
Workforce Development Board

Upper Savannah Council of Governments
430 Helix Road
Greenwood, SC 29646

Telephone 864-941-8050
Toll-Free 1-800-922-7729
FAX 864-941-8090
www.uppersavannah.com
e-mail: work@uppersavannah.com
www.upperscworks.com

UPPER SAVANNAH WDA INSTRUCTION NUMBER: PY'17-10

TO: Upper Savannah Grantees

ISSUANCE DATE: April 13, 2018

EFFECTIVE DATE: Immediately

SUBJECT: Upper Savannah WIOA Assessment Options and Revised Training Approval for Short-Term, Lost Cost Programs

This instruction gives guidance on increasing assessment options for Workforce Innovation and Opportunity Act clients and streamlines the process for approving training for short-term, low cost programs. Program Year 2017 is a transitional year. Currently, Upper Savannah Council of Governments staff has responsibility for eligibility determination and assessment. Next year contractors will do their own intake services. Upper Savannah is also increasing its emphasis on enrolling clients in training.

In preparation for the transition, Upper Savannah is allowing case managers and business services representatives to perform assessment services. Upper Savannah will still provide assessment as needed, but the change will allow for flexibility and shorter wait times to get in training.

After enrollment for adults and dislocated workers and as the first activity for youth, assessment includes:

1. An interest inventory designed to identify occupations which might interest a client;
2. An evaluation of basic skills and an inventory of transferable skills;
3. An analysis of the client's knowledge of the job search process, including how to apply for a job and how to interview;
4. A summary of the client's strengths and resources; and
5. A summary of a client's potential barriers to success, which are used to start the Individual Employment Plan.

Assessment is required for adults and dislocated workers seeking skill training. All clients should be encouraged to participate in assessment to give them a better understanding of their options.

Currently, Upper Savannah staff chooses from the following interest inventories:

1. The Career Decision Making (CDM) Interest Inventory (It is in a booklet form and is appropriate for low-level readers)
2. Career One-Stop Interest Assessment – www.careeronestop.org
3. O*Net Interest Profiles – www.mynextmove.org

The following skills assessments can also be prescribed:

1. Skills Profilers – www.careeronestop.org
2. O*Net My Skills My Future – www.myskillsmyfuture.com

Once trained, contractor staff can administer the online interest inventory and skills profile instruments. At a minimum, training should consist of utilizing the tools personally to perform a self-assessment and utilizing the tools at least once with a client under the supervision of an Upper Savannah intake specialist. Upper Savannah will provide training on the CDM later.

Another common interest assessment in the state is SCOIS (SC Occupational Interest System). WIOA can utilize current (less than a year old) SCOIS profiles performed by partner agencies including, adult education and Vocational Rehabilitation.

Upper Savannah will need to review any other interest or aptitude profile before it is used.

Assessment also gets information from Basic Skills testing, including Work Keys/WIN and TABE. Individuals who are dropouts should be tested with the TABE by adult education. High school graduates should be offered WorkKeys or WIN, but the basic skills test is not a requirement for program participation or assessment.

The best resource to get transferrable skills is to look at listings of skills of occupations in O*Net.

The assessor gets information about a client's job search skills and their strengths and weaknesses by reviewing past work history, looking at job applications/resumes prepared by the client. A one-on-one interview is used. All relevant assessment data should be input into SCWOS.

Upper Savannah has a formal scholarship application process for occupational training. A panel of three individuals scores the application on pre-established criteria. As of April 15, 2018, Upper Savannah will no longer require the panel to approve training which costs less than \$2,500 and is less than twelve weeks. The contractor may still choose to use the scholarship panel. The Training Justification Form, the Individual Employment Plan, and case notes can document the need for such short-term low cost training.

ACTION:

Please distribute to all appropriate staff for review and implementation.

Questions regarding this instruction should be directed to the Workforce Development Staff at 864-941-8050.



Ann Skinner
Workforce Development Director

UPPER SAVANNAH COUNCIL OF GOVERNMENTS