

WORKFORCE DEVELOPMENT DIVISION
Workforce Programs
Technical Assistance Bulletin 299

Keywords: TAA; TWIST

Subject: Trade Adjustment Assistance Training Service Closure

Date: September 8, 2021

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards with information and guidance on eliminating data element errors in The Workforce Information System of Texas (TWIST) for the Trade Adjustment Assistance (TAA) training service closure.

Training completion reporting is a requirement of TAA Data Integrity (TAADI). State monitors identified three data elements with a higher-than-average error rate that has resulted in training completion rates below the TAADI performance measure target. They are “Completed Training,” “Withdrew from Training,” and “Training Continuing.”

The following instructions are provided to assist in reducing data entry errors for the identified data elements:

Completed Training

To enter this data element:

- use the training component’s end date, which is the last date the participant attended training;
- enter the credential information; and
- update the TWIST completion reason with “20 Complete – Successful” or “21 Complete – Not Successful,” as shown in Figure 1.

Use source documentation from the training provider to determine the end date. However, if the source documentation is delayed, close the service immediately, based on the date provided by the participant. Failure to close the service immediately may lead to an overpayment.

Modification of the participant’s end date can be made if the date provided by the participant is different from the date in the training provider documentation. Ensure that the end date and the source that provided the date are documented in TWIST Counselor Notes.

Figure 1

Service Information

Service Category: 4 - Training Services - Occupational Skills
 Service: 1 - Occupational/Vocational Training

Max Days: End of Month
 Start Date: 05/01/2020
 Planned End Date: 05/22/2020
 Planned Hours:
 Planned Training \$: 5,626.45

O*NET: 43303100 - Bookkeeping, Accounting, and
 CIP: 520302 - Accounting Technology/Techni

State: CA FICE/FSC: 001161 - CERRITOS COLLEGE

Subsidized: Degree/Diploma or Certificate?: 1 - Yes Degree/Diploma or Certificate Type: 2 - AA or AS Diploma/Degree

Public - Private:
 Concurrent:
 Training Work Site:
 Hourly Wage: .00 Subsidy (hrly): .00
 County: 997 - Out Of State
 City: 00997 Out Of State

Completion Information

Actual End Date: 05/22/2020
 Training Cost: .00
 Actual Hours:

Completion Reason: 20 - Complete - Successful
 19 - Program Continuing
 20 - Complete - Successful
 21 - Complete - Not Successful
 22 - Dropped out
 Institutionalized
 Health/Medical

Comments:

Fund	Start	End
136 - TAA/Other (T0093235)	05/01/2020	05/22/2020

Withdrawn from Training

To enter this data element:

- update the participant’s record immediately upon notification of withdrawal;
- use the training component’s end date, which is the last date the participant attended training;
- enter the reason for withdrawal in the comments; and
- update the TWIST completion reason with “22 – Dropped Out,” as shown in Figure 2.

Use source documentation from the training provider to determine the end date. However, if the source documentation is delayed, close the service immediately, based on the date provided by the participant. Failure to close the service immediately may lead to an overpayment.

Modification of the participant’s end date may be made if the date provided by the participant is different from that in the training provider documentation. Ensure that the end date and the source that provided the date are documented in TWIST Counselor Notes.

Figure 2

Service Information

Service Category: 4 - Training Services - Occupational Skills
 Service: 1 - Occupational/Vocational Training

Max Days: End of Month
 Start Date: 08/01/2019
 Planned End Date: 08/31/2019
 Planned Hours: 73
 Planned Training \$: 10,000.00

O*NET: 29206100 - Licensed Practical and Licensee
 CIP: 511613 - Licensed Practical /Vocational I

State: TX FICE/FSC: 017296 - VISTA COLLEGE

Subsidized: Degree/Diploma or Certificate?: 1 - Yes Degree/Diploma or Certificate Type: 4 - Occupational Skills Licensure

Public - Private:
 Concurrent:
 Training Work Site: EXE0540 - Vocational Nurse
 Hourly Wage: .00 Subsidy (hrly): .00
 County: 141 - EL PASO
 City: 24000 EL PASO

Completion Information

Actual End Date: 08/06/2019
 Training Cost: .00
 Actual Hours: 1

Completion Reason: 22 - Dropped out
 21 - Complete - Not Successful
 22 - Dropped out
 Institutionalized
 Health/Medical
 Deceased
 Reservists Called to Active Duty

Comments: PED 08/14/2020

Fund	Start	End
121 - Trade Adjustment Act (WDA: Upper Rio Gra	08/01/2019	08/06/2019

Training Continuing

Enter this data element only if the same training component is continuing. To enter this data element:

- update the TWIST completion reason with “19 – Program Continuing,” as in Figure 3; and
- do not enter a credential.

Figure 3

ONET: 11902100	- Construction Managers	Hourly Wage: .00	Subsidy (hrly): .00
CIP: 469999	- Construction Trades, Other	County: 141	- EL PASO
State: TX	FICE: 092900	City: 24000 EL PASO	
Subsidized: <input type="checkbox"/>	Degree/Diploma or Certificate?: 1 - Yes	Degree/Diploma or Certificate Type: 5 - Occupational Skills Certificate	
Completion Information			
Actual End Date: 08/31/2015	Completion Reason: 19 - Program Continuing		
Training Cost: 11,900.00			
Actual Hours: 1,080			

Please distribute this information to appropriate staff. Send inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.texas.gov.