**Peer to Peer Technical Assistance and Training Forum**

**Date:** October 10, 2019

**Location:** 332 Minnesota St., Suite E200 St. Paul, MN 55101

**DEED Staff:** Kay Tracy, Cory Schmid, Larry Eisenstadt, and Steve Barker

Ramsey County Staff: Lisa Guetzkow, CJ Stanton, Rachael Molenaar, Julie Baker, Kenneth Cutler, Lisa Grottoden, and Tonya Yarbrough

Minnesota’s Youth DEI implementation sites provided a peer to peer technical assistance and training session for the new Ramsey County Youth Team. The three DEI implementation sites had the opportunity to review the Ramsey County ISS prior to the forum.

**Focus Areas:**

1. **Southwest Minnesota Private Industry Council – Eriann Faris and Leah Hastad (DRC)**
   * Described how the Individual Service Strategy (ISS) is utilized in program service delivery to customers. <https://mn.gov/deed/assets/iss-plan_tcm1045-326826.pdf>
   * Provided an overview of the 14 WIOA Program Elements and described the program element chart from local youth plan. The weblink to the program element chart can be found here: <https://mn.gov/deed/assets/swpic-elements_tcm1045-407491.xlsx>. The weblink to SWPIC’s Local Youth Plan can be found here: <https://mn.gov/deed/assets/wda6-youth_tcm1045-274692.pdf>.
   * The Workforce Development Framework developed by SWPIC shows how programs and service can be aligned across programs, funding streams, and customers. The framework also identifies the in-demand industries based on local labor market information. <https://mn.gov/deed/assets/swmn-chart_tcm1045-340517.docx>
2. **Central Minnesota Jobs and Training Services – Leslie Wojtowicz and Tera Brooks (DRC)**
   * Provided guidance on safeguarding and maintaining participant files. <https://mn.gov/deed/assets/cmjts-case-management_tcm1045-407490.pptx>
   * Discussed the use of the Youth Incentive Policy. The youth incentive policy states how case managers must record the amount and type of incentive and how the incentive relates to the goals outlined in the youth’s ISS. Documentation must also be included in the participant file. The CMJTS Youth Incentive Policy can be found in the Local youth Plan: <https://mn.gov/deed/assets/wda5-youth_tcm1045-274691.pdf>.
   * Provided an overview of local youth plan. <https://mn.gov/deed/assets/wda5-youth_tcm1045-274691.pdf>
   * The Disability Resource and Information Training curriculum was developed by CMJTS and refined by Maher and Maher through Technical Assistance and Training (TAT) grant from the U. S. DOL. CMJTS staff have trained internal staff on core competencies for serving youth and adults with disabilities. The training curriculum can be found here: <https://mn.gov/deed/assets/disability-training-strategy_tcm1045-341417.docx>
3. **Rural Minnesota Concentrated Employment Programs – Nancy Stensgard (DRC)**
   * Described the use of Integrated Resource Teams in service delivery. <https://mn.gov/deed/assets/integrated-resource-teams-rmcep_tcm1045-407485.pptx>
   * RMCEP and DEED developed charts that help visualize who may be involved in a youth’s life through the use of the Integrated Resource Team model. The charts were incorporated into Minnesota’s Career Pathways policy which can be found here: <https://mn.gov/deed/assets/wioa-chapter%209_tcm1045-134291.docx>
   * Provided information and an overview of the Guideposts for Success 2.0. <https://mn.gov/deed/assets/guideposts-success-2_tcm1045-407488.pdf>
4. **Pacer Center – Deborah Leuchovius**
   * Described how the *Guideposts for Success* can be implemented in program delivery. <https://mn.gov/deed/assets/pacer-guideposts_tcm1045-407489.pptx>
   * Provided an overview of the Personal Learning Plan document developed by the PACER Center for Minnesota. The document incorporates best practices like the *Guideposts for Success* and the Integrated Resource Team approach. <https://mn.gov/deed/assets/learning-processes-guide_tcm1045-390463.pdf>
   * Pacer developed a reference guide for parents called “Three Steps to a Career Pathway: Tips for Parents.” The information brief can be used in an intergenerational approach to service delivery to help ensure that parents understand career pathways model. <https://www.pacer.org/transition/resource-library/publications/NPC-63.pdf>
   * The Connecting Youth to Careers: A Journey to Employment Success video highlights a young girl and her experience transitioning from a secondary setting to post-secondary and adult employment settings. This video pairs well with the informational brief for parents to help them better understand when their young person should start looking into what kind of work she would like to pursue. <https://www.youtube.com/watch?v=jQtPxY1iFuY&feature=youtu.be>
   * The Pacer Center hosted a livestream event on the topic of Mental Health and Transition Age youth. This event highlighted the available resources that can help transition age youth who have mental health disabilities achieve education and employment success. <https://www.pacer.org/livestream/?wksp=C075DBD3-96D8-46EE-8E4C-DCF2420446F7>
5. **State of Minnesota Resources for WIOA Youth Providers**
   * Sample RFP for WIOA Youth Service Providers - <https://mn.gov/deed/assets/rfp-south-central_tcm1045-134444.pdf>
   * Sample Individual Training Account policy - <https://mn.gov/deed/assets/anoka-county-ita-policy_tcm1045-428156.pdf>
   * Sample incentive policy - <https://mn.gov/deed/assets/inc-policy_tcm1045-289854.pdf>
   * Youth Committee Resource Guide - a compilation of best practices providing a snapshot of cooperative youth service strategies underway in Minnesota's 16 Workforce Development Areas. <https://mn.gov/deed/assets/youth-committee-guide_tcm1045-222605.pdf>
   * Employment Resource Guide for Youth with Disabilities. The guide outlines the steps youth and their families must take to prepare for the transition from youth pathways to adult pathways. The guide incorporates worksheets that youth can their families can use to help with education and employment planning. <https://mn.gov/deed/assets/employment-resource-guide_tcm1045-290595.pdf>
   * WIOA Youth Administrative Policies:  
     1. [Chapter 01 - Introduction to WIOA Young Adult Programs](https://mn.gov/deed/assets/wioa-chapter1_tcm1045-134283.docx)
     2. [Chapter 02 - Eligibility and Targeting](https://mn.gov/deed/assets/wioa-chapter2_tcm1045-134284.docx)
     3. [Chapter 03 - Selective Service](https://mn.gov/deed/assets/wioa-chapter3_tcm1045-134285.docx)
     4. [Chapter 04 - Documentation of Eligibility](https://mn.gov/deed/assets/wioa-chapter4_tcm1045-134286.docx)
     5. [Chapter 05 - Child Labor Restrictions](https://mn.gov/deed/assets/wioa-chapter5_tcm1045-134287.docx)
     6. [Chapter 06 - Income Inclusions and Exclusions](https://mn.gov/deed/assets/wioa-chapter6_tcm1045-134288.docx) (updated 1/15/20)
     7. [Chapter 07 - Participant Income Table](https://mn.gov/deed/assets/wioa-chapter7_tcm1045-134289.docx) (updated 3/17/20)
     8. [Chapter 08 - Work Opportunity Tax Credit (WOTC)](https://mn.gov/deed/assets/wioa-chapter8_tcm1045-134290.docx)
     9. [Chapter 09 - Career Pathways](https://mn.gov/deed/assets/wioa-chapter%209_tcm1045-134291.docx) (updated 12/20/2019)
     10. [Chapter 10 - Performance Measures](https://mn.gov/deed/assets/wioa-chapter10_tcm1045-271796.docx) (updated 2/18/20)
     11. [Chapter 11 - Program Elements](https://mn.gov/deed/assets/wioa-chapter11_tcm1045-283528.docx)
     12. [Chapter 12 - Individual Training Accounts (ITAs)](https://mn.gov/deed/assets/wioa-chapter12_tcm1045-284384.docx) (updated 1/15/20)
     13. [Chapter 13 - Youth Credentials under WIOA](https://mn.gov/deed/assets/wioa-chapter13_tcm1045-284385.docx)
     14. [Chapter 14 - Electronic Document Storage (EDS)](https://mn.gov/deed/assets/wioa-chapter14_tcm1045-309011.docx)
     15. [Chapter 15 - Measurable Skills Gain - Educational Functioning Level (EFL)](https://mn.gov/deed/assets/wioa-chapter15_tcm1045-311078.docx)
         + 1. [Educational Functioning Level Chart](https://mn.gov/deed/assets/educational-functioning-level_tcm1045-359128.pdf)
     16. [Chapter 16 - Procurement of Youth Services under WIOA](https://mn.gov/deed/assets/wioa-chapter16_tcm1045-339683.docx)
     17. [Chapter 17 - Homeless and Foster Youth Waiver/ISY (updated 2/18/20)](https://mn.gov/deed/assets/wioa-chapter17_tcm1045-343259.docx)
     18. [Chapter 18 - WIOA Youth Cost Matrix](https://mn.gov/deed/assets/wioa-chapter18_tcm1045-348169.pdf)
         + 1. [WIOA Youth Cost Matrix](https://mn.gov/deed/assets/wioa-chapter18-cost-matrix_tcm1045-348170.pdf)
     19. [Chapter 19 - Data Validation](https://mn.gov/deed/assets/wioa-chapter19_tcm1045-439000.docx) (NEW Draft 06/25/20)
         + 1. [WIOA Youth-Specific DOL Data Validation Specifications and Source Documentation Requirements](https://mn.gov/deed/assets/wioa-chapter19-data-validation_tcm1045-438999.docx) (NEW Draft 06/25/20)
6. **U.S. DOL Technical Assistance Resources**
   * Refer to TEGL 21-16 for comprehensive information on WIOA Youth. <https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7159>
   * Refer to WIOA Youth resources on WorkforceGPS: <https://content.govdelivery.com/accounts/USDOL/bulletins/2669515?reqfrom=share>
7. **Question and Answer Session**

* Allotted time for Ramsey County staff to ask questions of the three DEI implementation sites.