NORTEC
POLICY STATEMENT
REPORTING OF MEASUREABLE SKILL GAINS

Last updated: April 24, 2023

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

- 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
- 307 – Pre-Apprenticeship Program with Occupational Skill Training (ITA)
- 320 – Private Sector Training
- 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)

B. Youth Program

- 415 – Enrolled in Alternative Secondary Education
- 416 – Occupation Skills Training (approved ETPL provider)
- 418 – Adult Education (GED)
- 421 – Enrolled in Post-Secondary Education
- 424 – Entrepreneurial Skills Training
- 429 – Enrolled in Secondary School
- 430 – Occupational Skills Training (Statewide Youth Provider List)
- 432 – Enrolled in Apprenticeship Training
- 437 – Pre-Apprenticeship program with Occupational Skills Training (ITA)
- 438 – Occupational Skills Training (non-WIOA funds)

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, and (3) Any Adult or Dislocated Worker who is attending school as of the date of participation will also be included in the denominator for this performance standard.

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[1], 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:

ABE	ESL
TABE 11-12	BEST Literacy
CASAS	BEST Plus 2.0
	CASAS Life and Work Listening
	CASAS Reading
	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.

[1] See NoRTEC's *Adult and Dislocated Worker Program Policy* and NoRTEC's *Youth Policy* for information on what constitutes a "global exclusion exit."

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[2].
   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[3] 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[4] and/or contract/agreement[5], and an average rating of at least "3" for all occupational/technical skills indicators, with no less than a "2" on any one indicator[6].

      For Adults and Dislocated Workers, participants in OJT and/or customized training activities will be included in the denominator for MSG measure. Those participants

[2] 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.

[3] 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.

[4] 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).

[5] Contract/Agreement includes such documents as an OJT contract, a customized training agreement, a worksite agreement etc.

[6] If a participant successfully completes a work-based learning activity that trigger inclusion in the MSG performance indicator, 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.

who participate in a Transitional Job activity will not be included in the denominator for this measure.

Youth participating in an OJT activity will not be included in the denominator for this performance measure. Only those Youth enrolled in one or more of the activities listed in Part B of the Education and Training Activities section above will be included in the denominator for the MSG performance measure.

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[7]. 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.

C. Acceptable Documentation for MSG Attainment

To comply with *Data Element Validation (DEV)* conducted by the State of California, Service Providers must ensure the documentation contained in the participant file meets the requirements outlined in the appropriate State Directive.[8]

Attachment B contains a listing of acceptable DEV documentation to verify an MSG outcome.

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

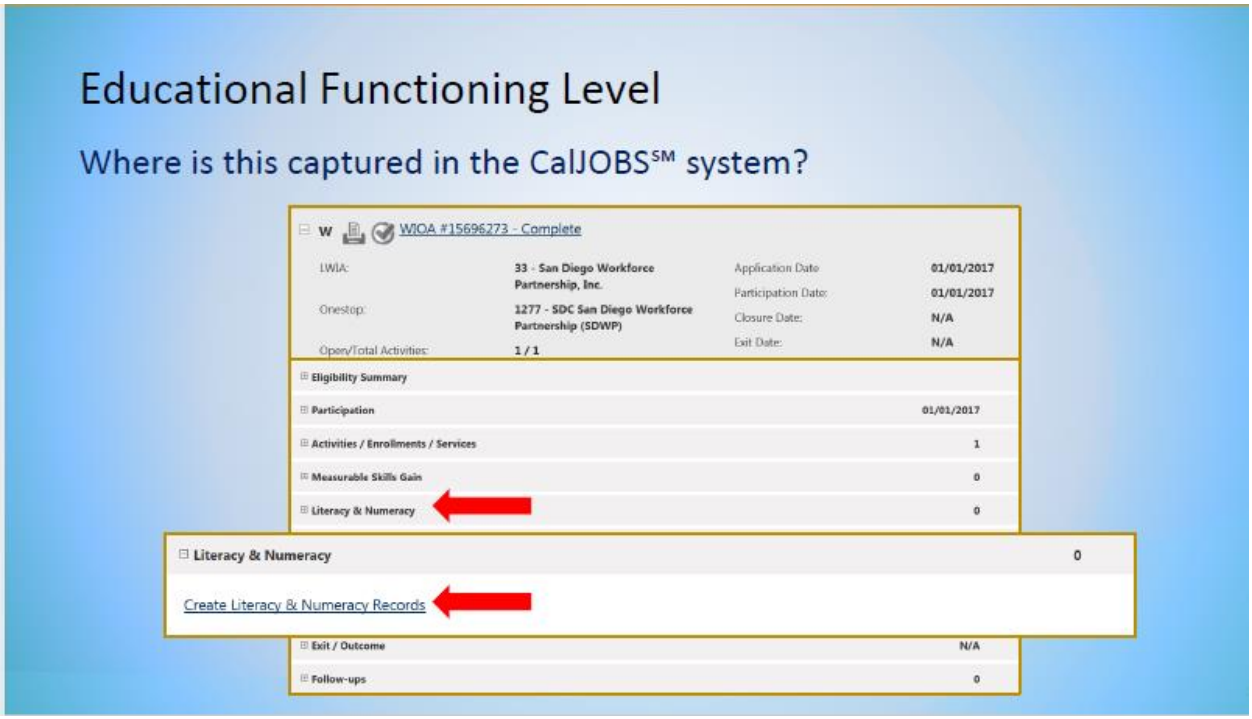
Service Providers (NoRTEC Subcontractors) may make exceptions to this policy only with prior written authorization from the NoRTEC Administrative entity.

[7] 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.

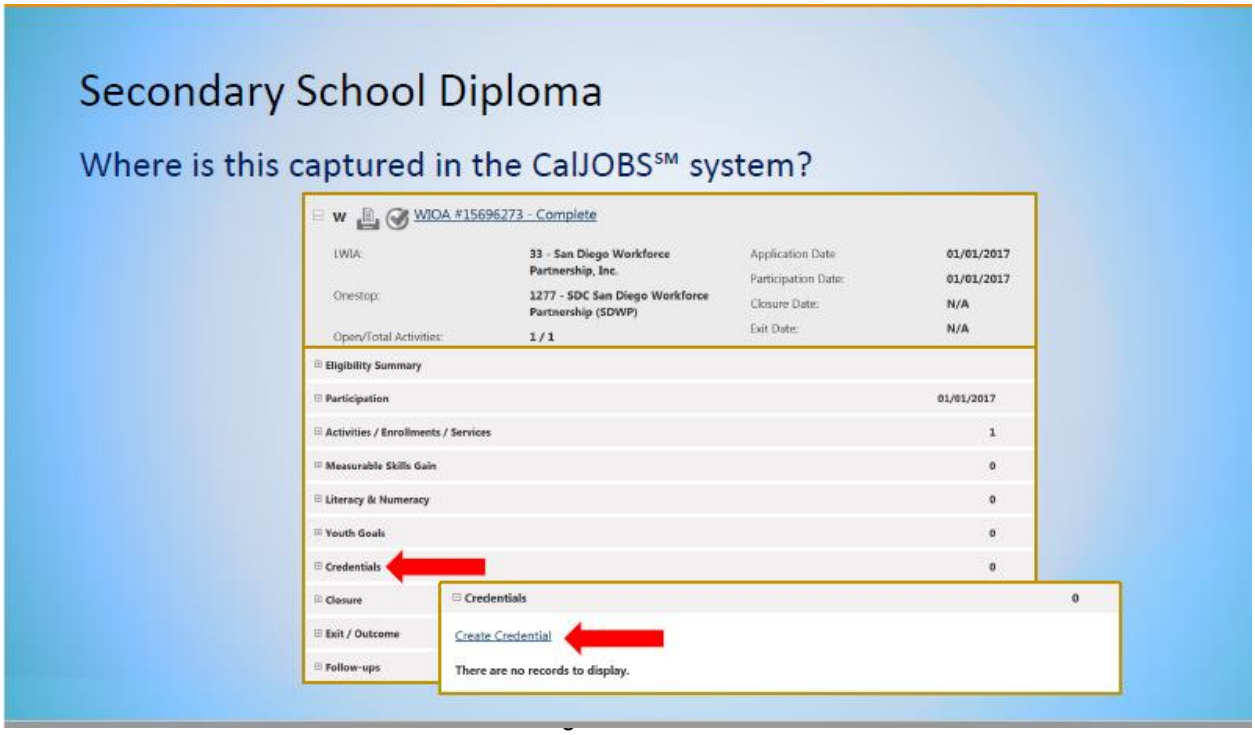
[8] As of April 24, 2023, the following State Directive outlines acceptable DEV documentation, even though it is currently in Draft format: WSDD-244, https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsdd-244.pdf

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.

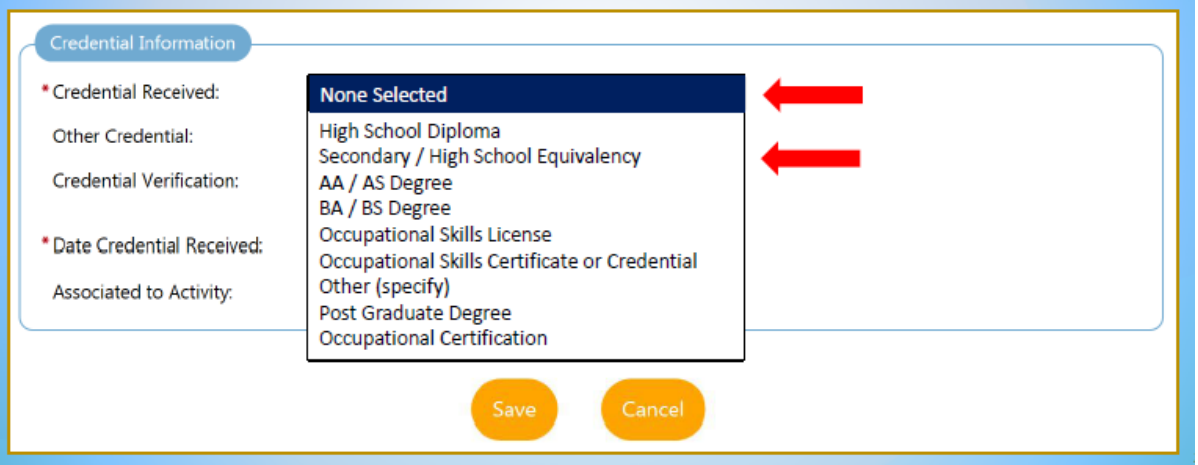


2. Documented attainment of a secondary school diploma or its recognized equivalent (includes an adult secondary school diploma), for those individuals that do not have a high school diploma or equivalent upon entry into the WIOA program.



Secondary School Diploma

Where is this captured in the CalJOBS℠ system?



Secondary School Diploma

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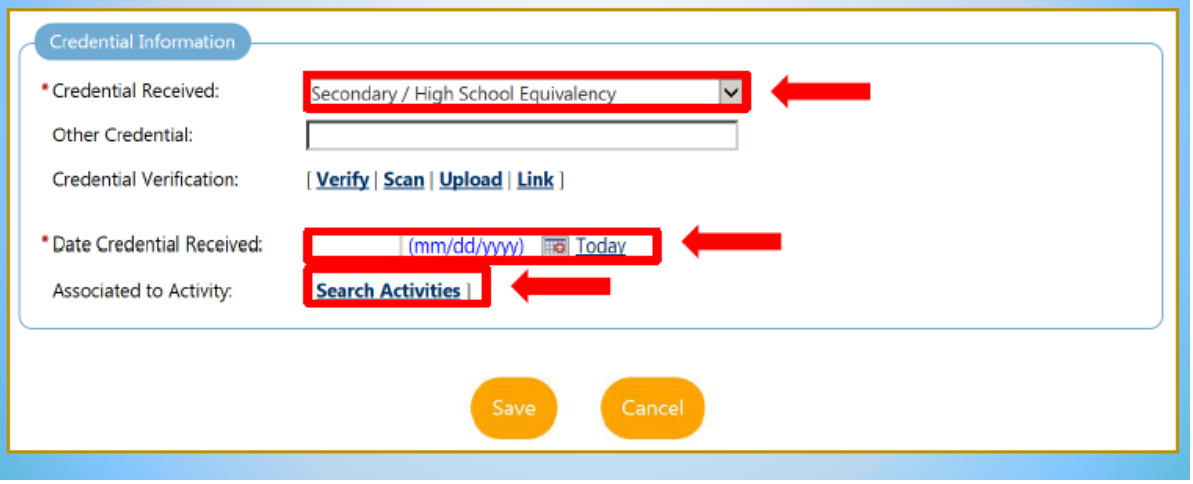
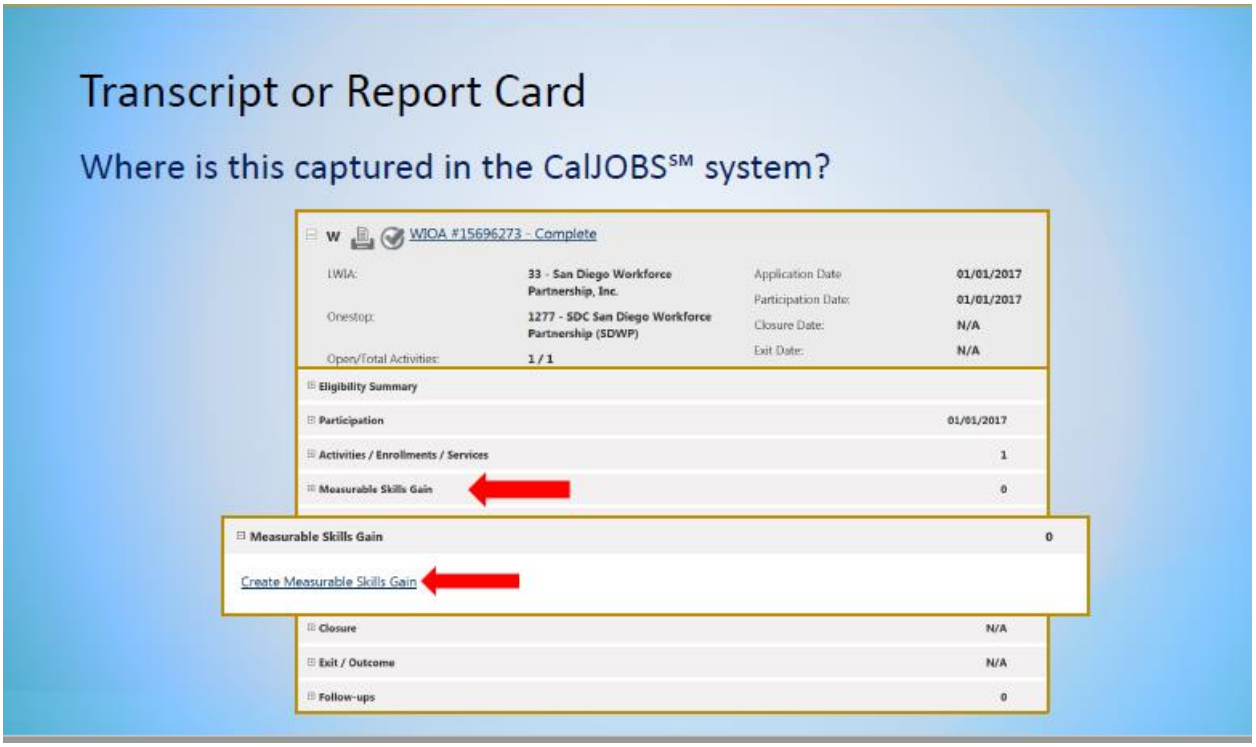
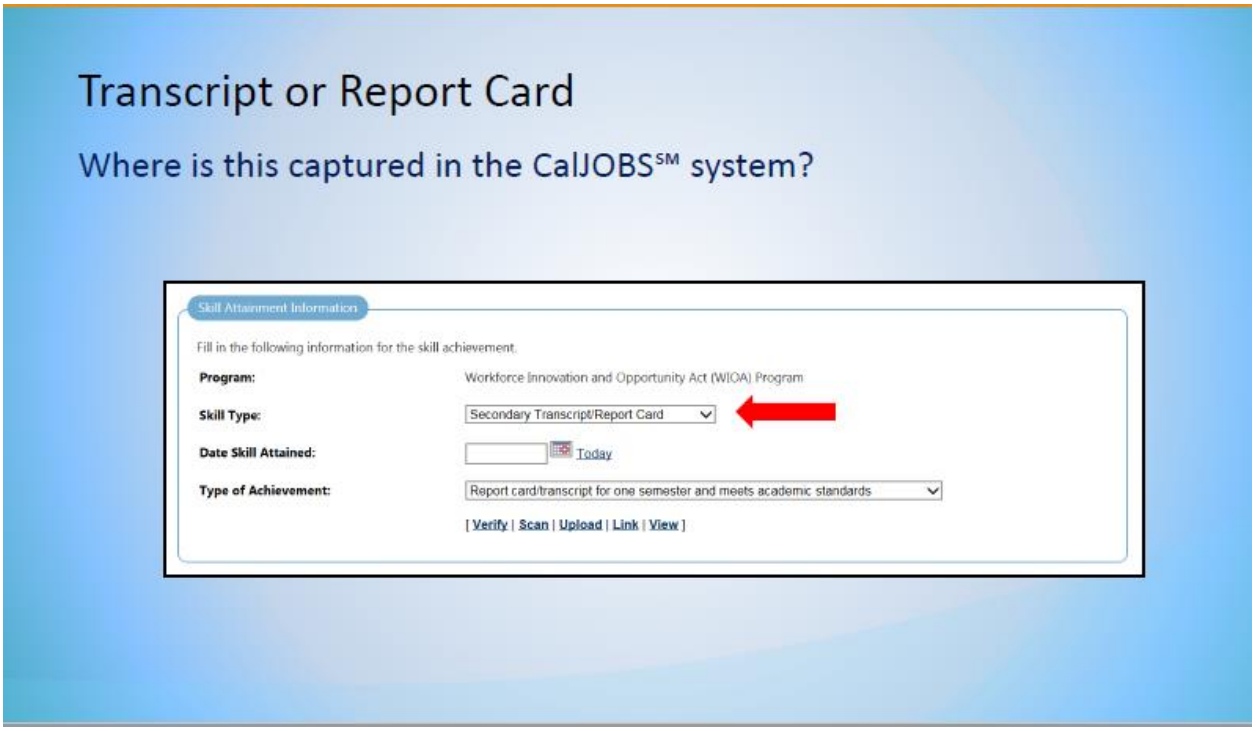
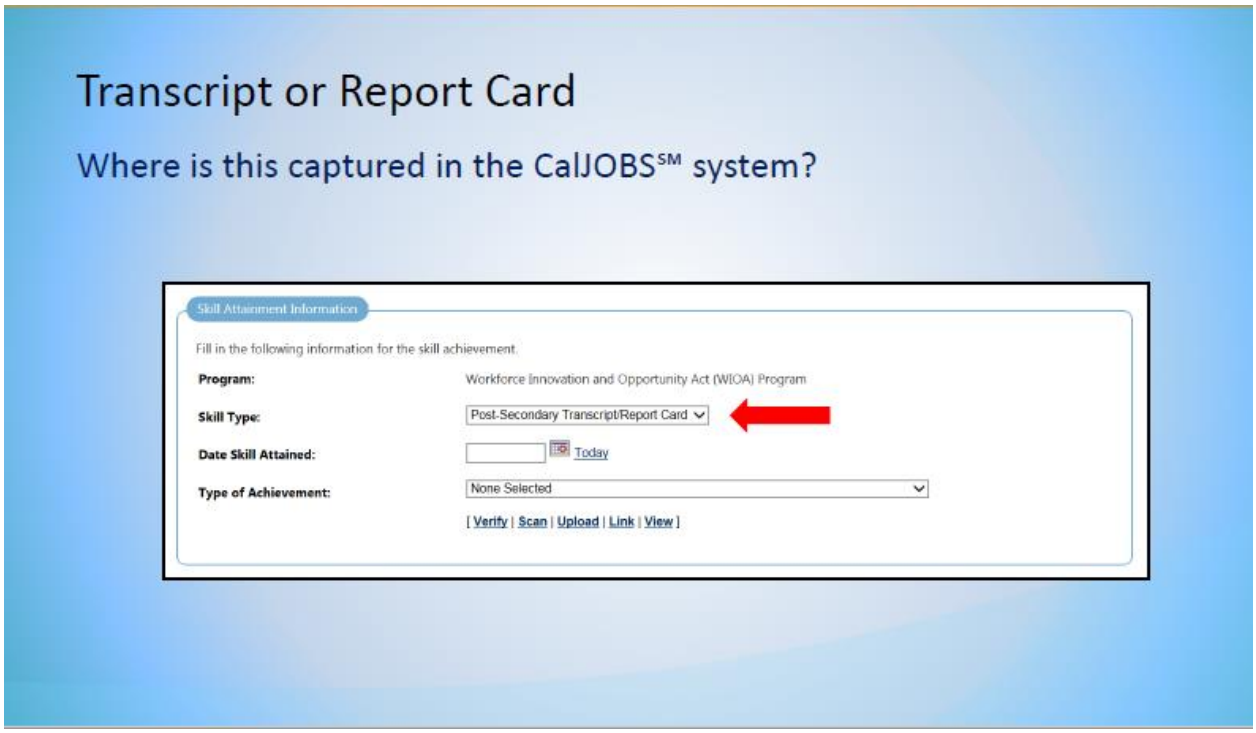


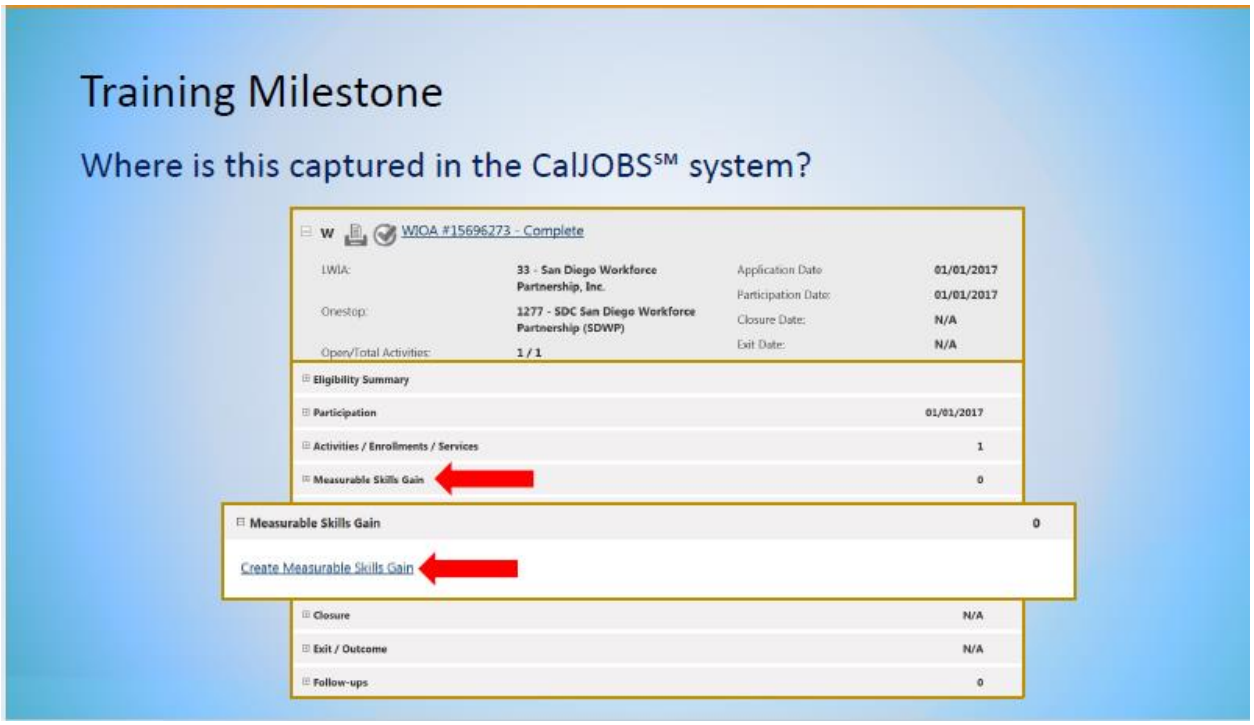
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards.

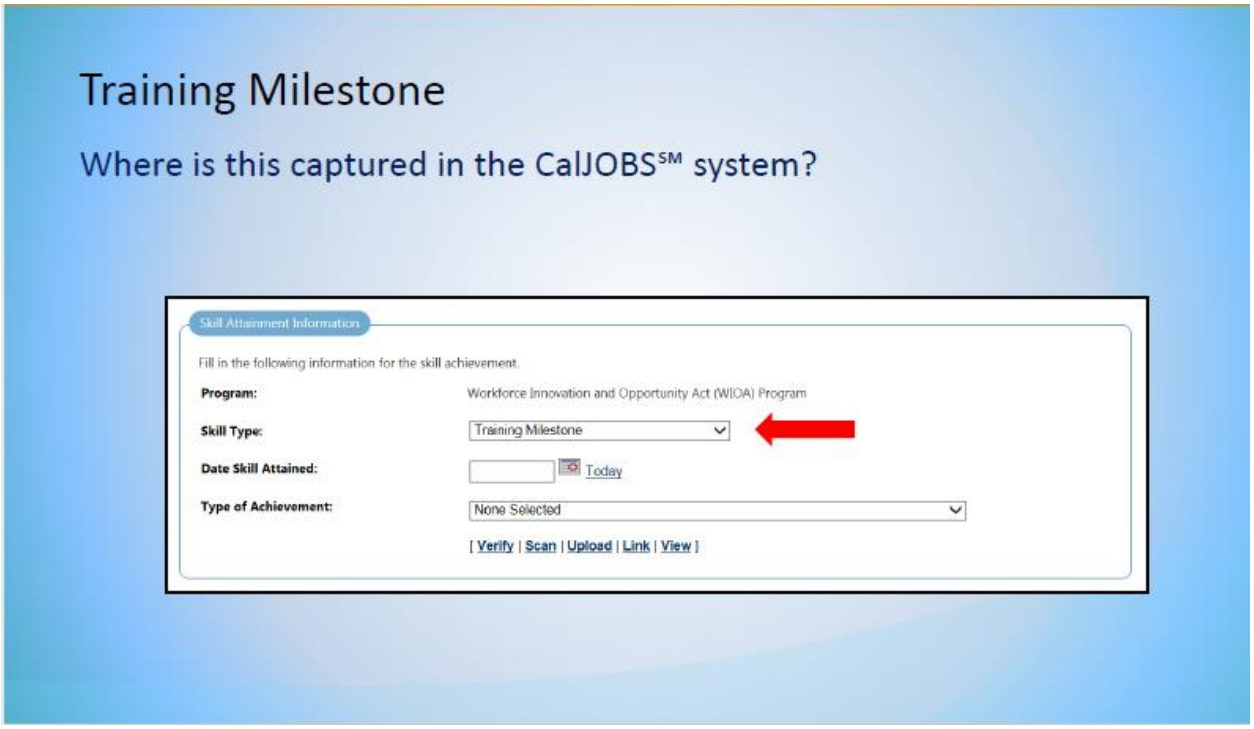




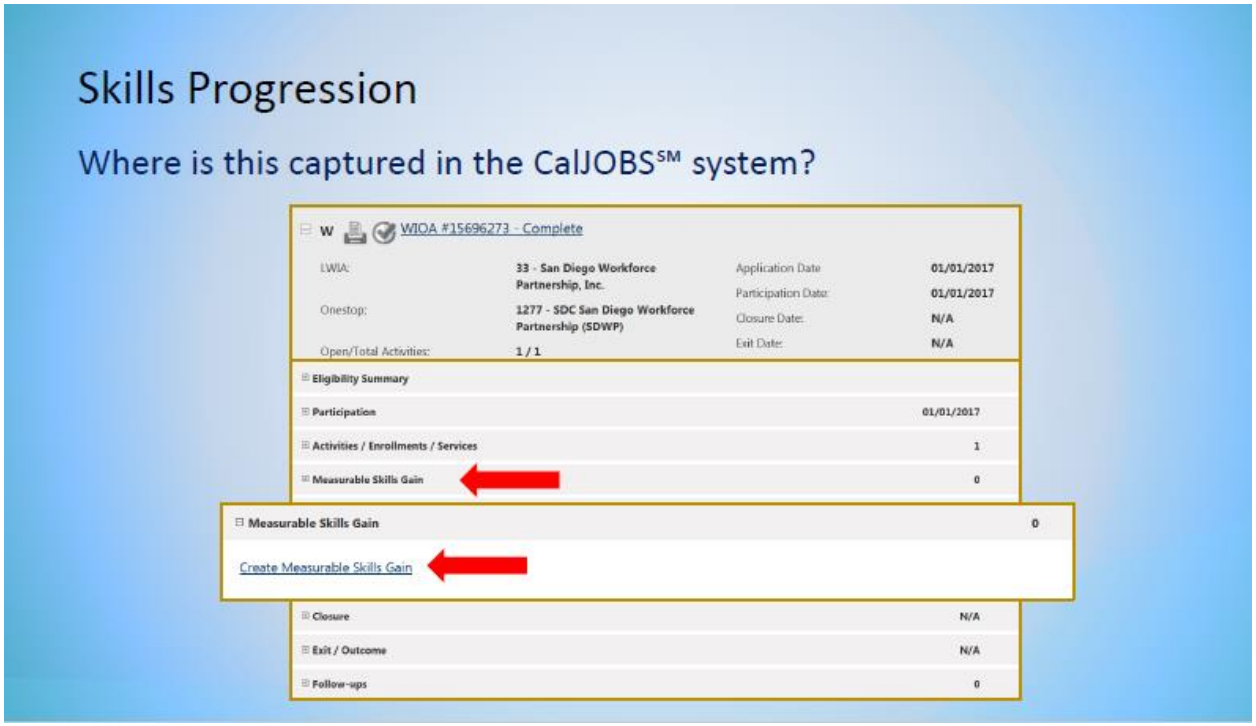


4. Satisfactory or better progress report, towards established milestones, such as completion of an OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing the training.



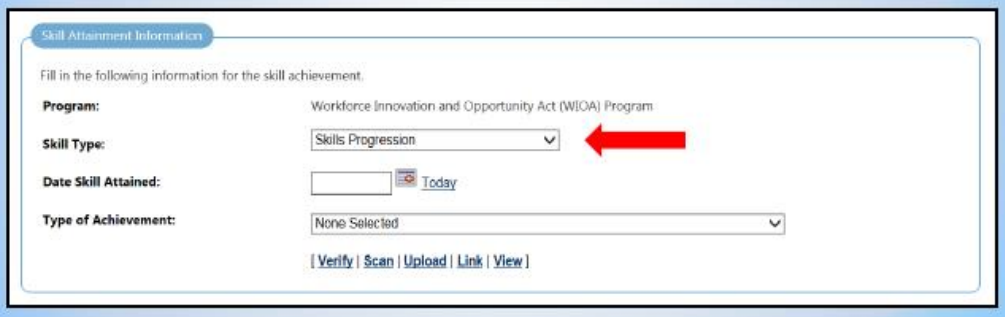


5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.



Skills Progression

Where is this captured in the CalJOBS℠ system?



ATTACHMENT B

DATA ELEMENT VALIDATION (DEV) ACCEPTABLE DOCUMENTATION	
WIOA Programs	
Element	**Acceptable Documentation**
Date of Most Recent measurable Skill Gains: Education Functioning Level (EFL) ***Note**: The assessment instruments/tests utilized to determine basic skills deficiency if an MSG is to be reported, MUST be an instrument/test approved through the Department of Education's National Reporting System (NRS). The instrument/test after being scored must establish the individual's grade level equivalent or education functioning level (EFL).*	• Pre- and post-tests measuring EFL gain (see note in previous column regarding NRS approved testing instruments) • Adult high school transcripts showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes
Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card	• Transcript • Report Card
Date of Most Recent Measurable Skill Gains: Training Milestone	• Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain (e.g., job specific skills indicators rated during monthly monitoring visits)
Date of Most Recent Measurable Skill Gains: Skills Progression	• Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and is only earned after passage of an exam