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## AUCD-Implementing the Equity, Diversity, and Inclusion (USAUCD1204B)

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Live Captioning by Ai-Media

Implementing the Equity, Diversity, and Inclusion Action Plan

KATIE JOHNSON:

We will go ahead and get started, hello everyone, welcome to our webinar on Implementing the Equity, Diversity, and Inclusion Action Plan a new initiative for the UCEDD network. Before we begin, we will start with a few logistical details. Because of the number of participants we ask that you mute yourselves throughout the meeting. You can submit questions in the chat box. We will hopefully have time at the end to answer any questions that you have. You can pop them in as we move through our presentation. We have captioning available, to access the captions please click the CC button at the bottom of your screen. If you want to make them larger or smaller, that is a new feature and you are able to click the button again and select it in the settings. And you can move them wherever you need. I will put the instructions in the chat box as well.

We are recording this webinar and then we will have it available very quickly because there is a deadline for applications that we will be talking about today. You will be able to access this recording and the slides on the event page. A few days after the event. We will also have the transcript from today. Thank you so much for joining and to kick us off he wanted to start with poll and we will talk about a new initiative that you may have seen that there is a call for coaches and implementers and you can be apart and participate in this initiative. To gear what we are going to talk about today, we wanted to see if people were more interested in coaches or more interested in applying to be implementers or not quite sure. Maybe interested in both and to get a read for the room. I will launch it now. Please take a second to let us know what you are interested in.

I am not seeing any boats coming in so I am wondering if there are issues with using this poll...

SARAH DEMAIO:

I am seeing 18/20 people have voted so far.

KATIE JOHNSON:

I can't see it on my...

SARAH DEMAIO:

Looks like people aren't sure yet but they are interested in being an implementer. And that is great to know.

I don't know if you wanted to introduce yourself Katie to the audience but I will introduce myself. I am Sarah DeMeo I am the team lead for AUCD technical assistance project. I am excited to share with you a little bit more about this opportunity today. I will get us started and then I will hand it back to Katie because she is going to be... She is the primary person who has been organizing around the implementation initiative and I will give some background to all the activities to give a little bit of context for the discussion later today.

AUCD has been engaged with ACL and the UCEDD network and implementing the equity,

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diversity -related activities for a long time, over a decade. With ACL and the UCEDD network have supported the implementation of demonstration projects, there have been a tremendous number of resources that have been developed. A lot of the work has been focused on capacity building and we have had some capacity building events both in the past and ongoing. And there has been a significant leveraging of mentorship relationships over the course of this work. A lot of peer support also across the UCEDD network. If I can just mention a few of the projects that have been funded by ACL and implemented both by AUCD and UCEDD... We have had national training initiatives related to partnerships with minority serving institutions and the involvement of diversity fellows. There has been a project to, that has been funded to enhance... Develop a community of practice on cultural and linguistic competence and developmental disabilities and project to embed strategies for equity, diversity and inclusion within the network which were both implemented by the DC UCEDD. We have had a number of resources developed that include the diversity and inclusion toolkit which is a website that is full of resources that are available to network members and it is updated on a monthly basis and equity diversity and inclusion has been embedded in the strategic map both as a standalone objective for us to model equity, diversity and inclusion but for us to support that work in everything that we do. From policy, resource sharing, knowledge development, and research. We have the AUCD Leadership Academy and Leadership Institute for cultural diversity and competence and these were some of the events that have been hosted currently and in the past. So through all of these initiatives, we have learned that equity, diversity and inclusion work is a slow process that takes time and there are a lot of pieces to it. It requires broad investment. Not just from people who specifically champion this work as experts in this field, but really investment from everyone across teams and across levels within an organization. So, we want this work to be accessible to people who hold a variety of roles across the UCEDD and not specifically only people who are identified as a diversity and inclusion coordinator although those individuals are certainly welcome and encouraged to participate in this work.

We have also learned that our network has the capacity to be leaders in this work and really be a catalyst for change. At the local, even within your universities, within your cities and states, within health systems, within education systems and at the national level across the country, our network has the capacity to really be a leader in this work.

So, having brought all of that information together some network leaders: (name), (name) and (name) all contributed as authors to this equity diversity and inclusion action plan. I hope you have had a chance to look at the document itself. It does a wonderful job of summarizing all of the existing resources and the history and context for the action plan itself. It sets a vision that includes very specific and concrete steps that can be taken within the UCEDD and the Resource Centre which is the technical name for UCEDD's TA contract. At AUCD and ACL at the federal level that all of these partners have a role to play in moving what is called the national DD network in the action plan, moving it forward to make progress in equity, diversity and inclusion. The document itself identifies four areas of focus for us to collectively be working on. Number one: workforce diversity, number two: cultural and linguistic competence, number three: state and local impact that UCEDD can have in this work and number four: a number of crosscutting considerations that need to be attended to, addressed to support the work of the other focus areas.

There are specific objectives within each area, the four focus areas and those objectives are

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each tied to specific outcomes that we are hoping to accomplish together. And then, moving even to the most concrete level, each of those objectives has specific action steps that can help move the national DD network forward. The action plan is designed to be implemented over three year process and that may even be extended farther from that as we see how each of these action steps gets implemented. It is designed to take time and to really be systematic and methodical in moving forward step-by-step across all three years. I will show you just an example of what it looks like in the action plan so you can see we are will -- all working with the same plan and this is a piece of the table that is the action plan and you see the focus area being workforce diversity. The objective being WD1... This is about increasing the recruitment, retention and advancement of into visuals from underserved groups. And those with intellectual and developmental disabilities and specific actions that are for each of the individual actors in this action plan. With Y 1 and -- why it's been implemented.

I just wanted to refresh everyone's memory for the language we are going to use because we are going to specifically have applications in the application process that speaks toward the terminology. Of the action plan itself. Language being used in the application process. I will turn it to Katie to show how we took this document and turned it into a plan for what we are going to do to support you all in implementing it.

**KATIE JOHNSON:**

Hello everyone, I'm Katie Johnson, I am a program specialist with the URC, and I will be coordinating some of the logistics for the plans. I appreciate, Sarah, going through the history of how we got to the plan itself.

We have heard from the network there is a need for technical assistance to actually implement those plans. As he said the network, individual use at the URC, we each had steps to take and there was a need documented many places to support that implementation. We wanted to better understand what the network needed to do to move forward. In August and September, we set up a support group to look at the individual uses around the action plan.

I'm happy to see some names of folks on the call who were part of that workgroup. That workgroup, anyone who documented through a wide variety of TA needs, we developed a draft plan that we reviewed with a variety of stakeholders. We spoke with the original authors, we let them review what the plans are.

We reviewed the plans to the September workgroup. We sent it to our project advisory committee. We had individual key network leaders to work at-- look at if the plans are being met to move forward. We wanted there to be broad network support for the plans that we were going to walk you through.

We are kicking off these plans, in a three-pronged approach. On the next slide it shows you the big vision of what we are hoping to do and we are hoping to have individualized peer coaching. Sarah mentioned there rose a lot of strength happening in the network. People that have found success in the action plan and we know there's a history of peer support already happening in the network.

And the real value that comes with individualized coaching. Part of the plans are going to

capitalize on the strengths and individualized coping on the network. We are launching a series of hoodlum mentation groups that are going to get together. Into a community of practice around specific TA needs and we will meet monthly for the course of the year to work on a particular part of the action plan to share resources and strategies. To support all of that, for webinars about rep -- implementation to help the whole network not just people who are implement eating-- implementing and having the webinars where we have the same practices and strategies and stools-- tools for implementation. We are going to talk specifically today about two parts about the peer coaching and implementation groups.

We call it for coaches and implementers. We are looking for people with the network that are wanting to serve in one of the two roles. I want to talk about who we are looking for, what exactly are those people going to be doing? And lastly, what's the application process like to be a coach? For the person part-- for the first part on coaches, we are looking for coaches that support the work from April to September 2021.

It's a paid opportunity so it will be compensating coaches, and what are they going to do? They might do a variety of different things including developing materials that are relevant to the network. In supporting implementation. They may be helping the staff in crafting the common-- content or supporting directly some of those groups. They might be presenting as part of the webinar series. And as coaches do, they might be giving one-on-one coaching opportunities to network members to really solve problems through a different challenge that a leader might be facing. On the other hand, we have the implementation groups. Those would be part of the key initiatives from May 2021 until May 2022.

A full year, and they will meet monthly for 90 minutes as a group. We will have up to four groups and there will be around 5 to 8 people. Those groups are going to group around similar meats. And the application materials, you have to identify the action plan you are supporting in, and we are going to look at people who are facing a similar challenge to form these communities of practice is. Implementers will need to make progress on implementing an element of the action plan.

They will be asked to attend the quarterly webinars and they will have access to that coaching opportunity I was just talking about. Who should apply? For the coaches, we are looking for leaders that have success in implementing parts of the act can plan.-- Action plan. This is a group of leaders that could be coaches and we hope that they found success in implementing the plan and they have experience in doing training or technical assistance around concepts like equity, diversity and inclusion, cultural competency. The pieces that are showing up in the ED&I action plan.

This is staff, directors or leaders from UCEDD that have a role in implementing the action plan. Everyone has a role in implementing the action plan and it might not be the typical players you think of. We are really looking broadly at people who see a part of the action plan that they are working to implement and have the need for technical assistance. They would like support on making progress on part of the plan. The implementers must have capacity to participate and see you mentioned, that's monthly meetings and participating in the webinar series. That used to be worked into the work plan and schedules.

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In collaboration with the Director when you are submitting an application, we have to know the directors are on board with people participating in the workgroup that they really will have the capacity and support from the directors to participate. Sarah and I are going to walk through what the application process will look like by directly going into the survey monkey's. We encourage everyone to read the full call for coaches and implementers. It really walks through the kinds of people that we are looking for. Examples of who that might be for instance. Sarah had shared about the action step 1.1 which was focused on data and years for instance. In the call it talks about, it could be the data coordinator is looking at embedding equity diversity and inclusion thinking about more inclusive ways of collecting data to ensure the representation is happening.

Maybe they want support on how to do that well and they might join the group. The call walks through examples like that. It might be a director that's trying to embed the action plan into their five-year plan. I would encourage you to read the Reuther call because it walks through kinds of people we might be looking for to be coaches and implementers. It talks -- walks through with the application process is like. We have two different applications. One application for the coaches, and one application for the implementers though they are very similar.

If it's helpful we could also...

SARAH DEMAIO:

Can you share your screen if you already have them up?

KATIE JOHNSON:

Sounds good. For the implementers, we have a survey monkey link and I will throw in the chat box immediately following this. It asks for the name of the director that is supporting the application. We are asking people in collaboration, cement applications and basic contact information for prospective implementers.

We have physical copies we are hoping to send out, so if you could put a mailing address, that's great. Then, you are going to be asked which part of the active no Mac action plan you are working on. This is when Sarah was saying 1.5, 2.1, you have to go to the action plan itself and find which objectives are the ones that you are working on that are connected to your role that you want to focus on for the year as an implementer.

You select one or more that apply. Then, in a few sentences, what is the need for technical assistance? How does this relate to your role? How does it relate to your work? What are you hoping to get from the groups? What assistance would you need to be able to make progress on that specific objective?

SARAH DEMAIO:

Can I interject? The reason we ask you to identify which objective you are working on, we're going to group people for the workgroups. It's really valuable in making progress. We are not asking you to do that just to make it harder on you. We are doing that so we can help you connect with others that are working in the same area that you are.

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KATIE JOHNSON:

Is helpful knowing the background. It one be helpful working on every single one and for the sake of this, what are the few that you're looking at that you really want to focus on? That way you are connected with the right peers?

SARAH DEMAIO:

One other way we will use the data is if someone is working on a handful of different objectives and we are able to cluster them for the workgroup and others with the few ones but they are also looking at something that they are not getting support on from the workgroup, we can help them with the coach to look at the elements of the other objectives that they are not getting Pierce support on. That's another way that we can use the data.

KATIE JOHNSON:

The last bit is your statement of interest. Again, we are going to use this information to thoughtfully group people into implementation groups. Then, not super formal but we would like a letter of support from your director saying you are able to commit the time and resources to participate in the initiative and that they support your implementation and action plan. These are one click-- one page maximums. That's the implementer application and for the coaches application and similar.

The call for coaches and implementers outlines who we are looking for and what criteria we are using for both of the selections processes. It's why the applications look a little different. You're going to needs of the directors providing support, if you are a director, hoping to be an implementer or a coach, you can feel free to just say self. Just make the application work for you, that's completely fine. Coaches will also select specific sections that they would be comfortable providing support in. Very similarly, we would like to match coaches with implementers so if there is an implementer whose needs are not being met we may find that a coach has expertise in that and we can link them meaningfully.

There are two short descriptive sections, in a few sentences shareware you have found success in the ED&I Action Plan and describe your experiences in coaching, mentorship, training or technical assistance around equity, diversity and inclusion.

You will have a cover letter just like the implementers and a letter of support just like the implementers.

That is the overview of who we are looking for and what their role will be and how to apply. We have saved a big chunk of time to be able to answer questions and continue to discuss this but I am wondering if we want to stop here for questions? I will stop sharing my screen. Sarah, you and I can share the two.

SARAH DEMAIO:

I see a question that says what does the cover letter include? The cover letter that we are asking you to submit, should include a description... A little more detail after you have selected a couple of tech boxes and if you could give more of a description of the work you're doing and the TA you are hoping to get out of the workgroups, the implementation workgroups that would be helpful.

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KATIE JOHNSON:

In the call for implementers it talks through our call -- if your cover letter can answer some of those pieces like wire you the right person to be in these groups and I would encourage people to look at the criteria and draft of a cover letter in response to those criteria.

SARAH DEMAIO:

I want to make sure that everyone feels that we at AUCD are not trying to make this as a competitive process. We are not trying to exclude anyone because you don't have the right background or... We want to provide as broad support as possible to the entire UCEDD network. We are using these tools to help make sure we match you up with the right supports whether that is the workgroup because there are other people working in the same areas that you are or whether that is coaching. If you apply to be an implementer and you don't get included and I workgroup it is not because you weren't good enough in some way it just may be we didn't have the right worker before you and we would still hope to connect you to resources and support either through the webinar series or through individualized coaching from the coaches. It is not intended to be an exclusive process inclusive and supportive and flexible. This is the goal for our TA plan for you.

Are there any other questions about this process? What we are looking for or how we are envisioning this unfolding? Dana says can you say again where the criteria for selection is?

KATIE JOHNSON:

I am happy to read aloud from the call for implementers so the information about selection is embedded within the call. For the coaches, coaches are selected based on their success in implementing aspects of the ED&I Action Plan. Their experience in coaching, mentorship, training or technical assistance and their level of support from their UCEDD leadership. We are hoping that our cohort of coaches, there will be 3 to 5 coaches I believe, we are hoping that they will be able to match the breadth of needs in our network and that they have a diverse set of skills and competencies and that they will be diverse... The cohort will be diverse as much as we can be with just three people in regard to race, ethnicity or other identity categories. And representative, broadly of the national network. We recognize that people in our network are coming from all over the country and have really unique administrative homes that might create challenges or come from universities with histories that might complicate their work... There larger, sociopolitical context we are looking for diversity of coaches who can meet the broad set of needs. That is for the coaches. I think a little higher up there is selection criteria for the implementation group. They will be selected based on their needs for technical assistance, readiness to implement within their context and role and their level of support from their UCEDD leadership. We particularly encourage people from UCEDD who are reapplying for the court grant next year. People are hoping to embed this into their five-year plans and it is a great reason to join an implementation group. We also encourage people who have decision-making authority who can create action from the plan and have the authority to embed or make progress at their UCEDD and we also encourage upcoming leaders in our network who are really trying to work on their action plan within their role. Again, those and limitation groups will aim to be diverse in all of these categories and those are the two different selection criteria.

SARAH DEMAIO:

I put the link to that in the chat box and I also included earlier that links to the survey monkeys

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where you can apply. Any other questions? We can and early if we don't have any but I want to make sure that anyone who has questions that they are answered.

I am glad this was helpful.

**KATIE JOHNSON:**

I want to highlight and I don't think I said it verbally but the deadline for applications is on April 19 which I believe is in a week from today. If I have my dates correct. We will make sure to get the archive out with this recording so you can send it to colleagues or make sure anyone at your centre who is interested has all of the information so they can go ahead and apply. The workgroups we are aiming to launch in May. That is why the deadline is when it is. And thank you for putting that in the chat.

**SARAH DEMAIO:**

Thank you all for joining us and I hope you all have a great rest of your day.

**SPEAKER:**

Thank you for hosting this.

(Multiple speakers) Thank you Sarah and Katie.