March 13, 2019

Illinois Workforce Development System (IWDS):
Recording Measurable Skill Gains (MSGs) and Supplemental Wages

Record Measurable Skill Gains in IWDS

Overview:

- The purpose of the MSG indicator is to track and measure important progressions and achievements made by WIOA participants, who are enrolled in training or education, through pathways and towards various goals of their individual programs.
- The measure “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…”

Measurable Skill Gains in IWDS

Who is in the measure?

1.) **All** In-School Youth are included in the measure.

2.) **Out-of-School Youth (OSY)** who, during a Program Year (PY), enroll in a training program or secondary education, EXCLUDING OJTs (On the Job Training), ~~(at or above the 9th grade level)~~ or post-secondary education leading to a diploma, GED or certificate. This was a mistake in TEGL 10-16 Change 1. (page 22) "At or above 9th Grade" does not apply to the MSG measure.

3.) Adults and Dislocated Workers who, during a Program Year, are enrolled in education or training at the time of participation **or** at any time during participation.

Measurable Skill Gains: Who is included in the Measure?

24 April 2017

Adults and Dislocated Workers enrolled in one of the following services:

- Academic/Prerequisite Training
- Apprenticeship
- Basic Academic Training
- Concurrent Conceptual Training
- English Language Proficiency
- Entrepreneurial Skills Training
- Equivalency (GED)
- Occupational Classroom Training
- Other Academic Training
- Other Vocational Training
- Private/Public Sector OJT
- Remedial Training
- Vocational Retraining

Measurable Skill Gains in IWDS

Time Frames for Inclusion in the MSG indicator:

- Skill Gains are reported for each Program Year (July 1- June 30th).
- For instance, a skill gain with a date from July 1, 2018 through June 30, 2019 will count in PY' 18.
- Since the MSG measure is NOT exit based, participants are included in the measure *each year* they participate in WIOA **and** are enrolled in training or education.
- To count as a positive in performance, participants need to achieve at least one skill gain each year they participate in WIOA and are enrolled in education or training.

Measurable Skill Gains in IWDS

Time Frames for Inclusion in the MSG indicator (continued):

- Participants who are enrolled in training/education are included in the measure regardless of how long they have participated in the program year. For example, if a participant is enrolled in training or education in June, they have until June 31st to achieve a gain.
- In accordance with US DOL (Department of Labor) guidance, "Programs should not delay enrollment or services to participants until a new program year if programs believe there is insufficient time for the participant to make any type of MSG by the end of that program year".

5 Types of Measurable Skill Gains

Post-Secondary Transcript/ Report Card

Secondary Transcript/ Report Card

Training Milestone

Skills Progression/ Diploma/Certificate

Educational Functioning Level (EFL) (two ways)

MSG: Post-Secondary Transcript/Report Card

1) Post-Secondary Transcript/Report Card:

- Full time Students must achieve minimum of 12 credits within one semester.
- Part-time students must achieve a minimum of 12 credits completed (in accordance with the institutions standards) in two consecutive semesters within the same 12-month period. If the first semester begins in one PY and the second semester ends in the next Program Year (PY), the MSG would be achieved in the PY that the second semester ends.
- Documentation: Transcript or Report Card that shows a participant is meeting the State unit's academic standards. The documentation must included whether the participant is enrolled full-or part-time.

Post-Secondary Transcript/Report Card

IWDS Requirements: Must have one of these to have a Post Secondary Transcript/Report Card Gain;.

On the Education Status Screen– Attending School? = **YES** OR,

On the Education Status -*In Program Update* Screen- Pursuing GED/Diploma/Certificate? = **YES**

AND one of these:

On the Education Status Screen -Highest Grade Completed=12th Grade with a Diploma or Higher

On the Education Status – *In Program Update* Screen -Highest Grade Completed =12th Grade with Diploma or Higher.

MSG: Secondary Transcript/Report Card

2) Secondary Transcript/Report Card:

- Applies to participants without a high school diploma or GED at program entry.
- Documentation: Participant's transcript or report card for secondary education for one semester showing that the participant is demonstrating satisfactory achievement in all classes. The semester must be within the Program Year of participation (PY).

Secondary Transcript/Report Card

IWDS Requirements: Must have one of these.

On the Education Status Screen -Attending School? = **YES** OR,

On the Education Status -*In Program Update* Screen– Pursuing GED/Diploma/Certificate? = **YES**

AND one of these:

On the Education Status Screen- Highest Grade Completed=9th, 10th, 11th or 12th without a diploma.

On the Education Status – *In Program Update* Screen– Highest Grade Completed =9th, 10th, 11th or 12th without a diploma.

MSGs for Secondary & Post Secondary Transcript/Report Card

Two “rules” that apply to *both* the **Post-Secondary and Secondary Transcript/Report Card** skill gain types:

- The report card/transcript must *not* show that the participant dropped out of school, was removed from the institution, or any other condition that indicated removal on academic or conduct grounds.
- Any reasonable verification of a transcript or report card will meet the requirement for documentation such as an unofficial transcript or online report card.

MSG: Training Milestone

"Satisfactory or better progress report towards established milestones…" These may reflect on a participant's Individual Employment Plan (IEP) or other established goals.

Documentation for this gain may vary, as *Programs should determine appropriate methodologies based upon the nature of services being provided.*

Training milestones are *not necessarily* based on a written exam or test.

TAA Question: Non-traditional block/clock hours for modular classes may be documented as a "Training Milestone".

Training Milestone

Examples:

- “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.” Progress reports must document substantive skill development.
- Training reports on milestones completed as individual masters the required job skill or steps to complete a program, for example an OJT or Registered Apprenticeship (RA).
- Pay stubs showing increases in pay resulting from new skills or increased performance.

MSG: Skills Progression/Diploma/Certificate

Skills Progression/Diploma/Certificate:

- **“Successful passage of an exam that is required for an occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge based exams.”**
- Skills Progressions are documented by passage of a written assessment or exam leading to a credential or certificate.
- This gain may include a High-School Diploma or GED, an Industry Recognized Credential or Certificate or an Associates or Bachelor’s Degree.

Skills Progression/Diploma/Certificate

Examples:

- passage of an exam/component 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.

MSG: Educational Functioning Level (EFL)

There are two ways an individual can achieve an Educational Functioning Leven (EFL) gain for MSG…

1) Assessment Test Scores: Documented achievement of at least one EFL of a participant who is receiving instruction below the postsecondary level.

- One full EFL gain is required and is measured by comparing a participant's pre- and post-test scores.
- IWDS calculates this MSG by the client's test scores that are entered into IWDS. The system will automatically record a gain when there is an EFL gain recorded.

Educational Functioning Level (EFL)

2) <u>EFL Gain for Entry into Post-Secondary Education</u>:

An EFL 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.

<u>What is this Measuring?</u>

Customers who participated in WIOA and, after their program ended, they enrolled in a post-secondary school or training on their own, within the Program Year (PY').

EFL for Entry into Post Secondary Education: IWDS Entry

<u>IWDS requirements: a customer achieved this type of EFL Gain?</u>

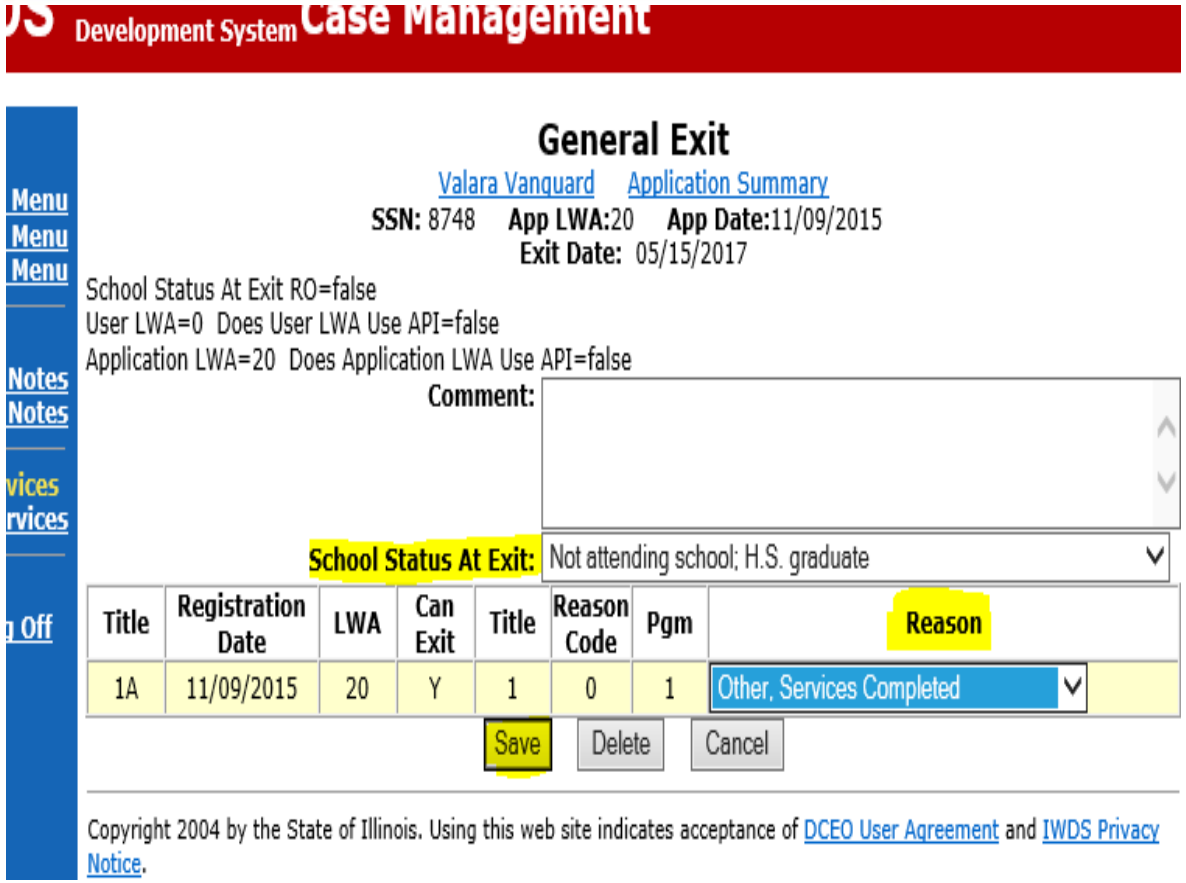
<u>School Status at Exit</u>: = “Not Attending School; HS Graduate”.

Logic: Need to validate client has a high school diploma because without this, they wouldn’t enroll in a Post-Secondary school/training.

<u>Exit Reason</u>: The exit reason recorded for a participant achieving this gain *must* ***NOT*** indicate he/she is “Attending Post-Secondary School/College” at exit.

Logic: If this were the case, there would be nothing to measure since it indicates enrollment in post-secondary school/college took place while receiving WIOA services.

Recording an EFL for Entry into Post-Secondary Education in IWDS:

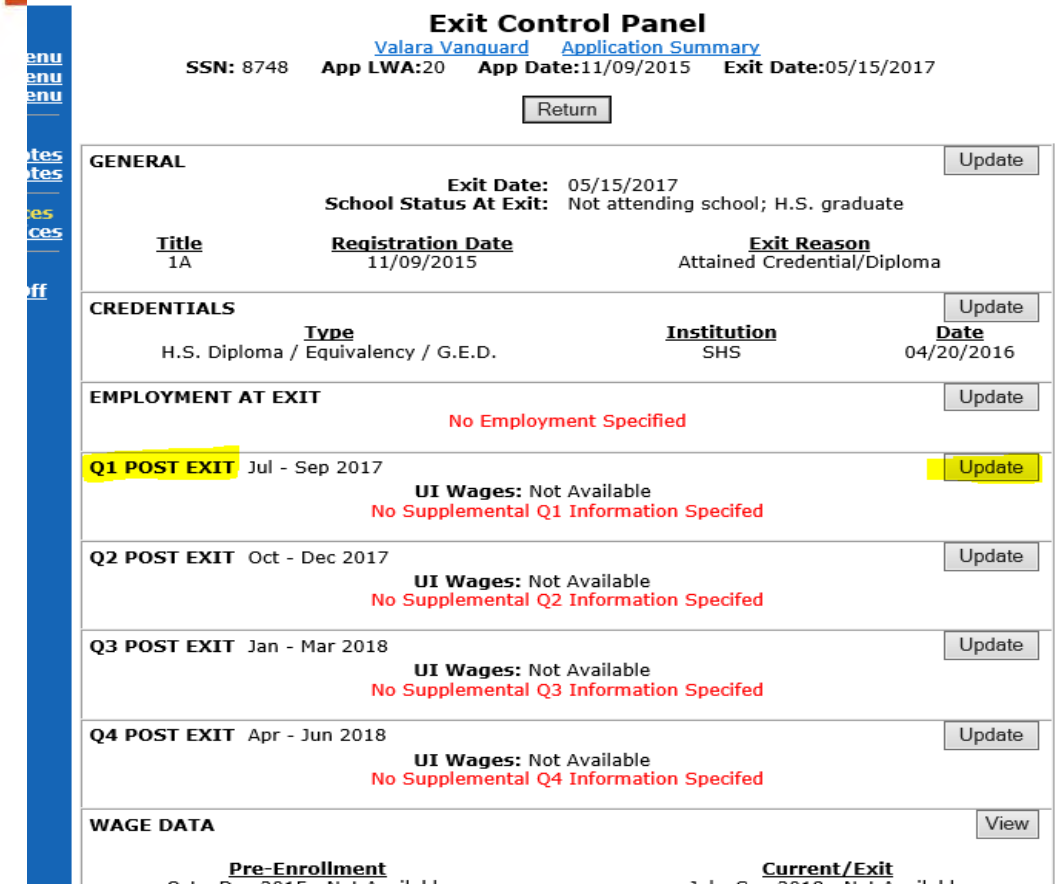


Recording a EFL for Entry into Post-Secondary Education:

In IWDS, this is done at time of exit.

- "School Status At Exit:" = "Not Attending school, H.S. Graduate".
- Validate Exit Reason: CANNOT record "Attending Post-Secondary School/College" to report a gain for this type of MSG.
- Click "SAVE" to complete the exit.

Recording an EFL for Entry into Post-Secondary Education in IWDS:



Exit Control Panel

Valara Vanguard Application Summary

SSN: 8748 **App LWA:**20 **App Date:**11/09/2015 **Exit Date:**05/15/2017

Return

GENERAL — Update

Exit Date: 05/15/2017
School Status At Exit: Not attending school; H.S. graduate

Title	Registration Date	Exit Reason
1A	11/09/2015	Attained Credential/Diploma

CREDENTIALS — Update

Type	Institution	Date
H.S. Diploma / Equivalency / G.E.D.	SHS	04/20/2016

EMPLOYMENT AT EXIT — Update

No Employment Specified

Q1 POST EXIT Jul - Sep 2017 — Update

UI Wages: Not Available
No Supplemental Q1 Information Specifed

Q2 POST EXIT Oct - Dec 2017 — Update

UI Wages: Not Available
No Supplemental Q2 Information Specifed

Q3 POST EXIT Jan - Mar 2018 — Update

UI Wages: Not Available
No Supplemental Q3 Information Specifed

Q4 POST EXIT Apr - Jun 2018 — Update

UI Wages: Not Available
No Supplemental Q4 Information Specifed

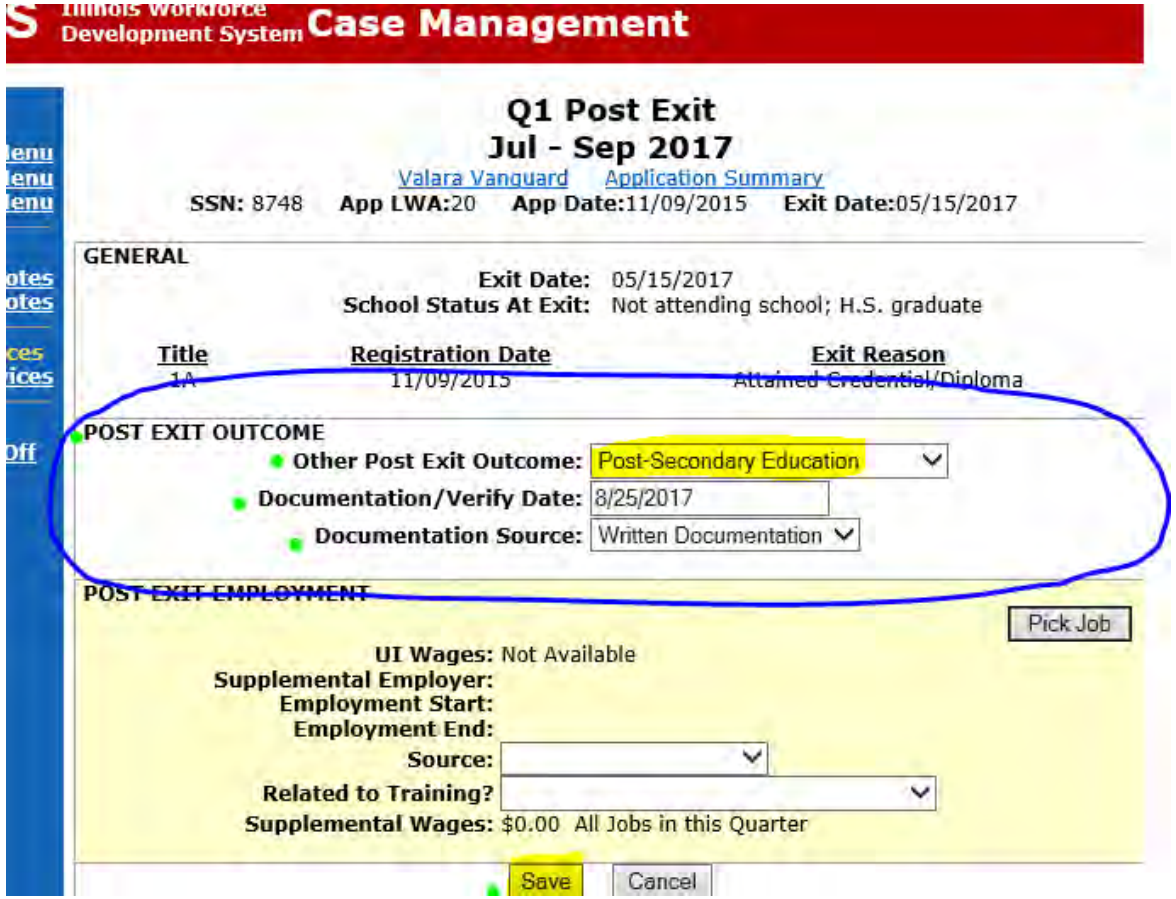
WAGE DATA — View

Pre-Enrollment	Current/Exit

- User will be automatically directed back to the Exit Control Panel.
- During *any* Post-Exit follow-up, if a client communicates that he/she entered any post-secondary education or training, **update the Post-Exit quarter outcome.**

  This is a *NEW* requirement in IWDS.
- Click on “Update” in the respective Post-Exit Quarter on the Exit Control Panel.
- You will be automatically directed to the POST Exit Outcome Screen…

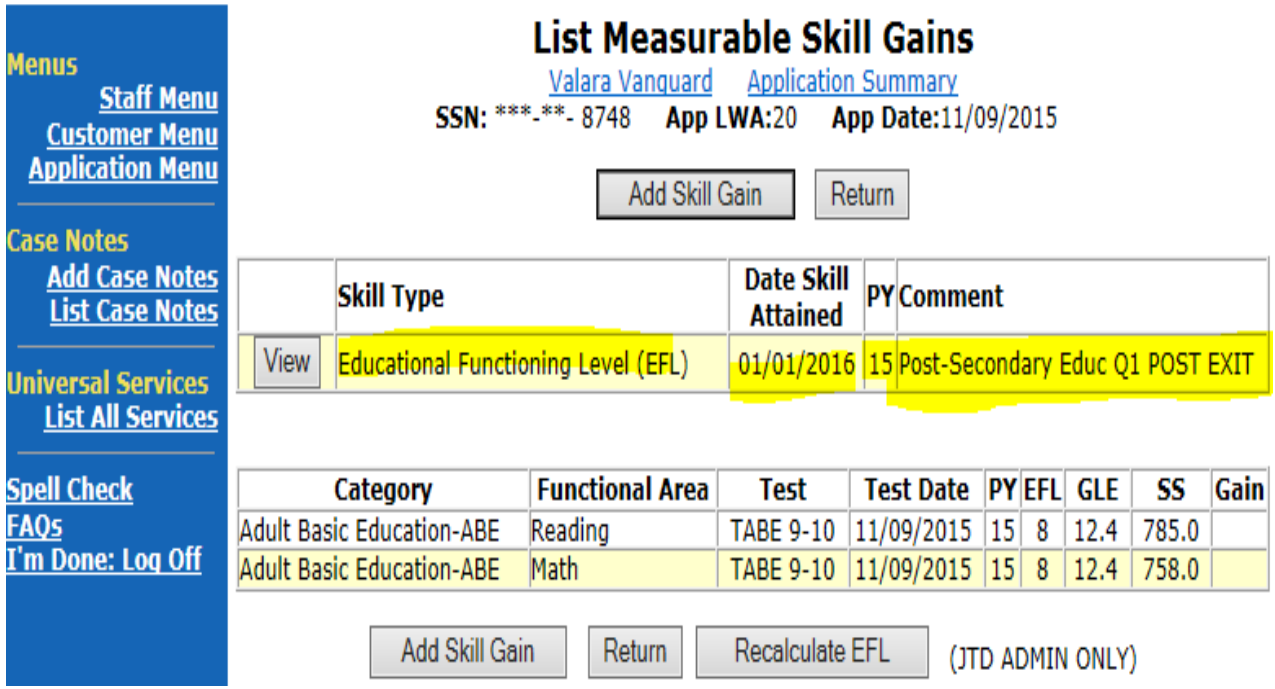
Recording an EFL for Entry into Post-Secondary Education in IWDS:



In the POST EXIT OUTCOME section, update the following fields:

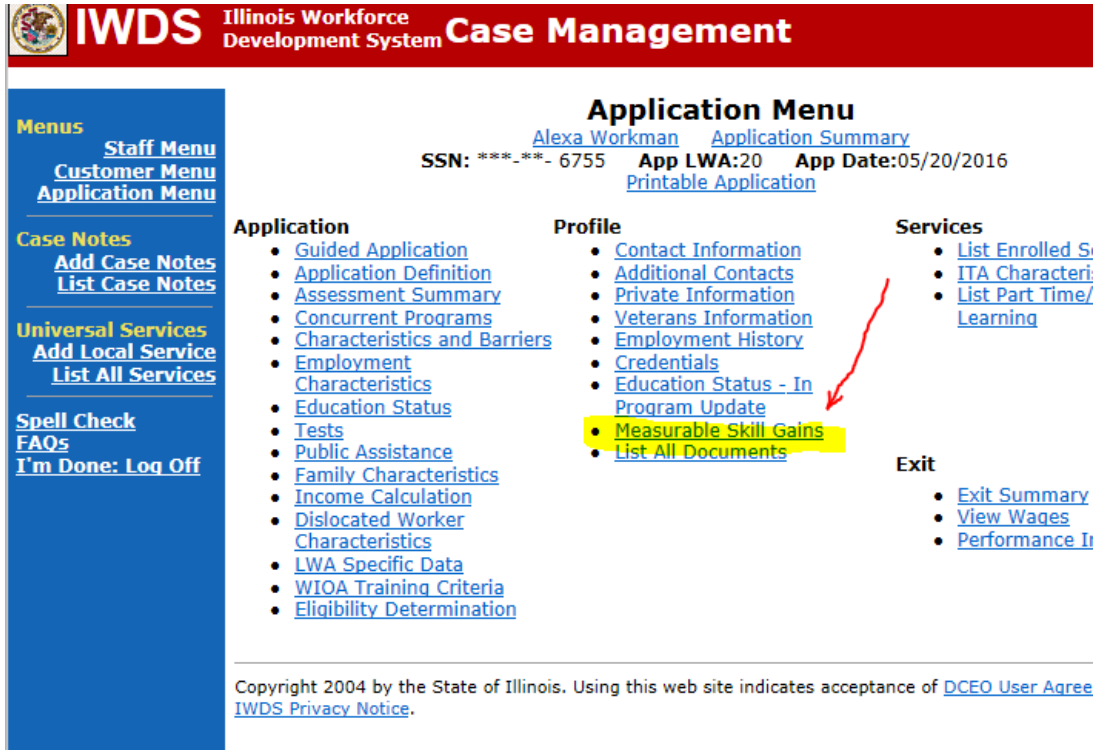
- **Other Post Exit Outcome:** Record "Post-Secondary Education" for this EFL gain.
- **Documentation/Verify Date**: Record the date of the supporting documentation. This date must fall within the Post-Exit Quarter selected.
- **Documentation Source:** Written documentation is required. This is the only choice in dropdown.
- Click SAVE.

Recording an EFL for Entry into Post-Secondary Education in IWDS:



- IWDS will calculate this gain by comparing the participant's status at exit to his/her Post-Exit outcome.
- The "Date Skill Attained" will automatically default to the first day of the Post-Exit quarter in which the Post-Secondary outcome was recorded. This will not be the same as "Documentation/Verify date" recorded.

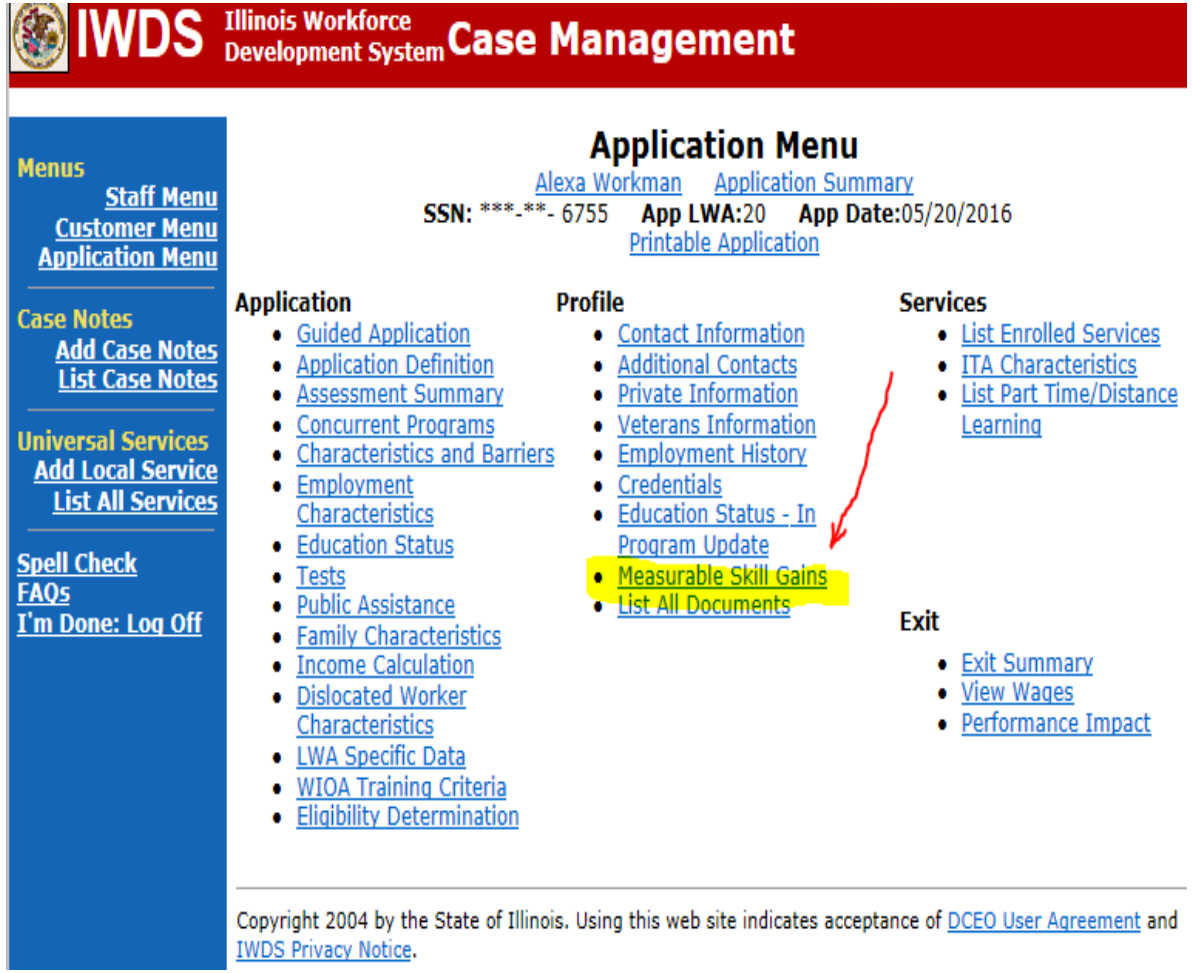
Recording Measurable Skill Gains in IWDS



The following steps outline how to record Measurable Skill Gains in IWDS.

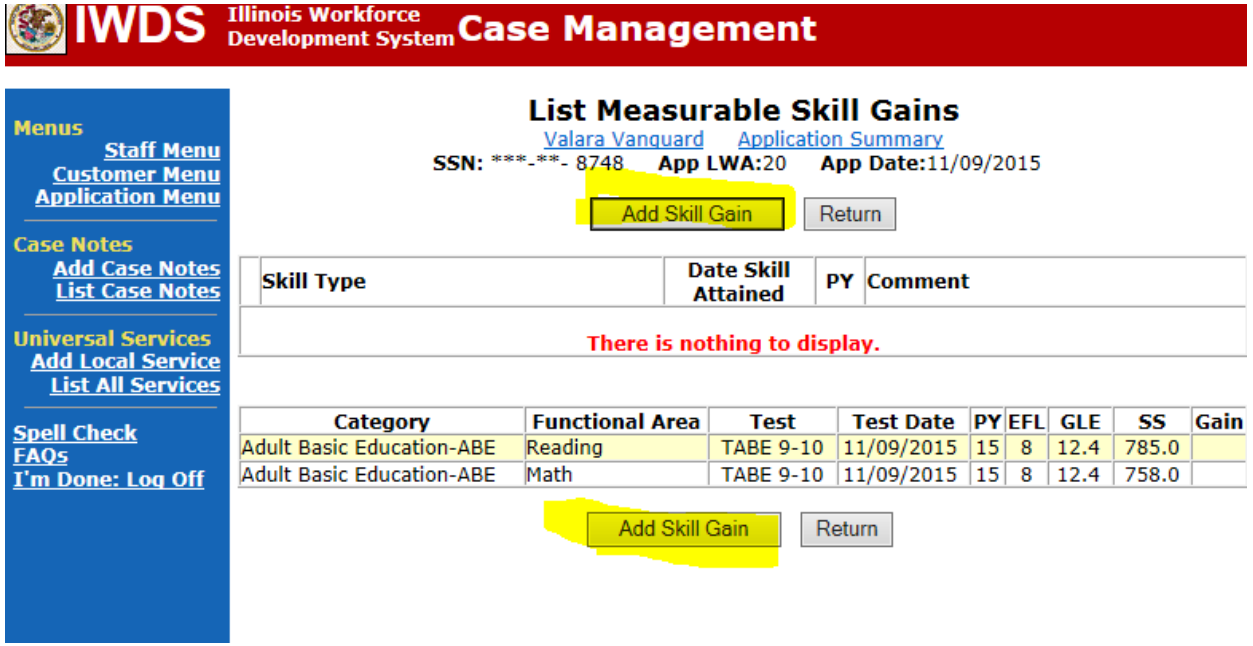
For TAA/WIOA Co-enrolled customers, the MSG must be entered on **BOTH** the TAA and WIOA applications to get credit for the Measurable Skill Gain.

Recording Measurable Skill Gains in IWDS



- Click on "**Measurable Skill Gain**" on the Application Menu in IWDS to go to the List Measurable Skill Gains Screen.
- This is NEW in IWDS.
- You will be directed to the "List Measurable Gains" Screen.

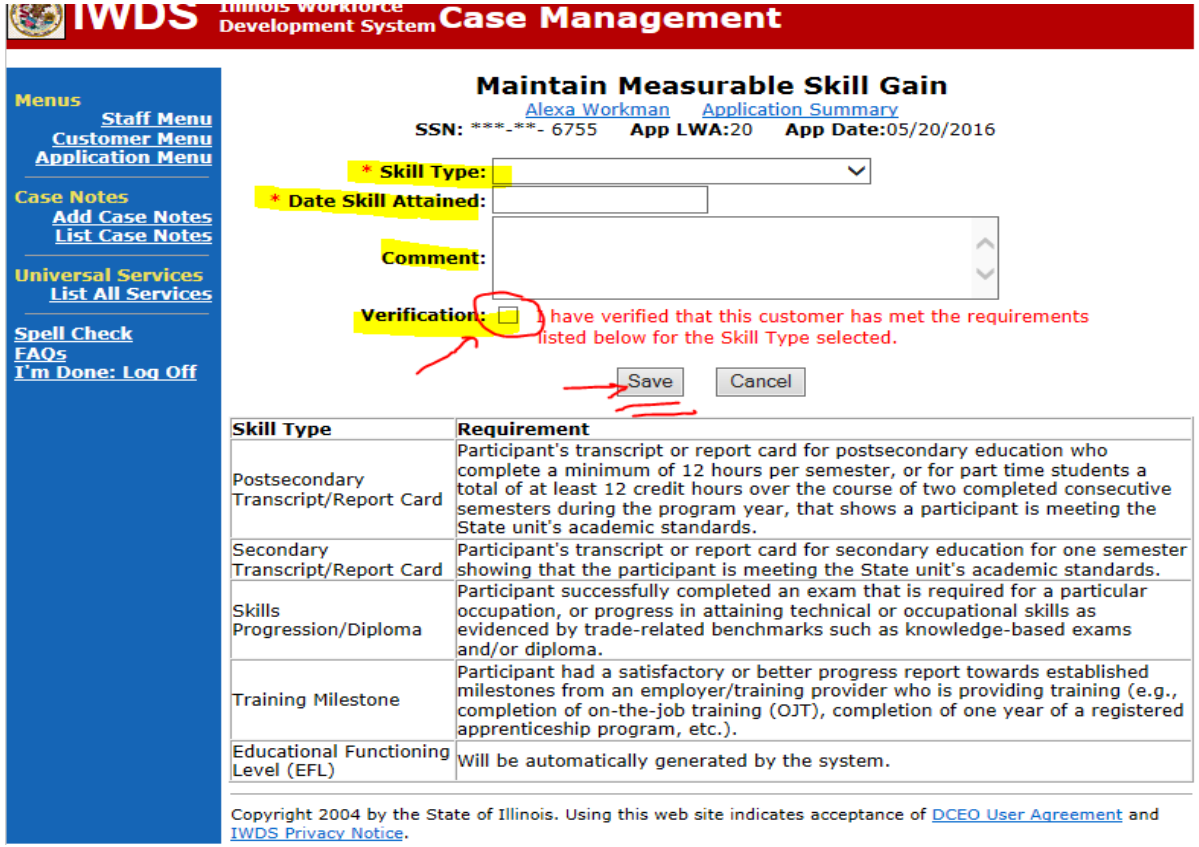
Recording MSGs in IWDS



Click on "**Add Skill Gain**".

You will be directed to the "Maintain Measurable Skills" Screen.

Recording MSGs in IWDS



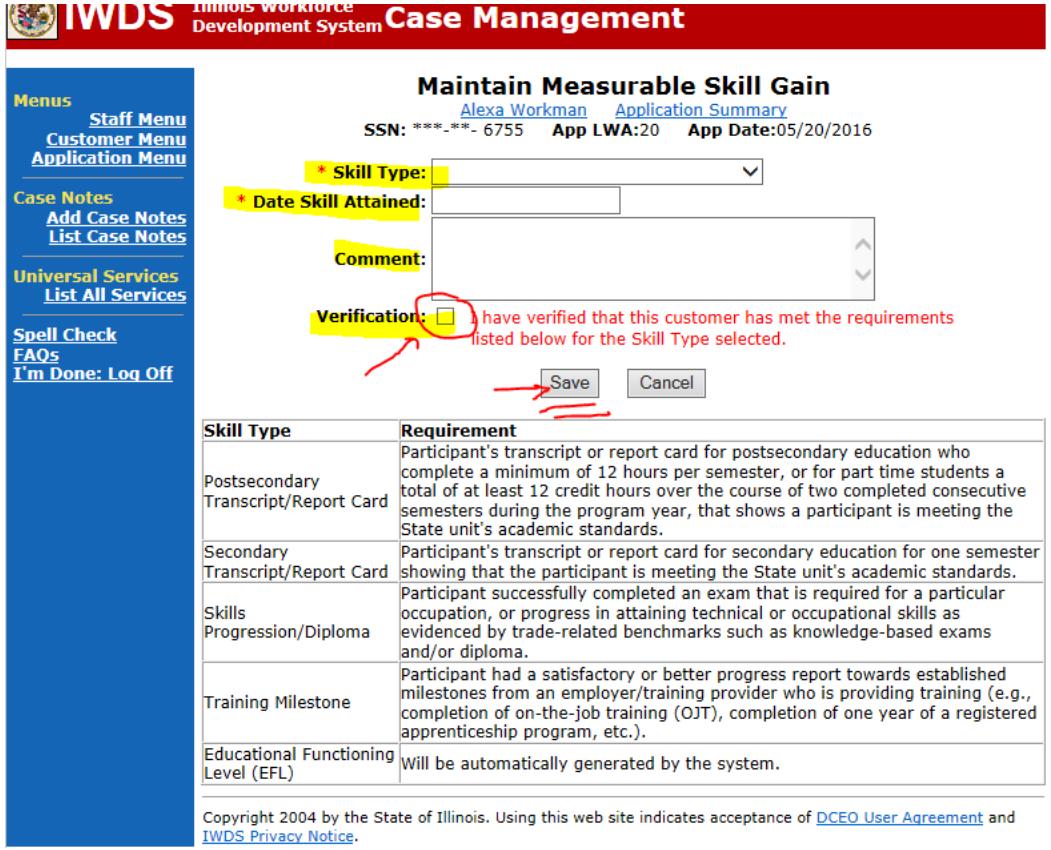
"Maintain Measurable Skill Gain"

This is a NEW Screen in IWDS –

4 Required Fields:

- **Skill Type:**
- **Date Skill Attained:**
- **Comment:**
- **Verification:**

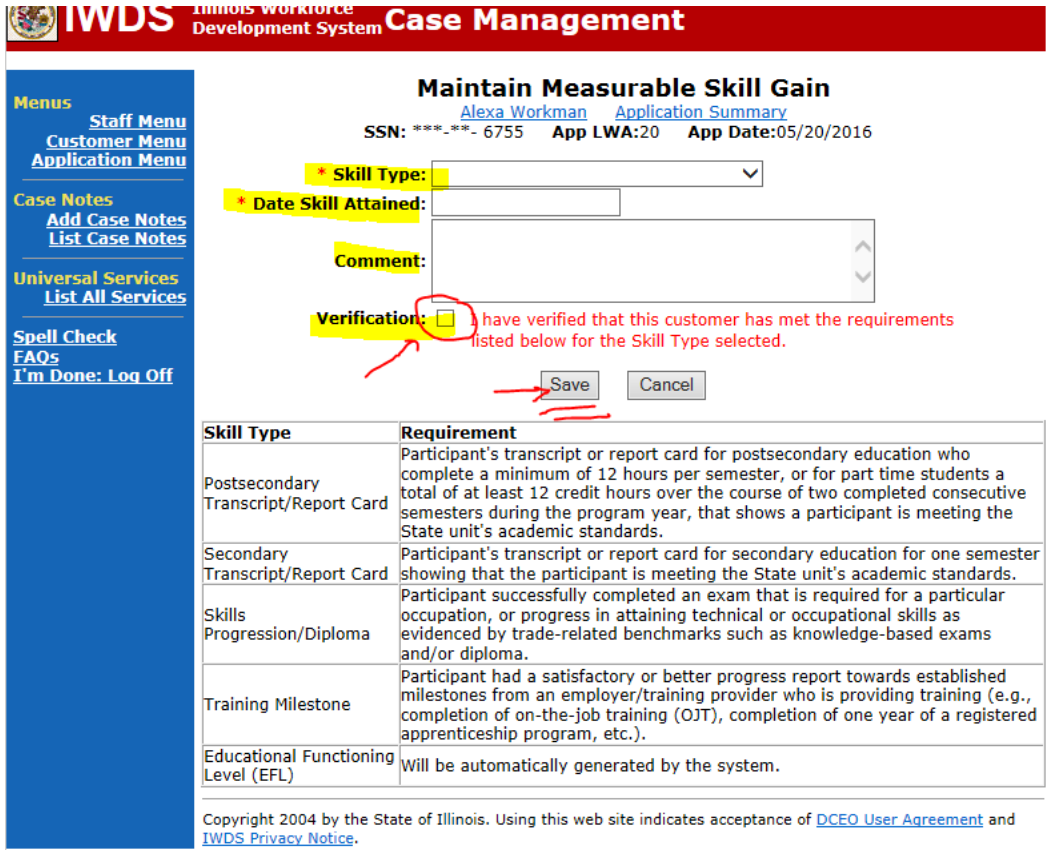
Recording MSGs in IWDS



Skill Type:

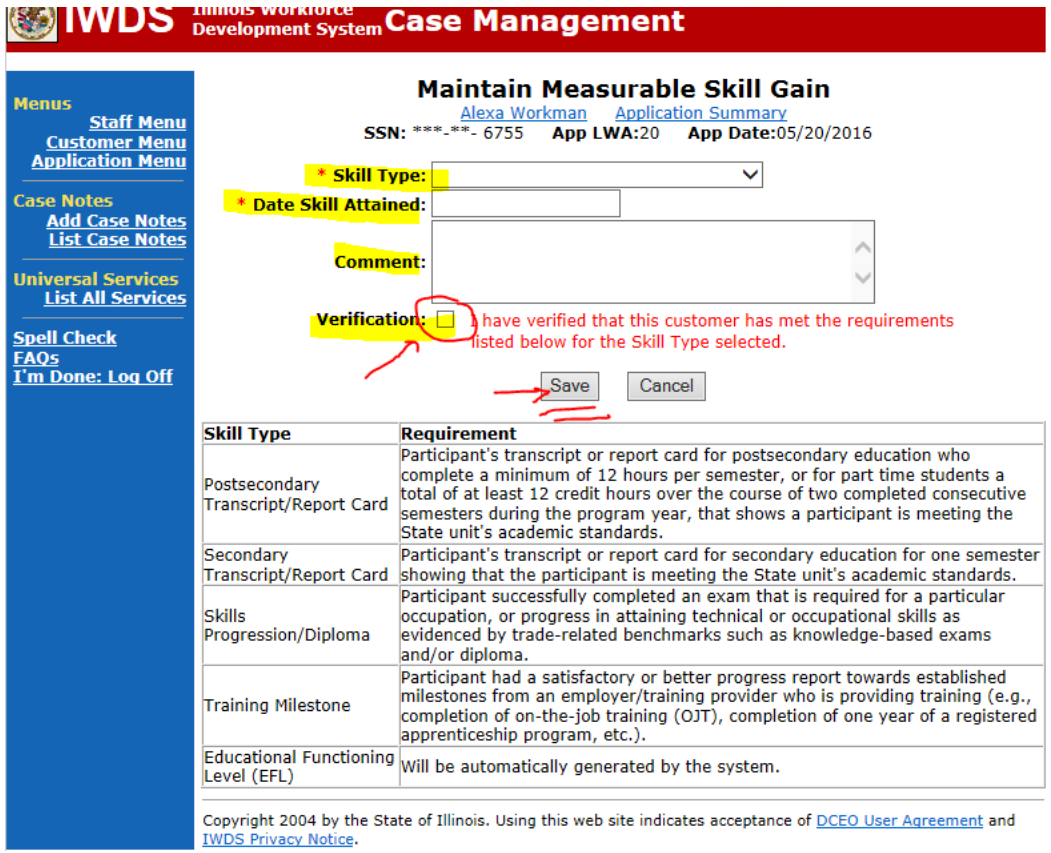
- User selects the type of MSG that was achieved/documented by the participant.
- The dropdown includes; Post Secondary Transcript/Report Card; Secondary Transcript/Report Card; Training Milestone; Skills Progression/Diploma.

Recording MSGs in IWDS



- **Date Skill Attained:** Enter a valid date of the supporting documentation.
- The date of the gain must fall within the current program year (PY) of participation.
- A gain may be recorded for each PY the customer is participating in WIOA and enrolled in training/education.
- A Program Year starts on July 1st and end June 30th of a given year.
- For MSG, PY'18= July 1, 2018 --- June 30th, 2019.

Recording MSGs in IWDS

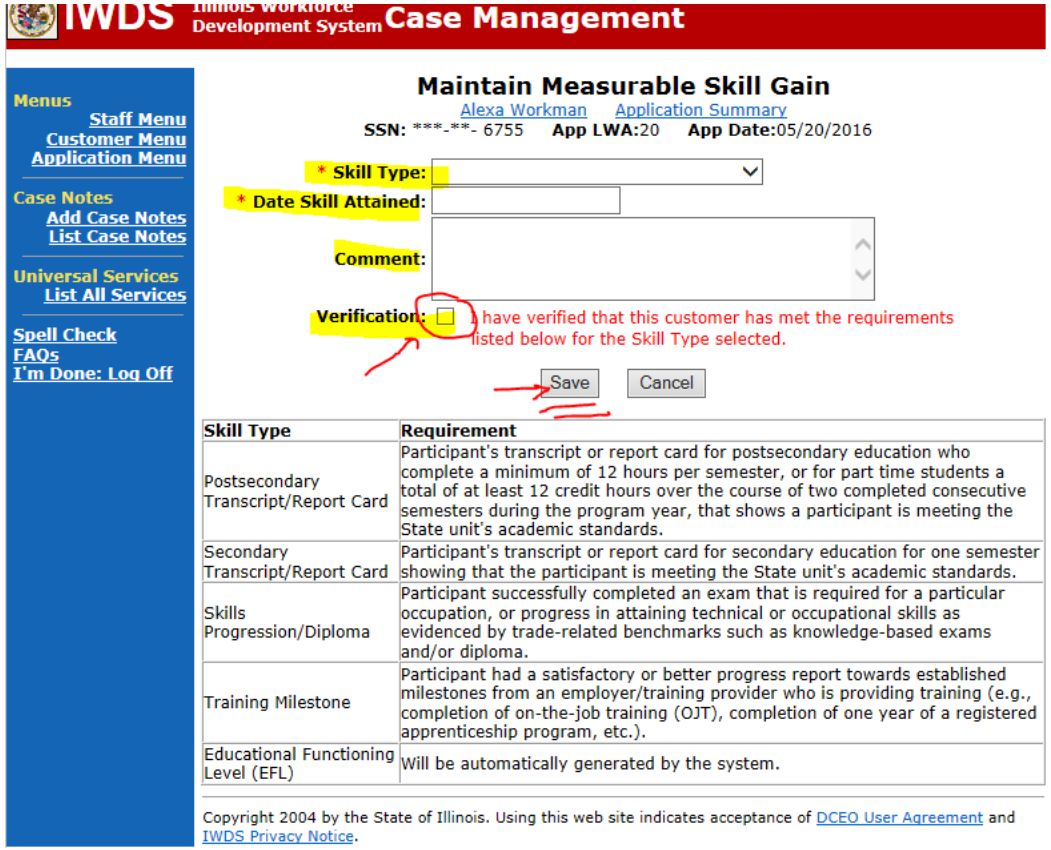


Comment: – Enter the type of documentation that will be in the file to validate the skill type achieved or a note about the participant's progress.

For Example:

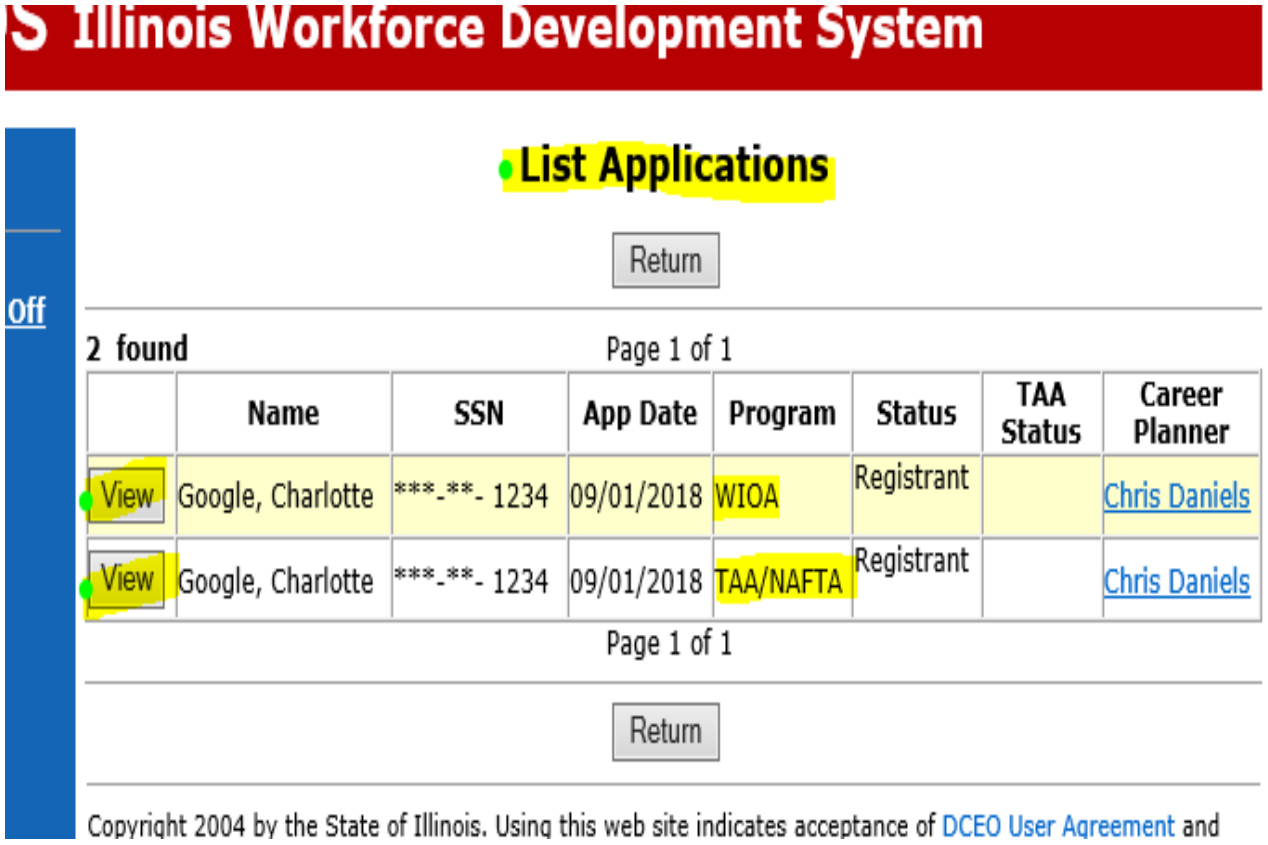
"Customer is enrolled full-time at LLCC. She completed 12 semester hours from 1/15/2018 to 5/17/2018. She provided cc of her transcript as evidence of her full time status and successful completion of 12 credit hours during the PY."

Recording MSGs in IWDS



- **Verification:** – Click the box to certify that client has met the requirement of the skill type being documented.
- Click **SAVE** to save the record.

Recording MSGs in IWDS



Important!

- For TAA/WIOA co-enrolled customers, to get credit for MSGs, each gain must be entered on the WIOA and TAA application in IWDS.
- Follow the same procedure as outlined above in each application.

Measurable Skills Gains

We recognize that Measurable Skills Gains is a new indicator with much to be discovered. If you have questions or specific situations that you would like to have addressed, please contact;

Paula Barry at Paula.Barry@Illinois.gov

(For additional guidance on WIOA performance measures, please reference TEGL 10-16 Change 1. page 18.)

Supplemental Wages in IWDS

Overview:

- When a WIOA participant enters unsubsidized employment, his/her wages are reported to Illinois Department of Employment Security (IDES), uploaded to IWDS, and the customer's wage records are reported in IWDS on a quarterly basis. (TEGL 26-16)
- When a participant gains "supplemental" employment, his/her wage income must be entered in IWDS by the career planner since the wages are not reported to IDES and available to be uploaded to IWDS.
- NOTE: Under WIOA, Career Planners are required to provide up to 12 months of follow-up services to ALL Youth *and* Adult and Dislocated participants who are in Unsubsidized Employment at exit.

Supplemental Wages in IWDS

When do Supplemental Wages count?

- WIOA Performance Outcomes: Supplemental wages will count towards performance in 2nd Quarter and 4th Quarter Employment outcomes and Median Earnings performance indicators.
- Supplemental wages should be entered for customers who do not have UI wages reported to IDES.
- This means customers who are self-employed, are federal employees, or whose employer does *not* report wages to IDES or the Wage Rate Interchange System (WRIS).
- If there are UI wages reported for a customer, those wages will override any supplemental wages recorded in IWDS.

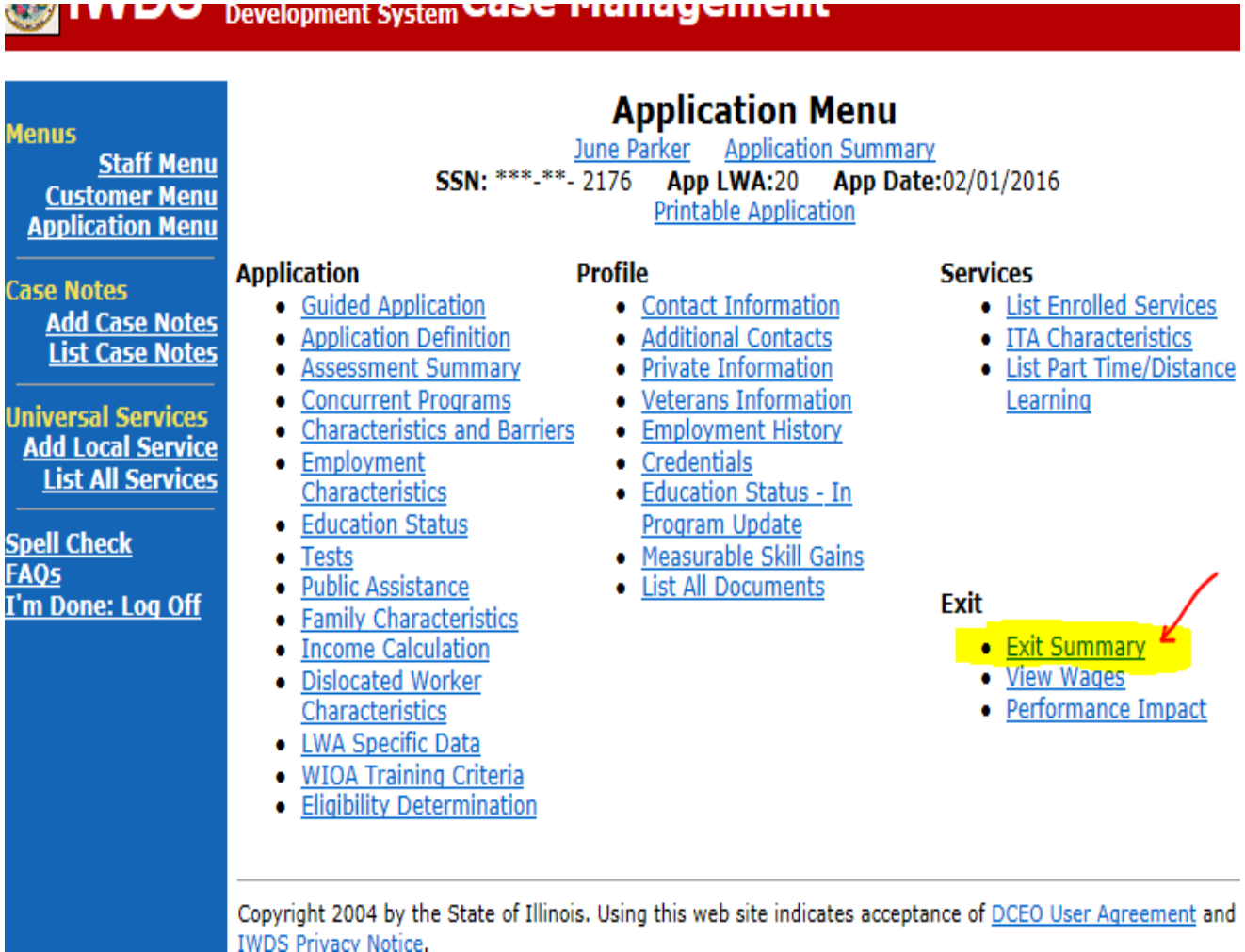
Supplemental Wages in IWDS

When do Supplemental Wages count?

NOTE to Career Planners:

- When you know that one of your customers is in unsubsidized employment, for example, has wages showing in IBIS, and they also have some supplemental wages, you do NOT need to enter those supplemental wages.
- However, if you know an individual will *only* be in supplemental employment,(e.g; self-employed, federal employees, employer does not report wages to IDES or WRIS), his/her wages need to be entered to get credit for their employment and earnings.

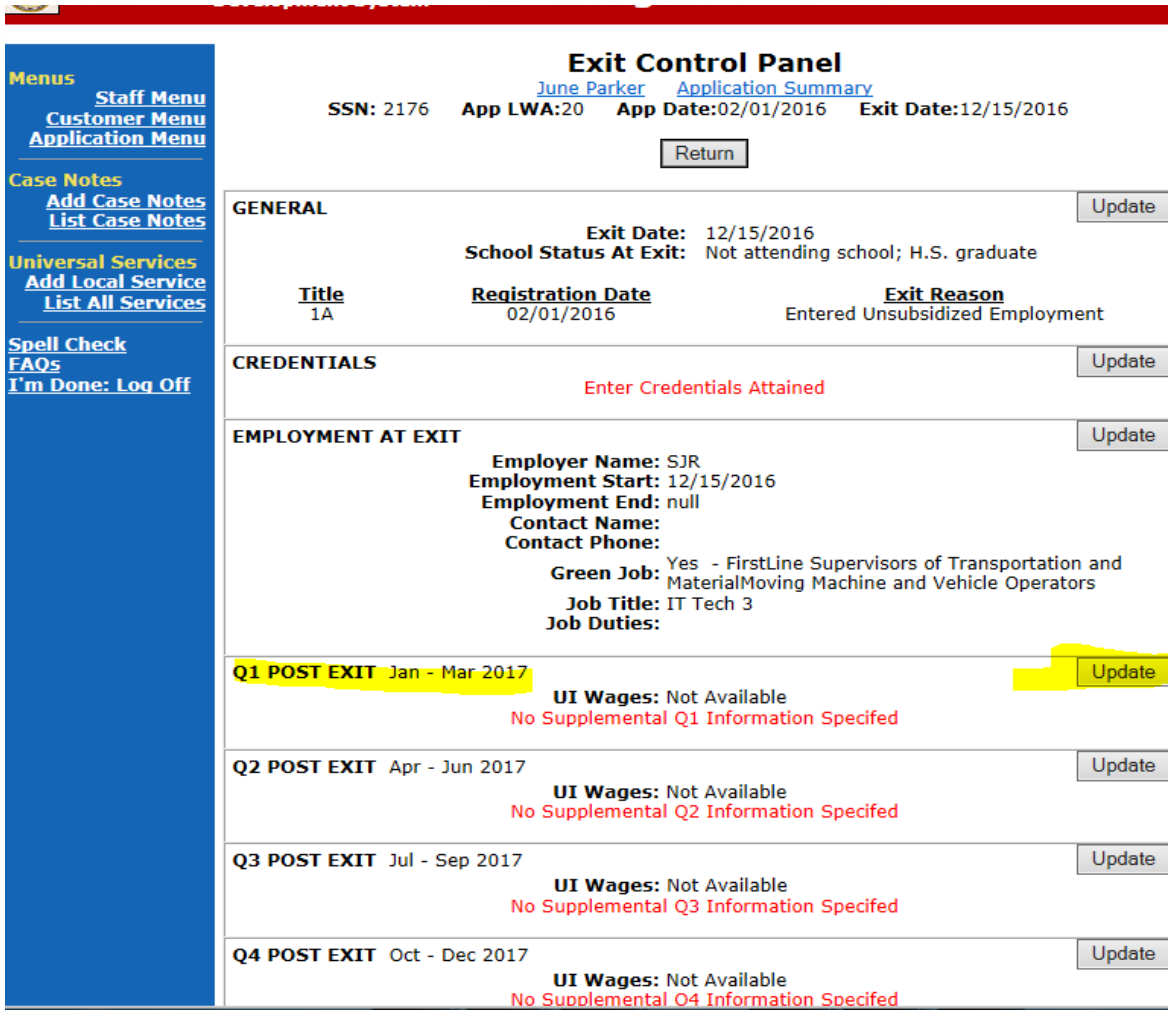
Recording Supplemental Wages in IWDS:



Record Supplemental Wages in IWDS:

- Click on “Exit Summary” on the Application Menu.

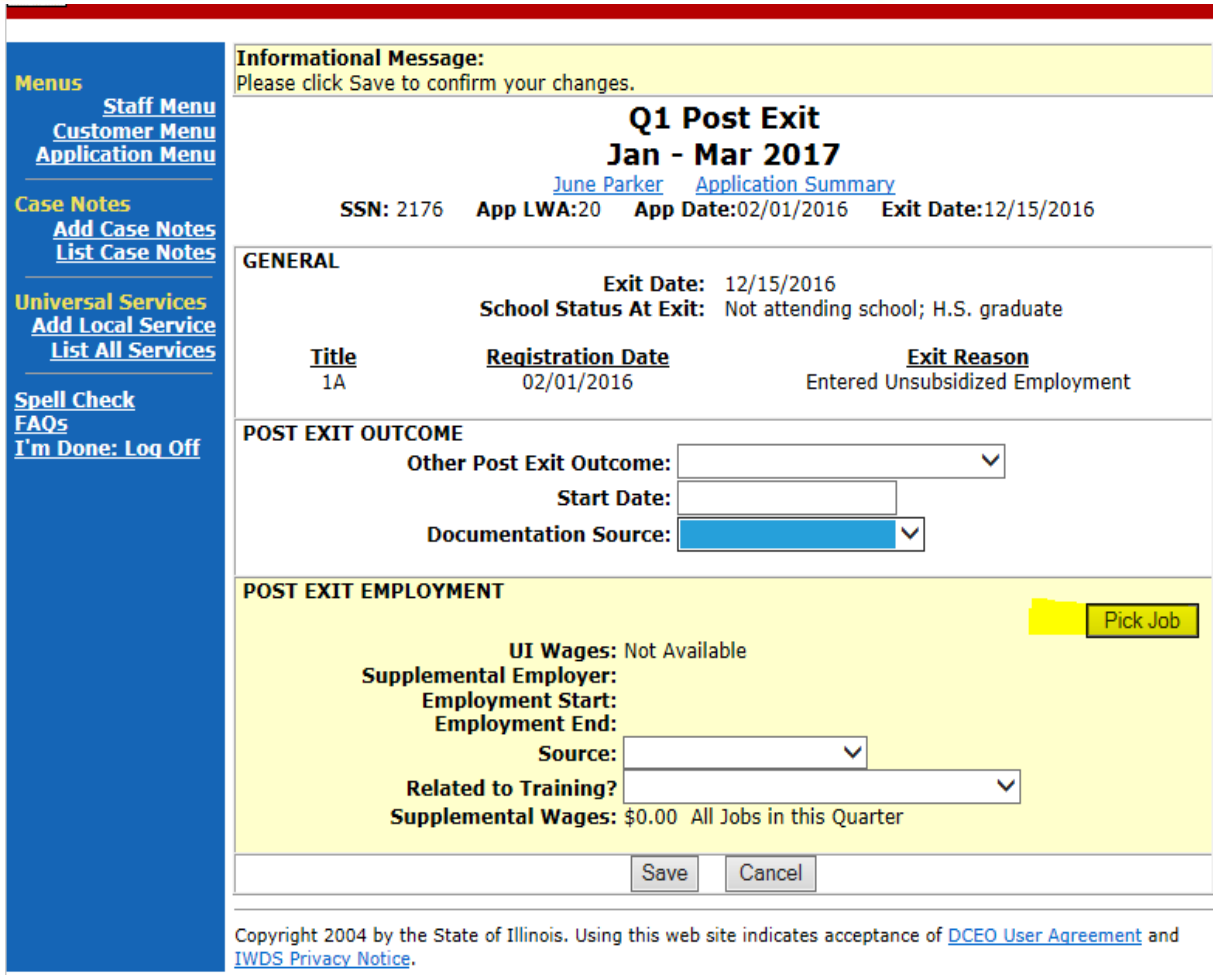
Recording Supplemental Wages in IWDS:



User will be directed to the "Exit Control Panel".

- **Click on "Update" in the "Post Exit" quarter section where supplemental employment is being recorded.**
- *In this example, wages are being entered in the 1st Post-Exit Quarter.*

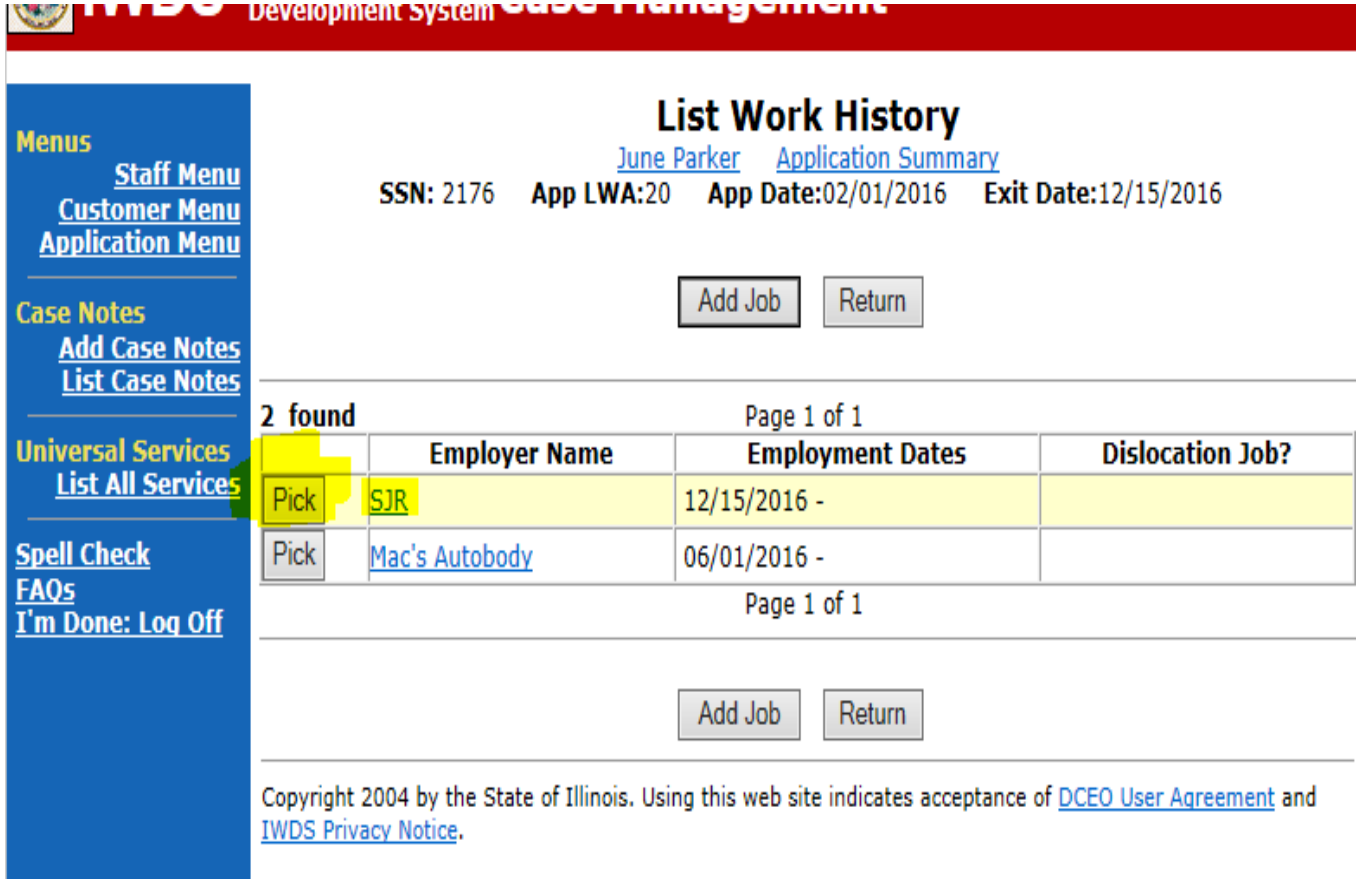
Recording Supplemental Wages in IWDS:



User will be directed to the Post-Exit Follow up Screen for the quarter selected.

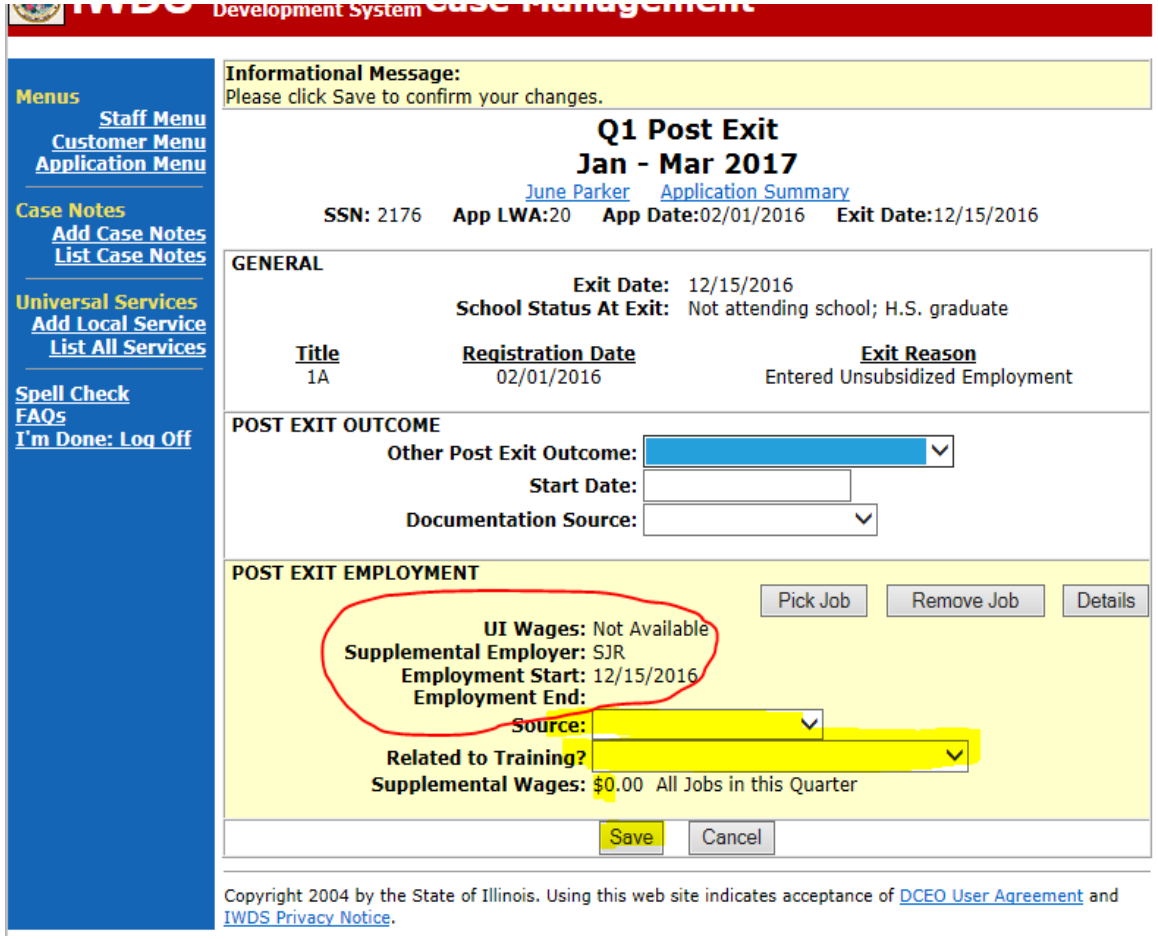
- Click “Pick Job”.

Recording Supplemental Wages in IWDS:



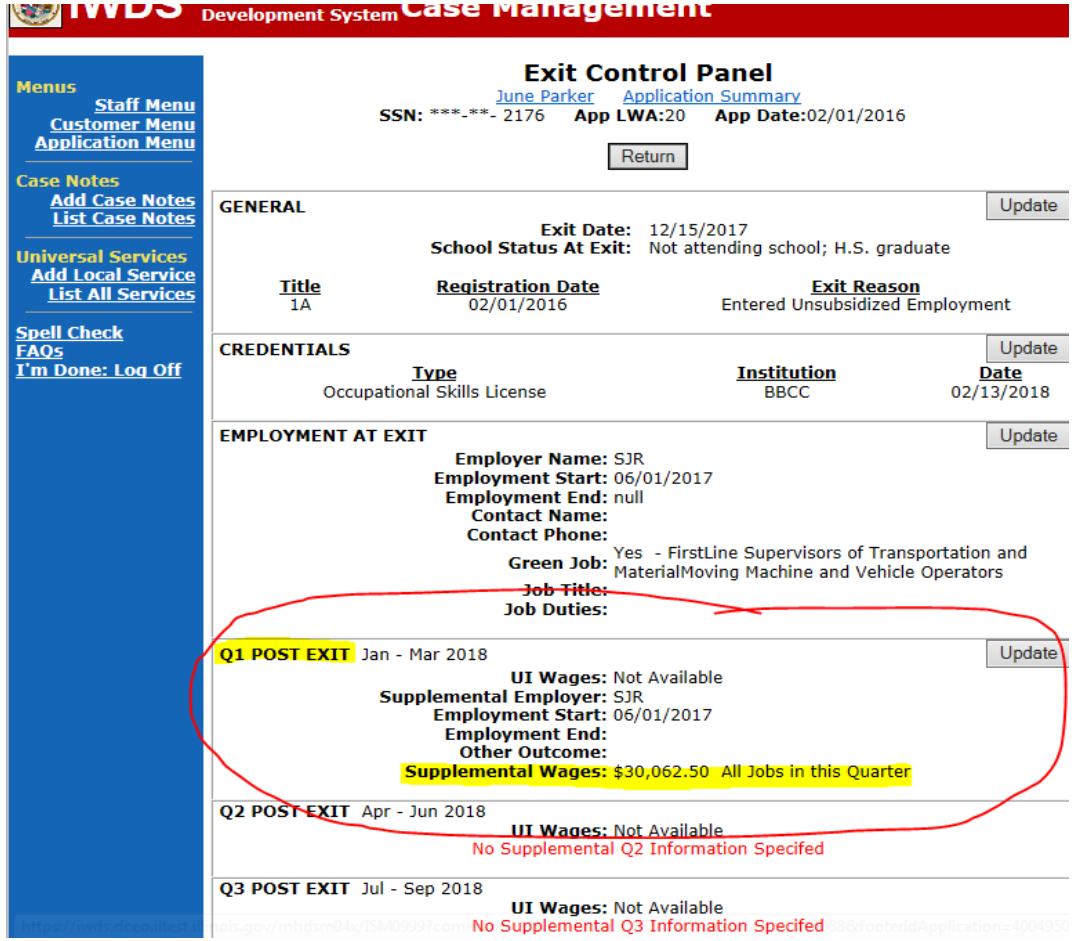
- Chose the respective employment record.
- Click “Pick” Next to the Employer Name.

Recording Supplemental Wages in IWDS:



- Once the respective employment has been “picked”, user will be automatically directed back to the Post-Exit Quarter Follow up Screen.
- The POST EXIT EMPLOYMENT section is updated with the employment information.
- Verify and Click SAVE.

Recording Supplemental Wages in IWDS:

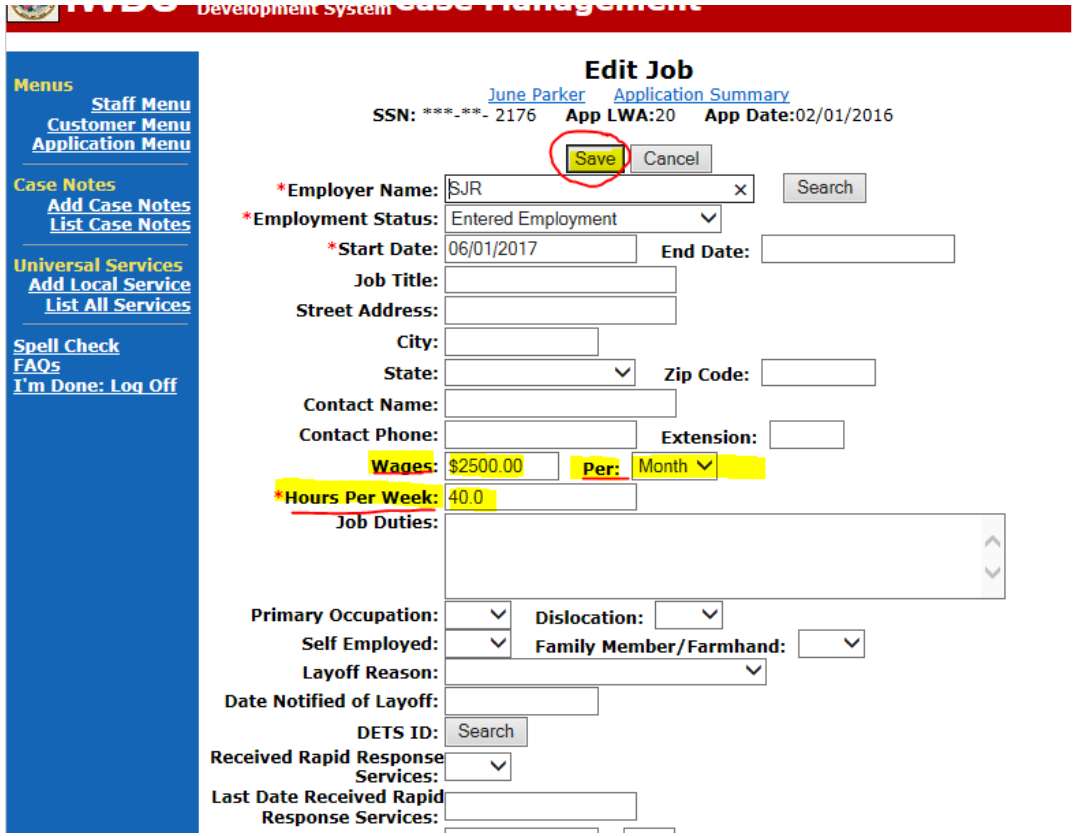


User will be directed back to the Exit Control Panel.

NOTE: The supplemental wages are calculated and displayed in the Post-Exit Quarter that was updated.

Note: If UI (Unemployment Insurance) wages are uploaded for this client, they will override the supplemental wages. (But the supplemental wages will continue to be displayed.)

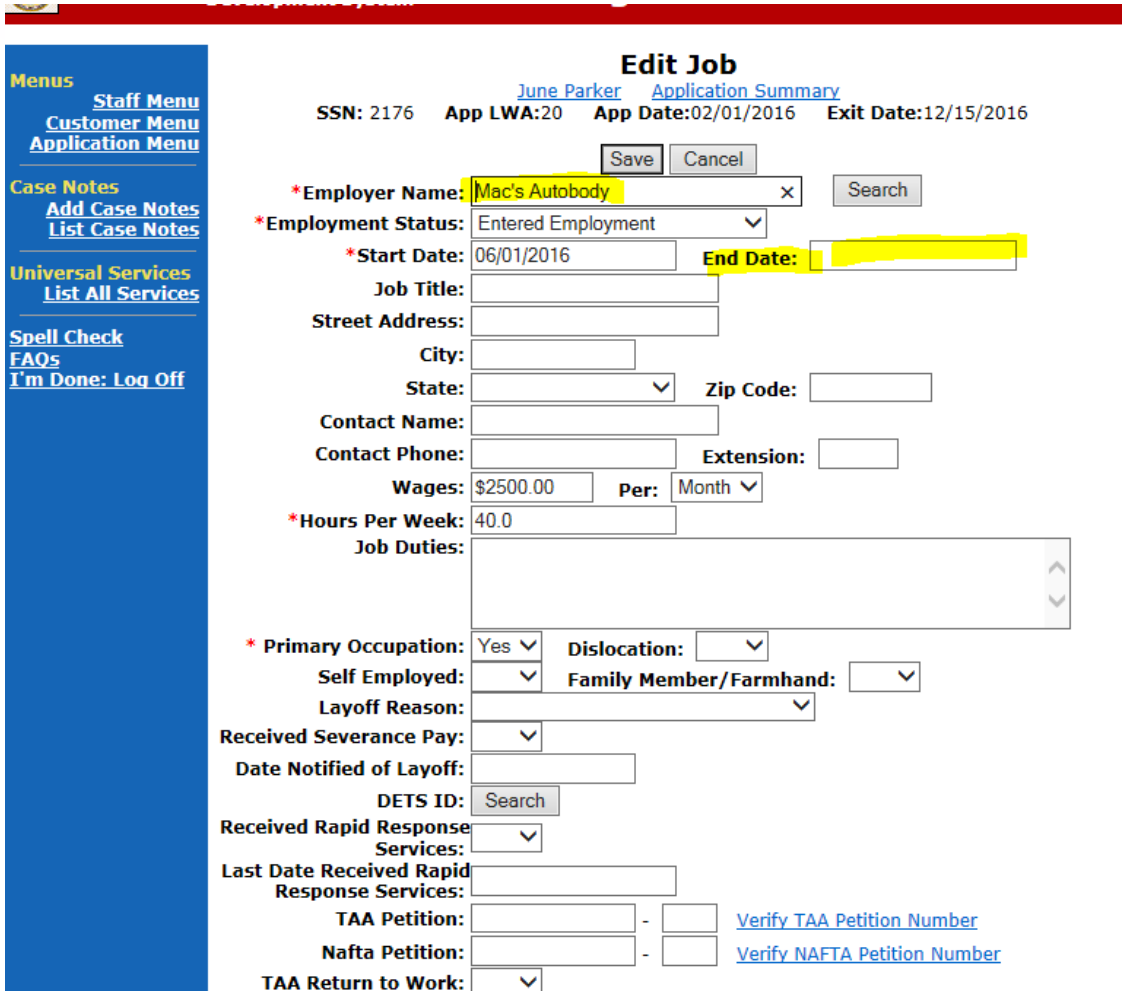
Recording Supplemental Wages in IWDS



Edit Job: Add Supplemental Wages to the Employment Record.

- **Wages:** Enter a dollar amount.
- **Per:** Choose from - Day, Hour, Month Week or Year .
- **Hours Per Week:** Enter number of hours worked per week.
- Click SAVE.

Recording Supplemental Wages in IWDS



Edit Job: Update Employment End Date.

- **IMPORTANT:** It is important to record the employment "**End Date**" on a job record when the customer is no longer working at the respective job.
- IWDS will calculate wages for all of a participants job records where there are wages entered and no end date.

Measurable Skill Gains and Supplemental Wages in IWDS

As always, please do not hesitate to contact Paula Barry with questions. Paula.Barry@Illinois.gov