

**THE OREGON CONSORTIUM & OREGON WORKFORCE ALLIANCE
POLICY MEMORANDUM #WIA-4-R01/03**

ISSUE DATE: Revised January 15, 2003

SUBJECT: Younger Youth Skill Attainment

REFERENCE:

- State Policy 589-30.4
 - USDOL-ETA TEGL No. 7-99
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PURPOSE:

To provide policy for the Younger Youth Skill Attainment system and to provide documentation requirements for Younger Youth Skill Attainments.

POLICY:

The Oregon Consortium & Oregon Workforce Alliance (TOC/OWA) adopts State Policy 589-30.4, "Interim Guidelines for the Younger Youth Skill Attainment Rate". In addition, TOC/OWA establishes the following baseline documentation requirements for Younger Youth Skill Attainment outcomes. TOC/OWA staff will develop operational guidance, as needed, to support the consistency and quality of regional systems.

PROCEDURES:

For all Younger Youth Skill Attainments, each Regional Sub-Grant Recipient participant file/record shall include documentation of the following for each goal:

1. Identification of the goal category (i.e. basic skills, occupational skills, work readiness skills);
2. Date the goal was set;
3. Dated pre-assessment that demonstrates the need (e.g. evidence of high school credit deficiency in math; Occupational Skills/Job Specific Skills pre-assessment form);
4. A statement of the participant's skill attainment goal in measurable terms (e.g. will achieve .5 high school credit in math; will attain at least 80% of the skills outlined in work experience agreement);
5. A plan of service that addresses the assessed need (e.g. will attend math lab; will participate in a work experience with XX employer); and
6. Dated post-assessment that demonstrates attainment of the skill goal (e.g. statement from school counselor; final evaluation by worksite supervisor).

ACTION:

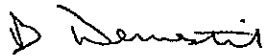
The Oregon Consortium and Oregon Workforce Alliance and Regional Sub-Grant Recipients shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is issued.

INQUIRIES:

Inquiries should be addressed to the Quality Assurance Coordinator at 1-866-888-4TOC.

ATTACHMENT:

State Policy 589-30.4



Bill Demestihis
Executive Director