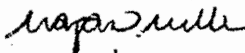



## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 27-07
<b>Date:</b>	August 1, 2007
<b>Keyword:</b>	TWIST; WorkInTexas.com
<b>Effective:</b>	Immediately

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


**From:**  Laurence M. Jones, Director, Workforce Development Division

**Subject:** **Integrated Data Collection and Performance Management**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with information on:

- common performance measures collected in The Workforce Information System of Texas (TWIST) and WorkInTexas.com; and
- performance reporting requirements for Common Measures.

### **BACKGROUND:**

On February 17, 2006, the U.S. Department of Labor Employment and Training Administration (DOLETA) issued Training and Employment Guidance Letter (TEGL) No. 17-05, entitled "Common Measures Policy for the Employment and Training Administration's Performance Accountability System and Related Performance Issues," to provide states with modifications and clarifications for Common Measures and performance accountability practices.

Because of the changes in DOLETA's reporting requirements, the Texas Workforce Commission (TWC) has modified its reporting system (i.e., TWIST), where appropriate, to:

- include data elements necessary to assess state progress against a set of common performance measures; and
- reflect changes in program services and reporting requirements resulting from DOLETA-mandated revisions.

For more information, see TEGL 17-05 at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2195](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195), which informs states and grantees of DOLETA's revised guidance on common performance measures for federal job training and employment programs.

The changes in DOLETA's data collection and reporting requirements are set forth in the *Integrated Data Collection and Performance Management Reference* (formerly Common Measures Desk Aid) included as Attachment 1 to this WD Letter.

**PROCEDURES:**

Boards must use the new *Integrated Data Collection and Performance Management Reference*. This reference tool will be updated online, as needed. It is available at <http://intra.twc.state.tx.us/intranet/plan/html/plan-resources.html> and is composed of four sections:

NLF

- I. Intake and Registration
- II. Participation
- III. Exit
- IV. Outcome and Output Tracking and Reporting

*[Note: The Intranet site is not available to the general public.]*

**INQUIRIES:**

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

**ATTACHMENT:**

Attachment 1: Integrated Data Collection and Performance Management Reference

**RESCISSIONS:**

- WD Letter 30-03, Change 1
- WD Letter 52-04
- WD Letter 55-04
- WD Letter 16-05
- WD Letter 65-05

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**REFERENCE:**

United States Department of Labor Training and Employment Guidance Letter No. 17-05, issued February 17, 2006, and entitled "Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues"

United States Department of Labor Training and Employment Notice No. 9-06, issued August 15, 2006, and entitled "Timeline for Program Year (PY) 2005 Workforce Investment Act (WIA) Performance Reporting and PY 2005 Data Validation (all programs)"

United States Department of Labor Employment and Training Administration's Program Guidance, "Frequently Asked Questions on Common Performance Measures"  
(<http://www.doleta.gov/performance/guidance/QA.cfm>)

Common Measures and Integrated Performance Waiver Approval  
(<http://www.twc.state.tx.us/boards/wia/prowaiverintegratedreportingletter.pdf>)

**FLEXIBILITY RATINGS:**

**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” or “shall.”

**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.”