



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Community Services Division
Post Office Box 45440 Olympia WA 98504-5440

August 6, 2009

TO: CSD Regional Administrators
CSO Administrators
All WorkFirst Staff

FROM: Leo Ribas, Director
Community Services Division

SUBJECT: CHANGES TO THE COMPREHENSIVE EVALUATION

Effective August 31, 2009, we are implementing changes to the Comprehensive Evaluation to limit the number of handoffs and move parents more quickly into work activities.

A multi-agency workgroup was formed to work on improving the CE process flow, electronic tool, referral criteria, and training module. Additional tools are also being developed to monitor the new process flow and track improvements in referrals and participation.

Directions for transitioning existing cases to the streamlined CE will be provided to the field before implementing the new process.

The Streamlined CE training is available beginning August 10, 2009, at the [DSHS Learning Center](#). WorkFirst Program Specialists, WorkFirst Social Workers, and WorkFirst Supervisors are required to complete this training online by August 28, 2009. A post course quiz and training evaluation questionnaire are included in the training module. Total anticipated time for completion is 45 – 60 minutes.

The following WorkFirst Handbook Chapters have been updated to reflect these changes:

- 1.1 - Overview
- 1.2 - Required Participation
- 1.3 - Up-front Referrals
- 1.4 - First WorkFirst Engagement
- 1.5 - Application Screening
- 2.3 - Working Connections Child Care
- 3.1 - Overview
- 3.2 - Comprehensive Evaluation
 - 3.3.1 - Individual Responsibility Plan
 - 3.3.2 - Stacking Activities
- 3.4 - Intensive Services
- 3.5 - Case Staffing

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- 3.6 - Sanctions
- 3.6.2 - Non-Compliance Sanction Policy
- 3.6.3 - Non-Compliance Sanction Reapplications
- 4.2 - Job Preparation /Job Search
- 5.1 - Pregnancy to Employment
- 5.2 - LEP Pathway
- 7.2 - Vocational Education
- 7.3 - Basic Education, Skills Enhancement, High School/GED

If you have any questions or need further information, please contact Stephanie Hill at hillsr@dshs.wa.gov or (360) 725-4666 or Stacey Bushaw at Bushask@dshs.wa.gov or (360)725-4622.

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