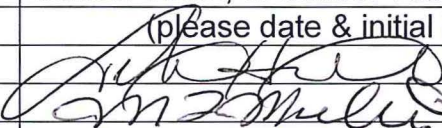
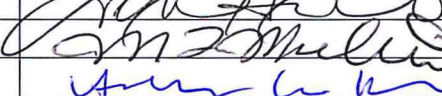





Defining Success. Driving Growth.

## POLICY OF EMPLOYINDY

<b>Policy Name</b>	Client Assessments
<b>Policy Number</b>	2017-011
<b>Program Funding Stream</b>	WIOA Adult, Dislocated Worker, Out-of-School Youth, In-School Youth
<b>Executive Team Approval</b>	(please date & initial below)
CFO	 5-18-17
COO	 5-18-17
<b>President Approval</b>	 5/30/17

REV	Description of Change	Author	Effective Date	Review Date
	Reissued and replaces policy #2010-OP-012, Client Assessments	S. Johnson	Upon Approval	

### 1. Purpose

To provide guidance to EmployIndy Contracted Service Providers on the administration of assessments for WIOA clients.

### 2. Scope

To provide guidance to EmployIndy Contracted Service Providers on the types of assessments that will be administered and when such assessments may be waived.

### 3. Summary of the Law, Rules, and Governing Policies

WIOA Sec 129(c)(1)(A)<sup>1</sup> provides that funds will be allocated for eligible youth programs that provide an objective assessment of the basic skills, occupational skills, prior work experience, employability, aptitudes, supportive service needs and developmental needs for the purpose of determining appropriate services needs for the youth.

WIOA Sec 134(c)(2)<sup>2</sup> provides that funds for adults and dislocated workers may be used for

<sup>1</sup> 29 U.S.C. 3174(c)(1)(A)

<sup>2</sup> 29 U.S.C. 3174(c)(2)

initial and comprehensive assessment of skill levels, aptitudes, abilities, and supportive service needs.

#### **4. Responsibilities**

EmployIndy Career Service and Youth Departments are responsible for the oversight of this policy.

EmployIndy service providers are responsible for the training of staff and implementation of this policy.

#### **5. Policy Statement**

Assessments are used as tools for determining a variety of skill levels and should be used in conjunction with other applications, interviews, training history, or work history, as appropriate for clients deemed eligible for program participation.

In order to determine services for WIOA program participants, clients shall be reviewed initially for the following:

- basic skills,
- occupational skills,
- prior work experience,
- employability, interests,
- aptitudes (including interests and aptitudes for nontraditional jobs),
- supportive service needs,
- developmental needs of such participant, and
- work-readiness.

WIOA adult, dislocated workers, and out-of-school youth shall be assessed to assist the participant and case manager in determining appropriate services needed to maximize the participant's opportunities for success. The primary assessment tools will be:

- Test for Adult Basic Education (TABE) for educational attainment
- Indiana Career Explorer for career interest, aptitude and values
- WorkKeys for Workplace Skills
- cTORQ Assessment

Assessment results shall be used in the development of the participant's individual employment plan (IEP) (for Adult and Dislocated Workers) or individual service strategy (ISS) (for youth).

The assessment results shall be entered into the case management system and appropriate documentation of the assessment results shall be maintained in the case file.

##### Occupational Skills Training

All individuals interested in pursuing occupational skills training will be required to take a basic educational skills assessment. Individuals must complete the assessment at the 9<sup>th</sup> grade level in order to be considered eligible for training dollars. (ex: Individuals taking the TABE must score a 9.0 to meet the 9<sup>th</sup> grade level requirement.). Clients may take the NCRC or WorkKeys



in place of the TABE and must complete at a silver level or above to be eligible for training dollars.

Clients may be eligible for training funding through WorkIndiana program if they do not have a high school diploma or a HSED, if they meet program eligibility and enroll in ABE and pursue attainment of their HSED prior to beginning an occupational certificate in the career pathway framework as defined by the program guidelines.

## **6. Exceptions**

Clients do not have to take a basic educational skills assessment test if:

- They have taken the entrance or placement exam for the post-secondary institution that they intend to attend and passed with scores sufficient to enter non-developmental or non-remedial courses in their chosen area of study and provided such documentation.
- They have a high school diploma or HSED and can present their transcript. A member of the service provider management will determine if they need testing based on their grades.
- They already have college credit and intend to return to the same post-secondary institution and can present their transcript. A member of the service provider management will determine if they need testing.
- They are employees involved in incumbent worker training.
- They have successfully earned their HSED or they have been assessed at an Adult Education program with a score sufficient to enter an occupational training program.
- They are involved in a high school recovery program.

All other exceptions may be approved by the Chief Operating Officer.

## **7. Definitions**

None

## **8. Related Policies and Documents**

EmployIndy *Case Management* Policy  
EmployIndy *WIOA Participant Eligibility* Policy