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Sent: Monday, June 9, 2025

Subject: PIRL Announcement – Tips for Entering Data in ETO, for DOL Performance Measures, for the upcoming completion of PY24Q4

Hello all,

As we grow closer to the completion of PY24Q4, the DI team wants to ensure that everyone understands our Technical Assistance (TA) documentation (and their interrelated **1 to 1** correlation concept is applied to all of the DI team's WPC [DOL PIRL Performance Measures' \(PMs\)](#) dashboards), for entering data in ETO.

Here is an example, of which speaks *specifically* to the [DOL MSG Completion Rate PM Dashboard](#), and explains how all of the WPC Technical Assistance (TA) documentation is interrelated, in a **1 to 1** correlation concept (This interrelated **1 to 1** correlation concept is applied to all of the DI team's WPC [DOL PIRL Performance Measures' \(PMs\)](#) dashboards).

Here are a few tips, for understanding the following documentation, for entering data in ETO, for the DOL Measurable Skill Gains (MSG) Performance Measure:

- [Business Requirements Documentation](#) (DOL business definitions (DOL laws, regulations, and guidance), for the dashboard) (Last Updated: 2/18/25)
 - [Functional Requirements Documentation](#) (Step by step, on how to enter the data into ETO, for the dashboard) (Last Updated: 2/18/25)
 - [ETO Data Entry Technical Assistance \(TA\) Session Recording](#) (On 1/7/25 @ 9:00 – 11:00)
- (1) Please keep in mind that the MSG [Functional Requirements Documentation](#) goes in lock step together with the MSG [ETO Data Entry Technical Assistance \(TA\) Session Recording](#), and they have extra valuable information included in them, of which were not necessarily spoken to in the recording.
- (2) And also please keep in mind, that the MSG [Business Requirements Documentation](#) supports the MSG [Functional Requirements Documentation](#), with an interrelated **1 to 1** correlation of the two documents, that we explain in our MSG TA Session recording (This interrelated **1 to 1** correlation concept is applied to all of the DI team's WPC [DOL PIRL Performance Measures' \(PMs\)](#) dashboards).
- A suggestion is to use the [Business Requirements](#) as a table of contents, for the [Functional Requirements](#), starting with **REQ 7**, on page 6, in both documents. The requirements numbering sequence is the same in both documents.

The [Business Requirements](#) are more condensed and easier to identify which requirements need to be fulfilled.

- For both the Denominator and the Numerator, first decipher/identify which [Business Requirement](#), in which you are trying to fulfill, and then go to the [Functional Requirements](#) and fulfill it in ETO.
 - Fulfill the Denominator and then fulfill the Numerator.
 - For both the Denominator and the Numerator, all of the AND clauses must be met.
 - For both the Denominator and the Numerator, the OR clauses are your list of options, and one of the options must be met.
 - Fulfill the appropriate OR clause.

(3) Here is an example of the interrelated 1 to 1 correlation of the two documents:

For **REQ. 7.2.b.1** below (highlighted in blue), this is an example of the interrelated 1 to 1 correlation of the Business Requirements Documentation vs. Functional Requirements Documentation. (In this example, the entire functional requirement is not being displayed, for **REQ. 7.2.b.1**).

DOL Measurable Skill Gains (MSG) Completion Rate PM Dashboard
for
REQ. 7.2.b.1

Business Requirements - Business Requirements Documentation vs. **Functional Requirements - Functional Requirements Documentation**

DOL MSG Completion Rate PM Dashboard Business Requirements

Last Updated: 2/18/2025

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.

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DOL MSG Completion Rate PM Dashboard Functional Requirements

Last Updated: 2/18/2025

7.2. ETO Data Entry Process, for Ensuring Job Seekers, are in the Numerator (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),

Enter one of the following Measurable Skill Gains (MSGs), of which are accepted, by DOL, on the PIRL:

1. Enter an MSG that supports an Educational Functional Level,

Note: TEGL 10-16 Change 3 says "States may report an educational functioning level gain for participants who pass a subtest on a State-recognized high school equivalency examination."

There is an incident within ETO, of which does not allow the capture of subtests.

On the Tests and Results TouchPoint (TP),

On the Record Type tab,

Set Record Type to "Tests and Results".

Record Type

Record Type

-- Select --

-- Select --

Program Report

Report Card or Transcript

Tests and Results

AND THEN

On the Tests and Results tab,

Select an appropriate Associated Program Enrollment.

Record Type

Tests and Results

Associated Program Enrollment

AND

Set Pre or Post Test to "Post Test".

Pre or Post Test

Pre Test

Post Test

Clear Selection

Note: In order to have a Post Test the job seeker must have a Pre Test in the same subject.

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Below is where all of your documentation lives on the WPC [DOL MSG Completion Rate PM dashboard](#) webpage. (All of our WPC [DOL PIRL Performance Measures' \(PMs\)](#) dashboards have this type/level of documentation, and all of the documentation is found/lives at the bottom **of each** of the **specific** DOL Performance Measures webpages).

Dashboard

[DOL MSG Completion Rate PM Dashboard](#)

Dashboard Supporting Documentation

[Dashboard Instructions Documentation](#) (Directions on how to functionally use the dashboard) (Last Updated: 2/25/25)

[Business Requirements Documentation](#) (DOL business definitions (DOL laws, regulations, and guidance), for the dashboard) (Last Updated: 2/18/25)

[Functional Requirements Documentation](#) (Step by step, on how to enter the data into ETO, for the dashboard) (Last Updated: 2/18/25)


[ETO Data Entry Technical Assistance \(TA\) Session Recording](#) (On 1/7/25 @ 9:00 – 11:00)

[ETO Data Entry Technical Assistance \(TA\) Session FAQs](#) (On 1/7/25 @ 9:00 – 11:00) (Last Updated: 1/21/25)

[Reporting Cohorts Requirements Documentation](#) (DOL Performance Reporting Cohorts definitions, for the dashboard) (Last Updated: 7/16/24)

[Technical Requirements Documentation](#) (Technical definitions (Pseudo Code/PIRL Data Elements (DEs)), for the dashboard) (Last Updated: 2/20/24)

[Known Incidents Documentation](#) (Known incidents for ETO & the PIRL script, and their governance stage, for the dashboard) (Last Updated: 2/18/25)



We hope this is helpful. ☺

Thank you for all of your time and efforts! The DI team knows you all work very hard, in serving the best service delivery you can to our job seekers! We are here to help!

Data Integrity (DI) team motto:

Planning, Organization, Standardization, Documentation, and the Maintenance of it all, leads to an efficient business process, of which leads to productivity, of which is timely and accurate! 😊

If you have any questions, concerns, or feedback please reach out to me, or reach out to our DI team’s distribution list (ESDDLITSDDDataIntegrityTeam@esd.wa.gov)!