

FY 2022
QUARTERLY AGENCY REPORT – PART II: DIVERSITY AND EEO TRAINING SUMMARY

INSTRUCTIONS

REMINDERS AND REQUESTS:

- Please fill out all identifying information on lines 8, 13 and 14.
- Please DO NOT INPUT information in **PINK-SHADED CELLS**.
- Enter quarterly training completions in Columns B, C, D, E for Q1, Q2, Q3, and Q4, respectively.
- Do not change the formatting and layout of the worksheet.
- **THIS FORM IS CUMULATIVE** and must be used through the entire FY 2022. Information from all prior quarters **MUST BE RETAINED**.
- Be careful to update the labels and file name to indicate the CURRENT QUARTER.
- To prevent inadvertent modifications, certain cells, rows, and columns of the worksheet are protected and cannot be modified.
- If your agency provided more training topics than there is room on the worksheet, you may copy and paste additional rows to the end. Please note that the data you enter in these additional rows may NOT add up automatically in the TOTAL OTHER DIVERSITY & EEO TRAINING in row 51.
- If you input the title of additional training and your text exceeds the visible area of a cell, you may decrease the font size in that cell for better readability (Rows 62, 65, 68, etc.)
- Enter the information received from DCAS Learning & Development EXACTLY as received in GREY-SHADED ROWS.
- Please note that Sexual Harassment Prevention training completions (All Modalities) are fully reported by DCAS Learning & Development. Because SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS, completion data are provided to DCAS and the number reported in the "Administered by DCAS" row includes all SHP training that is administered by an agency.

- that is administered by an agency.
- Please note that Everybody Matters: **EEO and Diversity & Inclusion for NYC Employees** will launch sometime in the 2nd Quarter, and **EEO Awareness** and **D&I "Everybody Matters"** will be discontinued at the same time. Therefore, Q1 cell for the former, and Q3-Q4 cells for latter are pre-filled with zeroes and blocked.
 - Enter all zeroes - DO NOT LEAVE BLANK. If there is a discrepancy between DCAS report and your records, contact DCAS L&D to resolve.

GUIDELINES:

- Part II Statistical Summary serves to facilitate reporting by agency and on aggregate level.
- Please save the Excel file as follows: **[AGENCY ACRONYM] Quarter X FY 2022 DEEO TRAINING SUMMARY**
- Please submit to OCEI both the Quarterly Agency Report and the Diversity and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). **DO NOT CONVERT YOUR SUBMISSION TO ADOBE PDF.**

QUARTERLY REPORT SUBMISSIONS:

Office of Citywide Equity and Inclusion (OCEI):

OCEI@dcas.nyc.gov with copies to jwarman@dcas.nyc.gov

(While the New York City Mayor is a designated recipient of this plan and all quarterly reports, DCAS/OCEI serves as the custodian on his behalf. Accordingly, there is no need to file an additional copy of your annual plan with the Mayor's Office.)

New York City Council:



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AGENCY NAME:

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 X FY 2022 DEEO TRAINING SUMMARY**

SUBMITTED BY (TITLE):

DATE SUBMITTED: E-MAIL: TEL #:

1st Quarter (July-September) DUE October 29, 2021; 2nd Quarter DUE January 31, 2022;
3rd Quarter (January-March) DUE April 29, 2022; 4th Quarter (April-June) DUE July 29, 2022.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	519	210	1062	1272	3063

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	519	210	1062	1272	3063
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees * <i>* Offered beginning in Q2</i>	0	0	619	286	905
Administered by DCAS <i>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]</i>	0	0	619	286	905
Administered by Agency <i>[Enter data from internal training in this row]</i> NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.	0	0	0		0
2. EEO Awareness ** <i>** Offered only in Q1 and Q2</i>	19	61	0	0	80
Administered by DCAS <i>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]</i>	19	61	0	0	80
Administered by Agency <i>[Enter data from internal training in this row]</i>			0	0	0
3. D&I "Everybody Matters" ** <i>** Offered only in Q1 and Q2</i>	12	22	0	0	34
Administered by DCAS <i>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]</i>	12	22	0	0	34
Administered by Agency <i>[Enter data from internal training in this row]</i>			0	0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
4. Sexual Harassment Prevention	471	25	279	766	1541
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	471	25	279	766	1541
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
5. IgbTq: The Power of Inclusion	17	102	164	218	501
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	17	102	164	218	501
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
6. Disability Awareness & Etiquette	0	0	0	2	2
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0	2	2
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	0	0	0	0	0
7. New Employee Orientation (Only if includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED					0
8. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training				
TOTAL PARTICIPANTS TRAINED					0
9. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above				
TOTAL PARTICIPANTS TRAINED					0
10. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
11. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
12. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
13. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING					
COPY AND PASTE ROWS 84-86 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 >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0