

## Measurable Skills Gain Tracking Procedure

WIOA participants receiving an educational or training service who progress satisfactorily must have a measurable skill gain (MSG) entered into Indiana Career Connect each program year that they receive an educational or training service. The case manager does not need to enter multiple measurable skills gain for a program year but at least one per program year. MSG must be earned and entered during time of participation in the training or education activity.

All WIOA participants with an in-school status on their application will be included in the performance regardless of services received. School status included are:

School status =1, in-school, secondary school

School status =2, in-school, alternative school

School status=3, in-school, post-secondary

WIOA Youth Services that require a measurable skills gain include:

| Activity # | Activity  |
|------------|---|
| 403        | Entrepreneurial Skills Training   |
| 415        | Enrolled in Alternative Secondary Education                               |
| 416        | Occupational Skills Training - Approved Provider                          |
| 418        | Adult Education (GED)   |
| 429        | Enrolled in Secondary School (H.S.)                                       |
| 430        | Youth Occupational Skills Training - Non-Approved Providers               |
| W16        | WORKIN - Adult Educ w/ Occ. Skills Training -Approved Provider (ETPL/ITA) |

WIOA Adult/DW services that require a measurable skills gain include:

|     |   |
|-----|---|
| 300 | Occupational Skills Training - Approved Provider                                |
| 301 | On-The-Job Training   |
| 302 | Entrepreneurial Training  |
| 304 | Customized Training   |
| 314 | Apprenticeship Training   |
| 316 | Job Readiness Training Combined w/ other Training                               |
| 324 | Adult Educ w/ Occ. Skills Training -Approved Provider (ETPL/ITA)                |
| 325 | Employed Worker Skills Upgrading/Retraining                                     |
| 328 | Occupational Skills Training - Non Approv Provider (No ITA)                     |
| 333 | TAA - Remedial Training (for those with GED/HS Diploma)                         |
| 339 | TAA - GED Training  |
| 341 | TAA - Remedial Training (for those with GED HS Diploma) Approved by Other State |
| W16 | WORKIN - Adult Educ w/ Occ. Skills Training -Approved Provider (ETPL/ITA)       |

**Select the skill type depending on the activity and review steps;**

- Participants that are in post-secondary school select Post-secondary Transcript/Report Card (ex. B)
- Participants that are in secondary school select Secondary Transcript/Report Card or enter in High School Diploma to Credential (ex. C)
- Participants in Adult Basic Education enter in EFL (ex. A) for improved TABE scores or enter in HSE Credential (ex. C)
- Participants that are in OJT/Apprenticeships select Training Milestone (ex. B)
- All other educational or training services select Skills Progression (ex. B)

**Data must be entered in the following areas to count in measurable skills gain.**

- A. For Participants Attaining One Educational Functioning Level** – Data must be entered into the literacy/numeracy screen
- Comparing post test score with the pre-test or the latest score from the previous PY to see if there was an EFL gain in the current PY
  - **Path-** Assist an Individual → Staff Profile → Programs → WIOA Application (+) → Literacy & Numeracy

|                                       |            |
|---------------------------------------|------------|
| ☐ Eligibility Summary                 |            |
| ☐ Participation                       | 01/23/2017 |
| ☐ Activities / Enrollments / Services | 5          |
| ☐ Measurable Skills Gain              | 0          |
| ☐ Partner Programs                    | 0          |
| ☐ Literacy & Numeracy                 | 0          |



[Create Literacy & Numeracy Records](#)

There are no records to display.

|               |     |
|---------------|-----|
| ☐ Credentials | 0   |
| ☐ Closure     | N/A |

- B. For participants enrolled into training (other than secondary or post-secondary traditional training), making satisfactory or better progress toward established milestones from an employer/training provider (OJT completion, 1 year apprenticeship completion) and successful passage of an exam required for a particular occupation-** Data must be entered into the Measurable Skills Gain Screen
- Any skills gains staff has recorded on this tab in the PY
  - **Path-** Assist an Individual→Staff Profile→Programs→ WIOA Application (+)→Measurable Skills Gain
  -

|   |            |
|---|------------|
| Participation                                 | 01/23/2017 |
| Activities / Enrollments / Services           | 5          |
| Measurable Skills Gain                        | 0          |
| <a href="#">Create Measurable Skills Gain</a> |            |
| There are no records to display.              |            |
| Partner Programs                              | 0          |
| Literacy & Numeracy                           | 0          |
| Credentials                                   | 0          |
| Closure                                       | N/A        |
| Exit / Outcome                                | N/A        |
| Follow-ups                                    | 0          |



Measurable Skills Dropdown

**C. For participants attaining secondary school diploma or its equivalent-** data must be entered into the Credential Screen

- Looking for a HS diploma attainment within the reported PY
- **Path-** Assist an Individual → Staff Profile → Programs → WIOA Application (+) → Credentials

|                                     |            |
|-------------------------------------|------------|
| Eligibility Summary                 |            |
| Participation                       | 01/23/2017 |
| Activities / Enrollments / Services | 5          |
| Measurable Skills Gain              | 0          |
| Partner Programs                    | 0          |
| Literacy & Numeracy                 | 0          |
| Credentials                         | 0          |
| <a href="#">Create Credential</a>   |            |
| There are no records to display.    |            |
| Closure                             | N/A        |
| Exit / Outcome                      | N/A        |
| Follow-ups                          | 0          |

