

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 17-18, 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 6, 2018

Subject: CalJOBS Adult Program Assessment Requirements

Applicable Program: Adult and Dislocated Worker

Revision History: Initial Release – 05/29/18

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

The OD references OD 22-07, Approved Assessment Tools; OD 27-09, Waiver Request Process; OD 12-15, WIOA Adult Customer Flow; and OD 18-09, Serving Limited English Proficient Population.

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 barriers or English Language Learners will be made, as requested by the Assessment Facilitator, for each assessment site, prior to taking the assessment test.

The following steps must be followed to ensure that the participants meet the assessment requirements:

- A. Participants must be advised during the Adult and Dislocated Worker Orientation of the career assessments.
 1. Participants who wish to be referred to a Self-Reliance Team (SRT) appointment must take the CASAS[®] initial assessment
 2. The initial assessment (Pre-test) must take place no more than six (6) months prior to WIOA application and establishes the baseline for further improvement.
 3. English Proficient Participants
 - a. Appraisal only - Fixed Form 187R and 37M.
 4. English Language Learners
 - a. ESL/ELL - Life and Work (life emphasis at Level C) - Default locator 102R
 - b. ESL/ELL - LS Math 30 series - Default locator 102M

- B. Upon WIOA enrollment, participants are scheduled for, and must complete, the following assessments within ten (10) working days of enrollment:
1. English Proficient Participants
 - a. WorkKeys®
 - i. Applied Math (AM),
 - ii. Workplace Documents (WD)
 - iii. Graphic Literacy (GL)
 - b. Computerized O*NET Version 3
 - i. Interest Profiler (180 Questions)
 - ii. Work Importance Profiler(Values/Importance)
 2. English Language Learners
 - a. Spanish speaking participant
 - ii. WorkKeys®
 - Applied Math (AM),
 - Workplace Documents (WD)
 - Graphic Literacy (GL)
 - May use Spanish language versions
 - iii. Career Assessments
 - Mi Proximo Paso: <https://www.miproximopaso.org/explore/ip>
 - Measures work related interests
 - O*NET Work Importance Profiler - accompanied by a translator
 - Measures work values
 - b. Non-Spanish speaking participants (accompanied with a translator)
 - i. WorkKeys®
 - Applied Math (AM),
 - Workplace Documents (WD)
 - Graphic Literacy (GL)
 - ii. Career Assessments
 - O*NET Interest Profiler (180 Questions)
 - Measures work related interests
 - O*NET Work Importance Profiler
 - Measures work values
- 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.
- D. The waiver for Locating Information and Graphic Literacy results is only applicable for assessments taken prior to December 1, 2018
- E. All CASAS® assessment results must be entered into the Literacy/Numeracy tab and the Objective Assessment.
- F. WorkKeys® scores and career assessment results must be entered in the IEP/ISS.
- G. Should a participant not meet the required WorkKeys® scores for the chosen occupation, the WIN Career Readiness System must be used to remediate participant to the appropriate scores, as demonstrated by a post test of WorkKeys®.
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.

- a. 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.
 - b. 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.
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 the participant has completed remediation, they are required to post-test on WorkKeys®.
- H. Any deviation from the above referenced steps must be clearly documented in a waiver submitted to the FRWDB.

Prior Assessments

In the event an exited participant who is approved for re-enrollment within six months, the prior assessment in CASAs® and WorkKeys® can be used.

Providers are to accept an assessment from a referring partner (including other Workforce Development Boards) as long as it was performed within the six months prior to the local WIOA application date. However, the participant must post-test using the same assessment.

Retaking Assessments

For an adult or dislocated worker to retake an assessment, the Employment Readiness Specialist (ERS) must take the following steps:

- O*net version 3 Career Assessments – Participants can retake when necessary.
- CASAs® - The first retake is allowed 24 hours after the initial assessment. Any future retakes requires an approved waiver request from FRWDB staff prior to the retake. See OD 27- 09.
- WorkKeys® - Participants cannot take retests more than two (2) times within a six (6) month period. Submit a waiver request per OD 27-09, if more than two (2) times within a six (6) month period.

When submitting a waiver request, the ERS must include the participant 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 questions, please contact the FRWDB Program Manager.