NCDB Technical Assistance and Support for NICE

The information below outlines how state deaf-blind projects, universities, and other entities can request access to the NICE system. We suggest that you start the process **4 weeks** prior to the date your training will begin. This will allow adequate time for you to get acquainted with the Venture system (if you are a first time user) and plan your mentoring and related TA activities. This also gives NCDB sufficient time to set up NICE modules 1 and 2 and provide you with technical support.

Steps:

1. **Initial Request:**
   a. State Deaf-Blind Projects (SDBP) or university programs that wish to use NICE for interveners in their states should contact Kristi Probst and complete the NICE TA Planning Form.
      i. Kristi Probst
         309-287-4158
         kristi.probst@hknc.org
   b. Potential NICE candidates who express interest directly to NCDB (e.g., via our website) will be contacted by Kristi who will:
      i. Connect them to their SDBP
      ii. Provide consultation to the SDBP regarding the NICE process and support to the candidate, including how to evaluate their readiness to engage in the process
   c. Potential NICE candidates who express interest directly to the PAR²A Center will be directed to the NICE section of the NCDB website.

2. **NICE TA Planning Form**: Completion of the planning form begins the process of obtaining the NICE modules for your cohort and allows NCDB to track requests and understand your intended use of the modules and potential support needs.

Timeframe: You can expect to hear from NCDB within **3 business days** of submitting the form.

3. **Initial TA & Technology Support Consultation:** NCDB staff will contact you to set up an initial meeting to discuss the NICE process and Venture system, the roles and responsibilities of the SDBP or university program and NCDB, and the type of TA and technology support you will need from NCDB.

Timeframe: Consultations typically last 1.5 hours or less.

4. **NICE Modules:** NCDB staff will make copies of NICE Modules 1 and 2 for the SDBP or university program. You will use these copies with the current and future interveners.

Timeframe: This can take up to **1 week**, but often occurs more quickly.

5. **Participant Enrollment:** NCDB staff will provide you with the SDBP Bulk Enrollment Template to fill out in which you input the names, email addresses, and states for each candidate and mentor.

Timeframe: Please allow **3 business days** for the enrollment process.

6. **Participant Access:** NCDB staff will send you an email notifying you that your participants have been enrolled, along with a temporary password they should use to sign in.

7. **Module Content Needs:** NCDB staff assist the SDBP or university program with content needs related to the modules, but do not work directly with candidates.

8. **Completion of Modules:** The SDBP or university program determines when candidates and mentors have completed the modules based on their own criteria (this is not set by NCDB, although consultation about this can be part of the TA support).

    a. SDBP/university program notifies NCDB that candidates are ready to enroll in Venture and NCDB shares this information with the PAR^{2}A Center

    b. NCDB staff provides SDBP/university program with the Venture registration/payment link.

    c. Candidates complete Venture registration and pay a $40.00 administrative fee (note that mentors do not need to register separately; the candidate provides the mentor's name and e-mail address)

    d. PAR^{2}A Center enrolls candidates and mentors in Venture

    e. Candidates and mentors receive an automatic notification from Venture with login instructions

9. **Ongoing Technical Assistance:** Please report any problems with the Venture system to NCDB staff as they occur. In most cases, we can respond to technical support requests within 2 business days.

Support During Portfolio Development and Review

- NCDB will provide technical support to the PAR^{2}A Center to assist candidates, mentors, and reviewers who have problems with the mechanics of Venture (contact Kristi)
  - Kristi Probst
    309-287-4158
    kristi.probst@hknc.org
- Mentors assigned by the SDBP or university program provide content-related support to candidates (NCDB and the PAR^{2}A Center ***will not*** provide any direct content-related support to candidates)
- NCDB will continue to provide TA to SDBPs/university programs who have candidates enrolled in Venture
- NCDB will provide TA to the PAR^{2}A Center
- The PAR^{2}A Center will provide direct support to reviewers