



WORKSOURCE
NORTHWEST
OREGON

Work Source Clatsop

Full One-Stop

Certification

June 29, 2007

Business Committee

John Lansing, Wells Fargo
Peter Hackett, Bradwood Landing

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.

Oregon Workforce Alliance One-Stop Certification and Re-certification Criteria Version 2.0

Background – In accordance with section 121 of the Workforce Investment Act and in compliance with OWA policy, this document provides structure to the mandated role of the Local Workforce Investment Board for the certification and re-certification of One-Stops within the Local Area. The process for certification requires active participation by private sector board members at the regional level through the creation of a private sector led regional review committee that will lead the certification process. The regional review process will culminate in a regional recommendation for One-Stop certification (or re-certification) to the Local Workforce Investment Board (The Oregon Workforce Alliance). The process is also expected to consider and inform continuous improvement efforts in the One-Stop system.

The certification process is applicable to those One-Stop centers that have been previously certified and for centers seeking new certification. The same criteria and process applies to both One-Stop centers seeking new certification and to those seeking re-certification. The one difference is the requirement to address continual improvement by sites seeking re-certification. One-Stop centers that seek certification or re-certification and that do not meet some of the criteria may be provided with a developmental certification. A developmental certification requires that benchmarks be established around the certification criteria that are not met and that time lines be established for bringing the One-Stop into compliance. The certification process also establishes a limited set of criteria that must be addressed in order for certification as an affiliate site.

Under state policy, Local Workforce Investment Boards (LWIBs) must re-certify local WorkSource Oregon (WSO) One Stop Centers at least once every two years. LWIBs will not certify and brand WSO One Stop Centers that do not meet the minimum certification criteria within the timelines defined by the LWIB.


Under the process established by the Oregon Workforce Alliance (OWA), Regional Workforce Investment Boards (RWIBs) will recommend to OWA the certification or re-certification of a One-Stop site based upon the degree to which the applicant One-Stop Center has met the certification criteria. Where criteria are not met and certification is desired, the benchmarks and a time line by which the One Stop Center will be in compliance with the minimum criteria will be established by the RWIB in its recommendation to OWA. The RWIB may also recommend the certification of a site as an affiliate. The minimum standards for certification are detailed in the OWA One-Stop certification checklist.

One-Stop Certification Checklist

RWIB requesting One-Stop Certification:	Region 1- WorkSource Northwest Oregon ✓ Serving: Clatsop, Columbia and Tillamook counties ✓
Name of One-Stop:	WorkSource Northwest Clatsop ✓
Location/Address of One-Stop:	450 Marine Drive Astoria, OR 97103
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 <i>family - welfare</i>	<input type="checkbox"/> Community Services Block Grant
<input type="checkbox"/> Welfare to Work	<input type="checkbox"/> _____
<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 checked="" 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 type="checkbox"/> Affiliate Site Certification	Meets required certification components for an affiliate site and does not plan to pursue full certification.

LIT

1. Development Criteria

A. A Business Plan is in Place										
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<p>For full or developmental certification, each One Stop Center must complete a business plan that addresses the following categories for performance excellence. The business plan may be addressed through the unified planning process or a modification of the plan. A business plan is not required for affiliate site certification.</p>									
<p>Directions: The business plan contains six elements:</p> <ul style="list-style-type: none"> • Leadership • Planning • Marketing • Integration • Quality Service • Continuous Improvement 	<p>To meet full certification standards there must be clear evidence based on the presence of the component indicators that each component of the business plan has been addressed.</p> <p>If any component shows some evidence or no evidence based on the indicators for each component 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.</p> <p><u>Scoring:</u></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">(5 - 4)</td> <td style="text-align: center;">(3 - 1)</td> <td style="text-align: center;">(0)</td> </tr> <tr> <td style="text-align: center;"> ----- </td> <td style="text-align: center;"> ----- </td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Clear Evidence</td> <td style="text-align: center;">Some Evidence</td> <td style="text-align: center;">No Evidence</td> </tr> </table> <p>Each component will be individually scored.</p> <ul style="list-style-type: none"> • 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. 	(5 - 4)	(3 - 1)	(0)	-----	-----		Clear Evidence	Some Evidence	No Evidence
(5 - 4)	(3 - 1)	(0)								
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Clear Evidence	Some Evidence	No Evidence								
Business plan components:										
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(5 - 4)	(3 - 1)	(0)								
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Clear Evidence	Some Evidence	No Evidence								
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(5 - 4)	(3 - 1)	(0)								
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Clear Evidence	Some Evidence	No Evidence								