

**Minnesota FastTRAC Incubator**  
**Interim Report – Supplemental Questions**  
Due March 16, 2009; email to [mary.schmidt@state.mn.us](mailto:mary.schmidt@state.mn.us)  
Questions? Call Mary at 651 259-7571

1. **Workplan.** Explain your progress toward fulfilling your workplan through end of February 2009. Explain any discrepancies between your workplan and activities/progress. Whenever possible, include qualitative information, e.g. number of courses delivered, number of enrollees in a program.

As shown below, we are on track with reaching the contract goals set for this grant period. We have had 2 classes since November 2008, with the second one scheduled to end by March 30.

CNA total goal	Actual (as of February 2009)
50 CNA enrolled	31 CNA enrolled and trained

2. **Partnership.**

a. Explain any developments in your partnership roles since the start of your grant, e.g. new partners, expanded roles.

Dakota County Technical College (DCTC) is our partner in this project. In addition, we leveraged the FastTRAC project to get foundations interested in supporting our project. We received a General Mills grant of \$ 10,000 for Support Services

b. Explain how the MN FastTRAC initiative has strengthened your partnership and the capacity/commitment of various partners to your stackable credential model.

The FastTRAC grant allowed our partnership to provide services such as: transportation assistance to class and interviews; coordination of services with MFIP counselors to approve training activities; after-class advising and tutoring services and job search training and assistance. Our support team follows trainees from enrollment to after employment to ensure a smooth transition from pre-nursing to certification to employment retention.

DCTC can reach out to the “underrepresented” and minority groups. Our partnership facilitates recruiting and retention of students.

c. Which partner(s), if any, are not at the table that you want to engage (or engage more) to strengthen or expand your stackable credential model?

N/A

3. Please share one important lesson you and your partners have learned around each of the following topics that are critical for a **stackable credential model** to work in Minnesota.

a. Availability of student support services so that adults persist and complete training/education endeavors:

The average Multi-Cultural CNA trainee is an ELL student, and is at 200% of federal poverty line. Support services are essential to our students' ability to enter and finish the training successfully. Although the need for Support Services is widely recognized, local government funding for support services in a training context has gradually diminished over the last 5 years.

b. Attracting and keeping employers engaged in your stackable credential model:  
The Multi-cultural CNA program works with 2 nursing homes for skills practices. We don't have a specific employer involved in the FastTRAC project, but employers have shown appreciation for the support services offered to them (training, mediation, assistance with HR related and culturally based issues).

c. Integrating basic skills, soft skills and occupation skills into training/education content:

All trainees are tested with CASA to determine their English language abilities. In addition, students receive customized, industry-related employment and soft skills designed for individuals with different cultural and basic skills. For example, all trainees take an intensive orientation to CNA to ensure they have a clear understanding of the job demands; the orientation allows individuals to understand the day to day activities involved in caring for others; this knowledge allows potential trainees to make an informed and realistic decision and plan for their future. It also ensures that trainees are right for a job as CNA.

4. Describe one key **policy change** that you consider most critical at the state system level (e.g. agency practice or regulatory change at ABE, MnSCU, Workforce Center/WIA, MFIP, etc) for your model to expand or replicate.

- ❖ Support Services should be an integral, funded part of workforce training, particularly with the adult population we serve at ABE. Furthermore, well defined partnerships between MnSCU institutions and community based organizations can be beneficial to all stakeholders.
- ❖ Continue to support the partnerships/projects that show results and real collaborations.
- ❖ Strong effort in system and policy change to accommodate the growing, non-traditional adult students' population and the employers' unique needs.
- ❖ Put emphasis on the needs met, cost-efficiency and innovation of projects.
- ❖ Continue involving community based organizations that can bring the voice of the students to the table.

5. Attach a **financial report** that indicates budgeted and actual expenses through Feb. 28, 2009, of MN FastTRAC grant resources. Explain any discrepancies, modifications below.