

The Illinois Workforce Development System (IWDS): Measurable Skill Gains (MSG) and Supplemental Wages

Measurable Skill Gains (MSG):

What is the Measurable Skill Gain indicator of WIOA performance?

Measurable Skills Gains (MSG) is a new indicator required by the Workforce Innovation Opportunity Act (WIOA) designed to track and measure important progress and achievements made by WIOA participants who are in training or education (leading post-secondary credential/certificate) during a program year (PY).

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 or post-secondary education leading to a diploma, GED or certificate.
- 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.

For a complete list of services that will qualify a customer for the MSG measure, see the “WIOA Services in IWDS” list.

Time Frames for Inclusion in the MSG indicator:

- Skills Gains are based on the Program Year (July 1- June 30th) and not on the Exit Date. For instance, a skill gain with a date from July 1, 2018 through June 30, 2019 would 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 and progress satisfactorily in one or more areas of their training/education program.
- If the training/education services dates span multiple program years, then the participant is in the measure each year.
- 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 June, they have until June 31st to achieve a gain.
- In accordance with DOL 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”.
- To count positively towards performance, participants need to achieve at least one skill gain each year they participate in WIOA and are enrolled in education or training.

FIVE Types of Measurable Skill Gains:

1.) Post-Secondary Transcript/Report Card:

- Applies to participants enrolled in post-secondary education.
- 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 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 include whether the participant is enrolled full- or part-time.

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=9th, 10th, 11th or 12th without a diploma.

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

2.) Secondary Transcript/Report Card:

- Applies to participants without a high school diploma or equivalency 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 (PY).

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.

Two requirements 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.

3.) Training Milestone

- “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.” (e.g., training reports showing completed milestones, increases in pay resulting from new skills or increased performance.)
- There are various types of achievements that count towards a Training Milestone gain. Programs should determine appropriate documentation and methods that count towards training milestones.

4.) Skills Progression/Diploma

- “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.”
- Documentation for this gain may include, for example, passage of an 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.
- **Skills Progression/Diploma is selected for achievement of a high-school diploma or GED, an industry recognized credential or certificate or an Associates or Bachelor’s Degree.**

5.) Educational Functional Level (EFL)

There are two ways an individual can achieve an EFL gain for MSG...

The first way:

a.) **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.
- EFLs are calculated by the test scores recorded in IWDS.

The second way to achieve an MSG for EFL: (This is NEW logic in IWDS.)

b.) **EFL Gain by Entry into Post-Secondary Education:** For any exited customer whose school status at exit is, “Not attending school; H.S. Graduate”, who enters Post-Secondary education or training after exit (**and** in the same program year), he/she will receive a skill gain for “EFL for Post-Secondary Education.”

NOTE:

- Recording an EFL gain for Entry into Post-Secondary Education in IWDS requires that the “School Status at Exit” be set to “Not Attending School, H.S. Graduate” on the Exit screen.
- “School Status at Exit” is now a required field for Adults and Dislocated Workers. Previously “School Status at Exit” was only required for youth.**
- AND**, in any POST EXIT Quarter section on the Exit Control Panel, the “Other Post-Exit Outcome” field must be set to “Post-Secondary Education” (See screen below.)
- When these conditions are met by a client and recorded in IWDS, the customer will achieve an MSG outcome for Entry into Post-Secondary Education, (IF they were in training/education during the PY).

EFL for Entry into Post-Secondary Education

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Q1 Post Exit Jul - Sep 2017

GENERAL: SSN: 8748, App LWA: 20, App Date: 11/09/2015, Exit Date: 05/15/2017, School Status At Exit: Not attending school; H.S. graduate, Title: 1A, Registration Date: 11/09/2015, Exit Reason: Other, Services Completed

POST EXIT OUTCOME: Other Post Exit Outcome: Post-Secondary Education, Documentation/Verify Date: 03/01/2018, Documentation Source: Written Documentation

POST EXIT EMPLOYMENT: Supplemental Employer: Employment Start: Employment End: Source: Related to Training?: Supplemental Wages: \$5.00 All Jobs in this Quarter

• In the Post Exit screen update “Other Post Exit Outcome”, “Documentation/Verify Date” and “Documentation Source”.

• “Other Post Exit Outcome” must be set to “Post-Secondary Education” in the Post-Exit quarter.

Record Skill Gains for MSGs for 1.) *Post-Secondary Transcript/Report Card*, 2.) *Secondary Transcript/Report Card*, 3.) *Training Milestone*, and 4.) *Skills Progression*. Click on the “Measurable Skill Gains” screen on the Application Menu and enter the fields indicated below.

Recording MSGs in IWDS

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Maintain Measurable Skill Gain

SSN: 8748, App LWA: 20, App Date: 05/20/2018

Skill Type: Postsecondary, Date Skill Attained: 05/17/2018, Comment: 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., Verification: [checked]

“Maintain Measurable Skill Gain”

This is a *NEW* Screen in IWDS – **4 Required Fields**

- Select **Skill Type**
- Enter **Date Skill Attained**
- Enter a **Comment**
- Check **Verification** Box
- Click **Save**

Chose Skill Type, Date Skill Attained, enter a Comment, check the Verification box and click SAVE.

NOTE: A “comment” entered on this screen, (for “Post-Secondary Transcript/Report Card” for example), may indicate the following:” 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.”

Supplemental Wages in IWDS

Overview:

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

When do Supplemental Wages count?

Supplemental wages will qualify participants for 2nd Quarter and 4th Quarter Employment Measures and Median Earnings performance measures.

Supplemental wages should be entered for customers who do not have UI wages – 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, they will override any supplemental wages recorded.

Record Supplemental Wages:

At the time of exit, or in any post-exit quarter, Supplemental Wages can be recorded by adding new job records, updating existing employment records with wages and updating the Post Exit Quarter (follow up) section on the Exit Control Panel. (See IWDS Screens Below.)

Click "Update" to enter job related information in the correlating Post Exit Quarter.

Exit Control Panel
 June Parker Application Summary
 SSN: 2176 App LWA: 20 App Date: 02/01/2016 Exit Date: 12/15/2016
 Return

GENERAL		Update
Exit Date: 12/15/2016		
School Status At Exit: Not attending school; H.S. graduate		
Title 1A	Registration Date 02/01/2016	Exit Reason Entered Unsubsidized Employment
CREDENTIALS		Update
Enter Credentials Attained		
EMPLOYMENT AT EXIT		Update
Employer Name: SJR		
Employment Start: 12/15/2016		
Employment End: null		
Contact Name:		
Contact Phone:		
Green Job: Yes - FirstLine Supervisors of Transportation and Material Moving Machine and Vehicle Operators		
Job Title: IT Tech 3		
Job Duties:		
Q1 POST EXIT Jan - Mar 2017	UI Wages: Not Available No Supplemental Q1 Information Specified	Update
Q2 POST EXIT Apr - Jun 2017	UI Wages: Not Available No Supplemental Q2 Information Specified	Update
Q3 POST EXIT Jul - Sep 2017	UI Wages: Not Available No Supplemental Q3 Information Specified	Update
Q4 POST EXIT Oct - Dec 2017	UI Wages: Not Available No Supplemental Q4 Information Specified	Update

After “Picking” the job, enter the required information in the POST-EXIT EMPLOYMENT section and click SAVE.

Informational Message:
Please click Save to confirm your changes.

Q1 Post Exit
Jan - Mar 2017

June Parker Application Summary
SSN: 2176 App LWA:20 App Date:02/01/2016 Exit Date:12/15/2016

GENERAL
Exit Dates: 12/15/2016
School Status At Exit: Not attending school; H.S. graduate

Title	Registration Date	Exit Reason
1A	02/01/2016	Entered Unsubsidized Employment

POST EXIT OUTCOME
Other Post Exit Outcome: [Dropdown]
Start Date: [Text]
Documentation Source: [Dropdown]

POST EXIT EMPLOYMENT
UI Wages: Not Available
Supplemental Employer: SJR
Employment Start: 12/15/2016
Employment End: [Text]
Source: [Dropdown]
Related to Training?: [Dropdown]
Supplemental Wages: \$0.00 All Jobs in this Quarter

Buttons: Pick Job, Remove Job, Details, Save, Cancel

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NOTE to Career Planners:

- IWDS will calculate ALL wages for each job entered for a participant **UNLESS** there is an employment “End Date” recorded on the “Edit Job” screen. Therefore, to accurately record supplemental wages, it is necessary to **enter the employment end date** on each job record for a customer when they are no longer working at the respective job.
- 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. UI wages will override any supplemental wages recorded in IWDS.
- However, if you know your customer will **only** have supplemental employment, his/her wages need to be recorded into IWDS get credit for their employment.
- 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).

The MSG indicator and methods for recording gains, as well as supplemental wages, are new to IWDS. For additional information, please refer to TEGl 10-16 Change 1. Or, contact Paula Barry –Paula.Barry@illinois.gov if you would like to address specific cases or questions regarding WIOA performance indicators.