### THIRD PARTY ASSESSMENTS

Approved: **Signature on file** Date: 06/02/00 (R09/2009)

#### **PURPOSE**

The purpose of this policy is to provide guidelines to be used when referring participants for a Third-Party Assessment (TPA). If a participant disagrees with the results of the Vocational Assessment, we may refer the matter for a TPA if the issue cannot be resolved. No state hearing can be granted regarding an assessment used to develop a Welfare-To-Work (WTW) Plan until an independent TPA has been performed.

Number: 210-B

# THIRD-PARTY ASSESSMENT

If the participant disagrees with the results of the Vocational Assessment, the matter must be referred by the county for an independent assessment by an impartial third party. The results of this assessment, which shall be binding upon the county and the participant, will be used to develop the appropriate WTW Plan for the participant.

A referral is made to a third party assessor. The assessor will evaluate the situation and make a decision regarding an appropriate occupational field for the participant. No TPA may be performed by an assessor having a financial or other interest in the results of the assessment. The assessor will notify SSA if any conflicting interests exist.

No state hearing shall be granted regarding a Vocational Assessment used to develop a WTW Plan until an independent TPA has been completed. The participant shall not be assigned to any other activity until the TPA is completed. Before making a referral to the third party assessor, the Case Manager (CM) is to confer with his or her supervisor. The supervisor will review the information and discuss the situation with the participant, if necessary. If the consultation does not resolve the dispute, the supervisor will consult with WTW Program for instructions.

### REFERRAL TO THIRD PARTY ASSESSMENT

After consultation with WTW Program, the supervisor will contact the third party assessor and provide them with the following information:

Self-appraisal Form (F063-41-03) copy.

A copy of the original Assessment Report.

# THIRD PARTY

Before conducting the TPA, the assessor will make at least ASSESSOR'S ROLE one contact with the CM, supervisor, and/or original assessor, and the participant to discuss the areas of disagreement and request additional information if necessary. Copies of any additional information submitted to the assessor as a result of the above contacts shall be provided to all parties.

> The TPA is a one-day assessment instrument. Before recommending a specific occupational field, the assessor will take into consideration the participant's employment goals and chances to achieve those goals given the participant's current and potential skills and the local labor market conditions.

### THIRD PARTY ASSESSOR'S **REPORT**

The third party assessor has fifteen (15) working days from the date of the initial request to provide a written decision to the CM and the participant on how the areas of disagreement may be resolved. The decision will include a description of the areas of disagreement, a summary of relevant information, the conclusions, and a decision on the appropriate occupational field for the participant.

Copies of the TPA report shall be sent to the CM and the participant by the assessor.

The third party assessor's decision will support the appropriate activities in the WTW Plan. The TPA report may direct the CM to revise the WTW Plan, if necessary.

## WELFARE-TO-**WORK BASED ON** TPA REPORT

The CM will schedule an interview with the participant in order to develop a WTW Plan based on the TPA, or implement a new WTW Plan as appropriate. (Refer to CalWORKs Policy 211 - Welfare-To-Work Plan.) If the participant does not agree with the TPA, he/she may request a fair hearing after the TPA has been completed.

## SUPPORTIVE **SERVICES**

The CM will address any supportive services needs in the completion of the TPA.

NON-COMPLIANCE If the client fails to show up for or complete the TPA

process, he/she will be expected to comply with the original WTW Plan decisions.

**CALWIN ENTRIES** The CM will update the activity status and attendance in

WTW activities in CalWIN per the <u>Participation Tracking</u>
Resource Guide and enter CalWIN Case Comments per the

Case Comments Resource Guide.

**REFERENCES** EAS 42-711.556

Section 11325.4, Welfare & Institutions Code

<u>CalWORKs Policy 211</u> – Welfare-To-Work Plan

RESOURCE Participation Tracking Resource Guide

GUIDES Case Comments Resource Guide