

EXHIBIT B  
SCOPE OF WORK

DESE/FUTURES ASSESSMENT CENTER PROJECT

Over the past twelve months (1996-1997) the Work Skills Assessment Group (WSAG) delivered assessment and training services to more than 200 FUTURES participants for the contract funding year. Through the FUTURES/WSAG partnership, client follow-up and program evaluation were continued. A variety of changes in scheduling, participant flow, advocate involvement and training activities resulted in increased positive outcomes for program participants.

As the project has progressed, through modifications and refinement, the Career Exploration and Development Training (CEDT) program has evolved into a comprehensive process providing job readiness skills for participants. The successful completion of CEDT, Career Exploration and Assessment Class and Workforce Maturity Assessment provides the participant with skills needed for appropriate career decision-making, job acquisition, and employment retention. This program effectively enables the participant to make career choices based on accurate information about their abilities and the skills needed to develop a successful employment history, as well as, improve academic proficiency through basic skill instruction.

The emphasis for the upcoming contract year is the preparation of the individual for employment acquisition and retention. The Career Exploration and Development Training (CEDT) is a process that provides comprehensive assessment and evaluation for job readiness. Through this program a participant will be able to identify the following: (1) a career or job choice that can be realistically obtained in a suitable time frame, (2) barriers to successful employment that are impacting their lives and (3) the absence of certain communication and interactive skills evidenced by poor job retention.

The goal for all DESE/FUTURES programs for the contract year 1997-1998 is the development of the Welfare to Work participant's skills and aptitudes resulting in the successful acquisition and retention of meaningful employment.

## **Workforce Skills and Assessment Center Services Proposal**

This proposal is submitted for the calendar year beginning JULY 1, 1997 and ending June 30, 1998, by and between the Department of Elementary and Secondary Education, on behalf of the Department of Social Services, Division of Family Services, and Metropolitan Community Colleges for the purpose of providing career and soft skill assessment services and training through the Workforce Skills and Assessment Group, Pioneer Campus, to Kansas City area FUTURES, TANF, and PARENTS FAIR SHARE participants, hereinafter referred to as FUTURES.

### **I. Program Administration**

#### **A. Name and location of the agency to be funded.**

The Metropolitan Community Colleges  
Economic and Resource Development Department  
3200 Broadway  
Kansas City, Missouri 64111

#### **B. Location of the assessment site.**

Workforce Skills and Development Center (WSAG)  
Pioneer Campus of Metropolitan Community Colleges  
2700 East 18th Street  
Kansas City, Missouri 64127

#### **C. Project authorizing official, contact person and project coordinator(s).**

Authorizing Official: Jack Bitzenburg  
Associate Vice Chancellor  
3200 Broadway  
Kansas City, MO 64111

Project Contact Person: John Ream  
Director of WSAG  
2700 East 18th Street  
Kansas City, MO 64127

Project Coordinator: Martha Boyd  
Manager of Programs (WSAG)  
2700 East 18th Street  
Kansas City, MO 64127

## II. General Overview

- A. The goal of WSAG under this agreement is to educate the participant about job retention and soft skills acquisition and provide the service of comprehensive assessment of the individual participants to the referring agency within the FUTURES program. This program will provide the following: (1) individualized, comprehensive assessments for FUTURES participants, (2) small group, individualized, interactive workshops in career development, (3) complete assessment reports provided to referring agency, and (4) education of FUTURES advocates in career development and job placement.
- B. Assessments are conducted at the Workforce Skills and Assessment Group (WSAG) Test Center located at:
- |                             |                                |
|-----------------------------|--------------------------------|
| Pioneer Campus              | Business & Technology Center   |
| 2700 East 18th Street       | Metropolitan Community College |
| Kansas City, Missouri 64127 | 6899 Executive Drive           |
|                             | Kansas City, Missouri 64120    |
- The WSAG Test Center and satellite sites operate on the following weekly schedule: WSAG Test Center: Monday-Friday, 8:00 a.m. - 4:30 p.m.
- C. Designated supervisors will initiate referrals via referral or enrollment forms sent to WSAG for scheduled assessment dates and times. The Advocates will ensure the participant is provided a brochure with schedule dates and times. On the initial visit, advocates must meet their participants at the WSAG test center at the scheduled date and time to help ensure participation in the program by their referrals.
- D. WSAG services are designed to be a client-centered, individualized approach to career exploration and assessment. The service provides a comprehensive assessment of the individual's skills and their relationship to successful job development and retention. WSAG provides complete individual assessment reports containing both statistical and narrative data on assessed clients with specific recommendations for development of employment goal. Services also include two training workshops for advocates twice during the contract year at NO ADDITIONAL COST.
- E. The WSAG program can provide a level of assessment service up to Level III. The Level III service provides a comprehensive assessment of clients' aptitudes, abilities, interests and skills. The focus of this level is on the job related skills and the immediate, as well as, projected career goals. The participant develops an Action Plan that will take them from the beginning of their program to the end in a years time.

The WSAG program employs a battery of instruments to measure interest, aptitude, achievement, work behaviors, personality inventories and soft skill abilities.

### **III. Program Standards**

This program specifically targets participants of the Kansas City FUTURES Program. The design provides a listing of services offered through two tracks: (1) worksite aptitude and skill assessment, and (2) a career decision-making process. The participant becomes certified upon successful completion of the program. The standards for certification require the participant to show good attendance, punctuality and proper completion of all assessments and classroom assignments

- A. The Futures comprehensive track includes worksite aptitude and skill assessment and a career exploration program designed for Adult Basic Education FUTURES participants who have completed a Survival Skills class. This component offers vocational assessment and evaluation which includes two workshops for career exploration and development. The workshops will be process-oriented to assist clients in deciding career goals and strategic plans. This component explores the world of work as it relates to the role of individual interests and abilities in making career choices.

### **IV. Training Plan and Service Description.**

Vocational Assessment Component of FUTURES. An estimated 663 AFDC clients will be served through the services listed below. The total cost for the vocational assessment component of FUTURES for the contract year 1997-98 is \$132,600.00 (See Attachment 1 of the Project Budget for the Detailed Cost Summary)

#### **SERVICE DESCRIPTION**

- A. **Career Exploration and Development Training (CEDT): FUTURES Comprehensive Track**

##### **Goal:**

To provide Comprehensive Assessment (referred to as worksite aptitude and skill assessment): this provides an individualized evaluation through assessment of aptitudes, abilities, interests, work skills, level of general education and career decision-making skills.

##### **Participants:**

FUTURES, Candidates for Adult Basic Education

### **Services:**

- \* Summary Report - a written report of clients' test results from Comprehensive Assessment with evaluators' interpretation.
- \* Career Exploration and Development Training - a client-centered, process-oriented program that helps clients' explore occupations and careers leading to the development of career objectives and a Plan of Action.

### **Length of training:**

Two (2) three hour classroom sessions and one (1) three and one-half hour assessment sessions.

## **V. Expenditure Reporting/Reimbursement**

- A. On a monthly basis DESE will send the contracting agency a Billing Form for each funding category within each contract agreement. The contracting agency will prepare and return the completed Billing Form to DESE by the fifth calendar day of the month following the month for which the expenses are being reported.
- B. The contracting agency will be reimbursed for assessment/training services to FUTURES clients in accordance with the Training Plan and Service Description. The cost for such services will be the rate identified on the Cost Schedule found as Attachment 1 of the project budget for clients or sessions served under the Vocational Assessment Component of FUTURES.
- C. Each monthly Billing Form will have an attached invoice that identifies the clients assessed by name and social security number, date of assessment, type of service rendered, cost per client service or session and the total cost.

## **VI. Program Evaluation**

- A. WSAG collects follow-up data to evaluate program performance; pre/post evaluation and activity completion documentation. Data is also available on FUTURES clients participating in JTPA through the Job Training Information System. WSAG will use the JTIS to the extent possible in determining if the recommended training is related to the clients' entered employment and employment success. In addition, WSAG will work with FUTURES to identify factors that may prevent clients from completing training.