

**WORKFORCE DEVELOPMENT DIVISION**  
**Workforce Program Policy**  
**Technical Assistance Bulletin 292, Change 1**

**Keyword:** AEL; Choices; Performance; TAA; VR; WIOA

**Subject:** Assessments in WorkInTexas.com—Update

**Date:** April 15, 2024

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with updated information about assessments available in WorkInTexas.com for assessing employability, job retention needs, and achieving measurable skills gains.

As stated in Workforce Development (WD) Letter 09-19, Change 2, issued September 19, 2023, and titled “Workforce Innovation and Opportunity Act Performance Outcomes: Measurable Skill Gains—Update,” and any subsequent issuances, when pretesting and posttesting are used to demonstrate Educational Functioning Level (EFL) gains, Boards must use the following National Reporting System (NRS)<sup>1</sup>–approved tests:

- Adult Basic Education
  - TABE 11/12
  - CASAS Reading Goals
  - CASAS Math Goals
  - CASAS Math Goals 2
- English as a Second Language (ESL)
  - CASAS Life & Work Reading
  - CASAS Life & Work Listening
  - CASAS Reading STEPS
  - CASAS Listening STEPS
  - BEST Plus 2.0
  - BEST Plus 3.0
  - BEST Literacy
  - BEST Literacy 2.0
  - TABE CLAS-E

The NRS-approved tests listed above are available for use in the WorkInTexas.com Basic Skills<sup>2</sup> Assessment tab, Educational Functioning Level for Measurable Skills Gain ribbon for Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA) program applications.

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<sup>1</sup> NRS-approved assessments, test benchmarks, and related information is maintained on the National Reporting System for Adult Education website: [www.nrsweb.org](http://www.nrsweb.org).

<sup>2</sup> Basic skills deficient status at program entry may be determined through formal assessments, including NRS-approved tools, other valid tools, or interview or observation, in alignment with program-specific guidance.

The above tests may also be used for Temporary Assistance for Needy Families Employment & Training (TANF E&T/Choices) customers for EFLs and as a general assessment of employability and job retention needs.

### Assessments Tab—Basic Skills Assessment

Staff may enter reading, math, and literacy assessment scores in the WorkInTexas.com Assessment tab—Basic Skills Assessment.

Assessments are created on a customer record but may be associated with one or more programs, if applicable. After selecting the test type, staff records the assessment results using grade level equivalent or raw (scale) score, as appropriate.

The Basic Skills Deficiency status will be calculated and displayed automatically. Any individual who requires an ESL test would be considered basic skills deficient under WIOA.

The screenshot shows a web form titled "Basic Skills Assessment". It contains the following fields and options:

- Individual Name: [Text input]
- Assessment Date: [Text input] with a "Today" button
- Local Workforce Investment Area/Board: [Dropdown menu, "None Selected"]
- Reading Test Given: [Dropdown menu, "None Selected"]
- Specify: [Text input]
- Reading Score Type: [Dropdown menu, "Not Applicable"]
- Reading Test Result: [Text input]
- Reading Test Version: [Text input]
- Math Test Given: [Dropdown menu, "None Selected"]
- Specify: [Text input]
- Math Score Type: [Dropdown menu, "Not Applicable"]
- Math Test Result: [Text input]
- Math Test Version: [Text input]
- Language Test Given: [Dropdown menu, "None Selected"]
- Specify: [Text input]
- Language Score Type: [Dropdown menu, "Not Applicable"]
- Language Test Result: [Text input]
- Language Test Version: [Text input]
- Customer meets the definition of Basic Literacy Skills deficient:  Yes  No
- WP Service Record: [Dropdown menu, "None Selected"]
- Office: [Dropdown menu, "None Selected"]

At the bottom right, there are "Save" and "Cancel" buttons.

### Program Ribbon—Educational Functioning Level for Measurable Skills Gain

Workforce Solutions Office staff must document pretest and posttest EFL gains through the appropriate program ribbon. Once a pretest record is created for a WIOA or TAA program participant, staff may select the pretest to document the results of up to three posttest attempts. Workforce Solutions Office staff may enter posttest results up to the date of program exit.

For EFL gains, the raw score (pretest or posttest score on screen) must be entered to complete the record.

Measurable Skills Gain									0
Educational Functioning Level for Measurable Skills Gain									2
<a href="#">Create Educational Functioning Level Record</a>									
Search: <input type="text"/>									
Funct Area / Assessment	Pre-Test		1st PY Post-Test		2nd PY Post-Test		3rd PY Post-Test		
	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	
Reading / TABE CLASS: E	10/04/2023 (23)	7 (ESL / Level 1)	11/09/2023 (23)	8 (ESL / Level 2)					
Credentials									1

Please distribute this information to appropriate staff. Send inquiries regarding this TA Bulletin to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**Attachments**

Attachment 1: Revisions to TA Bulletin 292, Change 1, Shown in Track Changes