Clarification – Year III Proposal
Sonoran UCEDD

Project SEARCH Medtronic

Clarification requested by Council staff:

1. What activities are being conducted for the month of September?
   - September 17– Laura attended Tempe/Kyrene Business Council meeting.
   - Finalize revised timeline with Medtronic partners.
   - Continue applicant recruitment:
     - High School Districts: Mesa, Chandler, Scottsdale, Tempe, Gilbert
     - Follow-up with Mesa, Gilbert-Tempe, and South Phoenix VR Unit Supervisors
     - Follow-up with East and Central Valley DDD Managers
   - Renee from TCH will continue to train with participating departments.
   - Schedule applicant interviews (first week in October)
   - TCH will complete Background Check Agreement with Medtronic to social security verification and background checks are completed for all program staff and interns.
   - Work with Medtronic facilities dept. to finalize room setup.
   - Schedule business luncheon (target month of October) to be hosted at Medtronic; purpose of luncheon is to recruit identified adjacent businesses to partner in new rotation offerings.
   - Schedule meeting with Dara Johnson to discuss Untapped Arizona collaboration.

2. Why did Medtronic postpone the program roll out date to October?
   - While I appreciate the all of the front end work of our Medtronic partners to develop internal buy-in and develop rotations, I have felt some frustrations regarding timeline delays – as have other partners and certainly Council staff. Delays have occurred related to leadership restructuring, competing priorities of a dynamic campus, and heavy travel schedules of our Medtronic representatives. The recent delay – after hosting a July 31 information session and accepting applications – is primarily due to concerns around the limited number of potential candidates. Our DDD, VR, employment support provider, and high school district partners unanimously felt that we would be inundated with applications. This has not been the case; in response, all partners have made a renewed effort to identify appropriate candidates and have broadened outreach to new communities (Mesa, Chandler, Scottsdale, Gilbert, South Phoenix) – formerly focusing on Tempe.

3. To develop program capacity, will there be a partnership with Untapped AZ?
   - Laura Schweers and Julia Anderson will meet with Dara Johnson in October to share information and develop a partnership around engaging businesses.
   - Medtronic, partnering businesses, and program interns will be presented with information about Untapped AZ.

4. What is the total number of interns that will be recruited/retained for the program? Is a cohort made up of 6-7 young adults?
   - 6 first year, 12 subsequent years (see item 7. below re: increasing cohort capacity)
   - Participating Departments:

     Manufacturing Operations (Drew Monasky) – *1 position*
     Manufacturing Operations (Jon-Paul Enoch) – *2 positions*
     Test Engineering (Luis Urena) – *1 position*

Test Engineering (Rob Shillingburg) – *1 position*
Information Technology (William Harding) – *1 position*
Electrical Engineering (Derek Rebsom) – *1 position*
Facilities Maintenance (Wayne Duke) – *1 position*

5. Six departments have been identified within Medtronic. Will each intern rotate through each identified department? How long are they placed in the department (12 weeks)?
   - Interns will rotate through 3 depts. If an intern is particularly suited to the rotation and would like to continue on with the department, he/she may remain for a second rotation as long as the training experience continues and new or more in-depth skill acquisition is proposed. The revised timeline (attached) is awaiting Medtronic approval and allocates 14 weeks for each of the three rotations. The calendar includes a one-week intersession for reflection on completed rotation, and interview and orientation for the upcoming rotation.
   - A seventh department has been recruited (Manufacturing Operations)

6. Evaluation – Project Search is measuring the impact of the program on the host and on the intern. Will these other areas be evaluated?
   a) What is being measured in terms of number of recruited for a cohort?
      - Partners document outreach process and entities contacted in addition to all referrals and applications.
   b) Number retained? Number placed and completed job rotations? Number placed in an employment field based on their experience with Project SEARCH?
      - Program retention data will be collected and logged in addition to rotations and job placement. Not only are these key areas to measure, but programs are required by the national office to collect these data.
   c) Follow-up process?
      - Interns will be apprised that staff will follow-up with them post program (at 6 month and 1 year intervals - minimum) to collect the following information: employment status, employer, FTE, and wage.

7. Parts of the renewal application state engaging businesses for potential program expansion. Clarify if the engagement of other businesses is to expand Project SEARCH to a new site or if this relates to supporting Medtronic?
   - The purpose of engaging adjacent businesses is to allow the program to expand rotation offerings and support a larger cohort. Many Medtronic operations are outsourced – e.g., shipping, landscaping, dietary, environmental – which has the effect of limiting the variety of rotations offered to interns. Medtronic feels that to grow the program, it is essential to bring other partners to the table. Program staff has worked with Medtronic to identify an initial 11 potential partners.

8. Clarify job rotations at other business sites than Medtronic?
   - These will be provided to the Council as businesses are brought on board and rotations are developed. We are targeting our initial lunch meeting for October.

9. Has the Business Advisory Council been established and meeting on a regular basis?
    - No. Some businesses have been identified and we hope to identify additional potential businesses from the Tempe/Kyrene BAC membership and through collaboration with Untapped AZ.

10. Is there discussion among the planning committee to engage students that are still in school to have them participate in Project SEARCH or will recruitment of young adults focus on those that exited the school system?
    - The process for partnering with a school district to implement a High School Transition program is still clouded with uncertainties related to ADE and graduation credits for second or third year seniors. Districts do play an important role in recruiting recent graduates. As uncertainties are resolved, we hope to develop a strategy to bring in high school students in their final year of school eligibility.

11. Budget – what was the total number of trips to Phoenix you made related to Project Search during Year 2?
    - Average during Year 2 was one trip per week.

Sustainability:

Medtronic considers program sustainability a priority and views expanding rotations to local businesses as a critical component to ensure that Project SEARCH has an enduring presence on campus. The Minneapolis program is now in its third year and our business liaisons Bob Enderle and William Harding plan to coordinate with colleagues to showcase both programs, celebrating the value that Project SEARCH interns bring to the company and its culture. William Harding also chairs ABLE, the employee resource group on disability, which is likely to play a role in guiding the program and providing support in some capacity.

Thank you. Please let me know if further clarification is desired.

Project SEARCH | Medtronic

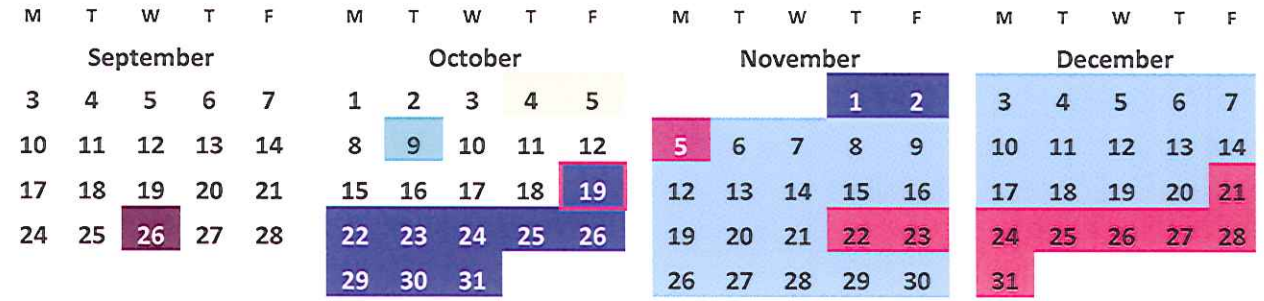
Sep 26	Outreach Letter – Business Engagment
Oct 4 & 5	Applicant Interviews (afternoon)
Oct 9	Selection Notification
Oct 19	Orientation Start Date
Oct 19 – Nov 2	Orientation + Disability Awareness Training
Nov 5	Medtronic Quality Day
Nov 6 – Mar 1	Rotation 1
Mar 4 – Mar 8	Reflection/Orientation
Mar 11 – Jun 14	Rotation 2
Jun 17 – Jun 21	Reflection/Orientation
Jun 24 – Sep 27	Rotation 3
Holidays & Closures	Thanksgiving; Winter Break; Martin Luther King Day; Memorial Day; 4th of July; Labor Day

Rationale for Scenario 1:

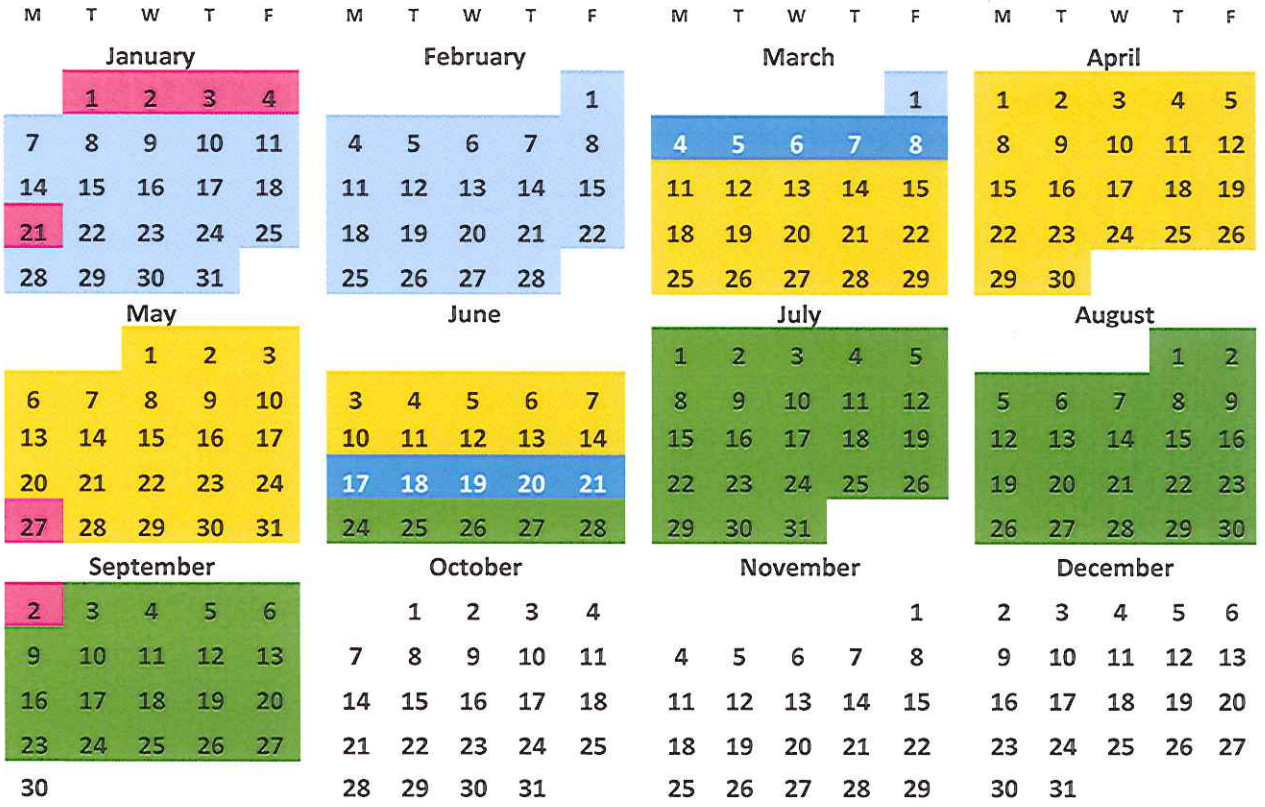
- **Oct 19** kick-off provides the opportunity for both Bob & William to welcome interns & families onto the campus at the beginning of the orientation. Other events (e.g. lunch time with departments, breakfast with directors) could be scheduled during the second week of orientation – after interns have had a chance to learn about Medtronic and its leadership team. Understanding leadership positions and other roles will add value and meaning to the interactive events.
- Instruction during orientation will cover Medtronic's mission and overview of its products. This will provide for a more meaningful participation in the Nov 5 'Quality Day'.
- Scheduling disability awareness training after the orientation period begins has a timing advantage in that employees may have had a chance to interface with the interns through the lunch time opportunities and dept. visits – perhaps increasing the relevancy of the training. Also, the training will address disability types represented within the cohort.

Scenario 1*

2012



2013



* Each rotation is 70 days (14 weeks) ± 1 day / program comprised of 3 rotations

Project SEARCH Maricopa County

Developmental Disabilities Planning Council

Project SEARCH Replication ISA Extension - Year III
[October 2012 – June 2013]

Submitted by the University of Arizona

Sonoran University Center for Excellence in
Developmental Disabilities

1521 E. Helen Street, Tucson, AZ 85724: 520.626.0442

August 31, 2012

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Attachment B: Budget Narrative for Requested Dollar Amount & For Match
Attachment C: Implementation Plan
Attachment D: Letter of Support – Cliff Migal, West-MEC
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Attachment F: Signed Assurances for Non-Construction Program
(note: Assurances document will be signed upon funding approval)

Exhibits

Exhibit A: Business Engagement Letter
Exhibit B: Sample Intern Evaluation
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Summary of Current Progress, Objectives, and Performance Measures

Project SEARCH has made extensive progress to date in the planning and development efforts for Project SEARCH replication in Maricopa County. We have secured a business committed to the project as well as developing additional employment opportunities for youth and young adults with disabilities through business development in the Greater Phoenix area. Specific accomplishments include:

1. Host Business
   Medtronic confirmed its commitment to serve as the host business site.
2. Classroom Space/ Equipment
   - Appropriate space for the classroom component has been allocated for the program. Facilities Maintenance requested specifications for room set-up and equipment.
   - Information Technology will repurpose company-owned laptops and image to specifications requested by partners.
3. Partner Tour of Medtronic Campus (July 17, 2012)
   William Harding, Medtronic liaison, hosted a tour of participating departments for program partners. Attendees included Marc Ashton, Michael Leyva, Susan Voirol, Amy Boyer, Renee Speltz, Julia Anderson, and Laura Schweers.
4. UCEDD Coordinator – Medtronic HR Representative (August 2, 2012)
   Medtronic's Pamela Goux met with UCEDD coordinator to review Medtronic clearance requirements for interns and staff.
5. Partner Engagement with Medtronic Departments (August 9, 2012)
   After developing rotations internally, Medtronic departments hosting initial rotations met with planning partners to define the specific role, requirements, and potential accommodations for the positions and to clarify intern expectations. The following departments represent initial rotation offerings:
   - Manufacturing Operations
   - Test Engineering (Lab)
   - Test Engineering
   - Information Technology
   - Electrical Engineering
   - Facilities Maintenance

   Attendees included Marty Finnegan, Amy Boyer, Renee Speltz, Julia Anderson, and Laura Schweers.
6. Presentations to the Community
   - Session at ADE Transition Conference (October 3, 2012)
   - Greater Phoenix Autism Conference (March 30, 2012)
   - AZ Assist Presentation (May 21, 2012)
   - Information Session at Medtronic (July 31, 2012)

7. Intern Application Finalized – Copy provided in last quarter progress report.
8. Intern Recruitment
   - 7 applications submitted to date; 3 additional applications anticipated.
   - Partners are in the process of scheduling applicant interviews.
   - Recruitment efforts continue with DDD, VR, and school districts.
9. Program Calendar Drafted
   Program start date was scheduled for September 10, 2012. Medtronic opted to postpone program roll-out. The UCEDD is working to finalize a new date to share with partners, applicants, and prospective applicants. October 8, 2012 has been proposed.
10. Disability Awareness Training
    UCEDD coordinator assembled training materials and is currently scheduling training sessions with participating departments and key individuals from Medtronic leadership.
11. Curriculum Developed
    UCEDD coordinator and TCH instructor have developed program curriculum for the daily classroom instruction. The curriculum addresses employability, independent living, social, and job development skills.
12. Rotation Training-for-the-Trainer
    TCH instructor is currently training with departments to learn tasks included within developed rotations.
13. Strategy to Increase Program Capacity
    Medtronic is committed to expanding program capacity; to accomplish this goal, the UCEDD is working with the business liaison to develop partnerships with local businesses to increase rotation offerings. Eleven businesses have been identified:

Neltec, Inc.	Crexendo, Inc.
Microchip Technology, Inc.	Macy's Credit & Customer Service
Tech Mold, Inc.	Sheraton Airport Phoenix
L-3 Communications	Bard Peripheral Vascular, Inc.
Ricoh Business Solutions	Rio Salado College Administrative HQ
Maricopa Community College	

    Next steps include 1) finalizing a joint introduction letter (See *Business Engagement Letter,* **Exhibit A**) from the UCEDD coordinator and Medtronic Site Director, Ron Wilson, that describes the program and benefits to partnering with Medtronic/Project SEARCH, 2) hosting a luncheon to provide information about the program model, followed by 3) event tailored to interested businesses featuring Project SEARCH Co-Founder Erin Riehle (scheduled during her visit).
14. Community Building/Developing Relationships
    In addition to bringing together key partners who are intimately involved in the planning process alongside the UCEDD and Council staff, this

project has generated significant community interest that has the potential to coalesce into a broader initiative. An example is the group, comprised of education, industry, and other partners including the UCEDD and Council, working to develop the Distribution Logistics program proposal. The proposal represents a twist to the traditional Project SEARCH model in that it is certificate bearing, concludes with an externship, and evolved in response to an expressed industry need for trained workers in inventory system management.

15. Partner Participation – Project SEARCH Annual International Conference (July 23-27, 2012): Julia Anderson, Amy Boyer, Renee Speltz, Marty Finnegan, and Laura Schweers attended. In addition to invaluable content presented at conference sessions, the event provided opportunities for networking with sites across the country and in the UK and Canada.

Barriers and How Addressed – Current Year

We have reported in our progress updates that unanticipated restructuring at the Medtronic Tempe site resulted in further delaying program roll-out during the project's second year. The General Manager was reassigned to the corporate office in Minneapolis. Ron Wilson, Acting Director, attended a project meeting on March 29, 2012, and expressed his vision for Medtronic to assume a leadership role in the community by bringing in industry partners that would also increase program capacity.

Although the UCEDD and partners have been pushing for a more expeditious planning timeline, Medtronic's commitment to developing a successful and effective training program that employs best-practices is evident in the thoughtful approach of the primary business liaisons Bob Enderle and William Harding. In fact, they have requested that the implementation process at Medtronic Tempe be documented in template form to help facilitate program roll-out at other Medtronic sites planning to replicate the model.

The Medtronic site is well-positioned to begin program roll-out late next month or early October, 2012. With this ISA renewal request, the UCEDD proposes to continue work with partners and Medtronic to ensure successful program implementation, further the development of rotation opportunities, provide program oversight, promote public awareness of the program, engage businesses for potential program expansion opportunities, develop a robust Business Advisory Council, promote successful employment outcomes for its participants, and ensure fidelity to the program model.

Anticipated Barriers – Proposed Year

Medtronic clearly embraces the program model and appreciates how the program will impact its departments – enhancing diversity in the work environment and bringing onto its campus the enthusiasm of young people eager for training. Concerns that might typically surface during a program

year have been raised and addressed; as such, after program roll-out occurs, barriers to implementation are not anticipated.

Performance Measures
Performance measures for Year 2 reference the following:

1) Employment outcomes of program interns: Due to program roll-out delays, employment outcomes are not currently measurable.

2) Successful formation of the Business Advisory Council:
   a) UCEDD coordinator and Medtronic liaison will attend the Tempe/Kyrene BAC next month (September 2012) with the goal of recruiting members to the project BAC.
   b) Local area businesses invited to partner with Medtronic as rotation sites will be targeted for BAC recruitment.

Budget—Year 3 | Summary (Attachment A)

Budget—Year 3 | Narrative for Requested Dollar Amount & For Match (Attachment B)

Program Goal & Objectives

The primary goal of Project SEARCH is to provide quality employment training to young people with disabilities through a series of intern rotations that lead to competitive employment in the community; a secondary goal is to expose program participants to a variety of work experiences for career exploration. In addition to training interns and fostering the acquisition of skills that are transferrable to a variety of business settings, Project SEARCH also emphasizes job development and placement throughout the program year. Additionally, the program assists interns in accessing follow-along supports as needed once employment is attained. The project also creates better community employment opportunities for youth and young adults with disabilities by changing the views of business on the capabilities and strengths of youth with disabilities. Businesses become familiar with the concept of youth and young adults with disabilities as good workers, good colleagues and desirable employees which in turn assists in broader job opportunities in the community.

During the third project year, the UCEDD and partners will continue the work of implementing (See *Implementation Plan*, **Attachment C**) the Project SEARCH program through the following activities:

- Finalize the intern selection process (2012/2013) cohort to include a second round of applicant recruitment, applicant interviews, and selection notification. (prior to Year 3 – this will be accomplished in September 2012)
- Work with Medtronic departments and partners to develop new rotations.

- Provide disability awareness training to participating departments and key individuals at Medtronic. (prior to Year 3 – this will be accomplished in September 2012)
- Work with Medtronic to engage local businesses in a partnership to develop further rotation opportunities.
- Oversee day-to-day activities of the program.
- Liaise with the Project SEARCH national office.
- Establish the Business Advisory Council to serve as an employment referral network for program graduates, provide opportunities for mentoring program interns and graduates, and guide program development.
- Conduct program outreach to the community including school districts, VR counselors, DDD support coordinators, advocacy groups, and other stakeholders.
- Network with other program sites, particularly with Project SEARCH at Medtronic Minneapolis/St. Paul.
- Finalize program evaluation components, facilitate data collection/analysis, and submit results in a report to partners and the DD Planning Council. (after program completion)
- Follow-up and outreach to potential host business sites with emphasis on those already identified as an appropriate Project SEARCH partner and/or those that have shown an interest (Grainger; SouthWest Skill Center at Estrella Community College; Banner Thunderbird Medical Center; St. Joseph's Hospital Medical Center).
- Draft and submit, within 30 days following the end of the funding period, a final written report that documents implementation activities and addresses program sustainability.

Objectives (Specific, Measurable, Attainable, Realistic, Timely)

The following objectives support the State Plan, Goal 2: In partnership with individuals with developmental disabilities, their families, others who support them and employers, advocate and expand capacity for community integrated employment.

Objective 1: Launch the 2012/2013 Medtronic program with a 67% placement rate for its program interns within 6 months following successful completion of the program. Medtronic is dedicated to expanding program capacity by bringing in partners to host additional rotations for 2013/2014. The initial cohort has been set at 6 interns related to the number of identified initial rotations.

Objective 2: Form a Business Advisory Council (BAC) in partnership with the host business within the first month of site roll-out that would convene bi-monthly meetings to:

a) develop new rotation opportunities (adjacent businesses), increasing the variety and quality of worksite rotations and expanding program capacity;

b) promote mentoring and placement of interns into competitive employment;
c) identify employment opportunities;
d) conduct outreach to recruit additional partners;
e) review intern skill acquisition and employment preferences;
f) provide guidance on programmatic issues; and
g) address long-term program sustainability and oversight.

Program Strategies/ Addressing Community Needs

The disparity in unemployment rates between people with disabilities (14.3%) and the general population (8.9%)[1] represents a fundamental issue of inequity that negatively and profoundly impacts those in the disability community in their goal to achieve full community inclusion. Young people with disability may feel this impact more acutely: of students with disabilities who graduate from high school, less than 30% obtain employment[2]. Project SEARCH seeks to improve these outcomes by providing young adults with disabilities to the opportunity for career exploration and the acquisition of marketable employment skills.

The program specifically targets young people who have already exited the education system with recruitment primarily conducted through outreach to DDD support coordinators, VR counselors, special education teachers and transition counselors, independent living centers, and day programs for individuals with developmental disabilities. Partners participating in the intern selection process will strive to develop a cohort of young adults that reflect the community with respect to cultural/gender diversity. As a program serving young adults, the age range of individuals will be 18 to 30 years.

For the first cohort of interns at Medtronic, recruitment has been targeted with potential applicants identified/recommended by DDD, VR, The Foundation for Blind Children, Tempe Union High School District, TCH, and AZ Assist. To be considered, applicants and a family member/ support person were required to attend the information session (July 31, 2012) held at Medtronic or schedule a call with a UCEDD coordinator. Partners place heavy emphasis on the importance that applicants and their families/support systems understand the program structure, intern eligibility criteria, what will be expected of the interns, and what interns can expect from the program.

The UCEDD is currently scheduling applicant interviews with partners and department representatives as well as redoubling the recruitment effort to

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[1] *The U.S. Department of Labor's Bureau of Labor Statistics - Disability Employment Statistics for December 2010*

[2] Rusch, F. R., et. al., The *Unfilled Promise of Special Education: The Transition from Education to Work for Young Adults with Disabilities.* The Exceptional Parent v. 35 no. 9 (September 2005) p. 72-4

ensure that the applicant pool is adequate in size to support successful, appropriate placements to its first year cohort.

Efforts to Involve and Increase Community Collaboration

The defining characteristic of Project SEARCH Maricopa is that it is driven by a strong partnership comprised of many stakeholders in the community.

Accomplishments to date have been possible through the commitment of dedicated partners contributing their time and expertise to guide program development and working collaboratively to address such areas as defining the recruitment and selection process, finalizing the program application, working with host business liaisons and department representatives to refine rotation work sites, and conducting outreach to the community. Partners listed below represent those who have been working closely with UCEDD staff; the extended partner list includes other agencies that have an interest in the Project SEARCH initiative and are kept apprised of progress through electronic updates.

DDD: Marty Finnegan serves as our Division of Developmental Disabilities partner as the Medtronic Tempe facility is in her catchment area.

VR: Betty Schoen advocates on behalf of the program to her agency, Rehabilitation Services Administration, and participates in implementation planning. Donald Thompson, RSA Vocational Rehabilitation Unit Supervisor for the Tempe catchment area, will facilitate the process of assigning incoming interns to a VR counselor for funding purposes.

Foundation for Blind Children: Marc Ashton has participated in meetings with Medtronic and is assisting with candidate recruitment.

ADE: Susan Voirol, now ADE Transition Education Specialist, is assisting with outreach to potential candidates who have recently exited high school. She was formerly the Tempe Union HS District Transition Coordinator during which time she co-developed the Tempe/Kyrene Business Advisory Council (BAC) to develop opportunities for students; we will engage those members as we develop the Project SEARCH BAC.

DVUSD: Julia Anderson and Ginger Pottenger, also of Arc AZ, will serve on the applicant selection committee and review rotations developed by Medtronic departments.

Others listed below have offered to assist the project where/when needed, particularly in assisting with applicant recruitment, and are firm in their support of Project SEARCH.

Marty Finnegan	DDD, Employment Specialist
Betty Schoen	RSA, State Transition Coordinator
Donald Thompson	RSA, VR Unit Supervisor
Marc Ashton	The Foundation for Blind Children, CEO
Susan Voirol	ADE, Transition Specialist
Julia Anderson	Deer Valley Unified School District, Transition Consultant

Ginger Pottenger	Arc of Arizona, President
Cliff Migal	WEST-MEC, Associate Superintendent
Amy Boyer	The Centers for Habilitation, Employment Services Manager
Erin Onacki	SAARC, Employment Services Program Coordinator
James Adams	Greater Phoenix Autism Society, President
Debbie Weidinger	AZ Assist, Director
Dianne Welling	Tempe Union School District, Coordinator of Business & Community Partnerships
Ann Yetter	Tempe Union School District, Transition Coordinator
Doug Prentice	Mesa Unified School District, Transition Coordinator
Phyllis Anzellotto	Tolleson Unified School District, Transition Coordinator

Of our active planning partners, Cliff Migal and Amy Boyer provided Letters of Support (**Attachments D & E**).

Program Sustainability

A cornerstone of the Project SEARCH model is sustainability through braided funding of education and disability services. With the Young Adult model, funding primarily comes from Vocational Rehabilitation with long-term supports funded by the Division of Developmental Disabilities – both in the form of program staffing (job coaches). The original and 2nd year renewal Interagency Service Agreements between AZ DDPC and Sonoran UCEDD have provided critical program development, coordination, and technical assistance without which program replication in Maricopa County would not have been possible. Long term sustainability is a priority that we will address in conversations with Medtronic leadership, partnering businesses, the Business Advisory Council, and planning partners.

If funded, we would begin the 3rd year with a strong program foundation established through the combined efforts of dedicated partners, a committed host business, and the support of the Council. Those efforts in combination with the work ahead in the areas of program roll-out, community development and outreach, and further partnership building among Medtronic departments and local businesses, will bring the program to a level such that on-site coordination beyond that provided by The Centers for Habilitation would be at a minimum.

The UCEDD is currently exploring potential long-term funding sources including opportunities within Medtronic to support continued oversight of the established program and to continue its replication efforts with the goal of expanding employment opportunities for individuals with ID/DD. Like the Council, promoting competitive employment outcomes features prominently in the UCEDD's 5-year plan. Further, Medtronic, as evidenced by its intent to lead industry partners in a collaborative to promote program expansion and growth, will assume a critical role in program oversight.

Sustainability strategies will be a standing agenda item for BAC meetings and as we continue building relationships with school districts in the East

Valley, we will tap into their experiences with accessing various funding mechanisms

Key Staff Involved

Staff Member	Background and Expertise of Personnel
Name: Leslie Cohen Title: Director, Principal Investigator FTE: .03 FTE (.27 person months)	Ms. Cohen has significant expertise in disability project development, implementation and assessment over the last 20 years, including substantive experience in employment, post-secondary, housing, and legal options for individuals with developmental disabilities. Ms. Cohen has served as a board member of Linkages Arizona for 3 years and has provided oversight to the Project SEARCH replication initiative in Pima County. Ms. Cohen has been Director of the Sonoran UCEDD since its inception in 2007 and received her JD from the University of New Mexico.
Name: Laura Schweers Title: Program Coordinator, Project SEARCH Statewide Initiative FTE: .25 FTE (2.25 person months)	Ms. Schweers coordinates replication efforts in Pima County and serves as the Project SEARCH statewide liaison to the national office working closely with Erin Riehle and Susie Rutkowski, Project SEARCH Co-Founders, Paula Johnson, the regional coordinator, and other statewide coordinators and consultants. Ms. Schweers has demonstrated her effectiveness at engaging community partners to work collaboratively to promote opportunities for young people with disabilities. She currently serves on the ADE Special Education Advisory Panel. Ms. Schweers has been in her position with the Sonoran UCEDD since 2008 and received a BA (English/History) from Sophie Newcomb College, Tulane University.
Name: Julia Anderson Title: Program Coordinator, Project SEARCH Maricopa FTE: .25 FTE (2.25 person months)	Ms. Anderson is the Transition Coordinator for Deer Valley Unified School District, responsible for negotiating and implementing an ISA with DES Rehabilitation Services Administration to provide transition services to students with disabilities. She has worked as Special Education teacher, has a passion for expanding post-secondary opportunities for young people with ID/DD, and has served on the Project SEARCH Maricopa Planning Committee since its inception. She directs and serves on the statewide Transition School to Work Team. Ms. Anderson has been in her position with DVUSD since 2007 and received a BA (Special Education, certification in K-12 Cross-Categorical) from Arizona State University.

Evaluation Plan, Process and Data Collection

Evaluation of the program will primarily focus on three areas: impact on interns, impact on the host business, and engagement with the community.

1) Impact on Interns
   a) Acquisition of Skill – Medtronic supervisors will complete mid-point and final evaluations for interns hosted by their departments. (See *Sample Intern Evaluation,* **Exhibit B**)
   b) Career exploration – Incoming interns will work with staff during program orientation to complete an interest inventory (specific tool, TBD) to inform intern placement into rotations and to assess the

program's influence in terms of expanding interns' interest through career exploration. These data will be collecting pre and post program for comparison.

c) Program Satisfaction/Employment Outcomes – The primary focus of program evaluation will address intern program satisfaction employment outcomes data.

Incoming interns will complete a questionnaire (*Sample Intern Pre-Program Survey,* **Exhibit C**) prior to program start date with a slightly reworded follow-up after their last rotation. The purpose of the questionnaire is to gauge expectations interns have of the program upon entrance and measure how those expectations were met upon completion.

Employment outcomes data will align with requirements of all Project SEARCH licensees in utilizing the national online database. Tracked data include the following for each intern:

- Employment outcome (including FTE and wage)
- Disability category and eligibility for VR and DDD (follow-along services)
- Work-site rotations

2) Impact on Host

Prior to program start date, program coordinators will survey participating departments to 1) gauge their attitudes about employment and disability and 2) assess their expectations of how the program will impact the work culture. A follow-up survey will be conducted at program completion to determine if and how the program impacted either aspect. (See *Sample Department Follow-Up Survey,* **Exhibit D**)

3) Engagement with the Community

Progress on developing BACs and partnerships to facilitate employment referral and expand/ enhance training opportunities (rotations) will be measured by employment outcomes for participants and business membership recruitment and retention outcomes.

All evaluation components will be summarized into a report and shared with partners, Medtronic, and the DD Planning Council upon completion of the first program year. The purpose of the report will be to identify programmatic areas that are strong as well as those that require refining. Although program evaluation and employment outcomes data will not be available prior to the end date for this funding period, the UCEDD has a commitment to its federal funding agency, collaborative partners, and the DD Planning Council to monitor and evaluate its community programs – particularly related to activities under the goals outlined in the UCEDD's 5-year plan.

Attachment A: Budget Summary

Budget Request Form

Contractor Name: University of Arizona, Sonoran University Center for Excellence in Developmental Disabilities

Contractor Address: PO Box 245052, Tucson, Arizona 85724
Street Address City State Zip

Project Name: Project SEARCH AZ Expansion - Year 03

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	13,163			13,163
Fringe Benefits	5,879			5,879
Supplies / Operating Expenses	202			202
Travel	4,339			4,339
Rent or Cost of Space				-
Contracted Services / Professional Services	15,000			15,000
Administrative / Indirect Costs	4,283		15,587	19,870
Total Costs	42,866	-	15,587	58,453

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

Name of Certifying Official

Title of Certifying Official

Phone Email

Personnel

Leslie J. Cohen, JD (.03 FTE/.27 person months) will serve as principal investigator and will provide strategic direction for the project and ensure that project goals, objectives and reporting are carried.

Laura Schweers, (.25 FTE/2.25 person months funded) coordinates Project Search AZ and will have day to day responsibility for ensuring objectives and activities are accomplished in accordance with established priorities, time and funding limitations or other specifications.

Fringe Benefits

University fringe benefits rates are based on employee classification: faculty 31.2% and classified regular 48.7%.

Consultant Costs

Maricopa Coordinator
Julia Anderson **$15,000** (.25 FTE, 9 months)

Travel

In state Statewide coordinator travel to Phoenix for a) meetings and with partners, agencies and businesses, b) applicant interviews, c) information sessions/event kick-offs for program participants and their family members/support persons, and d) program oversight/review. It is anticipated Ms. Schweers will make thirty-nine (39) trips in year 3 to Phoenix to attend these meetings. Average mileage is 250 miles per trip @ 44.5 cents per mile = **$4,339**.

Other

Research computing service costs have been included to cover general maintenance and upkeep of project computers, and to insure data security. Services/maintenance costs have been calculated proportionately, based on requested FTE and the departmental base rate ($80/month maintenance fee * number of person months). $80/month X 2.52 = **$202**.

Indirect Charges

Requesting Indirect Costs based on Option B as the University has a federally negotiated cost rate. The rate agreement provides 51.5% indirects for on-campus sponsored activity and 26% indirects for off-campus sponsored activity.

Attachment B: Budget Narrative

Match

The match required by DDPC is being met through foregone indirects from the UA (**$15,587**). Normally, the UA indirect rate for this type of project would be 51.5%, the difference between the allowable DDPC rate of 11.10% and that rate equals the amount of foregone indirects. The UA indirect rate covers those items that are not easily identifiable to a particular project, but benefit that project such as office supplies, local telephone, fiscal personnel, human resources, etc. Those additional amounts for indirect costs are not covered by federal funding and federal funding is not used for the match.

Attachment C: Implementation Timeline

Project SEARCH – Maricopa	**Implementation Timeline**	**Year III**	**10/01/12 to 6/30/12**
Responsible Party	Activity	Documentation	Date
Program Roll-Out & Calendar			**October 8, 2012**
UCEDD; Medtronic; TCH; planning partners	Finalize Program Calendar	calendar – final draft	10-01-12
UCEDD; Medtronic; TCH; planning parters	Program Kick-Off Event	invitation to event; attendee sign-in sheet	10-05-12
UCEDD; Medtronic; TCH	Program Start Date: Orientation Day 1		10-08-12
UCEDD; Medtronic; TCH	Rotation 1:Roll-Out		10-22-12
TCH; Medtronic	Rotation 1 (12 weeks + 1 week reflection)		10-22-12 – 2-01-12
UCEDD; Medtronic; TCH	Rotation 2:Roll-Out		2-04-12
TCH; Medtronic	Rotation 2 (12 weeks + 1 week reflection)		2-04-13 – 5-03-12
UCEDD; Medtronic; TCH	Rotation 3:Roll-Out		5-06-13
TCH; Medtronic	Rotation 3 (12 weeks + 1 week reflection)		5-06-12 – 8-03-12
UCEDD; Medtronic; TCH; planning partners; Rotation Partners; Business Advisory Council	Program End Date: Graduation	invitation; program	7-29-13
UCEDD; Medtronic; TCH; planning partners; Business Advisory Council	Intern job development: research/apply for job positions; mock interviews; draft résumés & portfolios; guest speakers; job shadowing opportunities in the community	intern résumé; intern portfolios	Jan 2013 – June 2013
Funding/Reporting			
TCH	Ensure VR funding is in place for all incoming interns	authorizations issued to TCH	10-01-12
TCH	Submit monthly reports to VR		Jan 2013 – June 2013
UCEDD	Submit quarterly progress reports to AZ DDPC		Jan 2013 – June 2013
Medtronic Rotation Development			
UCEDD; Medtronic; TCH	Promote program internally to develop rotations in new and participating departments	new *Project SEARCH Internship: Job Analysis* descriptions	Jan 2013 – June 2013

Project SEARCH – Maricopa	Implementation Timeline	Year III	10/01/12 to 6/30/12
Responsible Party	Activity	Documentation	Date
Partner Engagement			
UCEDD; Medtronic	Schedule Erin Riehle's presentation to Medtronic leadership, Rotation Partners, and the Business Advisory Council	Invitations to presentations; presentation materials	Oct 2012
UCEDD; Medtronic	Establish annual schedule of Rotation Partners (local businesses offering rotations) luncheons	Meeting schedule	Oct 2012
UCEDD; Medtronic	Establish annual schedule of Business Advisory Council meetings	Meeting schedule	Oct 2012
Community Outreach & 2013/2014 Intern Recruitment			
UCEDD; TCH; planning partners	Finalize program application	2013/2014 Program Application	Jan 2013
UCEDD; Medtronic; TCH; planning partners	Establish recruitment timeline	2013/2014 Program Fact Sheet (with recruitment timeline)	Jan 2013
UCEDD; Medtronic; TCH; planning partners	Schedule applicant information sessions	information session; slide presentations	Jan 2013 – May 2013
UCEDD; Medtronic; TCH; planning partners; Rotation Partners; Business Advisory Council	Conduct outreach to VR, DDD, school districts (Mesa, Chandler, Tempe, Scottsdale), advocacy groups, and employment services providers	slide presentations	Jan 2013 – May 2013
Program Marketing/Public Relations			
UCEDD; Medtronic; planning partners; Business Advisory Council	Design program marketing plan	video (Medtronic has an interest in producing); fact sheet; news release; Project SEARCH website updates	Oct 2012 – June 2013
UCEDD; Medtronic	Develop Medtronic program implementation template for program replication across Medtronic globally in partnership with Minneapolis-St. Paul site.	Medtronic Project SEARCH Implementation Guide	Oct 2012 – June 2013
Program Evaluation			
UCEDD; Medtronic; TCH; planning partners; Business Advisory Council	Convene work group to design evaluation plan with timeline	evaluation plan document; final evaluation tools	Oct 2012
UCEDD; Medtronic; TCH; planning partners	Administer evaluation plan	data collected; report (after program end date)	Oct 2012 – June 2013
Program Sustainability [Program Oversight]			
UCEDD; Medtronic; planning partners; Business Advisory Council	Develop strategies for long-term funding and establish internal (Medtronic) commitment for long-term program oversight	long-term funding plan; dedicated Medtronic staff member to assume program oversight	Oct 2012 – June 2013

Attachment E: TCH Letter of Support

TCH

Empowering people with disabilities since 1967

August 15, 2012

Leslie J. Cohen, JD
Director and Assistant Professor
Sonoran UCEDD
Department of Family and Community Medicine
University of Arizona
P.O. Box 245052
Tucson, AZ 85724

RE: Support for Sonoran UCEDD's Year Three Renewal Application for ADDPC Funding for Project SEARCH Expansion

Dear Ms. Cohen:

I am writing this letter to give my strong support for the renewal application that would continue funding for the Sonoran UCEDD's work of partnering with the community to replicate Project SEARCH in Maricopa County. The Centers for Habilitation (TCH) embraces this expansion effort and has been a member of the planning group since its inception.

As manager of TCH's Employment Services, I fully appreciate the Project SEARCH model with its emphasis on nontraditional and complex employment placements for young people with intellectual disabilities – achievable through an extensive period of training and career exploration, innovative adaptations, long-term job coaching, and continuous feedback from instructors, job coaches, department supervisors, and community mentors.

TCH pledges its continued commitment to collaborate with the UCEDD and other community partners to support the Young Adult Project SEARCH program at Medtronic, Tempe. We are pleased to roll-out the 2012/2013 program year with six young adult interns and are eager to collaborate with Medtronic and partners to engage local businesses for further expanding the variety and number of rotation offerings. Medtronic and the UCEDD have demonstrated their

www.tch-az.com

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480-838-8111
Fax: 480-730-5214

Tucson Regional Office
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Tucson, Arizona
85711
520-318-0137
Fax: 520-318-0140

NISH Affiliate
United Way

TCH

Empowering people with disabilities since 1967

commitment to the success and sustainability of the program; in developing partnerships with nearby businesses, we feel certain that Medtronic as a community leader, with support from partners, will build upon the strong model on which Project SEARCH Medtronic is based. We have already observed community interest in program expansion and feel that beyond the direct benefits that Project SEARCH provides its participants, the larger impact may well be long-term changes in business culture that have far-reaching positive effects on attitudes about hiring people with disabilities.

We hope that the members of the Arizona DD Planning Council will favorably consider funding a third program year.

Sincerely,

Amy Boyer
Employment Services Manager
The Centers for Habilitation

www.tch-az.com

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215 W. Lodge Dr.
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Exhibit B: Sample Intern Evaluation

Intern Evaluation

Project | SEARCH Maricopa

To be completed at the **midpoint** and the **completion** of the internship

Please take a few minutes to complete this evaluation form to help us determine a fair grade for your intern. Midterm evaluations are used to assess the intern's progress and to monitor your satisfaction with him/her so that adjustments may be discussed if needed. The final evaluation will be used to help determine a grade for this intern. Thank you for taking time to help us with this task.

Intern's Name: _____

Supervisor's/Mentor's Name: _____

☐ Midpoint Evaluation ☐ Final Evaluation

Please rate the intern on the following attributes (circle appropriate number):

1. How **dependable** is the intern concerning his/her work schedule (e.g., reliable & punctual)?
   not at all dependable — *extremely dependable*
   1 **2** **3** **4** **5**

2. How much **initiative** does the intern show (asking for and/or finding work)?
   no initiative at all — *very much initiative*
   1 **2** **3** **4** **5**

3. What level of **independence** does the intern demonstrate in his/her approach to work?
   very low — *extremely high*
   1 **2** **3** **4** **5**

4. What kind of **attitude** does the intern exhibit **toward his/her work**?
   very poor attitude — *excellent attitude*
   1 **2** **3** **4** **5**

5. What kind of **attitude** does the intern exhibit **toward supervision**?
   very poor attitude — *excellent attitude*
   1 **2** **3** **4** **5**

6. How would you rate the intern's **interpersonal skills** (interaction with co-workers)?
   very ineffective — *extremely effective*
   1 **2** **3** **4** **5**

7. How would you rate the intern's **appearance**?
   untidy/unkempt — *very neat*
   1 **2** **3** **4** **5**

8. How would you rate the **quality of the work** this intern produces?
   very low quality — *very high quality*
   1 **2** **3** **4** **5**

9. How would you rate the **quantity of the work** this intern produces?
   very low output — *extremely high output*
   1 **2** **3** **4** **5**

10. **Overall**, how would you assess this intern?
    very unsatisfactory — *very satisfactory*
    1 **2** **3** **4** **5**

Please describe the tasks this intern learned and executed during this rotation.

Please comment on the intern's overall performance, strengths, and weaknesses during this rotation.

Please list any additional skills that the intern would need to acquire to be successful in this department or to increase his/her level of performance.

Other comments or suggestions?

Signature of Internship Supervisor/Mentor

Date

Project SEARCH – Young Adult Program *at* Medtronic **Intern Pre-Program Survey**
Exhibit C: Sample Pre-Program Survey

Name: _____

1. What do you hope to get by participating in Project SEARCH?
   - ☐ Specific job skills
   - ☐ Understanding what it means to be a professional in the workplace
   - ☐ Confidence
   - ☐ Friendship
   - ☐ Résumé builder (something to add to your resume)
   - ☐ A job
   - ☐ Feeling better prepared to find a job
   - ☐ Further developing your independence
   - ☐ Other (please list any others way you hope your participation in Project SEARCH will benefit you): _____

     _____

     _____

2. Please rank the top three (if you selected at least three) most important things you hope to gain through Project SEARCH – either from the list or your own response to "other."

   _____ **1** (most important)

   _____ **2** (second most important)

   _____ **3** (third most important)

3. Why did you decide to apply to Project SEARCH?

4. Prior to deciding to become a Project SEARCH intern, what were you planning to do? That is to say, if you weren't participating in Project SEARCH, what would you be doing **instead**?

5. Please rank how important it is to **you** to have a job?

1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
Extremely		Important		Not very

Exhibit D: Department Follow-Up Survey

Project SEARCH Impact Survey

[Department Follow-Up, Administered On-Line]

Introduction:

1. About how many hours per week have you spent working alongside or interacting with a Project SEARCH intern(s)?

1-4 hours/week	5-10 hours/week	11-14 hours/week	15-20 hours/week	21-25 hours/week

---

2. How may Project SEARCH interns have you worked alongside since the program began in August 2009?

1-2 interns	3-4 interns	5-6 interns

---

3. PRIOR to working alongside a Project SEARCH intern(s), had you had any experience working alongside a person with ID/DD?

1 yes	2 no

---

4. Please indicate how comfortable you felt about working alongside an individual with ID/DD PRIOR to hosting a Project SEARCH intern(s) in your department.

1 very uncomfortable	2 somewhat uncomfortable	3 neutral	4 somewhat comfortable	5 very comfortable

---

5. Please indicate how you felt about working alongside an individual with ID/DD AFTER working alongside a Project SEARCH intern(s).

1 very uncomfortable	2 somewhat uncomfortable	3 neutral	4 somewhat comfortable	5 very comfortable

---

6. Your general impression about individuals with ID/DD changed the following way AFTER working alongside a Project SEARCH intern(s).

1 very negative change	2 somewhat negative change	3 neutral	4 somewhat positive change	5 very positive change

---

7. Prior to working alongside a Project SEARCH intern(s), I believed individuals with ID/DD would impact my department's productivity in the following way:

1 significantly decrease productivity	2 decrease productivity	3 neutral	4 increase productivity	5 significantly increase productivity

---

8. AFTER working alongside a Project SEARCH intern(s), I believe that individuals with ID/DD impact my department's productivity in the following way:

1 significantly decrease productivity	2 decrease productivity	3 neutral	4 increase productivity	5 significantly increase productivity

9. PRIOR to working alongside a Project SEARCH intern(s), my opinion about the ability of an individual with a developmental disability to engage in the workforce was:

1	2	3	4	5
very incapable	somewhat incapable	neutral	somewhat capable	very capable

10. AFTER working alongside a Project SEARCH intern(s), my opinion about the ability of an individual with a developmental disability to engage in the workforce is:

1	2	3	4	5
very incapable	somewhat incapable	neutral	somewhat capable	very capable

11. Hosting a Project SEARCH intern(s) in my department impacted staff moral in the following way:

1	2	3	4	5
very negative impact	somewhat negative impact	neutral	somewhat positive impact	very positive impact

12. Please indicate the kind of impact that hosting a Project SEARCH intern(s) has had on your personal attitude in the workplace:

1	2	3	4	5
very negative impact	somewhat negative impact	neutral	somewhat positive impact	very positive impact

13. Based on your response to question 12, please describe the impact that hosting a Project SEARCH intern(s) has had on your personal attitude in the workplace.

14. Please share your thoughts about any perspectives or understanding you have gained resulting from working alongside a Project SEARCH intern(s).

15. Please share your thoughts on the impact that the Project SEARCH program is having or has had on the culture at Medtronic related to perceptions of individuals with ID/DD.