) three-member Commission (Commission) approved amendments to TWC's Chapter 809 Child Care Services rules. These amendments include changes to implement House Bill 2607, 87th Texas Legislature, Regular Session (2019), which requires all CCS providers to participate in the Texas Rising Star program. The legislation creates a new entry level for CCS providers and requires all CCS providers to attain at least a Two-Star certification in the Texas Rising Star program. The approved rule amendments also standardize several policies at the state level to ensure greater consistency for CCS providers.

Additionally, in July 2022, TWC selected a vendor to implement a new Child Care Case Management (CCCM) system to replace the Child Care program functions in The Workforce Information System of Texas (TWIST) and include a modernized process for capturing child care automated attendance. The roll out of the attendance module of this new system is scheduled for May 2023. TWIST child care provider data will be migrated to the new system, and this data must be accurate and current before the migration.

TWC has developed resources and guidance to support changes in the following provider-related areas:

- CCS provider data cleanup in TWIST
- Ongoing provider data entry requirements in TWIST and Children’s Learning Institute (CLI) Engage

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

TWIST Provider Data Cleanup

NLF: By March 1, 2023, in order to provide TWC-funded care and ensure that the associated data in TWIST is accurate and current, Boards must review the following information for all providers with active agreements:

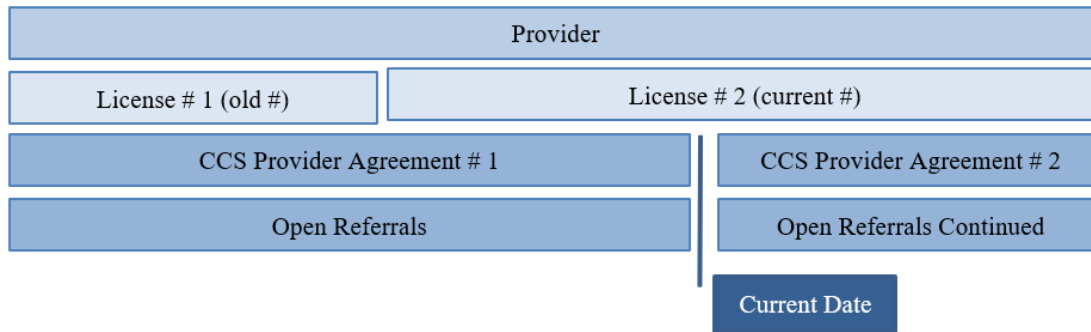
- Child Care Regulation (CCR) license number (A program associated with an active Board agreement must also be active with CCR.)
- CCS provider agreement dates
- Ineligibility dates
- Texas Rising Star and accreditation status
- Provider published rates
- Holiday schedules
- Status as a prekindergarten partnership site
- Terminated CCS provider agreements (if a provider no longer accepts CCS children or is closed)

Note: Before implementing the new CCCM system, TWC may request that Boards conduct an additional review of TWIST data to ensure the integrity of migrated data in the new system.

NLF: For active CCS providers with license number changes identified during the review, Boards must:

- end the current agreement and open child care referrals in TWIST with the current date (do not backdate);
- set up an agreement under the new license number in TWIST, with the start date as the day after the current date (do not backdate or overlap agreement dates under the old license number); and
- set up the open child care referrals under the new license number beginning with the day after the current date.

Graphic Illustrating Overlapping Time Periods Described Above



LF: Boards may use the TWC-provided CCS Provider Data by Board spreadsheet to help in their review. Child Care & Early Learning staff members are also available to provide technical assistance related to a Board’s data cleanup.

NLF: In order to ensure accurate and timely data entry in TWIST, Boards must ensure that a quality assurance process is in place to review provider agreements and addendums.

Ongoing Provider Data Entry Requirements

TWIST

NLF: To ensure proper payment processing of direct care reimbursements Boards must, at a minimum, ensure that the following data is entered within three business days of receipt and is in alignment with the Board’s payment schedule:

- New license/operation number issued by CCR
- CCS provider agreement dates
- Ineligibility dates
- Texas Rising Star and accreditation status changes
- Provider published rates
- Holiday schedules
- Status as a prekindergarten partnership site
- Terminated CCS provider agreements
- Counselor notes related to the data above

LF: Boards may require staff members to enter other Board-specific provider-related data into TWIST or to enter provider data based on local policy and/or procedure.

NLF: Boards must ensure that staff members update provider agreement data in TWIST within three business days of execution of a new or updated provider agreement.

CLI Engage

NLF: Boards must ensure that all Texas Rising Star staff members have access to CLI Engage and are provided access to the [CLI Engage User’s Guide \(EUG\)](#), which is available to Boards on TWC’s intranet.

NLF: Boards must ensure that new Texas Rising Star staff members are onboarded into Engage and that they obtain access to the Texas Rising Star Assessment Training and Certification Program (ATCP) within 10 business days of their start date. Onboarding includes the following:

- The new staff member creates an Engage user account.

- The Board’s Community District User (CDU) notifies CLI of the new staff member via the Engage Help Ticketing System, including the individual’s name, role, email address, and Board.

NLF: Boards must also ensure that the Board’s CDU assigns new staff members in Engage to child care programs that they will work with, as described in the EUG. Assignments in Engage must be completed prior to the staff member working with his or her assigned programs.

NLF: Boards must ensure that the following Texas Rising Star–related events are documented in the Engage Event Log within five business days of the event and include adequate detail for future reference:

- Changes in star level or certification status
- Documentation of required screenings of CCR licensing history
- Rescheduling of assessments or monitoring visits
- Confirmation of participation in a recognized national accreditation program
- Details of child care program facility changes
- Documentation of mentoring visits
- Other relevant information related to the child care program’s ongoing status in Texas Rising Star as required by the Texas Rising Star Staff Handbook

NLF: Boards must ensure that after receiving an Interest Form from a child care program, the Board’s CDU assigns a Texas Rising Star mentor to the child care program within 10 business days.

NLF: Boards must ensure that mentors work with child care programs to develop a Continuous Quality Improvement Plan (CQIP) and enter the resulting plan in the Engage CQIP tool within five business days of developing the plan goals and action steps. Boards must also ensure that once action steps have been completed, the CQIP is updated within five business days.

Blended Rates for School Age Children

NLF: Boards must be aware that the formula TWIST uses to calculate blended child care rates is
 Blended Rate = ((Part-Time rate x 175)+(Full-Time rate x 30))/205 days.

INQUIRIES:

Send inquiries regarding this WD Letter to childcare.programassistance@twc.texas.gov.

ATTACHMENT:

Attachment 1: Revisions to WD Letter 14-22, Change 1, Shown in Track Changes

REFERENCES:

Texas Workforce Commission Chapter 809 Child Care Services Rules
[CLI Engage User’s Guide](#)