

DISABILITY EMPLOYMENT

April 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.

DEI State Project	Minnesota
Name of Person (completing survey)	Anne Fischer
E-mail Address	Anne.Fischer@state.mn.us
Contact Phone #	651/259-7545
Date Completed	May 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		*Because DEED’s DEI EN operates under a Payment Agreement and because we do not currently have suitability clearance, this information is not available.	
2. Current level of Revenue Generated (Received / Pending)			
Received	\$	Pending	\$
3. Please share any Notable EN activities during this month:			
<ul style="list-style-type: none"> State DEI staff participated in SSA’s TTT’s, Payment Categories, Interactive Voice Recognition, and Payment Request Forms calls. State DEI staff participated in Mathematica’s “Young Social Security Beneficiaries and Early Intervention to Increase Employment” webinar. State DEI staff participated in SSA’s webinar, “EN Partnerships that Increase Employment Outcomes and Self-Sufficiency” 			

- State DEI staff submitted the required documentation to SSA (*May 3*) in order to obtain suitability determinations.
- SSA approved a WIA EN Payment Agreement for the Minnesota Employment and Economic Development EN on 03/28/13.
- State DEI staff consulted with NDI TA regarding examples of TtW User's or Policy Manual.
- State DEI staff conferenced with NDI's TtW expert and NDI's TA regarding TtW implementation on 03/17/13. A TtW call with MN's DRC's was scheduled as a follow-up for 05/08/13.
- State DEI staff researched CWIC training opportunities and consulted with NDI's TA for additional certification information.
- 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

- Project Lead and state DEI staff consulted with NDI and ETA in regard to the following MN DEI implementation matters: Phase II Implementation Site Work Plan and Budget Instructions, modification of the MN DEI project model and submittal of appropriate documents, assistive technology equipment and allowable DEI expenses, flexible cost category within DEI budget, MN DRC's Roundtables, and implementation of Ticket to Work/EN.
- Project Lead, DRC's and PACER staff conferenced with NDI's TA on April 3 to discuss the IRT's role, NDI's resource mapping tool and to follow-up on learning's from the National Meeting in D.C.
- Project Lead participated in the Project Lead Administrative call on April 9.
- Project Lead scheduled DRC, Project Lead and state DEI staff TtW conference call with NDI staff for May 8 at the suggestion of NDI TA.
- Project Lead and state DEI staff scheduled and planned for call on April 26 with ETA staff to discuss MN modification and project status.
- Project Lead and state DEI staff developed and released Implementation Site Phase II Work Plan, Budget and Participant Plan Instructions on April 9. NDI's TA offered her assistance to the Implementation Site staff as they completed their Plan responses. Plan packages were due on April 25. DEED DEI staff reviewed and provided comment to the Implementation Site staff on their Phase II Work Plans with subsequent revisions due to DEED on May 8.
- Project Lead conferenced with NDI TA on April 2 to receive assistance in regard to the continued development of the MN DEI project.
- Project Lead scheduled a MN DEI Orientation for May 29 and 30. NDI and NWDC staff will provide the national DEI perspective at this much anticipated event to be held at the MN Department of Education.
- Project Lead met with PACER Center staff on April 1 to provide direction for MN DEI project activities. Discussed progress on products/deliverables and revisions in PACER's scope of work caused by reduced number of implementation sites.
- Project Lead facilitated production of first MN DRC Roundtable on April 18. Agenda topics included: Benefits Planning, Guideposts for Success, DEI Case Studies, Assistive Technology and a tour of PACER Center's Simon Technology Center.

- Project Lead scheduled a meeting with Sara Romagnoli of the MN Department of Human Services to discuss collaborative efforts regarding DEI participant recruitment.
- Project Lead planned for and scheduled the 2nd MN DRC Roundtable for May 2.
- Project Lead consulted with Susan Tulashie, Equal Opportunity Officer for DEED's Workforce Development Division (WDD). The WDD contributed "Positively MN" office products to Implementation Sites for their DEI activities.
- Project Lead continued development of the MN DEI website; http://www.positivelyminnesota.com/All_Programs_Services/Office_of_Youth_Development/MN_DEI/index.aspx
- Project Lead consulted with Jayne Spain, MN Department of Education Secondary Transition Specialist, on April 4 in regard to DB101, a web-based planning tool for youth, their families and their case managers and CTIC member participation in the May 2 DRC Roundtable. Also consulted with Jayne on April 13 in regard to recruitment of a mental health professional for the DEI Steering Committee as the Department of Human Services has a strong interest in improving employment outcomes for persons with mental illness.
- Project Lead held a MN DRC monthly conference call on April 15.
- Project Lead planned for and held a MN DEI Steering Committee meeting on April 11th at the MN Department of Education. The next quarterly meeting was scheduled for June 26.
- Project Lead scheduled a meeting with the Assistant Director of Services for the MN Brain Injury Alliance on May 13. This organization is a potential resource for the Implementation Sites as they work with veterans who have brain injuries and are in need of employment and training services.
- Project Lead met with Carrie Wasley, Juvenile Justice Specialist for the MN Department of Public Safety. DEI participant referrals at the local level were discussed and planning for the Project Lead's DEI presentation at the next Juvenile Justice Advisory Committee meeting occurred.
- Project Lead conferenced with Joani Werner, AWIC for Social Security Administration, to prepare for SSA's and VR's TtW presentation at the April 19 DEI Roundtable.
- Project Lead consulted with State Services for the Blind (SSB) VR Supervisor, Mike Newman, in regard to providing SSB field office counselor contact information to the DEI DRC's, thereby strengthening collaborative efforts at the local level.
- State DEI staff moved production of the Data Sharing Agreement forward by consulting with internal partners and with Social Dynamics staff. A conference call with Rob Bartolotta and Douglas Klayman took place on April 5.
- Project Lead informed the DRC's and local DEI staff about the following opportunities: DEED sponsored Assistive Technology and Customer Service Workshops to be held in April and May, Multicultural Forum on Workplace Diversity Career Fair and Career Services event on April 9-10, Workforce Essentials Facebook invitation to informally discuss DEI activities, Accessible Technology "Disability at Work" webinar sponsored by the Business Leadership Network, the Diversity Council of MN's Federal Executive Board's June 5 Diversity Day "The Courage to Lead" 2013 event, the MN's Financial Fitness Networks moneyasyougrow.org website from the President's Advisory Council on Financial Capability, and NDI's on-line meeting TA Office Hours.

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

WDI's DRC and youth staff person met with the local CTIC to present DEI and discuss possible collaborative efforts.

WDI's DRC met with Rice County Vocational Rehabilitation Services to discuss DEI and possible collaborative efforts.

WDI's DRC presented DEI objectives to WDI front-line staff/case managers.

WDI's DRC scheduled a meeting with WDI managers and case managers in May to update and discuss DEI parameters.

WDI's DRC scheduled a meeting with the Rochester Vocational Rehabilitation Services Manager to discuss DEI and to build a potential partnership.

WDI's DRC connected with the following organizations in the region in order to strengthen potential IRT membership: Fernbrook (provides mental health services for families), Southeast Minnesota Center for Independent Living (SEMCIL) and the Owatonna and Faribault offices of Vocational Rehabilitation.

WDI's DRC and Youth Program Manager attended MN DEI's Roundtable on April 18th.

WDI's DRC participated in NDI's "Ticket Holder Assessment & Individual Work Plan", "TtW: Workforce EN Business Model", "Asset Development Practical Application Strategies for DRCs", "A Systematic Look at Wegner-Peyser & WIA", "EN Staffing Services: Marketing and Outreach", "Ticket Holder Assessment and Individual Work Plan", "DEI Required Components Access and Ticket", and "Building Partnerships and Collaboration at the State Level".

WDI's DRC participated in MN's DEI DRC Monthly Conference Call on April 15.

Minnesota Valley Action Council (MNVAC) Minnesota WSA 7

MNVAC's DRC has met with several key stakeholders and organizations in the community to discuss the DEI project including: Christine Bauman and Deanna Steffensmeier at Vocational Rehabilitation Services to get a better understanding of the services they provide. She learned about a resource that they use often called the Job Accommodation Network.

MNVAC's DRC met with Laura Bealey, Nancy Abel and Ted Ornas from MRCI WorkSource to discuss how DEI could compliment their services to youth with disabilities.

MNVAC's DRC also met with Dick Joerg from Veteran Services to recruit youth participants that are also veterans.

MNVAC's DRC attended a Nicollet County Children's Mental Health Collaborative meeting to discuss the DEI project.

MNVAC's DRC visited the Minnesota Valley Education District in St. Peter to meet special education staff

MNVAC's DRC scheduled upcoming meetings with State Services for the Blind staff, the Mankato Community Transition Interagency Committee (CTIC) and Southern Minnesota Independent Living Enterprises & Services (SMILES) which offers an assistive technology lending library.

MNVAC's DRC is developing a resource map of the programs and services in the area for youth with disabilities. In addition, the South Central Youth Council developed and printed a youth

directory of resources available to all youth in the nine county area that can be used a resource for the DEI project as well. A sample of the directory can be found at www.workforcecouncil.org/youth-council/projects/youth-directories/ MNVAC's DRC attended the following DEI webinars in April:

Access:

The Workforce Development System and Access Parts 1,2 & 3.....	04/05/2013
<u>Blending, Braiding Leveraging</u>	
Building Partnerships and Collaboration at the State Level.....	04/04/2013
Building Partnerships at the Local Level.....	04/02/2013
Introduction to the IRT model.....	04/01/2013
Partnership and Collaboration : The IRT Model.....	04/02/2013
Resource Mapping the Guideposts and Working with Targeted youth.....	04/05/2013
<u>Disability Employment Initiative (DEI)</u>	
DEI Orientation part 4 : The DEI Website.....	04/01/2013
DEI Orientation part 3 DEI Strategic Service Delivery.....	04/02/2013
Top Nine DEI Myth.....	04/08/2013
<u>Guideposts for Success and Youth Strategies</u>	
Overview of Guideposts for Success and Resources for Serving Youth.....	04/04/2013
<u>Integrated Resource Team Approach</u>	
Comprehensive Breakdown of the IRT Approach.....	04/01/2013
<u>Ticket to Work and Employment Networks</u>	
Ticket Holder Assessment and Inv. Work Plan.....	04/17/2013
DEI Ticket 201.....	04/10/2013
DEI Ticket 101.....	04/10/2013
Ticket to Work Benefit Basics: DRC & One Stop Staff.....	04/11/2013
Ticket Tuesday – Payment Req. Form.....	04/23/2013
NDI Partnership Plus.....	04/23/2013
<u>Promoting Economic Advancement –</u>	
Using Work Incentives to Build Financial Stability.....	04/24/2013
MNVAC's DRC attended the Project Community Connect which is a large community event that was held at the Civic Center for people in poverty and homeless to connect to area resources.	
MNVAC's DRC attended the Greater Mankato Career Expo where over 1,200 high school sophomores from area school districts attend a highly interactive career fair with over 200 employers exhibits to learn about occupations in a variety of industries.	
MNVAC's Staff attended the DEI Disability Resource Coordinator Roundtable on April 18th that covered the Work Incentive Connection, Guideposts to Success and Assistive Technology & the Simon Technology Center.	
MNVAC Staff attended the monthly DEI Implementation Site conference call.	
MNVAC Staff hold weekly internal meetings to discuss DEI activities.	
As MVAC staff have been accepting new youth applications they have noted youth that could be eligible for the DEI project.	
MNVAC's DRC has been assigned three cases of youth participants with disabilities to gain understanding of the WIA/MYP youth employment services programming.	

Rural Minnesota Concentrated Employment Program (RMCEP) Minnesota WSA 2

RMCEP's DRC participated in Ticket to Work Tuesday's on April 2, 9, 16 and 23 - a weekly call designed to provide the most up-to-date information on Ticket to Work.

RMCEP's DRC attended Mathematica's April 3 "Young Social Security Beneficiaries and Early Intervention to Increase Employment Opportunities" webinar and registered for Mathematica's distribution list so the entire agency will be aware of any additional, relevant webinars provided by Mathematica.

RMCEP's DRC met with Marcia Otte from MAHUBE-OTWA, a Community Action Partnership, (CAP) regarding IDAs, on April 9 to learn about VITA, tax prep, independent living and transportation resources for future DEI participants.

RMCEP's DRC participated in Cornell University TtW Webinars on April 10 and April 24. He also registered to be notified of future webinars so RMCEP will be aware of any additional webinars provided by Cornell.

RMCEP's DRC attended RMCEP's Internal Communications/Manager Meeting on April 15 to present an initial DEI training for Managers and Team Leaders within RMCEP.

RMCEP's DRC attended a PACER Inc. sponsored Transition to Employment workshop in Moorhead on April 16. This initial contact with local families provided a base for DEI recruitment and included post-secondary resources.

RMCEP's DRC was introduction to the Family Stabilization Services (FSS) program in Moorhead on April 17. FSS is a potential ticket to work feeder program for the DEI EN.

RMCEP's DRC met with the Moorhead Vocational Rehabilitation Services team on April 17 to introduce DEI and to explore how RMCEP and VRS can expand the existing partnership in the Moorhead area.

RMCEP's DRC met with Dave Snyder from Legal Services Advocacy (LSA) on April 17 to discuss how RMCEP can collaborate with LSA in regard to asset development within DEI.

RMCEP staff attended the first MN DEI DRC Roundtable in the Twin Cities on April 18.

RMCEP's DRC attended a Vocational Rehabilitation Services team meeting on April 22 in Wadena to introduce DEI and to discuss how RMCEP and VRS can expand partnership efforts in that physical location.

RMCEP's DRC attended a Transitional Expo on April 23 conducted by the Cass/Clay Community Transition Interagency Committee (CTIC). Training and resources for future DEI marketing and recruitment purposes was gained. In addition, the DRC identified a disability champion to be part of RMCEP's IRTs and marketing efforts.

RMCEP staff attended a DEED sponsored Resource Area training in Brainerd on April 26. Equal Opportunity, Resource Area Assistive Technology equipment, and Customer Service were presented as training opportunities. The DRC met Steven Larson, from State Services for the Blind (SSB). Steve will be instrumental in building relationships within the communities DEI will serve.

RMCEP's DRC introduced DEI to RMCEP's Youth Coordinator's on April 29. This training presented MN DEI to staff that will be on the front line of delivering the new strategies to RMCEP youth.

RMCEP's DRC participated in the ALL EN Payments call on April 30 – a webinar that provides a forum to address payment concerns as they arise.

RMCEP's DRC collaborated with Allan Lunn of DEED's Vocational Rehabilitation Services to discuss milestone and outcome ticket payments.

PACER Center, Inc

On April 8 PACER's primary DEI staff met with Jonathan Campbell, Assistive Technology Specialist at PACER's Simon Technology Center (STC) to discuss information to be shared with DRCs during April 18 Roundtable. This info will be specific to Assistive Technology (AT) and transition age youth with disabilities in academic and employment settings and the services available to DRCs through the STC.

PACER staff participated in April 11 meeting of MN DEI Steering Committee at the MN Department of Education, discussing progress of PACER DEI Work Plan deliverables to date. Also on April 11. PACER's MN DEI activities were presented at the MN's Shared Youth Vision Committee, a cross-agency committee that includes full range of MN DEI partner agencies. April 22, held orientation to MN DEI Project with PACER multicultural specialists. Oriented 5 PACER staff members who work with diverse cultural communities to the goals of the project, the regions of MN and WSA implementation sites they will be working with, and their role in recruiting youth, supporting youth and their families, outreach activities, and proposed Year 2 webinar. PACER multicultural specialists will meet DEI DRCs at the May 2nd DEI Roundtable. PACER staff connected with Robert Bartolotta from Social Dynamics on April 17 to schedule a phone interview with PACER partners in May.

PACER MN DEI Project staff presented introductory information to DRCs and WSA site directors on the *Guideposts for Success* during the April 18 DEI Roundtable. Staff also facilitated a discussion of youth case studies applying the 5 Guideposts for Success. DRCs also met with Jonathan Campbell from PACER's Simon Technology Center (STC) who provided examples of Assistive Technology used by youth for various purposes and discussed the services of the STC. Implementation sites will have access to the STC lending library, an e-newsletter, individualized youth consultations, and information and referral. Participants also toured the STC and were given forms to complete to use the lending library at no cost to their projects.

Additional April Activities

1. Developed draft of one-page informational poster/flyer on the MN DEI Project for discussion with DRCs at the May2 Roundtable.
2. Developed draft of planning tool for MN DEI counselors, DRCs and IRTs to use with individual youth to identify needs in each guidepost area for discussion with DRCs at the May2 Roundtable.
3. Assigned PACER staff consulted with partner staff at MN SSA office and VR in the course of developing content for draft of parent training curriculum.
4. PACER's Scope of Work was addressed due to the reduction to 3 DEI implementation sites instead of 4. New activities include additional support from the Simon Technology Center, development of marketing materials, and additional parent trainings in rural MN.
5. Communicated with DRC Natalie Amy on April 15 regarding developing the Assistive Technology component of her Phase II Work Plan and provided her with related resources.
6. PACER DEI staff attended April 3 national webinar sponsored by Mathematica Research highlighting new longitudinal statistics on young adult Social Security disability beneficiaries and interim findings from the Youth Transition Demonstration (YTD) evaluation.
7. PACER DEI staff attended RESNA webinar "Negotiating Access to Assistive Technology after High School: Planning Strategies & Civil Rights" on April 23.