



| Employ Milwaukee Administrative Memo | | |
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| Issue Date | 03-01-2025 | # 25-01 |
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TO: Employ Milwaukee Staff, Service Provider Staff

FROM: Julie Cayo, Chief Planning Officer/Interim CEO

RE: WIOA Adult and Dislocated Worker Assessment Tools

DocuSigned by:
Julie Cayo
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POLICY: WIOA Policy 8.4.3 Individualized Career Services (Comprehensive and Specialized Assessment and Individual Employment Plan only) and WIOA Assessment Guidance requires that comprehensive and specialized assessments are valid, reliable, appropriate for the individual being assessed. When necessary, reasonable accommodation in testing to individuals with disabilities must be provided.

DWD-DET requires staff administering standardized assessments to meet all training, education, and other minimum requirements established by the test publisher before administering the assessments. An explanation must be provided to the participant of each assessment's purpose and expectations during the assessment process. At a minimum, this explanation must include the following information:

- why the test is being administered
- confidentiality of test results
- how the test results will be used in the assessment process.

DWD-DET requires career planners to document assessment results in ASSET Assessments and applicable services in ASSET Services. Planned and Actual services must be added based on the individual's identified needs.

Career planners may review the results of a recent assessment administered by another (non WIOA Title I) program as part of the comprehensive and specialized assessment. In this context, DWD-DET defines "recent" as completed within the previous six months.

PROCEDURE: Prior to implementation, EMI Partners will submit a written proposal regarding the use of formal assessment tool(s) that evaluate work values, personality, vocational interests and similar traits for pre-approval, unless the assessment tool was already approved or recommended by the DOL or DWD. In good faith, EMI will evaluate the proposal to include:

- The purpose of the assessment tool
- The tool's target population
- The tool's validity, reliability, potential harm, and fairness evidence associated with the tool
- Procedure for implementation – including administration, scoring, interpretation, qualification of administering staff, ensuring suitable assessment conditions (e.g.: distractions, noise, poor lighting, extreme temperatures, etc.) and provision of reasonable accommodations as needed.

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- The participant's opportunity to re-test
- The partner's whole-person approach to assessment
- Guidelines for interpreting results - session should leave a participant with a picture of their skills, abilities, interests, or values as indicated by the assessment results. Or if the scores seem to be inconsistent with a participant's vocational plans, the Career Planner or designee should discuss the scores within the context of other available information about the participant to reach some conclusions.

Clinical instruments are designed to screen for psychopathology. They can be either general purpose measures that produce scores on several scales or they can be specific purpose measures that screen for narrow types of pathology such as depression or eating disorders. Clinical instruments are usually not appropriate for career counseling or development because they have been devised to detect psychopathology, not to assess job-relevant characteristics and will not be approved. Career planners are expected to refer participants to the primary health care provider or mental health resources should the need for such assessment arise.

An explanation must be provided to the participant of each assessment's purpose and expectations during the assessment process. At a minimum, this explanation must include the following information:

- why the test is being administered
- confidentiality of test results
- how the test results will be used in the assessment process

To ensure compliance, staff and participants should review, discuss and sign the WIOA Notice of Comprehensive and Specialized Assessment Tool Use form which should become part of the participant file.

References:

- U.S. Department of Labor Employment and Training Administration Testing and Assessment: A Guide to Good Practices for Workforce Investment Professionals, 2006.
- WIOA Title I-A & I-B Policy & Procedure Manual, Appendix Assessment Guidance

Revisions: None.

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