

Department of Public Health
and Human Services

SECTION:

PROGRAM DESCRIPTION

WoRC GUIDELINES MANUAL

SUBJECT:

Assessment Period

ALLOWABLE ASSESSMENT ACTIVITIES

Beginning October 1, 2008 assessment activities may be used under the following component codes: WEX, HSE, CSP, STT & ABE. Assessment activities must be used in conjunction with the actual component code and may be used up to four consecutive weeks per enrollment. The assessment period can be at the beginning of the enrollment or it must be used later in the enrollment period.

► Assessment codes under WEX, HSE, CSP and STT are primary activities. The assessment code under ABE is a secondary activity. Assessments do not have separate component codes and are counted under the primary/secondary activity, however, they must be written separately on the EP to clearly state the activity. The letter “A” is used to distinguish assessment activities. Some examples of wording on the EP could be:

WEX WORK EXPERIENCE 072108 072508 25 Y
GOOD WILL CASHIER, MON-FRI 10-3, REPORT 9:30 AM @ 123 CENTER ST-SEE AMY

WEX WORK EXPERIENCE 072108 072508 8 Y
A-JOB SHADOWING AT NEWTON LAW OFFICE, MON-THUR 4-6 pm, @ 100 N
JACKSON-SEE LEE

WEX WORK EXPERIENCE 072108 072508 5 Y
A-PROVE IT TESTS FOR CUSTOMER SERVICE, CASH HANDLING, WORD AND
EXCEL AT JOB SERVICE 8:30-9:30 MON-FRI

The assessment activities are very similar to those activities associated with Job Search/Job Readiness Component. Activities for WEX, HSE, CSP, STT & ABE could include, but are not limited to:

- Mock interviews
- Job shadowing
- Computer skills
- Typing tests
- “Working It Out”
- Interest inventory

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- Literacy classes (computer literacy, basic reading classes, financial literacy)
- Developing a calendar
- Developing task cards
- Defining and resolving employability needs of the participant-housing, transportation, child care and legal
- Life and soft skill training
- Phone skills
- Career counseling
- Job Service assistance workshop
- Instruction in work place expectations (dress code, behavior on the job)
- Mandated AA meetings. Must be court ordered or medically necessary as deemed by doctor or therapist statement.*
- **Non-routine** doctor appointments for participant*
- Substance abuse treatment, mental health treatment, or medical rehabilitations activities as determined to be necessary and certified by a qualified medical or mental health professional.*

*Documentation from a qualified medical or mental health professional that this activity is necessary for care must be received by case manager before it can be written into EP.

► **NOTE:** All activities must be supervised and verified by signature or appointment card. Actual, verified hours must be used when reconciling any assessment activity. **If verification is a signature or initial on a timesheet, name, title and phone number must be included.**

NOTE: A participant can not move from one assessment code to another assessment code. The assessment period is designed to come before or in conjunction with the activity. For example: WEX assessment should be an activity with WEX placement or be used the month before WEX placement. You should not negotiate WEX assessment one month and CSP assessment the next.

TIMELINE: Assessment activities are allowable under one component code for four consecutive weeks per enrollment.

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NOTE: If a second assessment period is needed due to extenuating circumstances, monitor approval is required.

Q: Can securing child care and finding transportation be allowed under the assessment activity?

A: The assessment activity or period may be used to define and resolve the employability needs of the participant, including securing appropriate childcare; legal and transportation necessary to meet the activity requirements (**Do not use this verbiage on EMPL**). The assessment activity log must contain specific language in the activity section and also have specified timelines for achieving these "employability needs", similar to what we did with the WEX matching.

NOTE: Words and phrases to avoid on TEAMS EMPL screen and TEAMS case notes include "arranging childcare, arranging/securing transportation, securing hours and stabilizing housing, legal issues." The description to be used for these assessment activities is "**Defining and Resolving Employment Barriers**".

Q: Can resume building, handing in applications, job matching etc. be included in WEX, HSE, CSP, STT or ABE assessment?

A: No, these activities must remain under the JBS component code.

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ASSESSMENT ACTIVITIES LOG

WEX HSE CSP STT ABE (please circle negotiated activity)

This form is to be fully completed and turned in to your WoRC Case Manger every week!

Name: Holly Golightly Date From: 8/25 To: 8/29
 Negotiated Activity Hours: WEX 18 Negotiated Assessment Hours: WEX 9

Specific Activity	How does activity pertain to negotiated activity?	Scheduled Hours	Actual Hours	Attached Verification or Signature/Title/Phone
Computer skills ADL M-F 2-3 PM	Skills needed for level 2 WEX site at Newton Law	5	5	Signature
BESI, JSAI Interest Inventory Job Service Tues 9-11 AM	Used for appropriate WEX placement and future emp.	2	2	Signature
Securing appropriate child care by 8/29/08	Ensure timeliness at WEX site, employability need of individual.	2	2	
		9	9	

Verification can include: instructor signature, appointment cards, computer print out of actual time, job service signature, case manager signature etc.

By signing below I agree that the above activities have been negotiated.

Participant Signature _____ Date _____

By signing below I agree that the actual time I have reported in the assessment activities is accurate. I understand that verification may be contacted to verify actual participation in the activity. I also understand that failing to provide accurate information may result in recommendation of sanction and/or disqualification from the TANF program based on an intentional program violation.

Participant Signature _____ Date _____

WoRC Case Manager Signature _____ Date _____

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