

# North Central Workforce Development Area

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## LOCAL DIRECTIVE

Directive #: 18-165 (Rev 3)

Date: June 1, 2020

TO: SkillSource Staff and Service Providers  
FROM: Dave Petersen, Executive Director  
SUBJECT: CASAS for Basic Skills Assessment  
SUPERCEDES: Directive #18-65 Rev 2

### **REV 2 Change Summary:**

- Specifies that CASAS assessments may be used to determine basic skills deficiency if conducted within the past six months prior to eligibility determination.

In accordance with [WorkSource Service Delivery System Policy # 1011 Revision 6](#), any WIOA Title I program that conducts basic academic skills assessments of its clients is required to use CASAS (Comprehensive Adult Student Assessment System) as the instrument for all basic skills assessments such as English reading, listening, and/or arithmetic.

The following CASAS tests are approved for use for basic skills assessment for the purposes of determining basic skills deficiency (BSD):

<b><i>Subject</i></b>	<b><i>Test</i></b>
<b>Reading</b>	CASAS Reading GOALS (900) series
<b>Listening</b>	Life and Work Listening (forms 981-986)
<b>Math</b>	CASAS Math GOALS series
<b>Appraisal</b>	Appraisal Form 900 (paper testing only)
<b>Basic Skills Deficient score</b>	238 or lower for Reading; 235 or lower for Math

CASAS assessments may be used to determine BSD if administered within the past six months prior to eligibility determination.

Appraisal Forms 80 or 900 may not be used as a standalone test to determine BSD. CASAS eTests Online have a built-in locator that serves as an appraisal. Appraisals are only used in conjunction with paper CASAS tests; if using CASAS eTests Online, an appraisal is not required.

Only assessment results (score sheets) may be kept in participant files. No answer sheets for appraisals or assessments, or any other document that contains CASAS test information, may be retained in files or input in a participant's MIS record.

**Data Entry:** CASAS assessment results (pretests) used to determine basic skills deficient status for WIOA eligibility will be documented within the WIOA Eligibility Application in ETO:

1. On the "Barriers" tab of the WIOA Eligibility Application, click the "yes" radio button for Basic Literacy Skills Deficiency.
2. On the dropdown list for BSD Verification, choose "Standardized Assessment Test."
3. On the "Notes" tab of the WIOA Eligibility Application, document the date of the test, scores for both Reading and Math tests, name of the entity administering the test and any other supporting details. SkillSource staff recording CASAS assessment data in participants' records will enter "SkillSource" as the testing entity in lieu of staff member names. Subcontractors may also enter their entity name in lieu of staff member names.

CASAS posttests will be entered in the Tests and Results touchpoint in ETO.

**Training:** Test Proctors are required to complete Online Proctor Training and Implementation Training for initial certification. 'Beyond Implementation' training (refresher course) is required biannually thereafter. Site and agency coordinators will additionally complete online coordinator training.

**Responsibilities:**

- Managers are responsible for ensuring test proctors and site coordinators complete the requisite training and submit certificates of completion to the Agency Coordinator.
- Site Coordinators are responsible for scheduling CASAS testing sessions and assigning proctors to administer Testing.
- Agency Coordinator is responsible for ensuring all test proctors are in compliance with CASAS training protocols and communicating procedural and/or policy updates/changes.

Please contact Managing Director with any questions.