

## DEI National Training and Technical Assistance Provider

### Overview of Services



The U.S. Department of Labor has contracted with NDI Consulting, Inc. to provide information, training, and technical assistance to the national DEI program office, DEI grantees, and DEI project staff and the workforce development system. This document outlines the array of services that will be provided by NDI Consulting, Inc. through their dedicated team of experts who make up the “NDI Technical Assistance Team” (NDI-DEI team).

The NDI-DEI core team is comprised of a group of responsive experts from within the fields of disability and employment, all of whom have extensive backgrounds that cross many levels and programs within and outside of the public workforce system. Our team includes subject matter expertise in the areas of workforce development, WIOA, career pathways, the Ticket to Work program, and financial capability. We partner with the National Collaborative on Workforce and Disability for Youth and the LEAD Center to enhance support to youth projects and those focusing on individuals with significant disabilities.

Our team will provide the resources and assistance that will result in successful implementation and outcomes for the DEI; the NDI-DEI team is on hand to provide meaningful support that is responsive to the needs of the Disability Employment Initiative at all levels. The remainder of this document consists of a breakdown of three components of our services: 1) Information, 2) Training, and 3) Technical Assistance.

Service Charts by Targeted Audience:

- A. DEI State-Level Project Staff (see page 2)
- B. DEI Local-Level Project Staff (see page 3)

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## A. DEI STATE-LEVEL PROJECT STAFF

Service Category	Service Detail	Service Access
<b>1. Information</b>	<ul style="list-style-type: none"> <li>• Provide <a href="#">Project Leads:Tools and Resources</a> that contains the suite of TA and training tools and resources that will provide start-up and grant implementation support.</li> <li>• Provide a <b>Grantee Needs Tool</b> to identify capacity and goals for implementing the DEI and to determine training and technical assistance needs and support. A separate <b>State and Local-Level Employment Network (EN) Needs Tool</b> assesses the status of state / local DEI sites workforce EN operations to help determine type and level of support.</li> <li>• Provide <b>DEI Orientation Materials</b> to include a national vision DEI Orientation PowerPoint template, Local-level Needs Tool, and DEI Fact Sheet.</li> <li>• Provide <b>How-to Guides</b> that contain guidance on meeting DEI required and strategic service delivery components to include Project Lead’s Guide, Workforce EN Planning Guide, and DRC Sample Job Description.</li> <li>• Provide <b>DEI Best Practice Series</b> that describe how projects are effectively implementing DEI strategies that are strengthening the workforce system to increase participation of job seekers with disabilities in career pathways and workforce services at all levels.</li> <li>• Provide <b>assessment and continuous quality assurance</b> through post learning and training opportunities questionnaires.</li> <li>• Host a <b>listserv</b> to compile and disseminate resources and training information and collect project-related data, including DEI innovative and emerging practices (e.g., Resources of the Week and DOL Requests for Information).</li> <li>• Host a <a href="#">DEI Collection website</a> that includes resources and materials related to, or developed specifically for, DEI Grantees and Project Staff.</li> </ul>	<p>NDI-DEI team Project Manager/ Laura Gleneck (<a href="mailto:lgleneck@ndi-inc.org">lgleneck@ndi-inc.org</a>)</p> <p>Or</p> <p>Designated NDI-DEI TA Liaison:</p> <ul style="list-style-type: none"> <li>• Miranda Kennedy <a href="mailto:mkennedy@ndi-inc.org">mkennedy@ndi-inc.org</a></li> <li>• Brian Ingram <a href="mailto:bingram@ndi-inc.org">bingram@ndi-inc.org</a></li> <li>• Dave Mayer <a href="mailto:dmayer@ndi-inc.org">dmayer@ndi-inc.org</a></li> <li>• Nikki Powis <a href="mailto:npowis@ndi-inc.org">npowis@ndi-inc.org</a></li> </ul> <p>NDI-DEI IT Department</p>
<b>2. Training</b>	<ul style="list-style-type: none"> <li>• Develop responsive and tailored <b>DEI Grantee Trainings and Materials</b> based on the results of the Grantee Needs Tool and other communications that cover required and strategic components as part of the service delivery model (e.g., DEI Orientation and DEI Career Pathways series and supporting materials).</li> </ul>	<p>NDI-DEI Director of Training</p> <ul style="list-style-type: none"> <li>• Miranda Kennedy</li> </ul> <p>Designated TA Liaison</p>
<b>3. Technical Assistance</b>	<ul style="list-style-type: none"> <li>• A designated <b>NDI-DEI Technical Assistance (TA) Liaison</b> will be assigned from the NDI team to serve as the direct contact and support for individual DEI grantees and their project staff. Available for <b>one-on-one discussion, problem solving, and strategic planning</b> by request, related to the implementation of the DEI within the workforce development system.</li> <li>• Provide <b>expertise on disability and work</b> including how to increase accessibility of Career Pathways Programs and Systems, WIOA Section 188, and the Ticket to Work program and Social Security Work Incentives and other programs that can support access to employment for people with disabilities.</li> <li>• Provide <b>guidance on implementing the DEI strategic approaches</b>, including the DEI service delivery components, career pathways model, and individualized planning.</li> <li>• Provide facilitated <b>Peer Communities of Learning</b> to improve problem-solving skills, and to develop networks and strengthen relationships leading to an enhanced peer-to-peer support model.</li> </ul>	<p>Designated TA Liaison:</p> <p>Miranda Kennedy Brian Ingram Dave Mayer Nikki Powis</p> <p>Ticket to Work/Workforce EN Support:</p> <ul style="list-style-type: none"> <li>◆ Kevin Nickerson</li> </ul>

## B. DEI LOCAL-LEVEL PROJECT STAFF

Service Category	Service Detail	Service Access
<b>1. Information</b>	<ul style="list-style-type: none"> <li>• Provide <a href="#">Disability Resource Coordinators (DRCs): Tools and Resources</a> that contains links to tools and resources to support DRCs at all stages of project implementation. Includes a separate annotated list of the tools and resources with hyperlinks.</li> <li>• Provide a <b>DRC Grantee Needs Tool</b> to identify baseline knowledge and capacity to determine training and technical assistance needs and support.</li> <li>• Provide <b>assessment and continuous quality assurance</b> tools, including DEI Career Pathways Readiness Assessment and Action Planning, and State and Local-Level Employment Network (EN) Needs Tool to assess the status of workforce EN operations to help determine type and level of support.</li> <li>• Provide a <b>DEI Fact Sheet</b> that can help increase understanding of DEI and build relationships with public workforce system staff and partners.</li> <li>• Host a <b>listserv</b> to compile and disseminate resources, and training information and collect project-related data including DEI Success Stories (e.g., Resources of the Week and Requests for Information.)</li> <li>• Provide important information, details on available trainings and events (including registration), and other valuable resources (e.g., DRCs Disability Employment Resources of Interest and DEI Best Practice series) via a <b>listserv</b>.</li> <li>• Host a <a href="#">DEI Collection website</a> that includes resources and materials related to, or developed specifically for, DEI Grantees and Project Staff.</li> </ul>	<p>NDI-DEI team Project Manager/ Laura Gleneck (<a href="mailto:lgleneck@ndi-inc.org">lgleneck@ndi-inc.org</a>)</p> <p>DEI Project Lead</p> <p>Designated NDI-DEI TA Liaison:</p> <ul style="list-style-type: none"> <li>• Miranda Kennedy <a href="mailto:mkennedy@ndi-inc.org">mkennedy@ndi-inc.org</a></li> <li>• Brian Ingram <a href="mailto:bingram@ndi-inc.org">bingram@ndi-inc.org</a></li> <li>• Dave Mayer <a href="mailto:dmayer@ndi-inc.org">dmayer@ndi-inc.org</a></li> <li>• Nikki Powis <a href="mailto:npowis@ndi-inc.org">npowis@ndi-inc.org</a></li> </ul> <p>NDI-DEI IT Department</p>
<b>2. Training</b>	<ul style="list-style-type: none"> <li>• Administer <b>DEI Grantee Orientation and Training Series</b> and Training Curriculum.</li> <li>• Administer <b>Tailored Presentations and Learning Opportunities and Training Materials</b> to DEI Project Staff and/or their workforce development systems, partners, and employers as appropriate (e.g., DEI Orientation and DEI Career Pathways series and supporting materials).</li> </ul>	<p>NDI-DEI Technical Assistance Team</p> <p>Designated TA Liaison:</p> <ul style="list-style-type: none"> <li>• Miranda Kennedy</li> <li>• Brian Ingram</li> <li>• Dave Mayer</li> <li>• Nikki Powis</li> </ul>
<b>3. Technical Assistance</b>	<ul style="list-style-type: none"> <li>• Available for <b>one-on-one discussion, problem solving, and strategic planning</b> by request to support the implementation of the DEI within the workforce development system.</li> <li>• Provide facilitated <b>Peer Communities of Learning/Communities of Practice</b> to improve problem-solving skills and to develop networks and strengthen relationships leading to an enhanced peer-to-peer support model.</li> </ul>	<p>Designated TA Liaison:</p> <ul style="list-style-type: none"> <li>• Miranda Kennedy</li> <li>• Brian Ingram</li> <li>• Dave Mayer</li> <li>• Nikki Powis</li> </ul> <p>Ticket to Work/Workforce EN Support:</p> <ul style="list-style-type: none"> <li>• Kevin Nickerson</li> </ul>