

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: DHS-HRA-DSS

☒ 1st Quarter (July -September), due November 17, 2023

☐ 2nd Quarter (October – December), due January 30, 2024

☐ 3rd Quarter (January -March), due April 30, 2024

☐ 4th Quarter (April -June), due July 30, 2024

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Title

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Telephone No.

Date Submitted: _____

FOR DCAS USE ONLY:

Date Received:

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"DHS-HRA-DSS Quarter 1 FY 2024 DEI-EEO Quarterly Report.Part I"**, where 'DHS-HRA-DSS' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"DHS-HRA-DSS Quarter X FY 2024 DEI-EEO Report.Part II Training Summary"**, where 'DHS-HRA-DSS' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): June 29, 2023 ☐ No
☐ By e-mail
☐ Posted on agency intranet and/or website
☐ Other _____

II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:

- ☐ Diversity, equity, inclusion and EEO Awards
- ☒ Diversity, equity, inclusion and EEO Appreciation Events
- ☐ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☐ Other (please specify): _____

The Office of Equity & Inclusion sends monthly emails to recognize diversity holidays, including activities that staff can participate in throughout the city. The agency has numerous heritage committees that host educational and celebratory events for different monthly diversity holidays.

There is also an EEO section included in managerial evaluations.

In 2024 the Office of Equity & Inclusion will roll out the Diversity Scorecard for each program area. The scorecard will measure goals regarding diversity, representation and inclusion and track the progress in meeting those goals.

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

III. Workforce Review and Analysis

- **Agency Headcount as of the last day of the quarter was:**

Q1 (9/30/2023): 12,659 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

- **Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.**

☐ Yes On (Date): _____ ☐ Yes again on (Date): _____ ☐ No

☐ NYCAPS Employee Self Service (by email; strongly recommended every year)

☐ Agency's intranet site

☒ On-boarding of new employees

☐ Newsletters and internal Agency Publications

- **The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.**

☒ Yes - on (Dates): Q1 Review Date: August 7th, 2023 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☐ Agency Head

☒ Human Resources

☒ General Counsel

☐ Other _____

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

■ EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. To increase participation and employment of individuals with disabilities in the workforce.

DSS will leverage the last 9 months of a one-year grant from New York Community Trust to continue the Partnership for Inclusive Internships (PII). This grant seeks to provide 50 internship opportunities from April 2023 through March 2024 for people with disabilities in NYC and NYS government Agencies based in NYC. DSS will continue to host interns and will also seek to ensure that the PII Program continues beyond 1/1/2023 through other funding source.

Workforce Goal #1 Updates:

In Q1, 21 interns were actively in place in the PII Program (12 within the DSS/HRA/DHS systems, including 3 newly onboarded interns.) In addition to DSS, the PII Program currently placed interns with the MTA, Parks Department, and NYS Department of Health and has internships available at 5 agencies.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. Work on the Diversity Recruitment Strategy with HRS

The goals for the strategy are to create a more diverse workforce, address underutilization, create an agency-wide recruitment plan, review hiring, and separation data to identify gaps in the workforce, and implement practices in all stages of the recruitment process.

Workforce Goal #2 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. The Office of Equity & Inclusion reviews monthly retirement reports from each program area to help determine which titles will require outreach.

Workforce Goal #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. The Office of Equity & Inclusion created an Inclusive Leadership professional development program for M1-M2 managers, Supervisors, and Frontline staff.

- In July the Equity & Inclusion Office hosted a flash/speed mentoring event. This was a one-time meeting /discussion featuring experts in their fields, mentors, and mentees. Each session had one mentor to six or eight mentees for a 1-hour minute mentoring session. There was also one on one 10-minute mentoring sessions. This was the launch of our Inclusive Leadership Development Programming.

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Workforce Goal #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

5.Efforts to reduce Workforce underutilization:

The agency will meet EEO Professional, principal Human Resources professional (or designee), and Agency Head the underutilization reports. On an annual basis we will identify whether there are barriers to equal employment opportunities and determine what, if any, actions are required to correct deficiencies.

Below are plans we discussed to address underutilization in our August 7th CEEDs review meeting.

- Recruitment and Onboarding is working closely with DCAS to fill non-competitive vacancies.
- They will follow-up regarding how DCAS targets their pool of candidates.
- HR is using linkedin for recruitment outreach.
- We discussed contacting different organizations and colleges for the community coordinator positions.

B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

The Office of Equity & Inclusion conducts biweekly presentations during new employee orientations. The information that we present on includes details on the following:

- Office of Equity & Inclusion
- Employee Programs
- The benefits of joining and employee heritage group.
- The agency's employee excellence program

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Agency's Blood Drive
- Overview of the EEO Office

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

1. The DSS Office of Disability Affairs will continue to curate presentation(s) for staff in honor of the Americans with Disabilities Act.
 - ❖ In Q1, ODA held an in-person hands-on technology event to on September 28, 2023, in celebration of the anniversary of the passage of the ADA. This event was called: ***Tools for Transformation – An Adaptive Technology Expo***. Over 150 employees attended. ODA acknowledged 7 employees that have provided exceptional service to people with disabilities this past year. Each was presented with a Staff Recognition Award and an Amazon gift certificate. The program included the following:
 - TechWorks Presents: An Introduction to Assistive Technology and the NYC TRAIID Program (presenters from Adapt Community Network)
 - Vision Technology and Accessibility: Devices, Apps, and Connecting to Learn (Presenters from Lighthouse Guild)After the presentations, attendees participated in 2-hour Adaptive Technology Demonstrations in which they could interact directly with both low- and high-tech devices.

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Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. The DSS Office of Disability Affairs will continue to publish a newsletter entitled *Disability Digest* to be distributed to select Agency and Provider staff. Each issue focuses on a different disability-related topic, shares relevant policies, and provides information on resources and events.
 - In Q1, 3 issues of Disability Digest were published with the following themes:
 - The Americans with Disabilities Act Anniversary
 - Recreation
 - Deaf Awareness Month

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. The DSS Office of Disability Affairs will continue to host Lunch & Learn programming regarding disability-related issues, available to all DSS Agency and Provider Agency staff. These Lunch & Learns are subsequently placed on a private YouTube Channel so that our employees and provider agency staff can view them at their leisure.

❖ In Q1, the following Lunch & Learns were held:

- July: *Uncovering the Mysteries of Durable Medical Equipment (DME)* (47 attendees)
- August: *Navigating the OPWDD System* (80 attendees)

Workplace Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. The DSS Office of Disability Affairs, along with OPPT, will continue to provide 4-8 hour trainings (Part 1, Part 2 and Full-Day Introduction to Disabilities) on working with people with disabilities to HRA, DHS and Provider Agency staff. The DSS Office of Disability Affairs, in collaboration with HRS and EEO will provide trainings for Supervisors entitled Creating a Mentally Healthy and Disability- Friendly Workplace.

- Q 1: Data on *Intro to Disability Training* is contained on the attached spreadsheet. These trainings are ongoing.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

5. [Gender Equity] Gender Pronoun Training: Our agency has many staff and community members who are transgender, gender non-conforming, non-binary and intersex. One of the areas where all of us can use continued practice and improvement is with gender pronouns. We will be offering staff a mini course on pronoun use, with the aim to reach approximately 250 unique people by the end of the second quarter of FY23, and will continue to offer this curriculum, including a refresher. This has been delayed as we are onboarding high numbers of staff.

❖ Conducted six sessions of the Gender Pronoun Training for HASA staff. These sessions have been delayed as we are onboarding a high number of staff.

Workplace Goal #3 Updates:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

6. Conducting trainings for DHS and provider staff on TGNC Placement Procedure and pronoun use. Two 1.5 hours sessions per day to accommodate for staff hours. This began on July 11th and is on-going.

Workplace Goal #4 Updates:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

5. Other Workplace Activities:

- In October of 2023 the Office of Equity & Inclusion will launch its annual Equity, Inclusion, & Belonging survey. This will be the third version of this survey.
- The Office of Equity & Inclusion is working on a diversity strategic plan with goals for professional development, creating a DEI scorecard for the different program areas, creating a framework for succession planning, and using more diverse media platforms.

DEI Trainings

- The EEO office developed a reasonable accommodation desk guide for managers and supervisors.
- The office of Equity & Inclusion is working on DEI specific trainings for managers and frontline staff. These trainings are included below:
 - Equity v. Equality
 - Implicit Bias for Managers
 - Cultural Competence
 - Intersectionality, Allyship, and privilege

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

C. Community:

1. The DSS Office of Disability Affairs (ODA) will continue to collaborate with the Mayor’s Office for People with Disabilities (MOPD) on outreach related to ASL Direct and services for people who are deaf and hard-of-hearing.
 - ❖ The DSS Office of Disability Affairs and other DSS Departments continue to meet every 6-8 weeks with MOPD regarding outreach for ASL Direct. During Q1, ODA continued to mail ASL Direct Palm cards to clients who are coded as using ASL as their primary language. ODA is also working with the community to develop a communication card (“communicard”) for individuals living in shelter who are deaf. DSS is also collaborating with MOPD on developing a 4-week ASL Mini-Course. Outreach for participation for this course was conducted in September and over 600 DSS and Provider Agency employees expressed interest and are on the waiting list.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. DSS is increasing access for people who are low vision by developing outreach materials in Large Print.

- ❖ In Q1, planning continued for increased access to alternative materials. 3 outreach brochures were converted to LP and Data Format.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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3. DSS Office of Disability Affairs hosts a quarterly Disability Advisory Panel, engaging advocates and people with disabilities from across the spectrum.

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

❖ In Q1, the Disability Advisory Panel was held in September.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. Identify best practices for establishing a brand of inclusive customer service.

- ❖ IDNYC Municipal ID Card Program during FY'24 continues to offer its services in the Local Law 30 languages, at all public-facing enrollment sites, to appeal to a diverse array of New Yorkers throughout the five boroughs. Applications, brochures, marketing material (incl ethnic media), email/text renewal reminders, and website content are among the many ways in which our multilingual communications are shared with the public at large. Also, staff are instructed on how to utilize Language Line translation service to support applicants with limited English proficiency. Lastly, our hiring process also considers bilingual proficiency to further buttress our brand of inclusive customer service efforts. **During Q1 FY'24 IDNYC enrolled 32,378 new applicants.**

Community Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

5. Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development, and delivery.

- ❖ IDNYC works with several partners, including but not limited to, the DSS/HRA Office of Intergovernmental and Legislative Affairs, the Mayor's Office of Immigrant Affairs, and City Hall, to host temporary enrollment sites and the deployment of the IDNYC On-the-Go/Mobile Command Center to hard-to-reach neighborhoods in NYC. Our presence in these

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

communities that rely on a government-issued photo ID card, along with the card's many benefits and services is necessary to improve the quality of lives for all New Yorkers, including newly arriving asylum seekers, as they navigate sudden arrival to this City.

- ❖ During Q1 of FY'24- IDNYC launched its first Hub enrollment site in Brooklyn to increase capacity for staff to manage the heightened foot traffic during this time of great demand for IDNYC. We continued our NYC Public School pilot by enrolling high school students at the Queens International School so that students would be equipped with an acceptable government-issued photo ID.

Community Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

6.The DSS Office of Communication and Marketing (OCM) continues to ensure that the agency's public message is expanded to a broader and more diverse group of potential clients

Community Goal #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

7. Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development, and delivery.

In the first quarter of fiscal year 2024, OCHIA conducted 13 in-person or virtual presentations/workshops to 465 participants. Several of these

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

workshops included OCHIA's library initiative to educate City residents on "Key Health Insurance Options for New Yorkers". Libraries may also select the workshop, "You Have Health Insurance. Now What?" which discusses the contents of OCHIA's pamphlet (of the same name) and an insurance provider's "Summary of Benefits." OCHIA also presented to Department of Education's School Nurses and Parent Coordinators on available health insurance options for children and families, and the restart of renewals for public health insurance and the end of automatic coverage extensions. School staff are invaluable partners in our efforts to spread the word about coverage renewal. We also stressed that children in immigrant or mixed-status families and whose families may not speak or read English are at particular risk of losing coverage and may require extra support, including interpretation services, which are available through enroller organizations.

Community Goal #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

D. Equity, Inclusion and Race Relations Initiatives:

1.The Office of Equity & Inclusion will continue providing programming and educational opportunities that focus on ways to create awareness of the EEO Office, educational opportunities and programming around diversity issues the equity, developing the follow-up to the equity inclusion, and belonging survey, and collaborating with the Disability Affairs LGBTQIA and ORIA Offices to provide additional DEI programming.

- OEI is working to create a diversity scorecard which will measure the progress of internal processes, learning, and growth related to DEI of the different divisions throughout the agency. The scorecard will capture, measure and analyze data points that will assist the agency in capturing key performance indicators (KPIs) and track DEI goals.

Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. In July 2023 the Office of Equity & Inclusion and the Office of Disability Affairs hosted an event via zoom about Neurodiversity in the Workplace. The event included a presentation about neurodiversity and a panel discussion.

Equity, Inclusion and Race Relations Initiative #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I. In August 2023 the Office of Equity & Inclusion Hosted a workshop that covered Psychological Safety, Shifting Social Norms and, Underlying Workforce Factors

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

II. The Office of Equity & Inclusion is working on a Strategic Plan which will focus on the following goals.

- Professional Development-Creating more DEI learning opportunities for staff
- DEI Scorecard for each program area- The OEI DEI Scorecard is an evaluative tool that centers accountability and transparency in determining agency programs DEI effectiveness in retention, and promotion.
- More of a multimedia presence and using more diverse program platforms.
- OEI will use different multimedia tools to communicate agency DEI goals and objectives. OEI will utilize multimedia tools to engage, educate, and stimulate an active learning experience for agency staff

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. Ensure that all HRA and DHS positions are posted and visible in Employee Self Service (ESS) for all City employees.

- The agency utilizes ESS as a recruitment tool to identify qualified candidates from a diverse population within our agency and other agencies.

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

- The agency ensures that panel interviews are conducted by an EEO or HR representative for all promotional opportunities for M1 and above positions.

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Recruitment Initiatives/Strategies #2 Updates:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

1. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

- Upon request, staff can schedule an individual appointment with a career developer to review/revise resumes and cover letters, as well as participate in mock interviews. The Office of Workforce Development also collaborates with the various heritage committees and program managers, upon request, to offer career development workshops.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
		None	

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	N/A			
Brooklyn	N/A			
Manhattan	N/A			
Queens	N/A			
Staten Island	N/A			

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

1. LinkedIn
2. Monster diversity sites
3. Indeed.com
4. careerbuilder.com
5. citylimits.org

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. **[Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total: 7

Race/Ethnicity* [#s]: Black___3_ Hispanic_2__ Asian/Pacific Islander___1_ Native American___ White___ Two or more Races___

Gender* [#s]: M _4__ F _3__ N-B ___ O ___ U ___

3. Summer College Interns Total: 49

Race/Ethnicity* [#s]: Black___4_ Hispanic_10__ Asian/Pacific Islander_26__ Native American___ White_4__ Two or more Races_2__

Gender* [#s]: M _30__ F _17__ N-B ___ O ___ U _2__

4. Summer Graduate Interns Total: 1

Race/Ethnicity* [#s]: Black___ Hispanic_1__ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M _1__ F ___ N-B ___ O ___ U ___

5. The Partnership for Inclusive Internships (for people with Disabilities) Q 1:Total: 3 (12 active with 3 newly onboarded) Q2: Q 3: Q4:

Q1: Race/Ethnicity* [#s]: Black Hispanic_2__ Asian/Pacific Islander Native American___ White 1 Two or more Races___

Gender* [#s]: M 2 F 1 N-B ___ O ___ U ___

Q2: Race/Ethnicity* [#s]: Black 3 Hispanic___ Asian/Pacific Islander 0 Native American___ White Two or more Races___

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Gender* [#s]: M F ___ N-B ___ O ___ U ___

Q3: Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

Q4: Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

6. Other (Summer Youth) Total: 60

Race/Ethnicity* [#s]: Black_14_ Hispanic_16_ Asian/Pacific Islander_17_ Native American ___ White_2_ Two or more Races_11_

Gender* [#s]: M_27_ F_30_ N-B_3_ O ___ U ___

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

E. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.

☒ Yes☐ No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): 48 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

During the 1st Quarter, a total of 13 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of ____ [number] new applications for the program were received.

During the 2nd Quarter ____ participants left the program due to [state reasons] ____.

During the 3rd Quarter, a total of _____ [number] new applications for the program were received.

During the 3rd Quarter ____ participants left the program due to [state reasons] ____.

During the 4th Quarter, a total of _____ [number] new applications for the program were received.

During the 4th Quarter ____ participants left the program due to [state reasons] ____.

The 55-a Coordinator has achieved the following goals:

II. Disseminated 55-a information –

by e-mail: ☒ Yes ☐ No

in training sessions: ☒ Yes ☒ No

on the agency website: ☒ Yes ☐ No

through an agency newsletter: ☐ Yes ☐ No

Other: _____

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
 - Upon request, staff can schedule an individual appointment with a career developer to review/revise resumes and cover letters, as well as participate in mock interviews. The Office of Workforce Development also collaborates with the various heritage committees and program managers, upon request, to offer career development workshops.
 - An email was sent out in March of 2023 notifying staff of the agency's career developer and the services that the Office of Professional Development Provides.

III. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

- The agency ensures that panel interviews are conducted by an EEO or HR representative for all promotional opportunities for M1 and above positions.

IV. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

- EEO representatives assist with panel interviews for all promotional opportunities for M1 and above positions.

V. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

- a. The agency will use the DCAS Layoff Procedure as guidance should there be any layoffs, terminations, and/or demotions due to

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

legitimate business/operational reasons in FY 2024.

VI. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# 1464	# 588	# _____
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwva-dcslnx01.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD)

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Database:

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

☐ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1 ☒

Q2 ☐

Q3 ☐

Q4 ☐

☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

☐ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwva-ctwapx02.csc.nycnet/Login.aspx>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

Please attach a copy of the Certificate of Compliance from the auditing agency.

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.	
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	
Employee's Name & Title				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	
For New EEO Professionals:				
Name & Title	4.	5.	6.	
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	
Name & Title				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
---------------------------------------	--	--	--

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1.	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgBTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS:

Diversity and EEO Staffing as of ____ Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Athina McBean	Deputy Commissioner/EEO Officer	100%	mcbeana@dss.nyc.gov	929.221.7254 212.607.6091
Deputy EEO Officer OR Co-EEO Officer	Monique Quinones-Jackson	Admin Staff Analyst	100%	quinonesmo@dss.nyc.gov	212.361.8385
	Dennis Whinfield		100%	whinfielddd@dss.nyc.gov	929.221.5145
Chief Diversity & Inclusion Officer	Karen St. Hilaire	Assistant Commissioner	100%	St.Hilairek@dss.nyc.gov	929.221.5277
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Raymond Medina-Deputy Diversity Officer/MWBE	Assistant Commissioner	100%	medinaray@dss.nyc.gov	929-221-5290
ADA Coordinator	Rae Davis Rajun Jordan	PAA III	100% 100%	davisr@dss.nyc.gov jordanr@hra.nyc.gov	212.361.7493 929-221- 5141

DHS-HRA-DSS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Disability Rights Coordinator					
Disability Services Facilitator	Jennifer Shaoul, DSS & HRA Jennifer Shaoul, acting DHS	Admin Staff Analyst	25%	shaoulj@dss.nyc.gov	929.221.7281
55-a Coordinator	Mercedes Jaramillo	Strategic Initiative Specialist	5%	jaramillom@dss.nyc.gov	929.221.5460
Career Counselor	Naomi Mark	Director of Educational Programs	20%	markn@dss.nyc.gov	<u>929.221.5661</u>
EEO Counselor					
EEO Investigator	Eric Smalls Annes Castillo	Investigator of Employee Discipline	100%	<u>smallse@dss.nyc.gov</u> castilloa@dss.nyc.gov	929-221-5144 929-221-5143
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison					
Other (specify)					
Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.



FY 2024 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME:

Quarter #

FY 2024

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter # FY 2024 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE):

DATE SUBMITTED:

E-MAIL:

TEL #:

1st Quarter (July-September) DUE October 30, 2023; 2nd Quarter DUE January 30, 2024;
3rd Quarter (January-March) DUE April 30, 2024; 4th Quarter (April-June) DUE July 30, 2024.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	11406	0	0	0	11406

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	10102	0	0	0	10102
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	36	0	0	0	36
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	36				36
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
2. Sexual Harassment Prevention	10026	0	0	0	10026
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	10026				10026
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. lgbTq: The Power of Inclusion	40	0	0	0	40
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	40				40
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
4. Disability Awareness & Etiquette	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]					0
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	1304	0	0	0	1304
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	522				522
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	30				30
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED	0				0
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	0				0
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED					0
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED					0
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED					0
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >	Racial Equity, Anti-Bias Trauma Informed (ABTI) Service Delivery Training			
TOTAL PARTICIPANTS TRAINED	207				207
16. Other Diversity/EEO Related	Specify topic >	Introduction to Disabilities (Part 1)			
TOTAL PARTICIPANTS TRAINED	146				146
15. Other Diversity/EEO Related	Specify topic >	Introduction to Disabilities (Part 2)			
TOTAL PARTICIPANTS TRAINED	88				88
16. Other Diversity/EEO Related	Specify topic >	Introduction to Disabilities (full day)			
TOTAL PARTICIPANTS TRAINED	115				115
17. Other Diversity/EEO Related	Specify topic >	De-Escalation Techniques for Enhanced Customer Service Training			
TOTAL PARTICIPANTS TRAINED	136				136
18. Other Diversity/EEO Related	Specify topic >	Professional & Leadership Development Programs (OMLD & PDTA)			
TOTAL PARTICIPANTS TRAINED	60				60
ADDITIONAL TRAINING	COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >	Career Development Workshop/Coaching			
TOTAL PARTICIPANTS TRAINED	9				9
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0