Project Name:	Community Workgroup – WIOA Common Assessment
Date:	Wednesday July 19, 2017
Time:	10:00-12:00
ATTENDEES:	Desiree Leclair, Erik Wallin, Dee DeQuatro, Jill Holloway, Bill Capron, George Luttge, Ryan A. Sherry, Patrick Westfall, Claudia Staniszewski, Mike McCarthy, Kathy Cloutier, Dale Halburion, Stump Evans, Shannon Carrol, Tyla Pimentel, Benjamin Miller, Bethany Killan, Andrew McQuaid, Nancy Paradee, Maria Marino, Michelle Pugh, Kathy Evans, Tracy Shea, Bernice Morris, Bernadette Tavares, K Williams, Mayerlin Caridad, Julie Vanier, Shelly Lynch, Nicole Dumes, Michael Abney, Linda Deschewer, Davis Banno, Carlos Ribeiro, Gayce Dzekevich, Christine Yankee, Rich Bogert, Glover, Philip Less, Donna Marcotte, Nestor Leon, Sophie Tan, Kim Couinard, Sharon Geoffrey, Lori Turchetta, Zoya Tseytlin, Sarah Blusiewicz, Nancy Fritz, Kim Rauch, Pat Bellart, Bob Cooper, Wanda Brown, Denise Szymczyk, Justin Waranis

WORKGROUP MANAGEMENT AND ADMINISTRATION

- Many partners in the room come from different disciplines; perhaps a **common definitional 'tip sheet'** would be useful
- Suggested next step is to 'Divide and Conquer' – split into smaller groups to dive into individual issues; or dedicate entire meetings of the full workgroup to single topics

COMMON ASSESSMENT

- Assessment is useful when used appropriately - need to know the client's current state before moving to next level of service
- **Assessments and screening should be made cumulative**
  - o Splitting up the work on assessments makes sense because it's too much effort for each agency to test the client on *everything,* and all assessments don't make sense for all clients.
- Different vendors utilize (or don't utilize) the results of assessments in different ways. Any effort should include technical assistance and education to inform ALL partners what information an assessment is, and is not, capable of providing.
- Timing and delivery of assessments varies which impacts its utility to others
- Empower the client:
  - o Such as creating an easily accessible app so that the client can provide their previous tests and figure out what needs to take place next on their phone;
  - o Develop a "**Client passport**" that can show where the client has been, and which each agency should be familiar with
    - ▪ A system where flags come up based on system entry notifying what you've done and what you have left to do
  - o Develop an **"assessment cloud"** wherein agencies can access documents and completed assessments electronically no matter where they are. It's been done before (New York) and we should implement it, too.
- Broadly, we should do away with the idea that there are no "wrong doors." We might not be able to service a client, but that doesn't mean we can't provide them with the proper door for help.

- Program policies and regulations may need to be revised to allow programs to offer "full faith and credit" to others partners' work
- The *delivery* of an assessment is just as important as the assessment itself. The atmosphere should not be high stress nor should the assessment be diminished as 'just another form'; the client should understand why they are asked to complete the assessment and partners must emphasize assessment as a necessary and integral part of service, not as a predecessor.
- CASAS as a potential universal assessment
  - No assessment will fully satisfy all programs but across agencies CASAS is the only test that is universally acceptable and applicable to all
  - If CASAS were selected, the E-test option opens the door to greater uniformity
    - But it's a potential challenge for a provider to have that many computers available
    - Should CASAS be the only common assessment?
      - CASAS is beneficial because it adapts a number of systems, including ESL
- Social Security Numbers
  - Social Security Numbers cannot be required of an individual per federal guidance
  - Any system that is developed should not require a social security number as the sole identifier

COMMON 'INTAKE'

- Common Assessment doesn't only apply to skills and education level but also barriers to employment and other challenges.
- Uniformity around this form of assessment is vital as well
- **Referrals cross programs become difficult because partners don't always know what other partners need**

POST-POLICY WORK

- Any solutions/polices that the workgroup recommends should be put before a focus group of actual system customers and clients to gain their perspective
- Any solution will require training and cross-agency training all the way down to the front line

OTHER ITEMS

- Lack of common list/source of training opportunities is an additional challenge
- The Career Readiness Certificate through the On-Ramps program
  - Good to have a credential that is before the GED
  - Useful to youth
  - Unclear how useful for adults
  - Unclear how useful to employers

Next Meeting:	TBD, August