



STATE OF WASHINGTON
WASHINGTON WORKFIRST

- *Office of Financial Management* • *Department of Social and Health Services*
- *Employment Security Department* • *Department of Commerce*
- *State Board for Community and Technical Colleges* • *Department of Early Learning*

August 6, 2009

TO: All WorkFirst Staff

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

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Kate Verville, Chief Operating Officer
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**SUBJECT: Upcoming Changes to the Comprehensive Evaluation
August 31 Implementation**

Almost 84,000 Comprehensive Evaluations (CE) have been conducted since the process became operational in June 2006. We know you've been working hard to help WorkFirst parents move into work activities designed to improve their skills and abilities and provide for their families. We thank you for all your efforts.

As with most publicly funded programs, however, we are constantly trying to improve our processes and be more efficient. Over the past few months, a multi-agency workgroup has met regularly to work on improving the CE process. The workgroup developed an improved process flow, electronic tool, referral criteria, and training module. As a result, the Streamlined Comprehensive Evaluation will be implemented on Monday, August 31, 2009.

Upcoming Changes to the Comprehensive Evaluation

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The Streamlined CE was designed to place parents in federally countable activities more quickly. To accomplish that:

- Parents will no longer be required to participate in interviews by each WorkFirst partner before a referral is made.
- DSHS staff will interview parents using the Streamlined CE tool which includes an expanded set of foundation questions.
- Revised referral criteria will help DSHS staff make an informed decision about which pathway (or pathways) is most appropriate for the parent.
- A referral IRP will be made immediately upon completion of the Streamlined CE.
- Supplemental assessments and evaluations will be offered only to those parents referred to specific pathways.

We believe the benefits of streamlining the CE process are two-fold: quicker engagement in core activities and earlier participation in federally-countable work components. Process and outcome measures are being developed to measure those assumptions.

On-line training for the Streamlined CE is scheduled from August 10 – 28. Under separate cover from your agency, you will receive additional information about training and case management during the conversion.

Again, we want to thank you for your dedication and commitment to helping WorkFirst parents obtain the services and supports they need to “get a job, a better job and a better life.”

Additional questions can be directed to the Streamlined CE workgroup:

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cc: Sub3 Members