

DISABILITY EMPLOYMENT

May 2013

Monthly Narrative Report

The information that DEI projects provide in the DEI Monthly Narrative Report template helps to respond to DOL’s need to learn how the DEI is impacting the public workforce system’s capacity to serve jobseekers with disabilities. It is understood that projects are at different stages of implementation and may not be actively involved in each of the areas included in the reporting tool since these are designed to be comprehensive and capture the full range of required and strategic components and activities across all DEI projects. However, this report will help track progress over time.

For each reporting period, it would be helpful if grantees could provide cumulative information for each quarterly update.

Please submit your completed monthly narrative report fifteen days after the end of each month to Laura Gleneck by e-mail at lgleneck@ndi-inc.org.

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Date Completed	June 13, 2013

A. TICKET TO WORK/EN PROJECT ACTIVITIES			
For this month, include the status of EN(s) and current activity to include:			
1. Number of Tickets Assigned			
74 (pre-DEI activity)			
2. Current level of Revenue Generated (Received / Pending) NA			
Received	\$37,488 (pre-DEI activity)	Pending	\$
3. Please share any Notable EN activities during this month:			
<ul style="list-style-type: none"> • May 2, State DEI staff participated in all-EN call on “Effective Use of Virtual Services in Beneficiary Screening, Employment Readiness, Job Matching, and for the Provision of On-going Supports” • May 2, State DEI staff presented update to DRC’s on TtW/EN status at DEI Roundtable • May 2, SSA AWIC, Joani Werner and VR’s Allan Lunn, introduced TtW at the DEI Roundtable 			

- May 8, State DEI staff participated in conference call with Mary Lynn ReVoir, DJ Ralston and DRC's to address DRC questions relating to Ticket to Work
- May 21, State DEI staff participated in internal meeting with DEED's data practices lean regarding consent requirements to check Ticket status of WorkForce Center customers
- State DEI staff continued to learn about the process of determining whether individuals have tickets and how those tickets might be assigned to the DEI EN.

B. State Level Partnerships

For this month, include one significant capacity building activity related to state-level partnerships

- On-going, Project Lead continued development of the MN DEI website; http://www.positivelyminnesota.com/All_Programs_Services/Office_of_Youth_Development/MN_DEI/index.aspx
- Throughout May, Project Lead consulted with Jayne Spain, MN Department of Education (MDE) Secondary Transition Specialist, in regard to NDI/NCWD/Youth technical assistance training logistics and worked to recruit attendee's, including general preparation for the NDI/NCWD/Youth 2-day event.
- May 2, State DEI staff hosted a DEI Roundtable that introduced TtW, DB101, the CTIC's role in MN's DEI project, DEI parent trainings, and the role of PACER's multi-cultural specialists. Provided participants with demographic statistics for MN DEI implementation sites and introduced PACER's multicultural specialists who will be working with DRCs on outreach with diverse communities and providing information and referral services to participating youth and their families.
- Ongoing, PACER staff worked on revising Youth Assessment, Student Action Plan, and Promotional flyer to incorporate feedback from May 2nd MN DEI Roundtable.
- May 14, State DEI staff conferenced with Social Dynamics staff in regard to the evaluation component of DEI
- May 15, State DEI staff completed on-line and written DEI quarterly status reports as well as April monthly status report
- May 16, Project Lead held a MN DRC monthly conference call
- May 16, MN DEI grant modification package was submitted to DOL following revision of DEI Scope of Work and Budget which reflected the change in the number of implementation sites
- May 16, PACER staff conferenced with Social Dynamics staff
- May 20, Project Lead met with PACER staff to discuss June Roundtable agenda items
- May 20, State DEI staff released MN DEI Control Site Work Plan and Budget, due June 14
- May 21, PACER staff participated in "Building Partnerships at the Local Level" webinar
- May 29-30, State DEI staff hosted NDI's/NCWD's technical assistance training at MDE
- May 30, State DEI staff participated in the State Lead Peer Exchange
- Confirmation of the Project Lead's DEI presentation at the next Juvenile Justice Advisory Committee meeting on June 14 was made.
- Project Lead consulted with State Services for the Blind (SSB) VR Supervisor, Mike Newman, in regard to recruiting SSB staff representation on the DEI Steering Committee.
- On-going, State DEI staff moved production of the Data Sharing Agreement (DSA) forward by working on elements of the DSA with departmental data producers and data confidentiality experts

- PACER staff scheduled July 29th pilot training for parents on Social Security and Benefit Planning for Transition-Age Youth in Baxter MN. Arranged logistics and drafted a promotional flyer.
- State DEI staff finalized the implementation sites Phase II Work Plans and Budget's, increasing the allocations and releasing revised NGA's
- State DEI staff created a document that will be utilized by the implementation sites to track leveraged resources
- Project Lead informed the DRC's and local DEI staff about the following opportunities: NDI's on-line meeting TA Office Hours, Social Security Administration's E-Services Workshop

C. Local Level Activities

For this month, please describe one significant local level activity in which the DEI is helping to build the capacity of the public workforce system (e.g., front-line/partner staff training, employer outreach, etc.)

Workforce Development Inc. (WDI) Minnesota WSA 8

- **May 1**, DRC and WDI Executive Director participated in first year interview call with Social Dynamics staff
- **May 2**, DRC attended DEI Roundtable
- **May 3**, DRC attended RRACP training at DEED to learn about Assistive Technology resources
- **May 7**, DRC met with Voc. Rehab. Area Manager to discuss DEI involvement and schedule case manager training
- **May 8**, DRC participated in NDI conference call
- **May 8**, DRC held case manager meeting to provide updates and DEI implementation ideas
- **May 9**, DRC participated in TtW-EN Billing webinar
- **May 14**, DRC participated in Service Delivery Component Self-Employment webinar
- **May 16**, DRC participated in DEI monthly conference call
- **May 16**, DRC participated in TtW Overview: Integrating the Ticket to Work in Your Job Center webinar
- **May 17**, DRC met with MNVAC DRC to collaborate, discuss progress and implementation ideas
- **May 20**, DRC met with WDI program coordinators regarding TtW, running reports, identifying ticket holders
- **May 23**, DRC completed resource mapping tool and submitted to NDI liaison
- **May 28**, DRC participated in Ticket 301, five-part series webinar
- **May 29 – 30**, DRC and WDI Manager attended NDI/NCWD Technical Assistance Visit at MN Dept of Education
- Additionally, DRC scheduled individual meetings with case-managers in June to review caseloads and potential DEI participants

Minnesota Valley Action Council (MNVAC) Minnesota WSA 7

- **May 7**, the DRC met with State Services for the Blind staff to discuss their services and how we can partner to serve youth through the DEI project.
- **May 7**, DRC participated in Ticket Tuesday, Marketing
- **May 7**, the DRC attended a Community Transition Interagency Committee (CTIC)

meeting to meet the members and discuss the DEI project.

- **May 8**, the DRC participated in the DEI Conference Call with DJ and Mary Lynn on the Ticket to Work.
- **May 14**, the DRC attended the MVAC Employment Services meeting with staff from the nine county area to learn more about the services, process, policies and challenges for counselors and participants in the youth, adult and dislocated worker programs.
- **May 15**, the DRC met with the Assistive Technology Coordinator at SMILES Center for Independent Living to discuss SMILES services, learn about the assistive technology available for loan and the DEI project.
- **May 16**, the DRC, Youth Services Coordinator and Project Contact for South Central participated in the Work Skills Competition. The event is sponsored by the Mankato Area CTIC for youth with disabilities to participate in job interviewing, application writing and problem solving activities. Youth are judged on their performance by individuals from business and organizations in the community. The youth with the highest scores receive awards.
- **May 16**, staff attended the monthly DEI Implementation Site conference call.
- **May 21**, the DRC attended the Building Partnerships and Collaboration at the Local Level webinar.
- **May 29& 30**, 3 staff attended the NDI/DEI Technical Assistance Training. Local partners from MRCI WorkSource, Vocational Rehabilitation Services, and Minnesota Valley Education District and Mankato Area CTIC also participated in the training.
- **May 31**, the DRC attended the Building Relationships-Bridging Opportunities Workforce Center Professional Development Training. This training included information on assistive technology available in the WorkForce Center and basic instruction on how to use it along with Equal Opportunity in the WorkForce Centers.
- Throughout the month, the DRC continued to work on the Resource Mapping tool to connect with existing partners and possible new partnerships to identify the services available as well as the service gaps for youth with disabilities.
- Throughout the month, the DRC continued working with 3 youth who are currently in youth programs to learn more about youth services, the youth counselors work and barriers to employment that youth with disabilities face. The DRC contacted employers for potential work experience for these youth. The DRC attended youth workshops provided by MVAC youth counselors to learn more about the services and information provided to youth participants.
- Additionally, as MVAC staff have been accepting new youth applications they have noted youth that could be eligible for the DEI project.

Rural Minnesota Concentrated Employment Program (RMCEP) Minnesota WSA 2

May 1– 28, Resource Mapping was the primary focus of this month's activities. This exercise identified several potential collaborative partners as we prepare to launch the DEI enhancements to our current service delivery model for PWD.

May 2, DEI Roundtable was attended by Greg Kaiser (DRC) , Arlyce Cucich (Operations Specialist), Terry Janes (Director of Operations) and Debbie Grant (Moorhead Youth Coordinator and CTIC member)

May 7, Dr. Robert Bartolotta from Social Dynamics conducted an initial interview regarding RMCEP's local demographics, the organizations service delivery strategies and its sustainment plan. Dan Wenner (Executive Director) was in attendance along with Greg Kaiser, Terry Janes

and Arlyce Cucich.

May 8, RMCEP staff participated in a conference call conducted by DJ Ralston from NDI. Submitted questions were answered along with some discussion regarding the direction of each implementation site as well as the status of DEED's EN

May 13, DRC, Greg Kaiser attended a VR counselor review meeting. Greg was given an hour to discuss the vision of the DEI which is to improve access and outcomes for PWD. He spoke to the four transition counselors in Workforce Service Area 2 (WSA2). The workforce centers covered were Wadena, Fergus Falls, Brainerd and Little Falls. Steve Jacobs (Area Manager), Steven Jennissen, Jill Meldahl, Helen Neudecker and Caryn Spreeman were in attendance.

May 16, DRC participated in DEED's/DEI State Lead monthly conference call. DRC presented significant local DEI activities to Anne Fischer, the state lead, for the purpose of calibrating pilot efforts and sharing of best practices. Feedback from Anne was both affirming and constructive.

May 16, DRC attended Summary of Performance IEP for transitioning youth in the Detroit Lakes Area with Sandy Torgusson (Youth Coordinator Detroit Lakes WFC, Wendy Sipe (Coach, Detroit Lakes High School) and Maureen Lilleby (VR Counselor). Student is currently enrolled in our WIA Youth program and may benefit from DEI enhancement services.

May 21, Greg Kaiser and Arlyce Cucich attended NDI webinar about building local collaborative partnerships.

May 22, Greg Kaiser met with Colleen Murray, Family and Community Services Director for Lakes and Prairies Community Action Partnership. The purpose of this meeting was to establish a collaborative around shared employment goals, increase access to Lakes and Prairies customers to work experience programs, and share resources to overcome housing challenges.

May 23, Greg Kaiser coordinated staff training for Ticket to Work for Deb Johnson, assistant accountant, who will oversee the TtW payments after we launch this part of the initiative in our local area. Arlyce Cucich was also there to provide WFC program expertise.

May 28– 29, Greg Kaiser, Vicki Leaderbrand (RMCEP Planner), Sue Hilgart (Brainerd WFC Team Leader/Center 2 Benefits Planner designee) and Arlyce Cucich attended the NDI/NCWD-Youth technical assistance training at the MN Dept. of Education. The training provided a forum for partners from SSA, VR, CTICs, DRCs, WFC professionals, ABE and SSB to discuss the challenges and opportunities that lie ahead. DJ Ralston and Curtis Richards facilitated the discussion.