

Minnesota DEI Work Plan Outline - Partners for Youth Career Pathways 2016 - 2020 (3.5 years)

Services provided under the DEI contract are targeted only to youth program staff working in workforce service areas designated as implementation sites in the new U.S Department of Labor grant. The work activities listed below were developed in collaboration with DEED during proposal and reflect lessons learned from previous project, such as the importance of frequent communication and relationship building among local partners; the value of involving families in transition planning and the IRT process; the effectiveness of utilizing the *Guideposts* as a framework for youth assessment and planning activities; the strong interest that program staff have in learning about assistive technology, improving services to diverse youth, and other critical issues; and the usefulness of family trainings as a way to recruit youth participants and increase awareness of WorkForce youth programs within the special education and disability communities.

ACTIVITIES	DELIVERABLES	TIMEFRAME	PACER Staff
1. Work closely with MN DEI State Project Lead to align PACER activities with local implementation activities, leverage the resources of other MN youth initiatives, and appropriately utilize technical assistance provided by NCWD/Youth and NDI.	<ul style="list-style-type: none"> Contract with PACER Center Regular meetings with Project Lead & LDRCs Ongoing Communication Attend Shared Youth Vision meetings 	<ul style="list-style-type: none"> November 2016 & Ongoing Ongoing Ongoing Quarterly, Years 1, 2, & 3 	Leuchovius, Roy, Godfrey
2. Update a one-page marketing/ piece providing an overview of the MN Partners for Youth project for dissemination to interested parties.	<ul style="list-style-type: none"> PACER staff will write and format a one-page overview of the MN DEI Project and submit to Project Lead for editing and approval. DEED will be responsible for printing costs. 	<ul style="list-style-type: none"> November/December 2016 	Roy, Publications Staff
3. Utilize interactive needs assessment process using surveys or listening	<ul style="list-style-type: none"> Develop survey or focus group protocol 	<ul style="list-style-type: none"> January – March 2017 	Roy, Leuchovius

ACTIVITIES	DELIVERABLES	TIMEFRAME	PACER Staff
sessions to determine existing successes and challenges for youth with disabilities in career pathways programs.	<ul style="list-style-type: none"> Conduct survey/listening sessions. Develop summary report 	<ul style="list-style-type: none"> April 2017 June 2017 	
4. Provide professional development on assistive technology to build capacity of workforce staff to serve youth with disabilities.	<ul style="list-style-type: none"> Conduct 1 livestream training annually on assistive technology to improve services for youth with disabilities. 	<ul style="list-style-type: none"> Q3/Yr 1, 2 & 3 	STC Staff, Roy
5. Develop list of free and low-cost mobile apps that workforce staff can use to support youth with disabilities in postsecondary education or employment.	<ul style="list-style-type: none"> New publication 	<ul style="list-style-type: none"> Q3/Yr 1 	STC staff
6. Provide professional development on critical topics to build capacity of workforce staff' to serve youth with disabilities.	<ul style="list-style-type: none"> Provide annual training on serving culturally diverse youth and 2 other critical topics to be determined through assessment process. 	<ul style="list-style-type: none"> Q3/Yr 1 Q2/Yr 2 Q1/Yr 3 	Leuchovius, Roy, Multicultural advocates
7. As part of MN DEI's youth recruitment efforts PACER will disseminate information on MN Partners for Youth and career pathways to all PACER staff working with MN families	<ul style="list-style-type: none"> Staff in-service PACER staff will share postsecondary and employment info with families in implementation areas 	<ul style="list-style-type: none"> April 2017 Annual reports 	Leuchovius, Roy, PACER advocates

ACTIVITIES	DELIVERABLES	TIMEFRAME	PACER Staff
8. Create an Individual Planning Tool for Disability Resource Coordinators and Individual Resource Teams to use based on The Guideposts for Success, Minnesota elements of Personal Learning Plans, and current career pathways research and practice.	<ul style="list-style-type: none"> • First Draft • Working Draft • Ongoing review and updated as needed • Final draft available on DEED website 	<ul style="list-style-type: none"> • April 2017 • May 2017 • October 2017, 2018, 2019 • September 2019 	Leuchovius, Roy
9. Develop corresponding planning guide for the new Individual Planning Tool to help staff adapt or modify existing career pathways to meet individual needs of youth with disabilities	<ul style="list-style-type: none"> • First Draft • Working Draft • Ongoing review and updated as needed • Final draft available on DEED website 	<ul style="list-style-type: none"> • April 2017 • May 2017 • October 2017, 2018, 2019 • September 2019 	Leuchovius, Roy
10. Disseminate information about project and career pathways to families	<ul style="list-style-type: none"> • Dissemination of program marketing InfoSheet to PACER families in implementation regions • Write article about DEI project and career pathways in <i>Pacesetter</i> newsletter • Include career pathways information in PACER e-news and transition-focused emails • Post information on social media 	<ul style="list-style-type: none"> • Feb 2017 • Spring Issue 2017 • Quarterly • Annually 	Leuchovius

ACTIVITIES	DELIVERABLES	TIMEFRAME	PACER Staff
11. Train families of youth on career pathways, how to support youth to lead their career pathway process, SSA work incentives, employment, and postsecondary planning	<ul style="list-style-type: none"> • Develop new workshop for families on career pathways for out-of-school youth. • Conduct family workshops in 3 WDA regions. 	<ul style="list-style-type: none"> • 1st Pilot workshop spring 2017 with improvements to workshop based on evaluations • (2 annually, 6 total over project period) 	Roy, Moses
12. Develop short video for youth explaining the career pathways process and how to lead their career pathway process.	<ul style="list-style-type: none"> • Create short video for youth explaining career pathways process. • Post on web and disseminate via social media. 	<ul style="list-style-type: none"> • Yr3/Q3 	Roy, Leuchovius, Production Staff
13. Develop print and web resource for families of in-school youth that explains career planning process and how it relates to K-14 services for youth with disabilities.	<ul style="list-style-type: none"> • Create family-friendly resource • Post resource on website in format that is shareable on social media. • Create printable versions that can be shared at trainings, in WorkForce Centers, and other locations. 	<ul style="list-style-type: none"> • Yr 2/Q1 	Roy, Leuchovius, Publications Staff
14. PACER will provide technical assistance to Partners for Youth programs and staff on issues related to serving state's diverse populations	<ul style="list-style-type: none"> • Consult with Partners for Youth program staff • Provide information and advocacy to families of participating youth as requested. 	<ul style="list-style-type: none"> • Ongoing 	Multicultural specialists
15. Develop career pathways graphics of diverse youth that can be posted on local WorkForce Center websites and shared on social media.	<ul style="list-style-type: none"> • Develop graphics reflective of diverse families. • Post on WDA, WorkForce Center, PACER, DEED, and other websites. 	<ul style="list-style-type: none"> • Yr 2 	Leuchovius, Roy, Publications staff

ACTIVITIES	DELIVERABLES	TIMEFRAME	PACER Staff
16. Develop policies and practices recommendations at state level to promote replicability and sustainability.	<ul style="list-style-type: none"> Review annual report to determine project practices at local levels that could be scaled up statewide. Develop document on lessons learned to be disseminated to WDAs statewide. 	<ul style="list-style-type: none"> Yrs 1 & 2/Q4; Yr4/Qtr1/ Yr 4/Q1-2 	Leuchovius, Roy
17. PACER staff will provide individualized information, referral & advocacy assistance to 1) families of MN DEI youth participants referred by LDRCs & WSA youth program staff, and 2) WSA staff seeking information in PACER's area of expertise on behalf of specific youth.	<ul style="list-style-type: none"> PACER annually submits data on the # of times MN DEI youth, families, and professionals working with them receive individualized information, referral & support services to DEED in final quarterly report of the year. 	<ul style="list-style-type: none"> Annual reports 2017-2019 	Moses, Roy, Leuchovius, PACER advocates

Timeline for PACER Center Contracted Activities with MN DEI Project

November 2016	<ul style="list-style-type: none"> • Planning • Assist in planning MN DEI Partners Kick-Off meeting • Begin updating one-page marketing/information piece for new MN DEI Partners for Youth activities • Participate in DOL and NDI sponsored orientation webinars and conference calls as appropriate • Ongoing telephone and email communication with DEED
December 2016	<ul style="list-style-type: none"> • Planning • Host/Attend MN DEI Partners Kick-Off meeting (tentative date Dec 8) • Complete updating one-page marketing/information piece for new MN DEI Partners for Youth activities • Attend meeting of MN Shared Youth Vision • Participate in DOL and NDI sponsored orientation webinars and conference calls as appropriate • Ongoing telephone and email communication with DEED
January 2017	<ul style="list-style-type: none"> • Begin development of needs assessment survey, listening session, or focus group protocol • Begin development of parent training workshop on career pathways • Monthly conference calls with DEED and LDRCs • Ongoing telephone and email communication with DEED
February 2017	<ul style="list-style-type: none"> • Continued development of assessment survey, listening session, or focus group protocol • Continued development of parent training workshop on career pathways • Begin ongoing youth recruitment & referrals • Disseminate marketing/Information piece to PACER families in DEI counties. • Begin development of new Guidepost-based ILP template and planning guide • Schedule 1st annual topical training for WSAs • Monthly conference calls with DEED and LDRCs • Family/Youth Information & Referral Assistance (I & R) • Ongoing I & R to WSA staff • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • MN DEI Partners for Youth activities featured on PACER's website, e-news and/or social media

<p style="text-align: center;">March 2017</p>	<ul style="list-style-type: none"> • Complete first draft of needs assessment survey, listening session, or focus group protocol • Draft <i>PACESETTER</i> article • Complete development of parent training workshop on career pathways • Attend meeting of MN Shared Youth Vision • Continued development of Guidepost-based ILP tools • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • Quarterly report to DEED
	<ul style="list-style-type: none"> • Pilot first parent training on career pathways
<p style="text-align: center;">May 2017</p>	

<p style="text-align: center;">June 2017</p>	<ul style="list-style-type: none"> • <i>PACESETTER</i> article published • First Topical Training for WSA staff • Submit summary report on needs assessment survey listening sessions/focus groups to DEED • Attend meeting of MN Shared Youth Vision • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • Quarterly report to DEED
<p style="text-align: center;">July 2017</p>	<ul style="list-style-type: none"> • Livestream training on assistive technology • Develop list of free and low-cost mobile apps that workforce staff can use to support youth with disabilities in postsecondary education or employment. • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED
<p style="text-align: center;">August 2017</p>	<ul style="list-style-type: none"> • Begin development of family-friendly resource on the career planning process & K-14 • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED
<p style="text-align: center;">Sept ember 2017</p>	<ul style="list-style-type: none"> • Continued development of family-friendly resource on the career planning process & K-14 • Discuss experiences of WSAs, local stakeholders and DEED and potential policy and practices recommendations to improve the state’s career pathways system. Submit summary to DEED/ • Attend meeting of MN Shared Youth Vision • MN DEI Partners for Youth activities featured on PACER’s website, e-news and/or social media • Discuss experiences of WSAs, local stakeholders and DEED and potential policy and practices recommendations to improve the state’s career pathways system. Submit summary to DEED/ • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth

	<ul style="list-style-type: none"> • Meet as needed with IRTs convened by LDRCs Ongoing telephone and email communication with DEED • Quarterly report to DEED
<p style="text-align: center;">October 2017</p>	<ul style="list-style-type: none"> • Gather feedback on Guidepost-based ILP tools from local practitioners; Revise as needed • Post family-friendly resource on the career planning process & K-14 online • Begin development of web marketing resource highlighting diverse youth in career pathways activities • Schedule 2nd annual topical training for WSAs • Parent Training • Review/Evaluate/Refine parent training • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED
<p style="text-align: center;">November 2017</p>	<ul style="list-style-type: none"> • Share DEI info in PACER E-news • Continued development of marketing resource highlighting diverse youth in career pathways activities • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED
<p style="text-align: center;">December 2017</p>	<ul style="list-style-type: none"> • Continued development of marketing resource highlighting diverse youth in career pathways activities • Attend meeting of MN Shared Youth Vision • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • Quarterly/Annual report to DEED

<p style="text-align: center;">January-March 2018</p>	<ul style="list-style-type: none"> • 2nd topical training for WSAs and local stakeholders • Continued development of marketing resource highlighting diverse youth in career pathways activities • Attend meeting of MN Shared Youth Vision • Parent Training • Review/Evaluate/Refine parent training • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • MN DEI Partners for Youth activities featured on PACER’s website, e-news and/or social media • Quarterly report to DEED
<p style="text-align: center;">April-June 2018</p>	<ul style="list-style-type: none"> • Livestream training on assistive technology • Continued development of marketing resource highlighting diverse youth in career pathways activities • Schedule 3rd annual topical training for WSAs • Ongoing youth recruitment & referrals • Attend meeting of MN Shared Youth Vision • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • Quarterly report to DEED
<p style="text-align: center;">July-September 2018</p>	<ul style="list-style-type: none"> • Post and disseminate marketing resource highlighting diverse youth in career pathways activities on the web, social media accounts of PACER, DEED, local WSAs and other project partners • Discuss experiences of WSAs, local stakeholders and DEED and potential policy and practices recommendations to improve the state’s career pathways system. Submit summary to DEED/ • Ongoing youth recruitment & referrals • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Attend meeting of MN Shared Youth Vision • Monthly conference calls with DEED and LDRCs • Ongoing telephone and email communication with DEED • Quarterly report to DEED

<p style="text-align: center;">October-December 2018</p>	<ul style="list-style-type: none"> • Share DEI Info in PACER E-news • Gather feedback on Guidepost-based ILP tools from local practitioners; Revise as needed • Parent Training • Review/Evaluate/Refine parent training • Begin development of YouTube video on career pathways • 3rd Topical Training for WSAs and their local stakeholders • Attend meeting of MN’s Shared Youth Vision • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • Quarterly report to DEED
<p style="text-align: center;">January-March 2019</p>	<ul style="list-style-type: none"> • Continued Development of YouTube video on career pathways • Attend meeting of MN Shared Youth Vision • Ongoing youth recruitment & referrals • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • MN DEI Partners for Youth activities featured on PACER’s website, e-news and/or social media • Quarterly report to DEED
<p style="text-align: center;">April-June 2019</p>	<ul style="list-style-type: none"> • Livestream training on assistive technology • Parent Training • Review/Evaluate/Refine parent training • Complete development of YouTube video on career pathways • Attend meeting of MN Shared Youth Vision • Monthly conference calls with DEED and LDRCs • Ongoing youth recruitment & referrals • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • Quarterly report to DEED

<p style="text-align: center;">July-Sept 2019</p>	<ul style="list-style-type: none"> • YouTube video on career pathways is available online • Parent Training • Review/Evaluate/Refine parent training • Attend meeting of MN Shared Youth Vision • Monthly conference calls with DEED and LDRCs • Ongoing youth recruitment & referrals • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • Quarterly report to DEED
<p style="text-align: center;">Oct-Dec 2019</p>	<ul style="list-style-type: none"> • Gather feedback on Guidepost-based ILP tools from local practitioners; Revise as needed; Post on DEED website • Discuss experiences of WSAs, local stakeholders and DEED and potential policy and practices recommendations to improve the state’s career pathways system. Submit summary to DEED/ • Attend meeting of MN Shared Youth Vision • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • Quarterly/annual report to DEED
<p style="text-align: center;">Jan – Mar 2020</p>	<ul style="list-style-type: none"> • Develop and submit “Lessons Learned” document including policy and practice recommendations • Attend meeting of MN Shared Youth Vision • Monthly conference calls with DEED and LDRCs • Ongoing I & R to WSA staff, families and youth • Meet as needed with IRTs convened by LDRCs • Ongoing telephone and email communication with DEED • MN DEI Partners for Youth activities featured on PACER’s website, e-news and/or social media • Final Quarterly Report to DEED

PACER Staff Assigned to MN DEI Project Activities

Gretchen Godfrey

PACER Assistant Director - Co-Project Supervisor

DEI Responsibilities

- Supervise key PACER staff assigned to MN DEI Partners for Youth project (Ongoing)
 - Review all products and deliverables and assist with overall project management (Ongoing)
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Deborah Leuchovius

PACER's MN DEI Co-Project Supervisor

DEI Responsibilities

- Oversee PACER's MN DEI contracted activities (Ongoing)
 - PACER Liaison with DEI National Technical Assistance Providers (Ongoing)
 - Regular communication with Local Disability Resource Coordinators (LDRCs) and MN DEI State Lead on strategy, implementation, and challenges. (Monthly and as needed)
 - Oversee development of DEI Products (Individual Learning Plan Resources, marketing materials, newsletter articles, etc.) (Ongoing)
 - Oversee update of career pathways family training workshop for MN DEI grant (Year 1)
 - Provide information and referral services to WSA youth program staff. (Ongoing)
 - With MN DEI State Lead and PACER's DEI Project Coordinator, develop, administer and analyze needs assessment activities (Yr 1/Qtrs 2 & 3)
 - Write report on findings of the needs assessment survey/listening session/focus group activities and submit to DEED (June 2017)
 - Write and submit project progress reports, recommendations, and lessons learned documents (Ongoing)
 - Support other members of PACER's DEI team as needed. (Ongoing)
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Sean Roy

PACER's MN DEI Project Coordinator

DEI Responsibilities

- Primary author of Individual Learning Plan materials and family workshop (Yr 1)
- Promote ongoing recruitment & referrals of youth with disabilities to MN DEI sites. (Ongoing)

- Meet as needed with Individual Resource Teams (IRTs) convened by MN DEI Local Disability Resource Coordinators (LDRCs) to identify resources and strategies to meet the needs of specific youth. (Ongoing)
 - With MN DEI State Lead and PACER DEI Project Supervisor, develop, administer and analyze needs assessment activities (Yr 1/Qtrs 2 & 3)
 - Conduct parent trainings on career pathways (Pilot Spring 2017; Years 1, 2, 3)
 - Provide information and referral services to WSA youth program staff from MN DEI implementation sites as needed. (Ongoing)
 - Respond to phone calls from MN youth and families (Ongoing)
 - Produce short YouTube video for families. (Year 3)
 - Document project activities for evaluation/reporting (Ongoing)
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Judy Moses

Senior Transition Specialist

DEI Responsibilities

- Promote ongoing recruitment & referrals of youth with disabilities to MN DEI sites. (Ongoing)
 - Respond to phone calls from MN youth and families. (Yrs 1, 2, 3)
 - Provide information and referral services to WSA youth program staff from MN DEI implementation sites as needed. (Ongoing Yr 1/Qtr 2 & ongoing)
 - Conduct parent trainings on work incentives and benefits planning for families of youth with disabilities in WSA regions conducting MN DEI implementation activities (Years 1, 2, 3)
 - Document project activities for evaluation/reporting (Ongoing)
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Jesus Villasenor, Hassan Samantar, Dao Xiong, Bonnie Jean Smith

PACER Multicultural Specialists

DEI Responsibilities

- Meet with WSA staff coordinating outreach activities for the MN DEI project (Yrs 1-3 as requested)
 - Outreach to multicultural organizations and community leaders in workforce service areas (WSAs) participating in MN DEI project (Yrs 1-3 as requested)
 - Ongoing referrals of diverse youth with disabilities for MN DEI project (Yr 1/Qtr 3 & ongoing)
 - Work with other PACER program staff to help develop content for a webinar for WSA staff
 - Provide ongoing information and referral services to WSA staff (Yrs 1, 2, 3)
 - Document project activities for evaluation/reporting (Ongoing)
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Simon Technology Center Staff

DEI Responsibilities

- Orient DRCs and WSA Directors to the resources and services available from the Simon Technology Center. (Year 1/Qtr 1)
 - Conduct 1 livestream training annually (total of 3) on assistive technology to improve services for youth with disabilities. (Annually)
 - Develop list of free and low-cost mobile apps that workforce staff can use to support youth with disabilities in postsecondary education or employment. (Yr 1)
 - Assist PACER's primary DEI staff in responding to questions and providing information and referral support on AT topics and issues to DRCs and WSA staff. (Year 1/Quarter 3 & ongoing)
 - Enroll MN DEI DRCs in STC lending library and facilitate loan of available AT equipment to WSA implementation sites. (Yr 1 and ongoing)
 - Document project activities for evaluation/reporting (Ongoing)
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PACER Publications/Production Staff

DEI Responsibilities

- Write and edit articles and informational resources (Ongoing)
- Design and format updated marketing and informational resources (Year 1 - 2)
- Work with program staff to develop script for short career pathways video (Year 3)
- Develop marketing resource featuring multicultural youth and career pathways opportunities for use on social media and websites (Year 2)
- Develop plan for disseminating information on MN Partners for Youth activities utilizing PACER e-news and social media activities (Yr 1-3)