

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 17-18, Revision E

Date Released: July 30, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: July 30, 2020

Subject: Adult Program Assessment Requirements

Applicable Program: Adult and Dislocated Worker

Revision History: Initial Release – 05/29/18; Rev B – 12/6/18; Rev C – 3/15/19; Rev D 7/2/19

This Revision E updates and clarifies guidance related to timing and remediation

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

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[®] Goals Assessment
 2. The initial CASAS[®] Goals Assessment 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. CASAS[®] Goals Default Locator 104.
 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

1. Upon completion of the Job Readiness Workshop, participants are scheduled for, and must complete, the following assessments within ten (10) working days:
 2. 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)
 3. 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
- B. 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.
 - C. The waiver for Locating Information and Graphic Literacy results is only applicable for assessments taken prior to December 1, 2018
 - D. All CASAS® Goals Assessment results must be entered into the CalJOBS Educational Functioning Level for Measurable Skills Gain tab and in the Objective Assessment.
 - E. WorkKeys® scores and career assessment results must be entered in the Objective Assessment Test section. This section documents the various assessments the participant has taken. WorkKeys results are to be input into the Testing Results comment box.
 - F. Should a participant not meet the required WorkKeys® scores for the chosen occupation, ACT WorkKeys® Curriculum must be used to remediate participant to the appropriate scores, as demonstrated by a post test of WorkKeys®.
 1. English Language Learners may, if determined appropriate, use the Spanish Language version of the ACT WorkKeys® Curriculum. Non-Spanish speaking English Language Learners must be accompanied by a translator.

2. The participant is assigned a user id and must take a placement test in each of the subjects for which an increase is desired.
 3. The participant works through the starting assigned level, in order, until a successful post-test has been completed for the desired goal level.
 4. Successful completion in the WorkKeys[®] Curriculum must be demonstrated by a score of 80% or greater on the specific level post-test.
 5. Once the participant has completed remediation, they are required to post-test on WorkKeys[®].
- G. 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.

Attachment:

CASAs[®] Crosswalk