Types and Documentation of Measurable Skill Gains

Under the Workforce Innovation and Opportunity Act, five categories are used to document Measurable Skill Gains (MSGs). These categories are the following:
- Educational Functioning Level (EFL) gain
- Attainment of secondary school diploma or its recognized equivalent
- Report card or transcript showing satisfactory progress
- Training milestone through a satisfactory or better progress report
- Skills progression through successful passage of an exam

Except for pretest and posttest EFL gains, all MSGs are documented through entry of *Performance Outcomes Details* in The Workforce Information System of Texas (TWIST). Case notes and appropriate documentation must be maintained to support all MSG achievements.

Data Entry Processes

EFL Gains

EFL gains are documented achievement of at least one EFL by a participant who is receiving instruction below the postsecondary education level at or during participation.

EFL gains may be demonstrated by:
- an increase in one or more EFL indicated by results from approved pretest to posttest (see Test Benchmarks for NRS Educational Functioning Levels (EFL) at https://nrsweb.org/training-ta/ta-tools/assessment)—note that the same test must be used for both the pretest and the posttest, with gains based on scores in each subject area tested; or
- enrollment in postsecondary education or training after exit but during the same program year in which exit occurred.

    Data Entry: Applies only to participants in education below the postsecondary level (students in high school or alternative high school or in a high school equivalency (HSE) preparatory course, including Adult Education and Literacy courses) at the beginning of or during a period of participation (POP). On the *Education* tab, school status indicates:
    - 1–in-school or between semesters, high school or less; or
    - 2–in-school or between semesters, alternative school

1. **Pretest and posttest:** Workforce Solutions Office staff records the results of all tests in Assessment—Testing dropdown. Effective August 1, 2019, TWIST will track EFL gains on all NRS-approved tests listed in WD Letter 09-19, Change 1. These tests do not require Performance Data—Performance Outcomes updates in TWIST and will instead automatically calculate EFL gains using the test results entered by Local Workforce Development Boards (Boards).

Testing	Service Plan	Employability Status	Needs	Barriers
DOL Reportable	EFL	Test Date	Pre/Post	

2. **Postsecondary following secondary:** Following completion (successful or unsuccessful) of secondary-level training and program exit, staff documents enrollment in postsecondary training.

Record in *Performance Data—Performance Outcomes:*
Training/Educ Reporting Type: 2 - Post-Exit Educational Enrollment
Outcome Types: 17 - Registered Apprenticeship, 26 - Enrolled in Post Secondary, or 36 - Enrolled in Occupational Skills Training

The date recorded must be after exit but during the program year and is not tied to the date the Board was notified of the enrollment in postsecondary or occupational skills training enrollment.

High School Equivalency

HSE refers to the documented attainment of a secondary-school diploma or its recognized equivalent. A participant must be enrolled in basic education, secondary education, or an HSE preparatory course during the period of participation (POP).

Data Entry: Record achievement of the diploma or HSE in *Performance Data— Performance Outcomes:*
Training/Educ Reporting Type: 1 - Degree/Diploma/Industry Recognized Certificate or Certification
Outcome Types: 1 - High School Equivalency or 2 - High School Diploma.

The date recorded may be one of the following:
- Date the diploma or equivalent was issued; or
- Date that the participant completed the final requirements to earn the diploma or equivalent (used only in rare instances when coursework and required tests were successfully completed in one program year, but the actual diploma or equivalent was issued at the beginning of the next program year).

The diploma or equivalent must only be counted once. Boards must not record a diploma or equivalent for both of the dates.

This MSG also may be counted toward the Credential Rate numerator if the participant was enrolled in postsecondary education at any time during the 365 days following exit or was employed in any of the four calendar quarters following exit.

Report Card or Transcript Showing Satisfactory Progress

The report card or transcript shows that a participant is achieving the state unit's academic standards as follows:

- Secondary education (grades 9–12)—report card or transcript (youth only) for one semester showing that the participant is achieving academic standards[1].
- Postsecondary education—completion of sufficient college or university academic credit hours as demonstrated by:
  - at least 12 hours in one semester during the program year, if full-time student; or
  - at least 12 hours within the same 12-month period that ends in the program year, if part-time student

  Data Entry: Record receipt of a satisfactory report or transcript from an eligible institution in *Performance Data—Performance Outcomes:*
  Training/Educ Reporting Type: 3 - Measurable Skill Gain
  Outcome Types: 34 - College/University Transcript/Report Card or 35 - High School Transcript/Report Card.

  The date recorded must be the last day of the semester for which the report card demonstrating that the MSG requirements are met was issued and not the date the Board was notified of the MSG.

Training Milestone through a Satisfactory or Better Progress Report

Report from an employer or training provider documenting the participant's achievement of established milestones, such as completion of on-the-job training (OJT), completion of one year of an apprenticeship program, or similar milestones. This may be documented with a satisfactory or better progress report from the employer or training provider.

Increases in rate of pay resulting from newly acquired skills or increased performance also can be used to document progress (this does not include greater pay from working additional hours).

Progress reports may include training reports of milestones completed as participants master required job skills. Examples include successful completion of an OJT program or a year of a registered apprenticeship program.

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[1]**Texas Education Code §28.021(a) and (d)—(a):** "A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level." **(d):** "By the start of the school year, a district shall make public the requirements for student advancement under this section."

Data Entry: Record in *Performance Data—Performance Outcomes:*
Training/Educ Reporting Type: 3 - Measurable Skill Gain
Outcome Types: 36 - Training Milestone
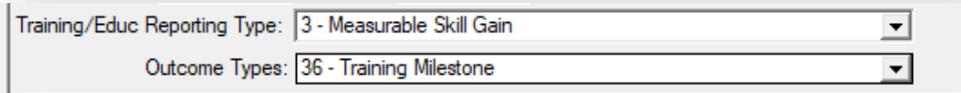
Training/Educ Reporting Type:	3 - Measurable Skill Gain	▼
Outcome Types:	36 - Training Milestone	▼

The date recorded must be the date that the employer or training provider indicated that the milestone was met, not the date that the Board was notified of the MSG.

Skills Progression through the Passage of an Exam

A Skills Progression gain involves the successful passage of an exam that is required for an occupation and to progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

"Exam passed" may include passing a component exam in a registered apprenticeship program or an 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.

Note: Passing a test in an academic course by participants enrolled in a traditional secondary or postsecondary education program is not considered a gain for this MSG type.

Data Entry: Record in *Performance Data—Performance Outcomes:*
Training/Educ Reporting Type: 3 - Measurable Skill Gain
Outcome Types: 37 - Skills Progression
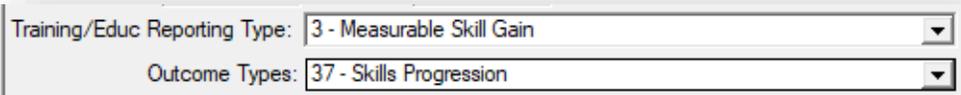
Training/Educ Reporting Type:	3 - Measurable Skill Gain	▼
Outcome Types:	37 - Skills Progression	▼

The date recorded must be the day the exam was completed by the student, not the date that the passage determination was made or the date that the Board was notified of the MSG.