

DATE ISSUED: January 4, 2010
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FROM: Kate Probert Fagundes
DWP/MFIP Employment Services Division Manager

TO: Ramsey County DWP/MFIP- Employment Services Staff

SUBJECT: Guidelines for using the Employability Measure (EM)

GUIDELINES:

1. The Employability Measure (EM) will be used with all new and returning Employment Services (ES) participants.
 - a. MFIP Employment Counselors must complete an EM with the participant within the first 90 days of completing the overview. In an effort to strengthen Employment Counselor/ participant rapport, prolonging completion of the EM to nearer to the 90 day deadline may be preferable. Only one completed EM is required of each participant served.
 - b. Extension Services (EXS) counselors can complete the EM only if it is necessary to conduct an in depth assessment with the participants. To determine this, EXS counselors can review the most recent EM if one was already completed. Only one completed EM is required of each participant served.
2. An ongoing EM can be completed once every 12 months if the Employment Counselor deems it necessary to assess the participant's progress. Completing an EM every 12 months is not mandatory.
3. When completing an EM with the participant, ES staff is expected to work within parameters received during EM training, using the EM manual as a guide.
4. All EM results must be recorded onto the *Assessment* tab in WF1.
5. ES providers are encouraged to utilize other credible employability and skill assessment questionnaires, but these tools do not supplant the EM.
6. When necessary, ES staff should ensure that an interpreter is present during the EM interview.
7. New ES staff must attend DHS *Employability Measure* and *Employment Plan* trainings.
8. *Motivational Interviewing* (MI) training is required of all ES counselors. Staff who have completed MI training, are required to attend MI coaching circles on an ongoing basis.

REQUIRED ACTION: Review policy with all applicable staff and follow all outlined expectations.

EFFECTIVE DATE: October 15, 2012

CONTACT PERSON: Agency Lead Planner