

Workforce One

WIOA Measurable Skills Gain (MSG) User Guide
MN & WIOA Youth
October 2019



The **MN** and **WIOA Youth** staff are responsible for entering **Measurable Skills Gains** in WF1 no later than 15-days after obtaining a copy of the required documentation, or within 365-days after the start of the fiscal year (whichever is earlier)

MN and **WIOA Youth** participants must have a minimum of one **Measurable Skills** entered in their WF1 record every fiscal year

The following **Activities** require an **MSG** be entered in WF1:

- Alternative Secondary School Services
- Basic Skills Training
- Classroom Training
- Credential Attained w/o Training
- Entrepreneurial Training
- Non-Credentialed Training
- Occupational Skills Training
- OJT – Public or Private
- Secondary School Classes

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ADD NEW MEASURABLE SKILL

To add a **Measurable Skill**,

Click the **Measurable Skills Gain** link found on the left navigation panel.

The image shows a screenshot of a web application interface. On the left is a navigation menu with sections: **General** (At-A-Glance, Contact, Tickler, Demographics, Work Preferences, MN Works Resume), **Case Note** (Add Case Note, Case Note Quick, Case Note Search), and **Cases** (Program/New App, Eligibility/Enrollment, Activity, TAA, Plan, Credential). The **Measurable Skills Gain** link is circled in the Cases section.

The main content area shows the **Measurable Skills Gain Summary** for **Wizard O Oz** (Birth Date 03/01/1974, Record ID 100000968). It displays "No measurable skills found." and an **Add New Measurable Skill** button.

Callout 1: A box points to the **Add New Measurable Skill** button with the text: "Click **Add New Measurable Skill**. The panel shown below will appear."

Callout 2: A box points to the **Measurable Skill Type** dropdown menu, which is currently set to "None Selected". The box contains: "Measurable Skill Type – Select the appropriate item. Options are: Educational Functioning Level, Secondary Diploma or Equivalent, Secondary or Post-Secondary Transcript, Skills Progression, Training Milestone."

Callout 3: A box points to the **Attainment Date** field with the text: "Attainment Date – Enter the date the official document was issued"

Callout 4: A box points to the **Add Document** button with the text: "Add Document - Click to add documentation of the MSG received. Refer to the **WF1 User Guide-EDS**."

Callout 5: A box points to the **Save Skill** button with the text: "Click – **Save Skill**"

EDIT MEASURABLE SKILLS

Measurable Skills entered for a participant will appear on the **Measurable Skills Gain Summary** panel.

Click the **Edit** action to make a change or addition to the existing **Measurable Skill Type**.

The screenshot shows a sidebar on the left with a menu where 'Measurable Skills Gain' is circled. The main content area is titled 'Measurable Skills Gain Summary' for participant 'Wizard O Oz' (Record ID 100000968, Birth Date 03/01/1974). It contains a table with one skill entry:

Measurable Skill Type	Program Sequence	Attainment Date	Program Year	Document Name: User Defined Document Name	Format	Action
Secondary or Post-Secondary Transcript	Adult Seq 2	09/30/2019	2019	Grades, Transcript	Word Document Icon	Edit Delete

Below the table is an 'Add New Measurable Skill' button. An arrow points from the 'Edit' link in the table to a callout box that says: 'Click **Edit** to change or add to the existing **Measurable Skill Type**. The panel shown below will appear.'

The callout box points to a second screenshot of the 'Edit Measurable Skills Gain' form. This form contains the following fields:

- *Program Sequence: Adult Seq 2
- *Measurable Skill Type: Secondary or Post-Secondary Transcript (dropdown menu)
- *Attainment Date: 09/30/2019 (calendar icon)

Below these fields is a table for document information:

Document Name: User Defined Document Name	Uploaded Date	Format
Grades, Transcript	10/16/2019 04:39:14 PM	Word Document Icon

At the bottom of the form are 'Save Skill' and 'Cancel' buttons. A second callout box says: 'You may change the Measurable Skill Type or the Attainment Date, or Add a Document, if not yet added. Remember to save the changes by clicking **Save Skill**'.

MEASURABLE SKILLS GAIN OPTIONS AND CROSSWALK

There are five (5) MSG options:

1. Educational Functioning Level: New documented assessments showing an increase in abilities;
2. Secondary Diploma or Equivalent: Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or Post-Secondary Transcript: showing sufficient number of credit hours in accordance with academic standards;
4. Skills Progression: Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills;
5. Training Milestone: OJT or Apprenticeship progress report from the employer or training provider

The crosswalk shown below demonstrates what type of measurable skills gains that can be documented for the various education and training programs being tracked.

Education/Training Type Leading to Credential or Employment	Type of Measurable Skills Gains (from Drop-Down List Options)
Secondary - High School Student	Educational Functioning Level (EFL) Secondary Transcript
Secondary - Adult Education	Educational Functioning Level (EFL) Secondary Transcript
Post-Secondary – Associate's, Bachelor's, Master's or Graduate Program Post-Secondary – Vocational/Technical Program Other Education or Training	Postsecondary Transcript Skills Progression
Apprenticeship	Training Milestone Skills Progression
Business Enterprise Program (BEP)	Training Milestone
On-the-Job Training (OJT)	Training Milestone Skills Progression
Remedial Training	Educational Functioning Level (EFL)

MEASURABLE SKILLS TYPE DATING INFORMATION

Educational Functioning Level Date

Record the most recent date the person achieved at least one Educational Functioning Level (EFL).

EFL gain may be **documented** in one of three ways:

- 1) by comparing a person's initial EFL as measured by a pre-test with the person's EFL as measured by a participant's post-test; or
- 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or
- 3) States may report an EFL gain for persons who exit the program and enroll in postsecondary education or training during the program year. Leave blank if this data element does not apply to the person.

Documentation Examples:

- a) Results from a TABE or BEST pre- and post-test showing skills gains or academic improvement; **or**
- b) Proof of enrollment in remedial training **and** acceptance into a post-secondary educational training program.

Secondary Diploma or Equivalent Date

Record the most recent date of the person's transcript or report card for secondary education for one semester showing that the person is meeting the State unit's academic standards. Leave blank if this data element does not apply to the person.

NOTE: This Measurable Skill Type will be automatically added when a credential is achieved and recorded in WF1.

Documentation Examples:

Transcript or report card showing the credit levels were achieved and that the student was in good academic standing **for each semester**. The report card must not indicate the student dropped out of school, was removed from the institution, or any other conditions that indicate removal on academic/conduct grounds.

NOTE: If a student takes more than 12 credits, only 12 of the credits need to be successfully completed.

Secondary or Post-Secondary Transcript Date

Record the most recent date of the person's transcript or report card for post-secondary education, whether that is considered full-time at minimum of 12 hours per semester or for part-time with at least 12 credit hours over the course of two completed consecutive semesters during the program year, that shows a person is meeting the State unit's academic standards. Leave blank if this data element does not apply to the person.

Documentation Examples:

Transcript or report card showing the credit levels were achieved and that the student was in good academic standing **for each semester**. The report card must not indicate the student dropped out of school, was removed from the institution, or any other conditions that indicate removal on academic/conduct grounds.

NOTE: If a student takes more than 12 credits, only 12 of the credits need to be successfully completed.

MEASURABLE SKILLS TYPE DATING INFORMATION continued:

Skills Progression Date

Record the most recent date the person successfully completed an exam that is required for a specific occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams. Examples include passing the CRC or NCE exams, obtaining a CDL, or passing a welding certification exam. Leave blank if this data element does not apply to the person.

Documentation Examples:

Copy of exam results indicating a passing score or trade related exam results indicating passing score.

Training Milestone Date

Record the most recent date that the person had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training, completion of one year of a registered apprenticeship program, etc.). Leave blank if this data element does not apply to the person.

Documentation Examples:

Employer provides documentation of the successful completion of an OJT or of one year of an apprenticeship program.