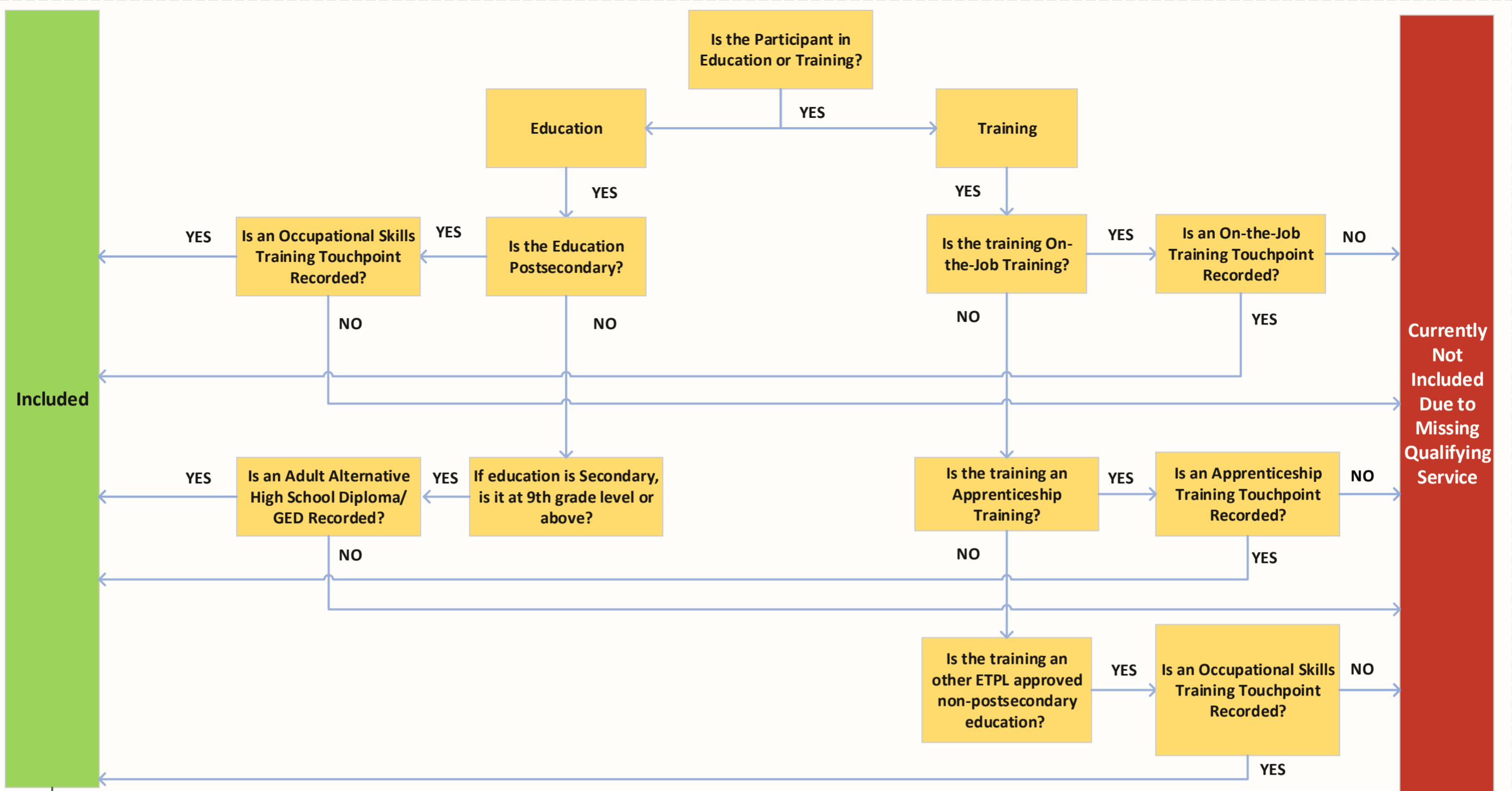
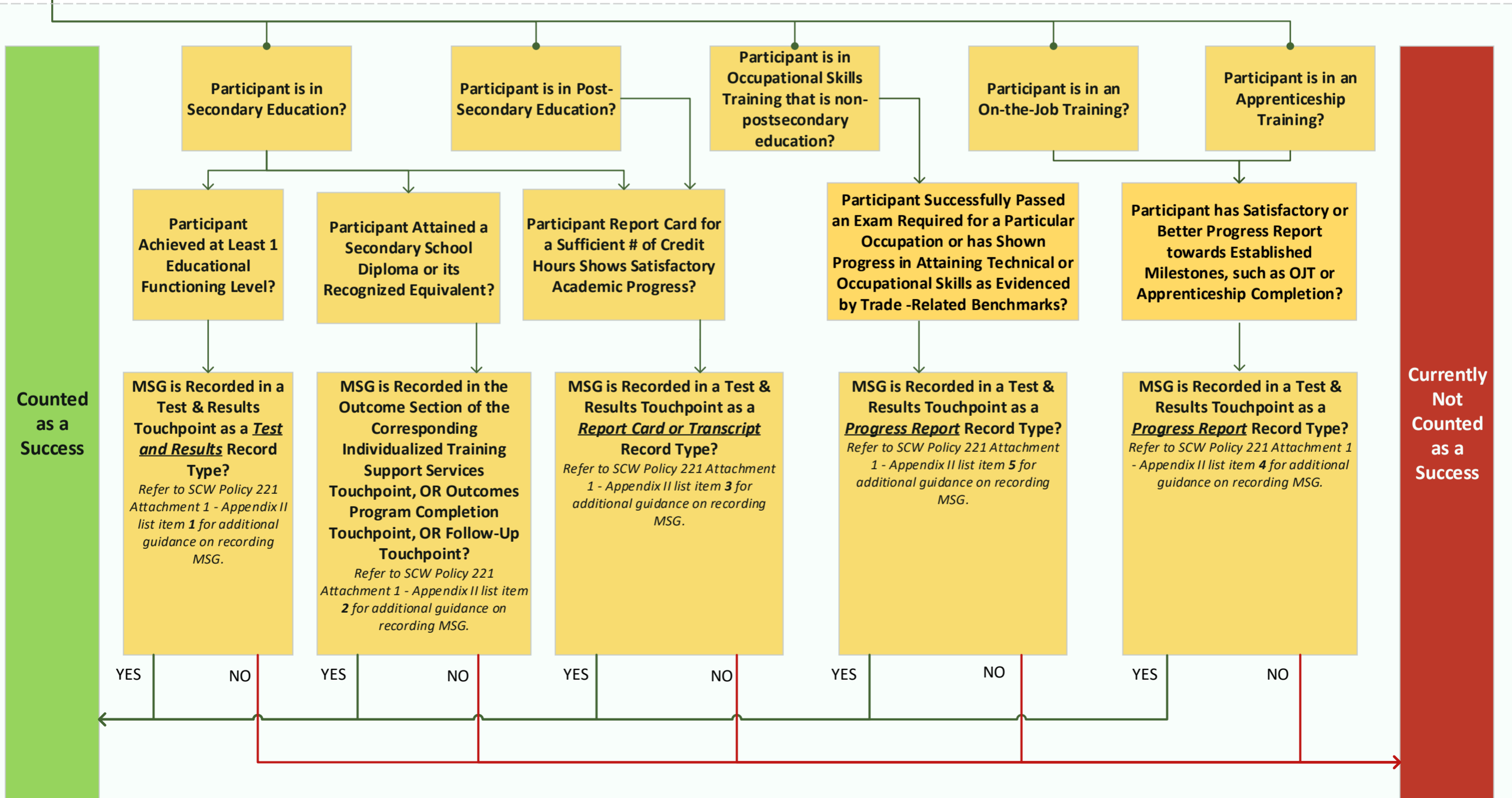


Is the participant included in the denominator of the Measurable Skill Gains indicator?

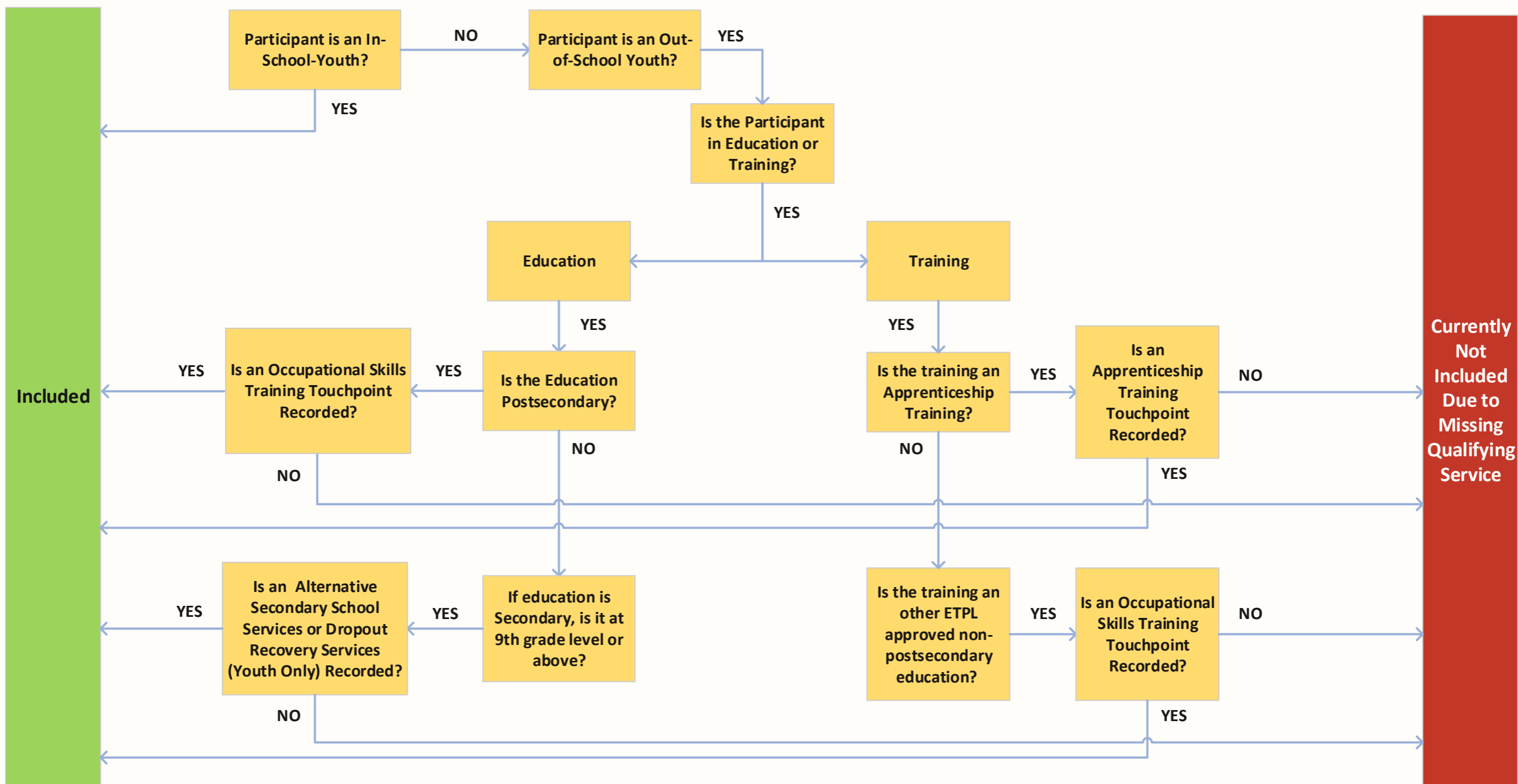


Is the participant counted as a successful outcome in the numerator of the Measurable Skill Gains indicator?

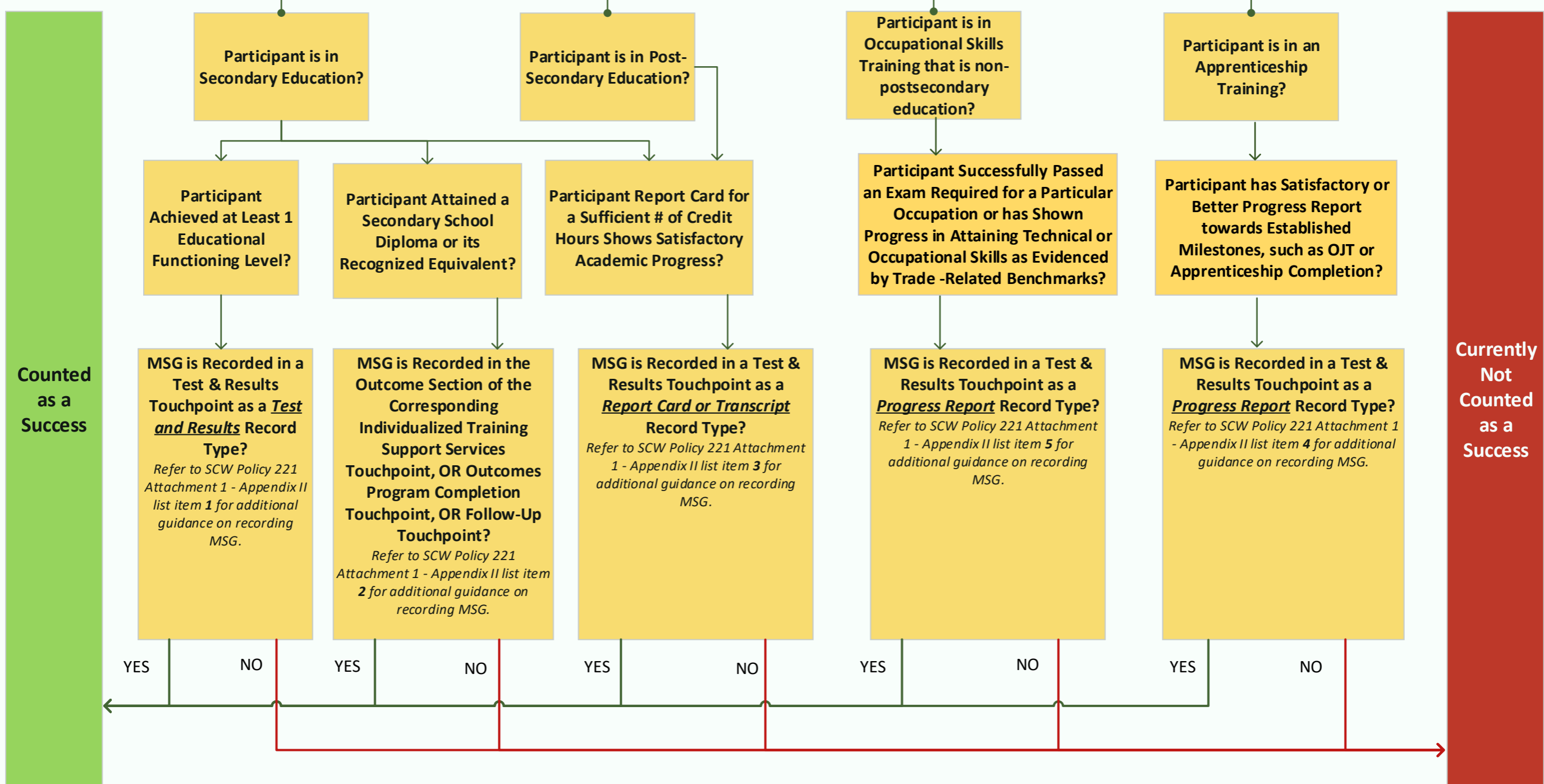


# Measurable Skill Gains Decision Path - Youth ONLY

## Is the participant included in the denominator of the Measurable Skill Gains indicator?



## Is the participant counted as a successful outcome in the numerator of the Measurable Skill Gains indicator?



## Appendix II – Recording the Types of Measurable Skill Gains in ETO

### 1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary level

#### a. Related Services that Provide this Type of Measurable Skill Gains:

##### i. Adult & DW:

1. Adult Alternative High School Diploma/GED

##### ii. Youth:

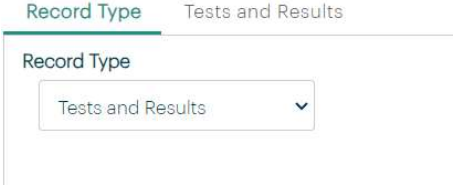
1. Alternative Secondary School Services or Dropout Recovery Services (Youth Only)
2. Tutoring, Study Skills Training, Instruction, and Dropout Prevention (Youth Only)

#### b. Examples of this Type of Measurable Skill Gains:

- i. Pre- and post-test results measuring EFL gain
- ii. Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units
- iii. Post-secondary education or training enrollment determined through survey documentation or *program notes*.

#### c. Test and Results Touchpoint to Record in ETO: If the participant has a pre-test Test and Results Touchpoint, then:

- i. Create a new Test and Results Touchpoint
- ii. On the Record Type Tab:
  1. Select “Test and Results” from the *Record Type* dropdown.



The screenshot shows a web interface with two tabs: 'Record Type' (active) and 'Tests and Results'. Below the tabs is a dropdown menu labeled 'Record Type' with 'Tests and Results' selected and a downward arrow.

iii. On the Test & Results Tab:

1. Select the appropriate program from the *Associated Program Enrollment* dropdown.

Record Type Tests and Results

---

Associated Program Enrollment

2. Select the “Post Test” radio button.

Pre or Post Test

Pre test

Post test

Clear Selection

3. Select the appropriate category from the *Assessment Category* drop down and the *Category of Assessment Verification* drop down.

Assessment Category

-- Select --

- Select --
- ABE
- ESL
- Both ABE and ESL
- Basic Skills
- Vocation

Category of Assessment Verification

Test Records

4. Choose the appropriate Type of Test from the drop-down.

Type of Assessment Test

-- Select --

- Select --
- ABLE
- BEST
- BEST Plus
- CASAS (Life Skills)**
- Massachusetts Adult Proficiency Test (MAPT)

5. Select a date from the *Test Date* field.

Test Date

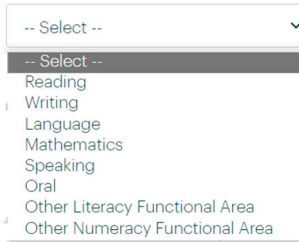
mm/dd/yyyy



- a. For the post-test to count as an MSG it must take place on or after the pre-test, in the same participation episode. It also must take place during the reporting period.

6. Select an appropriate functional area from the *Functional Area* drop down.

Functional Area

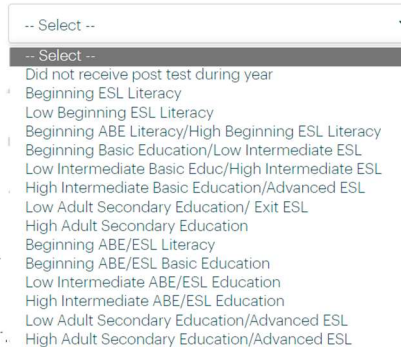


-- Select --  
Reading  
Writing  
Language  
Mathematics  
Speaking  
Oral  
Other Literacy Functional Area  
Other Numeracy Functional Area

- a. For the post-test to count as an MSG, it must have the same functional area as the pre-test.

7. Select an appropriate level from the *Educational Functioning Level* drop down.

Educational Functioning Level



-- Select --  
Did not receive post test during year  
Beginning ESL Literacy  
Low Beginning ESL Literacy  
Beginning ABE Literacy/High Beginning ESL Literacy  
Beginning Basic Education/Low Intermediate ESL  
Low Intermediate Basic Educ/High Intermediate ESL  
High Intermediate Basic Education/Advanced ESL  
Low Adult Secondary Education/ Exit ESL  
High Adult Secondary Education  
Beginning ABE/ESL Literacy  
Beginning ABE/ESL Basic Education  
Low Intermediate ABE/ESL Education  
High Intermediate ABE/ESL Education  
Low Adult Secondary Education/Advanced ESL  
High Adult Secondary Education/Advanced ESL

- a. For the post-test to count as an MSG, it must have a higher level than the pre-test.

- d. Case Note to Document the MSG:

- i. In the participant's file case notes, document the MSG recorded in the Test and Results Touchpoint. The MSG case note needs to document:

1. The date of when the Measurable Skill Gain was achieved (*note: this is not the print date of the progress report*)
2. The type of Measurable Skill Gain achieved.

**2. Documented attainment of a secondary school diploma or its recognized equivalent**

- a. Related Services that Provide this Type of Measurable Skill Gains:

- i. Adult & DW:

1. Adult Alternative High School Diploma/GED
  - ii. Youth:
    1. Alternative Secondary School Services or Dropout Recovery Services (Youth Only)
    2. Tutoring, Study Skills Training, Instruction, and Dropout Prevention (Youth Only)
- b. Examples of this Types of Measurable Skill Gains:
- i. Attained High School Diploma
  - ii. Attained GED/High School Equivalency
- c. Test & Results Touchpoint to Record in ETO: None because for Credential Attainments for Secondary School Diploma/or equivalency to be counted for Measurable Skill Gains it must be recorded using one of the methods for recording Credential Attainment:
- i. During Participation, on the Corresponding Individualized Training Support Services Touchpoint (TP),
    1. Record the Activity End Date and Actual Outcome, for the service the participant was enrolled in.

Activity End Date  

Actual Outcome

2. Select the appropriate outcome for this service
  - (i) If the actual outcome is “Credential Pending” use either 2.b.ii. or 2.b.iii to record the Credential Attainment information

Actual Outcome

- ii. At Exit, create a new Outcomes, Program Completion Touchpoint (TP), and complete one of the following:

1. On the Credentials tab

Outcomes/Program Completion   Employment   **Credentials**   Youth

- (i) Select “Yes” from the “Credential Earned” radio button.

Credential Earned

Yes

No

Clear Selection

- (ii) Select the appropriate credential earned on the *Type of Recognized Credential* drop down menu.

Type of Recognized Credential \*

-- Select --

- (iii) Enter the date the credential was earned in the “Date of Credential”.

Date of Credential \*

mm/dd/yyyy

-OR-

2. On the Youth tab

Outcomes/Program Completion   Employment   Credentials   **Youth**

- (i) Select the appropriate credential from the *Attained Degree or Certificate* drop down.

Attained Degree or Certificate

-- Select --

- (ii) Enter the date the credential was earned in the *Date Degree or Certificate was Attained* field.

Date Degree or Certificate was Attained:

mm/dd/yyyy

iii. After Exit, create a Follow-Up Touchpoint (TP) and complete the following:

1. On the Follow-up Type tab



(i) Select appropriate follow-up type from the *Follow-up Type* drop down. To be able to record the outcome to a Credential “Record a Performance Information” or “Record Both” must be selected for the “School and Education” tab to be accessible.

2. On the Follow-up Form tab complete the appropriate information.

3. On the School and Education tab

Follow-up Type    Follow - Up Form    Service Details    **School and Education**    Supplemental Employment Data    Youth Placement Information

(i) Select “Yes” on the *Credential Attained Quarter* radio button

Credential Attained in Quarter

- Yes
- No

Clear Selection

(ii) Select the appropriate type of credential from the *Type of Recognized Credential* drop down

Type of Recognized Credential: \*

-- Select --

(iii) Enter date of credential in *Date of Credential* field

Date of Credential \*

mm/dd/yyyy 

d. Case Note to Document the MSG:

i. In the participant’s file case notes, document the type of credential earned.

The case note needs to document:



1. The date of when the credential (i.e. High School Diploma or GED/High School Equivalency) was earned.
  2. The type of credential earned i.e. High School Diploma or GED/High School Equivalency.
3. **Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit’s academic standards**
- a. Related Services that Provide this Type of Measurable Skill Gains:
    - i. Adult & DW:
      1. Occupational Skills Training (*i.e., Post-Secondary Education*)
    - ii. Youth:
      1. Alternative Secondary School Services or Dropout Recovery Services (Youth Only)
      2. Tutoring, Study Skills Training, Instruction, and Dropout Prevention (Youth Only)
      3. Occupational Skills Training (Youth Only) (*i.e., Post-Secondary Education*)
  - b. Examples of this Types of Measurable Skill Gains:
    - i. Secondary Progress: The most recent date of the participant’s transcript or report card for secondary education for one semester showing that the participant is meeting the State unit’s academic standards (*grade “C” or better per WIN 0098*). **Note:** Refer to item number three listed above under the Documenting Progress for Types of Measurable Skill Gains section for more in depth detail regarding satisfactory academic progress.
    - ii. Post-Secondary Progress: The most recent date of the participant’s transcript or report card for post-secondary education that shows a participant is meeting the State unit’s academic standards (*grade “C” or better per WIN 0098*). **Note:** Refer to item number three listed above under the Documenting Progress for Types of Measurable Skill Gains section for more in depth detail regarding satisfactory academic progress.

- c. Test & Results Touchpoint to Record in ETO:
  - i. Create a new Tests and Results Touchpoint
  - ii. On the Record Type Tab:

- 1. Select “Report Card or Transcript” from the drop-down menu.

The screenshot shows a tab labeled 'Record Type' with a sub-tab 'Report Card or Transcript'. Below the sub-tab is a dropdown menu with the text 'Report Card or Transcript' and a downward arrow.

- iii. On the Report Card or Transcript Tab:

- 1. Select the appropriate program enrollment from the *Associated Program Enrollment* drop down.

The screenshot shows a dropdown menu with the label 'Associated Program Enrollment' and a downward arrow.

- 2. Enter an appropriate date in the *Date of Report Card or Transcript* field (e.g., the date of when the quarter, semester, or trimester academic term ended).

The screenshot shows a text input field with the date '2/16/2022' and a calendar icon to its right. The label above the field is 'Date of report card or transcript \*'.

- 3. Select the appropriate school type from *Secondary or Postsecondary* drop down.
          - (i) If the school type is “Postsecondary School” enter the appropriate response in the *How many credits/units did the participant complete?* field.

The screenshot shows a text input field with the number '122'. The label above the field is 'How many credits/units did the participant complete?'.

- 4. Select the appropriate Radio Button on the *Does the transcript or report card meet the state unit’s academic standards?*

The screenshot shows a question 'Does the transcript or report card meet the state unit’s academic standards? \*' with two radio button options: 'Yes' (which is selected) and 'No'.

- d. Case Note to Document the MSG:

- i. In the participant’s file case notes, document the MSG recorded in the Test and Results Touchpoint. The MSG case note needs to document:
          - 1. The date of when the Measurable Skill Gain was achieved (*note: this is not the print date of the progress report*)
          - 2. The type of Measurable Skill Gain achieved.
4. **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**
- a. Related Services that Provide this Type of Measurable Skill Gains:
    - i. Adult & DW:
      - 1. Apprenticeship Training
      - 2. On-the-Job Training
    - ii. Youth:
      - 1. Apprenticeship Training
  - b. Examples of this Types of Measurable Skill Gains:
    - i. Documentation of a skill gained through OJT or Registered Apprenticeship
    - ii. Contract and/or evaluation from employer or training provider
    - iii. Progress report from employer documenting skill gain
  - c. Test & Results Touchpoint to Record in ETO:
    - i. Create a new Test and Results Touchpoint to capture the Training Milestone
    - ii. On the Record Type Tab:
      - 1. Select “Progress Report” from the *Record Type* drop down.



Associated Program Enrollment

2. Select the appropriate progress report type, either “Apprenticeship” or “OJT” from the *Progress Report Type* drop down.

Progress Report Type \*

-- Select --  
-- Select --  
Apprenticeship  
OJT  
Skills Progression

3. Enter an appropriate date in the *Date of Progress Report* field.

Date of progress report \*

2/9/2022 

4. Select the appropriate response for the *Is the progress satisfactory?* radio button.

Is the progress satisfactory? \*

Yes  
 No

d. Case Note to Document the MSG:

- i. In the participant’s file case notes, document the MSG recorded in the Test and Results Touchpoint. The MSG case note needs to document:
  1. The date of when the Measurable Skill Gain was achieved (*note: this is not the print date of the progress report*)
  2. The type of Measurable Skill Gain achieved.

5. **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 exams**

- a. Related Services that Provide this Type of Measurable Skill Gains:
  - i. Adult & DW:
    1. Occupational Skills Training (*i.e., training that is not credit based*)
    2. Entrepreneurial Training
  - ii. Youth:

1. Occupational Skills Training (Youth Only) (i.e., training that is not credit based)

b. Examples of this Types of Measurable Skill Gains:

- i. Results of knowledge-based exam or certification of completion
- ii. Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment
- iii. Documentation from training provider or employer
- iv. Copy of credential that is required for a particular occupation and only is earned after the passage of an exam

c. Test & Results Touchpoint to Record in ETO:

- i. Create a new Test and Results Touchpoint to capture the Skills Progression
- ii. On the Record Type Tab:
  - 1. Select “Progress Report” from the Record Type drop down.



iii. On the Progress Report Tab:

- 1. Select the appropriate program enrollment from *the Associated Program Enrollment* drop down.



- 2. Select “Skills Progression” from *Progress Report Type* drop down.



- 3. Enter an appropriate date in the *Date of Progress Report* field.



- 4. Select the appropriate response for the *Did the participant successfully pass 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?* radio button.

Did the participant successfully pass an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as r

Yes

No

5. Select the appropriate response for the “Is the progress satisfactory?” radio button.

Is the progress satisfactory? \*

Yes

No

d. Case Note to Document the MSG:

i. In the participant’s file case notes, document the MSG recorded in the Test and Results Touchpoint. The MSG case note needs to document:

1. The date of when the Measurable Skill Gain was achieved (*note: this is not the print date of the progress report*)
2. The type of Measurable Skill Gain achieved.