

**Information Memorandum Transmittal
Vocational Rehabilitation**



Howard Fulk, Policy and Compliance Manager

Number: VR-IM 23-03

Authorized signature

Issue date: 03/24/2023

Topic: Other

Due date: 03/24/2023

Subject: Updated Educational Goal, Credential Attainment and Measurable Skill Gains

Applies to (check all that apply):

☐	All DHS employees	☐	County Mental Health Directors
☐	Area Agencies on Aging:	☐	Health Services
☐	Aging and People with Disabilities	☐	Office of Developmental Disabilities Services (ODDS)
☐	Self Sufficiency Programs		
☐	County DD program managers	☐	ODDS Children's Intensive in Home Services
☐	Support Service Brokerage Directors		
☐	ODDS Children's Residential Services	☐	Stabilization and Crisis Unit (SACU)
☐	Child Welfare Programs	☒	OSECE staff, for dissemination
☒	ODDS Staff, for dissemination	☒	Vocational Rehabilitation

MESSAGE:

This Information Memorandum (IM) explains the requirements to collect data and document federally required program performance measures. It provides guidance on key data components. Credential attainment and measurable skill gains supporting documents are described.

With this IM, the following transmittals are rescinded and removed:

- VR-IM 18-02 Documenting Measurable Skill Gains (02/06/2018)
- VR-IM 18-16 Updated: Educational Goals and Credential Attainment (10/22/2018)

RATIONALE:

Enacted in 2014, the Workforce Innovation and Opportunity Act (WIOA) established a common performance accountability system for workforce development system partners.

WIOA introduced several new tracking requirements for customers enrolled in education and training programs. Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements.

The six common performance measures are:

1. Employment rate 2nd quarter after exit;
2. Employment rate 4th quarter after exit;
3. Median earnings 2nd quarter after exit;
4. Credential attainment;
5. Measurable skill gains; and
6. Effectiveness in serving employers

KEY MEASURES AND ATTAINMENT

Education Goal

The Educational Goal reflects the participant's next educational or training milestone that they plan to achieve in the next year.

- Educational goals and subsequent outcomes must be directly tied to the employment goal in the individualized plan for employment (IPE).
- The employment goal must be consistent with the general goal of competitive integrated or supported employment.

Credential Attainment

Credential Attainment is the percentage of participants enrolled in an education or training program who attain:

- A recognized postsecondary credential or a secondary school diploma, or
- Its recognized equivalent
- During participation in, or within one year after exit, from the program.

Examples include:

Secondary School Diploma means a diploma that is recognized by a State and included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by Every Student Succeeds Act (ESSA).

Postsecondary Degree or Certificate means a degree or certificate that recognizes an individual's attainment of measurable technical or industry or occupational skills necessary to obtain employment or advance within an industry or occupation.

Examples include:

- An Associate, Bachelor's, or graduate degree obtained from a postsecondary institution
- General Certificates/Licensures, Registered Apprenticeship and Career and Technical Education certificates including National Institute for Metalworking Skills, Inc., Machining Level I credential and Microsoft Certified IT Professional
- Occupational Certification including Automotive Service Excellence (ASE), Certified Rehabilitation Counselor (CRC), Licensed Master Social Worker (LMSW), Certified Nurses Aid (CNA), Licensed Practical Nurse (LPN), Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.
- Certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene or the workplace that are broadly required to qualify for entry level employment.

Credential attainment may only be reported when:

- The educational goal is entered into ORCA;
- The completion date and outcome are entered in ORCA; and
- Supporting evidence is in the case record.

Examples that are not Credentials

On the Job Training (OJT) or customized training are measurable skill gains if they meet MSG requirements. They are not credentials.

Examples of training and educational activities that do not count toward the attainment of a credential.

- Oregon Alternative Certificate

- Oregon National Career Readiness Certificate (NCRC)
- Occupational Skills Training (OST)
- Career Workforce Skills Training (CWST)
- Food Handler's Card
- Certificates for upgrading basic computer skills
- Red Cross CPR
- OJT/Work Experience
- Customized Training Internships
- Driver's License/Driving training
- Computer Coding Camps

Measurable Skills Gains (MSG)

The MSG indicator is the percentage of program participants during a program year who:

- Are [enrolled and participate] in an education or training program that leads to a recognized postsecondary credential or employment; and
- Achieve documented progress in attaining academic, technical, occupational or other forms of progress towards that credential or employment.

All MSGs must be supported with the appropriate documentation. MSGs are documented when they are achieved by the participant, not the date the VR Counselor received the supporting documentation. MSGs are counted in real time as we go—not just at the end of the case services as they are reported to RSA quarterly.

Examples include:

Educational Functioning Level (EFL) Gain—A measurable improvement in educational attainment indicated by a pre-and post-test. An example includes passing from a 9th grade reading level to a 10th grade reading level in accordance with the school's academic polices. Tests used for this may include the test of Adult Basic Education (ABE) and Basic English Skills Test (BEST).

Secondary Transcript/Report Card—A transcript or report card, for each school year indicating program passing (according to the school’s academic policies) in high school (HS), high school equivalency diploma (HSED), or general educational development (GED) program. The report card must not indicate the participant dropped out of school, was removed from the institution, or any other conditions that indicate removal on academic or conduct grounds.

Postsecondary Transcript or Report Card—A transcript or report card demonstrating the following based upon enrollment status:

- Full Time Student—must complete a minimum of 12 hours for one semester.
- Part Time Student—must complete a minimum of 12 credit hours over the course of two completed semesters during a 12-month period.

Training Milestone—A satisfactory or better progress towards skill advancement while participating in on-the-job training (OJT), Registered Apprenticeship program, or career and technical education benchmark. Documentation may include employer verification.

Skills Progression—Successful passage of an exam required for an occupation or progress in attaining trade-related benchmarks. Exam examples include the Certified Rehabilitation Counselor (CRC), National Counselor Exam (NCE), Commercial Driver's License (CDL), and welding certification. Documentation may include transcripts and certificates including electronic documents originating from the training entity.

Educational Outcome

An Educational outcome is the endpoint or conclusion of the current educational goal. Progression towards graduation from a secondary or post-secondary education program is also an educational outcome and important for documentation.

Educational Outcomes in ORCA include:

Special Education Certificate

High School Diploma

Including the Oregon Modified or Extended Diploma

High School Diploma

GED

Associate Degree

Bachelor's Degree

Master's Degree

Doctorate Degree Completed Apprenticeship

Obtained Certification

Vocational/Technical Certificate

Vocational/Technical License

Disenrollment

Includes: dropped out, expelled from the program or did not successfully complete.

No Degree or Certificate Completion

REFERENCES:

[34 CFR §361.38 Protection, use, and release of personal information.](#)

[ORS 344.600 Unauthorized use of official rehabilitation data](#)

[VR-AR-21-03 Using ROIs with client](#) (7/30/2021)

Oregon Department of Human Services. [Oregon State Rehabilitation Council 2020 Vocational Rehabilitation Annual Report.](#) (2020)

Public Consulting Group. [Oregon Vocational Rehabilitation 2021 Comprehensive Statewide Needs Assessment Report](#) (5/24/2021)

WINTAC. [Credential Attainment Guide for State VR Agencies.](#) (No date)

WINTAC. [Measurable Skill Gains Guide for State VR Agencies.](#) (No date)

If you have any questions about this information, contact:

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