# Vocational Rehabilitation Services Manual A-500: Measurable Skill Gains

Revised October 1, 2020

## A-504: Types of Documented Progress for Measurable Skill Gains

The Workforce Innovation and Opportunity Act identifies the following five types of documented progress for Measurable Skill Gains (MSGs):

1. Achievement of at least one educational functioning level (EFL) by a participant who is receiving instruction below the postsecondary education level. An EFL gain is advancement of an educational level by making measurable improvement in educational attainment as measured by a pretest and posttest or by enrollment in a postsecondary education or training program after completion of a secondary school program.

An example of an EFL would be moving from a 9th grade reading level to a 10th grade reading level. The tests typically used for this include the Test of Adult Basic Education (TABE) and the Basic English Skills Test (BEST).

Examples of documentation to confirm an EFL MSG include:

* + results from a TABE or BEST pretest and posttest showing skills gains or academic improvement;
	+ an adult high school transcript showing an EFL gain through the awarding of credits; or
	+ postsecondary education or training enrollment substantiated by file documentation with notes from program staff after completion of a secondary school program.

Note: Staff must make at least three attempts to obtain documents that substantiate the MSG from third-party education and training providers before using case notes as the primary source documents. When filing documentation with notes from program staff, or case notes, staff must refer to either paper or electronic statements that identify, at a minimum, the following:

* A participant's status for a specific MSG
* The date on which the information was obtained
* The staff member who obtained the information
1. Attainment of a secondary school diploma or its recognized equivalent.

An example of attainment of a secondary diploma would be graduating from high school or obtaining a GED. Examples of documentation to confirm this MSG would include a:

* + high school transcript; or
	+ high school diploma or its recognized equivalent; or
	+ report card.
1. Secondary or postsecondary progress toward a recognized credential.

An example of secondary or postsecondary progress toward a recognized credential would be successfully completing a semester of academic training. Examples of documentation to confirm this MSG would include a:

* + transcript; or
	+ report card.

Note: There must be a sufficient number of credit hours documented to show that the customer is meeting standards identified in the customer's Individualized Plan for Employment.

1. Satisfactory or better progress toward established milestones.

An example of satisfactory progress toward established milestones would be completion of On-the-Job-Training (OJT) or completion of one year of an apprenticeship program or similar milestones. Examples of documentation to confirm this MSG would include:

* + progress reports or evaluations from an employer or training provider documenting satisfactory or better progress toward established milestones; or
	+ satisfactory completion of a training period.
1. Successfully passing an exam that is required for an occupation or progress in attaining technical or occupational skills.

An example of successfully passing an exam that is required for an occupation or progress in attaining technical or occupational skills would be attaining a plumbing apprentice license or some other occupational license or certification. Examples of documentation to confirm this MSG would include:

* + trade-related exam results;
	+ documentation from the employer or training provider demonstrating progress in attaining technical or occupational skills;
	+ occupational license or certification; or
	+ online confirmation of license or certificate.

## A-505: Documenting Measurable Skill Gains

MSGs must be clearly documented in ReHabWorks (RHW) and in the paper case file.

MSGs are captured in RHW from the Education History page, Training Information page, and the Semester/Grading Period sections within that page. These fields must be updated throughout the life of the case to ensure accurate reporting to Rehabilitation Services Administration and other stakeholders. For more information, refer to the [ReHabWorks Users Guide B-300: Education History](https://intra.twc.texas.gov/intranet/manuals/rhwhelp/index.html).

VR staff must also document MSGs in RHW case notes to provide specific details about the customers progress and the reason for the update to the MSGs information in RHW. This can be captured in the system-generated case note from the comments entered by VR staff when the pages are updated.

Copies of supporting documentation, such as grade reports, transcripts, certificates, and diplomas, should be obtained from the customer as soon as the MSG is achieved but no later than the Joint Annual Review, when RHW is updated. Electronic documents are acceptable but must be printed and maintained in the customer's paper case file. Multiple documents to show proof of the MSG are preferred but not required.

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