

Policy #09272021: Measurable Skill Gains

Date: September 27, 2021

Part I: National Reporting System Guidelines (extracted from NRS Technical Assistance Guidelines, 2021)

Performance Indicators: Measurable Skill Gains

Measurable Skill Gain (MSG) is a key indicator in the NRS and provides a measure of a participant's interim progress towards a credential or employment. The joint ICR identifies five types of gain that may be used to determine whether a participant has completed an MSG. Adult education participants may complete an MSG using two of the five types of gain described below². Educational Functioning Level (EFL) gain and attainment of a secondary school diploma.

EFL Gain. There are three ways to assess EFL gain: through pre- and post-testing, attainment of credits or Carnegie Units, and entry into postsecondary education or training after exit.

1. **Pre- and post-testing.** Local programs assess participants at intake to determine their *educational functioning level (EFL)*. There are four levels for adult basic education (ABE), two for adult secondary education (ASE), and six levels for English as a second language (ESL). Each level is comprised of a set of skills and competencies that participants at that level can do in the areas of reading, writing, numeracy, speaking, listening, and functional and workplace areas. Using these descriptors as guidelines, programs determine the appropriate initial level at which to place participants using a standardized assessment approved in the state assessment policy for use in National Reporting System (NRS). The program decides the skill areas in which to assess the participant based on the participant's instructional needs and program requirements.

After a predetermined amount of instruction determined by assessment requirements, the program, conducts follow-up assessments of participants to determine whether they have advanced one or more EFL levels or are progressing within the same EFL level. Gain in any subject area on the posttest compared to pretest is permitted. The State has discretion to establish the standardized assessment method used within the State and procedures for progress assessment, and must develop a written statewide assessment policy describing assessments and procedures. All assessments and procedures must conform to standard psychometric criteria for validity and reliability.

2. **Awarding of Carnegie Units.** States that offer adult high school credit programs (including adult high schools) may measure and report EFL gain through the awarding of credits or Carnegie Units. Participants earning credits or Carnegie Units in high school-level courses can complete ABE Level 5 by earning enough credits to move to 11th- or 12th-grade status (ABE Level 6) as determined by State rule or policy.
3. **Entry into a postsecondary education or training program.** EFL Gain is also counted for participants who enter into a postsecondary education or training program after program exit. Entry must occur by the end of the program year.

Attainment of a secondary school diploma or its recognized equivalent. Participants may complete an MSG by attaining a secondary school diploma while enrolled or after exit. The participant must obtain the diploma by the end of the program year.

Exclusively for participants in an IET or workplace literacy programs, an MSG may be completed using these additional measures:

- a) **Secondary or postsecondary transcript.** For students who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed consecutive semesters

during the program year, report an MSG for a postsecondary education transcript or report card that shows a participant is meeting the State unit's academic standards.

- b) **Progress Toward Milestones.** Report an MSG for participants who had a satisfactory or better progress report towards established milestones from an employer or training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).
- c) **Passing technical/occupational knowledge-based exam.** Report an MSG for participants who successfully passed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Part II: Wyoming's Measurable Skill Gain Guidance

The MSG indicator is required by the Workforce Innovation Act (WIOA) and is designed to measure in-progress skill gains made by program participants in education or training during a program year.

The MSG Indicator

The MSG indicator is 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
- achieve documented progress in attaining academic, technical, occupational, or other forms of progress towards that credential or employment.

Operational Parameters

- A MSG must be made during any program year where a participant is in training or education for at least 12 hours, regardless if the participant exits during the program year.
- The reporting period is the program fiscal year which begins on July 1st and ends on June 30th.
- The MSG is an in-process indicator that examines active participants in training/education.
- The MSG indicator denominator includes participants who were enrolled in education or training during the program year regardless:
 - If training/education was completed or not
 - Of when the participants begins training or is enrolled in education
- Participants that exit with an exclusion have the exclusion apply to the year of the participant exits.

Specific Guidance for each method of Measurable Skill Gain

Each method has its own parameters on how gain can be measured.

Method #1: EFL Gain

Wyoming only uses two of the three permissible methods of EFL Gain.

Method 1A: EFL Gain via Pre-Post testing

- Only NRS approved assessments and scoring mechanisms are authorized to demonstrate EFL gains via pre-post testing.
- Full battery pre-tests must be given within the first 12 hours of enrollment. (Some exceptions are permissible)
- Post-tests must be given, at the earliest, when a participant has logged 40 hours of instruction (or 30 hours for ABE 5) AND must be administered before on the participant's exit date
- Post-tests must NEVER be given after a student has completed an HSEC
- Programs should try to utilize full battery post-tests whenever possible
- The date on the post-test must be within the program year.

Method 1B: EFL Gain by Entry into Post-Secondary

- A fundable student who exits Adult Education and then enters post-secondary. The participants' LACES record must clearly show that the student entered post-secondary AFTER being exited from the Adult

Education program. This is tracked by the local program through data matching from the local community college and/or through the National Student Clearinghouse.

Method #2: Achievement of a Secondary School Diploma or Equivalent

- Method #2 gains can only be made by participants who entered the program without a secondary school diploma or equivalent
- A copy of the transcript/certificate must be uploaded into the participants' LACES record when the student earns this credential with a hard copy maintained in the student's local file.

Method #3: Secondary or Postsecondary Transcript for IET or Workplace Literacy Programs

- Secondary-documentation for one (1) semester OR
- Postsecondary-documentation for a full-time student who completed twelve (12) hours per semester; or for part-time, a total of at least twelve (12) hours over the course of two (2) completed semesters during a twelve (12) month period.
- A copy of the transcript must be uploaded into the participants' LACES record with a hard copy maintained in the local file

Method #4: Training Benchmarks: Milestone Accomplishments for Participants in an IET or Workplace Literacy Program

Federal Guidance: "Satisfactory or better progress report, towards established milestones, such as completion of an OJT or completion of one year of an apprenticeship program, or similar milestones, from an employer or training provider who is providing training." Documentation for this gain may vary, as programs should identify appropriate methodologies based upon the nature of services being provided, but progress reports **MUST** document substantive skill development that the participant has achieved. The gain may be documented by a satisfactory or better progress report from an employer or training provider. Progress reports may include training reports on milestones completed as the individual masters the required job skills, or steps to complete an OJT or apprenticeship program. Increases in pay resulting from newly acquired skills or increased performance also can be used to document progress."

Examples may include, but are not limited to:

- Passing a CPR exam as part of a program of study in a Health Services career pathway
- Passing an OSHA exam as part of a program of study in an Industrial & Engineering career pathway
- Passing a computer software exam (and earn a certificate in such things as Microsoft Office or other technologies needed) as part of a program of study in a Human Services or Business, Management & Technology career pathway
- Earning digital badges
- Pay increases resulting from training received

State Approval of Milestone MSG

- Local programs which offer IET, IELCE, and/or Workplace Literacy may request State approval to utilize the Milestone MSG using the form found in Appendix #1. Providers who do not offer these types of programs are not eligible to utilize the Milestone MSG.
- The State has listed acceptable 'Skills to Be Learned' on the Milestone Tracking Document, but this may be updated upon request from a provider who is working in conjunction with a training provider and/or an employer.
- All Milestone MSG's must be agreed upon by the AE provider, employer, and/or local training provider **BEFORE** the commencement of instruction and must have State approval.
- Training milestones must show satisfactory or better progress. This must be measured at least three times during a program of study: beginning, middle and upon completion. Progress must be recorded by the training provider/employer utilizing the MSG Milestone tracking Document found in Appendix #2.
- When completing the Milestone Tracking document on a student, only those 'Milestones' agreed upon prior to the commencement of study should be listed.

Documenting Milestones

There are two types of documentation that must be gathered when utilizing 'Milestone' MSG's.

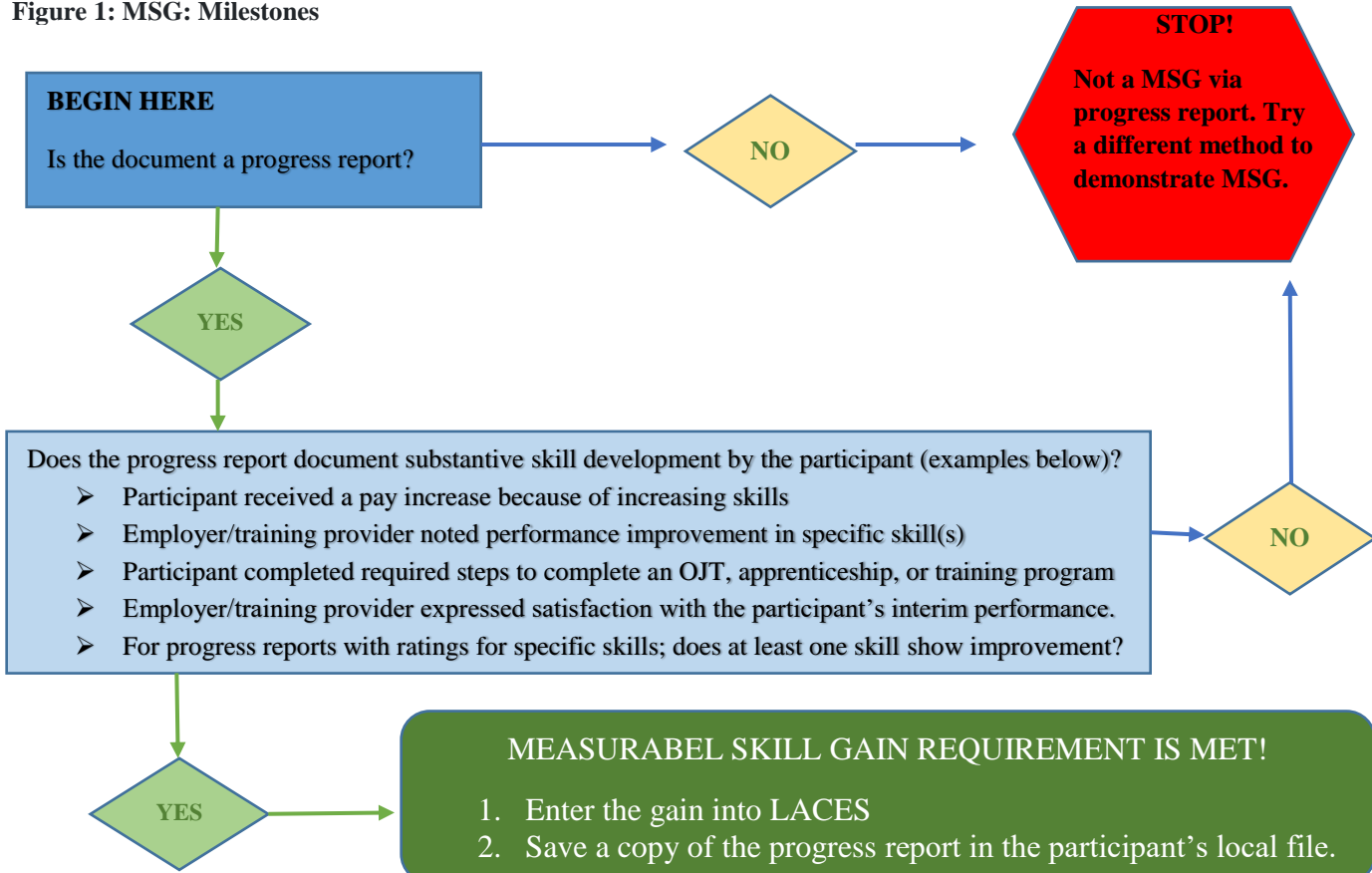
- 1) A completed progress report
Each student for whom the 'Milestone' MSG is being utilized with must have a completed State approved tracking form completed with a hard copy placed into the student's local file. A copy must also be uploaded into LACES.
- 2) Supplementary documentation
Supplementary documentation includes any sort of documentation that supports items found on the aforementioned tracking form. For instance, if 'obtain driver's license' was utilized as a 'Milestone', then a copy of the new driver's license must be attached to the tracking form with a copy uploaded into the student's LACES account.

Table 1 & Figure 1 below provides a quick checklist/reference on the measurement of a 'Milestone'.

Table 1: MSG: Milestones

Is there a progress report?	Yes/No
Is there documented substantive skill development achieved by the participant? <ul style="list-style-type: none"> ➤ Individual mastery or improvement of job skills ➤ Steps to complete an OJT, apprenticeship program, training program ➤ Increases in pay from acquired skills (Did the participant get a raise?) ➤ Individual's performance is document to be improved. ➤ Are there other documented substantive skill achievements? ➤ On a progress report with specific skills outlined, did at least one skill show improvement? If multiple skills are on the report, identify any single skill that was improved. If yes to any of the above, then mark 'yes' in the column to the right.	Yes/No
If both boxes are answered 'Yes', then a MSG can be earned.	

Figure 1: MSG: Milestones



Method #5: Skill Progression by Passing a Technical/Occupational Exam for Participants in an IET or Workplace Literacy Program

Federal Guidance: “Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exam.

Documentation for this gain may include passage of a component exam 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.”

Copies of the credentials earned by the completion of a technical/occupational exam or other documentation to verify passage of the exam must be maintained in the participant’s local file with appropriate documentation noted in the participants’ LACES record.

Appendix #1: Application to Utilize ‘Milestone’ MSG’s



Adult Education Request to Utilize “Milestone” MSG’s

- 1. Name of Local Director:** _____
- 2. Date of Application:** _____
- 3. Local Provider:** Casper College Central Wyoming College Eastern Wyoming College
 LCCC: Cheyenne Northwest College NWCCD
 LCCC: Laramie Uinta: BOCES #1 Western Wyoming College
 WY Department of Corrections
- 4. Type of Program in which the Milestone MSG will be utilized with:**
 Integrated Education & Training Workplace Literacy
 Integrated English Literacy & Civics Education
- 5. Name of Training Provider/Employer associated with the use of ‘Milestones’:** _____
- 6. Justification for use. Provide a succinct description of why the local program wants to utilize the ‘Milestone’ MSG.**
- 7. Planning. Approximately how many students in your program will be utilizing the ‘Milestone’ MSG?** _____
- 8. Which of the following State Approved ‘Milestones’ will the local program utilize:**
 Basic Computer Skills-Teknimedia Email Basics Using Google Mail-Teknimedia
 Bring Your ‘A Game to Work American Heart Association-CPR
 Medical Terminology Certificate Aztec Employability Skills
 NCCER Fast Track Course (any) Obtaining Driver’s License
 Completing citizenship Register to Vote
 Complete Parenting Course: Parenting with Love & logic Involvement with School & Teacher
 Digital Badges-Workforce Readiness Tool (LCCC)
 Wyrkshop Badges: Glowfordge, 3D pringint, Cricut Vinyl, Safe use of Equipment (Badges are given for each piece of equipment-through the University of Wyoming)
 None of the above (if ‘none of the above’ is selected, please complete question 9.
- 9. Request for new milestone. Please describe the new ‘Milestone’ being requested.**

Name of Milestone: _____

Description:

Signature: _____

Date: _____

For Office Use:

- 1. Request for new milestone approved?** Yes/No N/A
- 2. Request to utilize ‘Milestones’ approved?** Yes/No

Date of Approval: _____

Approved by: _____

Appendix #2: Form: Documenting Progress Towards Milestone Gain

Documenting Progress Towards Milestone Gains for Adult Education

Progress Milestones Gains				
Participant:	First Name	Last Name	AE Program:	
Occupational Training (Job Title)			Individual Documenting Gain:	
Employer/Training Provider				
Skills to Be Learned		Starting Capability: Date Scored:	Mid Capability Date Scored	Ending Capability Date Scored:
1) Basic Computer Skills- Teknimedia		<input type="checkbox"/> Some Skill Demonstrated by: Pre-test	<input type="checkbox"/> Some Skill Demonstrated by: % Completed	<input type="checkbox"/> Some Skill Demonstrated by: Post-test/Certificate
2) Email basics using Google mail- Teknimedia		<input type="checkbox"/> No Skill	<input type="checkbox"/> No Skill	<input type="checkbox"/> No Skill
3) Bring your “A” game to work		<input type="checkbox"/> Some Skill Demonstrated by: Intake	<input type="checkbox"/> Some Skill Demonstrated by: Class attendance/participation	<input type="checkbox"/> Some Skill Demonstrated by: Post-test/Certificate
4) American Heart Association- CPR		<input type="checkbox"/> No Skill	<input type="checkbox"/> No Skill	<input type="checkbox"/> No Skill
		<input type="checkbox"/> Some Skill Demonstrated by: Intake	<input type="checkbox"/> Some Skill Demonstrated by: Completion of one section	<input type="checkbox"/> Some Skill Demonstrated by: Post-test/Certificate
		<input type="checkbox"/> No Skill	<input type="checkbox"/> No Skill	<input type="checkbox"/> No Skill

<p>5) Medical Terminology Certificate</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Intake</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Class attendance/participation</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Post-test/Certificate</p> <p><input type="checkbox"/> No Skill</p>
<p>6) Aztec Employability Skills</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Intake</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: % Completed</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Completion of unit</p> <p><input type="checkbox"/> No Skill</p>
<p>7) Aztec Life Skills</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Intake</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: % Completed</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Completion of unit</p> <p><input type="checkbox"/> No Skill</p>
<p>8) NCCER Fast Track Course (any)</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Intake</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: % Completed</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Certificate</p> <p><input type="checkbox"/> No Skill</p>
<p>9) Obtaining Driver's License</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Intake</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Passing written test- temporary license</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: License</p> <p><input type="checkbox"/> No Skill</p>
<p>10) Completing citizenship</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Intake</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by:</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Citizenship</p> <p><input type="checkbox"/> No Skill</p>
<p>11) Complete Parenting Course – Parenting with love and logic</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Intake</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Class attendance/participation</p> <p><input type="checkbox"/> No Skill</p>	<p><input type="checkbox"/> Some Skill Demonstrated by: Certificate</p> <p><input type="checkbox"/> No Skill</p>

12) Register to Vote	<input type="checkbox"/> Some Skill Demonstrated by: Intake <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: Proof of Registration <input type="checkbox"/> No Skill
13) Involvement with school and teacher	<input type="checkbox"/> Some Skill Demonstrated by: Intake <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: Document from school <input type="checkbox"/> No Skill
14) Wyrkshop Badges – Glowforge, 3D printing, Cricut Vinyl, Safe use of equipment (Badges are given for each piece of equipment- through U.W.)	<input type="checkbox"/> Some Skill Demonstrated by: Intake <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: Class attendance/participation <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: Badge Completion <input type="checkbox"/> No Skill
15) Digital Badge- (LCCC) Workforce Readiness Tool	<input type="checkbox"/> Some Skill Demonstrated by: Intake <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: % completed <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: 75% or Proficient in each category <input type="checkbox"/> No Skill
16) Additional Teknimedia as required by pathway.	<input type="checkbox"/> Some Skill Demonstrated by: Pre-test <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: % completed <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: Completion <input type="checkbox"/> No Skill
18)	<input type="checkbox"/> Some Skill Demonstrated by: <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: <input type="checkbox"/> No Skill
19)	<input type="checkbox"/> Some Skill Demonstrated by: <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: <input type="checkbox"/> No Skill	<input type="checkbox"/> Some Skill Demonstrated by: <input type="checkbox"/> No Skill