Guide to Entering Measurable Skill Gains in NCWorks

Transcript/Report Card Entry

Directions	System View
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"	**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.*
3. Select your **LWDB** and **Office Location** from the drop-down menues.	**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
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.	**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 m [Verify	Scan	Upload	Link] ✓ Other Applicable Documentation, (specify) **Skills Gain Achievement Type Verification** ◉ Other Applicable Documentation, (specify) Transcript Reset
6. **Type of Achievement**: Depending on which Skill Type was selected a different list of Type of Acheivements will appear. Both options are shown here. 7. Verify I Scan I Upload I Link: Attach the documentation here.	*Skill Type: Secondary Transcript/Report Card *Date Skill Attained: Today *Type of Achievement: None Selected 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
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.	**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
10. The system will return you to the Programs menu where the MSG submenu will reflect what you just entered.	**Measurable Skills Gain** 1 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	System View
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"	**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.
3. Select your **LWDB** and **Office Location** from the drop-down menues.	**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: Capital Area Workforce Developmen ▼ *Office Location: NCWorks Career Center- Capital Are ▼
4. **Credential Received**: Select High School Dipoma 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/equivalancy was received by participant as listed on document. 8. Click the Save button at the bottom.	**Credential Information** *Credential Received: Secondary / High School Equivalency ▼ 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) Reset *Date Credential Received: 06/01/2019 (mm/dd/yyyy) 🔢 Today Associate to Training/Activity record: [Search Activities/Services] Save Cancel
9. The system will then return you to the Programs menu where the MSG submenu will reflect what you just entered.	**Credentials** 1 Create Credential Search: | ID	Program	APPID	Credential	Source/Source ID	Date Received	Staff Entered
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89157	WIOA	5905263	Secondary / High School Equivalency		06/01/2019	Coppley, Nathaniel	

Progress Report/ Training Milestone Entry

Directions	System View

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"

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.

Directions

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

System View

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

Directions

4. **Skill Type:** Select the appropriate type of MSG. In this case, Training Milestone

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

System View

Skill Attainment Information

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

*Skill Type:	Training Milestone
*Date Skill Attained:	06/12/2019 ▦ Today
*Type of Achievement:	Achieved satisfactory or better progress report towards ar

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

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

OJT Progress Report

Reset

Directions

6. **Type of Achievement**: Select option from menu.

7. **Verify** I **Scan** I **Upload** I **Link**:

System View

*Type of Achievement:	None Selected

None Selected

Achieved satisfactory or better progress report towards an established OJT training milestone - not previously recorded

Completed 1 year of Registered Apprenticeship program and achieved satisfactory or better progress report

Other training milestone

Directions

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.

System View

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

Directions

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

System View

☐ Measurable Skills Gain   1

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	Training Milestone	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	Edit Print

Skill Progression Entry

Directions	System View
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"	**⊞ 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.*
3. Select your **LWDB** and **Office Location** from the drop-down menues.	**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 ▾
4. **Skill Type:** Select the appropriate type of MSG. In this case, Skills Progression. 5. **Date Skill Attained**: Enter the date the MSG occurred. The date entered should match date on transcript/report card.	**Skill Attainment Information** Fill in the following information for the skill achievement. **Program:** Title I - Workforce Development (WIOA) *Skill Type: Skills Progression ▾ *Date Skill Attained: 06/12/2019 📅 Today *Type of Achievement: Satisfactory progress in attaining technical or occupationa ▾ * [**Verify**	**Scan**	**Upload**	**Link**] ✔ Other Applicable Documentation, (specify) **Skills Gain Achievement Type Verification** ⦿ Other Applicable Documentation, (specify) CCNA Certificate Reset
6. **Type of Achievement**: Select option from menu. 7. **Verify I Scan I Upload I Link**: Attach the documentation here.	*Type of Achievement: None Selected ▾ * None Selected Successfully completed a required exam for a particular occupation Satisfactory progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams Other skills progression achievement
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.	**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
10. The system will return you to the Programs menu where the MSG submenu will reflect what you just entered.	**⊟ Measurable Skills Gain** 1 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	Skills Progression	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	Edit Print	

Educational Functional Level Entry

Directions	System View

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 menues

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 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

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 (***-**-xxxx)
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 Eligiblity:	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:	**Group:** Capital Area Workforce Development Board **Case Manager:** Ballard, Darrin **Temporary Case Manager:** Not Applicable **Assign Case Manager**

Assign Me
Remove Case Manager Assignment

[Add a new Case Note | Show Filter Criteria]

ID	Create Date	Subject	Action
		Edit	✏ ✉

Save   Cancel

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**.

⊟ 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

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 test was taken by participant

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

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

15. Click the **Save** button at the

Post Assessments

Test Type:	Post-Test
* **Assessment Category:**	ABE
* **Type of Assessment:**	TABE 11-12
Assessment Form/Version info:	[A]
* **Post Test Score:**	[731]
* **Educational Functioning Level:**	Adult Secondary Ed/High Adult Secondary Education (Level 6)
* **Date Assessed:**	[06/29/2019] 📅 Today
Participant remains Basic Skills deficient:	No
* **Position:**	[Staff ▾]

(Save)   (Cancel)

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

⊟ 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)				

Passed a High School Equivalency Subtest or Completed Secondary Education/High School and Enrolled in Post Secondary/Post High School Education

Directions	System View

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"

➕ 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.

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

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

4. Skill Type: Select the appropriate type of MSG. In this case, Credits attained for EFL OR Passed a High School Equivalency Subset OR Completed Secondary Education/ High School and Enrolled in Post-Secondary/ Post High School Ed.

5. Date Skill Attained: Enter the date the MSG occurred. The date entered should match date on the particiapant's documentation.

Skill Attainment Information

Program:	Title I - Workforce Development (WIOA)
*Skill Type:	Credits Attained for EFL OR Passed a High School Equivalency Subtest OR Completed Secondary Education/High School and Enrolled in Post-Secondary/Post High School Ed ▾
*Date Attained:	10/23/2024 📅 Today
*Type of Achievement:	None Selected ▾
*	

None Selected
Achieved High School Diploma (HSD) or High School Equivalent (HSE) Credits from High School programs the State offers (with instruction below Post-HS) that awards Credits for HSD/HSE.
Awarded Carnegie Units from High School Programs the State offers (with instruction below Post-HS) for High School Diploma/Equivalent.
Enrolled in instruction below Post-HS education levels and is Exiting the Program to Enroll in Post-Secondary/Post-High School Education or Training.
Awarded High School Diploma/Equivalent Credits from State offered Adult High School Credit Program (instruction below Post-HS) and Enrolled in Post-Secondary/High School Education or Training.
Completed a High School Equivalency (HSE) preparation program for GED, HiSET, or TASC and Enrolled in Post-Secondary/High School Education.
Successfully passed a subtest on a State-recognized High School Equivalency (HSE) examination.

6. Type of Achievement: Select option from menu.

7. Verify documentation: write in description of documentation (ie. Test results)

Skill Attainment Information

Program:	Title I - Workforce Development (WIOA)
*Skill Type:	Credits Attained for EFL OR Passed a High School Equivalency Subtest OR Completed Secondary Education/High School and Enrolled in Post-Secondary/Post High School Ed ▾
*Date Attained:	10/23/2024 📅 Today
*Type of Achievement:	Successfully passed a subtest on a State-recognized High S ▾
*	[**Verify**	Scan	**Upload**	**Link**] ✔ Other Applicable Documentation, (specify)

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

Reset

Document Information

8. Scan I Upload I Link:
Attach the documentation using one of these methods.
Use Document Tags that will allow for eaily identification in the Documents folder that includes a descriptor and a date (ie. Math Test_June 2024).

Document Description:	None Selected ▼
* **Document Tags:**	Do not enter Personal Identifiable Information (PII) into this field.
Keywords that will be indexed with this attachment.	
User Accessible:	○ Yes ● No
Date Received:	🗓
	If left blank, today's date will be used.
	(MM/DD/YYYY)
Document Expires:	☐
Medical Document:	☐
Sealed Document:	☐

Attach Document

Supported File Format ⤢

	Select File

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

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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.

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)

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

⊟ Measurable Skills Gain

Create Measurable Skills Gain

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

Search: _____

Date Attained	Skill Type	Last Edited By	Last Edited Date	Action
10/23/2024	Credits Attained for EFL OR Passed a High School Equivalency Subtest OR Completed Secondary Education/High School and Enrolled in Post-Secondary/Post High School Ed	Member One, Staff (2635)	10/23/2024 9:28 AM	Edit Print

⏮ ◀ Page 1 ▾ of 1 ▶ ⏭   Rows: 10 ▾