

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 09-17, Revision B

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To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

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Subject: Measurable Skills Gain

Applicable Program: All

Revision History: Initial Release – 8/30/17

This Revision B updates terminology.

This OD references OD 04-16, Adult Service Codes and OD 03-16, Youth Service Codes.

The Workforce Innovation and Opportunity Act (WIOA) and the associated rules mandate define a skills gain outcome known as Measureable Skills Gain (MSG). MSG measures the percentage of participants who, during a program year (PY), are in education or training programs that lead to a recognized post-secondary credential or employment, and who are achieving measurable skill gains, which are defined as documented academic, technical, occupational, or other forms of progress, toward the credential or employment.

Documenting In-Education or Training

MSG is an outcome for adults and youth who are found to be in education or training during the PY being measured. Documentation of a participant's ongoing school status is critical to determining whether or not the participant is included in the MSG cohort for the current PY.

If a participant is enrolled in education or training when enrolled into WIOA an activity code must be opened reflecting the type of education in which they are participating. The begin date will be the same date as the enrollment date. Refer to the applicable Service Code OD for the correct code.

The end date, with an appropriate completion code, must be input when the participant ceases attending the education or training.

If a participant is enrolled in education or training but not presently attending, do not open the activity code until they are actually attending school. Conversely, if a participant stops attending school for the school year, input an end date documenting that they are no longer attending.

For Youth, a school status at activity completion has been added to the I-Train enrollment form. This field is required and the school status on the day the activity is closed must be recorded. This must be done for all activities, even if multiple activities end on the same day.

Achievements for Skills Gains

Achievements for skills gains are specific to the type of education or training in which they are participating. The achievements by type of education or training are;

Secondary School Students:

- Documented achievement of at least one educational functioning level (EFL) of a participant who is receiving instruction below the post-secondary education level.
 - This achievement is documented in the Literacy/Numeracy Screen with a pre and post-test showing at least one educational functional level gain within the program year.
- The secondary school student graduates before the end of the program year and is enrolled in post-secondary education.
 - This must be documented by enrollment in the appropriate activity within the program year.
- Documentation of attainment of a secondary school diploma or its recognized equivalent. The date attained must be within the program year.
 - This is documented in the MSG screen by checking HSD or Equivalent and inputting the date received.
- Report card/transcript.
 - This is documented in the MSG screen with Skill Type = "Post-Secondary Transcript/Report Card" and Achievement = "Report card/transcript for one semester and meets academic standards."

Post-Secondary School Students:

- Completed minimum of 12 credit hours.
 - This is documented in the MSG screen with Skill Type = "Post-Secondary Transcript/Report Card" and Achievement Type = "Completed minimum of 12 credit hours in semester and meets academic standards."
- Part-time student and completed at least 12 credit hours.
 - This is documented in the MSG screen with Skill Type = "Post-Secondary Transcript/Report Card" and Achievement Type = "Part-time student and completed minimum of 12 credit hours over the course of two completed consecutive semesters and meets academic standards."

Apprenticeship Training:

- This is documented with a progress report when they complete on year in the program.
- Documented on the MSG screen with Skill Type = "Training Milestone" and Achievement = "Completed one year of Registered Apprenticeship program and achieved satisfactory or better progress report."

On the Job Training (OJT)

- Completion of the OJT is not sufficient without documentation of a satisfactory progress report.
- The mid-term or final employer evaluation may be used to document this skills gain.
- Documented on the MSG screen with Skill Type = "Training Milestone" and Achievement = "Other Training Milestone."

Skills Training

- Documented on the MSG screen with Skill Type = “Skills Progression” and Achievement = “Satisfactory progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.”

Process

Service providers must be aware of the educational and training status of all participants during the program year. Documenting skills gains must be done as soon as a skills gain is achieved during the program year in which the participant is active in education or training, regardless of how close to the end of the program year the education or training begins. As with all data entry requirements, the skills gain must be documented within three (3) working days of when the achievement is attained.

Once the achievement is documented for the current program year, no other achievement need be documented for that participant, even if the participant stops and starts another education or training activity during the program year.

Should a participant’s enrollment in education or training carry over into a new program year, a skills gain must be documented for that program year also, regardless of how short a period of time the education or training is open in the new program year.

The MSG form is on I-Train under Client Services → WIOA/CalJOBS Data → Measurable Skills Gain.

Source Document Retention

Source documents for all achievements must be placed in the participant file at the time of achievement.

If any questions, please contact the FRWDB Program Manager.