



Missouri Division of Workforce Development
DWD Issuance 19-2017

Issued: February 02, 2018
Effective: February 02, 2018

Subject: Measurable Skill Gains Policy

1. Purpose: This Issuance establishes the Division of Workforce Development (DWD) policy and procedures for documenting and recording “Measurable Skill Gains,” which is one of the six core measures tracked by the state and reported to the federal government to determine performance outcomes. This Issuance supersedes and rescinds previous guidance on this subject under prior law.
2. Background: Section 116¹ of the Workforce Innovation and Opportunity Act (WIOA)² establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of states and Local Workforce Development Areas in achieving positive outcomes for individuals served by the workforce development system. Part 677³ of the regulations implementing Title I of WIOA describes state and local reporting requirements.
- U.S. Department of Labor (DOL) guidance⁴ clarifies various aspects of the operational parameters and specifications of the indicators of performance. It also revises and rescinds previous federal guidance on this subject.
3. Substance: The Measurable Skill Gains indicator measures interim progress of participants enrolled in education or training services for a specified reporting period. **This measure is not exit based.** It tracks and records progress made throughout participation. Regardless of how many gains a participant actually achieves, only one Measureable Skill Gain per participant, per program year, will count toward performance. Training and Employment Guidance Letter (TEGL) 10-16, Change 1, defines a Measurable Skill Gain as:
- “The percentage of program participants who, during a program year, are in an education or training program that leads 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, [toward] such a credential or employment.”*
- Depending on the type of education or training program, TEGL 10-16, Change 1, defines “documented progress” as achieving at least one of the following outcomes:

¹ [29 U.S.C. 3141](#).

² Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)].

³ [20 CFR Part 677](#).

⁴ U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) No. 10-16, [Change 1](#), August 23, 2017.

1. Documentation showing achievement of at least one Educational Functioning Level by a participant who is receiving instruction below the postsecondary education level; *providing* that the participant has achieved at least one Educational Functioning Level since the initial intake assessment.

The State will only accept this measure for participants in the WIOA Title II Adult Education and Literacy program overseen by the Department of Elementary and Secondary Education. Job Center staff must accurately enter the scores into the statewide electronic case management system and retain a copy of the scores in the participant record.

Although the WIOA Youth program requires an assessment of basic skills for every Youth participant, staff should only enter test scores in the statewide electronic case management system (currently, under the Literacy and Numeracy tab) when working toward this Measurable Skill Gain.

2. Documentation showing attainment of a secondary school diploma or its recognized equivalent. This applies to participants who:
 - are enrolled in education;
 - are given the appropriate activity code/service; and
 - attain a secondary school diploma or its recognized equivalent.

Staff must verify the diploma or equivalent certificate and retain a copy in the statewide electronic case management system participant record.

3. Documentation, in the form of a report card or transcript, of completing a sufficient number of credit hours to demonstrate that the participant is meeting the State's academic standards.

For secondary education, this would be a high school transcript or report card for one semester showing that the participant is achieving statewide minimum academic standards. Secondary education students must have 24 state recognized credits toward graduation. Therefore, successful completion of a minimum of three credit hours per semester is required to count as a Measurable Skill Gain.

DOL sets the sufficient number for postsecondary education at 12 completed credit hours per semester for a full-time student. For a part-time student, the number is 12 completed credit hours, in total, over two *consecutive* semesters since enrollment as a participant. Acceptable documentation includes a postsecondary transcript or report card from the school indicating successful completion or other official documentation from the school system. Staff must verify and retain a copy of the documentation in the statewide case management system participant record.

4. A report of satisfactory, or better, progress toward established milestones. For example, this can include completed stages of On-the-Job Training (OJT), the completion of benchmarks or milestones during an apprenticeship program, or a report from an employer or training provider that is providing training.

The documentation from either the midpoint or endpoint monitoring process will provide the determination of a Measurable Skill Gain for OJT. Staff must document the monitoring of the OJT at the midpoint and at the

endpoint of the training utilizing official DWD forms and following the instructions in DWD's OJT Policy and Procedures Manual. Staff must verify and retain a copy of the monitoring report in the statewide electronic case management system.

Identified benchmarks for an apprenticeship program can count as a Measurable Skill Gain. Benchmarks for apprenticeships may include, but are not limited to, obtaining a nationally recognized portable credential, receiving higher wages, and career advancement. Staff must verify and retain a copy of the documentation for the benchmark in the statewide electronic case management system participant record.

5. Successful passage of a knowledge-based or skill-based exam that is required for a particular occupation or that demonstrates progress in attaining technical or occupational skills. Evidence can include trade-related benchmarks. Examples include the Certified Nursing Assistant or Commercial Driver License exam, civil service exams, typing tests, etc. The successful passing of the exam must be essential to getting a job or a requirement to advance in a job. Staff must verify and retain a copy of the results of the exam in the statewide electronic case management system participant record.

4. Action: This policy is effective immediately. All State workforce development system staff must comply with the rules established above.
5. Contact: Please direct questions or comments regarding this Issuance to the Manager of Planning and Research at (573) 526-8261, or clint.flowers@ded.mo.gov.
6. References: U.S. Department of Labor, Employment and Training Administration, "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs," August 23, 2017.
7. Rescissions: This Issuance/guidance supersedes and rescinds DWD Issuance 04-06, Change 1, "Implementation of the Literacy and Numeracy Gains Common Measure for Workforce Investment Act (WIA) Youth Participants," dated July 10, 2007.
8. Attachments: None.

The Missouri Division of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.



Mardy L. Leathers
Director
Missouri Division of Workforce Development