

# Fresno Regional Workforce Development Board

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## **OPERATIONAL DIRECTIVE**

FRWDB OD # 09-17, Revision F

Date Released: September 23, 2022

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 23, 2022

Subject: Measurable Skills Gain

Applicable Program: All

Revision History: Initial Release – 8/30/17; Rev B - 4/26/18; Rev C – 8/22/19; Rev D – 6/17/20;  
Rev E – 6/30/21

This Revision F updates the guidance for acceptable Measurable Skills Gain supporting documentation.

This Operational Directive (OD) references OD 04-16, Adult Service Codes, OD 03-16, Youth Service Codes, and OD 25-18, Skills Training Process.

The Workforce Innovation and Opportunity Act (WIOA) and the associated rules define skills gain outcome known as Measurable 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 MSGs, which are defined as documented academic, technical, occupational, or other forms of progress, toward the credential or employment.

**Only one (1) MSG per PY is required for each participant in education or training during that PY.**

### **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.

#### **At Time of Enrollment into WIOA**

If a participant is enrolled in education or training at the time they are 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.

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

- Adults: The appropriate activity for which an adult participant is to be documented as in education or training at enrollment is "Enrolled in Post-secondary Education" (code 225);

- Youth: The appropriate activities for which a youth participant is to be documented as in education or training at enrollment is “Secondary, Alternative, or Post-secondary Education” (codes 429, 415, 421).

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.

### **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 (1) Educational Functioning Level of a participant who is receiving instruction below the post-secondary education level.
  - This achievement is recorded in the Educational Functioning Level for MSG Screen with a pre and post-test showing at least one (1) educational functional level gain within the PY.
  - Place print out of pre and post test results in the case file.
- The secondary school student graduates before the end of the PY and is enrolled in post-secondary education in the same PY.
  - This must be recorded by enrollment in the appropriate activity within the PY.
    - Must be documented in the case file with a copy of the post-secondary education enrollment.
    - Must be supported by case notes.
- Documentation of attainment of a secondary school diploma or its recognized equivalent. The date attained must be within the PY.
  - This is recorded in the Credential screen.
    - Must be documented in the case file by a copy of the high school diploma or equivalent or transcript.
- Report card/transcript.
  - This is recorded in the MSG screen with Skill Type = “Post-Secondary Transcript/Report Card” and Achievement = “Report card/transcript for one semester and meets academic standards.”
    - Must be documented in the case file with a copy of the Report Card/Transcript.
    - Meets Academic Standards = 70% or “C” or better.

#### **Post-Secondary School Students (Adult or Older Youth):**

- Completed minimum of 12 credit hours.
  - This is recorded 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.”
    - Must be documented in the case file with a copy of the Report Card/Transcript.
- Part-time student and completed at least 12 credit hours.
  - This is recorded 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.”
    - Must be documented in the case file with a copy of the Report Card/Transcript.

### **On the Job Training (OJT)**

- Recorded in the MSG screen with Skill Type = “Training Milestone” and Achievement = “Other Training Milestone.”
- The most recent employer monthly performance review with a rating of 3 or above must be used to document this skills gain in the case file.

### **Skills Training**

- Recorded in 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.”
  - A copy of the exam or benchmark that verifies a successful passage (grade C/70% or better or PASS/FAIL in cases where a grade or percentage is not given by the school) must be uploaded to the case file.
    - For an exam, print out from online student grading system (such as Blackboard), clearly showing participant’s name, class name, test name and grade, is sufficient, or
    - The most recent FRWDB progress report, Form# STA-221, completed by the education or training program, clearly showing participant’s name, class name, test name and grade or pass/fail (as noted above).

### **Process**

Service Providers must be aware of the educational and training status of all participants during the PY. Documenting skills gains must be done as soon as possible after a skills gain is achieved during the PY 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 recorded within three (3) working days of when the achievement record is received by provider staff.

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

Should a participant’s enrollment in education or training carry over into a new PY, 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 PY.

### **Digital Case File Naming Convention/Upload Process**

All documents/forms must be uploaded to CalJOBS<sup>sm</sup> in the Document (staff) section and labeled accordingly under the “Document Tags” field (Keywords that will be indexed with the attachment) in CalJOBS<sup>sm</sup>.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS<sup>sm</sup>. Provider staff must use the digital case file naming convention for documents as follows:

- Utilizing the CalJOBS<sup>sm</sup> Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text**:

### **Measurable Skills Gain (MSG)/ (Insert Document Tag Name Below):**

- Achievements for Skills Gains
- Post-Secondary School Students
- On the Job Training (OJT)
- Skills Training Progression
- Secondary School

If you have any questions, please contact the FRWDB Program Coordinator.