

**NORTEC  
POLICY STATEMENT  
REPORTING OF MEASUREABLE SKILL GAINS**

**Effective Date: July 1, 2017**

**PURPOSE**

The purpose of this policy is to provide guidelines to the Service Providers (NoRTEC Subcontractors) in the reporting of *Measureable Skills Gain* outcomes for the Adult, Dislocated Worker, and Youth programs under WIOA.

**GENERAL INFORMATION**

The *Measureable Skill Gains* 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 measureable skills gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. [DOL TEGL 10-16]

This is a “real time” measure and is calculated during the course of a program year (July 1 – June 30).

Service Providers shall not delay enrollment or services to participants until a new program year, even if the Service Provider believes there is insufficient time for the participant to make any type of measureable skill gain by the end of that program year.

**EDUCATION AND TRAINING ACTIVITIES**

Participation in any of the following CalJOBS activity codes will result in triggering inclusion in the denominator for the calculation of *Measureable Skill Gains*:

A. Adult/Dislocated Worker Programs

- 218 - Internships
- 219 – Work Experience
- 224 – Pre-Apprenticeship Training
- 300 – Occupational Skills Training (approved ETPL provider)
- 301 – On-the-Job Training
- 302 – Entrepreneurial Training
- 304 – Customized Training
- 305 – Skill Upgrading and Retraining
- 306 – WIOA Prerequisite Training
- 320 – Private Sector Training
- 321 – Transitional Job
- 322 – Job Readiness Training
- 323 – Workplace Training and Cooperative Education
- 324 – Adult Education with Training Services

- 325 – Apprenticeship Training
- 328 – Occupational Skills Training (non-ETPL provider, non-allocated funding)
- 330 – Local Board Determination Training (not currently in use in NoRTEC)
- 346 – Out-of-State Training Provider (provider on another State’s ETPL)

B. Youth Program

- 400 – Youth Summer Employment
- 408 – Youth Internship (unpaid\*)
- 409 – Youth Job Shadowing
- 415 – Enrolled in Alternative Secondary Education
- 416 – Occupation Skills Training (approved ETPL provider)
- 418 – Adult Education (GED)
- 421 – Enrolled in Post-Secondary Education
- 425 – Work Experience (paid)
- 426 – Work Experience (unpaid\*)
- 427 – Internship (paid)
- 428 – On-the-Job Training
- 429 – Enrolled in Secondary School
- 430 – Occupational Skills Training (Statewide Youth Provider List)
- 431 – Enrolled in Pre-Apprenticeship Training
- 432 – Enrolled in Apprenticeship Training

\*Note: NoRTEC discourages the use of unpaid Internships and Work Experiences.

**MEASUREABLE SKILL GAINS OUTCOMES AND DOCUMENTATION**

The MSG indicator is used to measure interim progress of participants who are enrolled in education or training services, and is calculated in “real time” during the course of a program year (July 1 through June 30).

A. Inclusion in the Denominator of the MSG Performance Standard

Participants will be included in the denominator of the MSG Performance Standard if they are enrolled in any of the CalJOBS activity codes listed in the previous section of this policy, as described in numbers 1-3 below. Those participants that are not enrolled in one of the aforementioned activities will not be included in the denominator, nor will participants who exit the program under a “global exclusion exit” as outlined in number 4 below.

Note: (1) All In-School Youth are included in the denominator, regardless of the activity(ies) she/he participates in since they are attending either secondary or post-secondary school at the time of enrollment. (2) Out-of-School Youth who are concurrently participating in WIOA and YouthBuild or Job Corps programs will be included in the MSG denominator, regardless of the activities she/he is enrolled in under WIOA.

1. Activities that Open and Close in the Same Program Year – If the activity opens and closes during a given program year, the participant will only be included in the denominator for that given program year, regardless of whether she/he is still active in a subsequent program year (unless a new education or training activity is opened during the

subsequent program year). If the participant participates in more than one education or training activity in a given program year, she/he will only appear in the denominator once. *If a participant is active in more than one education or training activity during a given program year, Service Providers should report all MSGs attained, even though only one of the MSGs will be counted in the numerator for calculation of the performance standard, consistent with only being included once in the denominator.*

2. Activities that Open in One Program Year and Close in a Subsequent Program Year – If the participant is participating in an education or training activity that opens in one program year and closes in another, she/he will be part of the denominator *in both program years*. Likewise, if a MSG is obtained in the first program year, and then a second MSG is obtained in the second program year, each of those MSGs will be counted in the numerator for calculation in the program year in which it is obtained.
3. Enrolled Twice in One Program Year Under Two Different WIOA Applications – If the participant is enrolled twice in one program year (under two different WIOA application numbers), and participates in an education and training activity under each WIOA application, then she/he will appear in the denominator twice during the program year, as well as twice in the numerator if she/he attains an MSG during the same program year under each WIOA application.
4. Global Exclusion Exits – Any participant participating in an education or training activity who exits during a given program year due to a documented global exclusion exit<sup>1</sup>, will be excluded from the MSG performance calculation in the program year in which the participant exits the program. If, however, a participant is active in a program year and participates in an education or training activity, and then exits due to a global exclusion in a subsequent program year, she/he will be in the denominator for the initial program year, but not in the subsequent program year.

#### B. Documented Progress of Measureable Skill Gains

Depending on the type of education or training program, documented progress is defined as one of the following for the five reportable MSGs (1-5 below):

1. Documented achievement of at least one educational functioning level (EFL) of a participant who is receiving instruction below the postsecondary level.
  - a. The EFL for an individual is based upon a basic skills assessment (in reading, math, or English) that is scored in a manner that is equated with a level of proficiency or competency.
  - b. The basic skills assessment must be either an ABE or ESL instrument, and must appear as a selection in CalJOBS. Currently, the following instruments are acceptable:

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<sup>1</sup> See NoRTEC's [Adult and Dislocated Worker Program Policy](#) and NoRTEC's [Youth Policy](#) for information on what constitutes a "global exclusion exit."

ABE

TABE 7-8 or 9-10

CASAS

Wonderlic GAIN

Massachusetts Adult Proficiency Test (MAPT)

ESL

CASAS

BEST Literacy

BEST Plus

TABE CLAS-E

- c. Both a pre- and post-test are required to document progress, and both tests must be completed with the same instrument.
- d. In order to claim an MSG, there must be improvement of at least one EFL during the reporting period.

Copies of documents verifying EFL skill gains shall be maintained in the participant file.

2. Documented attainment of a secondary school diploma or its recognized equivalent (includes an adult secondary school diploma), for those individuals that do not have a high school diploma or equivalent upon entry into the WIOA program. Copies of documents verifying diploma or recognized equivalent attainment shall be maintained in the participant file.
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards<sup>2</sup>.
  - a. For secondary education, a copy of a transcript or report card for one semester showing the participant is achieving the State's policies for academic standards shall be obtained and maintained in the participant file.
  - b. For post-secondary education, the gain must demonstrate a sufficient number of credit hours verified by a transcript<sup>3</sup> that is maintained in the participant file.
4. Satisfactory or better progress report, towards established milestones, such as completion of an OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing the training.
  - a. Work-Based Learning Activities – With the exception of Apprenticeship training, work-based learning activities shall be considered an MSG upon successful completion of the training. This can be documented via pre- and post-tests (including monthly monitoring reports) that outline and score the occupational and technical skills a participant is learning. These occupational and technical skills shall be rated on a 1-5 scale, and "successful completion" of the activity is defined as completion of the activity as outlined in the IEP/ISS<sup>4</sup> and/or contract/agreement<sup>5</sup>, and an average

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<sup>2</sup> The State unit's academic standards are defined as participants whose transcript or report card shows they completed a minimum of 12 hours per semester, or for part-time students a total of at least 12 credit hours over two completed, consecutive semesters during the program year, and that shows the participant is meeting the State unit's academic standards.

<sup>3</sup> The transcript can be "official" or "unofficial." If "unofficial," the case manager should verify the transcript's authenticity by viewing the transcript in the participant's student portal before placing it in the participant file.

<sup>4</sup> IEP is an acronym for an *Individualized Employment Plan* (Adult and Dislocated Worker programs), and ISS is an acronym for an *Individual Service Strategy* (Youth programs).

<sup>5</sup> Contract/Agreement includes such documents as an OJT contract, a customized training agreement, a worksite agreement etc.

rating of at least “3” for all occupational/technical skills indicators, with no less than a “2” on any one indicator<sup>6</sup>.

- b. Apprenticeship Program – A MSG may be reported for a participant upon documentation of successful completion of one year of an Apprenticeship program.

Documentation for items a. and b. above shall be maintained in the participant file.

- 5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams<sup>7</sup>. Documentation for this gain 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, or other completion test necessary to obtain a credential. Documentation of successful passage of the exam shall be maintained in the participant file.

### **REPORTING OF MSG IN CALJOBS**

All reporting of MSGs shall be tracked in the CalJOBS participant tracking system. Instructions on entering MSG information in CalJOBS may be accessed in Attachment A.

### **POLICY EXCEPTIONS**

Service Providers (NoRTEC Subcontractors) may make exceptions to this policy only with prior written authorization from the NoRTEC Administrative entity.

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<sup>6</sup> If a participant successfully completes a work-based learning activity, but is not retained by the employer through no fault of his/her own, then a MSG may be reported. If a participant does not complete a work-based learning activity, and the reason for leaving was to take a job with another employer, then a MSG may not be reported.

<sup>7</sup> Examples include, but are not limited to, the NCLEX exam (nursing), Nursing Assistant Certification exam (CNAs), Commercial Driver’s License Exam (truck drivers), State of California’s Pest Control Exams, Cosmetology Licensing Exam, etc.

INSTRUCTIONS FOR REPORTING MEASUREABLE SKILL GAINS IN CALJOBS

1. Documented achievement of at least one educational functioning level (EFL) of a participant who is receiving instruction below the postsecondary level.

## Educational Functioning Level

Where is this captured in the CalJOBS<sup>SM</sup> system?

WIOA #15696273 - Complete			
IWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date:	01/01/2017
Onestop:	1277 - SDC San Diego Workforce Partnership (SDWP)	Participation Date:	01/01/2017
Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A
<b>Eligibility Summary</b>			
Participation			01/01/2017
Activities / Enrollments / Services			1
Measurable Skills Gain			0
Literacy & Numeracy			0
<b>Literacy &amp; Numeracy</b> 0			
<a href="#">Create Literacy &amp; Numeracy Records</a>			
Exit / Outcome			N/A
Follow-ups			0

2. Documented attainment of a secondary school diploma or its recognized equivalent (includes an adult secondary school diploma), for those individuals that do not have a high school diploma or equivalent upon entry into the WIOA program.

## Secondary School Diploma

Where is this captured in the CalJOBS<sup>SM</sup> system?

WIOA #15696273 - Complete			
IWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date:	01/01/2017
Onestop:	1277 - SDC San Diego Workforce Partnership (SDWP)	Participation Date:	01/01/2017
Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A
<b>Eligibility Summary</b>			
Participation			01/01/2017
Activities / Enrollments / Services			1
Measurable Skills Gain			0
Literacy & Numeracy			0
Youth Goals			0
Credentials			0
<b>Credentials</b> 0			
<a href="#">Create Credential</a>			
There are no records to display.			

## Secondary School Diploma

Where is this captured in the CalJOBS<sup>SM</sup> system?

**Credential Information**

\* Credential Received: **None Selected** ←

Other Credential: High School Diploma ←

Credential Verification: Secondary / High School Equivalency ←

\* Date Credential Received: AA / AS Degree

Associated to Activity: BA / BS Degree

Occupational Skills License

Occupational Skills Certificate or Credential

Other (specify)

Post Graduate Degree

Occupational Certification

Save Cancel

## Secondary School Diploma

Where is this captured in the CalJOBS<sup>SM</sup> system?

**Credential Information**

\* Credential Received: Secondary / High School Equivalency ←

Other Credential:

Credential Verification: | [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) |

\* Date Credential Received: (mm/dd/yyyy) Today ←

Associated to Activity: [Search Activities](#) ←

Save Cancel

3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards.

## Transcript or Report Card

Where is this captured in the CalJOBS<sup>SM</sup> system?

WIOA #15696273 - Complete			
LWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date:	01/01/2017
Onestop:	1277 - SDC San Diego Workforce Partnership (SDWP)	Participation Date:	01/01/2017
Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A
Eligibility Summary			
Participation:			01/01/2017
Activities / Enrollments / Services:			1
Measurable Skills Gain:			0
Measurable Skills Gain			
<a href="#">Create Measurable Skills Gain</a>			
Closure:			N/A
Exit / Outcome:			N/A
Follow-ups:			0

## Transcript or Report Card

Where is this captured in the CalJOBS<sup>SM</sup> system?

Skill Attainment Information

Fill in the following information for the skill achievement.

**Program:** Workforce Innovation and Opportunity Act (WIOA) Program

**Skill Type:** Secondary Transcript/Report Card

**Date Skill Attained:** Today

**Type of Achievement:** Report card/transcript for one semester and meets academic standards

[ Verify | Scan | Upload | Link | View ]



# Transcript or Report Card

Where is this captured in the CalJOBS<sup>SM</sup> system?

**Skill Attainment Information**

Fill in the following information for the skill achievement.

**Program:** Workforce Innovation and Opportunity Act (WIOA) Program

**Skill Type:**  ←

**Date Skill Attained:**  Today

**Type of Achievement:**

[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)

4. Satisfactory or better progress report, towards established milestones, such as completion of an OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing the training.

# Training Milestone

Where is this captured in the CalJOBS<sup>SM</sup> system?

W WIOA #15696273 - Complete

WIA:	33 - San Diego Workforce Partnership, Inc.	Application Date:	01/01/2017
Onestop:	1277 - SDC San Diego Workforce Partnership (SDWP)	Participation Date:	01/01/2017
Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A

**Eligibility Summary**

Participation	01/01/2017
Activities / Enrollments / Services	1
Measurable Skills Gain	0

**Measurable Skills Gain** 0

[Create Measurable Skills Gain](#) ←

Closure	N/A
Exit / Outcome	N/A
Follow-ups	0


# Training Milestone

Where is this captured in the CalJOBS<sup>SM</sup> system?

**Skill Attainment Information**

Fill in the following information for the skill achievement.

**Program:** Workforce Innovation and Opportunity Act (WIOA) Program

**Skill Type:** Training Milestone 

**Date Skill Attained:**  Today

**Type of Achievement:** None Selected

[ Verify | Scan | Upload | Link | View ]

5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

# Skills Progression

Where is this captured in the CalJOBS<sup>SM</sup> system?

<b>WIOA #15696273 - Complete</b>			
LWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date:	01/01/2017
Onestop:	1277 - SDC San Diego Workforce Partnership (SDWP)	Participation Date:	01/01/2017
Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A
<b>Eligibility Summary</b>			
Participation			01/01/2017
Activities / Enrollments / Services			1
Measurable Skills Gain			0 
<b>Measurable Skills Gain</b> 0			
<a href="#">Create Measurable Skills Gain</a> 			
Closure			N/A
Exit / Outcome			N/A
Follow-ups			0


# Skills Progression

Where is this captured in the CalJOBS<sup>SM</sup> system?

**Skill Attainment Information**

Fill in the following information for the skill achievement.

**Program:** Workforce Innovation and Opportunity Act (WIOA) Program

**Skill Type:** Skills Progression 

**Date Skill Attained:**  Today

**Type of Achievement:** None Selected

[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)