

## Objective Assessment Summary Webinar Q&A 7/8/2020

- 1. Are the occupations on the Expectation Tab the occupations the customer desires? Or occupations they have had?**

The occupations in the Employment Expectations section should be the occupation(s) the customer is interested in pursuing.

- 2. What if customer is undecided about industry or training? Do we list multiples?**

Yes, you can list up to 3 occupations.

- 3. Does the training preference box need to be filled in for in-school youth?**

If a customer is not interested in training, please indicate that in the Training dialogue box.

- 4. Can the Objective Assessment Summary be completed after they have completed the Pre-App or when completing actual enrollment?**

The Objective Assessment must be completed BEFORE the IEP/ISS Plan. It can be created as soon as the General Profile is completed and updated any time. Note that if you start the Assessment prior to WIOA participation, you must select Wagner-Pyser (WP) as the program.

- 5. Will the dialogue boxes be pre-populated with the descriptions you have right now, indicating what specifics to enter there, or is that just for the purpose of this webinar?**

This is just for the purpose of the webinar. However, the questions that are displaying in the sample are in the step-by-step procedure that can be found on the Career Connect Help Desk.

- 6. Does Aztek and/or Kenexa define basic skills deficient?**

No, the only tests that can be used to determine basic skills deficient for WIOA eligibility are TABE 11/12, CASAS Goals, and some approved ESL tests. However, some agencies also use other assessments/tests and those should be recorded in the Tests section and not the Basic Skills section.

- 7. What if they haven't taken test?**

If you are using the Basic Skills Screening Tool due to COVID, please indicate that in the Dialogue Box. There will not be a grade level to check off. If the customer has a College Degree that will be entered in the Education History section of the Education Tab

- 8. What if the customer is not required to take TABE or CASAS, for example because they are a dislocated worker not interested in training?**

If the customer is not required to take a test (per the latest BSD Policy), note that in the Basic Skills dialogue box. If tests are not given due to COVID note that as well.

**9. As we are not administering the TABE/CASAS right now due to the pandemic), how do we indicate the grade level?**

You will not be able to indicate the grade level. Please indicate in the Dialogue Box that you used the BSD Screening Tool.

**10. If participants earned degrees in another country not recognized in the U.S. should we be testing them for math and reading?**

Yes, please follow the latest BSD Policy.

**11. How is entering the test scores in this tab the same or different than entering it in the Educational Functioning Level tab?**

In the Basic Skills / Education Factors section we would just like you to enter the test score for Reading and Math.

**12. Will this need to be signed like the IEP?**

No. However, if you print the OAS, there will be a place for the customer to sign. You can disregard that. This document does not need to be signed and does not need to be shared with your customer.

**13. Basic skill test is no longer required for our In-School Youth with an active individual education plan. Would we mark below 9th grade for math and reading?**

If the school IEP plan indicates a grade level, then you can indicate that. If not, you do not need to check off the grade level. Please indicate in the Dialogue Box that the customer is an In-School Youth on an IEP.

**14. We do our IEP right away. What do we do if we can't wait for assessment?**

The Objective Assessment must be completed BEFORE the IEP. Each agency needs to think about how this new step fits into their current process and make appropriate changes.

**15. In the summary box you say to add the services they are receiving if they are BSD. I thought they should be in the IEP/ISS and this is only the assessment information.**

We are not asking that the services they will be receiving be listed in the box. We are asking you to indicate what tools or resources you may be referring your customer to as it applies. The IEP/ISS should indicate how you and the customer plan to address this particular barrier.

**16. If the other tools besides CASAS and/TABE do not determined BSD then why list them? And how do you address them if not recognized?**

The Basic Skills section should only include the tests that determine basic skills deficiency (TABE/CASAS). If you give your customers other skills assessment or career interest tests those should be listed on the Tests section and not the Basic Skills section.

**17. Are these degrees proven with transcripts, or degrees customers state they have earned?**

Degrees / Certificates used in the Objective Assessment can be self-reported. If the degree is used for WIOA eligibility it should be documented and can be uploaded to Career Connect.

**18. Should the Objective Assessment Summary be done for a new customer? What about the customers already registered, should we come back to them?**

The Objective Assessment Summary must be completed for all WIOA participants who were made eligible on or after 7/1/2020. If you already enrolled customers between 7/1 and today, please go back and complete the assessment - you will not be penalized if the assessment date is after the IEP/ISS date for the period 7/1-7/8/2020.

**19. Do we still have to enter credential if certificates need to be entered? If so, can the credential info entered populate over to this certificate tab?**

The certificates entered on the Certificate tab of the OAS should be only Certificates that were earned before entering the WIOA Program. Any Certificates earned during the program should not be entered here. They should be entered on the Programs tab under the Credential section.

Credentials that are entered in the Background section of the customer's General Profile, will display in the OAS and vice-versa.

**20. If they have a resume, is there a way to just upload that document?**

At the moment, no. That feature is available in Career Connect and will be rolled out in the near future.

**21. Do we have to enter all of this before they can finish their registration as our customer?**

The OAS must be completed BEFORE the IEP or ISS have been created. It is up to the agency to figure out where this new step fits in best with their intake process.

**22. Does this Objective Assessment Summary replace the Preliminary Assessment forms we've been using?**

Your organization will need to decide if you want to continue to use your internal assessment forms or just use the Object Assessment Summary. If you continue to use your own forms, you can just transfer that information to the OAS tool as applicable.

**23. If checked "Not at this time", is this a document that can be revised and updated, or will a new assessment need to be completed if any updates?**

This document can be updated at any time if new information comes up that might impact their ability to attain their training/education and employment goals.

**24. Are you saying that we have to have an assessment case note from the objective summary and the normal assessment case note?**

You just need one assessment case note. It must be based on the information in the Objective Assessment Summary and contain the information described in the new procedure.

**25. Please refresh my memory: how many days after registration must the ISS be completed? Is it 3 weeks? 45 days?**

There is no specific rule for how long after registration the IEP or ISS must be completed, but it should be one of the first services - probably within one to two weeks of registration.

**26. What if you complete this assessment but then don't enroll the individual? Will there be a finding for providing the assessment without enrollment?**

There is no penalty if you complete the assessment but do not enroll the customer.

**27. Can the plan and assessment can be done the same day as long as the assessment comes before the IEP. For example, if the assessment is the Participation service, correct?**

The assessment and the IEP/ISS Plan may be done on the same day as long as the assessment comes first and informs the Plan. Please note, there is no service for the Assessment as there is for Develop IEP/ISS.