

Measurable Skill Gains Guide

Adult, Dislocated Worker, and Youth Programs

The measurable skill gains (MSG) performance indicator measures documented progress of participants enrolled in education or training leading to a recognized postsecondary credential or employment.

“Recognized Postsecondary Credential” Under WIOA¹

- An industry-recognized certificate or certification
- A certificate of completion of an apprenticeship
- A license recognized by the State or federal government
- An associate or baccalaureate degree

Note: Master’s and other graduate degrees are excluded from the definition. The [Post Secondary Credential Attainment Tool](#) may also help determine whether a credential is a recognized postsecondary credential.

Participants Included in the MSG Indicator

Adult and Dislocated Worker
<ul style="list-style-type: none"> ■ Participants who are in a training program <u>funded by</u> -- <ul style="list-style-type: none"> ➢ The Adult or Dislocated Worker program ➢ Other DOL² partner programs that <u>share a common exit</u> with the Adult or Dislocated Worker program (e.g., Youth, Trade Adjustment Assistance, National Dislocated Worker Grant) ■ “Training program” includes a training program for a secondary school program equivalent, on-the-job training (OJT), and customized training.

¹ Workforce Innovation and Opportunity Act

² Department of Labor

Youth

- All in-school youth
- Out-of-school youth in the following:
 - Program element occupational skills training
 - Program element education offered concurrently with workforce preparation and training for a specific occupation
 - Secondary education or postsecondary education
 - Title II-funded Adult Education
 - YouthBuild
 - Job Corps

Note: Youth participants in OJT and other work experience are not included in the measure.

Unlike the requirement for Adult or Dislocated Worker programs, the Youth program does not have to fund the education or training above for a participant to be included in the measure.

Recording MSG: Only one MSG per participant, per period of participation, per program year is included in the MSG rate calculation. However, staff may (and should, when appropriate) record more than one MSG for a participant in a given program year.

Types of MSG

(Click on each type for additional information.)

Educational
functioning level
(EFL) gain

Attainment of
secondary school
diploma or
equivalent

Secondary or
postsecondary
transcript or
report card

Progress towards
training
milestones

Skills progression
(exam passage)

The first three typically apply to participants in education; the last two typically apply to participants in training.

EFL Gain

Applies to participants receiving instruction below the postsecondary-education level and may be measured by any of the following:

- Comparison of initial EFL and current EFL based on a test used in the [National Reporting System for Adult Education](#).

Test scores must show at least one EFL gain, as shown, *for example*, in the [table](#) below:

NRS Levels	Reading ABE/ASE EFLs		Reading GOALS Score Ranges	Grade Level
1	Beginning ABE Literacy	Basic Skills Deficient	193 and below 194 - 203	K 1
2	Beginning Basic		204 – 210 211 - 216	2 3
3	Low Intermediate		217 – 222 223 – 227	4 5
4	High Intermediate		228 – 230 231 – 234 235 – 238	6 7 8
5	Low Adult Secondary	Not Basic Skills Deficient	239 – 243 244 – 248	9 10
6	High Adult Secondary		249 – 253 254 and above	11 12

- Enrollment in State-recognized postsecondary education or training during the program year
 - May occur after exit from the Title I-B program to be counted as an EFL gain (but must be within the program year being reported)
 - Counted as an EFL gain for participants enrolled in a basic education program
- Passing a subtest on a State-recognized high school equivalency examination (e.g., passing a [GED](#) mathematical reasoning test)

Attainment of Secondary School Diploma or Equivalent

Documented by one of the following:

- A high school diploma; or
- A high school equivalency (HSE) diploma through [the GED Pathway, the College Credit Pathway, or the HSE PLUS Career Readiness Pathway](#).

Receipt of Secondary or Postsecondary Transcript or Report Card

Must be for a sufficient number of credit hours that shows a participant is meeting Arizona's academic standards

Secondary school transcript or report card	Postsecondary school transcript or report card
<ul style="list-style-type: none"> ■ May be for one semester ■ Must meet academic standards (D- or above in all classes) 	<ul style="list-style-type: none"> ■ Must be for at least 12 hours per semester (or equivalent) or 12 hours over two semesters for students enrolled part time (or equivalent) ■ Must meet academic standards (D- or above in all classes)

Progress Towards Training Milestones

Documented by a participant's satisfactory (or better) progress report towards established milestones, from an **employer or training provider**

- Progress reports must document the participant's substantive skill development or gain
- An established milestone should be *established* in advance of the education or training program, or in advance of the program year being measured.
- Example of a progress report below:

On-the-Job Training (OJT) Participant Progress Report				
Participant: Jane Doe				
Job: Sewing Machine Operator				
Skills/Competencies <small>(Established in OJT Contract and Training Plan)</small>	Skill Level Prior to Training	Training Hours Completed	Date Completed	Skill Level After Training
Ability to operate industrial sewing machine	<input checked="" type="checkbox"/> Limited/Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	40 hours	10/31/22	<input type="checkbox"/> Limited/Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Proficient
Ability to sew garments according to specifications	<input checked="" type="checkbox"/> Limited/Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	40 hours	10/31/22	<input type="checkbox"/> Limited/Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Proficient
Ability to maintain industrial sewing machine	<input type="checkbox"/> Limited/Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient			<input type="checkbox"/> Limited/Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient

For a list of acceptable source documentation for training milestones, refer to the State's [data validation checklists](#).

Skills Progression (Exam Passage)

Recorded when the participant successfully completed an exam that is required for a particular occupation **or** demonstrated progress in attaining technical or occupational skills, as evidenced by trade-related benchmarks such as knowledge-based exams.

Acceptable Source Documentation:

- Results of knowledge-based exam or certification of completion (E.g., result of unit exam in a certified nursing assistant or CNA program)
- Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment (E.g., a cardiopulmonary resuscitation certification, as part of a CNA training program)
- Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam (E.g., copy of a commercial driver's license through a CDL training program; copy of nursing assistant certification)

References

[20 C.F.R. § 677.155](#); [TEGL 10-16, Change 3](#); [TEGL 23-19, Change 2](#)

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