

# Measurable Skills Goals/Gains

For EVERY participant who is ACTIVELY enrolled into an educational and/or training program, they MUST have a measurable goal set. A MSG must be set for each program year they are enrolled into an educational and/or training program. You MUST enter a START date, END date and ATTAINMENT STATUS for each goal set and each goal attained/not attained.

## Measurable Skill Gain (MSG) Process (Only enter 1 per year 7/1 – 6/30 for each customer)

- ⇒ This is two-step process
  - Step 1 – Set a MSG for each customer at the same time you are entering the training approval request.
    - **Only one MSG per year (7/1 – 6/30) is required, if more than one is entered; only one will be counted per customer.**
  - Step 2 – update the MSG to show the gain by 6/30.
    - Once the customer has met the MSG Edit the MSG that was set.
    - Update the comment on the MSG that was set – do not remove what is already there just add to it.

Skill Gain Measures include things such as increase in grades, GPA's, additional certificates received thru the program, diploma, degrees (credentials), TABE test, completion of OJT, apprenticeships, internships etc.

### STEP 1

- ⇒ Click Workforce Case
- ⇒ Click Measurable Skill Gain
- ⇒ Click New

**FOR ALL ENTERIES** - Click in the comment block–

Enter a comment regarding the type of measurable skill gain they will receive.

– see examples of comments to enter depending on the block selected.

### Types of MSG and comments to select from for Step 1 and Step 2:

#### ☉ Click Diploma

If customer has earned a High School Diploma/GED

**Step 1 Enter Comment** - EX: Plans to receive High School Diploma 5/2019.

**Step 2 Edit Comment** - EX: Received High School Diploma 5/20/2019.

#### ☉ Click EFL Gain via credits/Carnegie towards HS – Youth only

If customer has made an EFL gain and is working toward a secondary diploma (HS Diploma or GED).

**Step 1 Enter Comment** – EX: TABE Pre-test date 8-15-2018; Math 8.2.

**Step 2 Edit Comment** – EX: TABE Post-test date 4-2-2019 - Raised EFL from 8.2 to 11.6 in math.

© **Click Educational Achievement**

If customer has passed a required exam for a particular occupation or is making progress in attaining technical or occupational skills evidenced by trade-related benchmarks such as knowledge based exams.

**Step 1 Enter Comment** - EX: Enrolled in Aviation Maintenance Technology start date 4/14/2018 plans to meet trade-related benchmarks.

**Step 1 Enter Comment** - EX: Enrolled in CDL Training start date 3-1-2019. Plans to receive CDL license.

**Step 1 Enter Comment** - EX: Enrolled in Electrical Technology start date 8/12/2018.

- ❖ (If two year program, the first year comment would be plans to maintain 2.0 GPA. The second year you will need to enter a new MSG and that comment would be Continues to maintain 2.0 GPA in Electrical Technology, plans to obtain AAS by 5/2019.

**Step 1 Enter Comment** - EX: Enrolled in C.N.A. start date 3-16-2019. Plans to complete and receive C.N.A. Certificate 4/2019.

**Step 2 Edit Comment** - EX: Enrolled in Aviation Maintenance Technology start date 4/14/2018 passed required exam on 12/6/2018 continues to meet trade-related benchmarks.

**Step 2 Edit Comment** - EX: Enrolled in CDL Training start date 3-1-2019. Completed 3-31-2019 and received CDL License dated 3-31-2019.

**Step 2 Edit Comment** - EX: Enrolled in Electrical Technology start date 8/12/2018. Completed 3/31/2019. Earned AAS 3/31/2019.

**Step 2 Edit Comment** - EX: Enrolled in C.N.A. start date 3-16-2019. Completed 4-16-2019 and received C.N.A. Certificate.

© **Click Secondary Transcript/Report Card – Youth only**

If customer is enrolled in secondary education, has completed one semester and is meeting academic standards towards completion of high school diploma/GED

**Step 1 Enter Comment** – Will work towards meeting academic standards and receiving High School Diploma/GED by 5/2019.

**Step 2 Edit Comment** – Received transcript/report card 5/19/2019 and is meeting academic standards.

© **Click Postsecondary Transcript/Report Card**

If customer is enrolled in post-secondary training and has completed two consecutive semesters during the program year and is meeting academic standards (over 12 hours)

**Step 1 Enter Comment** – EX: Enrolled in Aviation Maintenance Technology start date 4/14/2018 plans to pass required exams and meet trade-related benchmarks.

**Step 1 Enter Comment** – EX: Enrolled in Aviation Maintenance Technology start date 4/14/2018. Plans to meet academic standards and maintain 2.0 GPA.

**Step 2 Edit Comment** – EX: Passed required exam on 12/6/2018 continues to meet trade-related benchmarks.

**Step 2 Edit Comment** – EX: Received transcript 5-15-2019 continues to meet academic standards.

© **Click Better Progress Report Only**

If customer is in an OJT, registered apprenticeship, work based learning, etc.

**Step 1 Enter Comment** - EX: Enrolled in OJT with Aerosource start date 3-1-2019. Plans to complete 480 hour OJT 4/2019.

**Step 1 Enter Comment** - EX: Enrolled in Registered Apprentice with Metalsa start date 7-1-2019 plans to complete one year 6-30-2020.

**Step 2 Edit Comment** - EX: Completed 480 hour OJT on 4-30-2020. Remains employed with Aerosource.

**Step 2 Edit Comment** - EX: Completed one year of apprenticeship with Metalsa 6-30-2020.

**Service Program** – click in the block and the current service programs should show in the list, select the correct service program (this will be changing soon but for now we have to do this).

**Attainment Status** – when initially entering the MSG it will be Not Obtained. Once they complete the semester, raise their EFL, etc, then change it to obtained.

**Start Date** – the date the MSG begins (the date of the training/work exp/OJT service)

**End Date** – leave blank until the MSG is completed then add it.

**Comments** – make sure a comment is entered at the time the MSG is started and when it's completed.

**Click Save**

(this generates the date you entered the measurable skill gain)

**STEP 2**

- ⇒ Click Workforce Case
- ⇒ Click Measurable Skill Gain
- ⇒ Click Edit

- ⇒ Make any changes to the options selected and update the comments block add additional comments to the initial comment to show the gain. **DO NOT remove the initial comments.**
- ⇒ Click Save - this generates the date you updated the skill gain measure
- ⇒ Look at the MSG to double check the created date is a previous date and the modified date is the date you made the update.

**NOTE-** It's very important you set a Measurable Skill Gain before they start training.

**ALL skill gain measures MUST be updated before June 30<sup>th</sup> of each year. You should have a skill gain measure on every customer you are serving.**

- Every customer must have 1 measurable skill gain per year that they are being served.
- You have from July 1<sup>st</sup> thru June 30<sup>th</sup> to get them set and completed. (Ex: 7/1/2021 thru 6/30/2022)

### Initial MSG

#### New Measurable Skills Gain

Indicate a skill gain by selecting from the list below

MSG No

\* Workforce Case

\* Attained Credential Type

\* Start Date

\* Service Program

\* Attainment Status

End Date

Comments

Comments

**Reporting Blocks – the create date and modified date are where the reports are pulling from. If they are not different then they do not pull on the report to show the MSG.**

Workforce Case #001239034 - Active

Submit Registration IEP Consent Submit IEP Print Summary Request Review of Enrollment Packet

Review Completed Initial Assessment Status Completed IEP Status Completed IEP Submitted Date Wagner Pajuar Enrolled Yes

Details Related Registration Assessment Eligibility IEP Service Program **Measurable Skills Gain** More

**Tool Test Summary (2)** New

TOOL TEST ID	TOOL TEST NAME	STATUS	COMPLETED DATE
TT-00099359	11 TABE	Completed	8/7/2019
TT-00099360	11 TABE	Completed	8/7/2019

View

**Outcomes (0)** New

**Measurable Skills Gains (1)** New

MSG NO	COMMENTS	CREATED DATE	LAST MODIFIED DATE
MSG-0002817	Fredrick completed his 300 hour OJT at TG...	10/9/2019 1:40 PM	10/21/2019 9:02 AM

View All

**IEP Plan**

Your plan is now complete! You can print your plan using the following options.

- Print Complete IEP Plan
- Print Action Items Only
- Print Services Only
- Print Training Only
- Print Workshops Only

**HERE'S WHAT YOU CAN DO**

You have indicated that you are looking for...

**Notes (3+)**

October 2019 Monthly Follow-Up  
10/10/2019 1:30 PM by Eugenia Davis  
I sent an email to the employer to verify that the customer is still employed. I also reminded customer via email of all of the services offered at the career center and asked customer to...

OJT  
10/9/2019 1:40 PM by Tom Sholar  
Fredrick completed his OJT at TGASK on 9/27/2019.

IEP

9:02 AM  
10/21/2019