

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 recognized postsecondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

NOTE: For Adult/Dislocated Workers, the Measurable Skill Gains measure includes individuals in training that leads to a credential OR employment, but participants must have received training either partially or fully funded by WIOA, in the current program year, to be eligible in the performance measure(s).

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:

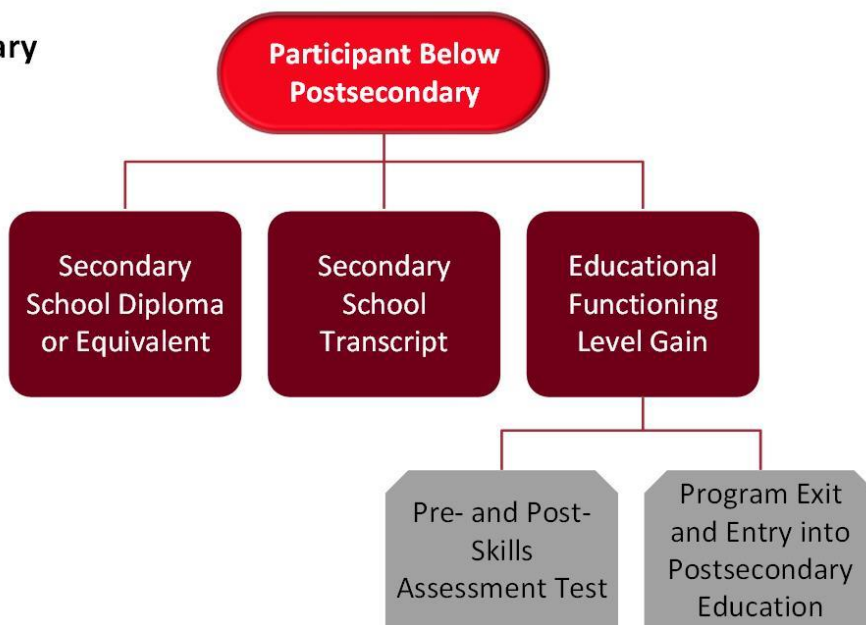
1. Educational Functioning Level (see page 5)
 - Achievement of at least one educational functioning level, if receiving instruction below postsecondary education level
2. Secondary School Diploma or Equivalent (see page 8)
3. Secondary or Postsecondary Transcript/Report Card (for sufficient number of credit hours) (see page 10)
4. Training Milestone (see page 11)
 - Satisfactory progress report toward an established milestone from an employer or training provider
5. Skills Progression (see page 13)
 - 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?

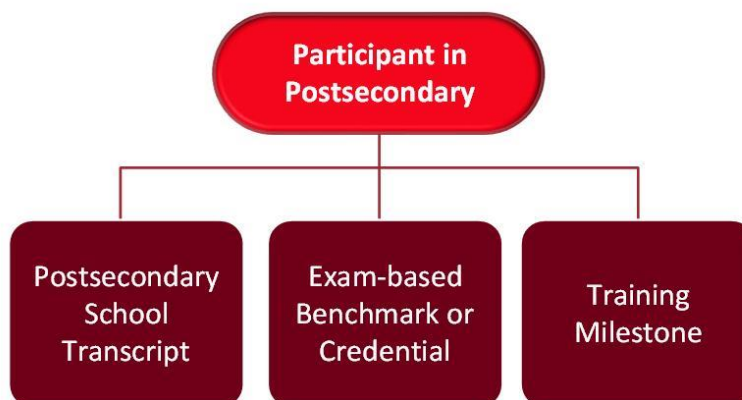
- If Participant is **Below Postsecondary**, they are eligible for any of the following measurable skill gains options:
 - Educational Functioning Level Gain (EFL) (#1)
 - Pre- and Post-Skills Assessment Test
 - Program Exit and Entry into Postsecondary Education
 - Secondary School Diploma or Equivalent (#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:
 - Training Milestone (#4)
 - Successfully Complete OJT (#4)

MEASURABLE SKILL GAINS SCENARIOS

Below Postsecondary
(E.g., in secondary school)



In Postsecondary



On-the-Job Training



Who is included in the Measurable Skill Gains measure?

Adult and Dislocated Worker participants who are in education or training and working towards a credential or employment in the current program year (which is funded at least partially by WIOA) are included in the Measurable Skill Gains measure. Participants who are in education or training which is NOT funded at least partially by WIOA OR are receiving career services only are not included in the MSG measure. In other words, not all Adult and/or Dislocated Worker' participants are included.

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

- In education
 - During Participation; Receiving an education or training service (see page 4)

Stage of Participation	Indicates in Education	Indicates in Training	How to indicate education/training has ended*
During Participation	Receiving education service	Receiving training service	An Actual End Date on all education and training services

*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.

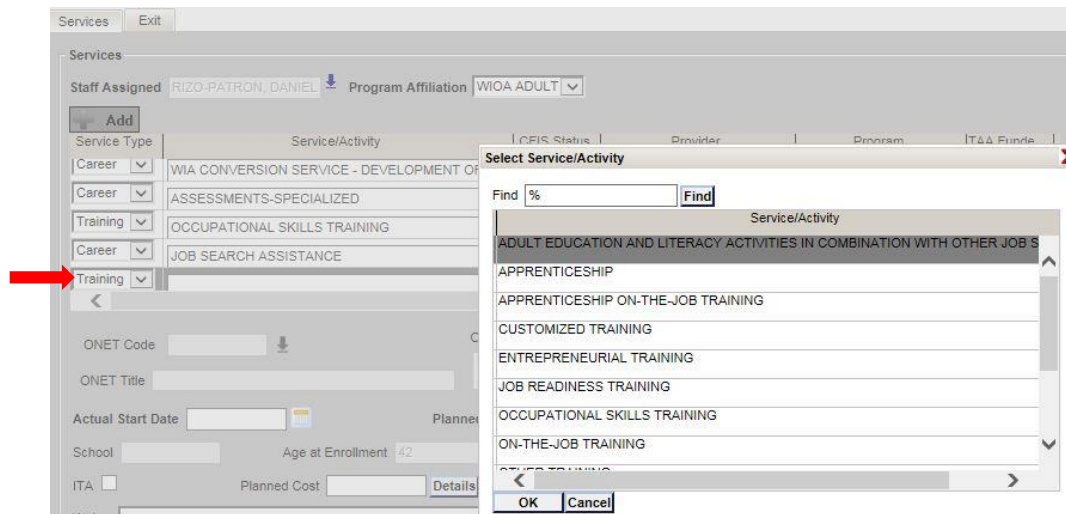
How do we identify whether a participant is in education/training and is included in the Measurable Skill Gains measure?

Adult and Dislocated Worker participants may be included in the measurable skill gains during enrollment. The Services & IOP screen is the location in OWCMS where it will be determined if the participant is in education or training leading to a recognized diploma, degree, or a credential OR employment.

1. During Program Participation if participant receives specific service(s):

- Apprenticeship
- Adult Education and Literacy Activities in Combination with Other Job Skills
- Customized Training
- Entrepreneurial Training
- Occupational Skills Training/ITA
- Occupational Skills Training
- On-The-Job Training (OJT)
- Other Training
- Private Sector Training
- Skills Upgrading and Retraining

1. From the menu, click on **WIOA** then **Services & IOP**
2. Click **Add** to select a training service
3. Choose from one of the qualifying services



How do we document attainment of a 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 5)*
 - *Secondary School Diploma or Equivalent (see page 8)*
 - *Training Milestone: Satisfactory Progress Report from Employer/Training Provider (see page 10)*
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 10)*
 - *Post-Secondary Transcript/Report Card (see page 10)*
 - *Training Milestone: Satisfactory Progress Report from Employer/Training Provider (see page 11)*
 - *Skills Progression: Exam-based Benchmark or Credential (see page 13)*

There are 5 types of Measurable Skill Gains available to 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.

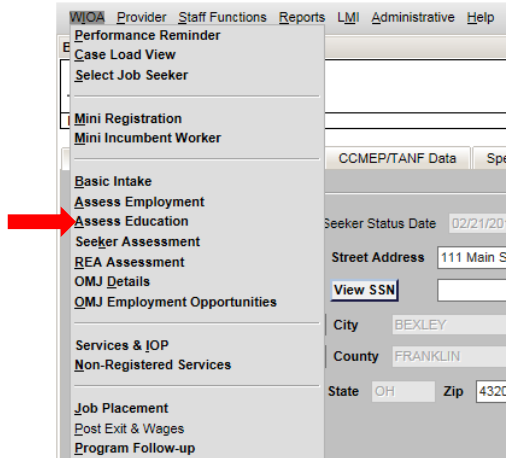
1. Educational Functioning Level

- **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



WIOA Adult and Dislocated Worker Performance Desk Aid – Measurable Skill Gains section

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	Grade 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	2.9
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	5
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	6.1

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

- 1a. If a 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 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 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 **Add** to select a training service,
- c. Under **Program Affiliation**, choose the program,
- d. Under **Service Type**, select **Training**
- e. Choose from **Occupational Skills Training** or **Apprenticeship**

WIOA Adult and Dislocated Worker Performance Desk Aid – Measurable Skill Gains section

OR:

2. If a 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.

The screenshot shows the 'Skills Gain' tab in the OWCMS interface. At the top, there are tabs for 'Education History', 'Basic Skills Assessment', and 'Skills Gain'. Below the tabs, there is a 'Created By' dropdown menu set to 'All'. A link 'What is a Measurable Skills Gain?' is visible. Below this is a table with the following columns: 'Skills Gain', 'Date of Skill Gains', 'Created By', and 'Delete'. The table contains one row with the following data: 'Educational Functioning Level Gain', '01/10/2019', 'SYSTEM', and a delete button.

2. Attainment of 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 methods (automatically generated skill gain):

1. On the Services screen

- a. From the menu, click on **WIOA**, then **Services & IOP**
- b. Under **WIA Credential, Diploma, or Certificate**, select High School Diploma or GED
- c. Enter date in **Date Attained**

The screenshot shows the 'Services' screen in the OWCMS interface. At the top, there is a 'Training' dropdown menu set to 'OTHER TRAINING'. Below this is a table with columns for 'ONET Code', 'ONET Description', and 'ONET Title'. The 'Actual Start Date' is set to '09/04/2017' and the 'Planned End Date' is empty. The 'School' field is empty, 'Age at Enrollment' is '32', 'Pay For Performance' is unchecked, and 'Lea' is empty. The 'ITA' checkbox is unchecked, 'Planned Cost' is empty, 'Actual Cost' is empty, and 'Details' is a link. The 'Waiver' dropdown menu is set to 'WIA Credential, Diploma, or Certificate', 'In-Demand' is unchecked, and 'Local' is empty. The 'Instruction' dropdown menu is set to 'High School Diploma'. The 'Service/Activity Outcome' dropdown menu is empty. A red arrow points to the 'WIA Credential, Diploma, or Certificate' dropdown menu. A 'Create New Provider' button is at the bottom right.

2. On the Assess Education screen

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

WIOA Adult and Dislocated Worker Performance Desk Aid – Measurable Skill Gains section

Education History | Basic Skills Assessment | Skills Gain

Schooling

Education Level: HIGH SCHOOL GRADUATE

Youth: ☐ In School ☒ Out Of School

Has Seeker Dropped Out of School?: ☐ Yes ☒ No

Learning Disabilities

Does Seeker Indicate Any Learning Disabilities?: ☒ NI ☐ Yes ☐ No

Describe: [Red Arrow]

Language

Seeker's Primary Language: ENGLISH [Red Arrow]

Is Seeker's English Speaking Ability Limited?: ☐ Yes ☒ No

Degree/Certificate/Other

Add

Institution/Organization	Delete

Type: ☒ Degree ☐ Certificate ☐ Other

Completion Date: [Red Arrow]

Country: [Red Arrow] City: [Red Arrow] State: [Red Arrow]

Degree: GED/HIGH SCHOOL EQUIVALENT [Red Arrow]

Major: [Red Arrow] Minor: [Red Arrow]

3. On the Post Exit & Wages screen

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

Q1 Post Exit | Q2 Post Exit | Q3 Post Exit | Q4 Post Exit

Employed In Q1 After Exit Quarter?: NO

Occupational Code (ONET): [Red Arrow]

Entered Non-Traditional Employment?: ☐

Wages Exceed 200% of Poverty?: ☐ Yes ☒ No ☐ Missing Data - Unable to determine

Is Employment Training-Related?: ☐

Method Used: ☐

WIA Credential, Diploma, or Certificate: [Red Arrow]

Date Attained: [Red Arrow]

Placement Information: [Red Arrow]

Trade Credential Received: [Red Arrow]

Supplemental Source of Data: [Red Arrow]

Enter the information below for any source of data. Examples would be the primary job or source of data.

Add

High School Diploma
GED
Youth Certificate
AA or AS Degree
BA or BS Degree
Post Graduate Degree
Occupational Skills Licensure
Occupational Skills Certificate
Other Recognized Credential, Diploma, or Certificate

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

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
Secondary School Diploma or Equivalent	06/30/2017	SYSTEM	<input type="checkbox"/>

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**

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			

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

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

1. For a Training Milestone (manual entry skill gain)

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

Education History Basic Skills Assessment Skills Gain

What is a Measurable Skills Gain?

Created By All

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			

2. For a completed On-the-Job Training (OJT) (automatic skill gain)

- a. From the menu, click on **WIOA** then **Services & IOP**
- b. Click **Add** to select On-the-Job Training
- c. Under **Actual End Date**, make sure there is an actual end date
- d. Under **Service/Activity Outcome**, select **Completed Successfully**

WIOA Adult and Dislocated Worker Performance Desk Aid – Measurable Skill Gains section

Training	ON-THE-JOB TRAINING	Next Generation Films, Inc.
<div> <div> <div>ONET Code</div> <div>51-9111.00</div> </div> <div> <div>ONET Title</div> <div>Packaging and Filling Machine Operators and Tenders</div> </div> </div> <div> <div>ONET Description</div> <div>Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes</div> </div>		
Actual Start Date	03/13/2017	Planned End Date 07/31/2017
School	Age at Enrollment 27	Actual End Date 09/19/2017
ITA	Planned Cost \$3,500.00	Pay For Performance
Waiver	Details	Leading to Credential NO
In-Demand	Local Area Demand	Non-Registered Services
WIA Credential, Diploma, or Certificate	Date Attained	
Service/Activity Outcome	COMPLETED SUCCESSFULLY	Create New Provider

When an OJT is entered in OWCMS as “completed successfully”, the **Skills Gain** tab will automatically identify the gain and say “Training Milestone” with the end date of the OJT.

Education History	Basic Skills Assessment	Skills Gain								
<div> <div>Created By All</div> <div>What is a Measurable Skills Gain?</div> </div>										
<div> <div>Skills Gain</div> <div> <div>+ Add</div> <table border="1"> <thead> <tr> <th>Skills Gain</th> <th>Date of Skill Gains</th> <th>Created By</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Training Milestone: Satisfactory Progress Report from Employer/Training Provider</td> <td>02/21/2019</td> <td>SYSTEM</td> <td></td> </tr> </tbody> </table> </div> </div>			Skills Gain	Date of Skill Gains	Created By	Delete	Training Milestone: Satisfactory Progress Report from Employer/Training Provider	02/21/2019	SYSTEM	
Skills Gain	Date of Skill Gains	Created By	Delete							
Training Milestone: Satisfactory Progress Report from Employer/Training Provider	02/21/2019	SYSTEM								

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

[What is a Measurable Skills Gain?](#)

Created By: All

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

What is a Measurable Skills Gain?

Created By All

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