

North Central Workforce Development Area

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LOCAL ONE STOP GUIDANCE

Guidance #: <u>LOG 10-03</u> Date: <u>March 11, 2010</u>
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TO: Programs under the Workforce Investment Act, Trade Adjustment Act, Employment Security Department Labor Exchange, and other providers located in a Certified Center or Affiliate

SUBJECT: CASAS for Basic Skills Assessment

REFERENCE: WorkSource Service Delivery System Policy # 1011

Effective Date: July 1, 2011

GUIDANCE

In accordance with WorkSource Service Delivery System Policy # 1011, any WorkSource System program that conducts basic academic skills assessments of its clients are required to use CASAS Comprehensive Adult Student Assessment System as the instrument for all basic skills assessments such as English reading, writing and arithmetic. CASAS Employability Competency Series (ECS) Appraisal Test 130 is to be used as a first step in determining Basic Skills Deficiency.

WorkSource Service Delivery System

Washington State Policies

EFFECTIVE DATE: July 1, 2009
WIA POLICY NUMBER: 1011
SUBJECT: CASAS for Basic Skills Assessments

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SCOPE

WorkSource System policies establish common direction and standards for Washington's WorkSource System as a whole, including programs under the Workforce Investment Act, Trade Adjustment Act, Employment Security Department Labor Exchange, and other employment services. *CASAS for Basic Skills Assessments* requires the use of the Comprehensive Adult Student Assessment System (CASAS) for academic basic skills assessments under all WorkSource System programs. An academic basic skills assessment is one in which the assessment of reading and writing in English and basic understanding of arithmetic is measured. Thus, implementation of this policy will mean that any WorkSource System program that conducts basic academic skills assessments of its clients will be required to use CASAS.

BACKGROUND

This policy aligns with section 4.3 of Washington Works: Strengthening the Workforce for Washington's Future. Washington Works endorsed the use of CASAS as the assessment tool of choice for WorkFirst programs where basic academic skills, such as reading and writing in English and basic understanding of arithmetic, are required. It recommended that the Employment Security Department adopt the same requirement in Workforce Investment Act policy.

The rationale for this recommendation accords with the overall vision of the one-stop system. Clients seeking employment and training services that require basic academic skills as a foundation for further training, such as vocational or technical training, should not have to take a multitude of basic assessment tests for each component of the one-stop system. The client should be able to move through the one-stop system seamlessly and without unnecessary testing. Through a common assessment tool for basic academic skills, needless duplication is eliminated. In addition, the components of the system should be able to work together to reduce unnecessary duplication for the system itself. This recommendation and the policy it requires is another facet of the one-stop vision of system integration.

POLICY

From the start of the next program year after the date this policy is issued, CASAS shall be the required assessment instrument for all basic skills assessments such as English reading, writing and arithmetic. All programs under Washington's WorkSource System are required to use CASAS Employability Competency Series (ECS) Appraisal Test 130 as a first step in determining Basic Skills Deficiency.

DOL/ETA has determined that, in both math and reading, learners scoring 236 or above are NOT basic skill deficient, and those scoring 235 or below ARE basic skill deficient. For learners who have Appraisal test score(s) between 231 and 241, it is recommended that programs

administer pretest(s) to confirm the learner's diagnostic scale scores before determining and reporting a Basic Skill Deficiency in SKIES.

CASAS is a test to measure basic academic skills. It does not measure vocational skills nor does it measure advanced technical skills. Other tests are appropriate for other purposes. This policy does not limit the appropriate use of other assessments for other purposes.

Exceptions to this policy may be considered on an area-by-area basis only if the local Workforce Development Council can show the WorkSource Standards and Integration Division (WSID) that basic education service providers do not use CASAS and that what they do use cannot be cross-walked to and from CASAS. Workforce Development Areas (WDAs) may petition WSID to use instruments other than CASAS for measuring basic skills, but they must show that the adoption of CASAS would itself disrupt seamless client services and act as a barrier and impediment to eventual integration. Change usually brings some short-term disruption, but the disruption that would bring an exception to this policy must go beyond a short-term transition period.

Local Workforce Development Councils must establish CASAS as the exclusive assessment instrument in all WorkSource System programs for the measurement of basic academic skills. Alternative assessment tools must not be permitted to disrupt smooth and seamless participant services or to impede local service integration.

The state will continue to assist local Workforce Development Areas with technical assistance programs such as CASAS training in order to help implement this policy.

REFERENCES

Washington Works: Strengthening the Workforce for Washington's Future, January 2007. (<http://www.wtb.wa.gov/Documents/WashingtonWORKS.pdf>)

WEBSITE

<http://www.wa.gov/esd/policies/systems.htm>

DIRECT INQUIRIES TO

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