

DEI Metro North Process

Some participants will receive additional support as needed for successful enrollment:

- * Reading Comprehension
- * Math Skills
- * Test Prep & Strategies
- * Career Exploration

Informational Sessions at High Schools & Career Centers
Candidate's basic contact information, eligibility, education level, and interest are collected (simple form). Brochures/flyers handed out.
(May have separate sessions for culinary arts and healthcare programs)

Individual Interview and Initial Assessment
Complete Career Center/Triangle's application, DEI Commitment Assessment (CA), career plan, and initial testing

Does not meet requirements/did not pass DEI CA or initial testing

Meets requirements/passes DEI CA and initial testing

Counseling

Triangle or career center staff should talk with the candidate to address and resolve issues or concerns identified in the CA before any enrollment. This can be done on the same day as the interview and initial assessment or a separate day. For Triangle candidates (referral to the High School Transitions Coordinator may be an option).
Set up Beneplan benefits counseling for participants receiving disability benefits.

Candidate chooses not to continue or concerns/issues could not be resolved

Candidate's concerns have been addressed and (s)he is still interested

Final Assessment

Candidate visits training program and completes program's assessment/testing

Pass

Fail

DEI Grant Enrollment Paperwork

Complete DEI commitment contract with participant as well as enter intake data in MOSES.
Participant must have addressed any concerns identified in the CA before starting enrollment paper work.
(If applicable, participant must have completed benefits counseling)

DEI Job Readiness Activities

Start group/individual job readiness activities and continuously enter data in MOSES.
Triangle students will visit the career center. Case management and/or IRT may start (ongoing).

Participant is not committing to enrollment activities/issues arise that cannot be resolved.

Participant is committing to enrollment activities.

Terminate

Training Enrollment

Complete training vendors' enrollment paperwork and training voucher process for CNA
(See separate flow chart for vouchering)

Training

Participant attends training program

Waitlist

Drop-Out

JOB PLACEMENT AND RETENTION SERVICES

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Commitment Assessment

(for individuals with disabilities)

1. What about this program interested you? Why should we choose you?

(Ideally, the candidate should express that they are willing to work hard and do their best to complete the program with little to no absences. Also, they should want to learn and grow, be willing to work well with different people, and be interested in the vocational pathway.)

2. Are you available to attend the program during the days and times specified? What vacation plans do you have coming up during the time you would be enrolled in the program?

(Provide candidate with the training schedule as well as the job readiness/case management schedule.)

3. What strengths do you have that would be beneficial in this program? Any weaknesses?

(If candidate is having trouble answering question, try to provide examples of strengths beneficial to the program. This question is to help the candidate discuss individual success strategies.)

4. What type of job are you interested in pursuing after you complete the program?

5. Did you discuss your decision to pursue a job/work with your family and/or the individual(s) with whom you live? This could include parents/guardians, spouse/partner, or your children?

6. What are your family's concerns about your decision to pursue work/obtain a job?

(Try to get the candidate to open up and be honest so that concerns are addressed early on.)

7. What health issues do you have, if any, of which we should be aware? Examples: Candidate cannot lift more than 20 pounds or cannot stand for more than five hours.

(Ask candidate questions regarding specific physical requirements of the training/job.)

8. Will you need childcare to complete this program and/or when you start working? Are you responsible for taking care of anyone else like your parent or another adult who needs care?

9. What is your plan for childcare (or if applicable, for an adult who is in your care)?

10. What is your backup plan for childcare in case your first plan does not work out? For example, if your regular babysitter is sick, what is your backup plan so that you do not miss class?

11. Your program is located in [insert name of city/town where participant's training will occur: _____]. How do you regularly plan to get there?

12. If you are taking public transportation, how will you obtain the money needed to pay for a bus pass?

13. If someone will be driving you regularly, what is your backup plan if your regular driver is not able to take you to class/work one day?

14. What fears do you have regarding going to work/(re)entering the workforce?

15. Do you receive disability benefits? If so, do you understand exactly how they will be affected if you begin working?

(All applicable candidates must meet with Benefits Specialist).

16. What financial support will you have while you are completing this program?

(This question is very important for the one year training programs. Examples may include: parents, SSDI, etc.)

Potential issues or concerns to uncover through DEI CA*:

1. DEI candidate only wants to enroll in training to learn something fun and interesting and not to advance their career. For example, candidate wants to learn how to decorate cakes, but is not interested in going back to work.
2. Parent/partner/dependents of DEI candidate does not support the candidate going back to work and has the influence to hinder the candidate from accepting a job offer.
3. Candidate in general has fears of (re)entering the workforce. In some cases, a candidate may enjoy the training because being part of a class and being with friends is fun, but the idea of completing the course and entering the workforce worries the candidate.
4. Candidate has no one to watch his or her children/dependents.
5. Candidate does not have transportation to get to class/work or lives too far from the program/job and does not want to travel that distance on a daily basis.
6. Candidate fears that if they get a job, their disability benefits will be suspended.
7. Candidate has health issues that will impede their success during training or in a job.
8. Candidate cannot afford to support themselves (and family if applicable) while completing the program/training.
9. Candidate's schedule conflicts with program/training schedule.

* Keep in mind that some candidates tend to tell the career counselor what the counselor wants to hear regarding their level of commitment to the program despite the underlying issues that have yet to be uncovered. Therefore, it is important for the counselor to do their best to uncover any potential issues early on so that the counselor and candidate's time is not wasted by enrolling a candidate in a program that he or she will not complete or accept a job.