

July 1, 2018

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 18-01

TOPIC: Measurable Skills Gain

1. **Purpose:** To transmit Measurable Skills Gain guidance for service delivery and calculating performance outcomes for Measurable Skills gain including data collection and data management for accurate Federal reporting.
2. **Background:** Measurable Skills Gain is one of six performance outcomes used to measure the effectiveness of programs under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014. Measurable Skills Gain measure is further defined in TEGL 10-16 and 10-16 Change 1 "Performance Accountability Guidance...".
3. **Substance:** A Measurable Skill Gain under WIOA is represented by the percentage of participants who, during a program year, are in education or training programs that lead to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

The measurable skill gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. It is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals.

Depending on the type of education or training program, documented progress is defined as one of the following:

- A. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- B. Documented attainment of a secondary school diploma or its recognized equivalent;
- C. 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;
- D. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or

- E. 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.

While current data collection specifications may capture many factors that will be included in the Measurable Skills Gain measure through the WIOA transition, there are several that may need addressed or clarified for data collection and management purposes in the interim until the State of Iowa moves toward a new data management system anticipated later this year.

Programs may only use allowable assessments determined acceptable by the National Reporting System (NRS) for reporting a Measurable Skills Gain which can be found at: <https://www.nrsweb.org/>.

In each of the following, the Measurable Gain may be achieved as outlined and includes guidance on where in the current data management system this will be captured.

| Measurable Skills Gain | Documenting Progress | I-Works Data Entry |
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| 1. Advancing one educational functioning level (EFL) | <p>Programs may measure educational functioning level gain in one of three ways:</p> <ol style="list-style-type: none"> 1. Comparing the participant's initial educational functioning level, as measured by a pre-test, with the participant's educational functioning level, as measured by a post-test; 2. Adult high school programs that lead to a secondary school diploma or its recognized equivalent may measure and report | <p>Applies to Youth: Record EFL pre-test and post-test in Literacy Numeracy tab. Post-test must be administered within 364 days of the pre-test. Use Reading and/or Math to show gain.</p> <p>Applies to Adult and Dislocated Worker: Record EFL pre-test and post-test in "Testing" (A+ check mark) in the tab "Test Entry", Category "Basic Skills and Aptitude" and "Test Name". Post-test must be administered within 364 days of the pre-test.</p> <p>Applies to Youth, Adult, and Dislocated Worker:</p> |

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| | <p>educational gain through the awarding of credits or Carnegie units; or</p> <p>3. An educational functioning level gain may be reported for participants who exit a program below the postsecondary level and enroll in postsecondary education and training during the program year. A program below the postsecondary level applies to participants enrolled in a basic education program.</p> | <p>Record Credential Attainment in Exit Snapshot. Credential Type and Date Attained.</p> |
| <p>2. Attainment of high school diploma or equivalent</p> | <p>Programs may document attainment of a secondary school diploma or its recognized equivalent if:</p> <ol style="list-style-type: none"> 1. The participant obtains certification of attaining passing scores on all parts of a recognized high school equivalency test, or 2. The participant obtains a diploma or recognized equivalent documenting | <p>Applies to Youth, Adult, and Dislocated Worker: Exit Snapshot-</p> <ul style="list-style-type: none"> ● Credential attainment (Certificate/Degree and Date Attained boxes) ● Education Status at Exit ● Youth Placement (1st Quarter and 3rd Quarter) <p><i>(Cosmetic changes in I-Works will not occur prior to the data management system conversion. Document Youth</i></p> |

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| | <p>satisfactory completion of secondary studies or an alternate diploma, including a high school or adult secondary school diploma.</p> | <p><i>Placement after Exit 2nd Q after exit in the "1st Qtr" data field and document 4th Q in the "3rd Qtr" data field to align with WIOA performance measures. In addition, some tabs are titled "youth..." however, all programs will be use them for documentation purposes.)</i></p> |
| <p>3. Transcript or report card, secondary or postsecondary achieving policy for academic standards</p> | <p>For secondary education, a gain may be documented through:</p> <ol style="list-style-type: none"> 1. Receipt of a secondary transcript or report card for one semester showing that the participant is achieving the Iowa Department of Education's policy for academic standards. <p>For postsecondary education, the gain must demonstrate a sufficient number of credit hours. This is represented by:</p> <ol style="list-style-type: none"> 1. At least 12 hours per semester, or for part-time students, a total of at least 12 hours over the course of two completed consecutive semesters during | <p>Applies to Youth, Adult, and Dislocated Worker: Record this gain in the "Youth Goal" tab. For "Type of Goal" choose basic skills. Include a description of the goal. When attained, record "successfully completed" and the Date of successful completion, Date of Completion of that goal used to populate the field for reporting. Goal must be successfully completed within 364 days.</p> <p>Only enter a basic skills goal for measurable skill gains when the individual has completed 12 credit hours.</p> <p>Applies to Youth/Adult/Dislocated Worker: Record Credential Attainment in Exit Snapshot. Credential Type and Date Attained.</p> |

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| | <p>the program year that shows the participant is achieving the Iowa Department of Education's policy for academic standards.</p> | |
| <p>4. Satisfactory progress towards established milestones from employer or training provider (Experiential Learning Activities: OJT, APP, WEP, INT, SHW, PRE, etc.)</p> | <p>The gain may be documented by:</p> <ol style="list-style-type: none"> 1. A satisfactory or better progress report from an employer or training provider. Progress reports may include training reports on milestones completed as the individual masters the required job skills, or steps to complete an OJT or apprenticeship program. 2. Increases in pay resulting from newly acquired skills or increased performance | <p>Applies to Youth, Adult, and Dislocated Worker: Enter in the applicable Individualized and/or Training activity on the ISS/IEP. When complete, record the Date Completed and the service activity Outcome.</p> <p><i>The activity may not be recorded as "completed" unless it was successfully completed.</i></p> <p>Record this gain in the "Youth Goal" tab. For "Type of Goal" choose occupational skills or work readiness. Include a description of the goal. When attained, record "successfully completed" and the Date of successful completion, Date of Completion of that goal used to populate the field for reporting. Goal must be successfully completed within 364 days.</p> <p><i>As a Reminder, some tabs are titled "youth..."</i></p> |

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| | | <i>however, all programs will be use them for documentation purposes.</i> |
| 5. Completion of an exam required for an occupation, progress towards attaining educational or occupational skills evidenced by trade related benchmarks such as knowledge based exams | <p>Documentation for this gain may include:</p> <ol style="list-style-type: none"> 1. Passage of a component exam in a Registered Apprenticeship program, 2. Employer-required knowledge-based exam, 3. Satisfactory attainment of an element on an industry or occupational competency-based assessment, or 4. Other completion test necessary to obtain a credential. | <p>Applies to Youth, Adult, and Dislocated Worker:</p> <p>Exit Snapshot-</p> <ul style="list-style-type: none"> ● Credential attainment (Certificate/Degree and Date Attained boxes) Choose "Occupational Skills License Obtained" |

4. **Action:** This information should be shared with LWDB and CEO Board Members as well as appropriate One-Stop and other partner staff.

In order to ensure accurate reporting of measurable skills gains local staff must also ensure data is captured in the data management system.

- a. Measurable skills gains must be documented as outlined above as of the effective date of this field memo.
- b. Measurable skills gains which have been attained since July 1, 2017 may be retroactively recorded as outlined above. This applies to categories three and four of the table.
- c. Measurable skills gains for PY17 are those attained between July 1, 2017-June 30, 2018. Measurable skills gain attainment will not be reported for PY16.

5. **Effective Date:** This field memo is effective from the date of this memo.

6. **Contact:** If there are any questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or michelle.mcnertney@iwd.iowa.gov.

A handwritten signature in black ink that reads "Cathy Ross". The signature is written in a cursive style with a large initial 'C' and 'R'.

**Cathy Ross, Division Administrator
Workforce Services
Iowa Workforce Development**