

OALCF Common Assessment Strategy

Assessment Component	TOOL	WHY	WHEN
Initial Assessment: Task Based	Common Assessment for OALCF Goal Paths Resource <ul style="list-style-type: none"> - Task based assessment tools for each of the five goal paths. 	<ul style="list-style-type: none"> - Use as a starting point to identify primary competencies to inform learner plan development and training - Identify skills gaps - Compare assessment results with “key development skills”, (taken from Goal Path Descriptors) to identify tasks necessary for goal completion - Provide evidence of task based approach to assessment/programming 	<ul style="list-style-type: none"> - After registration form is signed - or first meeting with client
Initial Assessment: Skills Based	Quick Screen http://www.lbspractitionertraining.com/oalcf/eskargo-a-oalcf-implementation-strategy-resource Or You may have developed your own as part of an intake package.	<ul style="list-style-type: none"> - Provides practitioner with a “snapshot” of skills and abilities - Used as a starting point to further inform task based assessment activities and help determine initial task groups, complexity of tasks and inform learner plan development - Provide evidence in file of skills & task based assessment activities specific to learners goal 	<ul style="list-style-type: none"> - Upon second visit or dependent upon time with learner during initial intake
Ongoing Assessment Task Based	a) Common Assessment for OALCF Goal Paths Resource	<ul style="list-style-type: none"> - To support initial assessment results - Learners can demonstrate readiness for milestone - Learners can demonstrate ability in other task groups of competency - To show progress and provide evidence in learner file 	<ul style="list-style-type: none"> - When learner shows proficiency in the tasks they have been working on
	b) Milestones <ul style="list-style-type: none"> - Milestones should be chosen together with learner - Provide agencies with a common way for reporting and show learner progress - More formal assessment activity 	<ul style="list-style-type: none"> - Milestones are an end of level indicator in that task group - Learner knows exactly what is expected and what they need to do to be successful in their goal path - Builds commitment to learning as they are more engaged in their learning process - Funder indicator of learner progress and program performance 	<ul style="list-style-type: none"> - To be administered when learner has achieved end of level indicators or when learner shows proficiency in the tasks they have been working on
Exit Assessment Task Based	a) Common Assessment for OALCF Goal Paths Resource	<ul style="list-style-type: none"> - Prepare learner for exit assessment and/or culminating tasks - Resource can be used for exit assessment to demonstrate readiness for culminating task - Learners can demonstrate performance in other tasks that may be required for successful transition 	<ul style="list-style-type: none"> - End of level competency
	b) Culminating Tasks <ul style="list-style-type: none"> - One indicator of readiness for transition - Formal assessment activity, MTCU transition ready 	<ul style="list-style-type: none"> - Indicator of proficiency in Key Skills required for successful transition - Funder indicator of learner progress and program performance 	<ul style="list-style-type: none"> - To be administered prior to discussing next step destinations & referrals

Resources:

Practitioner Guide to Task Based Programming: http://www.tcu.gov.on.ca/eng/eopg/publications/OALCF_Task-Based_Prog_Mar_11.pdf

Foundations of Assessment: http://www.tcu.gov.on.ca/eng/eopg/publications/OALCF_Foundations_of_Assessment_March_2011.pdf

Milestone User Guide: <http://oalcf-repository.ca/>

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How do Assessment results inform agency targets?			
CaMS Reports		WHY?	WHEN
<p>Weekly - Case Activity Report #61 This report shows service plan case status, activities, learner profile information, outcomes and expenditures for individual clients (one line per service plan).</p>	<p>Check to see if:</p> <ul style="list-style-type: none"> - Are milestones being entered, attempted, or not attained? - Are Learners “Competency Clients”? (Column Y – YES) - Review goal path percentages 	<ul style="list-style-type: none"> - Check for integrity of data - If learner is not a Competency Client they will not show up on Report 64 - Review actual numbers with forecasted percentages - Are they matching up? Why? Why not? - Will you have to change your marketing efforts to target specific goal path? 	<ul style="list-style-type: none"> - Each program and/or SPRA needs to decide when it is best to review these reports but at a minimum every second week to ensure data is entered prior to the release of Report 64.
<p>Weekly – Inactive Files Report #20 Provides a summary of cases that have not had any service plan activities recorded in the last 60 days of the last planned activity.</p>	<p>Review inactive files:</p> <ul style="list-style-type: none"> - When was the last milestone scheduled? - When was the last activity scheduled? - Is the learner attending? - Is the learner at risk? - Are there a lot of inactive files? Why? 	<ul style="list-style-type: none"> - Inactive files do not count in Report 64, they have to be shown as a “Competency Client” - Does/should the file be closed? 	<ul style="list-style-type: none"> - Follow up with practitioner or learners as necessary
<p>All Data Learner Profile Report #60B This report shows Information that attributes to the core measures</p>	<p>Check data:</p> <ul style="list-style-type: none"> - Are we entering the data correctly? - Are we targeting those who are in the most need? - Check/review referrals in & out 	<ul style="list-style-type: none"> - Ensure the integrity of data being pulled for Report 64 - Can compare actual to forecasted numbers - Can we improve these numbers? Is there an agency that we should be working with that we are not? Why? 	<ul style="list-style-type: none"> - Monthly
<p>All Data-Outcomes Report #60D</p> <ul style="list-style-type: none"> - This report summarizes LBS completion information and 3, 6, and 12 month follow-up outcomes for each service delivery site. - This report refers to information that attributes to the numbered core measures noted on Service Quality reports. 	<p>Review report for:</p> <ul style="list-style-type: none"> - Is follow up being completed in a timely manner? - Are learners satisfied with our service? - Are learners successful in their transition? - Are learners completing their service plans? - Are we reporting referrals properly? 	<ul style="list-style-type: none"> -Ensure the integrity of data being pulled for Report 64 -Ensure the coordination of services amongst EO providers -Assist in preparation of other MTCU reports and program evaluation 	<ul style="list-style-type: none"> - Monthly
<p>DSQ Report #64 Shows performance indicators for LBS performance commitments and compares to actual results. Note: All of the above operational reports detail information that assists in the management and evaluation of cases and program performance.</p>	<p>Review Performance Measurements:</p> <ul style="list-style-type: none"> - Are we meeting our target numbers? Above? Below? - Are numbers matching with Report 61? - Are we “hitting” the markers for “Efficiency”? - Are learners showing progress, completing milestones? Completing culminating tasks? 	<ul style="list-style-type: none"> - Assist with preparation of QSAR reports and reporting to stakeholders (i.e. Board of Directors) - Use as a tool to plan or revise marketing and programming activities - Able to show performance improvement to funder 	<ul style="list-style-type: none"> - Monthly/Quarterly