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| **April 2, 2018** |
| **Basic/Expanded Service** |
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To: Adult Education Consortium Providers

# From: Gulf Coast Workforce Board

Subject: Procedures and Required Documentation for Access to the Texas Educating Adults Management System (TEAMS)

##### Purpose

To provide Adult Education and Literacy (AEL) Consortium Providers with information and guidance on the P-41, Information Resources Usage Agreement form, with respect to the required yearly renewal and notification procedures for removal of access.

##### Background

This form, as well as director’s or designee’s approval, and proof of completion of a required Family Education Rights and Privacy Act (FERPA) course, must be submitted to the Lead Agency TEAMS Specialist before access to the Texas Educating Adults Management System (TEAMS) will be granted. The director or designee may provide approval via e-mail.

To adhere to agency data security requirements and to ensure the strongest level of protection for personally identifiable information (PII) as well as adherence to Texas Administrative Code, Title 1, Part 10, Chapter 202 Information Security Standards, AEL consortium providers must regularly review staff member access to TEAMS. Access should be limited to what is both necessary and reasonable for an individual to perform his or her job, and AEL consortium providers should use the utmost discretion when determining an individual’s need for access.

##### Action

AEL consortium providers must ensure that any individual working under their programs, including subrecipients’ staff members who have access to TEAMS, completes the P-41, Information Resources Usage Agreement, each program year. The form must be kept on file and retained in accordance with agency retention requirements.

AEL consortium providers must notify the Lead Agency TEAMS Specialist within 24 hours of the separation of an employee who has TEAMS access so that access can be removed.

AEL consortium providers must be aware that individuals who do not access TEAMS for 90 days will have their access revoked and must complete the prerequisite requirements to regain access to the system.

Each quarter, AEL consortium providers must review and approve staff members who have access to TEAMS and are assigned access to their ID in TEAMS (both current and historical), and the providers must provide feedback to the Lead Agency TEAMS Specialist about individuals whose access should be removed or modified. Access is provided for current year data and historical data; some staff members have access for current year data as well as historical data (data from before the current year).

AEL consortium providers may require staff members who have access to TEAMS to renew their FERPA training annually.

##### Questions

Staff should first ask questions of their managers or supervisors. Direct questions to the Gulf Coast Consortium Lead Agency Staff through the Submit a question link.