

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.

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 Tillamook	
Location/Address of One-Stop:	3600 East Third Street, Suite B Tillamook, OR 97141	
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 checked="" 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 checked="" type="checkbox"/> English as a Second Language	
<input checked="" type="checkbox"/> DHS TANF	<input type="checkbox"/> Community Services Block Grant	
<input type="checkbox"/> Welfare to Work	<input checked="" type="checkbox"/> <u>COUNTY VETERANS</u>	
<input type="checkbox"/> Vocational Rehabilitation	<input checked="" type="checkbox"/> <u>CHILD CARE REFERRAL</u>	
<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.

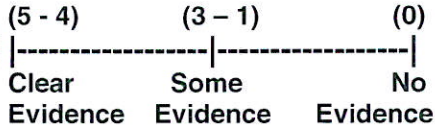
B. OWA Certification Process was followed	
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	A committee appointed by and consisting of RWIB business members of the RWIB used the OWA certification criteria and tool to conduct an on-site review and to prepare a recommendation for 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:
<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
<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Request to OWA – the RWIB forwards certification request and materials to OWA

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:



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:												
Scoring: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center; width: 33%;">(5 - 4)</td> <td style="text-align: center; width: 33%;">(3 - 1)</td> <td style="text-align: center; width: 33%;">(0)</td> </tr> <tr> <td colspan="3" style="text-align: center;"> ----- ----- </td> </tr> <tr> <td style="text-align: center;">Clear</td> <td style="text-align: center;">Some</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Evidence</td> <td style="text-align: center;">Evidence</td> <td style="text-align: center;">Evidence</td> </tr> </table>	(5 - 4)	(3 - 1)	(0)	----- -----			Clear	Some	No	Evidence	Evidence	Evidence	<input type="checkbox"/> Signage – The site is clearly identified as a WorkSource Oregon center through external signage – whether using WorkSource Oregon as the primary or as a co-brand. For full and developmental certification external signage will utilize the generic WSO logo rather than a version of the logo that identifies the location as the site of a specific partner. For affiliate site certification external signage may use a version of the logo that identifies the location as the site of a specific partner.
(5 - 4)	(3 - 1)	(0)											
----- -----													
Clear	Some	No											
Evidence	Evidence	Evidence											
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(5 - 4)	(3 - 1)	(0)											
----- -----													
Clear	Some	No											
Evidence	Evidence	Evidence											