

## DEI Evaluation Checklist

Systems Development Strategies	Criteria	Started by	√
<b>I. Identifying and developing partnerships</b>			
<b>1. Involve employers in developing program criteria and provide information on services and opportunities.</b>	Meet with at least four different employers per month to ensure programs meet their needs and to exchange information. Minimally addressing:  A. Employers' skill needs and job forecasting  B. Perceived barriers to hiring PWD's  C. Traditional and customized employment, work-based learning and OJT opportunities	7/15/14	
		8/15/14	
		9/15/14	
		10/15/14	
		11/15/14	
		12/15/14	
<b>2. Identify community resources to develop partnerships</b>	Compile a comprehensive list of community resource providers, services, and personnel contact information updated quarterly. Minimally including:  A. Area education and training providers  B. State and local service agencies  C. Non-profit/community service providers	5/1/14 started	
		6/1/14 compiled	
		9/1/14 updated	
		12/1/14 updated	
		3/1/15 updated	
		6/1/15 updated	

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<b>3. Implement outreach and marketing to stakeholders</b>	Use multiple outreach methods to contact area stakeholders monthly to inform them about incentives, services and programs. Minimally addressing:  A. Employers  B. Ticket holders and other PWDs  C. Service Providers	8/1/14	
		9/1/14	
		10/1/14	
		11/1/14	
		12/1/14	
		1/1/15	
		1/1/15	
<b>4. Put plan in place to integrate DEI program strategies into standard procedures for sustainability.</b>	Meet within first quarter and quarterly thereafter with program staff to document integration of DEI program strategies into universal program procedures. Minimally including:  A. Asking customers to disclose disabilities minimally (1) at intake; (2) before skill assessment while offering accommodations; and (3) after skill assessment when discussing results.  B. Making Financial Literacy, IRT and LD awareness and screening resources available to all interested customers.  C. Identifying best practices to become standard procedures throughout Illinois.	8/1/14	
		11/1/14	
		2/1/15	
		5/1/15	
		8/1/15	
		11/1/15	

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<b>II. Leveraging financial literacy strategies</b>			
<b>1. Participate in Ticket to Work enrollment and employment</b>	Document Ticket enrollment and benchmarks, minimally covering:	8/1/14	
		9/1/14	
	A. Track ticket activation monthly	10/1/14	
	B. Track employment and wage benchmarks for ticketholders monthly	11/1/14	
		12/1/14	
	C. Enroll eligible Ticketholders in WIA monthly	1/1/15	
<b>2. Provide financial literacy assessments for customers</b>	Provide customers with a financial literacy assessment. Minimally including:	8/1/14	
		9/1/14	
	A. Impact of earned income on SSI/SSDI	10/1/14	
	B. Educational tools and resources on budgeting, saving, financial assistance	11/1/14	
		12/1/14	
	C. Contact information for financial literacy partners to answer questions	1/1/15	

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<b>3. Cultivate financial literacy partner expertise</b>	Develop financial literacy collaborations with at least two partners within first quarter, minimally conducting the following:  A. Compile a list of financial literacy information providers including WIPA .  B. Present quarterly financial literacy orientations by expert partners for employers, customers, partners and/or staff.	8/1/14 started	
		11/1/14	
		2/1/15	
		5/1/15	
		8/1/15	
		11/1/15	
<b>4. Train staff and partners on financial literacy information and resources</b>	Train on financial literacy within first quarter and update quarterly thereafter. Minimally covering:  A. Employment incentives for customers and employers  B. Earned income limits  C. Helping customers access financial resources	8/1/14 started	
		11/1/14	
		2/1/15	
		5/1/15	
		8/1/15	
		11/1/15	
<b>5. Provide financial literacy overview for employers</b>	Provide educational tools and resources.  A. Compile a financial literacy resource manual and update quarterly.  B. Conduct quarterly financial literacy orientations for employers to explain employment incentives, tax benefits and resources available for employers.	8/1/14 started	
		11/1/14	
		2/1/15	
		5/1/15	
		8/1/15	
		11/1/15	

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<b>III. Establishing Integrated Resource Team Partnerships</b>			
<b>1. Conduct orientations for IRT partners</b>	Conduct a minimum of two orientations with community service providers per month. Minimally covering the following topics:  A. Strategies for resource sharing, braiding and blending  B. Removing barriers to service coordination  C. Identifying clients who will benefit from services	8/1/14	
		9/1/14	
		10/1/14	
		11/1/14	
		12/1/14	
		1/1/15	
<b>2. Train staff on available IRT services</b>	Train workNet® staff on IRT services within first quarter and quarterly thereafter. Minimally covering:  A. Strategies for resource sharing, braiding and blending  B. Removing barriers to service coordination  C. Identifying clients who will benefit from services	8/1/14 started	
		11/1/14	
		2/1/15	
		5/1/15	
		8/1/15	
		11/1/15	

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<b>3. Provide IRT assessment for customers</b>	Provide each eligible customer with an IRT assessment within 30 days of enrollment.	8/1/14	
	Minimally providing:	9/1/14	
	A. A comprehensive list of services for which the customer is eligible	10/1/14	
	B. An explanation of services provided by each IRT member	11/1/14	
	C. Contact information for all IRT members	12/1/14	
		1/1/15	
<b>4. Actively coordinate IRT resources to ensure progress</b>	Contact customers every 30 days to evaluate progress and update dashboard. Minimally:	8/1/14	
	A. Asking customers to share successes and identify barriers to progress	9/1/14	
	B. Following up with IRT members to ensure customer progress	10/1/14	
	C. Documenting call outcomes and update dashboard data of IRT usage	11/1/14	
		12/1/14	
		1/1/15	
<b>5. Identify and remove procedural barriers to all training and employment services</b>	Provide monthly documentation of barriers and solutions. Minimally addressing:	8/1/14	
	A. Asking customers, employers and partners to identify barriers they have experienced.	9/1/14	
	B. Implementing corrective actions to expedite accessibility to needed services.	10/1/14	
	C. Implementing permanent preventative actions to ensure barriers do not recur.	11/1/14	
		12/1/14	

### DEI Evaluation Checklist

Outcome Activities	Performance Measurement	Outcome
Increase in number of PWDs served through workNet	Number entered through portal or physical center	
Number of participants to receive core services	Number enrolled with WIA core	
Numbers of participants to receive intensive services	Number enrolled with WIA intensive	
Numbers of participants to receive training services	Number receiving WIA training service	
Education outcomes	Number completing employment training	
Number earning an industry-recognized credential	Number receiving credential	
Number of PWDs who are co-enrolled with workNet partners	Number enrolled in WIA and partner program	
Increase in number of Illinois ENs	Number of Illinois ENs	
Increase in the number of Tickets assigned	Number of tickets assigned	
Increase in Ticket revenue	Total funds earned from Ticket Holder placement	
Entered employment rate	Percent securing employment	
Retention rate	Percent retaining employment	
Six-month's average earnings	Average six month earnings	
Average wages	Average hourly wage	
Increased wages	Average hourly wage increased	