

ACTION BULLETIN

TO: All Workforce Innovation and Opportunity Act (WIOA) Funded Service Providers

DATE: 10/12/2020

SUBJ: TRACKING AND REPORTING MEASURABLE SKILL GAINS

PURPOSE OF BULLETIN:

The purpose of this bulletin is to provide guidance and define expectations regarding the reporting and tracking of Measurable Skill Gains in the CalJOBS system beginning in Program Year (PY) 2020/2021.

CITATIONS:

- Employment Development Department's (EDD) Workforce Services Directive (WSD) 19-03 – Performance Guidance; issued August 28, 2019
- EDD's WSD 19-11 – State Level Performance Goals and Local Area Negotiations; issued April 16, 2020
- EDD's Workforce Services Draft Directive (WSDD) 214 – Calculating WIOA Performance and Nonperformance; issued June 29, 2020
- Workforce Services Information Notice (WSIN) 19-48 – State Negotiated Performance Goals PY 2020 and 2021; issued July 4, 2020

BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), outcomes and performance are measured at various levels:

- States must negotiate with the Department of Labor to determine State level performance goals;
- Local Areas must negotiate with the State to determine Local Area performance goals; and
- Contracted WIOA service providers must strive to meet contract performance goals as established by the Local Areas and defined in their annual contracts.

Effective with program year 2020/2021, all Local Areas were required to negotiate performance goals in the following areas:

1. Employment/Placement Rate @ 2nd Quarter Post Exit
2. Employment/Placement Rate @ 4th Quarter Post Exit
3. Median Earnings @ 2nd Quarter Post Exit

4. Credential Attainment @ 4th Quarter Post Exit
5. Measurable Skill Gains

On April 16, 2020, EDD issued WSD 19-11 which provided the following guidance:

- Local Areas must submit proposed Local Area performance goals prior to August 28, 2020;
- Local Areas must complete the Local Area Performance Negotiation process prior to September 30, 2020;
- In addition to the four standard Local Area Performance Measures, Local Areas must also negotiate performance goals for Measurable Skill Gains (this is a new measure for Local Areas in PY 2020/2021);
- Local Area negotiations with the California Workforce Development Board (CWDB) would establish goals for program years 2020/2021 and 2021/2022.

To meet these deadlines, ACWDB staff submitted proposed goals to CWDB with approval from the Organizational Effectiveness (OE) and Systems and Strategies (S&S) Committee. The OE and S&S Committees approved the proposed goals at their joint meeting on August 19, 2020.

Measurable Skill Gains:

Measurable Skill Gains are used to track progress when any WIOA participant is enrolled into education or training programs that lead to a recognized postsecondary credential or employment.

Activity Codes for Adults and Dislocated Workers:

Code	Description	Code	Description
300	Occupational Skills Training	322	Job Readiness Training
301	On-the-Job Training	323	Workplace Trng & Coop Ed
302	Entrepreneurial Training	324	Adult Ed w/Training Services
304	Customized Training	325	Apprenticeship Training
305	Skills Upgrade and Retraining	328	Occupational Skills Training (non-ETPL, non-formula)
306	WIOA Prerequisite Training	330	Local Board Determination Trng
307	Pre-Apprenticeship w/Occ Skills	346	Out of State Training
320	Private Sector Training		

Activity Codes for Youth:

Code	Description	Code	Description
415	Alternative Secondary Ed	429	Secondary Ed Program
416	Occupational Skills Training	430	Youth Occu Skills Training
418	Adult Education (GED)	432	Apprenticeship Training
421	Post-Secondary Education	437	Pre-App w/Occ Skills Training
424	Entrepreneurial Skills Training	438	Occu Skills Training Non-WIOA

There are five categories for Measurable Skill Gains:

1. Educational Functioning Level (EFL)
Increase in EFL as measured by standardized pre- and post-tests
2. Secondary School Diploma
Attainment of a secondary school diploma or its recognized equivalent
3. Transcript or Report Card
Meeting state unit's academic standards (for secondary school students) or completing a minimum of 12 hours per semester (full-time student) or 12 credit hours over two completed consecutive semesters during the program year (part-time students) for individuals attending post-secondary education
4. Training Milestone
A satisfactory or better progress report toward established milestones from an employer or training provider
5. Skill Progression
Successful passage of an exam that is required for an occupation or progress in attaining technical or occupational skills as demonstrated through a trade-related benchmark

BOARD ACTION:

At its September 10, 2020 meeting, the Alameda County Workforce Development Board (ACWDB) retroactively approved the goals as proposed to CWDB.

RESULT OF LOCAL AREA PERFORMANCE NEGOTIATIONS:

Local Area Performance negotiations took place on Tuesday, September 15, 2020 – and were approved by the CWDB as follows:

PY 2020/2021 & 2021/2022 Approved Performance Goals				
Adult/Dislocated Worker Measures	Adults	Dislocated Workers	Youth	Youth Measures
Employment Rate @ 2 nd Quarter Post Exit	67.0%	73.0%	62.3%	Employment/Education Rate @ 2 nd Quarter Post Exit
Employment Rate @ 4 th Quarter Post Exit	67.0%	71.0%	65.0%	Employment/Education Rate @ 4 th Quarter Post Exit
Median Earnings @ 2 nd Quarter Post Exit	\$6,800	\$9,000	\$3,100	Median Earnings
Credential Attainment by 4 th Quarter Post Exit	61.7%	60.0%	54.1%	Credential Attainment by 4 th Quarter Post Exit
Measurable Skill Gains	32.0%	40.0%	43.0%	Measurable Skill Gains

Since Local Area Performance goals could not be negotiated until September 2020, ACWDB had to use Local Area Performance goals from PY 2019/2020 to establish contract performance goals with contracted service providers. Subsequently, contract performance goals for PY 2020/2021 were negotiated and included in service provider contracts without the benefit of knowing where Local Area Performance goals would land after negotiations with the state.

MEETING THE MEASURABLE SKILL GAINS GOAL FOR PY 2020/2021:

ACWDB staff did not include Measurable Skill Gains as a contract performance measure for service providers in PY 2020/2021. However, it is expected that service providers begin tracking and reporting Measurable Skill Gains as ACWDB will be held accountable to meet goals negotiated for this new measure.

Attainment of Local Area performance goals could result in ACWDB's eligibility to apply for High Performing Board status. Award of this status enables Local Areas to be eligible to apply for special grant opportunities – and keeps them from having to develop state-level corrective action plans.

This bulletin establishes ACWDB's intent to provide technical support to contracted service providers in the areas of tracking and reporting Measurable Skill Gains beginning in PY 2020/2021.

POLICY:

Effective immediately, all WIOA funded, contracted service providers will be expected to use the CalJOBS system to track and record Measurable Skill Gain attainments for their WIOA participants who are enrolled into any of the training activities identified above.

PROCEDURE:

When a WIOA participant is enrolled into any of the training activities identified above, Career Coaches should establish a reasonable timeframe after which they will check-in with participants to determine whether they have made any progress that might count as Measurable Skill Gains. Those attainments should be reported in the CalJOBS system using the Measurable Skill Gains section (found below the WIOA application).



■ Measurable Skills Gain

[Create Measurable Skills Gain](#)

NOTE: EFL increases require a pre-/ post-test be administered to measure any increases in scores in either reading/comprehension or math.

Workforce Services Technicians will work with direct service staff to provide ongoing technical support and clarification regarding the use of the CalJOBS system for the purpose of tracking and reporting Measurable Skill Gains for WIOA participants.

For information and inquiries please contact:

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