

Cowlitz/Wahkiakum Comprehensive Evaluation Plan

PARTNERS

Department of Social and Health Services: Kelso Community Services Office;
Division of Child Support, Vancouver

Employment Security Department: WorkForce Cowlitz/Wahkiakum

Community Trade and Economic Development: WorkForce Lower Columbia
Community Action Council

Community and Technical Colleges: Lower Columbia College,

Partners for other activities: Goodwill Industries, Partners in Careers (LEP)

POSITIVE PREVENTION

1. Orientation will be conducted twice daily, prior to financial intake appointment. Parents will be presented TANF options including Diversion Cash Assistance, resources and WorkFirst program expectations.
2. Additional Requirements and CEAP eligibility will be explored with each parent applying for assistance.
3. Child Support, Unemployment Compensation eligibility will be evaluated.
4. Childcare: Effective 05/01/06, all DCA and TANF applicants will be assessed for child care needs. Persons requiring assistance with location child care will be referred to Child Care Resource and Referral. Those parents that appear eligible will have Childcare Subsidy opened during their Intake Interview for a period of no less than 14 Calendar days to cover their Comprehensive Evaluation Period.
5. Transportation resources will be identified and a plan documented on the Passport.
6. WorkFirst Support Services will be discussed and authorized as necessary for participation in the CE process.
7. Parents and dependent children 16 and 17 years old who unable to complete the CE immediately because of an urgent issue will be directed to a social worker for assessment issues will include: severe domestic violence issues, severe medical issues (for parent or child), requires immediate entry into chemical dependency treatment, presenting a severe mental disorder (for parent or child), other severe issues preventing participation in the CE process.
The Social worker will: conduct a brief interview to assess the needs (When a parent identifies DV or CD issues the DV or CD counselor will be included in the interview if available); develop a plan to address the immediate needs; determine if the applicant can participate in the remainder of the CE process; schedule and complete a full social service assessment when necessary; document recommendations in eJAS and refer to the WPS to revise the IRP.

8. To assist persons with the CE process a passport will be developed with information about activities, locations, times and contact persons (see attached).

COMPREHENSIVE EVALUATION ACTIVITIES (see flow chart attachment A):

1. WPS WorkFirst Foundation Evaluation (Mandatory)
2. Returners evaluation (when appropriate)
3. Screening for Social Services (Mandatory)
4. Social Service Assessment (when need is identified)
5. Computer Basics (when required based on parent interview)
Offered at WorkSource Learning Center, Fridays, 1:30-4:30
6. CASAS (Mandatory when not already completed)
CASAS appraisals will be administered as needed in the Learning Center at WorkSource up to 10 people at a time.
7. Education Evaluation (Mandatory)
Interviews will be held at that time or scheduled ASAP. Hours are Monday through Friday, 9-4. Educational options include: Basic Education/GED; CJST; IBEST; HWHD; Vocation Education
8. WorkKeys (Offered to every parent who has not already tested)
Offered at DSHS on Wednesdays, 9:30-2:00
9. Choices (Mandatory)
Offered at WorkSource (Mo, Tu, Fr)
10. Employment Evaluation (Mandatory)
Scheduled Daily
 - a. Job Search
 - b. CJ Screening

COMMUNICATION AND COORDINATION

Results and Recommendations of all partners will be documented in eJAS. Line staff will conduct Ad Hoc staffing of cases when partners differ on the most appropriate pathway for a parent. We are considering development of an LPA web site.

MONITORING Implementation

The oversight group will continue to meet weekly on Wednesdays at 9:00 during initial implementation to discuss program issues and resolve process.

SUPPLEMENTAL INFORMATION

CHILD CARE

Purpose

Beginning 05/01/06, involving an evaluation period on the front end of a DCA/WorkFirst TANF application. Coordination with WCCC authorizing staff will be developed to ensure that all apparently eligible applicants have Childcare coverage in place during their initial interview and prior to their engagement in CE activities.

Implementation

Effective 05/01/06, all DCA and WorkFirst TANF Applicants that appear eligible will have Childcare Subsidy opened during their Intake Interview for a period of no less than 14 Calendar days to cover their Comprehensive Evaluation Period.

WPS and WCCC Integration

During the Intake Interview, the responsible FSS/WPS will contact the next available authorizing WCCC worker using the standard Childcare Q for the CSO to submit the WCCC application. An option to press "9" during the call sequence should prioritize the incoming call to the next available call manager.

WCCC staff will process the application immediately and authorize full time care for the 14 day timeframe, using the 14 day Pre-gap rule. An active WF component will be in e-jas to cover the CE period. The type of component will be determined at a later date. In the meantime, WCCC workers will open the case and approve based on the 14 day pre-gap rule in the WCCC Manual.

Communication

The WorkFirst Program Specialist will notify the assigned WCCC Alpha Worker by e-mail of any changes to the CE process, IRP information or any related WorkFirst Issues affecting Childcare coverage.

SOCIAL WORKER REFERRALS

Referrals for Social Service evaluation of ability to participate in the CE process

Parents and dependent children 16 and 17 years old who unable to complete the CE immediately because of an urgent issue will be directed to a social worker for assessment. Criteria will include:

- Severe Domestic Violence Issues
- Severe Medical issues (for parent or child)
- Requires immediate entry into chemical dependency treatment
- Presenting a severe mental disorder (for parent or child)
- Other severe issues preventing participation in the CE process

When the parent is in the CSO a designated Social Worker will be available immediately after evaluation by the WPS. If the parent is not present in the CSO, they will be referred to the social services unit to schedule by QuickContact. If the parent has not returned our call within 24 hours an appointment time will be mailed.

The Social worker will:

- Conduct a brief interview to assess the needs
(When a parent identifies DV or CD issues the DV or CD counselor will be included in the interview if available)
- Develop a plan to address the immediate needs
- Determine if the applicant can participate in the remainder of the CE process
- Schedule and complete a full social service assessment when necessary
- Document recommendations in eJAS and refer to the WPS to revise the IRP

EDUCATIONAL SERVICES

The purpose of the CASAS appraisal and Educational Interview is to determine basic skills (reading, math) abilities. The skill level and the educational history and goals of the parent will help us identify whether there is a program through LCC which can help the parent become self sufficient. We will also make recommendations for longer term training if appropriate.

CASAS appraisals will be administered as needed in the Learning Center at WorkSource up to 10 people at a time. Interviews will be held at that time or scheduled ASAP. Hours are Monday through Friday, 9-4. but the lowest use time for the lab is 11-1 and 3-4 so those would be the best times for people to appear there.

Describe how you will help meet the timeframe (how often offered)
Appraisals and interviews will be conducted daily during the week.
Any additional offerings (basic computer training etc.)

When appropriate, referrals for advising will be made to the vocational advisor and tours of the vocational programs can be arranged.

Contact Rosana at 442-2580, Marilee at 442-2583 or Kim at 442-2581 for information.

EMPLOYMENT SERVICES are provided by WorkSource Cowlitz/Wahkiakum-Employment Security

Cowlitz Wahkiakum DSHS provides an Orientation to parents who are making application and/or assumed to be eligible. After this orientation, their program specialist develops a PASSPORT to:

- Schedule CASAS assessment
- Schedule Education Evaluation
- Confirm child care availability
- Schedule other program elements identified as necessary
- Communicate Comprehensive Evaluation steps and tentative schedule based on confirmed eligibility
- Schedule parent to ESD Computer Basics workshop based on answers to such questions: "Do you have an email address?" "What is the most amount of time you have spent/spend on the computer in a week?" (This workshop is available each Friday from 1:00 p.m. to 4:00 p.m.)

When eligibility is determined, DSHS enters information to eJAS along with a CE IRP.

ESD-Cowlitz will establish a functional Comprehensive Evaluation Coordinator.

ESD Comprehensive Evaluation Coordinator will receive referrals from DSHS when parent eligibility is approved. One hour (+/-) appointment blocks will be made available for scheduling from 9:00 a.m. to 3:00 p.m. Monday through Thursday each week. This will accommodate 20 Work Skill evaluation

- no children or spouses present at these appointments
- scheduled at least 1 working day after completing the Choices assessment
- documentation and recommendations to be available within 3 working days after Work Skill Evaluation interview.

ESD will offer Choices 2006 group sessions at 3:00 p.m. on Monday, 1:15 p.m. on Tuesday and 10 a.m. on Friday each week. Each session can accommodate up to 15 parents.

When parent is confirmed as TANF eligible and CE IRP and Passport are completed, parent is scheduled at ESD's Kelso WorkFirst office at 711 Vine to:

1. Complete the Choices 2006 assessment (available at WorkSource on Monday, Tuesday and Friday afternoons in proctored sessions). *If parent is recycling and has completed Choices they will skip this step.*
2. Meet with the ESD Comprehensive Evaluation Coordinator for in-person Work Skill Evaluation, to review Labor Market Information and develop recommendations.

ESD WorkFirst Comprehensive Evaluation coordinator documents the work skill evaluation and provides plan via eJAS to DSHS for IRP/employment plan.

DSHS will automatically re-evaluate/update plans for parents who fail to keep appointments during the CE-IRP stage.

Once the IRP has been developed, parents who are designated for work search will enter the program with an orientation and assignment to Job Club. (New curriculum to be developed in partnership with LCC to provide two tracks – reading or math -- as ABE component based on CASAS scores.)

Department of Social and Health Services

WorkSource-Employment Security

Lower Columbia College

WorkSource-Lower Columbia Community Action Council

Attachment A

Day 1

Intake application received \ appointment scheduled

Day 2 / 3

Intake application appointment/orientation conducted

- Childcare addressed
- Transportation addressed
- Foundation Evaluation
- *Basic Computer Skills

Consideration for referral to services and / or exemption status.

- LEP pathway
- Exempt
- Child Only
- Teen parents

Referral to Casas

Parent returns next day for Education interview and program options presentation.

Eligible

Pending

IRP referral College / WorkSource

Info provided / eligibility established

- WorkSource completes
- Work Skill Evaluation
- Labor Market Information
- Choices
- Employment Plan

- College completes
- Casas
- *WorkKeys
- Educational Evaluation

Info not received / Case denied

Data entered into E-JAS CE

Day 9

Results interpretation with parent

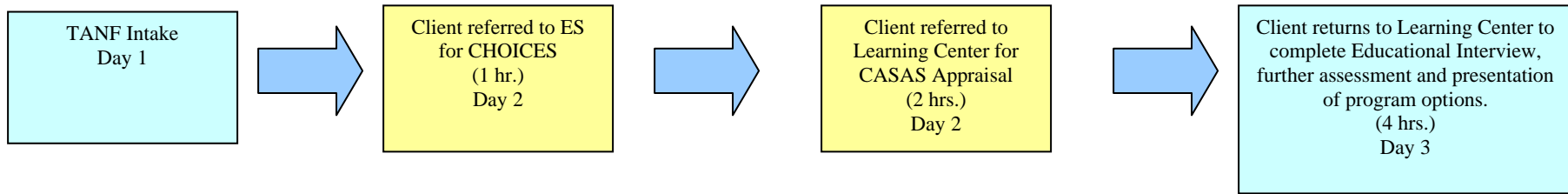
Consider Intensive services. Drug/alcohol, family violence and mental health. Bundle services as possible.

IRP created for participation activity

- Employment
- Job Search / Prep
- Educational
- Community Jobs

Educational Assessment Process

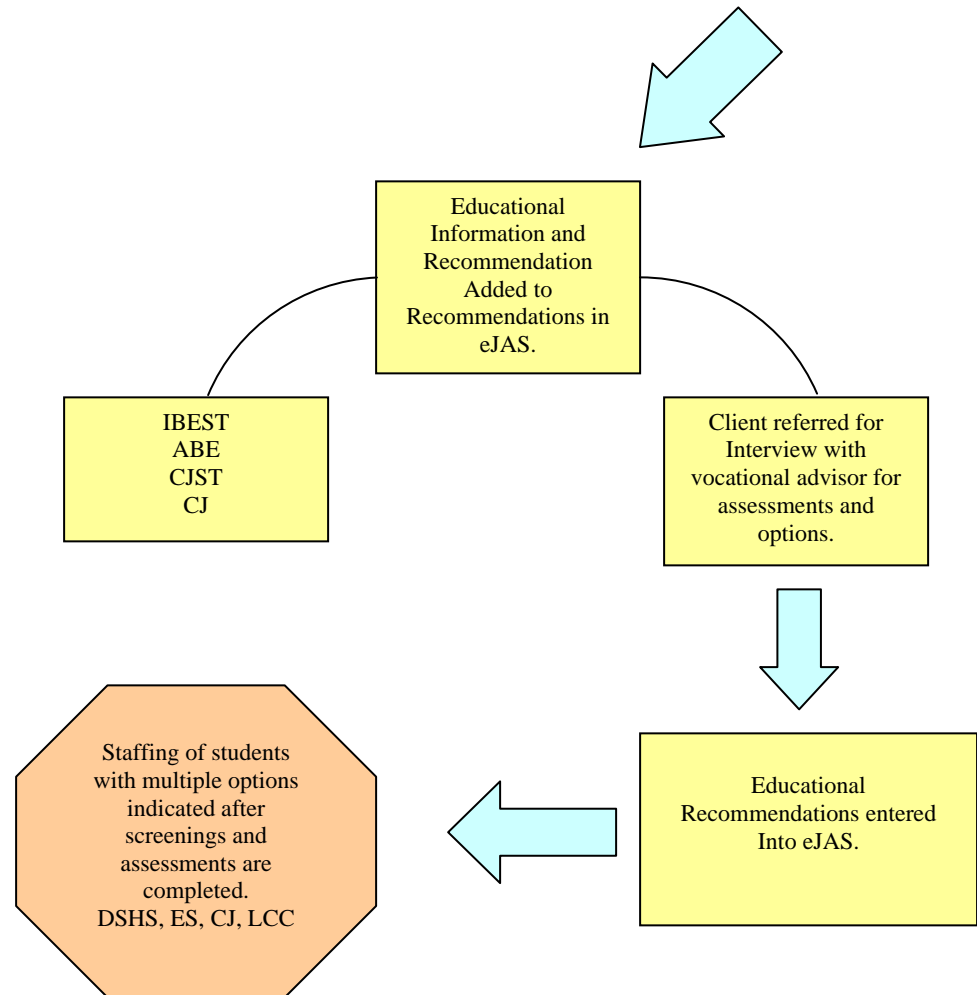
Thursday, March 16, 2006



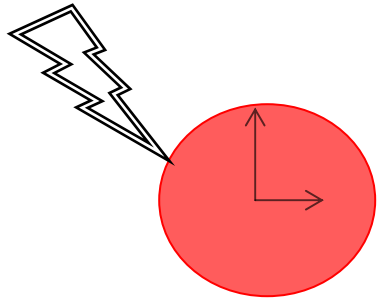
Day 1 – Client applies for benefits at DSHS office (list of names is provided to ES and Learning Center of those who have been referred for assessment – learning center staff will check records for previous assessment that might be in the records already.)

Day 2 - Client reports to ES for CHOICES. When finished with CHOICES, client reports to Learning Center for CASAS appraisal and completion forms. (Assessment forms are then scored and scaled in preparation for return of client who will complete assessment at next appointment.)

Day 3 - Client returns to Learning Center for Educational interview, completion of pre-tests if indicated by scores and introduction to training options available based on scores. If scores indicate, client will receive a referral to the student services department on campus for assessment of college readiness.



ATTACHMENT C



DSHS refers TANF parent with eligibility approved
 - CE clock starts 10 day
 - CE IRP in place
 - CE childcare in place

LCC completes
 -CASAS
 -Counselor Interview
 - Enters recommendations to eJAS notes

DAY 2

NEW Parent CE Coordinator Choices 2006
 Counselor 1:1 meeting scheduled for work skills evaluation
 Meeting completed

Recycled (6 mo.)
 1. Counselor 1:1 Meeting Schedule for assessment (rotate to new counselor)
 2. Meeting completed

ESD WorkFirst - Cowlitz Comprehensive Evaluation Process Draft

Work Skills assessment and IRP recommendations from ESD WorkFirst
 Counselor in eJAS notes includes:
 - Search focus recommendations
 - Job Hunter workshop recommendations
 - Counselor meeting schedule recommendations
 - Job Club recommendations
 - Assessment results summary
 - Parent ready to begin program when final IRP approved

DAY 8

DSHS completes final IRP and Parent enters Component work search/ education, etc.