

CASAS

The Comprehensive Adult Student Assessment System (CASAS) will be utilized to determine basic reading and math levels. All staff administering the CASAS assessments must complete their proctor certification by contacting the administrative entity at ndol.greaternebraska@nebraska.gov.

Any participant entering a training program must be provided a basic math and reading assessment. There is no need to test a participant if they have recently (within the last six months) completed an accepted assessment with another program and a copy of the results are uploaded into ECM under *Assessments*.

Example

The participant completed an Accuplacer with their college.

The participant completed an assessment with Adult Education (AE).

CASAS Pre-Testing

Who should be pre-tested? All out-of-school youth (OSY) and adult participants who are determined Basic Skills Deficient (scoring at or below the 8th grade level) by the CASAS assessments must be pre and posted tested. This includes OSY youth who were determined basic skills deficient and are not attending school (even if they have a high school diploma/GED) or are attending post-secondary school.

Criteria used to determine whether a youth or adult is basic skills deficient includes the following:

- English, reading, writing, or computing skills at or below the 8th grade level based on a generally accepted standardized test; or
- Determined to have limited English skills based off staff documented observations or a generally accepted English as a Second Language (ESL) test.

Pre and post-testing is not required for ISY and DLW participants.

The same pre and post-test must be utilized. The pre-test should be administered as close to the CASAS appraisal as possible (and must be done within 60 days of the Participation Date).

Example

If a client is referred to AE and given the TABE as a pre-test, then they must be post-tested with the TABE. If a client is pre-tested at the Career Center with CASAS, they must be post-tested with CASAS.

In rare instances, the pre-test score may conflict with the CASAS Appraisal to show the participant is NOT Basic Skills Deficient (BSD). If this occurs, contact the administrative entity, because the NEworks administrator may need to get involved to change NEworks information.

CASAS Post-Testing

Post-testing must be administered on or before the participant's one year anniversary date and the date of exit. The anniversary date is counted from the Participation Date. Post-tests are only required for the second and third participation years IF the youth completes the entire participation year. If a client remains BSD and continues to participate in the program after completing a full year, the client must continue to receive basic skills remediation services.

Partner Collaboration

If a pre-test was conducted by a partner (e.g., adult education) using one of the approved assessment instruments within six months of the date of first WIOA youth service, career planners may use the scores for pre-test purposes. It should be documented that the test occurred within six months of the first WIOA service.

Note: The same standardized test must be used for both pre and post assessments.

See the basic skills deficient definition in Section 21 Definitions of Program Terms for the list of approved assessments.

For adult and DLW participant's you may accept their Accuplacer or similar test results in place of the CASAS.

Required Action

Provide any participant entering a training program the CASAS assessment or obtain their other acceptable assessment score prior to beginning a training program. If the participant receives a score categorizing them as BSD, you must pre and post-test the participant to show education gains. Assessment scores must be entered in the NEworks Assessment Tab and uploaded to ECM indexed under *Assessments*. Case note the service provided.

NEworks assessments tab can be located in NEworks under > Staff Profiles > Case Management Profile > Assessments > Basic Skills Assessments > Add Assessment.

NEworks Code & Service, Course or Contract Name	
204	Interest/ Aptitude and Skills Testing