



STATE OF WASHINGTON  
WASHINGTON WORKFIRST

- *Office of Financial Management*
- *Department of Social and Health Services*
- *Employment Security Department*
- *Department of Community, Trade & Economic Development*
- *State Board for Community and Technical Colleges*
- *Department of Early Learning*

April 30, 2009

TO: All WorkFirst Staff

FROM: Carole Holland, Senior WorkFirst Coordinator  
Office of Financial Management

Leslie Goldstein, Executive Policy Advisor  
Office of the Governor

Troy Hutson, Assistant Secretary, Economic Services Administration  
Department of Social and Health Services

Paul Trause, Deputy Commissioner  
Employment Security Department

Jim Crabbe, Director, Workforce Education  
State Board for Community and Technical Colleges

Dan McConnon, Assistant Director, Community Services Division  
Department of Community, Trade and Economic Development

Kate Verville, Chief Operating Officer  
Department of Early Learning

**SUBJECT: COMPREHENSIVE EVALUATION PROCESS CHANGES**

Since its inception in June 2006, more than 75,000 Comprehensive Evaluations (CE) have been conducted by dedicated WorkFirst staff across the state. The results of the evaluations have contributed to moving low-income parents into work activities that help them provide for their children. We appreciate all the work and commitment you have exhibited in helping WorkFirst parents, especially in light of a growing caseload and diminishing resources.

Recognizing the amount of staff time and resources we spend on the CE, Sub2 recently approved a proposal to streamline the process, moving parents more quickly into work activities that count toward federal participation and reducing the number of handoffs. At the request of Sub2, a multi-agency workgroup was formed and tasked with:

- Expanding the current CE Foundation questionnaire to include additional questions designed to gain more information about the WorkFirst parent.

- Developing clear referral criteria to aid DSHS WorkFirst Program Specialists in determining an appropriate pathway for WorkFirst entrants.

In light of diminishing resources, we are suspending implementation of a statewide 30-hour job readiness (JR) workshop. Local offices that are currently conducting a form of the JR workshop are encouraged to continue their innovations if it is proving to add value to a WorkFirst parent's participation.

The improved "Streamlined Comprehensive Evaluation" consists of questions and related criteria which will allow DSHS WorkFirst Program Specialists or Social Workers to develop an Individual Responsibility Plan and quickly place parents in the appropriate pathway. Other assessments currently included in the CE will be completed when a parent is referred to an activity (e.g., parents referred to the colleges will receive CASAS and/or other assessments and those referred to Employment Security Department will receive a work skills assessment).

Additional Refer Back (RB) codes are being developed to give us a better understanding of why parents are being referred back to their case manager, and to guide us in future program design. This data will be monitored by Sub2, and used to determine whether a job readiness workshop is needed in the future. The Streamlined CE is expected to become effective September 1, 2009.

Each agency has a designated lead for the Streamlined CE changes:

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More detailed information, including a transition plan, will be made available as soon as possible to assist partners with their service delivery.

Again, we thank you for your efforts on behalf of low-income families across the state. If you have questions, please contact your agency lead indicated above.

cc: Sub3 Members