

## The Mississippi Partnership Measurable Skill Gains Checklist

*This checklist must be completed and scanned into Imaging for every Measurable Skill Gain (MSG) reported in MS Works for WIOA Adult, Dislocated Worker, or Youth participants.*

**Participant Name:** \_\_\_\_\_

**Indicate the type of MSG attained:**

☐ Secondary (High School) Transcript/Report Card

Dates: \_\_\_\_\_  
(mm/dd/yy – mm/dd/yy)

☐ Post-Secondary (College) Transcript/Grades

Dates: \_\_\_\_\_  
(mm/dd/yy – mm/dd/yy)

☐ Knowledge Based Test

Type of Test: \_\_\_\_\_

Date Passed: \_\_\_\_\_  
(mm/dd/yy)

☐ Training Milestone/Progress Report

Details: \_\_\_\_\_

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Does this MSG appear in the participant's IEP/ISS?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Did you verify the documentation provided meets acceptable reporting standards (i.e. participant name matches, if transcript dates are for appropriate timeframes, grades are complete, etc.)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you entered MSG into MS Works under the Measurable Skill Gains tab?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*If you answered "No" to any of the above questions you should not submit this MSG to Imaging.*