

Measurable Skill Gains

Definition: The Measurable Skill Gains (MSG) indicator is the percentage of participants who, during a program year, are in an education or training program that leads to a High School Diploma or its Equivalency, a recognized postsecondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

The Measurable Skill Gains measure is intended to capture progress and is NOT an exit-based measure. A gain must be attained and documented by the end of **each Program Year** (June 30th). For example, if a participant enrolls in training in July, they have 12 months to show at least one gain. Likewise, if a participant enrolls in June, they have 1 month to show at least one gain. Participant enrollment or service delivery should not be delayed until the start of a new program year even if there appears to be insufficient time for the participant to make at least one measurable skill gain by the end of that program year.

Participants may attain a measurable skill gain via one of the following:

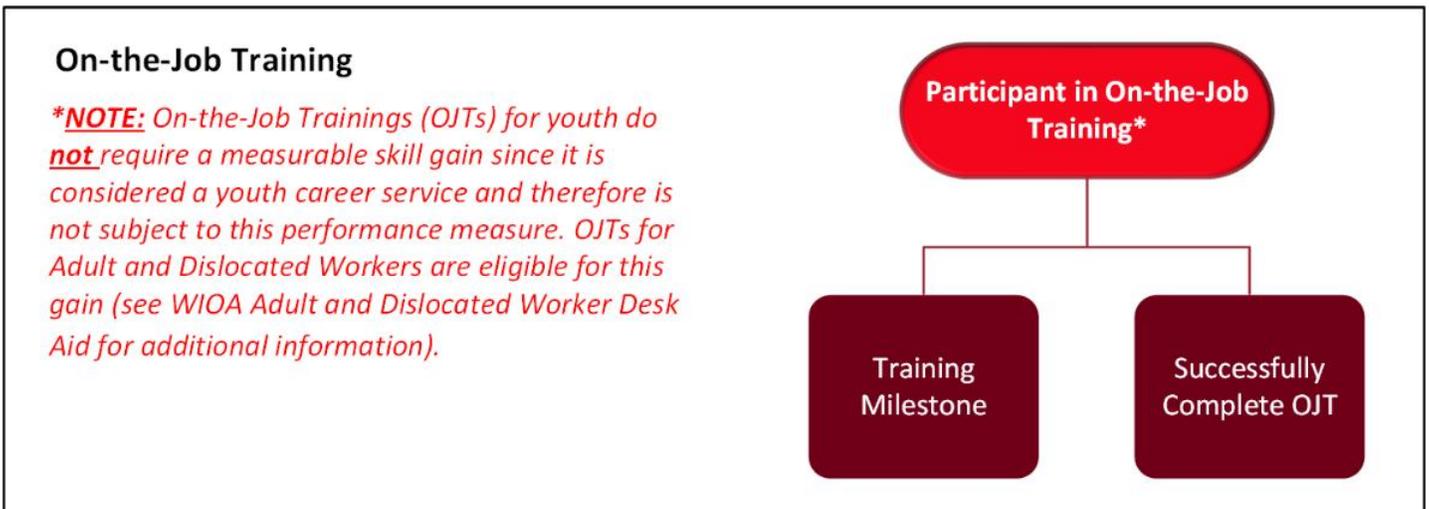
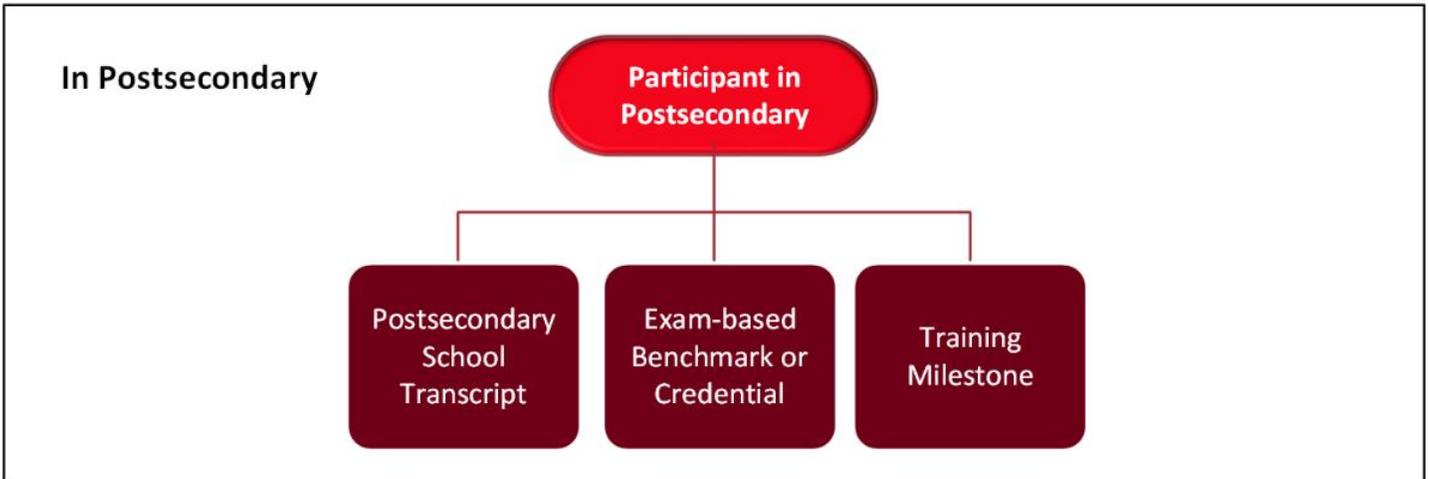
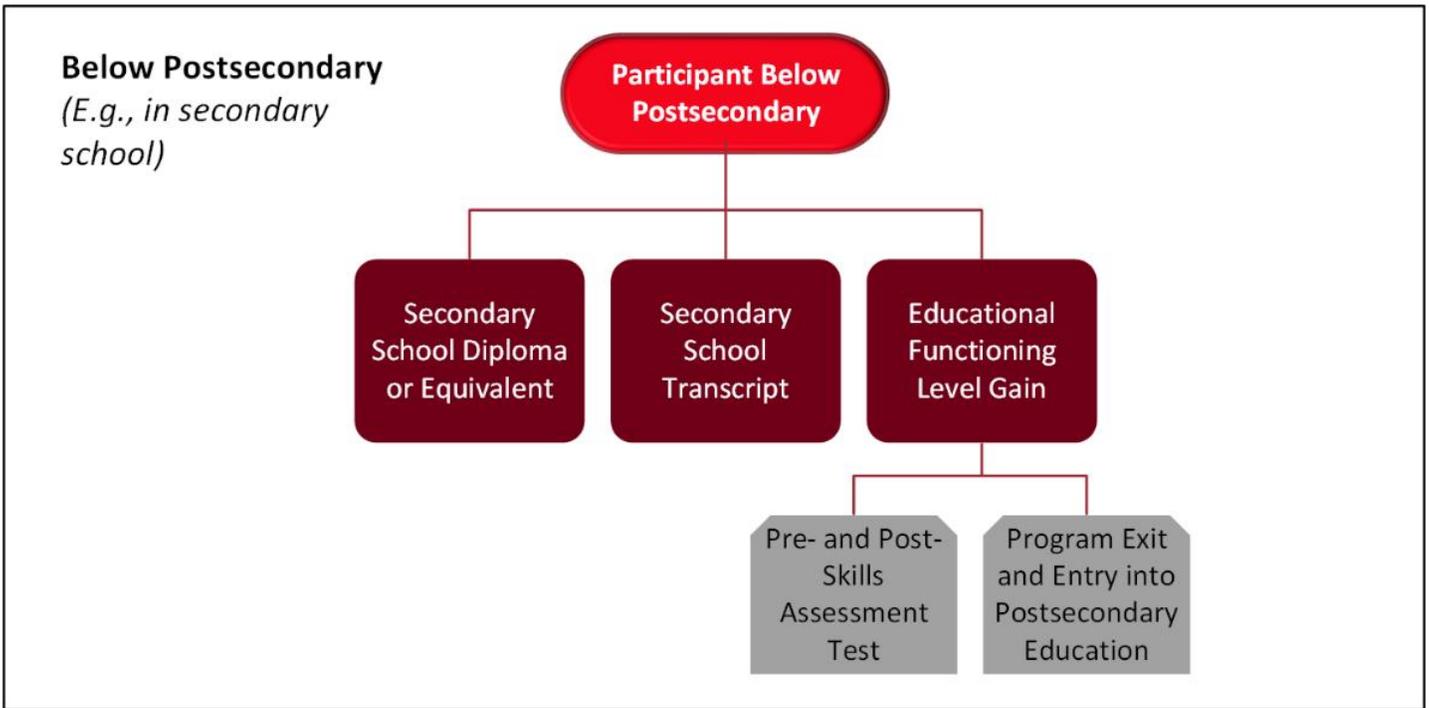
1. Educational Functioning Level (see page 6)
 - Achievement of at least one educational functioning level, if receiving instruction below postsecondary education level
2. Secondary School Diploma or Equivalent (see page 9)
3. Secondary or Postsecondary Transcript/Report Card (for sufficient number of credit hours) (see page 11)
4. Training Milestone * (see page 11)
 - Satisfactory progress report toward an established milestone from an employer or training provider
5. Skills Progression (see page 12)
 - Passage of an exam required for an occupation
OR
 - Progress attaining technical/occupational skills as evidenced by trade-related benchmarks

Which Measurable Skill Gains can participants earn?

- If Participant is **Below Postsecondary**, they are eligible for any of the following measurable skill gains options:
 - Educational Functioning Level Gain (EFL) (#1)
 - Pre- and Post-Skills Assessment Test
 - Program Exit and Entry into Postsecondary Education
 - Secondary School Diploma or Equivalent (#2)
 - Secondary School Transcript (#3)
- If Participant is **in Postsecondary**, they are eligible for any of the following measurable skill gains options:
 - Postsecondary School Transcript (#3)
 - Exam-based Benchmark or Credential (#5)
 - Training Milestone (#4) (for Apprenticeship)
- If Participant is **enrolled in On-the-Job Training (OJT)***, they are eligible for the following measurable skill gains option:
 - Successfully Complete OJT (#4)

***NOTE:** *On-the-Job Trainings (OJTs) for youth do not require a measurable skill gain since it is considered a youth career service and therefore is not subject to this performance measure. OJTs for Adult and Dislocated Workers are eligible for this gain (see WIOA Adult and Dislocated Worker Desk Aid for additional information).*

MEASURABLE SKILL GAINS SCENARIOS



Who is included in the Measurable Skill Gains measure?

CCMEP participants who are in education or training and working towards a credential or employment in the current program year are included in the Measurable Skill Gains measure. Participants who did not enter the CCMEP program in education or training OR are receiving career services only are not included in the MSG measure. In other words, not all CCMEP participants are included.

CCMEP Participants are included in the Measurable Skill Gains measure, if and only if, one or more of the following conditions are met during the current program year.

- In education
 - At Program Enrollment; “In school” education status at entry (see page 4)
 - During Program Participation; Receiving an education service (see page 4)
 - At Program Exit; (when closing a case); “In school” education status at exit (see page 5)
- In training
 - During Program Participation; Receiving a training service (see page 4)

Stage of Participation	Indicates in Education	Indicates in Training	How to indicate education/training has ended*
At Program Enrollment	“In school” Education status at entry	NA	Recorded credential or the ‘School Dropout?’ field on the Basic Intake – WIOA Data screen is equal to “Yes”
During Program Participation	Receiving education service	Receiving training service	An Actual End Date on all education and training services
At Program Exit (when closing a case)	“In school” Education status at exit	NA	Recorded credential

*If *all* options for education and training are ended and the participant continues to receive career services into the next Program Year, they will not be included in the Measurable Skill Gains measure the next Program Year.

How do we identify whether a participant is in education/training and is included in the Measurable Skill Gains measure?

There are several places in OWCMS where this information is recorded; participants may be included in the measurable skill gains (1) at enrollment, (2) during enrollment or (3) at program exit. There are several OWCMS data entries that are key to determining whether a participant is in education or training leading to a recognized diploma, degree, or a credential OR employment.

1. At Program Enrollment; if Education Status selected is:

- In school; High-School or less
- In school; Alternative school
- In school; Post-High School

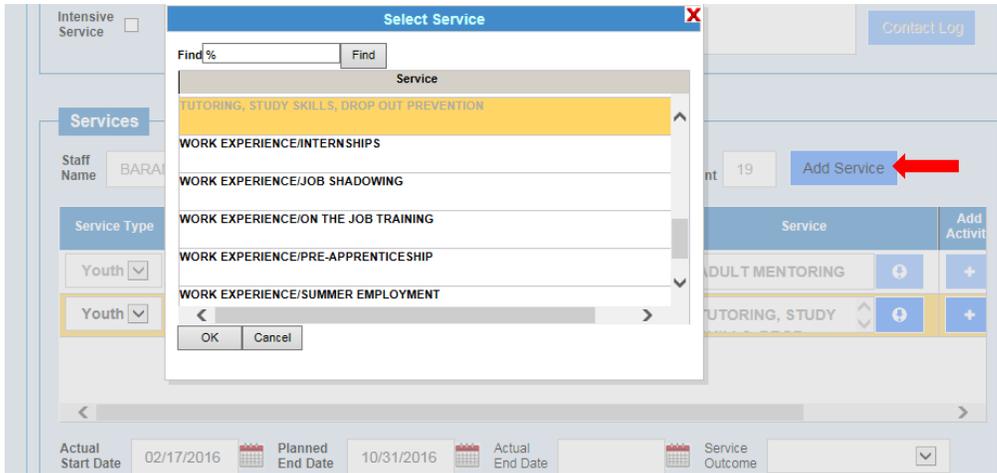
1. From the menu, click on **WIOA** then **Basic Intake**
2. Click on the **Additional** tab
3. Under **Educational Status**, choose status

2. During Program Participation; if participant receives specific service(s)**:

- Apprenticeship
- Alternative Secondary School Offerings
- Occupational Skills Training
- Occupational Skills Training/ITA

1. From the menu, click on **WIOA** then **Services & IOP**
2. Click **Individual Opportunity Plan**
3. Click **Services** tab
4. Click **Add Service** to select a training service
5. Select **Service Type**
6. Choose from one of the qualifying services

CCMEP Performance Desk Aid – Measurable Skill Gains section

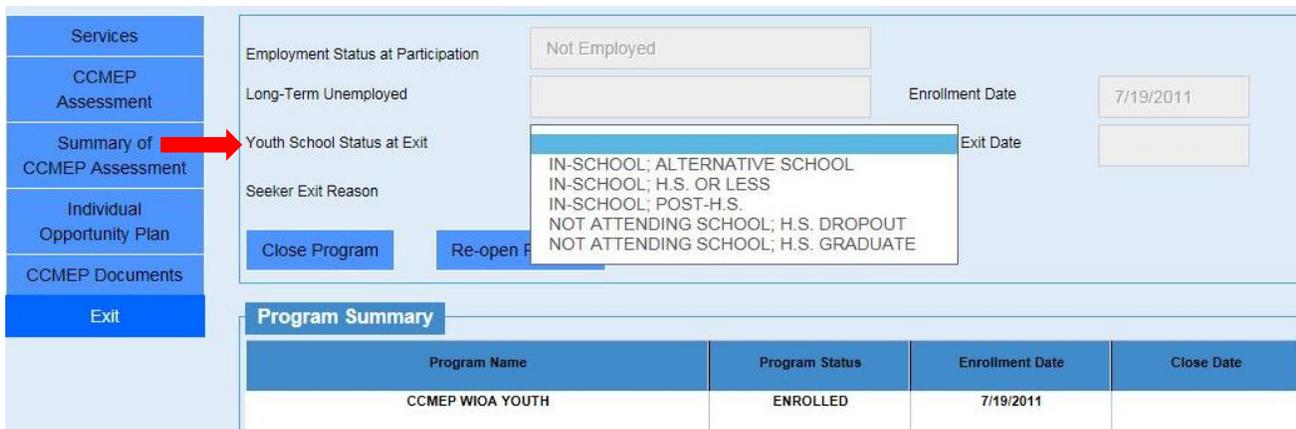


****Note:** Beginning in Program Year 2018, providing the “Tutoring, Study Skills, Drop Out Prevention” youth service will no longer solely indicate that the participant is education or training. Participants in receipt of this service will not be automatically included in the Credential Attainment Rate and the Measurable Skill Gain. “Tutoring, Study Skills, Drop Out Prevention”, as an individual service, does not indicate whether the participant is in secondary or post-secondary education, therefore it is impossible to give credit for certain types of skill gains, such as the Educational Functioning Level gain. If a participant is receiving “Tutoring, Study Skills, Drop Out Prevention”, that participant **must** have a school status of in-school or have an additional service of “Occupational Skills Training” or “Alternative Secondary School Offerings” to be included in the Credential Attainment Rate and the Measurable Skill Gain.

3. At Program Exit (when closing a case); if Education Status selected is:

- In school; High-School or less
- In school; Alternative school
- In school; Post-High School

1. From the menu, click on **WIOA** then **Services & IOP**
2. Click on **Exit**
3. Under **Youth School Status at Exit**, choose status



How do we document attainment of Measurable Skill Gains?

OWCMS captures a measurable skill gain(s) through one of two types: (1) automatic or system generated and (2) manual entry. As of April 2019, OWCMS automatically generates skill gains if specific data is entered in OWCMS (e.g., high school diploma). Other gains may still be entered manually on the Skill Gain tab. A gain can be documented in OWCMS at any time.

1. **Automatic/System-generated skill gains**: The following skill gains will be automatically populated on the “Skills Gain tab” immediately after the data is entered as described below:
 - *Educational Functioning Level Gain (see page 6)*
 - *Secondary School Diploma or Equivalent (see page 9)*
 - *Training Milestone: Satisfactory Progress Report from Employer/Training Provider (not applicable for youth – see note on page 1)*

2. **Manually-entered skill gains**: A user can select any of the following skill gains from the drop-down menu on the Skill Gain tab:
 - *Secondary Transcript/Report Card (see page 11)*
 - *Post-Secondary Transcript/Report Card (see page 11)*
 - *Training Milestone: Satisfactory Progress Report from Employer/Training Provider (see page 11)*
 - *Skills Progression: Exam-based Benchmark or Credential (see page 12)*

There are 5 types of Measurable Skill Gains available to MSG participants; and the following section provides step-by-step instructions on ‘how’ to document a participant’s measurable skill gain(s) during a program year.

1. Educational Functioning Level

- **Definition**: Achievement of at least one educational functioning level, if receiving instruction below postsecondary education level. (Note: This **does not apply** if the participant is not in secondary education.)

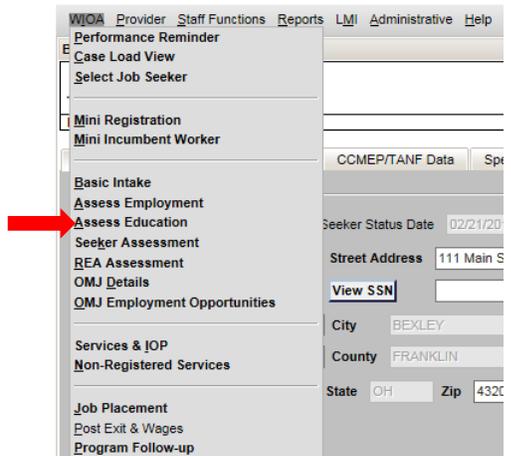
- Option 1: Comparing initial educational functioning level, as measured by a pre-test, with the participant’s educational functioning level, as measured by a post-test

- Option 2: Enrolling in postsecondary education and training during the program year if the participant exits below the postsecondary level

Gain for Educational Functioning Level (EFL) based on Pre-test and Post-test:

How to Enter Pre and Post-Test results in OWCMS (automatically generated skill gain):

1. In the menu, click on **WIOA** then **Assess Education**
2. Click on the **Basic Skills Assessment** tab
 - a. There are two sections that may be used for EFL data entry:
 - i. Test Record: Enter data for tests recognized by the National Reporting System (NRS)
 - ii. Educational Functioning Level Gain: Shows ‘matched’ or correlated tests from the “Test Record” section which resulted in an EFL gain after an improvement from pre-test to post-test and the participant is below post-secondary education
3. Click the **Add** button under the “Test Record” section



4. Enter each test and its results information for the NRS test(s) taken. After entering NRS test results and hitting the Save icon, the system will ‘match’ corresponding tests (if applicable) with the same Test Name and Functional Area to determine the most recent test results and automatically assign an EFL gain in the **Educational Functioning Level Gain** section if a gain is indicated by pre and post-test scores provided the participant is below post-secondary education. The automated skill gain for EFL will show up in OWCMS immediately.

a. TABE is a commonly used assessment for EFL

Education History Basic Skills Assessment Skills Gain

Filter By All

Test Record

+ Add

Test Name	Functional Area	Test Score	Educational Functioning Level	Grade Level	Test Date	Delete
TABE 10 A Survey	Language	451	Beginning Basic Education	2.9	11/14/2018	<input type="checkbox"/>
TABE 9 A Survey	Language	295	Beginning ABE Literacy	1.1	06/29/2018	<input type="checkbox"/>
TABE 10 A Survey	Reading	489	Low Intermediate Basic Educ	5	11/14/2018	<input type="checkbox"/>
TABE 9 A Survey	Reading	416	Beginning Basic Education	2.6	06/29/2018	<input type="checkbox"/>
TABE 10 A Survey	Total Math	510	High Intermediate Basic Educ	6.1	11/14/2018	<input type="checkbox"/>
TABE 9 A Survey	Total Math	498	Low Intermediate Basic Educ	5.7	06/29/2018	<input type="checkbox"/>

Educational Functioning Level Gain

What is an Educational Functioning Level Gain?

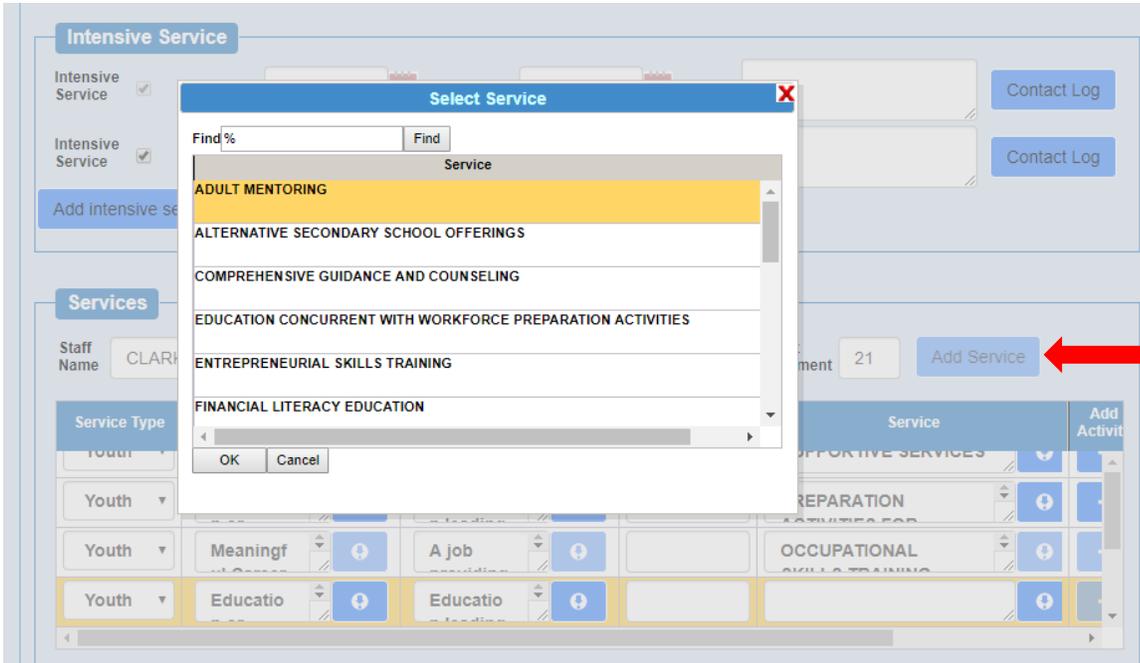
Pre-Test/Baseline					Post Test				
Functional Area	Test Name	Test Date	Test Score	Educational Functioning Level	Grade Level	Test Name	Test Date	Test Score	Educational Functioning Level
Language	TABE 9 A Survey	06/29/2018	295	Beginning ABE Literacy	1.1	TABE 10 A Survey	11/14/2018	451	Beginning Basic Education
Reading	TABE 9 A Survey	06/29/2018	416	Beginning Basic Education	2.6	TABE 10 A Survey	11/14/2018	489	Low Intermediate Basic Education
Total Math	TABE 9 A Survey	06/29/2018	498	Low Intermediate Basic Education	5.7	TABE 10 A Survey	11/14/2018	510	High Intermediate Basic Education

Gain for Educational Functioning Level based on exiting secondary education and subsequently enrolling in postsecondary education (2 ways to document):

- 1a. If a CCMEP participant has an educational status at entry of “not attending school; H.S. dropout” and has no high school diploma or equivalent; or
- 1b. If a CCMEP participant has an educational status at entry of “in-school; HS or less” or “in-school; alternative school” or received a service of Youth Alternative Secondary School Offerings which has an end date and has no high school diploma or equivalent. The participant also must have the ‘School Dropout?’ field on the Basic Intake on the WIOA Data screen equal to “Yes”.

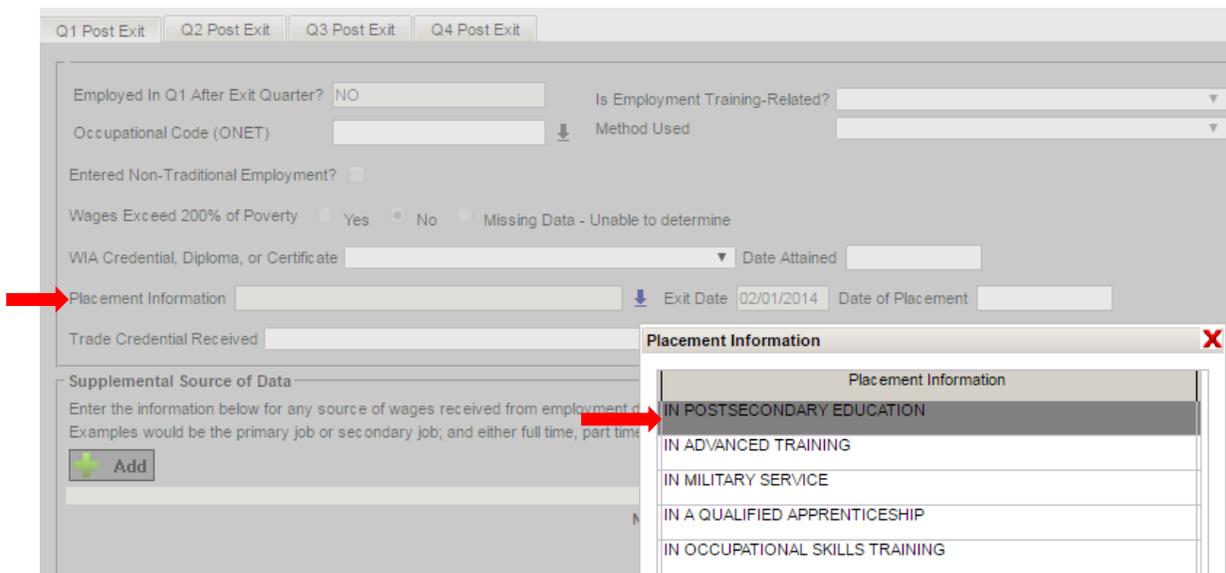
The second automated MSG method is during CCMEP enrollment. For example, if a participant is enrolled in Occupational Skills Training, Occupational Skills Training/ITA, or Apprenticeship on the Services screen and the following options are selected:

- a. From the menu, click on **WIOA** and then **Services & IOP**,
- b. Click on **Individual Opportunity Plan** then click on **Services tab**,
- b. Click **Add Service** to select a service,
- c. Under **Service Type**, choose Youth,
- d. Under **Service**, click the  and select **eligible service** from the pop-up **Select Service** menu.



OR:

2. If a CCMEP participant has an educational status at entry or at exit of “not attending school; H.S. dropout” and has no high school diploma or equivalent, but subsequently enrolls in postsecondary, apprenticeship, or occupational skills training during any quarter of the Post Exit period:
 - a. From the menu, click on **WIOA** then on **Post Exit & Wages**,
 - b. Click the ↓ next to **Placement Information**,
 - c. Choose **In Postsecondary Education**, **In a Qualified Apprenticeship**, or **In Occupational Skills Training**.



When an educational functioning level gain is entered in OWCMS in any of those ways, the **Skills Gain** tab will automatically identify the gain and say “Educational Functioning Level Gain” with the date of the credential.



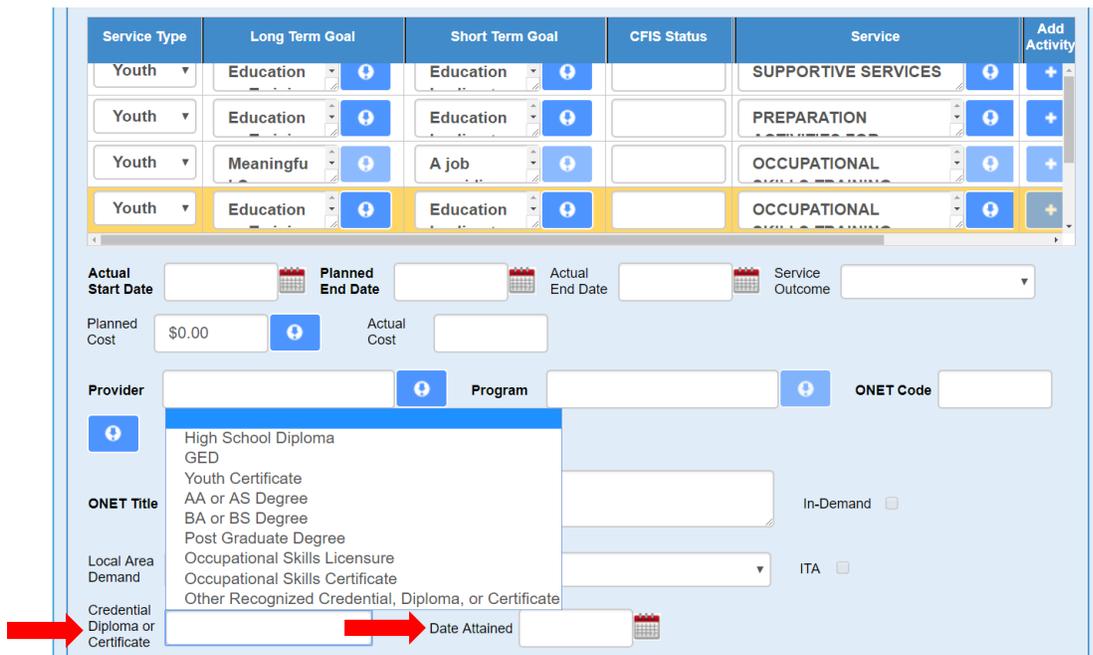
2. Secondary school diploma or equivalent

- **Definition:** Obtaining certification of attaining passing scores on a State-recognized high school equivalency test or earning a secondary school diploma or State-recognized equivalent from a credit-bearing secondary education program.

How to Enter data in OWCMS - 3 ways to document (automatically generated skill gain):

1. On the Services & IOP screen

- From the menu, click on **WIOA**, then **Services & IOP**
- Click on **Individual Opportunity Plan** and then click on **Services** tab,
- Under **Credential, Diploma, or Certificate**, select High School Diploma or GED.
*NOTE: This expanded section will only appear if ‘Occupational Skills Training’ is selected as a service.
- Enter date in **Date Attained**



2. On the Assess Education screen

- From the menu, click on **WIOA** then **Assess Education**

CCMEP Performance Desk Aid – Measurable Skill Gains section

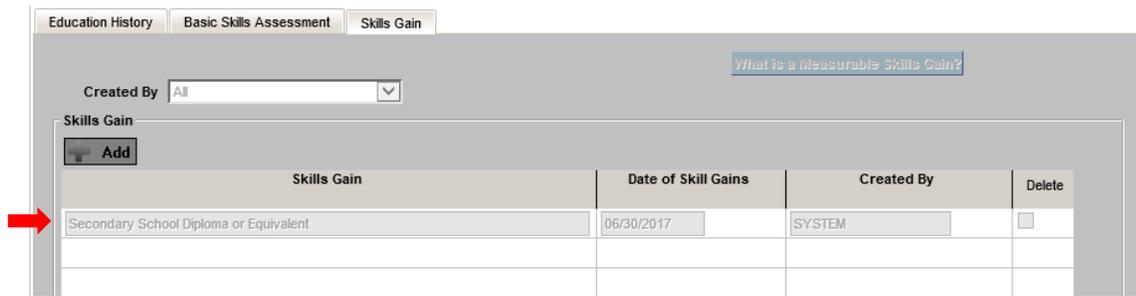
- b. Under **Education History**,
 - i. Choose **Type**: Degree
 - ii. Enter **Completion Date**
 - iii. Select **Degree** from the drop-down menu “GED/High School Equivalent”

The screenshot shows the 'Education History' tab in a software interface. The 'Schooling' section has 'Education Level' set to 'HIGH SCHOOL GRADUATE'. Below this are radio buttons for 'Youth' (In School, Out Of School) and 'Has Seeker Dropped Out of School?' (Yes, No). The 'Degree/Certificate/Other' section includes an 'Add' button, a table for 'Institution/Organization', and radio buttons for 'Type' (Degree, Certificate, Other). Below are fields for 'Completion Date', 'Country', 'City', and 'State'. A 'Degree' dropdown menu is highlighted with a red arrow and shows 'GED/HIGH SCHOOL EQUIVALENT' selected. Other red arrows point to the 'Describe' field in the 'Learning Disabilities' section and the 'Seeker's Primary Language' dropdown in the 'Language' section.

- 3. On the Post Exit & Wages screen
 - a. From the menu, click on **WIOA** then **Post Exit & Wages**
 - b. Under **Credential, Diploma, or Certificate**, select High School Diploma or GED
 - c. Enter date in **Date Attained**

The screenshot shows the 'Q1 Post Exit' tab in a software interface. It contains several input fields: 'Employed In Q1 After Exit Quarter?' (NO), 'Occupational Code (ONET)', 'Entered Non-Traditional Employment?' (checkbox), 'Wages Exceed 200% of Poverty?' (radio buttons: Yes, No, Missing Data - Unable to determine), and 'WIA Credential, Diploma, or Certificate' (dropdown menu). The dropdown menu is open, showing options: 'High School Diploma', 'GED', 'Youth Certificate', 'AA or AS Degree', 'BA or BS Degree', 'Post Graduate Degree', 'Occupational Skills License', 'Occupational Skills Certificate', and 'Other Recognized Credential, Diploma, or Certificate'. A red arrow points to the dropdown menu, and another red arrow points to the 'High School Diploma' option.

When a high school diploma or equivalent is entered in OWCMS in any of those three ways, the **Skills Gain** tab will automatically identify the gain and say “Secondary School Diploma or Equivalent” with the date of the credential.



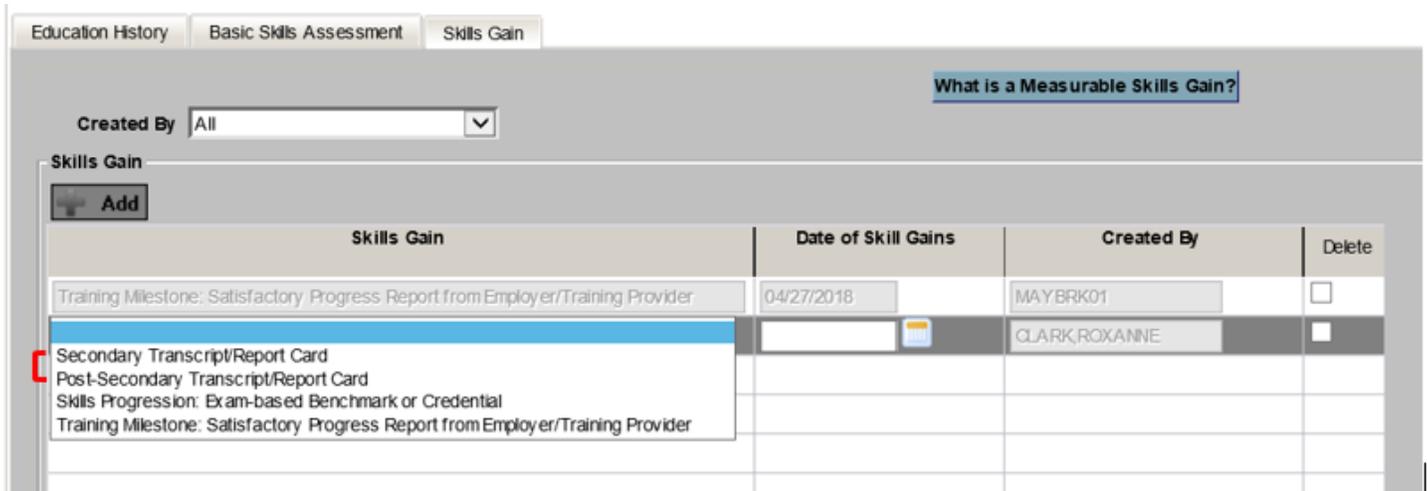
3. Secondary or postsecondary transcript for sufficient number of credit hours

➤ **Definitions:**

- **Secondary:** a transcript or report card issued for 1 semester – transcript requirements: 5 credit hours (or the sufficient number of hours required to graduate for those in their senior year of high school),
- **Postsecondary:** transcript or report card for at least 12 credit hours per semester for full-time students, or for part-time students, a total of at least 12 credit hours over 2 completed consecutive semesters
 - Clock hours equivalent (e.g., for nursing): 450 hours = 12 semester credits

How to enter in OWCMS (manual entry skill gain):

1. On the Assess Education screen
 - a. From the menu, click on **WIOA** then **Assess Education**
 - b. Click on the **Skills Gain** tab
 - c. Under **Skills Gain**, select either:
 1. **Secondary Transcript/Report Card**
 - OR
 2. **Post-Secondary Transcript/Report Card**
 - d. Enter date attained in **Date of Skill Gains**



4. Training Milestone: Satisfactory progress report toward an established milestone from an employer or training provider

- Completion of On-the-Job Training (OJT)* or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
- May include training reports on milestones completed as the individual masters the required job skills, or steps to complete an OJT*
- Increases in pay resulting from newly acquired skills or increased performance can also be used to document progress

***NOTE:** On-the-Job Trainings (OJTs) for youth do **not** require a measurable skill gain since it is considered a youth career service and therefore is not subject to this performance measure. OJTs for Adult and Dislocated Workers are eligible for this gain (see WIOA Adult and Dislocated Worker Desk Aid for additional information).

How to Enter into OWCMS (manual entry skill gain):

1. From the menu, click on **WIOA** then **Assess Education**
2. Click on the **Skills Gain** tab
3. Under **Skills Gain**, select **Training Milestone: Satisfactory Progress Report from Employer/Training Provider**
4. Enter date attained in **Date of Skill Gains**

The screenshot shows the OWCMS interface with the 'Skills Gain' tab active. At the top, there are tabs for 'Education History', 'Basic Skills Assessment', and 'Skills Gain'. A dropdown menu for 'Created By' is set to 'All'. Below this is an 'Add' button. The main area contains a table with the following columns: 'Skills Gain', 'Date of Skill Gains', 'Created By', and 'Delete'. The table has two rows of data:

Skills Gain	Date of Skill Gains	Created By	Delete
Training Milestone: Satisfactory Progress Report from Employer/Training Provider	04/27/2018	MAYBRK01	<input type="checkbox"/>
Secondary Transcript/Report Card Post-Secondary Transcript/Report Card Skills Progression: Exam-based Benchmark or Credential Training Milestone: Satisfactory Progress Report from Employer/Training Provider		CLARK,ROXANNE	<input type="checkbox"/>

A red arrow points to the 'Training Milestone: Satisfactory Progress Report from Employer/Training Provider' entry in the table.

5. Skills Progression: Passage of an exam required for an occupation or progress attaining technical/occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams

- May include:
 - Passage of a component exam in a Registered Apprenticeship program
 - Employer-required knowledge-based exam
 - Satisfactory attainment of an element on an industry or occupational competency-based assessment
 - Other completion tests necessary to attain a credential (e.g., exam-based credential, such as nurse aid certificate (STNA), commercial driver’s license (CDL), etc.)

How to Enter into OWCMS (manual entry skill gain):

1. From the menu, click on **WIOA** then **Assess Education**
2. Click on the **Skills Gain** tab
3. Under **Skills Gain**, select **Skills Progression: Exam-based Benchmark or Credential**
4. Enter date attained in **Date of Skill Gains**

Education History Basic Skills Assessment Skills Gain

Created By All

What is a Measurable Skills Gain?

Skills Gain

Add

Skills Gain	Date of Skill Gains	Created By	Delete
Training Milestone: Satisfactory Progress Report from Employer/Training Provider	04/27/2018	MAYBRK01	<input type="checkbox"/>
Secondary Transcript/Report Card		CLARK,ROXANNE	<input type="checkbox"/>
Post-Secondary Transcript/Report Card			
Skills Progression: Exam-based Benchmark or Credential			
Training Milestone: Satisfactory Progress Report from Employer/Training Provider			

Changing/Deleting a Skill Gain in OWCMS

Deleting a skill gain depends on how it was created:

- Manually-entered skill gains can be deleted from the **Skills Gain** tab by the user

NOTE: Click the "Delete" check box then click the Save Button to delete

- Automatically-generated (Created by "System") skill gains will be removed if the original data entry is removed (e.g., high school diploma is deleted from any screen storing the credential information). These skill gains cannot be deleted directly from the **Skills Gain** tab.

Education History Basic Skills Assessment Skills Gain

Created By All

What is a Measurable Skills Gain?

Skills Gain

Add

Skills Gain	Date of Skill Gains	Created By	Delete
Training Milestone: Satisfactory Progress Report from Employer/Training Provider	04/27/2018	MAYBRK01	<input type="checkbox"/>

Note that modifying a service will result in a prompt asking you to confirm changes because it may affect their inclusion in the Measurable Skill Gain.

Services Exit

Services

Staff Assigned CLARK, ROXANNE Program Affiliation WIOA ADULT

Add

Service Type	Service/Activity	CRS Status	Provider	Program	TAA Funde...
Career	CAREER COUNSELING		Bull Moose Tube		
Training	ON-THE-JOB TRAINING				

Save Confirmation

⚠ Adding, updating, or canceling a Service may result in changes to the measurable skills gain. Would you like to save your changes?

Yes No

ONET Code ONET Description