

	New Jersey Workforce Innovations Notice		WD-PY19-5
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Hugh Bailey, Assistant Commissioner Workforce Development	
	Issued Date:	October 17, 2019	

1. **SUBJECT:** One-Stop Career Center (OSCC) Testing and Intake Guidance

2. **PURPOSE:** In a significant step to reduce over-assessment, and to align services and enhance customer engagement, this guidance is designed to increase collaboration among Workforce Innovation and Opportunity Act (WIOA) partners and to promote greater efficiency within the overall workforce system.

3. **EFFECTIVE DATE:** This NJWIN takes effect **immediately**.

4. **BACKGROUND:** On July 1, 2019, the New Jersey Department of Labor (NJDOLE) began utilizing the Comprehensive Adult Student Assessment Systems (CASAS) as the standard testing instrument for Adult Basic Education (ABE) testing. Consequently, all Workforce Development Boards (WDBs) and One-Stop Career Centers (OSCCs) were instructed to phase out the remaining supplies of the previous testing instrument, Test of Adult Basic Education (TABE) 11/12, by the end of calendar year 2019.

5. **PROCEDURE:** To provide further clarity regarding the administration of CASAS, Local WDB areas are to notify the NJDOLE of the partner responsible for conducting assessments, the day(s) assessments are scheduled, and provide the following information:
 - 5.1 Specify how testing will be coordinated between workforce development partners and adult education providers;
 - 5.2 Describe trainings for test administrators, as outlined in this guidance and as set forth by the applicable test publisher;
 - 5.3 Identify to NJDOLE who will conduct each of the approved assessments and when such assessments will be conducted, consistent with this policy; and
 - 5.4 Submit above information to:

Dr. Danielle Jubanyik
 State Director for Adult Education
Danielle.Jubanyik@dol.nj.gov

- 5.5 Update customer assessment procedures at intake;
- 5.6 Assess customers entering the OSCC with National Reporting System (NRS) approved testing instruments for career pathways/credentials, educational needs, and program participation barriers;
- 5.7 Utilize CASAS Reading GOALS as the initial and primary ABE assessment instrument to determine client referrals;

(NOTE: If a customer has already completed high school, NJDOL recommends the CASAS appraisal tool for Reading and Math to determine a particular career pathway or credential program.)

- 5.8 Reading GOALS Appraisal, and/or the Math GOALS Appraisal in eTests, should be used if CASAS pretesting is only being conducted to obtain the grade level for entrance into Career and Technical Education (CTE) or another program; further, Reading GOALS should be used when Local Areas are assessing grade level for entrance into a Career and Technical Education (CTE) or similar program. In this instance, the locator should not be used.
- 5.9 Continue to regularly enter CASAS scores into America's One-Stop Operating System (AOSOS), and in accordance with the updated intake procedures, identify how assessment scores will be shared among WIOA Title I areas and Title II providers; and

(NOTE: Consideration must be given to the Federal Education Rights and Privacy Act.)

6. **REQUIRED ACTION:** Distribute to Workforce Development Board (WDB) Directors, One-Stop Operations Managers, Workforce Development Managers.

7. **FOR MORE INFORMATION:**

- To set up a different test session, CASAS Customer Support can be reached directly at: techsupport@casas.org
- Grade Level Equivalent (GLE) can be found on the CASAS website at: https://www.casas.org/docs/default-source/wiaandnrs/casasnrs-grade-wiai.pdf?sfvrsn=c27c7c4d_37?Status=Master