

**Southern Nevada Workforce Investment Board
General Policies and Procedures
YOUTH ASSESSMENT & INDIVIDUAL SERVICE STRATEGY**

EFFECTIVE DATE: May 1, 2009

NUMBER: 3.2Y

Supersedes references to youth in SNWIB General Policies and Procedures No. 3.2 (7/11/2003) & 3.2r#1 (11/06)

Approved by SNWIB Manager

BACKGROUND:

The Workforce Investment Act section 129(c)(a)(B) mandates that Youth Service Providers conduct an assessment and develop an Individual Service Strategy (ISS) for each WIA enrolled participant.

GENERAL PROVISIONS FOR ASSESSMENT & INDIVIDUAL SERVICE STRATEGY:

- I. **Individual Service Strategy Approach & Updates:** The ISS is a living, client centered document developed in partnership with the youth participant and the program staff. The Goals & Objectives section of the ISS may change over time as the youth progresses towards or changes their goals, therefore this section should be revisited and revised periodically.
- II. **WIA Individual Service Strategy Requirements:** The ISS document must be kept in the individual case file and at a minimum include the following (20 CFR 664.405; 664.410;664.450):
 - A. The results of an initial assessment;
 - B. For out of school youth only, basic skills (literacy/numeracy) pre-test results using the approved testing instruments and if deficient in basic skills, post-test results; (*Note this does not apply to summer ARRA programming*)
 - C. Identification of individual goals and objectives in the program, including an employment goal (*For summer ARRA programming this would include a goal of work readiness skills*);
 - D. Clearly defined activities needed to achieve goals that may include an estimated timeframe and duration, frequency of activities and responsible parties for activities;
 - E. Needed supportive services, and other assistance for barriers to education or employment;
 - F. Dates of ISS development; and
 - G. Signatures of participant and program staff (case manager or other); and
- III. **Assessment:** Each individual participant must be assessed in a variety of areas to determine personal, academic and career/employment goals. These assessments, the results of which are recorded on the ISS, are used to develop the Goals & Objectives section.
 - A. Assessment can include various types of personal and contact information, school information & history, academic skills, career & employment interests, occupational skill levels, prior work experience, employability skills, hobbies, aptitudes, supportive services, barriers, risk factors, interest in non-traditional jobs, and other notes.
 - B. Note: Not all of the sections of the ISS need to be completed, other than those required above. The ISS should be used a tool to gather pertinent information in order to guide the goal

setting and planning process.

C. Assessments methods may include standardized tools, interest inventories, and interview techniques and/or, as appropriate, the gathering of data from third parties. Any documentation of assessment instruments, tools or other data used should be kept in the individual case file.

D. A variety of assessment tools and instruments can be used with the exception of tests used to assess the literacy and numeracy skills of out of school youth, where only approved testing instruments can be used. *(Note this does not apply to summer ARRA Programming)*

IV. **Basic Skills (literacy/numeracy) Assessment for Out of School Youth:** Any out of school youth assessed with a basic skill level below the 9th grade must receive educational services to address their basic skills (literacy/numeracy) deficiencies and be provided with a post-test within 363 days of participation or at exit and at subsequent anniversaries after the first year until exit. Post-tests should be conducted using the same testing instrument as was used in the pre-test.

The following are the currently approved testing instruments to determine literacy/numeracy skills and/or literacy in English as a Second Language levels for out of school youth. Please note: Additional testing instruments can be proposed, however, approval from the State via SNWIB must be obtained.

- i. Tests of Adult Basic Education (TABE)
- ii. CASAS Survey Achievement Tests
- iii. Adult Basic Learning Examination (ABLE)
- iv. Oral BEST and BEST Plus
- v. Literacy BEST
- vi. SPL
- vii. Work Keys

ATTACHMENT

Individual Service Strategy (ISS) Youth Template