

# **RSM 2, Attachment 300-3 Measurable Skills Gains Entry Guide**

Updated 08/20

## **Measurable Skills Gains (MSG) Definition:**

**A measurable skills gain (MSG) is progress a consumer is making in an education or training program that leads to a credential or employment.**

MSGs are captured in VR cases only. MSGs are not captured in the Pre-ETS case type.

## **Types of MSGs:**

1. Educational Functioning Level (EFL) increase
2. Attainment of secondary school diploma or its recognized equivalent
3. Attainment of credits
  - a. Attainment of secondary credits
  - b. Attainment of post-secondary credits
4. Satisfactory completion of established milestones (OJT, customized training, etc.)
5. Successful passage of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills

## **Purpose of MSGs:**

MSGs document the work DORS staff are doing to prepare individuals for their careers. MSGs are one of the federal and state Common Performance Measures, and they are now a standard which is measured on counselor Performance and Evaluation Plans (PEP).

## **Documentation and Entering MSGs into AWARE™:**

### **1. Educational Functioning Level (EFL) increase**

- **Required documentation:** Results from a pre- and post-test showing skills gains or academic improvement, such as moving from a 9th grade reading level to a 10th grade reading level as assessed using the Test of Adult Basic Education (TABE).
- MSGs should be entered into AWARE™ upon the successful completion of Advancement in at least one Educational Functioning Level.

### **2. Attainment of secondary school diploma or its recognized equivalent (including GED or External Diploma)**

- **Required documentation:** Copy of diploma, or an official or unofficial transcript.
- MSGs should be entered into AWARE™ upon successful completion of secondary education or its recognized equivalent.

### 3. (a) Attainment of secondary credits

- **Required documentation:** A copy of an official or unofficial high school transcript or report card showing passing grades of D or above in all classes and good academic standing must be attached by July 31.
- MSGs should be entered into AWARE™ upon successful completion of the first two quarters (i.e., first semester) of secondary education and at the end of academic school year.
- Note: There are two opportunities MSGs can be obtained per year for a high school student:
  - after the first semester (completion of two quarters), and
  - at the end of the academic school year (i.e., second semester).
- Report cards should be obtained per semester, whenever possible.

### (b) Attainment of post-secondary credits

- **Required documentation:** College transcript showing at least 12 credit hours were achieved during the Federal Program Year (July 1st through June 30th), and/or copy of diploma.
  - Supporting documentation must be entered into AWARE™ no later than July 31st each year in order to be counted as a MSG.
- MSGs should be entered into AWARE™ upon successful completion of 12 college credit hours or an academic year of trade school. The 12 college credit hours do not need to be earned in consecutive semesters; however, they must be earned within the 12-month Program Year in order to be reportable.
- For example:
  - If a consumer completes 6 credits in the fall semester plus 6 credits in the spring semester, the MSG is entered upon completion of the spring semester, when a total of 12 credits have been earned and the transcript is received.
  - If a consumer earns 12 credits in the fall semester, a MSG will be entered upon receipt of the transcript, and if the consumer earns another 12 credits in the following spring semester, another MSG will be entered upon receipt of the transcript.

### 4. Satisfactory completion of established milestones (i.e. OJT, customized training)

- **Required documentation:** Documentation provided by the employer or training provider which confirms successful completion of an OJT, a customized training program, or one year of an apprenticeship program. Documentation should contain a progress report demonstrating satisfactory skills acquisition.
- MSGs should be entered into AWARE™ upon successful completion of OJT, milestones of customized training, and/or registered apprenticeship (yearly progression).
- As a note, OJT leads to “skills gains” and employment. The measurable skills to be successfully achieved during the OJT must be included in the OJT Objectives on the consumer’s OJT training agreement.

5. **Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills.**

- **Required documentation:** Results of a trade related exam indicating a passing score or documentation demonstrating progress in attaining technical or occupational skills.
- MSGs should be entered into AWARE™ upon successful completion of trade-related benchmarks, such as the following exams:
  - Employer-Required Knowledge-Based
  - BEP (Final Exam, Provisional License and Permanent License),
  - Exam in a Registered Apprenticeship, Industry or Occupational Competency Assessments (e.g., HVAC, Accounting Specialist, Carpenter, Plumbing)
  - A Completion Test Necessary to Obtain a Credential (i.e., NCLEX, CPA, CRCC, Barber/Cosmetology, Pharmacy Tech Certification, Real Estate Broker).

**General Pointers for Entering MSGs in AWARE™:**

- MSGs **must** be entered in the VR case type, and to be included as an MSG Indicator, the education or training program must be identified on the individual's IPE.
- Appropriate documentation of corresponding Educational Goals & MSGs must be 100%.
- MSGs are for educational gains and should be documented for **all** consumers who are enrolled in a training program. Training options are available for all consumers regardless of their primary disability (to include Evidence Based Practice consumers).
- MSGs are not documented in a Pre-ETS case type.
- When entering a school into AWARE™ for individuals pursuing their GED, staff should contact AWARE™ field support for them to enter it, if it's not available.
- Entering as many MSGs into AWARE™ as possible is beneficial because RSA is giving DORS goals and if we do not meet those goals (as an agency), RSA may impose sanctions. Staff may enter as many MSGs per year that are verified by documentation.
- MSGs are not the same as Credential Attainment. A credential attainment is an example of an MSG.
- For a list of what is **not** considered a MSG, reference [WINTAC's Resource Page for the Measurable Skill Gains Guide](#).
- For any additional questions or information please contact AWARE™ Field Support or see the [WINTAC Resource Page for Credential Attainment and Measurable Skill Gains Indicator Guides](#).
- All MSGs must be entered and documented in AWARE™ by July 31 of each year in order to be "counted" toward the Agency's MSG goal for the current program year. The Federal Program year begins July 1st and ends June 30th of each year.