

3.3.3 OBJECTIVE ASSESSMENT (OA)

All participants including Adult, Dislocated Worker, and Youth must receive an Objective Assessment (OA). The OA process collects information upon which a participant's Individual Service Strategy (ISS) or Individual Employment Plan (IEP) will be based. The OA may be completed using a combination of structured interviews, paper and pencil tests, performance tests, work samples, behavioral observations, interest and/or attitude inventories, career guidance instruments, aptitude tests, and basic skills tests. The OA process is intended to provide information necessary for the participant to develop an ISS or IEP with realistic goals. The results of OA instruments and how the results were used to develop the ISS or IEP must be documented in the participant's electronic case file in WorkSource Portal with copies of results and detailed in participant case notes. The OA must be a participant-centered, objective evaluation of the academic levels, skill levels, and service needs of each participant. Monitors will look for OA during their reviews.

- I. The OA for youth participants must include a review of basic skills, occupational skills, work readiness skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), support service needs, and developmental needs of Youth participants.

Additionally, the Youth assessment process must collect information on each of the following factors for each Youth participant:

- Family situation;
- Work history;
- Education;
- Basic literacy skills;
- Occupational skills;
- Work readiness skills;
- Interests and aptitudes;
- Attitude and motivation;
- Financial resources; and
- Basic subsistence needs.

As additional relevant information about a participant becomes available, the OA should be reviewed, reevaluated, and updated as needed. The participant should be re-assessed as needed to determine further service strategies.

When a participant is determined through the OA to be better served by a program other than WIOA, referral(s) to the appropriate program(s) must be made and documented. If there will be a continuing relationship with that participant through additional WIOA services, the referral becomes part of the participant's service strategy and must be documented in the ISS or IEP. If there will not be a continuing relationship with the individual as the result of a referral to another program, that referral must be documented in the participant case file in the WorkSource Portal.

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