

# Texas Education Agency Unique Student ID Resolution Desk Aid

## TEA Student ID Process

1. Staff members enter new child information into The Workforce Information System of Texas (TWIST). During data entry, staff will see a new field\*, labeled "TEA Student ID," on the Household Dependent Detail screen.

The screenshot below shows where the TEA Student ID will appear in TWIST.

The screenshot shows the TWIST Customer Information screen for a customer named WATKINS. The 'Household Dependent Detail' section is expanded, showing a table with columns: Relationship, SSN, First Name, MI, Last Name, Date Of Birth, TEA Student ID, School / Train Hrs, and Weekly Work Hrs. The 'TEA Student ID' field is highlighted with a red circle. Below this, the 'Care Age Children' section is also visible.

\*This new field will not be editable, will be populated during a batch job process, and will appear empty until the batch process is complete.

2. The Texas Workforce Commission (TWC) sends new child information to the Texas Education Agency (TEA) nightly through a batch job process. TEA then returns IDs and possible near-match information to TWC. This happens automatically, so no staff action is required for this process to occur.
3. Effective September 1, 2020, emails will be sent out weekly by the Technical Assistance (TA) department notifying Boards to review possible match information.
4. Assigned staff members access the Child Care Claims and Allocations (CCA)/TWIST Web portal and navigate to the tab titled TEA Student ID to view the area where the resolution process will occur.

The screenshot shows the TWIST Child Care Claims and Allocations (CCA) portal. The 'TEA Student ID' tab is highlighted with a red circle. The page contains a navigation menu with 'Home', 'Customer', 'Claim', 'Allocation', and 'TEA Student ID'. Below the navigation, there is a 'Home' section with a note about downloading the latest version of the desktop Windows version of TWIST. The main content area lists various functions that can be performed in this section, including Claims and Payment, Claims and Payment, and Manage Cost Allocations.

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- Once assigned staff members navigate to the TEA Student ID tab, staff members select the Near-Match List button to view a list of near-matches to resolve. If the list is empty, then no near-matches were identified during the batch job process, and no action is needed.

If the list contains information, each near-match will need to be resolved in order for each child to be assigned a TEA Student ID, as shown in the following screenshot.

Child Care

Home Customer Claim Allocation Setup TEA Student ID WDA

**Near Match List**

TEA Student ID Near Match List

Select a [Resolve](#) link to review the near match records returned by TEA for the child.

Show All entries Filter:

Action	TWIST ID	Customer Name	Child Name	Office 3	Office 4	Office 5	Staff	TEA Request Date
<a href="#">Resolve</a>		WATKINS, [REDACTED]	WATKINS, [REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	77 - Greenville			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	84 - Mesquite Center			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020

- Staff members choose a record from the list by selecting "Resolve" under the Action column, as shown below.

Action	TWIST ID	Customer Name	Child Name	Office 3	Office 4	Office 5	Staff	TEA Request Date
<a href="#">Resolve</a>		WATKINS, [REDACTED]	WATKINS, [REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020
<a href="#">Resolve</a>		[REDACTED]	[REDACTED]	20 - ChildCare Group			[REDACTED]	07/08/2020

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7. Once staff members have selected “Resolve,” they will see the near-match information that TEA’s system returned for this child. If staff members agree that one of the records is a match, the staff member chooses “Select” to pick that near-match record, which begins the resolution process, as shown in the following screenshot.

Child Care

Home Customer Claim Allocation Setup TEA Student ID WDA: Dallas - [Redacted]

Near Match List

TEA Student ID Near Match Resolution

Race: W = White, B = Black or African American, I = American Indian or Alaskan Native, A = Asian, P = Hawaiian Native or Pacific Islander, Z = Unknown

TWIST Child Information

TWIST ID	Child Name	Date Of Birth	Gender	SSN	Hispanic	Race
[Redacted]	WATKINS, [Redacted]	[Redacted]	Male	[Redacted]	[Redacted]	B

TEA Near Match Records

Action	Child Name	Date Of Birth	Gender	SSN	Hispanic	Race	TEA Student ID
Select	Watkins, [Redacted]	[Redacted]	Male	[Redacted]	No	B	[Redacted]

Match Not Found Cancel

After “Select” has been chosen, staff members then have to select “Confirm” or “Cancel,” as shown below.

Selected TEA Match Record

TEA Student ID	Child Name	Date Of Birth	Gender	SSN	Hispanic	Race
[Redacted]	Watkins, [Redacted]	[Redacted]	Male	[Redacted]	No	B

Confirm Cancel

Staff members choose “Confirm” if the match is valid and they want that Student ID to be assigned. Staff members choose “Cancel” if they want to go back and start the process over.

Once staff members have confirmed a match by selecting “Confirm,” a message will appear stating that a Student ID will be assigned by TEA in the nightly batch process, as shown below.

Child Care

Home Customer Claim Allocation Setup TEA Student ID WDA: Dallas - [Redacted]

Near Match List

TEA Student ID Match Confirmation

The Student ID will be assigned by TEA in the nightly batch.

Race: W = White, B = Black or African American, I = American Indian or Alaskan Native, A = Asian, P = Hawaiian Native or Pacific Islander, Z = Unknown

TWIST Child Information

TWIST ID	Child Name	Date Of Birth	Gender	SSN	Hispanic	Race
[Redacted]	WATKINS, [Redacted]	[Redacted]	Male	[Redacted]	[Redacted]	B

Selected TEA Match Record

TEA Student ID	Child Name	Date Of Birth	Gender	SSN	Hispanic	Race
[Redacted]	Watkins, [Redacted]	[Redacted]	Male	[Redacted]	No	B

Confirm Cancel

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8. If no match is listed and the decision has been made that a new ID is required, staff members select "Match Not Found."

Select			797900703		Z	
Select		Female	797900703	No	B	
Select		Female	797900703	No	B	
Select		Female	797900703	Yes	W	
Select		Female	797900703	No	W	
Select		Female	797900703	No	B	

A message will appear stating that an ID will be requested from TEA in the nightly batch process, as shown in the following screenshot.

The screenshot shows the 'Child Care' application interface. The 'TEA Student ID' tab is active. A message box titled 'TEA Student ID Near Match Resolution' contains the text: 'A Student ID will be requested from TEA in the nightly batch.' This message is circled in red. Below the message, a legend defines race codes: W = White, B = Black or African American, I = American Indian or Alaskan Native, A = Asian, P = Hawaiian Native or Pacific Islander, Z = Unknown.

Note: A TEA Student ID is also referred to as a Public Education Information Management System (PEIMS) Unique ID.

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## Workforce Report for TEA Student ID

There will be a new report available in the Workforce Reports application, **273-TEA Student ID Assignment Report**, which will generate the percentages of children under age 6 with active referrals that have and have not been assigned TEA Student IDs.

The screenshot shows the 'Workforce Reports' application interface. At the top, there is a navigation bar with the Texas Workforce Commission logo and user information: 'Gwen Snyder | Home | My Profile | Logoff'. Below this is a header with 'Workforce Reports' and a sub-header with 'Home | My Reports'. On the left, there is a 'Quick Links' sidebar with options like 'All Reports', 'State Approved Reports', etc. The main content area is titled 'Report Criteria Detail' and contains several sections: 'WDA Information' (WDA: Gulf Coast WDA), 'Report Information' (Report Name(s): 273-TEA Student ID Assignment Report), and 'Report Criteria'. The 'Report Criteria' section includes a 'Description' field with a red asterisk and a 'New Template' button. Below this is a 'Select Filter' section with 'Filter Name' (WDA) and 'Filter Value' (28 - Gulf Coast WDA) dropdowns, a 'Search Filter Value' section with a 'Search By' dropdown and a 'Go' button. A table below shows '1-1 of 1' filter entries with columns for 'Filter Name', 'Filter Value', and 'Action' (Delete Filter). At the bottom, there is a 'Select Group By and Order' table with columns for 'Select', 'Description', and 'Order', listing options like State, WDA, Office 3, Office 4, Office 5, and Staff. At the very bottom, there are 'Save', 'Save/Submit', and 'Cancel' buttons.

This report has limited fields and does not require choosing a date range. It will generate the information on a live basis, meaning you cannot run it for past or future dates.

The report formats are the same, and the user can view in either a print preview or drill down to the child level by using the extract feature.

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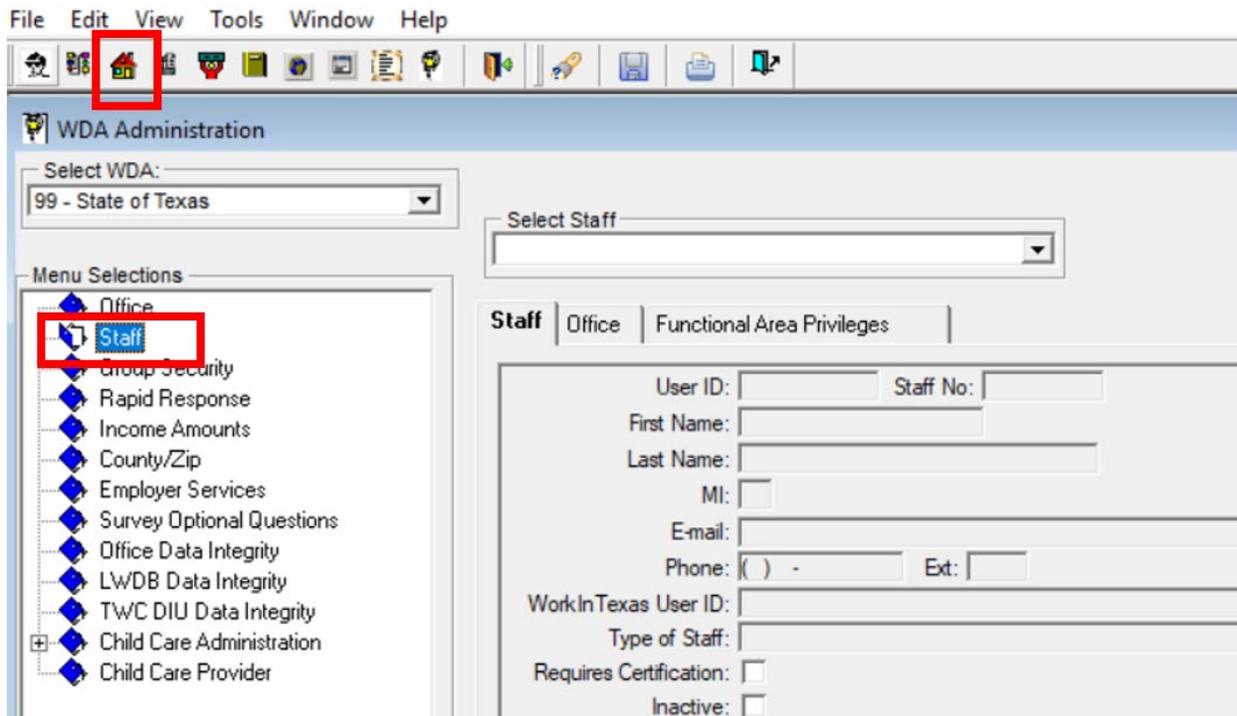
Below is an example of what the print preview version will look like when generated for a single Board area.

07/17/2020 <b>WORKFORCE REPORT</b> Report 273		
TEA Student ID Assignment Report Page 28 of 28		
As of 07/17/2020		
WDA:	28	
	Total # children	Percentage of Total
Children with TEA Student IDs	63	0.31 %
Children without TEA Student IDs	20,160	99.69 %
<b>Total:</b>		<b>20,223</b>
		<b>100%</b>

## Allowing Permissions in TWIST

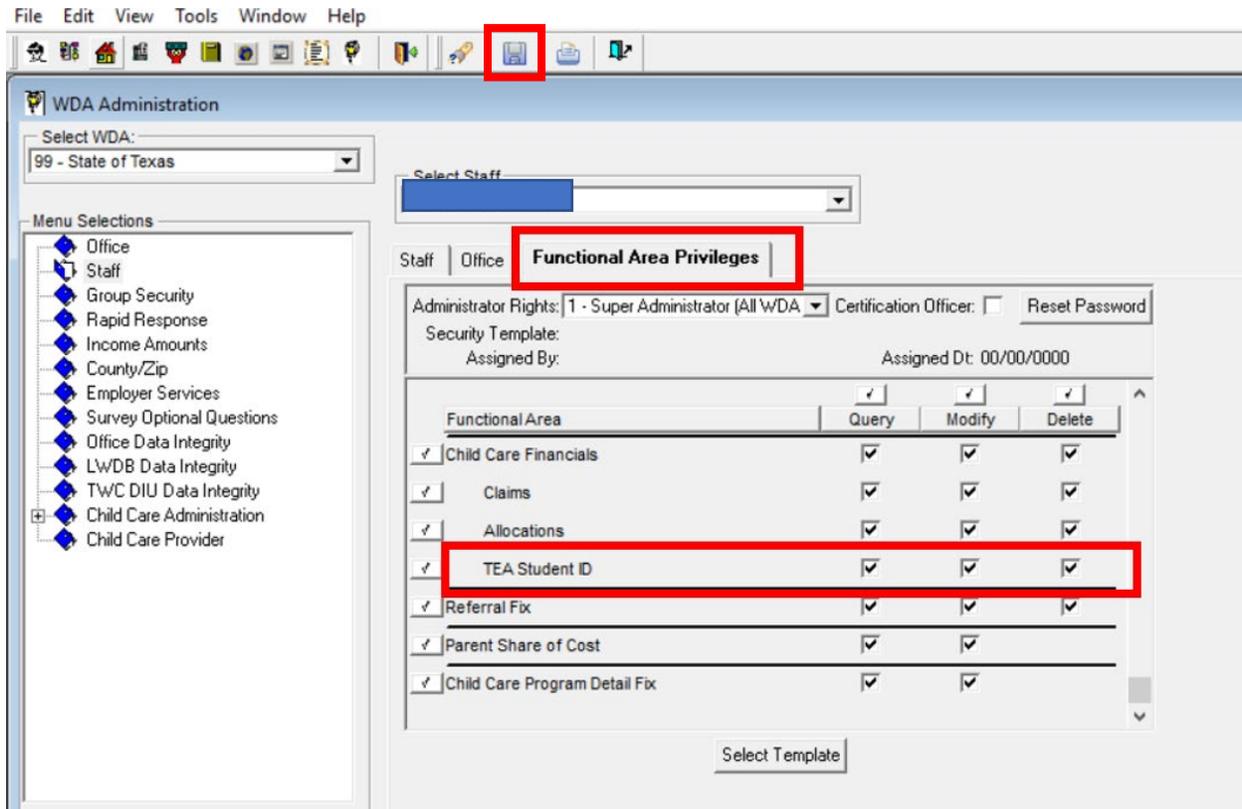
For staff members to be able to resolve near-matches, they must be granted access to the TEA Student ID functional area privilege.

The Board's TWIST administrator grants permissions in TWIST by navigating to the WDA Administration menu and choosing "Staff" from the Menu Selections area, as shown below.



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Once in the Staff section, the Board's TWIST administrator navigates to the Functional Area Privileges tab and scrolls until "TEA Student ID" appears under the Functional Area section, as shown in the following screenshot.



Assigned staff members should be allowed query, modify, and delete rights. After the privileges have been assigned, the Board's TWIST administrator must select the Save icon on the tool bar for these changes to be applied.