NASDDDS Scope of Work Proposal for Arizona Developmental Disabilities Planning Council

September 3, 2013

Purpose

The purpose of this project is to establish an agreement for services between the Arizona Developmental Disabilities Planning Council (ADDPC) and the National Association of State Directors of Developmental Disabilities Services (NASDDDS). The project is being developed to:

- Establish a consultative relationship with NASDDDS as an organization that is involved in developmental disability issues at a national level, with expertise in analysis that can provide information, technical assistance and collaborative resources to work jointly with Arizona based organizations interpreting and developing product outputs related to developmental disability policies.

- Assist the ADDPC in maintaining an ongoing awareness and understanding of public policy issues occurring nationally and within individual states that affect persons with developmental disabilities and their families in Arizona.

- Assist the ADDPC in obtaining accurate and current data related to public policy issues pertinent to developmental disabilities nationally and within individual states that apply in Arizona.

ADDPC State Plan Goal Validating this Project

Goal 3: Empower persons with developmental disabilities, their families, and others who support them by linking them to information that promotes informed decision making about choices and their quality of life.

Objective 2: Provide information and/or link people to reliable information in a variety of formats on topics that are important to persons with developmental disabilities, their families and others who support them.

Partnerships

This proposal will engage the ADDPC and the NASDDDS in collaborative partnerships with the following organizations:

- Arizona Department of Economic Security, Developmental Disabilities Division (DDD).

- Arizona State University, Morrison Institute of Public Policy (MI).

- Other federal, state, county and municipal agencies identified during the course of this project.

- Other educational institutions, including University Centers for Excellence in Developmental Disabilities located in Arizona and nationally.

- Other Protection and Advocacy organizations located in Arizona and nationally.

- Non-profit groups, self-advocacy organizations and other consumer groups and/or organizations.

Activities

Shall provide consultation services to ADDPC in the areas of state and national, political, social and consumer issues and trends affecting person with developmental disabilities and their families. This shall include research, development of policies and position papers and assistance in public policy activities related to the ADDPC and the current Five Year Plan. Shall begin work on the date of contract signatures through the following 12 months.

More specifically shall:

a) Prepare up to five 2 to 4 page brief, authoritative topical fact sheets to be posted on the ADDPC web site and distributed in the manner determined in agreement between ADDPC and NASDDDS.

b) Research and prepare outcome-focused reports and position papers on topics important to persons with developmental disabilities and their families as the issues pertain to ADDPC Five Year Plan, mission statement and values. Reports, position papers and recommendations for action will draw on data from the best available evidence on developmental disabilities service delivery and practice. Valid and reliable sources will be used to the extent that such information is available. Each work product will be designed to meet the needs of one or more target audiences including consumer, professional and legislative bodies. Four research papers of 15 to 25 pages in length will be prepared and delivered over the twelve month contract period.

   Research papers topics will be selected by ADDPC in collaboration with the Arizona Division of Developmental Disabilities, the Morrison Institute, Government Affairs Liaison and other partners. Possible examples include:

   - Report providing a summary analysis of the U.S. Supreme Court Ruling on Olmstead with particular reference to the "Olmstead Integration Mandate."

- Report reviewing the current status of non-work day habilitation services for persons with IDD nationwide and the implications of such services for states working to improve employment outcomes among people with IDD receiving support.

- Analysis of service system performance, outcomes and trends based on an analysis of Arizona's National Core Indicators data and in comparison with National NCI data with recommendations for program improvements.

- Analysis and implications of conflict-free case management.

- An analysis of the implications and opportunities for states in the new Medicaid State Plan options, (i), (j), and (k).

- Report on strategies for assisting self-advocates in bringing about positive changes in state DD systems.

- Brief summarizing research data on key topics and issues with implications for state policy and practice.

- Additional topics will be provided to ADDPC for review and consideration (see Attachment A. List of Possible Topics and Briefs).

c) In coordination with the ADDPC Executive Director, assist in developing responses to questions and requests for information pertaining to important policy issues; up to 3 hours per month.

d) Assist ADDPC, the Government Affairs Liaison and the Morrison Institute prepare for community and governmental meetings pertaining to public policy analysis and development; up to 3 hours per month.

e) Participate in the development of materials to assist ADDPC in implementing its Five Year Plan in translating public policy goals into policy statements and performance measures and assist the ADDPC in preparing data gathered for use in updating the Comprehensive Review and Assessment (CRA); up to 35 hours per year.

f) Under no circumstances can serve as the lobbying arm for ADDPC. As a non-partisan organization, and a state agency, must maintain a neutral, third-party status and not advocate for political positions on issues. This does not preclude from doing due diligence on ADDPC issues, providing position papers on those issues, or making recommendations to ADDPC.

Shall provide its own internet access.

Attachment A

Arizona DD Council List of Possible Topics for Briefs and Whitepapers

Revised 9/3/13

Issue	Topic	Product	Priority
Improving employment outcomes	Employment First	1. ***Brief***- Summary of states' Employment First policies 2. ***Report*** – Review of state Employment First strategies and changes with implications for state policy and practice	#2
	Employment System Change	3. ***Brief*** – Summary of key state system change activities in states aimed at improving employment outcomes 4. ***Brief*** or ***Report*** – Summary of selected state strategies for funding employment supports. 5. ***Brief*** – Summary of federal support for state employment activities from AIDD, ODEP, DOL, Social Security and others. 6. ***Report*** – State best practices in supporting employment outcomes. 7. ***Brief*** - Promising practices in collaboration between DD and VR agencies. 8. ***Report***- Strategies on blending resources across disability employment systems to support employment outcomes 9. ***Brief*** – Rethinking the pricing of Medicaid-funded employment services. 10. ***Report*** - Building workforce capacity for employment services: trainer qualifications, standards for APSE national certification, recommendations for the state and providers.	
Day programs and Services	Non-work integrated day services	***11. Report*** – Review of the research and current status of states' non-work integrated day services. Includes an identification of promising practices and recommendations for change.	**#4**

Residential Supports	Shared Living	12. ***Brief*** – Shared living, What does it mean, how is it being used in states? 13. ***Report*** – Current practices in states, what does it mean, how it is being used to replace 24hr. supports, state strategies and promising practices.	#3
	Residential Supports	***14. Report*** – Summary report on nature and utilization of state residential alternatives including shared living, foster/host homes, apartments, small and large group homes, and institutions	
ADA-Olmstead	Implications of the Olmstead ruling	15. ***Report*** – *ADA and the Olmstead Integration Mandate: Implications for State DD Systems.* Summary and description of the Olmstead ruling's integration mandate and implications for state DD agencies and service systems. 16. ***Brief*** – Summary and implications of Oregon's settlement with DOJ regarding its violation of the ADA's integration mandate in its provision of sheltered employment and vocational services.	
Medicaid	1915(k) Community First Choice	17. ***Brief*** – Summary of key provisions and implications for states 18. ***Report*** – In-depth look at the 1915(k) options, uses and state applications.	
	HCBS Options for States 1915(c) Medicaid waivers 1915(i) State Plan HCBS 1915(j) Self-directed personal services under the State Plan	19. ***Report*** – Summary of key provisions with implications for state DD programs and services 20. ***Brief*** – briefs can be prepared describing the key provisions and implications of each of the various home and community based service options under Medicaid.	

	1915(k) Community First Choice		
	Residential Financing Options under Medicaid	21. ***Report*** – Description and analysis of Medicaid residential services financing and program operation including eligibility and covered services.	
Special Populations	Strategies for supporting people with autism	22. ***Brief or Report*** – Addressing the financing of services and supports for people with autism spectrum disorders, the use of targeted and non-targeted Medicaid waivers, employment and behavior supports	
	Strategies for supporting people with co-occurring ID/DD and mental illness	23. ***Brief or Report*** as above	
Assessing system outcomes across key areas – in collaboration with AZ DDD	Review NCI Data on: health access, wellness, dental, behavioral health, loneliness, choice, etc.	24. ***Brief*** – one or more targeted briefs on key areas such as employment, health access, personal and service related choice, etc., use of psychotropics. 25. ***Report*** – Combining NCI data cross several areas to develop a picture of the state in comparison to previous years and/or other states with recommendations for policy and strategic planning.	
Supporting Families	Supporting individuals with IDD and the families they live with: differences between self and family determination.	26. ***Report*** – Arizona supports a higher percentage of individuals with IDD to live in the family home than does any other state. What does this mean for self-determination/direction? How can people with disabilities be supported as individuals in the context of the family?	
	Use of Family to Family Networks	27. ***Brief or Report*** – Are there differences in family satisfaction outcomes in states where family to family networks are supported? Are there differences in states	

		that use Networks in the amount of self-directed services or in-home supports?	
	Family Support	28. ***Brief or Report*** – Summary of the current status of states' efforts to support families nationwide with emphasis on family support activities and implications for Arizona, the state with the highest percentage of families receiving support from state DD agencies	
Support Coordination/Case management	Effective strategies for support coordination and case management	29. ***Brief or Report*** - Promising strategies and approaches for case management and support coordination highlighting effective and promising practices in states.	
	Review NCI data on Service Coordination satisfaction Survey states on service coordination training or competencies	30. **Brief** – An examination of differences in support coordinator training in states with high percentages of supports being provided in the family home; does the training in those states better reflect family needs as compared to others. Does the NCI data regarding service coordination and satisfaction look different in states that support individuals in the family home?	
	Case management	31. ***Brief or Report*** – Discussions of the federal requirements and implementation implications of conflict-free case management in a managed care environment	
Self-advocacy	Assessing state support for self-advocacy and self- advocates	32. ***Report*** – Preparation of a draft structure or template to be used by the state DD Council and/or state DD agency as the basis for assessing the state's support for self-advocacy activities, programs and individuals.	**#1**
	Systems Change	33. ***Report*** – Preparation of a report accessible to self-advocates identifying tools and strategies for bringing about systems change in state DD services and supports	

Emergency Preparedness	Emergency preparedness self-assessment tool	***34. Report*** – Development of a structure based on the NASDDDS Emergency Preparedness Self-Assessment Tool, for the state DD Council to use to assess the state's emergency preparedness activities for people with ID/DD with a focus on readiness	
Systems Change	Communities of Practice as a strategy for change	***35. Report*** – Building a consensus for targeted systems change through the use of Communities of Practice. A practical guide for developing, managing and sustaining Communities of Practice to instigate, foster and sustain change in state DD agency systems based on NASDDDS' experience with the SELN, the Person-Centered Systems Change Project, the National Core Indicators and other initiatives.	

Budget Request Form

Contractor Name: Naitonal Association of State Directors of Developmental Disabilities Services

Contractor Address: 113 Oronoco St., Alexandria VA 22305
Street Address City State Zip

Project Name: Developmental Disabilities Policy Development Project

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	22,320	-		22,320
Fringe Benefits	5,580	-		5,580
Supplies / Operating Expenses	115	-	100	215
Travel		-		-
Rent or Cost of Space			785	785
Contracted Services / Professional Services	16,530	-		16,530
Administrative / Indirect Costs	4,455	-	15,448	19,903
Total Costs	49,000	-	16,333	65,333

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.

Nancy Thaler
Name of Certifying Official

Executive Director
Title of Certifying Official

703-683-4202 nthaler@nasddds.org
Phone Email

Arizona Developmental Disabilities Planning Council Project
Budget Narrative
National Association of State Directors of Developmental Disabilities Services
September 3, 2013

Personnel

Research, report writing, and technical assistance will be provided by NASDDDS staff members with relevant experience and expertise in the particular area under consideration as identified by the Scope of Work. Project activities will be billed at the standard rate of $90.00 per hour for each hour of staff time for a total of 216 hours. An additional 125 hours will be provided as "donated" in-kind contribution. Depending on the topical nature of the report being written or the technical assistance provided one or more staff members may be involved. And, each staff member may be participate in multiple projects.

Hours and costs reflect estimates of the amount of time each staff will devote to the project. It is important to note, however, that project related time estimates may vary depending on the nature of the work with some staff working more hours than anticipated and other staff working fewer hours than anticipated up to the maximum time allotted to the project.

Charles Moseley Ed.D. NASDDDS Associate Executive Director will be the Project Director for this contract. Dr. Moseley will organize and review project activities, assign tasks to relevant staff with expertise and oversee and contribute to the production of materials consistent with the project scope of work and perform other administrative responsibilities. It is estimated that he will devote 40 hours over the course of the project for a total of $3,720.

Nancy Thaler MS, NASDDDS Executive Director, will serve as Senior Project Advisor and will be responsible for reviewing project work products, contributing to the content of reports and performing other responsibilities consistent with the contracts scope of work. It is estimated that Ms. Thaler will devote 11 hours to the project for a total of $1,023.

Barbara Brent MS, NASDDDS Director of State Policy will serve as the State DD Policy Expert and will be responsible for writing and contributing to the production of materials with direct application to state policy and practice, Medicaid policy and funding, managed care, autism resource allocation, rate setting and a range of other

topics. It is estimated that Ms. Brent will devote 39 hours to the project for a total of $3,627.

Robin Cooper MA, NASDDDS Director of Technical Assistance will serve as the Medicaid Policy Expert on the project and will be responsible for writing and contributing to the production of materials with direct application to Medicaid and federal policy. She will prepare written materials and review work products addressing Medicaid rules, regulations and state-federal practices. It is estimated that Ms. Cooper will devote 40 hours to the project for a total of $3,720.

Rie Kennedy Lizotte MBA, NASDDDS Director of Community Practice will serve as the Employment Policy Expert for the project and will be responsible for writing and contributing to the development of materials on employment for people with intellectual and developmental disabilities. Ms. Kennedy-Lizotte will also contribute to products dealing with resource allocation, person-centered systems change and state and federal employment policy. It is estimated that she will devote 22 hours to the project totaling $2,046.

Dan Berland, NASDDDS Director of Federal Policy will serve as the Federal Policy Expert for the project and will be responsible for preparing, editing and contributing to the development of products and activities with federal policy implications. It is estimated that Mr. Berland will devote 33 hours to the project totaling $3,069.

Mary Lee Fay, NASDDDS Director of NCI and Family Support will write and contribute to the preparation of documents and materials on topics related to data, the National Core Indicators program and state strategies for supporting families. She will spend 39 hours on the project totaling $3,627.

Megan Rose, NASDDDS Office Manager will provide administrative support to the project, preparing invoices and tracking expenditures. She will devote 16 hours to the project totaling $1,488.

Summary of Personnel Costs. Personnel costs will total $22,320.

Fringe Benefit Costs. Costs related to fringe benefits will be charged to the contract at a rate of 25% and will equal $5,580.

Contractual

Contractor Payments. A total of $14,230 will be available to cover the costs of consulting with experts in the field related to the development of the various work products identified in the Scope of Work. An additional $2,300 will cover costs related to financial and contract management regarding this contract.

Other

Expenses Classified as Other include Printing and Supplies at $115. Donated in-kind costs are $100.

Rent or Space Costs related to this contract are donated as an in-kind contribution and amount to $785.

Total Direct Costs

Total direct expenditures are $44,545.

Indirect Costs

Indirect costs are included at 10% totaling $4,455. These expenses cover a portion of the costs related to operations.

In-kind donations related to indirect costs are $15,448 representing the difference between NASDDDS' federally approved indirect rate of 44.68% and the allowed AZ DD Council rate of 10% (see attached letter of approval).

Total Project Costs

The budget includes project costs totaling $49,000 in project related expenditures and donated in-kind costs of $16,333. Total Budget - $65,333.