

Student HireAbility Navigator Quarterly Deliverable Report

Instructions: Please utilize this template to document progress regarding initiative activities that occurred during the reporting Quarter. Submit reports electronically to the Student Navigator mailbox: studentnavigators@twc.state.tx.us. TWC will review and accept the Quarterly Report within two weeks of submission. Acceptance within two weeks is contingent upon submission of a complete report and TWC may request additional detail or revision prior to final acceptance of the deliverable.

Student HireAbility Navigator Name:

Workforce Development Board Name:

Supervisor Name:

Supervisor Email:

Supervisor Phone:

Board Staff or Contractor:

Three-year Action Plan was revised and submitted along with quarterly report:

☐ Yes ☐ No

☐ Reporting Quarter 1: September 1 – November 30th

☐ Reporting Quarter 2: December 1 – February 28th

☐ Reporting Quarter 3: March 1 – May 31st

☐ Reporting Quarter 4: June 1 – August 31st

Student HireAbility Navigator assures that at least 60% of time was expended on activities related to Pre-ETS during the reporting quarter.

☐ Yes ☐ No

Student HireAbility Navigator assures that Navigator has not performed any of the Summer Earn and Learn (SEAL) services defined in Section 1.5 of the BRM.

☐ Yes ☐ No

Significant Accomplishment and/or Progress During Reporting Quarter:

Please use this section to highlight significant accomplishments during the reporting quarter.

Capacity Building and Systems Development

Deliverable: Develop and sustain relationships with VR staff, including but not limited to regional management, regional program staff, VR counselors, managers, and supervisors. Facilitate ongoing communication with VR staff and work jointly when developing activities outlined within this chapter.

Description of activities developed jointly with VR staff:
Deliverable: Develop and/or disseminate information to increase community and system awareness of the resources and activities available to students with disabilities in the following five pre-employment transition services (Job Exploration Counseling, Work-based Learning, Counseling on Postsecondary, Workplace Readiness Training, Self-advocacy).
Description of activities and information disseminated:
Deliverable: In coordination with VR staff, develop and sustain relationships with the education partners in the local workforce area, including but not limited to school districts, Education Service Centers and home school organizations, to promote awareness and availability of pre-employment transition services and Workforce Solutions programs to schools, parents, and students
Description of activities and relationships developed:
Deliverable: Promote the use of online career exploration, postsecondary education planning, and work readiness tools, including those available through TWC's Labor Market and Career Information Department
Description of activities and resources shared:
Deliverable: In consultation with Workforce Solutions Offices, local VR offices, local education agencies, parents and students with disabilities, employers, and community partners, develop effective and innovative strategies to: • Provide information on VR and Pre-ETS to students who are members of traditionally unserved and underserved populations. • Enhance oppourtunities for postsecondary activities for students with disabilities. • Coordinate and/or monitor implementation of the strategies
Description of outreach activities and populations served:

List all partners involved in activities related to capacity building and systems development during reporting quarter:

- ☐ VR Counselors
- ☐ VR Managers & Supervisors
- ☐ VR Regional Management
- ☐ VR Business Relations
- ☐ VR Community Outreach Specialists
- ☐ Workforce Solutions Staff
- ☐ Board Business Service Staff
- ☐ Board WIOA Youth Staff
- ☐ Independent School Districts, please list:
- ☐ Education Service Centers, please list:
- ☐ Other community organizations, please list:

List any challenges that hindered progress during the reporting quarter:

Partnerships and Collaboration

Deliverable: Identify community partners and establish collaborative relationships. Convene and/or attend workgroups, committees, coalitions, and cross-agency teams to foster system and community coordination of pre-employment transition services and activities for students with disabilities. Collect and disseminate information to Board and VR staff.

Description of workgroups and team meetings attended and resources that were shared:

Deliverable: Provide information, training, and technical assistance to Workforce Solutions Offices, local VR offices, school districts, Education Service Centers, community partners, and employers, regarding resources and activities available to assist students with disabilities to transition successfully to postsecondary education, employment, or both.

Description of information and training provided:

Deliverable: Develop and coordinate events, campaigns, and other activities that promote the Texas HireAbility Campaign and increase student and family awareness of and access to pre-employment transition services.

Description of events coordinated and attended:

Deliverable: Represent Student HireAbility Navigator program by serving as a liaison between VR & Workforce Solutions Offices and the Board. Assist with VR related activities and ensure that programs developed are accessible and inclusive.
Description of coordination between VR, Workforce, and Board activities:
Deliverable: Partner with Student HireAbility Navigators within the VR region and state to accomplish and expand program deliverables outlined in this chapter
Description of activities developed in partnership with Student HireAbility Navigators in VR region:
List all partners involved in activities related to partnership and collaboration during reporting quarter:
☐ VR Counselors ☐ VR Managers & Supervisors ☐ VR Regional Management ☐ VR Business Relations ☐ VR Community Outreach Specialists ☐ Workforce Solutions Staff ☐ Board Business Service Staff ☐ Board WIOA Youth Staff ☐ Independent School Districts, please list: ☐ Education Service Centers, please list: ☐ Other community organizations, please list:
List any challenges that hindered progress during the reporting quarter:
Responsibilities to Inform and Engage Employers
Deliverable: Develop relationships with Board and VR staff, including but not limited to Business Relations Coordinators, Community Outreach Specialists and Business Service staff. Student HireAbility Navigators will organize events and activities that promote vocational rehabilitation services and increase employers understanding of the abilities of students with disabilities.
Description of events and activities taking place during reporting quarter:
Deliverable: Disseminate information and resources to employers and community partners.
Description of information and resources shared during reporting quarter:

Deliverable: Coordinate with Board and VR staff to develop provide training and/or resources to educate, support, and enhance employers' awareness of disability etiquette and accommodations for students with disabilities.

Description of training and/or resources shared during reporting quarter:

Deliverable: Collaborate with Board and VR staff to develop work- based learning opportunities for students with disabilities, including internships, summer employment, other employment opportunities available throughout the school year, and apprenticeships .

Description of work-based learning oppourtunites developed during reporting quarter:

Deliverable: Conduct outreach and develop relationships with business and industry organizations, including local chamber of commerce, economic development collaboratives, and local employment organizations.

Description of relationships developed over the reporting quarter:

List all partners involved in activities related to informing and engaging employers during reporting quarter:

- ☐ VR Counselors
- ☐ VR Managers & Supervisors
- ☐ VR Regional Management
- ☐ VR Business Relations
- ☐ VR Community Outreach Specialists
- ☐ Workforce Solutions Staff
- ☐ Board Business Service Staff
- ☐ Board WIOA Youth Staff
- ☐ Independent School Districts, please list:
- ☐ Education Service Centers, please list:
- ☐ Other community organizations, please list:

List all employers and community partners that Student HireAbility Navigator disseminated information and resources to:

List any challenges that hindered progress during the reporting quarter:

Feedback Section

Please use this section to describe any assistance or support needed to address challenges identified during the past quarter.

SHN Supervisor Approval Section

Instructions: This section to be completed by SHN supervisor.

Date report approved:	
Name of supervisor who approved report:	

TWC-VR Approval Section

Instructions: This section to be completed by TWC-VR staff.

Date report received:	
Name of TWC-VR staff who received report:	
Date additional information was requested from Student HireAbility Navigator:	
Name of TWC-VR staff requesting additional information:	
Date additional information was received from Student HireAbility Navigator:	
Name of TWC-VR staff who received the additional information:	
Date report approved:	
Name of TWC-VR staff who approved report:	