



# Ready, SET....

SKILL  
ENHANCEMENT  
TRAINING

November 5, 2024

# Housekeeping Notes

- Getting your CDMS and CRC continuing education credit
- Using the Q&A feature
- Finding information on the web



WELCOME

AMY RHODES,

VOCATIONAL SERVICES QUALITY  
ASSURANCE PROGRAM MANAGER



# Learning Topics

- Options
- Eligibility
- Application
- Expectations



# THE CASE FOR SKILL ENHANCEMENT TRAINING

- **The case for English as a second language (ESL) training:** One out of four pension outcomes are for limited English proficiency workers.
- **The case for high school equivalency and/or adult basic education (ABE) training:**
  - 16% of Washington residents are illiterate, a problem only worsened by the pandemic.
  - According to US Bureau of Labor Statistics projections through 2032:
    - Employment opportunities in occupations that do not **require a high school diploma** will continue to drop.
    - Occupations that typically require a **high school diploma or the equivalent** for entry have the most projected openings of any education level.

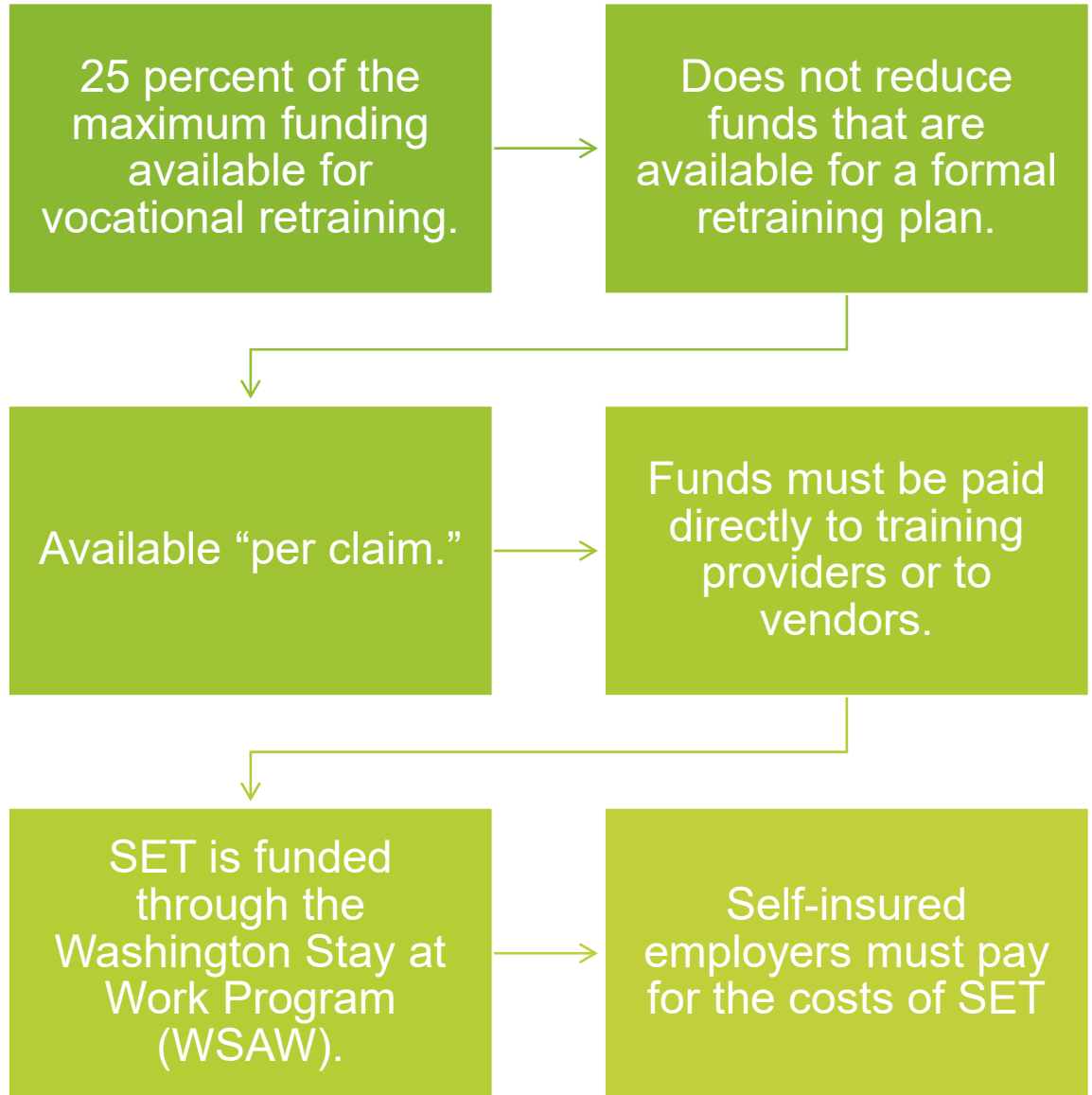
## SKILL ENHANCEMENT TRAINING: A WORKER INCENTIVE

- Allows funds for qualifying workers to participate in basic skill development while they are healing.
- Funds may be used for\*:
  - English as a second language (ESL) training
  - High-school equivalency training
  - Adult Basic Education (ABE)
  - Tutoring, equipment, and software necessary to participate in approved ESL, high school equivalency, or ABE training

\*Initial roll-out. Expansion to “other basic skills” will be evaluated in 6-9 months.



**SKILL  
ENHANCEMENT  
TRAINING:  
A WORKER  
INCENTIVE**



# BENEFITS OF SKILL ENHANCEMENT TRAINING

## **Worker benefits**

- Increases motivation and self-confidence
- Supports the worker's goals
- Positive forward motion
- Little to no risk

## **Expected system impacts**

- Increased return-to-work outcomes
- Increased re-training plan success
- Reduced pension outcomes

# GUIDANCE FOR COUNSELORS

**JULIE SALAS,**  
RETURN TO WORK PARTNERSHIPS  
MANAGEMENT ANALYST





# ELIGIBILITY

- Open Vocational Recovery (VR), Ability to Work Assessment (AWA) or Plan Development (PD) referral
- Is safe to pursue and within the worker's capabilities per the most recent Activity Prescription Form (APF)
- Meets requirements:
  - Training provider is an approved L&I provider
  - Funds are available
  - Course is no more than 90 days
  - ESL, ABE, or high school equivalency (and any required software, equipment, or tutoring)

# APPROPRIATENESS

Consider the following:

- The worker's goals and their desire to participate
- Claim status, upcoming medical treatment, and the worker's condition/limitations
- Ability to meet the requirements for coursework
- Availability of free community resources

# LIMITATIONS

- Skills gained through SET cannot be used to find a worker employable in a transferrable skills assessment.
- SET cannot delay vocational or claim decisions including the closing of a claim.
- Valid job offers can be made by the employer regardless of SET participation.
- SET skills cannot be included as a contingency in valid job offer.
- Participation in SET does not prevent a worker from participating in formal retraining.
- Performance, attendance, or pass/fail outcome cannot be used for non-compliance with vocational services.
- Travel and accommodation expenses for workers attending training are not covered.

## MONITORING PROGRESS OF SET

SET is voluntary for the worker. But, L&I has an interest in seeing the vocational counselor's discussions and the worker's progress in:

- Monthly VRC progress reports, when applicable
- An EVOC with SET course outcome
- Vocational referral closing report

**NOTE:** Avoid language that could suggest noncooperation.

# TRAINING PROVIDERS

**ELISSA MONK,**  
SCHOOL OVERSIGHT PROGRAM  
SPECIALIST



# HELPING WORKERS FIND TRAINING PROVIDERS

## What's available now?

Search the [Vendor Lookup Tool](#)'s RETRAINING SERVICES for a list of active schools.

- Some schools include basic skills as part of their regular coursework
- Others offer specialized certificate-level courses

## What do they call it?

Look for words like **Transitional Studies**, **Career Prep**, **College Decisions**, **Integrated Learning**, **ABE** or **Basic Ed** when searching a school's website or catalog.

Exploring English learning? Check [Washington Career Bridge](#) for **I-BEST** if ESL/ELA classes are full.

## Can't find the school you're looking for?

[Invite them to apply!](#) SET providers have the same requirements as retraining providers.

**Questions or concerns about a school?**  
Email [SchoolOversightProgram@lni.wa.gov](mailto:SchoolOversightProgram@lni.wa.gov)



# APPLICATION AND APPROVAL PROCESS

LARA DRABEK,  
VOCATIONAL SERVICES SPECIALISTS  
SUPERVISOR



Washington State Department of  
Labor & Industries

## Skill Enhancement Training Application

PO Box 44291  
Olympia WA 98504-4291

Fax completed forms to: 360-902-4567 or mail to address listed above.

|             |              |
|-------------|--------------|
| Worker Name | Claim Number |
|-------------|--------------|

Submit this application if **all** of the following criteria are met:

- Request is within the available maximum benefit
- Any items, technology, or software requested is required to engage effectively in the proposed skill development training course
- Courses must start within 90 days of L&I approval and cannot exceed 90 day increment or one term
- Training provider and vendor have an active L&I provider number

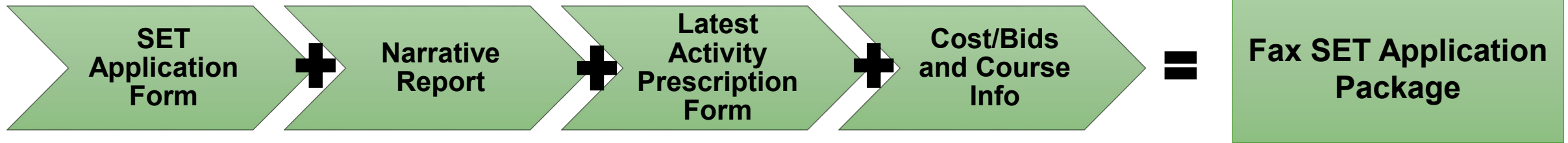
VRC Required Attachments:

1. One page narrative report signed by the vocational counselor and worker. Include how this training prepares a worker in building job readiness.
2. Training information with total tuition and fees (include course information, any items/technology/software required to engage effectively in the proposed skill development training course, and any necessary vendors bids including tax, shipping and delivery). Note: a worker cannot be reimbursed as part of this request.
3. Copy of latest Activity Prescription Form.
4. For Self Insured claims attach a SIVRF (F207-190-000).

| Course Title and/or Equipment | Start Date | End Date | Vendor Name | L&I Provider Number | Cost |
|-------------------------------|------------|----------|-------------|---------------------|------|
|                               |            |          |             |                     |      |
|                               |            |          |             |                     |      |
|                               |            |          |             |                     |      |

# APPLICATION PROCESS

## For State Fund



**No cover page.** Ensure SET application is first page of fax so it can be imaged correctly with the “SET” index

## For Self-Insurance



# APPROVAL PROCESS

Allow time for review when requesting a SET start date.

- Firm Review: Work with firm manager/QA representative
- VSS Approval: Approximately five business days
- Late or last minute submissions will be denied
- VSS approval/denial letters will include protest and appeal rights (self insurance will have letters and orders)
- No back-dating, future dates only

# VENDOR BILLING SUBMISSION

- Training will be approved in 90-day increments.
- The SET Application Form is the billing form for vendors to submit along with the Statement for Miscellaneous Services Form and invoice.
- Payments cannot be made directly to a worker.
- MARFS changes are effective January 1.
- New billing code (1307W) for training providers to use for all things SET, including equipment, tutoring, class, and books.
- *Coming soon:* Billing Guide for Training Providers

ARE YOU READY FOR  
S.E.T.?

QUESTIONS AND  
ANSWERS

