



SVWDB Standard Operating Procedure Administering Basic Skills Assessments in the WIOA Program

Purpose:

To ensure consistent and effective administration of basic skills assessments, such as the Test of Adult Basic Education (TABE) and Comprehensive Adult Student Assessment Systems (CASAS), for participants in the Workforce Innovation and Opportunity Act (WIOA) program.

Scope:

This policy applies to all staff involved in the administration of basic skills assessments for WIOA participants.

Process:

1. Assessment Selection:

- The TABE and CASAS are the approved assessments for evaluating basic skills in reading, math, and language.
- Assessments must be administered by trained and certified staff.

2. Participant Notification:

- Participants must be informed about the purpose and process of the assessment.
- Provide participants with information on how the results will be used to develop their Individual Employment Plan (IEP).

3. Administration Procedures:

- Assessments should be administered in a controlled environment to ensure standardization.
- Ensure all necessary materials and resources are available before the assessment begins.
- Accommodations must be provided for participants with disabilities, as required by law.

4. Scoring and Reporting:

- Assessments must be scored according to the guidelines provided by the test publishers.
- Results should be recorded in the participant's file and entered into the appropriate data management system within 5 business days.

5. Use of Results:

- Assessment results will be used to identify participants' skill levels and to develop their IEP.
- Results will also be used to determine eligibility for certain WIOA services and to track progress over time.

6. Confidentiality:

- All assessment results are confidential and must be handled in accordance with privacy laws and regulations.
- Only authorized personnel should have access to assessment results.

7. Review and Updates:

- This policy will be reviewed annually and updated as necessary to ensure compliance with WIOA regulations and best practices.

8. Who Will be Assessed

In a WIOA program, basic skills assessments are typically administered to individuals who meet certain criteria to determine their eligibility and needs.

A. **Individuals without a High School Diploma or GED:**

- All of these individuals will be assessed to determine their basic skills levels and identify any educational needs.

B. **Individuals without an Associates of Arts Degree (AA):**

- All those with a HS Diploma or a GED, but without an AA degree will also be assessed if they are seeking to improve their employability skills or qualify for specific training programs. Career Coaches may determine during the initial intake process that this is not necessary and along with the Program Director waive this requirement.

C. **Youth Participants:**

- Youth participants (ages 14-24) are required to undergo an objective assessment to evaluate their basic skills, occupational skills, and other needs. *Those who fall into category A or B above will be assessed.*

D. **Dislocated Workers:**

- Dislocated workers who are identified as potentially basic skills deficient during the initial intake process *may* also be required to be assessed for basic skills based on the Career Coaches determination.

E. **Recipients of Public Assistance or Low-Income Individuals:**

- These individuals are given priority for services and *may* be assessed to determine their basic skills levels. *If they are in category A above, they must be assessed.*

F. **Individuals with a College Degree(s) beyond an AA Degree**


- Those with a degree(s) do not need to be assessed, unless otherwise determined by the Career Coach.

These assessments help in creating an Individual Employment Plan (IEP) tailored to the participant's needs and goals. The process is also designed to ensure that individuals are not placed in any program component, such as training, where they will not be successful.

Effective Date:

December 11, 2024

Approved By Signature:

 12/11/2024
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