



ASSESSMENT

Department: Office of Economic & Workforce
Development

Effective Date: July 1, 2008

Policy/Procedure #: WIA103-A

Supersedes: N/A

Overview

Assessment is essential to the success of participants interested in pursuing training. The assessment process assists the Case Manager with identifying the participant's strengths and weaknesses and appropriateness for various types of training.

Assessment Tools:

Assessments must be completed for all participants pursuing intensive services and must be made available to all other interested participants. The assessment tools will be used to assist the individual customer in identifying the employment area for which he or she would be best suited. It will also identify the type and depth of comprehensive assessment for intensive service customers, based upon the nature of the issues/employment barriers identified during counseling and any prior assessments that have been conducted.

Any assessment tools used must be pre-approved by OEWD and, at a minimum, examine:

- Education level
- Basic skills
- Occupational skills
- Prior work experience
- Interests
- Employability
- Aptitudes
- Supportive Service needed
- Developmental needs.

USDOL Guidelines

The provider must comply with the USDOL s recently released guidelines for the use of assessment tools:

1. Use assessment tools in a purposeful manner
2. Use the "whole-person" approach assessment
3. Use only assessment instruments that are unbiased and fair to all groups
4. Use only reliable assessment instruments that and procedures
5. Use only assessment procedures and instruments that have been demonstrated to be valid for the specific purpose for which they are being used.
6. Use assessment tools that are appropriate for the target populations.
7. Uses assessment instruments for which understandable and comprehensive documentation is available.

8. Ensure that administrative staff is properly trained.
9. Ensure that testing conditions are suitable for all test takers Provide reasonable accommodation in the assessment process for people with disabilities
10. Maintain security of assessment instruments
11. Maintain confidentiality of assessment results
12. Ensure that scores are interpreted properly and consistently

Assessment Availability

The Assessment provider will have assessment staff available at each One Stop site a minimum of one day each week. Visits will adhere to the visitation calendar developed by OEWD. Participants may be assessed at their primary One Stop on the regularly scheduled day or, if they would like to be assessed sooner, they may visit any other One Stop for assessment.

Assessment Timelines

The assessment provider will provide the referring provider with the results of the Assessment within three (3) business days. Adherence to this timeline is required in the best interest of the participant. Adherence is also a performance expectation and a compliance issue.