

Guide to Entering Measurable Skill Gains in NCWorks

Transcript/Report Card Entry

Directions

1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.

2. Click on "[Create Measurable Skills Gain](#)"

3. Select your **LWDB** and **Office Location** from the drop-down menus.

4. **Skill Type:** Select the appropriate type of MSG. In this case, either Post-Secondary Transcript/ Report Card or Secondary Transcript/ Report Card.

5. **Date Skill Attained:** Enter the date the MSG occurred. The date entered should match date on transcript/report card.

6. **Type of Achievement:** Depending on which Skill Type was selected, a different list of Type of Achievements will appear. Both options are shown here at right.

7. **Verify | Scan | Upload | Link:** Attach the documentation here.

8. **Add a new Case Note:** Enter an appropriate Case Note to document the circumstances of the MSG.

9. Click the **Save** button at the bottom of the screen.

10. The system will return you to the Programs menu where the MSG submenu will reflect what you just entered.

System View

Eligibility Summary

Participation 12/20/2018

Activities / Enrollments / Services 5

Measurable Skills Gain 0

[Create Measurable Skills Gain](#)

Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.

NCWorks online Fill out the information below to create/edit a skill achievement record.

General Information

User Login: JOHNDOE1
 State ID: 1234567
 User ID: 7654321
 Name: John Doe
 Program Entry Date: 12/20/2018
 *LWDB: Capital Area Workforce Development Board
 *Office Location: YOUTH - Johnston Co Industries

Skill Attainment Information

Fill in the following information for the skill achievement. **Program:** Title I - Workforce Development (WIOA)

*Skill Type: Post-Secondary Transcript/Report Card
 *Date Skill Attained: 06/12/2019 Today
 *Type of Achievement: Completed minimum of 12 credit hours in semester and n

[Verify | Scan | Upload | Link]
 Other Applicable Documentation, (specify)

Skills Gain Achievement Type Verification
 Other Applicable Documentation, (specify)

 [Reset]

*Skill Type: Secondary Transcript/Report Card
 *Date Skill Attained: Today
 *Type of Achievement: None Selected
 Report card/transcript for one semester and meets academic standards

*Skill Type: Post-Secondary Transcript/Report Card
 *Date Skill Attained: Today
 *Type of Achievement: None Selected
 None Selected
 Completed minimum of 12 credit hours in semester and meets academic standards
 Part-time student and completed at least 12 credit hours over the course of two completed consecutive semesters and meets academic standards

Staff Information

[Add a new Case Note | Show Filter Criteria]

ID	Create Date	Subject	Action
		Edit	

Signature

Create PDF
 Include Staff Signature

Applicant Signature _____
 Parent/Guardian Signature _____

[Save] [Cancel]

Measurable Skills Gain

[Create Measurable Skills Gain](#)

Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.

Search:

Date Achieved	Skill Type	Last Edited By	Last Edited Date	Action
06/12/2019	Post-Secondary Transcript/Report Card	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	Edit Print

Secondary School Diploma or Equivalent Entry

Directions

1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.

2. Click on "[Create Credential](#)"

3. Select your **LWDB** and **Office Location** from the drop-down menus.

4. **Credential Received:** Select High School Diploma or Secondary/High School Equivalency

5. Click **Verify** and then indicate the document used to verify the credential.

6. Complete the scanning/upload process of the diploma.

7. **Date Credential Received:** Enter the date the diploma/equivalency was received by the participant as listed on document.

8. Click the Save button at the bottom.

9. The system will then return you to the Programs menu where the MSG submenu will reflect what you just entered.

System View

Eligibility Summary	
Participation	12/20/2018
Activities / Enrollments / Services	5
Measurable Skills Gain	0
Educational Functioning Level for Measurable Skills Gain	0
Training Justification	0
Credentials	0

[Create Credential](#)

There are no records to display.

NCWorks online Track Credentials for WIOA

• Indicates required fields.

General Information

Program: WIOA
 Application Number: 5905263
 Name: Doe, John
 Application Date: 12/20/2018
 Program Participation Date: 12/20/2018
 Exit Date: Not Applicable
 Maximum date to record after exit: Not Applicable

* LWIA/Region:

* Office Location:

Credential Information

* Credential Received:

Other Credential:

Credential Verification: [Verify](#) | [Scan](#) | [Upload](#) | [Link](#)
 Copy of Degree or Certificate

WIOA Credential Verification

School Records
 Copy of Degree or Certificate
 Other (Specify)

* Date Credential Received: (mm/dd/yyyy)

Associate to Training/Activity record:

ID	Program	APPID	Credential	Source/Source ID	Date Received	Staff Entered
89157	WIOA	5905263	Secondary / High School Equivalency		06/01/2019	Coppley, Nathaniel

Progress Report/ Training Milestone Entry

Directions	System View																		
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Educational Functional Level Entry

Directions

1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.

2. Click on "[Create Educational Functioning Level Record](#)"

3. **Customer Group:** Select (or confirm) the program.

4. **LWIA/Region** and **One Stop Location:** select from the drop-down menus.

5. **Assessment Category:** Select either ABE or ESL.

6. **Type of Assessment:** Select from NRS approved list.

7. **Assessment Form/Version info:** Enter version (if applicable).

8. **Functional Area:** Select from drop down menu.

9. **Date of Pre-Test:** Enter date pre-test was taken by participant.

10. **Pre-Test Score:** Enter score achieved by participant.

* Note: once you enter the score, the **Educational Functioning Level** field tabulates automatically.

11. **Position:** verify the correct information is entered.

13. **Current Case Manager:** verify the correct information is entered.

14. **Add a new Case Note:** Enter an appropriate Case Note.

15. Click the **Save** button at the bottom of the screen.

System View

Eligibility Summary

Participation	12/20/2018
Activities / Enrollments / Services	5
Measurable Skills Gain	0
Educational Functioning Level for Measurable Skills Gain	0

[Create Educational Functioning Level Record](#)

There are no records to display.

NCWorks online This page will help you gather WIOA Educational Functioning Level information. Please fill in the required fields and then click the Save button to proceed.

General Information

Participant - Last 4 SSN:	John Doe (***-**-****)
Case ID:	1234567
* Customer Group:	Adult
* LWIA/Region:	Capital Area Workforce Development Board
One Stop Location:	NCWorks Career Center- Capital Area (Raleigh)
Basic Skills Deficient at Eligibility:	No
School Status at Participation:	Not attending school, H.S. Graduate
* Test Type:	Pre-Test
* Assessment Category:	ABE
* Type of Assessment:	TABE 11-12
Assessment Form/Version info:	A
* Functional Area:	Mathematics
Other Functional Area:	

Content Level

L	K-1
E	2-3
M	4-6
D	6-8
A	9-12

Pre-Test

* Date of Pre-Test:	06/12/2019 📅 Today
* Pre-Test Score:	628
* Educational Functioning Level:	Low Adult Secondary Ed/High Intermed Basic Ed (Level 5)
Score reflects Basic Skills deficient:	No
Position:	Staff
Current Case Manager:	<p>Group: Capital Area Workforce Development Board</p> <p>Case Manager: Ballard, Darrin</p> <p>Temporary Case Manager: Not Applicable</p> <p>Assign Case Manager</p> <p>Assign Me</p> <p>Remove Case Manager Assignment</p>

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
		Edit	✎ ✉

Save
Cancel

Educational Functional Level Entry - Continued

Directions

16. The system will return you to the Programs menu where the EFL for MSG submenu will reflect the pre-test that was just entered.

17. To enter Post-test information, click on the appropriate link in Functional Area.

18. Scroll to the bottom of the next page and click on [Create Post Assessment Record](#).

Fill in the remaining prompts for the Post Assessments screen:

19. **Assessment Form/Version info.**

20. **Post-Test Score:** Enter score achieved by participant.

* Note: once you enter the score, verify the **Educational Functioning Level** field populates correctly.

21. **Date Assessed:** Enter Date post-test was taken by participant.

22. **Position:** Verify the correct information is entered.

23. Click the **Save** button at the bottom of the screen.

24. The system will return you to the Programs menu where the EFL for MSG submenu will now reflect both the pre-test and the post-test that was just entered.

System View

Educational Functioning Level for Measurable Skills Gain 1
[Create Educational Functioning Level Record](#)
 Search:

Funct Area	Pre-Test		1st PY Post-Test		2nd PY Post-Test		3rd PY Post-Test	
	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)
Mathematics	06/12/2019 (18)	5 (ABE / Level 5)						

Post Assessments

No post test records found.

Assessments beyond Year 3 are not reportable in the federal extract file, and will not count in federal performance calculations.

[Create Post Assessment Record](#)

Post Assessments

Test Type: Post-Test
*** Assessment Category:** ABE
*** Type of Assessment:** TABE 11-12
Assessment Form/Version info:
*** Post Test Score:**
*** Educational Functioning Level:** Adult Secondary Ed/High Adult Secondary Education (Level 6)
*** Date Assessed:** [Today](#)
Participant remains Basic Skills deficient: No
*** Position:**

Educational Functioning Level for Measurable Skills Gain 2
[Create Educational Functioning Level Record](#)
 Search:

Funct Area	Pre-Test		1st PY Post-Test		2nd PY Post-Test		3rd PY Post-Test	
	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)
Mathematics	06/12/2019 (18)	5 (ABE / Level 5)	06/29/2019 (18)	6 (ABE / Level 6)				