

OWA One-Stop Certification and Re-certification Process Checklist -

Background – The following documents are required for the One-Stop Certification and Re-certification process and will be submitted by each region seeking One-Stop Certification and Re-certification by OWA:

- A completed One-Stop Certification and Re-certification process checklist (this document) with all requested information provided and indicated by completed check boxes.
- A completed cover document / letter of transmittal containing the following elements:
 - a. Request to OWA for One-Stop certification or re-certification;
 - b. List of the members of the business-led committee involved in the certification or re-certification process;
 - c. List of attachments, including the completed One-Stop certification and re-certification tool;
 - d. Assurances that the regional process was conducted in accordance with the approved TOC/OWA policy; and
 - e. Request to agendaize for presentation and action at the next OWA quarterly meeting (please indicate the desired date)
- A completed One-Stop Certification and Re-certification tool, including all relevant attachments.

Sherry Decker
Owner
Cascadia Accty & Serv
PO Box 1027
Scappoose OR
360-53927

One-Stop Certification Checklist

RWIB requesting One-Stop Certification:	Region 1- WorkSource North West Oregon Serving: Clatsop, Columbia and Tillamook counties	
Name of One-Stop:	WorkSource North West Columbia	
Location/Address of One-Stop:	500 N. Columbia River Hwy St. Helens, OR 97051	
Time Period for Certification (2 Years):	July 1, 2007 to June 30, 2009	
Partners Represented on-site either part or full-time:		
<input checked="" type="checkbox"/> Oregon Employment Department	<input checked="" type="checkbox"/> WIA Title 1B	
<input type="checkbox"/> Veterans Employment Programs	<input checked="" type="checkbox"/> Worker Re-Training	-
<input checked="" type="checkbox"/> Claimant Placement Program	<input type="checkbox"/> Early Intervention Services	NA
<input checked="" type="checkbox"/> Labor Exchange	<input checked="" type="checkbox"/> Rapid Response to Plant Closures	
<input checked="" type="checkbox"/> Migrant Farm Worker Services	<input type="checkbox"/> Post-Secondary Voc-Tech	NA
<input checked="" type="checkbox"/> NAFTA / Trade Assistance Act	<input checked="" type="checkbox"/> Adult Basic Education Programs	
<input checked="" type="checkbox"/> Worker Profiling	<input type="checkbox"/> English as a Second Language	NA
<input checked="" type="checkbox"/> DHS TANF	<input type="checkbox"/> Community Services Block Grant	NA
<input type="checkbox"/> Welfare to Work	-offset	<input type="checkbox"/> WORKER
<input checked="" type="checkbox"/> Vocational Rehabilitation	<input checked="" type="checkbox"/> FOOD STAMP	
<input checked="" type="checkbox"/> Title V Older Americans Act	<input checked="" type="checkbox"/> BYU CREDIT RECOVERY	
<input type="checkbox"/> HUD Employment & Training	NA	<input type="checkbox"/> _____
Certification Level being requested:		
<input type="checkbox"/> Full Certification	Meets all certification requirements based on the presence of all components and indicators.	
<input type="checkbox"/> Developmental Certification	Meets some certification requirements based on the certification assessment. Benchmarks, time lines and a plan are in place to address all components by (insert date) _____.	
<input checked="" type="checkbox"/> Affiliate Site Certification	Meets required certification components for an affiliate site and does not plan to pursue full certification.	

1.

B. OWA Certification Process was followed	
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<p>A committee appointed by and consisting of RWIB business members of the RWIB used the OWA certification criteria and tool to conduct an on-site review and to prepare a recommendation for full, developmental or affiliate site certification of the One-Stop center to OWA.</p>
<p>Directions: The OWA certification process has six steps:</p> <ul style="list-style-type: none"> • Form a review committee • On-site assessment • Scoring & Feedback • Recommendation • RWIB Action • Request to OWA <p>Each of the six process components must be <u>completed</u> or a <u>Not Met</u> designation must be marked.</p>	<p>Process Components: <i>List names of employe</i></p>
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Review Committee – a private sector committee is designated by RWIB to complete the on-site certification assessment of the One-Stop.
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Onsite Assessment – the RWIB committee conducts on-site One-Stop certification review.
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Scoring & Feedback – the RWIB committee scores the certification assessment to determine the level of certification, considers evidence of continual improvement for re-certification requests, and establishes benchmarks and time lines to correct areas where the One-Stop does not meet certification criteria.
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Recommendation – the RWIB committee makes recommendation for full, developmental or affiliate site certification.
<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Action – the RWIB takes action on the committees' recommendation <i>6-29-07 RWIB meeting</i>
<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Request to OWA – the RWIB forwards certification request and materials to OWA <i>6-29-07 approval @ 7-20-07 meeting</i>

Scoring Directions

To meet certification standards there must be clear evidence of the presence of the components.

If any component shows some evidence or no evidence of being in place then a developmental certification plan may be established to bring the One-Stop center into compliance with certification criteria. Once in compliance, the One-Stop center may re-apply for full certification.

Scoring:

(5 - 4)	(3 - 1)	(0)
----- -----		
Clear	Some	No
Evidence	Evidence	Evidence

Each component will be individually scored.

- If there is clear evidence of the presence of the component then a score of a 5 or 4 may be awarded.
- If there is some evidence of the presence of the component then a score of 3 - 1 may be awarded.
- If there is no evidence of the component then a score of 0 will be awarded.
- A score of 0 - 3 must be accompanied by a comment indicating the deficiency.

2. Physical Location meets minimum requirements

Physical Location meets requirements													
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	Each certified One-Stop center or affiliate site will include a physical site that includes the following components.												
Directions: Physical site requirements include nine components: <ul style="list-style-type: none"> • Signage • Environment • Resource Room • Accessibility • Hours of Operation • Tracking system • Staff assistance • Phone system • Meeting space 	Physical Site Components:												
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			importance of preparing individuals to become successful employees, and meeting the needs of job seekers.
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3. WSO Center meets minimum service requirements

A. Job Seeker minimum services requirements

<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	Each certified One-Stop center or affiliate site will provide the following minimum level of Job Seeker services.									
Directions: Job Seeker services include four over-arching components: <ul style="list-style-type: none"> • Universal Services • Core Services • Intensive Services • Training Services An affiliate site is responsible only for meeting the Universal / Self-Service Indicators.	Universal / Self-Service Indicators:									
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(5 - 4)	(3 - 1)	(0)								
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Jennifer Blahn.

Rose Valley ALF

One-Stop Certification Checklist

RWIB requesting One-Stop Certification:	Region 1- WorkSource North West Oregon Serving: Clatsop, Columbia and Tillamook counties	
Name of One-Stop:	WorkSource North West Columbia	
Location/Address of One-Stop:	500 N. Columbia River Hwy St. Helens, OR 97051	
Time Period for Certification (2 Years):	July 1, 2007 to June 30, 2009	
Partners Represented on-site either part or full-time:		
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<input checked="" type="checkbox"/> Welfare to Work <i>offset</i>	<input type="checkbox"/> <i>[Handwritten Signature]</i>	
<input checked="" type="checkbox"/> Vocational Rehabilitation	<input type="checkbox"/> _____	
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<input type="checkbox"/> HUD Employment & Training	<input type="checkbox"/> _____	
Certification Level being requested:		
<input type="checkbox"/> Full Certification	Meets all certification requirements based on the presence of all components and indicators.	
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3. WSO Center meets minimum service requirements

A. Job Seeker minimum services requirements

<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	Each certified One-Stop center or affiliate site will provide the following minimum level of Job Seeker services.									
Directions: Job Seeker services include four over-arching components: <ul style="list-style-type: none"> • Universal Services • Core Services • Intensive Services • Training Services An affiliate site is responsible only for meeting the Universal / Self-Service Indicators.	Universal / Self-Service Indicators:									
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(5 - 4)	(3 - 1)	(0)								
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OWA One-Stop Certification and Re-certification Process Checklist -

Background – The following documents are required for the One-Stop Certification and Re-certification process and will be submitted by each region seeking One-Stop Certification and Re-certification by OWA:

- A completed One-Stop Certification and Re-certification process checklist (this document) with all requested information provided and indicated by completed check boxes.

- A completed cover document / letter of transmittal containing the following elements:
 - a. Request to OWA for One-Stop certification or re-certification;
 - b. List of the members of the business-led committee involved in the certification or re-certification process;
 - c. List of attachments, including the completed One-Stop certification and re-certification tool;
 - d. Assurances that the regional process was conducted in accordance with the approved TOC/OWA policy; and
 - e. Request to agendaize for presentation and action at the next OWA quarterly meeting (please indicate the desired date)

- A completed One-Stop Certification and Re-certification tool, including all relevant attachments.

Donna Morris
American Sweeping Service Inc.

One-Stop Certification Checklist

RWIB requesting One-Stop Certification:	Region 1- WorkSource North West Oregon Serving: Clatsop, Columbia and Tillamook counties	
Name of One-Stop:	WorkSource North West Columbia	
Location/Address of One-Stop:	500 N. Columbia River Hwy St. Helens, OR 97051	
Time Period for Certification (2 Years):	July 1, 2007 to June 30, 2009	
Partners Represented on-site either part or full-time:		
<input checked="" type="checkbox"/> Oregon Employment Department	<input checked="" type="checkbox"/> WIA Title 1B	
<input checked="" type="checkbox"/> Veterans Employment Programs	<input checked="" type="checkbox"/> Worker Re-Training	
<input checked="" type="checkbox"/> Claimant Placement Program	<input type="checkbox"/> Early Intervention Services	
<input checked="" type="checkbox"/> Labor Exchange	<input checked="" type="checkbox"/> Rapid Response to Plant Closures	
<input checked="" type="checkbox"/> Migrant Farm Worker Services	<input type="checkbox"/> Post-Secondary Voc-Tech	
<input checked="" type="checkbox"/> NAFTA / Trade Assistance Act	<input checked="" type="checkbox"/> Adult Basic Education Programs	
<input checked="" type="checkbox"/> Worker Profiling	<input type="checkbox"/> English as a Second Language	
<input checked="" type="checkbox"/> DHS TANF	<input type="checkbox"/> Community Services Block Grant	
<input checked="" type="checkbox"/> Welfare to Work <i>-offset</i>	<input type="checkbox"/> <i>WIA Title 1B</i>	
<input checked="" type="checkbox"/> Vocational Rehabilitation	<input type="checkbox"/> _____	
<input checked="" type="checkbox"/> Title V Older Americans Act	<input type="checkbox"/> _____	
<input type="checkbox"/> HUD Employment & Training	<input type="checkbox"/> _____	
Certification Level being requested:		
<input type="checkbox"/> Full Certification	Meets all certification requirements based on the presence of all components and indicators.	
<input type="checkbox"/> Developmental Certification	Meets some certification requirements based on the certification assessment. Benchmarks, time lines and a plan are in place to address all components by <i>(insert date)</i> _____.	
<input checked="" type="checkbox"/> Affiliate Site Certification	Meets required certification components for an affiliate site and does not plan to pursue full certification.	

1.

B. OWA Certification Process was followed	
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	A committee appointed by and consisting of RWIB business members of the RWIB used the OWA certification criteria and tool to conduct an on-site review and to prepare a recommendation for full, developmental or affiliate site certification of the One-Stop center to OWA.
Directions: The OWA certification process has six steps: <ul style="list-style-type: none"> • Form a review committee • On-site assessment • Scoring & Feedback • Recommendation • RWIB Action • Request to OWA Each of the six process components must be <u>completed</u> or a <u>Not Met</u> designation must be marked.	Process Components: <i>List names of employe</i>
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Review Committee – a private sector committee is designated by RWIB to complete the on-site certification assessment of the One-Stop.
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Onsite Assessment – the RWIB committee conducts on-site One-Stop certification review.
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Scoring & Feedback – the RWIB committee scores the certification assessment to determine the level of certification, considers evidence of continual improvement for re-certification requests, and establishes benchmarks and time lines to correct areas where the One-Stop does not meet certification criteria.
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Recommendation – the RWIB committee makes recommendation for full, developmental or affiliate site certification.
<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Action – the RWIB takes action on the committees' recommendation <i>6-28-07 RWIB meetg</i>
<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Request to OWA – the RWIB forwards certification request and materials to OWA <i>6-29-07 approval @ 7:20 07 meetg</i>

Scoring Directions

To meet certification standards there must be clear evidence of the presence of the components.

If any component shows some evidence or no evidence of being in place then a developmental certification plan may be established to bring the One-Stop center into compliance with certification criteria. Once in compliance, the One-Stop center may re-apply for full certification.

Scoring:

(5 - 4)	(3 - 1)	(0)
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Clear Evidence	Some Evidence	No Evidence

Each component will be individually scored.

- If there is clear evidence of the presence of the component then a score of a 5 or 4 may be awarded.
- If there is some evidence of the presence of the component then a score of 3 - 1 may be awarded.
- If there is no evidence of the component then a score of 0 will be awarded.
- A score of 0 - 3 must be accompanied by a comment indicating the deficiency.

2. Physical Location meets minimum requirements

Physical Location meets requirements										
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	Each certified One-Stop center or affiliate site will include a physical site that includes the following components.									
Directions: Physical site requirements include nine components: <ul style="list-style-type: none"> • Signage • Environment • Resource Room • Accessibility • Hours of Operation • Tracking system • Staff assistance • Phone system • Meeting space 	Physical Site Components:									
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		importance of preparing individuals to become successful employees, and meeting the needs of job seekers.
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		<input checked="" type="checkbox"/> Resource Room – The site utilizes a Resource Room as the core of its service delivery strategy. A resource room must make available to job seeker customers the following: <ul style="list-style-type: none"> • Phone(s) • Internet Access • Staff to assist with job search • Printer(s) • Fax(es) • Copier(s) • Printed / hard copy resource information
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(5-4) ----- Clear Evidence	(3-1) ----- Some Evidence	(0) ----- No Evidence
		<input checked="" type="checkbox"/> Hours of Operation – The site has established minimum hours of operation that allow job seekers to access services as conveniently as possible. <i>9-5 pm</i>
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		<input checked="" type="checkbox"/> Tracking System – The site has a tracking system to monitor the utilization of services, providing for counts of participants using the site in any given period. <i>1-match / Geo</i>
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3. WSO Center meets minimum service requirements

A. Job Seeker minimum services requirements

<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	Each certified One-Stop center or affiliate site will provide the following minimum level of Job Seeker services.
Directions: Job Seeker services include four over-arching components: <ul style="list-style-type: none"> • Universal Services • Core Services • Intensive Services • Training Services An affiliate site is responsible only for meeting the Universal / Self-Service Indicators.	Universal / Self-Service Indicators: Computers / online handouts printer / Fax machines staff
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Kelly Dawell

RJ'S HOT SPOTS Espresso
503-316-1839

One-Stop Certification Checklist

RWIB requesting One-Stop Certification:	Region 1- WorkSource North West Oregon Serving: Clatsop, Columbia and Tillamook counties
Name of One-Stop:	WorkSource North West Columbia
Location/Address of One-Stop:	500 N. Columbia River Hwy St. Helens, OR 97051
Time Period for Certification (2 Years):	July 1, 2007 to June 30, 2009
Partners Represented on-site either part or full-time:	
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<input checked="" type="checkbox"/> Veterans Employment Programs	<input checked="" type="checkbox"/> <i>Dis program</i> Worker Re-Training
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<input checked="" type="checkbox"/> Labor Exchange	<input checked="" type="checkbox"/> <i>Both</i> Rapid Response to Plant Closures
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<input checked="" type="checkbox"/> NAFTA / Trade Assistance Act	<input checked="" type="checkbox"/> <i>photo Lab & GED</i> Adult Basic Education Programs
<input checked="" type="checkbox"/> Worker Profiling	<input type="checkbox"/> English as a Second Language
<input checked="" type="checkbox"/> DHS TANF <i>in bldg.</i>	<input type="checkbox"/> Community Services Block Grant
<input checked="" type="checkbox"/> Welfare to Work <i>DHS</i>	<input checked="" type="checkbox"/> <i>Works w/ alternative schools</i>
<input checked="" type="checkbox"/> Vocational Rehabilitation <i>in bldg.</i>	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> Title V Older Americans Act <i>+55 yrs. Experience Works</i>	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> HUD Employment & Training	<input type="checkbox"/> _____
Certification Level being requested:	
<input type="checkbox"/> Full Certification	Meets all certification requirements based on the presence of all components and indicators.
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RJ'S HOT SHOTS
Espresso

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