# 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.



*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 (CCCA)/TWIST Web portal and navigate to the tab titled TEA Student ID to view the area where the resolution process will occur.

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5. 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.



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

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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.



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



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.

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



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



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.



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.

**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 % |

| | **Total:** | 20,223 | **100%** |
|---|---|---|---|

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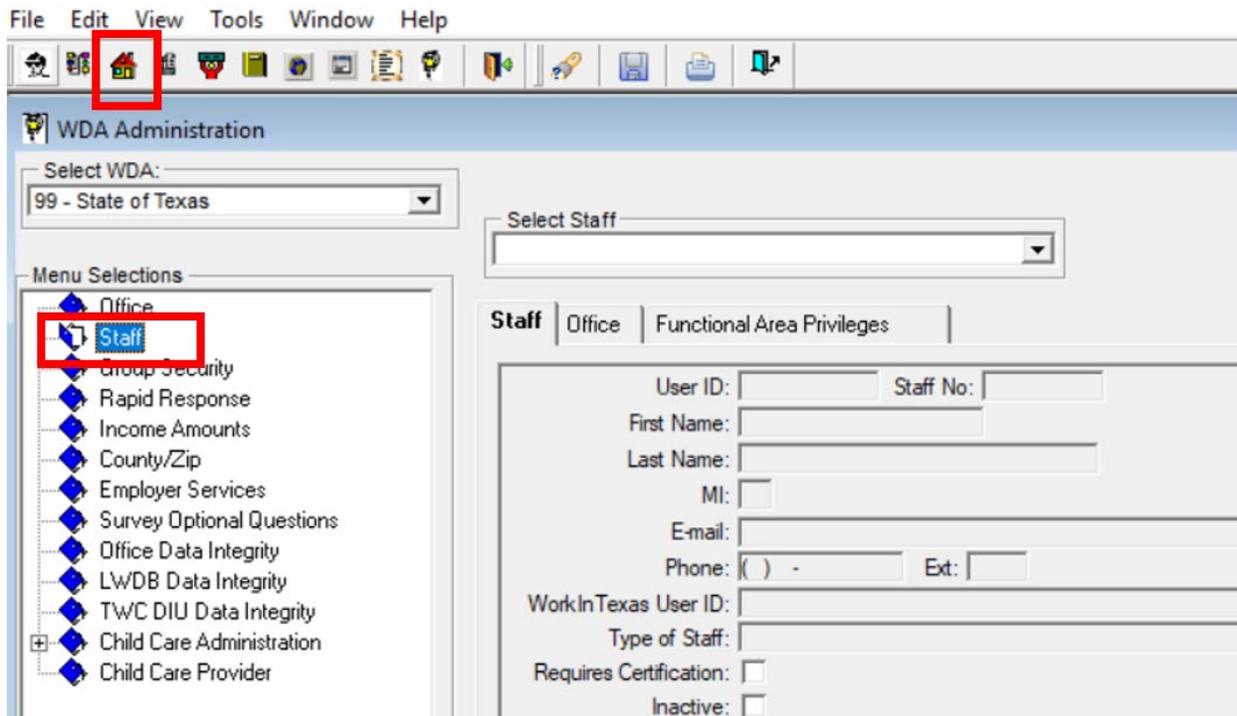
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Once in the Staff section, the Board's TWIST administrator navigates to the Functional Area Privileges tab and scrolls until "TEA Student ID" appears under the Functional Area section, as shown in the following screenshot.
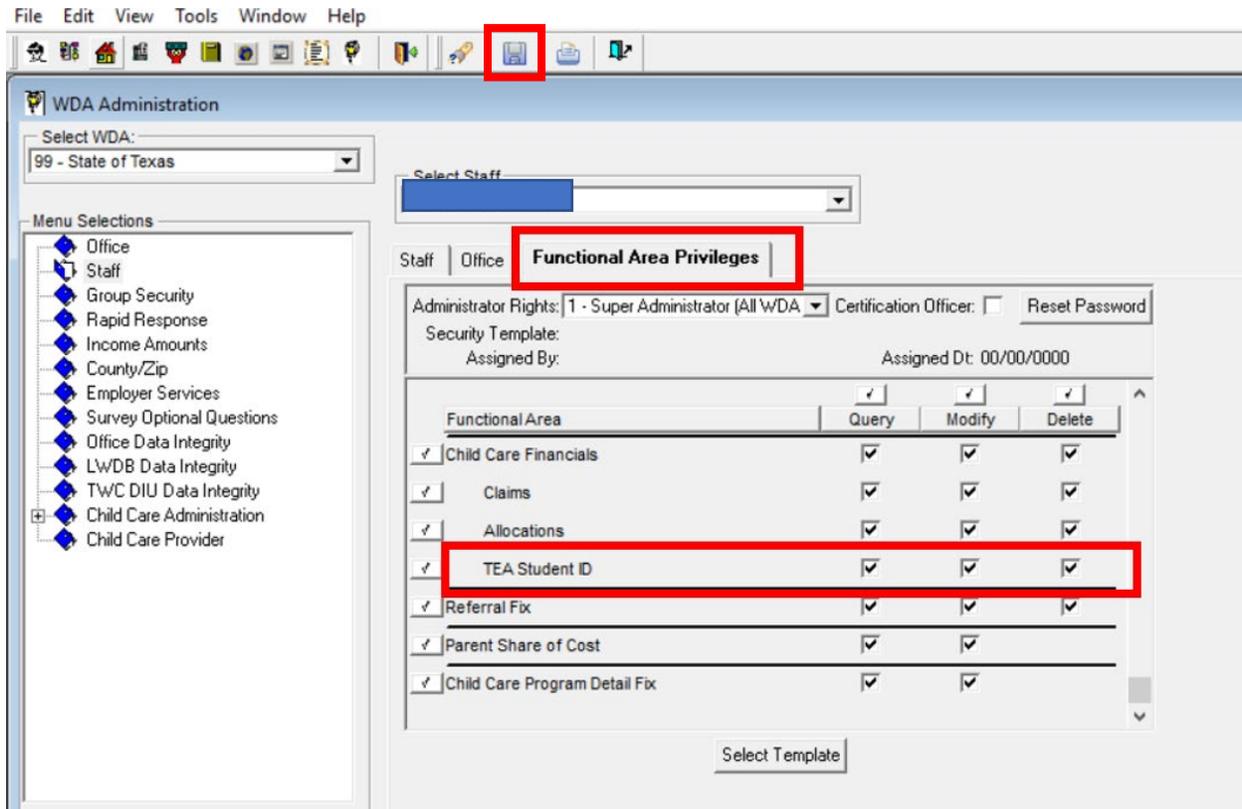


Assigned staff members should be allowed query, modify, and delete rights. After the privileges have been assigned, the Board's TWIST administrator must select the Save icon on the tool bar for these changes to be applied.