



Grantee Name
Board Relationship and Comprehensive Assessment Questionnaire
Project:

Interviewee Name/Title	
Date:	

Workforce Development Board (WDB) Partnership

- Workforce Solutions Board Agreement (MOU/IFA):** Provide a copy of your Memorandum of Understanding (MOU) and/or Infrastructure Funding Agreement (IFA) with the relevant Workforce Development Board(s). List all WDB(s).
- Addressing Concerns:** Is there an established process for addressing concerns with the Board? If services are provided to multiple Boards, describe the process for each. Include examples of how concerns were resolved in the past year.
- AEL Representative and Service Delivery:** Is there AEL representation at Workforce Solutions Offices/One-stop Centers with WDB(s). List all service delivery methods (in-person, electronic, etc.) and describe the cross-reference process.

Comprehensive Assessment

- Standard Operating Procedure (SOP) for Comprehensive Assessment and Orientation:**
Provide a copy of the Comprehensive Assessment and Orientation SOP. Confirm it includes the following:
 - Enrollment Form/Signed Release of Information (student signatures and 16–18-year old’s Parent/Guardian signature or self-attestation, if applicable.)
 - Identity documentation
 - Digital Literacy and Equity Questionnaire
 - Individual Training Education and Career (ITEC) Plan
 - Testing and Placement procedures
 - Support Service Needs Determination

Who is responsible for conducting Comprehensive Assessment and Orientation.



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If the program is a consortium, confirm all partners are using the same forms for Comprehensive Assessment. If not, provide copies of all forms used by each partner.

2. **Orientation:**

- **Attendance:** How does the Grantee ensure all participants attend an orientation?
- **Frequency:** How often are orientations conducted?
- **Accessibility:** Are orientations modified to accommodate individuals with disabilities or those who speak other languages? Provide details on the modifications offered.
- **Content:** What information is provided during the orientation?
- **Participant Handbook:** Is a Student Handbook distributed and reviewed during orientation? If so, please provide a copy.

3. **Digital Literacy Assessment:** How are learners assessed for digital literacy during intake?

4. **Support Services:** How are student Support Service needs determined during comprehensive assessment?

Describe the referral process to ensure students have access to the resources they need to successfully participate in services.

Testing and Data Entry

1. **Alternative Placement:** Does the grantee use Alternative Placement options? If yes, describe available testing options and provide a copy of the grantee's Alternative Placement Policy.
2. **Student Information on Testing:** How are students informed about the testing process, and what information do they receive?
3. **Approved Testing Instruments:** List all National Reporting System (NRS)-approved testing instruments used for pre- and post-testing.



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4. **Testing Accommodations:** What testing accommodations are available for individuals with disabilities?
5. **Testing Score Sheets:** Where are the student's original test score sheets and/or electronic testing results maintained? Describe storage and retention procedures.
6. **Data Entry in TEAMS:** How does the grantee ensure timely and accurate data entry into the TEAMS System, including contact hours?