

## EXCLUSIONS REPORT PROCEDURE:

### MEASURABLE SKILL GAINS (MSG)

The percent of participants in an appropriate education, training, or employment program who had one or more of the following measurable skill gains during the program year:

- Educational functional level gain
- Secondary diploma or equivalent
- Secondary or post-secondary transcript or report card
- Training milestones
- Skills Progression

Each month AWIB leadership is provided with data demonstrating the progress of Alaskans engaging in employment and/or training activities. This data is monitored to assess the effectiveness of the statewide systems involving WIOA funding.

#### WHO:

The WIOA Youth Program Coordinator or designee will review the AKJobs documentation of each participant to assess the documented service delivery requirements.

#### STEPS:

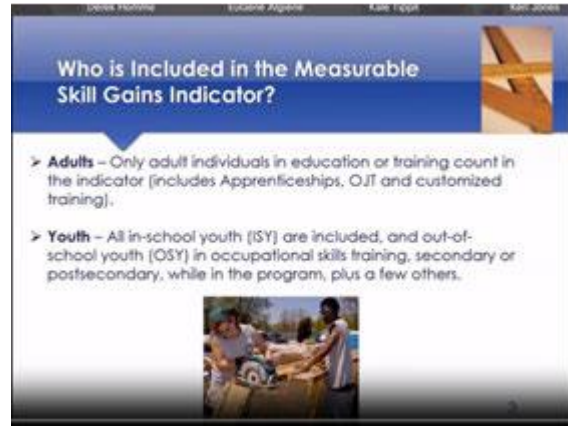
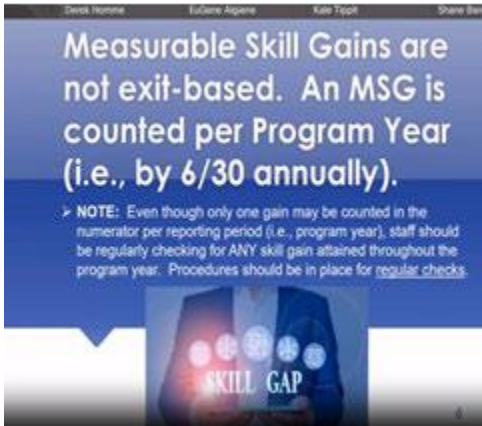
Upon receipt of the Exclusion Report for their office, the WIOAY grantee will review AKJobs and the participant's hard file to determine appropriate actions, *if warranted*. All appropriate actions will be noted in the "finding" column of the report and returned to the WIOA Youth Program Coordinator, with the Monthly Progress Report for the following month.

**Note: Participants with their Job Seeker ID in (red) are a concern.**

If the Job Seeker ID is in red, there has been no MSG inputted ever into AlaskaJobs. Some WIOA Youth grantees may need to input multiple MSG, if the participant file has been open for multiple program years.

Reasons for failure:

- Participants are required to attain at least one measurable skill gain each program year. If program participation spans program years, at least one measurable skill gain is required during each year.



Possible corrective actions:

- ✓ When enrolling a participant in an appropriate program, ensure both the trainer and participant are aware of what qualifies as a measurable skill gain and request they provide that information during the program.
- ✓ During communications with the participant, determine whether they attained a measurable skill gain, and, if so, contact the trainer or institution for verification documentation.
- ✓ When training is complete, ensure the trainer, institution, or participant provides documentation for any measurable skill gains.

Notes:

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