

# DOL ETA – Case Management Initiative Outreach Language

## Form Information

The Department of Labor Employment and Training Administration has partnered with the Lab at OPM, HHS, and Department of Education to explore opportunities to support **integrated, aligned, and holistic case management system(s) and service delivery at the local level**. Please complete this form to express interest in a one-on-one conversation. Please reach out to [IntegratedCaseMgmt@dol.gov](mailto:IntegratedCaseMgmt@dol.gov) you have any questions.

**Public Burden Statement (1225-0059)** -- Persons are not required to respond to this collection of information. Public reporting burden for this collection of information is voluntary and estimated to average approximately 45 minutes per response. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Workforce Investment, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (OMB Control Number 1225-0059).

## Outreach Language

**Subject: Department of Labor Employment and Training Administration: Call for interest in one-on-one conversations**

<If sending to advisory group, add a note asking if they can share the below with their networks.>

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Dear <Name>,

We are reaching out to you because of your work either with the Department of Labor's Employment and Training Administration or in delivering services to individuals seeking economic stability.

The Department of Labor Employment and Training Administration has partnered with the Lab at OPM, HHS, and Department of Education to explore opportunities to support **integrated, aligned, and holistic case management system(s) and service delivery at the local level**. We hope to engage you, as well as state employees, municipal government employees, local board members, and most importantly front-line staff and participants through a variety of methods to understand how the current processes and systems are serving them, where they may be falling short, but most importantly, what are their needs, attitudes, and motivations that can inform action. Read more about the initiative [in the Federal Register Notice for Public Comments](#).

**We are aiming to set up conversations to help us better understand your perspective. To express interest in a 45min conversation, simply fill in this [form](#) with your information and we will follow-up in the upcoming weeks. We aim to hold the one-on-one conversations in October, 2021.**

Feel free to share this call for interest with others who may be interested.

## **Initial Scheduling Email**

Dear <Name>

Thank you for your interest in sharing your perspectives on how to support integrated, aligned, and holistic case management system(s) and service delivery for individuals seeking economic stability. We would like to set up a time to have a 45-minute conversation between you and staff from the Department of Labor and the Lab at OPM.

**Please sign up for a time that works best for you using this [form](#).** If you have any questions, please reach out to [IntegratedCaseMgmt@dol.gov](mailto:IntegratedCaseMgmt@dol.gov).

We will ask you to speak honestly about your experiences. There are no right or wrong answers to our questions. The interview will not be recorded, however the team will take notes without capturing any personal identifiable information. We are not compensating anyone for the conversations.

## Reminder Email

Dear <Name>,

Thank you for your interest in sharing your perspectives on how to support integrated, aligned, and holistic case management system(s) and service delivery for individuals seeking economic stability.

You are scheduled to have your one-on-one interview with Department of Labor and OPM Lab staff on <Date> at <Time>.

### **Join the call by computer or phone using the information below:**

Join by Computer: <https://opm.zoomgov.com/j/1604937107?pwd=UHNwOGZOaVFxUzJTdHMvUWpmNDJjQT09>

Join by Phone:

+1 669 254 5252 US (San Jose)  
+1 646 828 7666 US (New York)  
833 568 8864 US Toll-free

Meeting ID: 160 493 7107

Passcode: 2#9LU2=+Bp

**If your availability has changed, please contact [IntegratedCaseMgmt@dol.gov](mailto:IntegratedCaseMgmt@dol.gov) at your earliest convenience.**

We look forward to connecting with you soon.