

## ONLINE CALWORKS APPRAISAL TOOL RIGHTS AND PRIVACY

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This is an overview of the Online CalWORKs Appraisal Tool (OCAT) process.

Your case worker will ask you a series of questions about your strengths, interests, and educational background. This will help identify any factors in your life that might make it hard for you to focus on work or a work related activity.

The goal of Welfare-to-Work is to get you the skills and help you need so you can find a job and become self-sufficient.

The interview will take about an hour to an hour and a half to complete. The questions will help your case worker figure out what services and activities you need at this point in time.

You will be asked questions on the following topics:

- General information, including who lives with you
- Work history
- Education history
- Physical, mental, and emotional health of you and your family
- Transportation and housing concerns
- Domestic abuse and safety concerns
- Substance or alcohol use concerns

Keep in mind during the interview:

- Some questions may seem uncomfortable, but they are being asked to better understand what help you may need to get a job.
- Everything discussed during the interview is confidential. This means that your case worker will keep everything you talk about private. The only time your case worker will not keep the interview private is if your answers sound like abuse or neglect of an elderly person or a child is occurring. Your case worker is required to report suspected elder and child abuse for investigation.
- People with disabilities have the right to get any special help they may need. If you need special help during this interview, please tell your case worker.
- The interview contains many personal questions, which are needed to figure out the next step in the process for you. You will not be penalized if you do not want to answer.

Please let your case worker know if, at any point in the process, you have any questions about what is being asked, or about the OCAT process.

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### **PARTICIPANT ACKNOWLEDGEMENT:**

**I have read this form or have had it read to me.**

**I understand the following:**

- **Why we are doing this interview.**
- **The information I provide will be kept confidential unless there is suspected elder or child abuse.**

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(Participant's Signature)

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(Date)