

***Business Requirements
for the
DOL Measurable Skill Gains (MSG) Completion Rate
Performance Measure (PM)
Dashboard***

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This ***DOL Measurable Skill Gains (MSG) Completion Rate PM Dashboard Business Requirements Documentation*** document speaks to Department of Labor (DOL) business definitions (Built on DOL laws, regulations, and guidance), regarding the data collection of the ***DOL Measurable Skill Gains (MSG) Completion Rate Performance Measure (PM)***

1. Housekeeping

- ***New 1 to 1 Correlation:*** This ***DOL Measurable Skill Gains (MSG) Completion Rate PM Dashboard Business Requirements Documentation*** document is now inline and is a direct ***1 to 1*** correlation to its ***DOL Measurable Skill Gains (MSG) Completion Rate PM Dashboard Functional Requirements Documentation*** document.
- ***Note:*** See ***References*** section, on the ***DOL PM supporting documentation*** website, for more information.

2. Typical Audience/Reason/Need

- Users who want to understand DOL business rules and/or DOL guidelines, regarding the ***DOL Performance Measures (PMs)*** and/or ***Quarterly Reporting Analysis (QRAs)*** (aka PIRL Data Integrity (DI) reports), at a high-level.
 - e.g. High-level leadership, Federal program/grant managers/supervisors, and/or Federal performance managers/supervisors, and/or business analysts, and/or new staff.

3. ADA Accessibility

- This document meets the Americans with Disabilities Act (ADA) of 1990 accessible requirements, as defined and applied in Microsoft Office 365 products, so that the ADA accessible tools can use/read this document.

4. Purpose & Background

The purpose of the ***DOL Measurable Skill Gains (MSG) Completion Rate Performance Measure (PM)*** 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) Completion Rate Performance Measure (PM)*** 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.”

For this ***DOL Measurable Skill Gains (MSG) Completion Rate Performance Measure (PM)***, the job seeker must have had a PIRL participation episode starting with a participation start date (***FIRST*** Staff Assisted Service (SAS)) (This Performance Measure (PM), measures ***both*** participants and exiters).

5. Accountable PIRL Federal Grants (Funding Sources)

Below is a list of the *PIRL Federal Grants (Funding Sources)*, of which the WPC [DOL MSG Completion Rate Performance Measure \(PM\)](#) holds accountability:

- Title Ib Adult (AD)
- Title Ib Youth (Y)
- Title Ib Dislocated Worker (DW) (Including the Rapid Response (RR) Program)
- National Dislocated Worker Grants (NDWGs)
- Trade Adjustment Assistance (TAA)

This **DOL Measurable Skill Gains (MSG) Completion Rate PM Dashboard** allows the data sets to be pulled by **all** DOL Federal Grants, on the PIRL. See the below list of *PIRL Federal Grants (Funding Sources)*, which can be selected when pulling the data, for this dashboard (See **Appendix 2: Accountable PIRL Federal Grants (Funding Sources) Supported by the WPC DOL Reports Dashboards** pg. 10, for more information).

Federal Grants

WP All

No	Yes
----	-----

WP Only

No	Yes
----	-----

Adult

No	Yes
----	-----

Youth

No	Yes
----	-----

DW

No	Yes
----	-----

JVSG

No	Yes
----	-----

NDWGs

No	Yes
----	-----

TAA

No	Yes
----	-----

- **Note:** Per State policy, the *Title III Wagner-Peyser (WP)* program participants are NOT physically enrolled, into a program, in ETO.

PIRL *Title III Wagner-Peyser (WP)* program participants are defined, at the PIRL Script level, as the below:

- PIRL participants that **only** receive Training or Support services are NOT reported on the PIRL, as a *Title III Wagner-Peyser (WP)* program participants.
- All other PIRL participants are therefore defined as *Title III Wagner-Peyser (WP)* program participants, unless the job seeker only receives Self-Service or Information Only services, then they are reported as Self-Service participants (Reportable Individuals).

6. Business Methodology for Capturing Demographics & Characteristics Data

6.1. The job seeker must have all of their Demographics and Characteristics data.

- For a NEW Job Seeker
 - If not answered through WSWA by the job seeker, appropriately answer ALL of the demographic/characteristic questions,
 - This process should be used for ALL New Job Seekers.
 - It is super important that the collection of the job seeker's demographics and characteristics information is collected, BEFORE the **FIRST** Staff Assisted Service (SAS) is provided, because most of the job seeker's demographics and characteristics are determined, AT THE TIME the **FIRST SAS** is provided, which then starts the job seeker's participation episode clock.

Note: Staff Assisted Service (SAS) equals one of the services identified in the "Triggers/Extends W-P & WIOA Participation" column (column F), as equal to a "Y", on the **Current Services Catalog**.

- A handful of the job seeker's demographics and characteristics are updated on the PIRL, as the job seeker's works through their participation episode, but most are not. Most are determined at the start of the job seeker's participation episode (Delivery of the **FIRST SAS**) and are carried all the way through the job seeker's participation episode period, from start to end (performance outcomes).
- For an EXISTING Job Seeker
 - Review (update if needed) ALL the job seeker's demographic and characteristic questions.
 - This process should be used for ALL EXISTING Job Seekers.
 - This is super important, because a handful of the job seeker's demographics and characteristics are updated, on the PIRL, as the job seeker's works through their participation episode, so it is vital that the most current status is collected, which may impact Federal reporting, during the job seeker's participation episode period, from start to end (performance outcomes).

7. DOL Data Definitions

7.1. DOL Denominator Definition (Total Cohort)

- a) The job seeker must be enrolled in at least one of the appropriate programs, from the funding sources, listed in **REQ. 5: Accountable PIRL Federal Grants (Funding Sources)**, on pg. 4,

Note: Job seekers enrolled the *Title 1b Youth (Y)* funding stream, which meets the DOL criteria for an In-School Youth participant are automatically included in the denominator.

AND

- b) The job seeker must receive at least one participation “triggering” (Staff Assisted Service (SAS)) **and** “qualifying” **Measurable Skill Gains (MSG) Training** or **Education** level service, which was provided during the participation episode,

Note: The “triggering” (Staff Assisted Service (SAS)) **and** “qualifying” **Measurable Skill Gains (MSG) Training** or **Education** level service can be the same service.

- See the correlating **DOL Measurable Skill Gains (MSG) Completion Rate PM Dashboard Functional Requirements** document, for the list of participation “triggering” (Staff Assisted Service (SAS)) **and** “qualifying” **Measurable Skill Gains (MSG) Training** or **Education** level services, for this performance measure.

AND

- c) The job seeker **MUST NOT** have one of the following **Reason for Exclusion** responses, for an **Enrolled Program**: “Deceased”, “Incarceration or Institutional Care”, “Medical Treatment Expected to Last Longer than 90 Days”, “Reserve Military Called to Active Duty”, “Youth in Foster Care Moved Out of Area (Youth only)”, unless applicable.

- **Note:** If the job seeker has any of the above **Reason for Exclusion** responses, the PIRL **will exclude the job seeker** from this performance measure.

7.2. DOL Numerator Definition (Successful Cases)

- a) The job seeker must be in the denominator,

AND

- b) The job seeker must have at least one Measurable Skill Gains (MSGs),

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

1. Educational Functional Level

Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level.

2. Postsecondary Transcript Report Card/A Secondary Transcript Report Card

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.

3. Training Milestone

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.

4. Measurable Skills Progression

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.

5. A Type of Recognized Credential = Secondary School Diploma/or Equivalency

Documented attainment of a secondary school diploma or its recognized equivalent.

8. Appendix 1: WPC DOL Reports Acronyms

- **DI team** - Data Integrity team supports the PIRL and all of our WPC [Department of Labor \(DOL\) reports](#) dashboards, of which live on the WPC website.
- **DOL** - Department of Labor
 - Please see the official [ETA | U.S. Department of Labor](#) webpage, for more information.
- **ESD** - Employment Security Department
- **ETO** - Efforts to Outcomes (ETO) is the WorkSource System's Management Information System Information (WS MIS) data entry application.
- **LWDB** - Local Workforce Development Boards are the regions/localities in which DOL **Quarterly Performance Reports** (QPRs) are aggregated (12 LWDBs = 12 Workforce Development Areas (WDAs)).
- **MSFWs** - Migrant Seasonal Farmworkers
- **PIRL** - Participant Individual Record Layout (PIRL) is designed, defined, and maintained by DOL, within DOL's PIRL Specifications ([ETA- 9172 - OMB control number 1205-0521, expiration date: 03-31-2027](#)).
 - The PIRL report captures activities and performance within the Workforce (WorkSource) system. It is the tool, of which 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 supports all of the DOL PMs and QRAs, and their accountability, for the entire WorkSource System.
 - And therefore, the PIRL supports the funding, for the entire WorkSource System.
- **PMs** - Performance Measures (PMs)
 - The Department of Labor (DOL) 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."*
 - Please see the WPC [DOL PIRL PM dashboards](#) webpage, and the WPC [DOL PIRL PM supporting documentation](#) webpage, for more information.

- **PY24Q1** - Program Year (PY) 2024 (July – June), for Quarter 1 (Q1) (July 1, 2023 – September 30, 2023).
- **QPR** - Quarterly Performance Reports (QPRs) are designed, defined, and maintained by DOL, within DOL’s QPR Specifications ([QPRs \(ETA- 9173\) OMB Control Number 1205-0521 \(Expiration Date: 03-31-2027\)](#)).
- **QRA** - Quarterly Reporting Analysis (QRAs) (aka, by DOL, as the PIRL Data Integrity (DI) Reports)
 - The DOL QRAs are not currently outlined in DOL official guidance (TEGLs, TENSs), and are currently only in a “pilot” stage, by DOL, for some of the states. WA state is not in a “pilot” state, and we are only currently being *monitored*, by DOL, for the QRAs. But the DI team has been verbally told by DOL, in an official DOL national ZOOM call, that DOL is on the horizon for laying out all of the DOL QRAs, in official DOL guidance (TEGLs, TENSs).
 - The DI team is not clear on whether the QRAs will only be held accountable, by DOL, at the statewide level, once DOL official guidance (TEGLs, TENSs) is published.
 - Please see the WPC [DOL QRA dashboards](#) webpage, and the WPC [DOL QRA supporting documentation](#), for more information.
- **TAADI** - Trade Adjustment Assistance Data Integrity (TAADI) reports
 - The DOL ETA’s TAA data integrity check tool, the TAA Data Integrity (TAADI) is produced quarterly, providing consistent aggregate views of the state’s data, and identifying areas where the state’s data does not conform to ETA’s TAA expectations.
 - To get more information on the TAADI process, go to [TAA Participant Reporting Page](#).
 - Please see the WPC [DOL TAADI dashboard](#) webpage, and the WPC [DOL TAADI supporting documentation](#), for more information.
- **WA** - Washington state
- **WDA** - Workforce Development Areas are the regions/localities in which DOL **Quarterly Performance Reports** (QPRs) are aggregated (12 WDAs = 12 Local Workforce Development Boards (LWDBs)).
- **WPC** - ESD Workforce Professionals Center webpage. See WPC [Department of Labor \(DOL\) reports](#), for the list of the DI team’s DOL dashboards.

9. **Appendix 2: Accountable PIRL Federal Grants (Funding Sources) Supported by the WPC DOL Reports Dashboards**

The below is a list of *PIRL Federal Grants (Funding Sources)*, by how they are reported out on the PIRL, of which the WPC [Department of Labor \(DOL\) reports](#) dashboards hold accountability. Each specific dashboard has specific *PIRL Federal Grants (Funding Sources)* accountability, and that accountability is identified, within the above requirements (See **REQ 5: Accountable PIRL Federal Grants (Funding Sources)** pg. 4, for more information).

1. **WP** - Title III Wagner Peyser (WP) Act
2. **Adult** - Title 1b Adult (AD) Grant
3. **Youth** - Title 1b Youth (Y) Grant
4. **DW** - Title 1b Dislocated Worker (DW) Grant (Including the Rapid Response (RR) Program)
5. **JVSG** - Jobs for Veterans State Grants
6. **NWDGs** - National Dislocated Worker Grants
7. **TAA** - Trade Adjustment Assistance Grant

Federal Grants	
WP All	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
WP Only	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
Adult	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
Youth	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
DW	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
JVSG	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
NDWGs	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
TAA	
<input type="checkbox"/> No	<input type="checkbox"/> Yes