

# Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

**FRWDB OD # 16-18, Revision B**

**Date Released: December 6, 2018**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: December 16, 2018**

**Subject: CalJOBS Youth Assessments**

**Applicable Program: Youth**

**Revision History: Initial Release – 5/29/18**

This Revision B incorporates guidance related to Spanish language assessments for CASAS<sup>®</sup> and WorkKeys; terminates the blanket waivers for Locating Information and Graphic Literacy; obsoletes OD 10-10, Spanish WorkKeys; OD 02-17, Assessment Tool Transition; IB 08-17, WorkKeys<sup>®</sup> Assessment Changes.

This OD references OD 22-07, Approved Assessment Tools; OD 27-09, Waiver Request Process; OD 13-15, WIOA Youth Program Flow (In-School Youth 14-21 and Out-of-School Youth 16-18); OD 11-17, WIOA Youth Program Flow (Out-of-School ages 18-24); OD 18-09, Serving Limited English Proficient Population; and WIOA Act, Section 3(5)(b).

Providers of Services are to implement this OD effective immediately.

The Fresno Regional Workforce Development Board (FRWDB) requires all registered Workforce Innovation and Opportunity Act (WIOA) participants to take specialized academic and occupational assessments that assist in providing appropriate career guidance. Reasonable accommodations for particular physical or limited English barriers will be made, as requested by the Assessment Facilitator, for each assessment site, prior to taking the assessment test.

### Youth Basic Skills Assessment

Basic Skills Deficient- An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family or in society. The FRWDB locally defines basic skills deficient as 8.9 or below in reading or math or is Limited English Proficient (LEP).

In order to assess basic skill levels, FRWDB requires all WIOA participants to be assessed, prior to enrollment, with the CASAS<sup>®</sup> initial assessment.

## English Proficient Youth

- Appraisal only - Fixed Form 187R and 37M.

## English Language Learners

- ESL/ELL - Life and Work (life emphasis at Level C) - Default locator 102R
- ESL/ELL - LS Math 30 series - Default locator 102M

The following guidelines are to be followed for this process:

- A. AYOS staff who proctor the CASAS<sup>®</sup> must become certified as a CASAS<sup>®</sup> Test Administrator and follow all of their assessment policies. Contact the FRWDB Deputy Director of I.S. to initiate this process.
- B. All WIOA participants must pre-test and post-test using the CASAS<sup>®</sup> assessment. A copy of the CASAS<sup>®</sup> assessment results must be kept in the participant case file.
- C. All CASAS<sup>®</sup> assessment results must be entered into the Literacy/Numeracy tab and documented in the Objective Assessment, as they occur.
- D. If a participant needs to retake a CASAS<sup>®</sup> assessment (pre-test or post-test), a waiver must be submitted to FRWDB staff prior to the retake. See OD 27- 09.
- E. When a participant is scheduled for their initial CASAS<sup>®</sup> assessment on any subsequent day, they must be provided with a CASAS<sup>®</sup> Participant Letter (Form # ASM-008) showing the date, time and location of their assessment.
- F. This initial assessment (Pre-test) must take place no more than six (6) months prior to WIOA application and establishes the baseline for further improvement.
  1. Providers are to accept an assessment from a referring partner as long as it was performed within the six (6) months prior to the WIOA application date. The assessment and application dates are no longer required to be the same.
  2. The first activities/services enrollments must be Objective Assessment (412), ISS (413) **AND** one of the fourteen program elements to enroll a participant in WIOA Youth Services.
- G. AYOS staff conducting CASAS<sup>®</sup> assessments must read the Proctor Script (Form # ASM-009) prior to the start of the CASAS<sup>®</sup> assessment.
- H. All In-School youth must be basic skills deficient (8.9 or below in reading or math) to be eligible for WIOA youth services. To assist in documenting this eligibility criteria, provider staff must forward the CASAS<sup>®</sup> Verification Letter (Form # ASM-010) to the student's high school to obtain confirmation from an authorized school official that the participant assessment scores are consistent with the student's level of functioning in reading and/or math. If the school official is unable to confirm the functioning level of the participant, the student will not be eligible for WIOA services. A copy of the CASAS<sup>®</sup> Verification Letter with all required signatures must be included in the youth case file with the eligibility documents.

## Youth Career Assessments

The FRWDB requires all registered WIOA participants to take specialized career/occupational assessments that assist in providing appropriate career guidance.

The following guidelines must be followed to ensure that all participants meet the requirements:

### **Career Assessments**

- A. All participants must complete the Computerized Career Assessments (See appropriate youth flow for process sequence). Participants who do the optional work experience during the

academic path are required to complete the Career Assessments before the work experience begins.

### English Proficient Youth

1. Must complete the computerized O\*NET version 3 Interest Profiler and Work Importance Profiler career assessments. If the computerized version 3 is not available, the paper version may be used.
  - a O\*NET Interest Profiler (180 Questions)
    - i Measures work related interests
  - b O\*NET Work Importance Profiler
    - i Measures work values

### English Language Learners

1. Spanish speaking youth
  - a Mi Proximo Paso: <https://www.miproximopaso.org/explore/ip>
    - i Measures work related interests
  - b O\*NET Work Importance Profiler - accompanied with a translator
    - i Measures work values
2. Non-Spanish speaking youth - accompanied with a translator
  - a O\*NET Interest Profiler (180 Questions)
    - i Measures work related interests
  - b O\*NET Work Importance Profiler
    - i Measures work values

B. All participants must complete the WorkKeys® assessments: Mathematics, Workplace Documents and Graphic Literacy. The results must be documented in the Objective Assessment. The following provides the timeline for taking the WorkKeys® assessments:

#### 1. Younger Youth

- a. When a participant, 17 years or older, starts the job readiness preparation, they must complete WorkKeys® within 45 calendar days of starting the process.
  - i. A waiver request must be submitted if there is a need to extend this time limit. The waiver must include justification and supporting documentation (i.e. school verification of extracurricular activities, etc.)
- b. If a participant turns 17 **while** participating in the job readiness preparation,
  - i. They must complete WorkKeys® within 45 calendar days of the youth's 17<sup>th</sup> birthday.
    - A waiver request must be submitted if there is a need to extend this time limit. The waiver must include justification and supporting documentation.

#### 2. Older Youth

- a. WorkKeys® must be completed within 15 calendar days after the completion of the Job Readiness Workshop.

C. For all new WorkKeys® assessments completed on or after December 1, 2018, the FRWDB is no longer waiving the Graphic Literacy occupational score achievement requirements as new occupational profiles have been released by ACT and have been uploaded into our occupational lists. The waiver for Locating Information and Graphic Literacy results is only applicable for assessments taken prior to December 1, 2018.

- D. Should a participant not meet the required WorkKeys® scores for the chosen occupation, WIN Careers must be used to remediate them to the appropriate scores, as demonstrated by a post-test of WorkKeys®. The newest WorkKeys titles can now be remediated in WIN Careers using the career readiness 2.0 module. This module is to be used for all remediation for new WorkKeys assessments taking place after December 1, 2018.

Those participants who are remediating their WorkKeys scores based on the assessment taken prior to December 1, 2018 have until February 28, 2018 to complete their remediation.

1. The participant is assigned a user ID and must take a placement test in each of the subjects for which an increase is desired.
2. The participant works through the starting assigned level, in order, until a successful post-test has been completed for the desired goal level.
3. Successful completion in the WIN Career Readiness System must be demonstrated by an overall average of 80% for each lesson, and a score of 80% or greater on the specific level post-test.
4. Once a participant has completed remediation, they are required to post-test on WorkKeys®.
5. Spanish language youth may use the Spanish language versions. Non-Spanish speaking English Language Learners must be accompanied by a translator.

- E. A participant cannot take more than two (2) WorkKeys® post-tests within a six (6) month period.

### **Retaking Career Assessments**

For a participant to retake a career assessment, the Academic & Career Advisor (ACA) must take the following steps:

- Participant who completed their vocational interest assessments, as listed above, in the Academic Path due to work experience preparation have the option to retake it, if deemed necessary by the ACA.
- WorkKeys® - Submit a waiver request per OD 27-09, if more than two (2) times within a six (6) month period.

When contacting FRWDB Data Services or submitting a waiver request, the ACA must include the participant's ID, the participant's name, the test to be retaken, and the reason for retaking the assessment.

All tests and retests must be maintained in the case file and results documented in CalJOBS. The reason for all retests must be documented in the case notes.

If you have any questions, please contact the FRWDB Program Manager.

Forms: ASM-008 CASAS® Participant Letter  
ASM-009 Proctor Script  
ASM-010 CASAS® Verification Letter