

2006 WorkFirst Local Comprehensive Evaluation (CE) Plan OKANOGAN LPA

“The best time to help a family is the minute they arrive to apply for WorkFirst assistance. At that time, there should be a coordinated complete evaluation and assessment”.

Governor Gregoire's *Directive To Implement WorkFirst Reform*

Everyone has skills and abilities needed in today's workforce. Weaving those skills and abilities with labor market realities and education levels is the cornerstone of the new Comprehensive Evaluation (CE). The CE process is a way to engage families quickly and get them participating in the appropriate activities to prepare them for employment and economic self-sufficiency.

Description of the Comprehensive Evaluation (CE) elements:

- **Foundation:** Conducted by a DSHS case manager, the foundation gathers family information and circumstances that can impact the parent's participation and contributes to the development of an employment plan. It is similar to the current Screening and Evaluation. The Social Service Assessment will occur for those parents who are pregnant or have issues such as family violence or substance abuse. They will be referred to a social worker for an assessment as part of the CE.
- **Education:** Conducted by community and technical college staff, this section of the CE examines a parent's educational and training background and interests and uses the CASAS appraisal of basic skill levels to contribute to the employment plan.
- **Work Skills:** Conducted by an Employment Security WorkSource Specialist, the Work Skills evaluation examines work skills, interests and values and ties these to local labor market information to define career options and choices.
- **Employment Plan:** Based on information gathered from the foundation, education and work skills elements of the CE, ESD staff, along with the parent, will complete an Employment Plan and make recommendations for employment pathway activities.
- **Plan Review and IRP Development:** Together with the parent, the DSHS case manager will review the employment plan, consider the recommendations, special records and other relevant information and develop the Individual Responsibility Plan (IRP).

Note: The information obtained through the CE will be available to partners through e-JAS, with the exception of "Special Records".

The CE will be a key tool in leading parents directly to employment since job search will continue to be the most appropriate pathway for the majority of parents. For other parents, the CE will lead to employment through education or Community Jobs. In some instances parents will receive services to help resolve issues, while participating in work related activities.

Primary objectives of the Comprehensive Evaluation (CE): (partnership)

- Better information about parents' skills and abilities and quicker placement in an employment pathway.
- Increased parent involvement in developing their plan for participation, resulting in more parent 'buy-in' and better results.
- More consistency in how the program operates across the state through stronger program standards.
- More objective decision making based on clearer program criteria.
- Placement of parents in the most appropriate activities to move them quickly toward employment and self-sufficiency.

Okanogan LPA CE process:

1. CE process partnership members: Okanogan Community Services Office
Okanogan County WorkSource
Wenatchee Valley Community College – North
Career Path Services
2. The Okanogan CSO offers same day service for the application process that includes a same day referral to the WorkFirst Program Specialist (WPS) for Positive Prevention Services. At this first interview the WPS will address child care, transportation and other needed support services as well as additional referrals.
3. The Okanogan CSO and WorkSource are located in the same building. The Positive Prevention Services, supportive services and the initial IRP will be conducted at the CSO. The WorkSource evaluation and the CASAS delivered by Wenatchee Valley College will be conducted at the WorkSource office.
4. The CSO foundation section of the CE will take place at the CSO with the WPS for appropriate parent referrals. The WPS will address child care and transportation need as well as any other additional support services. They will explain the CE process and sanction processes, the mandatory requirements of the program and develop the initial IRP.

WorkSource will provide portions of their evaluation for testing in group settings and personalized one-on-one interviews when debriefing and interpreting the findings with the parent. The tools they will be using include Choices for occupational interests, a work values locator, and a skills inventory.

Wenatchee Valley College – North Campus (WVC-N) will be administer the CASAS and the Learning Needs Screening Tool.

5. The goal of the Okanogan LPA is to have the parent through the CE process and ready for the second IRP within 7 days.

The Okanogan CSO provides same-day service for financial intake and makes a referral to the WPS right after completing the eligibility interview. The CE process will start with the WPS who will develop the foundation section of the CE through an individualized interactive interview with the parent. They will address child care, transportation and additional support service needs and explain the CE and sanction processes and develop the initial IRP. (Child only cases, LEP Pathway, Teen Parents and Exempted clients will not be referred for the CE.) At this time a referral will be made to WorkSource or, if appropriate, to the Family Social Worker (SW) for an assessment. The Okanogan CSO SWs also provide same-day service. Upon referral from the WPS the SW will complete an assessment and refer back to the WPS that same day to develop the IRP.

WorkSource evaluations will be provided Monday through Thursday at the WorkSource office. The CE feedback and interpretation interview and development of the Employment Plan will be conducted on Tuesday and Thursday at WorkSource. WorkSource will update E-jas with recommendations for the parent, print a copy and send to WVC-N for their records.

Wentachee Valley College – North Campus will provide the CTC appraisals on Monday and Wednesday mornings at the WorkSource Office. During the afternoons of those days WVC will present the CASAS

results to the participants and do the Education Inventory. CASAS tests will be provided to all parents unless they have a college degree.

The Okanogan CSO SWs provide same-day service. Upon referral from the WPS the SW will complete the assessment and make necessary referrals that day. When the parent needs to be "temporarily deferred" from completion of the CE, the goal is to insure that parents are re-involved in the CE as soon as possible. The initial IRP will include a date scheduling an appointment for development of the second IRP. If the parent is not job ready, the SW will staff the case with the WPS and activities will be bundled with pathways as needed. A new IRP will be developed upon resolution of the crisis intervention and the parent will be referred to the appropriate pathway.

Once the CE process is completed the WPS will review the Employment Plan and special records, determine participation requirements with the parent, document rationale for the parent's participation plan and develop the IRP outlining participation requirements. This appointment time was documented on the initial IRP.

6. At this time the local area does not have plans to include "enhancements" to the CE process beyond the required minimum standards although Okanogan LPA does offer Life Skills classes as part of bundled services , but it is not part of the CE process.
7. Just as business is conducted today all communications and coordination for the CE process will be via email, telephone, case staffing or face-to-face communication.
8. The local LPA will address all challenges during CE start-up and the ongoing phases through communication and LPA meetings.

Local CE Performance and Accountability:

It is the responsibility of all local partners to work together to meet the WorkFirst performance measures. Local programs will be monitored closely at the state level for consistency and objectivity across the state. Additional WorkFirst GMAP measures are being developed and will be available soon on the WorkFirst website at www.workfirst.wa.gov.

Proposed measures:

1. How many people are moving through the CE?
2. How long did it take them?
3. Where did they go? Which pathways were they engaged in?

OKANOGAN LPA
COMPREHENSIVE EVALUATION PLAN

SIGNATURE PAGE

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