

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Workforce Innovation and Opportunity Act Performance Accountability and Guidance for Performance Outcomes**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on Workforce Innovation and Opportunity Act (WIOA) Performance Outcomes and on how to enter this information into The Workforce Information System of Texas (TWIST). Specifically, this WD Letter and its attachment:

- define Measurable Skill Gains (MSGs) as they relate to WIOA performance accountability;
- describe how to document progress for MSGs; and
- provide guidance on new TWIST data fields related to MSGs.

RESCISSIONS:

None

BACKGROUND:

WIOA §116 establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of states and local workforce development areas in achieving positive outcomes for individuals served by the workforce development system's six core programs. MSGs measure the outcomes of WIOA program participants in education or training programs that lead to a recognized postsecondary credential or employment. Specifically, the MSG indicator is used to measure the interim progress of participants who are enrolled in education or training services for a specific period.

Requirements related to the implementation and operation of the performance accountability system are described under WIOA §116, including implementing joint regulations in 20 CFR Part 677 (and reprinted in 34 CFR Parts 361 and 463).

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

NLF: Boards must ensure that Workforce Solutions Office staff, in accordance with this WD Letter and its attachments:

- record in TWIST the MSGs that participants achieve; and
- include appropriate documentation in counselor notes and case files.

NLF: Boards must be aware that all participants in education programs that lead to secondary or recognized postsecondary credentials or employment are counted in the denominator for that program year. This includes participants who exit during a program year as well as those who continue to receive services. Training or education programs are defined by each core program. The following participants are included in the denominator for this measure:

- **Title I Adult and Dislocated Worker**—all participants in a Title I Adult or Dislocated Worker–funded training, including training leading to secondary school equivalency and work-based training.
- **Title I Youth**—All in-school youth. Out-of-school youth are included only if one of the following applies during participation in the Youth program:
 - Occupational-skills training program element
 - Secondary education
 - Postsecondary education
 - Title II-funded adult basic education concurrent with the Youth program
 - YouthBuild program participation
 - Job Corps program participation
- **Title II Adult Education and Family Literacy Act**—all participants
- **Title IV Vocational Rehabilitation**—all participants enrolled in education programs that lead to secondary or recognized postsecondary credentials or employment, identified by their Individualized Employment Plan.

NLF: Boards must be aware of the following:

- MSGs are a measure of the documented progress (academic, technical, occupational, or other) that a participant in a training or education program makes toward obtaining a recognized postsecondary credential or reaching employment-related performance indicators.

- MSGs are not an exit-based measure. Participants who continue to receive services as well as those who exited during the reporting period are included in the measure.
- An MSG may be recorded for each period of participation (POP) within a program year. MSGs may be counted as soon as they are earned at any point during a participant’s POP. Although only the most recent MSG is used for performance outcomes, staff must record all MSGs achieved during a POP.
- Pre- and posttesting is allowed but is not required for Youth participants to achieve MSGs. The *Common Measures—Youth Literacy-Numeracy Gains* measure is no longer active.

NLF: Boards must ensure that staff follows the guidance provided in the attachments to this WD Letter on the types of MSGs, on documentation requirements, and on correct TWIST data entry.

NLF: For Educational Functioning Level gains specifically, Boards must use federally accepted tests. These tests and their scoring systems are included on Attachment 2, NRS Test Benchmarks for Educational Functioning Levels, of this WD Letter.

LF: Boards may retroactively enter MSGs into TWIST for participants in education or training at any time starting July 1, 2017.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENTS:

Attachment 1: Types and Documentation of Measurable Skill Gains

Attachment 2: NRS Test Benchmarks for Educational Functioning Levels

REFERENCES:

Workforce Innovation and Opportunity Act of 2014, §116, Performance Accountability System

20 CFR Part 677 (and reprinted in 34 CFR Parts 361 and 463)

US Department of Labor Employment and Training Administration, Training and Employment Guidance Letter No. 10-16, issued December 19, 2016, and entitled “Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs”

[WorkforceGPS—Measurable Skill Gains E-Learning Module](#)

TWIST Release 6.3—WIOA Implementation Changes to Performance Outcomes