

Education (TABE), and Work Keys. All Work-Eligible Individuals must be scheduled for assessment testing unless one of the exceptions exists under 2,a.

Assessment testing is administered by the Department of Education Assessment Specialists. Copies of assessment testing results will be forwarded to the Worker by the Assessment Specialist. However, under certain circumstances the assessment testing (TABE) may be administered by an ABE teacher, or other appropriate agency. An example of this would be expediting placement of a client in an activity such as an ABE class, training, or employment. In this situation the Worker must request a copy of the assessment testing results. Test results must be filed in the client's record.

1. Learning Needs Screening

The Learning Needs Screening, completed at the time TABE is administered, is used to screen for possible learning disabilities. Based on the results of the Learning Needs Screening, referrals may be made to the Division of Rehabilitation Services (DRS) for further assessment and diagnosis of possible learning disabilities and/or for accommodations to be made in an ABE/or high school equivalency class, training program, or work site.

Completion of the Learning Needs Screening by the client is voluntary. Clients declining to complete the Learning Needs Screening will be asked by the WV Department of Education Assessment Specialist to sign the waiver form, DFA-WVW-40. The original waiver will be returned to the Worker for the client's file with a copy being given to the client. The Worker will record in PIN comments that the Learning Needs Screening has been offered to the client but he has declined.

Should the client indicate to the Worker that he wishes to decline to have the Assessment Specialist or full-time ABE teacher complete the Learning Needs Screening, the Worker must ask the client sign the DFA-WVW-40. However, the Worker must explain to the client the importance of the client completing this screening and that the results of this screening could help provide further referrals and services to him. Refusal to sign the DFA-WVW-40 will not result in a sanction.

NOTE: If a part-time ABE teacher administers the TABE, the Worker must schedule the client in to have the Assessment Specialist administer the Learning Needs Screening. Besides the Assessment Specialists, only full-time ABE or TANF ABE teachers will complete the Learning Needs Screening. WV WORKS staff must not administer the Learning Needs Screening under any circumstances.

3. Work Keys

Work Keys assessment measures basic skill levels and determines how they compare to the skills required for specific jobs. Skill areas include Reading for Information, Locating Information, and Applied Math. Work Keys can be used to match clients to specific jobs for which they are qualified, determine skill gaps for desired jobs, and/or serve as an effective tool in employment portfolios.

The Work Keys Occupational Profiles handbook, which is available in local offices shows job profiles and skill levels required for each job. In addition, certain companies in West Virginia have specified those Work Keys skill levels required for their occupations. Clients falling below the specified skill level required in one of the three skill areas may be referred to an ABE classroom to upgrade that specific area or areas.

a. All Work-Eligible Individuals are to be scheduled for Work Keys testing under the following circumstances:

- Assessment testing indicates client has a ninth grade or higher level in reading and math; and
- Guidance is needed to effectively determine appropriate job placement.

b. All Work-Eligible Individuals are referred for Work Keys retesting as follows:

- Client has successfully completed vocational skills training, or college; or
- Client has upgraded basic skills in ABE or has passed the **TASC**; or
- Skill areas from initial Work Keys testing have been successfully upgraded as a result of referral and attendance in an ABE class or other training facility.

4. Mental Health Screening - Emotional Health Inventory (EHI)

All Work-Eligible Individuals must be referred for mental health screening. This screening, the Emotional Health Inventory (EHI), will be completed by the WV Department of Education Assessment Specialists at the time the TABE testing is scheduled. The purpose of this screening is to check for possible indicators of mental health and substance use issues. This screening is not a diagnosis. Positive results will require a referral to the appropriate mental health professional for a diagnosis and possible treatment. All EHI screening must be completed by the Assessment Specialists.