

**Grant/Adams LPA
Comprehensive Evaluation Plan
April 17, 2006**

I. Local Planning Area:

- Grant/Adams CSO
- WorkSource Moses Lake
- Big Bend Community College
- Goodwill Industries Moses Lake

II. Positive Prevention Services (PPS):

- WorkFirst Program Specialist (WPS) and Financial Workers all trained in PPS
- WPS & Call Center Agents coordinate child care assistance
- WPS & SW coordinate support services
- WPS & People For People coordinate transportation services
- WF Intake unit FSS' will be trained in child care for authorization of fast tracks.

III. Comprehensive Evaluation (CE) Elements:

Foundation for the CE will be conducted by the WPS in the Othello CSO or the Moses Lake CSO and WorkFirst SWs will conduct an assessment for immediate, urgent issues.

Education element will be conducted by Big Bend Community College (BBCC) mainly at Moses Lake WorkSource and sometimes at Moses Lake CSO depending on space availability.

Work Skills assessments will be conducted by the Employment Security Department (ESD) WorkSource Specialist at the Moses Lake WorkSource Office.

Employment Plan will be gathered from all sources including the parent and a recommendation made by ESD and BBCC to DSHS for employment pathway activities
Plan Review and IRP Development, together with the parent, will be considered by DSHS case manager (WPS) based on the recommendations made by ESD and BBCC.

IV. Description of how each element of the CE will be conducted:

- BBCC will complete an educational assessment that includes: CASAS appraisal to determine math and reading placement levels, along with a writing sample; student profile that includes their educational history and personal information about current and past experiences; learning needs screening; and information gathered from the parent interview. The CASAS appraisal and intake form are completed as a group and the learning needs screening and parent interview are completed individually. Information that has been compiled previously by other agencies and available in e-jas will be factored into the recommendation that is presented for the Employment Plan. * There is the possibility of adding the Work Readiness Credential at a later date depending upon availability of the tool, time concerns, and funding issues.

- WorkSource Moses Lake will use CHOICES as their assessment tool. Other assessment tools may be used as determined by ESD staff to help contribute to the evaluation process. These will be done as a group process and results will be reviewed individually. Tuesday and Thursday mornings will be used for both the assessments and the reviews.

V. CE Process will meet the 10 working day time frame:

1. DSHS FSS & WPS will determine eligibility on Monday, Tuesday, Thursday, & Friday. The IRP is developed for the CE referral including a follow-up appointment for rewriting of the IRP indicating the appropriate employment pathway. If immediate or urgent issues are identified, a SW referral will be made with same day assessment. They will be reentered to complete CE once they engage successfully in the recommended agency services. Prior to CE referral, transportation and childcare will be readdressed
2. Referrals will be made immediately to WorkSource and BBCC for those ready to participate
3. WorkSource will engage clients immediately on a 1 on 1 basis and schedule them for CHOICES, CASAS, or Dependable Strengths.
4. WorkSource will do CHOICES on Tuesday & Thursdays from 9:00 a.m. - 12:00 p.m.
5. BBCC will do CASAS and parent interviews on Wednesday and Fridays from 9:00 a.m. – 12:00 p.m.
6. Goodwill conducts Dependable Strengths training from 9:00 – 12:00 every other Monday at WorkSource.
7. Appointments with BBCC will be scheduled for individual parent reviews within one week of the CASAS appraisals.
8. WorkSource will meet individually with parent to make final recommendations for employment pathway activities.

VI. Enhancement to the CE Process:

Goodwill Industries will conduct Dependable Strengths Workshop for new CE referrals every other Mondays to keep clients engaged in daily activities, increase their confidence levels, and build self esteem. The LPA is currently pursuing sending other partner staff to Dependable Strengths training to share the workload, add the possibility of team teaching, and have back-up trainers.

VII. Line Staff Communication & Coordination

- Staff will continue to use telephones, emails, informal case staffings, e-messages, and direct contact. If needed we will do phone conferences.
- LPA meetings will be held weekly on Friday mornings to bring up concerns by staff.

VIII. Addressing challenges

- LPA will meet weekly prior to implementation to develop processes that work for the partnership
- Case Staffings will continue as needed
- LPA will monitor progress and determine necessary changes