

# CITY OF LOS ANGELES

CALIFORNIA

CLIFFORD W. GRAVES, FAICP  
GENERAL MANAGER

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



JAMES K. HAHN  
MAYOR

Date: **SEP 03 2004**

To: All Youth Opportunity System General Contractors

From: Manny Chavez, Director  
Workforce Development Division

Subject: Information Bulletin No: 05-08  
Assistive Technology Training Sessions and Technical Assistance

As part of the staff capacity building that will be offered to Youth Opportunity System (YOS) Networks to help better serve youth with disabilities, the Community Development Department and Goodwill Industries Center for Assistive Technologies (CAT) will offer the following training and assistance:

**Assistive Technology Overview Training:** CAT will provide a review of the type and use of the assistive technology, including software, currently available in some of the WIA YOS Youth Centers. The session will be a combination of both lecture and hands on training and is meant to increase staff knowledge in available technology as well as its practical application within the center.

The trainings will be at: Goodwill Industries of Southern California  
Center for Assistive Technologies  
342 San Fernando Road  
Los Angeles, CA 90031  
323.223.1211

Please select a date from the following schedule to receive your training. Goodwill can only accommodate 6 people for each training.

September 28, 2004	9:00am – 12pm	October 12, 2004	9:00am – 12pm
September 30, 2004	9:00am – 12pm	October 14, 2004	9:00am – 12pm
October 5, 2004	9:00am – 12pm	November 16, 2004	9:00am – 12pm
October 7, 2004	9:00am – 12pm	November 18, 2004	9:00am – 12pm

**Technical Assistance:** In addition to the above training, CAT staff will be available to provide on-site technical assistance to Youth Centers (as designated by General Contractors) that have assistive technology equipment. Technical assistance may include the following: determining if equipment is installed & functioning properly, troubleshooting, recommendations for product/software location, installation of software upgrades, if

applicable. Each Youth Center will be allowed to schedule one two-hour session with CAT staff.

Please contact Russell Dwiggin at Goodwill CAT by email, [rdwiggin@goodwillsoal.org](mailto:rdwiggin@goodwillsoal.org) or by calling him at (323) 539-2128 to rsvp for the assistive technology training or to schedule your two-hour technical assistance session.

If you have any questions, please contact Bertha Calderon at (213) 847-6542 of the Community Development Department.

MC:LS:PH:WW:bc

