

Employment First Assessment Guide

The Employment First Assessment is a tool to gather information to develop a Service Plan. The Assessment contains information regarding basic living needs such as housing, health concerns, mental health, as well as, domestic violence, substance abuse, legal issues and criminal activity. The Assessment also addresses people who provide support and guidance to the TANF customer as well as employment history, education background, skills developed and strengths of the customer. The Assessment is future focused and begins to assist the customer in looking at what life can look like in one year and five years.

The Employment First Assessment is conducted in conjunction with the Employment First Orientation. The assessment process is individualized. The Assessment can be updated during the year if the customer's TANF case is closed and then later reopened and is subject to Employment First. The left side of the Assessment or white side is completed by the customer on their own. The right side or gray side is discussion questions that are answered with the customer, Contract Provider, and the Employment First Case Manager. The Assessment is not limited to the questions on the form. A "Yes" answer on the white side will indicate a need for further clarification. Sometimes a question leads to another question. The space on the form is for the main points to be documented but the back side of the form can be used if more documentation is needed.

The Employment First Assessment is divided into four sections: Basic Life Needs/Safety Needs, Belonging Needs, Self Awareness Needs and Esteem Needs. The sections are based on Maslow's Hierarchy of Needs, which is that each person must attain a level of achievement before they are able to advance to the next level. For example, shelter and food (basic needs) are needed before a person can move to considering employment (self awareness need).

BASIC LIFE NEEDS/SAFETY NEEDS

This section addresses items that may need to be addressed before employment can be considered. It also addresses challenges to employment such as health and legal issues. This section contains some questions on domestic violence. Specific domestic violence issues should not be documented on this form. This documentation should be on a separate piece of paper and kept in a separate file. We do not want a customer in a domestic violence situation to have the situation worsened because a partner finds out information that we have.

If the customer marks a "Yes" answer in this section, the Case Manager needs to get more specific information about the situation during the discussion phase. The discussion questions cover the same topics but in a more personal manner. Completion of the Domestic Violence Screening Form (WP-7) is also needed if the assessment indicates that domestic violence may be issue.

BELONGING NEEDS

This section addresses what people supports and community group supports the customer has. A "Yes" answer on the white side needs to be clarified. The discussion questions serve to gather more information about community involvement and supports. A goal of Employment First is to assist the customer not only with employment but in having a support system that will maintain them after the services (TANF, Employment First) have ended.

SELF AWARENESS NEEDS

This section addresses work history, education, and some basic questions about what the customer wants their life to look like. The gray section will serve to clarify and get into more detail as to what direction the customer is looking at for their future.

ESTEEM NEEDS

This section looks at skills, interests, personal values and strengths that can assist the customer in becoming successful at future employment.

Employment First Summary Page

Name: _____

Date: _____

This is the summary of thoughts gained in each of the four assessment sections. These thoughts will assist us in developing your Service Plan.

Basic/Safety

This section is the summary of challenges the TANF customer has that need to be addressed.

Belonging (Resources)

This section is a list of supports available to the TANF customer. It is the names of friends and family, and community groups they take part in.

Self Awareness (Outcomes)

This section is a statement of what the TANF customer has in mind for their life. It could include education and areas of past employment as well as thoughts for future employment.

Esteem (Strengths)

This section is a list of skills, knowledge, interests, and strengths that will be useful to the TANF customer as they pursue their Service Plan and employment.

Update Section

Date: _____

Here is what has changed since the last time this form was completed: