



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: Credential Attainment and Measurable Skill Gains
Responsible Program or Office: Rehabilitation Services Administration	Policy Number: 2020- RSA-CAMSG-POL-01
Date of Approval by the Director: 07/07/2020	Number of Pages: 6
Effective Date: 07/08/2020	Expiration Date, if Any:
Supersedes Policy Dated: Not applicable	
Cross References, Related Policies and Procedures, and Related Documents: RSA Post-Secondary Education and Training Policy (2015-POSTSEC-POL01) and Procedure (2015-RSA-POSTSEC-PR01); Section 116 of the Workforce Innovation and Opportunity Act, 29 U.S.C. § 3141; Rehabilitation Services Administration (RSA) Technical Assistance Circular RSA-TAC-17-01; RSA Technical Assistance Circular RSA-TAC-19-01; RSA Credential Attainment and Measurable Skill Gains Standard Operating Procedures.	

1. PURPOSE

The purpose of this policy is to ensure that the Department on Disability Services (DDS), Rehabilitation Services Administration (DCRSA), complies with the Rehabilitation Act of 1973 (29 U.S.C. § 701 *et seq.*) (Rehabilitation Act), as amended by section 116 of the Workforce Innovation and Opportunity Act (WIOA) (29 U.S.C. § 3141) with regard to reporting Credential Attainment and Measurable Skill Gains.

2. APPLICABILITY

This policy applies to Vocational Rehabilitation (VR) Specialists, Rehabilitation Assistants (RAs), VR Supervisors and Program Managers, the DCRSA Deputy Director, the Quality Assurance and Performance Management Administration (QAPMA) Deputy Director, and the QAPMA Performance Management Administrator and Performance Management Staff.

3. AUTHORITY

The authority for this policy is established in DDS as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Law 16-264; D.C. Official Code § 7-761.01 *et seq.*); and the “Rehabilitation Services Program Establishment Act of 2004,” effective April 12, 2005 (D.C. Law 15-332; D.C. Official Code § 32-331 *et seq.*) and 29 DCMR § 100 *et seq.*; and 34 C.F.R. Part 361.



4. DEFINITIONS

These definitions apply to this policy.

“Credential Attainment” – Credential Attainment is the percentage of those participants enrolled in an education or training program (excluding those in on-the-job training and customized training) who attained 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.

A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

“Measurable Skill Gains” – Measurable Skill Gains (MSG) is the percentage of 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 documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. *See* 34 C.F.R. §361.155(a)(1)(v).

The MSG indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. Instead, it is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs.

“Participant” – A participant is a reportable person who has applied and been determined eligible for Vocational Rehabilitation (VR) services, has an approved and signed Individualized Plan for Employment (IPE), and has begun to receive services.

“Period of Participation” – Period of participation is the time period during which a person meets the definition of participant.

“Program Exit” – A participant is said to have exited the VR program when: (a) the participant’s record of services is closed in accordance with 34 C.F.R. § 361.56 because the participant has achieved an employment outcome; or (b) the participant’s record of services is closed because the individual has not achieved an employment outcome or the individual has been determined ineligible after receiving services in accordance with 34 C.F.R. § 361.43.

“Program Year” – The Program Year (PY) is the reporting period for WIOA performance. It begins on July 1 and ends on June 30.



“Reportable Person” – Reportable person is one who has engaged VR services on an initial level but who has not completed the requirements to become a participant as defined above. This may include, but is not limited to, students with disabilities who are potentially eligible for VR services, persons who self-refer but do not complete an application, or persons who apply for VR services but are not determined to be eligible.

5. POLICY

It is the policy of DCRSA to:

- A. Recognize, record, validate, and report Credential Attainment and Measurable Skill Gains as WIOA performance indicators in accordance with section 116 of the Workforce Innovation and Opportunity Act (WIOA);
- B. Use the Federal joint guidance, issued as RSA-TAC-17-01, to define MSGs and Credential Attainment for education and training programs in DC;
- C. Record Credential Attainment and MSG in the case record at the time supporting documentation is received;
- D. Validate data regarding Credential Attainment and MSG consistent with the guidance outlined in RSA-TAC-19-01 and maintain supporting documentation for the MSGs that DCRSA program participants have earned; and
- E. Submit timely reporting of Credential Attainment and Measurable Skill Gains to Federal RSA.

6. RESPONSIBILITY

The responsibility for this policy is vested in the Deputy Director of Rehabilitation Services Administration. Implementation of this policy is the responsibility of the Rehabilitation Services Administration.

7. STANDARDS

A. Credential Attainment

1. Credential Attainment is an exit-based performance measure; however, Credential Attainment shall be recorded in the case record by VR staff as supporting documentation is received.
2. VR staff shall recognize the following eight (8) types of Credential Attainment:
 - a. Secondary School diploma or recognized equivalent;



- b. Associate's degree;
 - c. Bachelor's degree;
 - d. Graduate degree for purposes of the VR program;
 - e. Occupational licensure;
 - f. Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates;
 - g. Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.
3. For students in secondary education/recognized equivalents, a participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
 4. A recognized education or training program needs to be included on the person's IPE in order to document the credential earned, including secondary school diploma or recognized equivalent.
 5. In order to be included in the Credential Attainment performance measure, certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

B. Measurable Skill Gains

1. VR staff shall recognize the following five (5) types of MSG:
 - a. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
 - b. Documented attainment of a secondary school diploma or its recognized equivalent;
 - c. 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;



- d. Satisfactory or better progress report, towards established milestones, such as completion of on-the-job training or completion of one year of an apprenticeship program or similar milestones, from an employer or other training provider; or
 - e. Successful passing 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.
2. VR staff shall record the MSG in the case record and ensure that the correct type of documentation for the MSG is present and maintained in the case record.
 3. VR staff shall record whether an MSG is earned during any program year quarter where training or education is one day or greater in length. It is recognized that not every participant in education or training will qualify to make a gain based on report timing.
 4. All MSG should be reported; however, only the most recent MSG in the PY during each period of participation will be counted in the calculations of agency performance.

C. Validation of Credential Attainment and Measurable Skill Gains

1. DCRSA shall coordinate with QAPMA to develop and implement written procedures for data validation, which shall include a description of the process for identifying and correcting errors or missing data.
2. DCRSA/QAPMA shall provide regular data validation training for appropriate program staff (*e.g.*, at least annually).
3. DCRSA/QAPMA shall monitor to ensure that program staff are following the written data validation procedures and take appropriate corrective action if those procedures are not being followed.
4. DCRSA/QAPMA shall regularly review program data (*e.g.*, quarterly) for errors, missing data, out-of-range values, and anomalies.
5. DCRSA/QAPMA shall confirm and document that missing and erroneous data identified during the review process have been corrected.
6. DCRSA/QAPMA shall conduct regular assessment of the effectiveness of the data validation process (*e.g.*, at least annually) and make revisions to that process as needed.



D. Reporting

DCRSA must report progress on Credential Attainment and MSG along with five (5) other common performance measures on a quarterly and annual basis. Data from the quarterly RSA-911 reports shall be included in the WIOA Annual Performance Report.

1. DCRSA shall submit RSA-911 data to Federal RSA on a quarterly basis, no later than 45 days after the end of each quarter, in accordance with the following schedule:
 - a. Reporting Period: July 1 – September 30.
Report Due: November 15.
 - b. Reporting Period: October 1 – December 31.
Report Due: February 15.
 - c. Reporting Period: January 1 – March 31.
Report Due: May 15.
 - d. Reporting Period: April 1 – June 30.
Report Due: August 15.

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2. WIOA Annual Performance Report:
 - a. The WIOA core partners Annual Performance Reports are due on October 1 of each year.
 - b. If October 1 falls on a weekend or holiday, the report will be due on the next business day.
 - c. The report shall include data from July 1 – June 30 of the current Program Year.



 Andrew P. Reese, DDS Director

July 7, 2020

 Approval Date



 Darryl Evans, DCRSA Deputy Director

07/07/2020

 Approval Date