

## **WorkFirst Local Comprehensive Evaluation (CE) Plan April 2006 - Lewis County LPA**

**Fully describe your local CE process by answering the following list of questions based on the CE Standards.** You may want to include a flow chart of your local process.

1. Please list the local DSHS, ESD and CTC agency partners that will be participating in the CE process in your local area (i.e. specific CSO(s), WorkSource site(s) and CTC(s)).
  - Employment Security, Lewis County
  - DSHS, Chehalis CSO
  - Centralia College
  
2. Describe how child care and needed support services will be handled at the time of application (Positive Prevention Services) to help ensure that parents can participate in the CE process without delay.

The Chehalis CSO plans to address child care at the time of application by:

- Certifying child care for 3 months
- Authorizing the provider initially for 3 full day units
- Adding text to the award letter to advise the client of the 3 day authorization and to call us if they need more hours authorized after their CE is completed and IRP updated

Other needed support services:

The other service most often identified as needed to participate in WF is transportation. We will be offering gas vouchers or bus passes to assist parents in participating in the CE process.

We will also provide the parent information on community resources to meet other issues they might identify. We will assist the parent in connecting with those resources as needed.

The WPS worker will be reviewing Diversion Assistance with TANF parents during the initial intake discussion. Diversion will be authorized by the WPS worker. UI application will be made for all WF parents. Child support services will be available through co-located and other means (phone, e-mail, electronic referrals etc.).

The WPS worker will be reviewing Returner status and evaluate whether issuance of WF support services would meet the customers needs rather than a return to TANF.

3. Describe where each of the CE elements -- listed above and in the standards -- will be conducted (e.g. CSO, WorkSource, college, other).

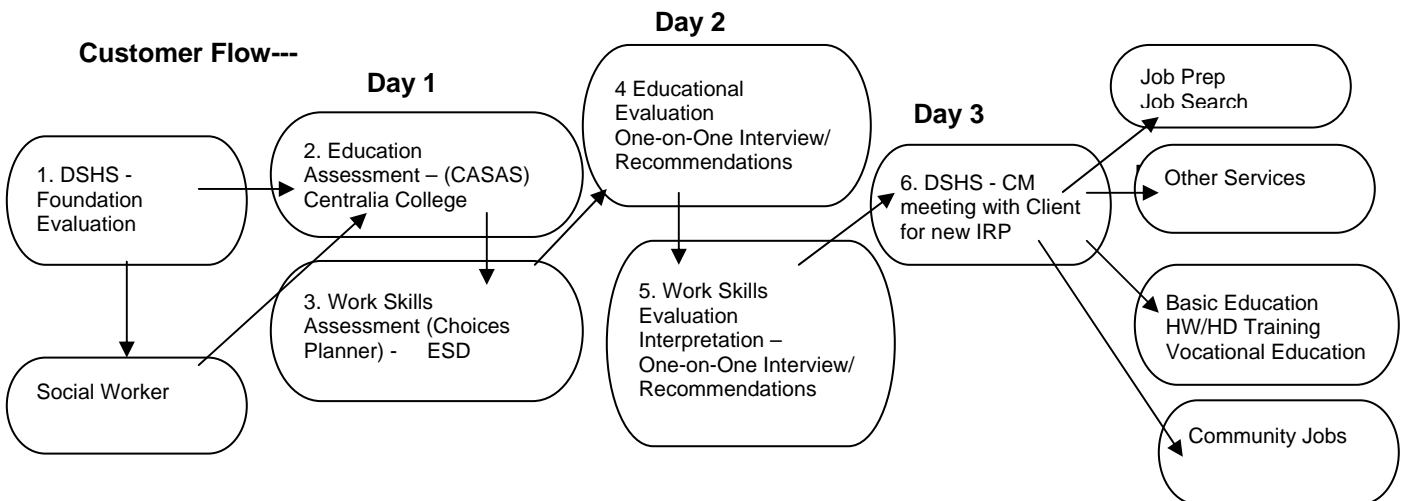
All phases of the CE will be conducted at WorkSource Lewis County. However, the educational assessment can be completed on campus at Centralia College if needed.

4. Describe how each element of the CE will be conducted (e.g. individual interview, group process, group or individual testing etc.)

Clients will be able to start the CE process three days per week. CSO staff will give clients an appointment card indicating the date and time to begin the CE process at WorkSource Lewis County. At completion of the Educational and Work Skills Assessments, one-on-one appointments with College and ESD staff will be scheduled for the very next day to review results.

	Foundation Evaluation	Educational Orientation & Assessment (CASAS)	Work Skills/Interest Assessment (Choices Planner/ Workforce Explorer)
Who:	Chehalis CSO	Centralia College	Employment Security
Where:	Chehalis CSO – Next door to WorkSource	WorkSource Lewis County	WorkSource Lewis County
When:	Monday thru Friday 8:00 to 5:00	Group Sessions Tue, Wed & Thurs 10am to Noon	Group Sessions Tue: 2:00 to 4:00 Wed: 12:00 to 2:00 Thur: 2:00 to 4:00
	Educational Evaluation Interview/Recommendations	Work Skills/Interest Interpretation & Recommendations	IRP Development
Who:	Centralia College	Employment Security	Chehalis CSO Staff
Where:	WorkSource Lewis County	WorkSource Lewis County	Chehalis CSO
When:	One-on-One Wed, Thurs, Fri Morning & Afternoon	One-on-One Wed, Thurs, Fri Afternoon	Upon CE completion

Customers who are unable to complete CASAS during times listed above due to court ordered appointments or other issues can complete CASAS at the Centralia College campus by appointment. In addition, ESD staff are able to administer Choices Planner on a one-on-one bases at WorkSource, Monday thru Friday, between 8am & 4pm for individuals with these same circumstances.



5. Describe how your local CE process will meet the completion time frame standards (an average of 10 work days to complete CE and no more than 30 calendar days from TANF application to participation in a pathway activity).

CASAS and Choices Planner assessments will be offered in group sessions three days per week at WorkSource Lewis County. One-on-one interviews with college and ESD staff will be conducted upon completion to review results of each assessment. This program design will enable parents to complete the CE process in 3 business days. Based upon estimates of referrals to CE, we are confident we are providing adequate opportunity for clients to complete within 10 days.

- Explain how the social service assessment, when required, will be completed within the above timeframe.

The WPS worker conducts the initial intake for TANF. When a TANF parent is identified as having an 'urgent and immediate need' that prevents the completion of the CE process the parent will be immediately referred to the WFSW. If the social worker is available following the interview with the WPS worker, the parent will see the social worker at that time. e-JAS will be utilized to make and document the referral to the social worker. The social worker will schedule an appointment within ten days to complete the assessment. Results will be documented in e-JAS following the interview.

- When program criteria for emergent issues indicate the parent needs to be “temporarily deferred” from completion of the CE, describe how your area will insure that parents are re-involved in CE as soon as possible.

a) WPS worker will make a determination whether parent is able to complete the Comprehensive Evaluation (CE). CE program material identifies those who may not be able to complete the CE as parents who are experiencing;

- severe domestic violence issues
- severe medical issues
- requiring immediate entry into in-patient chemical dependency treatment
- severe mental disorder

Local policy states that parents will be deferred from immediate referral for CE when participation would pose a clear health and safety risk. These definitions are intended to support each other and not to be mutually exclusive. WPS will utilize results of foundation assessment and professional judgment to reach determination.

- b) If parent is deferred from immediate referral for CE the WPS does not request additional information to support the deferral.
- c) The WPS creates an IRP and schedules an appointment with the social worker. The appointment day and time will be listed on the IRP. It is a CSO expectation that the appointment with the social worker be scheduled no later than 10 working days from the intake interview.
- d) The social worker is responsible for case managing the parent's participation in the WF program during the time she/he is dealing with the issues preventing CE completion. This includes, but is not limited to, collecting evidence to support the deferral, monitoring compliance with treatment/participation plans, creating IRP's, documenting in e-JAS, keeping components current and so on.
- e) For all of those parents who are not referred for SSIF support, the social worker will exercise professional judgment to determine when the parent is ready to be referred for

CE completion. Every parent not referred for SSIF services must at some point be referred for and complete the CE. There are at least three possible outcomes from this determination or assessment;

- Parent is able to participate full time in an employment activity. In this scenario the parent is referred back to the case manager to engage in CE and employment activities.
  - Parent is able to participate part time in employment and/or training activities. This parent is referred to WorkSource for CE completion. The social worker maintains case management during the parent's participation in the CE process. Based on the results of CE the parents WF participation will remain with the social worker or be referred to the case manager to manage WF participation. This would be a collaborative decision involving the social worker and case manager. A case staffing may be appropriate. In this case services are "bundled" to include CE completion and participation in other issue resolving activities.
  - Assessment determines that parent is still unable to participate in any employment activity. The social worker maintains case management of the parent's participation in WF until such time as she is able.
- f) For those parents needing a PtE assessment who are able to complete the CE the WPS worker will refer for immediate participation in the CE process as well as refer to the social worker for a PtE assessment. Both activities will be identified on the IRP. Services will be bundled.
  - g) For those parents needing a PtE assessment who meet the definition for deferral from CE completion as noted in (a) above the parent will be referred to the social worker as described in (b) & (c) above.
  - h) For those parents who present a Children with Special Needs situation the same principle applies as explained in (f) & (g).
6. Does your local area intend to include "enhancements" to the CE process beyond the required minimum standards (i.e. Family Literacy, soft skills, Dependable Strengths)? If yes, please describe your plans.

Yes. The Pesco assessment offered at WorkSource Lewis County may be completed by anyone interested in a training pathway, to provide them with additional information regarding their career choice. Pesco is the assessment tool currently used by WIA programs in the Pac Mtn. Workforce Development Area. Pregnancy to Employment pathway clients will also be encouraged to complete the CE process and attend Family Literacy, education or other appropriate activities. Our LPA will also be looking at creative ways to use contract dollars to provide soft skills training or other services to our clients.

7. Describe how line staff will communicate and coordinate during the CE process.

The Lewis County LPA has developed and maintained a strong partnership for many years. Regular partnership meetings will continue to be held to ensure on-going communication. We will also continue to conduct case staffings at the line staff level to resolve client issues.

8. How will your local partnership pro-actively address challenges during CE start-up and on-going phases?

Weekly meetings will be held during the first four to six weeks of start-up to assess the effectiveness of our plan. We also plan to survey clients to gain feedback on our process. All partners are committed to flexibility and change if needed.

The Lewis County WorkFirst Comprehensive Evaluation plan has been developed, reviewed and approved by:

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DSHS, Chehalis CSO

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Beverly Gestrine, WorkFirst Director  
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