DOL Measurable Skill Gains (MSG)
Performance Measure (PM)
Functional Training

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1. **Background**

   The Participant Individualized Record Layout (PIRL) report captures activities and performance within the Workforce system. It is the tool that states use to communicate such activities and outcomes to the Department of Labor (DOL) Employment and Training Administration (DOLETA or ETA for short). The PIRL report layout was described in the Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014. New layouts that add additional columns or tweak existing columns have been released regularly since the law's inception.

   The Department of Labor describes why it is so important to report performance:

   > *"The public workforce development system provides resources, services, and tools to support individuals and businesses in developing and maintaining a workforce to support a thriving economy throughout the nation. Given the critical importance of this system, its performance at the local, state, and federal levels is vitally important. Consistent, accurate performance reporting allows the workforce system to assess its effectiveness, make data-informed improvements, be accountable to taxpayers, and, ultimately, support vibrant communities, businesses, and families throughout the nation."* (See Section 3a below, for more information)

   All WorkSouce DOL programs (See Section 1.1, for a list of programs) will get credit for a Measurable Skill Gains (MSG), regardless of which program captures the Measurable Skill Gains (MSG). However, the job seeker must be in an appropriate training or education service, and the MSG must take place in the relevant quarter/year of the PIRL submission, to be counted in the measure.

   1.1. **Accountable DOL Programs**

   The following WorkSouce DOL programs are held accountable, for the DOL Measurable Skill Gains (MSGs) Performance Measure:

   - **WIOA Title Ib**
     - Adult (AD)
     - Dislocated Worker (DW)
     - Youth (Y)
   - **Trade Adjustment Assistance (TAA)**
   - **National Dislocated Worker Grants (DWGs)**

     Current grants:
     - Opioid Disaster Recovery (ODR) (# DW33160)
     - Opioid Demonstration Grant (ODG) (# MI32467)
     - COVID-19 Employment Recovery (CER) (# DW34817)
     - COVID-19 Disaster Recovery (CDR) (# DW34975)
   - **Reentry Employment Opportunities (REO)** (No current grants)
     - Reentry Employment Opportunities Adult (REO Adult)
     - Reentry Employment Opportunities Youth (REO Youth)

2. Purpose and Definition

The purpose of the DOL Measurable Skill Gains (MSG) Performance Measure is to track and measure important milestones for WIOA clients, as they work towards completion of their individual programs.

This DOL Measurable Skill Gains (MSG) Performance Measure is defined by DOL as:

> *"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 who are achieving Measurable Skill Gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:*
>
> 1. *Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level; or*
>
> 2. *Documented attainment of a secondary school diploma or its recognized equivalent; or*
>
> 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; or*
>
> 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; or*
>
> 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."* (See Section 3b below, for more information)

3. References

a. The PIRL Reporting Online Resource, which is designed to support grantees in successfully understanding, preparing, and submitting the U.S. Department of Labor (DOL) Employment and Training Administration's (ETA) Participant Individual Record Layout (PIRL) is located here: PIRL_Reporting_Online_Resource_Revised (5).pdf

b. Definitions for the Workforce Innovation and Opportunity Act (WIOA) (Signed into law on July 22, 2014) Performance Indicators and Measures, are located here: https://www.dol.gov/agencies/eta/performance/performance-indicators

c. Documentation for the Workforce Innovation and Opportunity Act (WIOA) (Signed into law on July 22, 2014) Performance Reporting can be found here: https://www.dol.gov/agencies/eta/performance/reporting

d. The PIRL Layout (OMB Control Number 1205-0521, Expiration Date: 06-30-2023) is located here: https://www.dol.gov/sites/dolgov/files/ETA/Performance/pdfs/PIRL_COMBINED_2.28.20.xlsx

e. Definitions for "Other Reasons for Exit" are located here: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs (doleta.gov)

f. Definition for Interpreting the Size of a Correlation Coefficient is located here: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3576830/

g. Services Catalog, maintained by Policy, is located here: worksource-services-catalog.xlsx (live.com)

4.   DOL Data Definitions

4.1. DOL Denominator Definition (Total Cohort)

- The job seeker must be enrolled in one of the programs listed in Section 1.1 (above), with a Program Enrollment Start Date.

- The job seeker must have had a participation episode, with a participation start date.

- The job seeker must receive a participation level Education or Training service, which is associated to the program. (See Section 5.1 (below), and the Services Catalog, which is maintained by Policy, for more information on these services. worksource-services-catalog.xlsx (live.com))

  - The service must have an Activity Start Date (This will be changing to Actual Start Date soon.), be associated to the appropriate program, and occur during the same participation episode of the Program Enrollment.

- The job seeker must have an active participation level Education or Training service during a specific time frame for the report.

- The job seeker can NOT have an "Other Reason for Exit" (See Section 3e above, for more information)

  - Only a "No" response may exist for the following exit reasons: Institutionalized; Health/Medical; Deceased; Reserve Forces called to Active Duty; Foster Care; Ineligible; Criminal Offender.

4.2. DOL Numerator Definition (Successful Cases)

- The job seeker must be in the denominator.

- The job seeker must have one of the following:

  - Attained one of the following Measurable Skill Gains:

    o   An Educational Functioning Level

    o   A Postsecondary Transcript Report Card

    o   A Secondary Transcript Report Card

    o   A Training Milestone

    o   A Measurable Skills Progression

    o   Type of Recognized Credential = Secondary School Diploma/or equivalency

5. ETO Business Process Methodology for Capturing Data

Areas should fill out all TP as they normally would. While the fields shown here are required for Measurable Skill Gains (MSG), there may be other fields required for other metrics or for your business reporting. Areas should fill out all TPs as they normally would. While the fields shown here are required for Measurable Skill Gains (MSG), there may be other fields required for other metrics or for your business reporting.

Note: All activities for Measurable Skill Gains (MSG) must take place in the same participation period as the training service to count. To check the participation period is the same look for the Identifier column in ETO, a string of numbers followed by an underscore and followed by another number (123565_4). The number after the underscore denotes the participation period.

5.1. ETO Business Process for Ensuring Job Seekers are in the Denominator

- Create a new Program Enrollment on the Program Enrollment TouchPoint (TP), if one hasn't already been created.
  - Select one of the programs listed in Section 1.1 (above)
  - Enter a Program Enrollment Start Date.
  - Set the Status to "Enrolled."
- Create a new Individualized Training Support Services TouchPoint (TP), if one hasn't already been created.
  - Enroll the job seeker in one of the appropriate training services, provided in the Services List below.
  - Associate the service with an appropriate program.
  - Enter an Actual Start Date.
  - Services List Used to Indicate Measurable Skill Gains (MSG) Activity:

    Notes:
    1. This list of services was revisited, adjustments were made, and the adjusted services list was finalized on 12/02/2021. The adjusted services list was officially applied, starting with PY21Q1, and will continue to be applied going forward, for all future submissions of the PIRL. This list portrays the adjusted services list.
    2. Some of the services listed below, are no longer available for use in providing services in ETO. However, they will still be used for historical reporting.
    3. See Services Catalog, which is maintained by Policy, for more information on these services. https://storemultisites.blob.core.windows.net/media/WPC/wswa/support/worksource-services-catalog.xlsx

Service Name
Alternative Secondary School Services or Dropout Recovery Services (Youth Only)
Apprenticeship Training
Customized Training (2.0)
EDUCATIONAL ACHIEVEMENT SERVICES (YOUTH ONLY)
Entrepreneurial Training
Entrepreneurial Training (2.0)
Increased Capacity Training
Incumbent Worker Training
Occupational Skills Training
Occupational Skills Training (2.0)
Occupational Skills Training (Youth Only)
On-the-Job Training (2.0)
TAA Approved Training
TUTORING, STUDY SKILLS TRAINING, INSTRUCTION, AND DROPOUT PREVENTION (YOUTH ONLY)
Workplace Training with Related Instruction

  - Ensure that the service is not saved as a draft.

5.2. ETO Business Process, for Ensuring Job Seekers, are in the Numerator

- If the job seeker is in the denominator (see Section 5.1 above) the following must be completed.

- A Measurable Skill Gains must be entered in the appropriate TouchPoint (TP), with a test or report date within the relevant reporting period of the PIRL.

  The following Measurable Skill Gains are accepted, by DOL, on the PIRL:

  – Create a new Tests and Results TouchPoint (TP), if the job seeker has a pre-test Tests and Results (TP).

    - On the Record Type Tab:

      - Select "Tests and Results" from the Record Type drop down.

    - On the Tests and Results Tab:

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

      - Select the "Post Test" radio button.

      - Select the appropriate category from the *Assessment Category* drop down.

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

        · 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.

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

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

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

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

    -OR-

  – For Credential Attainments for Secondary School Diploma/or equivalency to be counted for Measurable Skill Gains it does not need to be entered into the system outside of the normal process, see DOL Credential Attainment Performance Measure (PM) Statewide Data Analysis document for more information.

  – **-OR-**

    – Create a Transcript/Report Card on the Test and Results TouchPoint (TP)

      - On Record Type Tab:

        - Select "Report Card or Transcript" from the *Record Type* drop down.

      - On Report or Transcript Tab:

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

        - Enter an appropriate date in the *Date of Report Card or Transcript* field.

        - Select the appropriate school type from *Secondary or Postsecondary* drop down.

          · If the school type is "Postsecondary School" enter the appropriate response in the *How many credits/units did the participant complete?* field.

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

- **-OR-**
  - Create a Training Milestone on the Test and Results TouchPoint (TP)
    - On Record Type Tab:
      - Select "Progress Report" from the *Record Type* drop down.
      - Select the appropriate program enrollment from the *Associated Program Enrollment* drop down.
      - Select the appropriate progress report type, either "Apprenticeship" or "OJT" from the *Progress Report Type* drop down.
      - Enter an appropriate date in the *Date of Progress Report* field.
      - Select the appropriate response for the *Is the progress satisfactory?* radio button.

-OR-

- Create a Skills Progression on the Test and Results TouchPoint (TP)
  - On Record Type Tab:
    - Select "Progress Report" from the Record Type drop down.
  - On Progress Report Tab:
    - Select the appropriate program enrollment from *the Associated Program Enrollment* drop down.
    - Select "Skills Progression" from *Progress Report Type* drop down.
    - Enter an appropriate date in the *Date of Progress Report* field.
    - 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.
    - Select the appropriate response for the "Is the progress satisfactory?" radio button.