INSTRUCTIONS: At your soonest convenience – Complete and return this document via email to Diane Mangan, [diane.mangan@state.mn.us](mailto:diane.mangan@state.mn.us)

# **\_\_\_\_\_ I am currently or have in the past provided direct care / direct support to an individual**

# **PLEASE COMPLETE THE FOLLOWING**

| **FIRST** | **LAST** | **AGENCY (if applicable)** | **EMAIL** | **PHONE** | **Identify top 2 Strategic Area**  (Chose only 2 from list) | **ACCOMMODATIONS – IF YES, please specify:** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | * Recruitment/Substitution/Technology Use * Retention/Compensation/Job Redesign * Quality/Support/ Training and Credentialing * Career Ladders/Work Culture/Welcoming Environment | Accessible parking -Yes/No  Special meal – Yes/No  Other |

# **NEXT STEPS in this process**

Following the receipt of this document

* You will receive an email confirmation with additional details about this invitational event from the Workforce Summit planning team at DHS – either Diane Mangan or Mary Olsen Baker
* All needing Accommodations will be contacted by phone and email by the a member of Workforce Summit planning team at DHS – either Miriam DeVaney or Diane Mangan

# **Contact information for the Workforce Summit planning team**

* By phone – 651-431-2590 or 1-800-882-6262
* By email – diane.mangan@state.mn.us