ENTERING MEASURABLE SKILL GAINS (MSGS) INSTRUCTIONS

NOTE: MSGs must be entered on both the TAA Application and the WIOA Application for co-enrolled participants. The system does not transfer the data entered from one application to the other.

To enter a MSG:

Click on **Measurable Skill Gains** on the **Application Menu** for the participant.

Click **Add Skill Gain.**

IWDS Illinois Workforce Development System **Case Management**

List Measurable Skill Gains
Steve Perry   Application Summary
SSN: 0503   App LWA:15   App Date:02/13/2019

[Add Skill Gain]   [Return]

Menus
Staff Menu
Customer Menu
Application Menu

Case Notes
Add Case Notes
List Case Notes

Universal Services
Add Local Service
List All Services

FAQs
I'm Done: Log Off

Skill Type	Date Skill Attained	PY	Comment

There is nothing to display.

Category	Functional Area	Test	Level	Test Date	PY	EFL	GLE	SS	Gain
Adult Basic Education-ABE	Reading	TABE 9-10		02/13/2019	18	6	12.90	778.00	
Adult Basic Education-ABE	Math	TABE 9-10		02/13/2019	18	6	12.90	636.00	

[Add Skill Gain]   [Return]

Complete the information required on the screen.

IWDS Illinois Workforce Development System **Case Management**

Maintain Measurable Skill Gain
Steve Perry   Application Summary
SSN: 0503   App LWA:15   App Date:02/13/2019

Menus
Staff Menu
Customer Menu
Application Menu

Case Notes
Add Case Notes
List Case Notes

Universal Services
Add Local Service
List All Services

FAQs
I'm Done: Log Off

* **Skill Type:** [▾]
* **Date Skill Attained:** [   ]

Comment: [   ]

Verification: ☐ I have verified that this customer has met the requirements listed below for the Skill Type selected.

[Save]   [Cancel]

Skill Type	Requirement
Postsecondary Transcript/Report Card	Participant's transcript or report card for postsecondary education 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, that shows a participant is meeting the State unit's academic standards.
Secondary Transcript/Report Card	Participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.
Skills Progression/Diploma	Participant successfully completed 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 and/or diploma.
Training Milestone	Participant had a satisfactory or better progress report towards established milestones from an employer/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.).
Educational Functioning Level (EFL)	Will be automatically generated by the system.

Information must be entered in four (4) fields on the **Maintain Measurable Skill Gain Screen.**

Skill Type: Select the type of skill that the participant attained. The dropdown includes four skill types:

Postsecondary Transcript/Report Card
Secondary Transcript/Report Card
Skills Progression/Diploma
Training Milestone

NOTE: Educational Functioning Level (EFL) will not be included in the drop-down for Skill Type because it is calculated by the system.

Date Skill Attained: Enter the date the skill was attained. The date entered must be a valid date today or earlier. The date must reflect the date of the documentation in the file.

- For a participant who is participating in the program in any given program year (PY), his/her measurable skill gain(s) must have a date that falls within the PY in which they participated, regardless of their exit date. The system will not allow a skill gain attainment date that falls into any PY after the year in which the client exited and the user will receive an error message and the date/skill gain will not be saved.

Comment: Use this space to note the type of documentation that will be in the file and the participant's achievements or progress related to the skill type chosen.

Verification: Check the box to certify that the participant meets the requirements of the skill gain and at least one type of documentation is in the file to verify the skill gain. At the bottom of the screen is a list of the different types of documentation that is required to verify each type of skill gain. **TEGL 10-16 Change 1, Page 19** lists the different skill types and documentation needed in the file.

Click **Save** to save the record.

- After clicking **Save**, the system will redirect the user back to the List Measurable Skill Gains Screen. Additional skill gains may be entered at that time.

IWDS Illinois Workforce Development System Case Management

Maintain Measurable Skill Gain
Steve Perry   Application Summary
SSN: 0503   App LWA:15   App Date:02/13/2019

* **Skill Type:** Postsecondary Transcript/Report Card ▾
* **Date Skill Attained:** 12/15/2021

Comment: Earned bachelors degree. Copy of degree in file.

Verification: ☑ I have verified that this customer has met the requirements listed below for the Skill Type selected.

Save   Cancel

Skill Type	Requirement
Postsecondary Transcript/Report Card	Participant's transcript or report card for postsecondary education 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, that shows a participant is meeting the State unit's academic standards.
Secondary Transcript/Report Card	Participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.
Skills Progression/Diploma	Participant successfully completed 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 and/or diploma.
Training Milestone	Participant had a satisfactory or better progress report towards established milestones from an employer/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.).
Educational Functioning Level (EFL)	Will be automatically generated by the system.

The screen shows the skill gain entered.

IWDS Illinois Workforce Development System Case Management

List Measurable Skill Gains
Steve Perry   Application Summary
SSN: 0503   App LWA:15   App Date:02/13/2019

Add Skill Gain   Return

	Skill Type	Date Skill Attained	PY	Comment
View	Postsecondary Transcript/Report Card	12/15/2021	21	Earned Bachelor Degree. Copy of de

Category	Functional Area	Test	Level	Test Date	PY	EFL	GLE	SS	Gain
Adult Basic Education-ABE	Reading	TABE 9-10		02/13/2019	18	6	12.90	778.00	
Adult Basic Education-ABE	Math	TABE 9-10		02/13/2019	18	6	12.90	636.00	

Add Skill Gain   Return

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

Click on **Trade Case Management – TAA.**

Click **Add Additional Episode**.

IWDS Illinois Workforce Development System **Case Management**

Edit Required Activity Information
Steve Perry   Application Summary
SSN: 0503   **App LWA:** 15   **App Date:** 02/13/2019

Created By: Sheila Sloan
Date Created: 10/29/2020
Last Updated By: Sheila Sloan
Last Updated: 10/29/2021
Approved/Denied By:
Approved/Denied Date:
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management   Same Day Service
*Grant: 17661015-United Workforce Development Board aka Career Link ⌄
Provider: *1502-00 Carl Sandburg College
Start Date: 10/25/2020
End Date: 10/25/2020
Current Status: Successful Completion
*Weekly Hours: 10.0
* Bridge Program Activity?: No ⌄
Comments:

TAA Services Completed: Confirm   Click Confirm when all TAA Services have been completed

Additional Info

Add Additional Episode

Save   Cancel

Delete Service

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

WIOA Application: No Entry.

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

Click on **Career Planning (Case Management) – 1DC.**

Click **Add Additional Episode.**

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

If an incorrect entry has been made that needs to be deleted, here are the steps to follow to delete the incorrect entry.

NOTE: If the incorrect entry is on both the TAA Application and the WIOA Application, it will need to be deleted on both applications separately. The system will not transfer the data from one application to the other.

Click **Measurable Skill Gains** on the **Application Menu** for the participant.

On the **List Measurable Skill Gains Screen**, click **View** for the incorrect entry.

Click **Delete.**

The system will ask you to confirm the deletion by clicking on **Delete.** Click Cancel if you do not want to confirm the deletion.

The **List Measurable Skill Gains Screen** shows confirmation the Deletion was successful and the entry has been removed.

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

IWDS Illinois Workforce Development System **Case Management**

Application Menu

Steve Perry   Application Summary
SSN: 0503   **App LWA:**15   **App Date:**02/13/2019

Printable Application

Menus
Staff Menu
Customer Menu
Application Menu

Case Notes
Add Case Notes
List Case Notes

Universal Services
Add Local Service
List All Services

FAQs
I'm Done: Log Off

Application
- Guided Application
- Application Definition
- Assessment Summary
- TAA Training Criteria
- TAA Additional Info
- Concurrent Programs
- Characteristics and Barriers
- Employment Characteristics
- Education Status
- Tests
- Public Assistance
- Family Characteristics
- Income Calculation
- Dislocated Worker Characteristics
- LWA Specific Data
- Eligibility Determination
- List TAA Status
- List IDES View

Profile
- Contact Information
- Additional Contacts
- Private Information
- Veterans Information
- Employment History
- Credentials
- Education Status - In Program Update
- Measurable Skill Gains
- List All Documents
- Create TAA Template

Services
- List Enrolled Services
- List Part Time/Distance Learning

Exit
- Exit Summary
- View Wages
- View TAA Costs

Click on **Trade Case Management – TAA.**

Click **Add Additional Episode**.

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

WIOA Application: No Entry.

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

Click on **Career Planning (Case Management) – 1DC.**

Click **Add Additional Episode.**

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.