

## Summary of OWCMS updates affecting the Educational Function Level and Measurable Skill Gains

### Tests for Basic Skills Assessments, Educational Functioning Level Gains, and Other Tests

- “Basic Skills Assessment” tab (previously named “Literacy/Numeracy”) has been updated and will show three different sections:
  - “Test Record” section: Tests recognized by the National Reporting System will be recorded here and include the functional area, score, educational functioning level, grade level, and test date
  - “Educational Functioning Level Gain” section: Correlated tests from the “Test Record” section which resulted in an Educational Functioning Level gain after an improvement from a pre-test to post-test will be displayed here (if the participant is below post-secondary education level)
  - “Additional Assessments/Tests” section: Other tests (e.g., PSAT) will be recorded here for case management purposes

### Measurable Skill Gains

- The “Skills Gain” tab has undergone a few updates:
  - Multiple gains: A user can now enter more than one skill gain
  - Names of gains: The names of the skill gains have been updated to be more descriptive. The following gains may be displayed on the “Skills Gain” tab (see “What is a Measurable Skill Gain” attachment for definitions):
    - *Educational Functioning Level Gain*
    - *Secondary Transcript/Report Card*
    - *Post-Secondary Transcript/Report Card*
    - *Secondary School Diploma or Equivalent*
    - *Training Milestone: Satisfactory Progress Report from Employer/Training Provider*
    - *Skills Progression: Exam-based Benchmark or Credential*
  - Process of recording skill gains: OWCMS will either automatically generate certain skill gains after data is entered in OWCMS (e.g., high school diploma) or gains will be manually entered. Manually-entered skill gains can be deleted from the “Skills Gain” tab and automatically-generated skill gains will be removed after the original data entry is removed (e.g., high school diploma is deleted from any screen storing the credential information).
  - 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:
    - *Educational Functioning Level Gain*
      - A gain is displayed in the “Educational Functioning Level Gain” of the “Basic Skills Assessment” tab and the participant is below post-secondary education level
    - *Training Milestone: Satisfactory Progress Report from Employer/Training Provider*
      - Adult or Dislocated Service of “On the Job Training” with an Actual End Date and a Service/Activity Outcome of “Completed Successfully”
    - *Secondary School Diploma or Equivalent*
      - High School Diploma or GED recorded in one of three ways:
        - Services & IOP screen
        - Assess Education > Education History screen (choose Degree type and choose from dropdown menu)
        - Post Exit & Wages screen
  - Manually-entered skill gains: A user can choose a skill gain from the drop-down menu with the following options:
    - *Secondary Transcript/Report Card*
    - *Post-Secondary Transcript/Report Card*
    - *Training Milestone: Satisfactory Progress Report from Employer/Training Provider*
    - *Skills Progression: Exam-based Benchmark or Credential*