

Workforce Innovation and Opportunity Act

Basic Skills Deficient

As of October 21st, 2021

Objective of Training

The primary objective of this presentation is to discuss the various ways an individual could meet the criteria of Basic Skills Deficient (BSD) and to demonstrate the various ways the BSD criteria could be recorded as part of a client's WIOA application within Career Connect.

WIOA Definition

Basic Skills Deficient - with respect to an individual— (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Basic Skills Deficient

- Under WIOA, Basic Skills Deficient (BSD) has eligibility/priority criteria under both the Adult and Youth titles.
 - Under the Adult title, if an eligible client is determined BSD, the client is considered a priority.
 - Being BSD is an equal to the priority an Adult client receives for meeting WIOA Low Income criteria.
 - Under the Youth titles (In-School Youth and Out-of-School Youth), being BSD is a barrier that is part of the Youth eligibility criteria.

Associated Federal Guidance

- Workforce Innovation and Opportunity Act (WIOA) of 2014
- Training and Employment Guidance Letter (TEGL) 19-16 - Guidance on Services Provided through Adult and Dislocated Worker under WIOA - dated March 1st, 2017.
- TEGL 21-16 - Third WIOA Title I Youth Formula Guidance - dated March 2nd, 2017.
- TEGL 07-20 - Implementation of Priority of Service in WIOA Adults - dated November 24th, 2020.

Associated State Guidance

- Office of Employment and Training (OET) WIOA e-Policy Chapter 5 - General Eligibility.
- OET WIOA e-Policy Chapter 5.6 - Service Priorities.
- OET WIOA Policy 5.9 Basic Skills Deficiency (BSD) Assessment Requirements, effective 7/1/2021
 - WIOA Policy 5.9.1 Assessment for BSD
 - WIOA Policy 5.9.2 Definition of BSD
 - WIOA Policy 5.9.3 BSD Screening Tool for Priority of Service
 - WIOA Policy 5.9.4 Assessment Process for BSD
 - WIOA Policy 5.9.5 Exceptions to BSD Assessment Testing
 - WIOA Policy 5.9.6 Career Planning System Entry for BSD Assessments

Local Policy Guidance

- Besides the guidance in Federal and State Policies, Chicago Cook Workforce Partnership, also known as LWIA 7 has guidance related to Youth Basic Skills Assessment procedure on the Zen Desk that is dated 7-1-2021.
- Direct link:
<https://workforceboard.zendesk.com/hc/en-us/articles/4404047986317-Youth-Basic-Skills-Assessment-Procedure-Effective-7-1-2021>

Local Policy Guidance

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Youth Basic Skills Assessment Procedure (Effective 7-1-2021)

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Closure/Exit Procedure (Updated 04/30/2021)

Credential Procedure

Events Procedure

Youth Basic Skills Assessment Procedure (Effective 7-1-2021)



Dena Al-Khatib
3 months ago · Updated

Policy

This Procedure augments the Illinois Department of Commerce and Economic Opportunity (DCEO) policy, section 5.9 on how to assess basic skills for WIOA eligibility and training suitability. **Please read the DCEO full policy in addition to this procedure.** To access the DCEO policy:

1. Go to the WIOA Works Policy portal: <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Print>
2. Make sure you are on the "Print" tab.
3. Click on the ">" symbol next to "Chapter 5. Program Eligibility" to expand the sections.
4. Check the box next to section 5.9-Basic Skills Deficiency Assessment Requirements
5. Click the "Print" icon and print to a pdf.
6. To access the attachments to the policy, go to the "ePolicy Chapters and Sections" tab and click on the 5.9 link. Use the right-hand menus to expand and access Technical Assistance Resources, Policy/References, Attachments, and Forms.

Local Policy Guidance

- Besides the guidance in Federal and State Policies, Chicago Cook Workforce Partnership, also known as LWIA 7 has guidance related to Adult/DW Basic Skills Assessment procedure on the Zen Desk that is dated 7-1-2021.
- Direct Link:
<https://workforceboard.zendesk.com/hc/en-us/articles/440502911181-Adult-DW-Basic-Skills-Assessment-Procedure-Effective-7-1-2021->

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Different Ways of Being BSD

- If an individual scores at or below 8th Grade Level on either their Math or Reading Assessment test they would be determined BSD.
- In OET WIOA Policy 5.9 Basic Skills Deficiency (BSD) Assessment Requirements it includes an alternative way an individual can be determined BSD by using a Basic Skills Screening Tool.
- Lastly, if an individual is assessed as an English Language Learner (ELL), they would also be determined to meet BSD criteria.

BSD Due to Testing

If the client was determined BSD due to assessment tests (scoring at or below 8th Grade Level), then a hard copy of the assessment tests scoring sheet indicating the Category of Test (Adult Basic Education, English as a Second Language or Other), type of test (Math or Reading), the date of test, grading (including the scale score and Grade Level Equivalency) must be in the hard copy file that support BSD criteria.

Recording Assessment Tests

An important detail that I have been asked to stress, when assessment tests are being recorded on a client in Career Connect, even though the Grade Level Equivalency (GLE) is not required field on the screen, **you must record** the clients accurate GLE to get proper credit for Federal Reporting.

Basic Skills Screening Tool

- We will now transition to the details on the newest way a client could be determined BSD.
- Based on guidance in OET WIOA Policy 5.9.3 Basic Skills Screening Tool for Priority of Service dated 7/1/2021 - which includes guidance on the form and instructions within this policy regarding the Basic Skills Screening Tool.

Why Have a Screening Tool?

- An important detail to understand is; the purpose of the Basic Skills Screening Tool is a way to capture the eligibility criteria under section (B) of the WIOA Basic Skills Deficient definition, (see yellow highlighted portion directly below):
- **Basic Skills Deficient** - with respect to an individual— (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Basic Skills Screening Tool

- Based on guidance in OET WIOA Policy 5.9.3 Basic Skills Screening Tool for Priority of Service dated 7/1/2021.
 - Includes guidance on the form and instructions within this policy; the Basic Skills Screening Tool (see example on next slide.)
 - If a client has a response of “**No**” to any of the questions on the screening tool, they would be determined BSD.

Basic Skills Screening Tool

Name: Click or tap here to enter text.

Date of Birth: Click or tap to enter a date.

- 1) Do you have a high school diploma, General Education Development (GED) certificate or High School Equivalency Diploma (HSED)? Yes No Currently in high school (does not include GED or HSED programs)
- 2) Can you follow basic written instructions and diagrams with no help or just a little help? Yes No
- 3) Can you fill out basic medical forms and job applications? Yes No
- 4) Without the aid of a calculator, can you add, subtract, multiply and divide with whole numbers up to 3 digits? Yes No
- 5) Can you do basic tasks on a computer? Yes No
- 6) Do you speak and read English well enough to get and keep a job? Yes No

Signature:

Date Signed: Click or tap to enter a date.

Basic Skills Screening Tool

- Within Career Connect, on the “Barriers” screen within the application, is where the question has been added when a client is being determined BSD due to the new screening tool.
- If any question on the screening tool is answered “No” by the client, then the question related to the BSD screening tool on the “Barriers” screen should be answered “Yes”; (see example on next slide).

Basic Skills Screening Tool

Demonstrating recording BSD due to the screening tool.

In Career Connect:

- 1) On the Barriers screen of the WIOA Application, set Basic Skills Deficient to “Yes” or “No” based on the tool.
- 2) If yes, select “Completed, signed and dated Basic Skills Screening Tool” as the verification.

* **Basic Skills Deficient/Low Levels of Literacy:**

Yes No ←

* **Verify:**

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Completed, signed & dated Basic Skills Screening Tool (Adult, DW or Youth)

- 3) Add a Case Note with the Subject: “BSD Assessed with Screening Tool” and include the following in the Case Note description:
 - the date of the screening,
 - whether or not the client was determined basic skills deficient, and
 - if the client is basic skills deficient, how the individual’s deficiency will be addressed.
- 4) Place a completed, signed copy of the document in the individual’s file.

Basic Skills Screening Tool

- If a client is being indicated as meeting BSD criteria due to the Basic Skills Screening tool, the only acceptable documentation to support this criteria is the completed screening tool (with one or more response(s) of “No” indicated on the tool).
- The screening tool must have been signed and dated by the client and the bottom portion of the screening tool must be completed by Career Planer staff (see example of bottom of tool on next slide.)

Bottom Portion of the BSD Screening Tool

For Internal Use Only:

Was the individual able to complete the screening tool without help? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>For the Adult Program Only:</p> <p>If any question is answered, "No" or the form could not be completed independently, the individual should receive priority.</p> <p>Does the individual receive priority?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>For the Youth Program Only:</p> <p>If any question is answered, "No" or the form could not be completed independently, the individual has an eligibility barrier.</p> <p>Does the individual have an eligibility barrier?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Name of Career Planner: Click or tap here to enter text.	
Career Planner Signature:	Date Signed: Click or tap to enter a date.

Documentation of BSD from Screening Tool

To reiterate, if a client is being determined BSD due to the Basic Skills Screening Tool, the only acceptable documentation to support this criteria is the completed, signed and dated (by both the client and the Career Coach) Basic Skills Screening Tool.

BSD Criteria

- We have now covered how an individual could be determined BSD due to assessment testing.
- We have also covered how an individual could be determined BSD utilizing the Basic Skills Screening tool.
- One last way an individual could be determined BSD is, if an individual is assessed as an English Language Learner (ELL).

English Language Learner

The term “English Language Learner” when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment where a language other than English is the dominant language.

Where ELL is Recorded in Career Connect

- Within Career Connect, on the “Barriers” tab within the application, is a question, “Do you primarily speak a language other than English?”
- If the question is populated with a “Yes”, the client will meet the barrier as an English Language Learner (ELL). (See example on next slide.)

Recording English Language Learner

Ethnic Origin

- * Are you of Hispanic or Latino heritage? Yes No I do not wish to answer.
- * Race - Please check all that apply:
 - African American/Black
 - American Indian/Alaskan Native
 - Asian
 - Hawaiian/Other Pacific Islander
 - White
 - I do not wish to answer.

Language

Do you primarily speak a language other than English?

Yes No ←

- * What is that language?
- * How well do you speak that language?
- * Do you require English language assistance? Yes No
- * How well do you speak English?

English Language Learner (ELL)

In Career Connect, if a client is identified as an English Language Learner, the client must indicate a language of preference.

Language

Do you primarily speak a Yes No language other than English?

* What is that language?

Cantonese

* How well do you speak that language?

Very Well

* Do you require English language assistance?

Yes No

* How well do you speak English?

I speak and understand English well enough to communicate

Three Possible Ways of BSD

- To recap, an individual can meet the WIOA criteria of Basic Skills Deficient (BSD) three different ways:
 - Based on scoring at or below 8th Grade Level on either a math or reading assessment tests.
 - An individual could be determined BSD due to the Basic Skills Screening tool.
 - An individual could be determined BSD due to being assessed as an English Language Learner.

Recording Assessment Tests

To reiterate, when assessment tests are being recorded on a client in Career Connect, even though the Grade Level Equivalency (GLE) is not required field on the screen, you must record the clients accurate GLE to get proper credit for Federal Reporting.

Overview

- Under WIOA, Basic Skills Deficient (BSD) has eligibility/priority criteria under both the Adult and Youth titles.
 - If a qualified WIOA Adult client meets any of the three BSD criteria discussed in the previous slide, they would be considered a priority client under WIOA.
 - Under the Youth titles (In-School Youth and Out-of-School Youth), meeting any of the three BSD criteria is a barrier that is part of the Youth eligibility criteria.

Basic Skills Deficient

- This concludes the block on Basic Skills Deficient criteria.
- Please contact your Regional Manager or Project Coordinator for any questions.