

Spokane LPA

Comprehensive Evaluation Process

CE Referrals:

- Parents will be referred to the CE each time they apply for TANF. For returners, each of the partner agencies will determine what is needed to complete the CE.
 - Exceptions:
 - LEP Pathway parents
 - Minor parents
 - Child only cases
 - Parents determined to be exempt from participation in WorkFirst (unless they choose to participate in the CE)
- Parents who are unable to immediately complete the CE due to emergent issues will be referred to a CSO social worker first for assessment and services. Some parents will be referred to the social worker by policy (ex. pregnant parents). These parents will be referred to the CE as soon as able and/or concurrently during the social work assessment process.
- Current recipients of TANF will be referred by the WPS when it is determined there would be a benefit in assisting with the development of an IRP.
- Current recipients need to be referred to the CE prior to a referral to Job Search.
- The CSO will assure that child care and transportation needs are addressed and any other support services needs prior to referral to the CE.

(The time for completion of the following process will be 10 business days, expecting the parent to engage in pathway activities within 30 days of TANF application approval.)

The Foundation Section of the CE and creating the initial IRP:

- The initial IRP to refer a parent to the CE process will be created and will include dates/times for CE appointments on two consecutive days and to report to WorkSource. (The first of these appointments will be the testing at WorkSource and the second will be for the Interpretation of the results with the parent.) Encourage parents to arrive 10 minutes prior to start time. Parents that arrive late will be rescheduled by ES.
- The initial IRP will also include the date and time for the post-CE appointment with the WorkFirst case manager (the follow up appointment to incorporate CE findings).
- During the Foundation section of the CE, if confidential issues have been identified by the case manager (Mental Health, Family Violence, Chemical Dependency, HIV/AIDS) the CSO staff will secure a Release of Information from the parent. The release permits disclosure of this information to Employment

Security and the Community Colleges. Without this release a parent can still be referred for the CE but DSHS cannot disclose the confidential information.

- If a Release of Information has been secured, the CSO staff will make an entry into a non-confidential note category asking the partners to call for additional information about the parent.

CE Scheduling:

- Each CSO will schedule their parents for the CE. There are 24 slots available each day for the CE process, however due to the no show rate, DSHS will send up to 32 clients. If the capacity starts to exceed the 24 slots the LPA will modify the slots. The goal is to make sure all 24 slots are filled every day. The maximum number of parents that can be referred to the CE per day is: North—16 parents, Valley—11 parents, Southwest—5 parents. Those that show who are not on the CSO list, will be served whenever possible. If more than 24 show in any given day, priority will be given to those actually scheduled for that day.
- ESD will be responsible for all rescheduling of appointments that show but ES can't see. This includes parents who show up late.
- Each day between 4 pm and 5 pm the CSOs will email the names of the participants scheduled for the next day to ES and to the college.

EJAS and the CE referral:

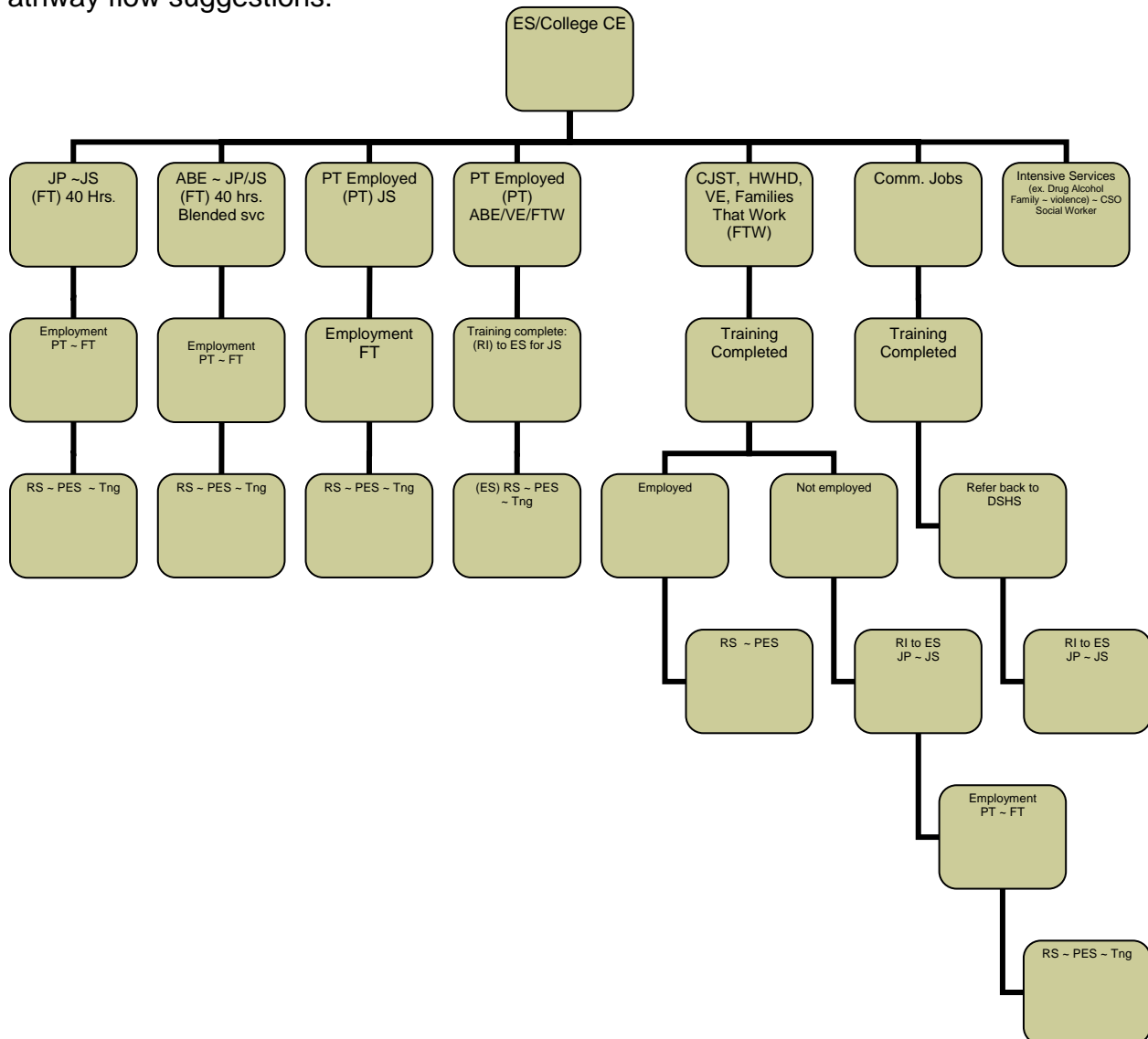
- All parents will be referred for the CE by using a CE component.
- Components should be extended out to the date that the parent will be returning to the CSO for the post-CE meeting with the case manager. At the post-CE meeting the CE component is closed and the appropriate components for activities are opened.

CE Completion Process:

- Parents will participate in the elements of the CE to include, but not limited to the CASAS, educational evaluation, educational interests, Work Skill Evaluation, and labor market assessment/information.
- The CE findings by ES and the Colleges will be entered into the Comprehensive Evaluation section of eJAS. Confidential issues will be recorded under the appropriate confidential note categories.
- The parent will be directed back to the case manager to the post-CE appointment on the IRP to complete a new IRP and to be referred to the appropriate activities. If the parent is already participating in an activity the recommendation will indicate that the parent started on their own.

- At the post-CE appointment with the WorkFirst Case manager a new IRP will be written. The emphasis will be on incorporating the parent's input with the findings from the CE and the input from the case manager. The best plan will be a parent-driven plan to enter a pathway and which falls within the guidelines of the WorkFirst policy.
- When a parent is referred back to the CSO for non-participation, a good cause determination will be made including attempts to either engage the parent in another pathway or sanction.

Pathway flow suggestions:



The Spokane LPA CE planning team, consisting of all CE partners, will meet regularly during and after implementation of this CE process to identify and resolve challenges.

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