

Proposal/Scope of Work: Arizona Developmental Disabilities Planning Council

I. Research, Reports and Support Services

Morrison Institute for Public Policy, Arizona State University (MI), shall provide consultation services to the Arizona Developmental Disabilities Planning Council (ADDPC) on state, political, economic, health, and social issues and trends affecting persons with developmental disabilities and their families.

This year's contract will have a specific focus on supporting ADDPC's efforts to advance Employment First by offering pertinent research and technical assistance in the areas of transition planning and employment. MI's work will be focused at the state-level and shall include research, development of policies, position papers, and assistance in public policy activities related to the ADDPC and their current Five Year Plan. MI shall begin the current scope of work on the date of contract signatures through the following 12 months.

Specifically, MI shall:

- a) Provide fact sheets, upon request, to be posted on the ADDPC web site and distributed in the manner determined in agreement between ADDPC and MI.
- b) Research, write and present abstracts, reports and position papers on topics important to persons with developmental disabilities and their families, with particular focus on employment, as the issues pertain to ADDPC's Five Year Plan, mission statement and values. Research shall be based upon valid, reliable and verifiable resources that produce accurate data suitable for review by consumer, professional and legislative bodies.
- c) In coordination with the ADDPC Executive Director, MI will assist in developing responses to written and oral questions and requests for information pertaining to important policy issues.

- d) Attend and participate in scheduled Standing Committee and Full Council meetings upon request.
- e) Attend, as necessary, community and governmental meetings (in person and by telephone) pertaining to public policy analysis and development.
- f) Complete telephone calls and personal meetings with community and governmental organizations to introduce the ADDPC as a policy resource and a potential partner for dealing with shared issues affecting persons with developmental disabilities and their families. A summary write-up of the contact will be submitted to ADDPC.
- g) As data are gathered and evaluated, the Comprehensive Review and Analysis will be updated on an ongoing basis through the end of this contract. Specifically, providing ongoing updates from data collected so that the State Plan can be updated as needed.
- h) Offer technical assistance and expertise throughout the grant year as needed by ADDPC.
- i) Under no circumstances can MI serve as the lobbying arm for any organization or position. As a non-partisan organization, and a state agency, MI must maintain a neutral, third-party status and not advocate for political positions on issues. This does not preclude MI from doing due diligence on ADDPC issues, providing position papers on those issues, or making recommendations to ADDPC.)
- j) Documents will be created keeping in mind the wide variety of intellectual and communication needs of the audience – all reports to be written in “plain language.”)
- k) Reports and data will be written and formatted in a manner that can easily be imported or entered into Comprehensive Review and Analysis (CRA) and DD Suites.

MI shall provide its own internet access.

MI will provide ADDPC with a three member team to meet the identified assignments. Additional staff will be called upon when needed as focus groups are underway.

- Dr. David Daugherty, Associate Director and Director of Research for MI will serve as overall project coordinator and primary investigator;
- Erica McFadden, MI policy analyst, will serve as primary research specialist.
- Sang-Eun Lee, will serve as MI's research assistant

Total Cost: \$30,000 (Up to 600 hours at \$50/hour)

II. Focus Groups – Chronicling the Transition Journey

MI proposes convening eighteen focus group discussions with youth with intellectual disabilities enrolled in special education, and their families, in three school districts across Arizona to understand their school lives, future goals, and preparation for life beyond high school and expectations for post-secondary education. The school districts selected will consist of those practicing inclusion in the classroom, those that provide instruction in special education classrooms, and a district located in a rural area. These districts will be selected with the assistance of ADDPC, and possible assistance from the Arizona Department of Education Exceptional Student Services (ADE ESS), Vocational Rehabilitation (VR), the UCEDDs, IHD at NAU PBIS Advisory Council, Arizona Center for Disability Law, and the Division of Developmental Disabilities (DDD). The youth recruited will be able to verbalize ideas, although all will have intellectual disabilities, as those with these types of disabilities have one of the highest unemployment rates among transition aged youth. All participants will be compensated with a \$20 gift card. Two of each group will be held to confirm that results are consistent. That is, a single group has the potential of being an aberration; reinforcement of the findings from a second group is desirable to assure accurate results.

In each of the three school districts selected:

- Two focus groups will be held with adolescents with intellectual disabilities, ages 12 to 16, to learn about how they spend their days at school, and will include subjects pertaining to bullying, opportunities for socialization and leadership, their hopes and dreams for their futures, and how their dreams are supported by their formal and informal networks. Because the attention span of youth is generally shorter than among adults, each of these groups will consist of only 5 to 10 individuals and group discussions will be scheduled for only one hour.
- Two focus groups will be held with the parents of children ages 16 years old and younger to understand their plans and vision for their children's future, how they see their children living out their lives with a particular focus on employment and post-secondary education, and how the school and the state system are supporting them along their journey. These groups will also be scheduled for ninety minutes and held concurrently with the 16 years and younger group.
- Two focus groups will also be held with 17 to 21 year olds with intellectual disabilities enrolled in high school to probe their plans for their futures, opportunities for socialization and leadership, how and what they would like to pursue once they leave high school, and how they are being supported by their schools as they approach graduation. Transition from school to the work environment or school to college remains one of the linchpin times in the lives of older adolescents. It is important to hear from this age group as to what they

see in their future and how their school, friends and family are supporting them. These groups will be 90 minutes long.

Interviews will also be conducted with ADE ESS staff pertaining to these districts and, if possible, district personnel to gain a better understanding of the political, social and economic context of each district. The identity of these districts will not be released in the final report.

Groups will be moderated by Dr. David Daugherty, MI associate director and director of research, who has moderated more than 2,000 focus groups during his career – including groups of adults with developmental disabilities for ADDPC in 2013. Recruitment of participants will be done in cooperation with and guidance from ADDPC. Working with children, regardless of whether they have a developmental disability or not, requires parental permission and approval from the university and the state, thereby increasing the difficulty of recruitment. These groups will allow ADDPC to learn where these students and their parents stand on DD employment-related issues, the direction they believe state policy should move, and how districts are responding. We suggest the groups be conducted prior to the following described gatherings so the results can be presented and discussed at the event.

The groups will be digitally recorded and transcribed. Content analysis will then be performed and codes will be developed of prominent themes that come out of the focus groups. Dedoose analytic software will be used to organize, excerpt, and code the qualitative data in the study. Dedoose also allows for the integration of the qualitative data and coding activity with the quantitative data of the demographics of each group. Other research staff will review the codes employed to ensure that they are accurately capturing ideas and feelings espoused by participants.

A written report summarizing the findings will be provided.

Total Cost: \$42,500 (\$2,250 per group for 18 groups and \$2,000 covering interviews with district and ADE ESS staff and written report preparation)

III. Convening of Youth with Developmental Disabilities, Parents and Stakeholders

MI proposes organizing and hosting three three-hour public gatherings – tentatively, one in the Phoenix metro area, one in Tucson and one in Flagstaff (although locations can be negotiated depending upon ADDPC's needs) - to present and discuss employment/transition issues germane to youth with developmental disabilities and suggestions for the state in moving forward with crafting policies. These events would serve the purpose of not only providing a forum for discussion, and opportunity for youth and families to get their voices into the discussion, but would also help raise the profile of severe under-employment and post-secondary education issues among this under-represented Arizona citizen group. The events could include, but not be limited to:

- A presentation of a report on employment/transition issues among people with developmental disabilities – and policies surrounding improving access to employment and post-secondary education situation (the report would be researched, compiled and presented by Morrison staff. It will include a comprehensive literature review.)
- Breakout groups that will allow for a more one-on-one intimate session with youth and the moderators will also be structured.
- A three or four person panel will discuss the issues – responding to questions from a moderator – and present their positions on the issues related to higher education and employment among people with developmental disabilities. The panel discussion will take 30-45 minutes, followed by a question & answer session with the audience. The panel participants will be coordinated in concert with ADDPC.
- Moderators will be engaged to manage discussions and encourage questions and comments from the audience during both the larger and break-out sessions. Audience feedback, comments and questions are critical to the event. While the event will be open to all, youth and their families will be targeted for this event. Recruitment of these individuals will require detailed work so we can be assured we are hearing from those not often a part of these discussions. Again, one of the primary goals is to hear from this consumer group about their problems, transition experiences, issues, potential solutions and thoughts on employment-related public policy issues. Consequently, youth with disabilities and their families will be the primary target audience for the event.
- Invitations will also be extended to local decision-makers, legislators, school transition staff, DD professionals and to Morrison's 1000+ mailing list of civically active citizens with a particular eye toward including those citizens motivated to serve as advocates and champions in the developmental disabilities arena. ADDPC will provide a list of individuals/organizations they would like to invite to the event in each of the three communities. We would plan for approximately 100-150 attendees per event.
- Media will be invited and MI will handle news releases, interviews with media and all communication related to the event.
- A written preliminary report summarizing the findings will be provided at each event. A final report will also be released that captures public comments at all three convenings.

All decisions related to the event – topics addressed, panelists, facilitator – will be made in conjunction with ADDPC and MI.

(Events will include whatever communication channels are deemed necessary including Spanish language translators and signing for the deaf.)

Event cost: \$10,000 per event (\$30,000 for the three events, cost can vary depending upon speaker costs, lunch, venue, etc.)

Report: \$10,000

Total cost for three events, plus the written and electronic report: \$40,000

IV. Assessing Post-Secondary Employment or Education Opportunities for Transitioning Youth with DD

A survey will be conducted to assess the interests, opinions and viewpoints on transition to employment and post-secondary education among persons with developmental disabilities between the ages of 17 and 21 and their families. This data will inform decision-making relative to how the school system is preparing youth for employment and post-secondary education opportunities as well as how individual goals and interests are supported. While the focus groups will provide in-depth information, this survey data will be quantitative in its approach - reaching more people and providing a more basic understanding as to what is happening in transition planning in Arizona schools. Thus, this data will offer assistance in the transition process by highlighting areas needed to improve the post-secondary and employment situation for people with disabilities. Focus group questions will be constructed based on survey findings.

The questionnaire will be posted online using Qualtrics software. This system allows respondents to easily access and complete the questionnaire at their leisure. For those respondents needing other options or alternatives, the survey can also be administered over the phone, in person, or mailed. Survey respondents will be recruited with the help of Exceptional Student Services (ESS, i.e. Arizona's special education system). Methods used for recruitment will be advised by ESS, but may incorporate emails, telephone calls, mailings, personal contacts, etc. The Qualtrics program includes software to analyze the results. Assistance will be provided through Behavior Research Center to obtain a large enough sample for analysis. The specific questions included in the questionnaire will be crafted by the Morrison staff in consultation with the ADDPC staff and, possibly, DDD, VR, and ADE ESS research staffs. The findings from this survey, including recommendations, will be presented at the three aforementioned events and the Arizona College Access Network.

Survey findings will augment other data and information gathered including:

- Input from stakeholders, parents, educators, advocates, and adults and children with developmental disabilities during the six planned events (three in October of 2013 and three in 2014), which will provide forums for a wide variety of voices.
- The assessment of current dreams and hopes of young children, which will be addressed directly with the six focus groups with young children and six focus groups with late teens.

- An ongoing assessment of current research and literature related to employment and transition among persons with developmental disabilities.

A written report summarizing the survey findings will be provided and released in a report with Executive Summary, press release, and policy brief.

Survey and reporting cost: \$20,000

V. Publicizing ADDPC Research in National Circles

ADDPC has completed studies in the disability arena in conjunction with MI that are considered innovative and have produced data and knowledge that could be disseminated in academic, government, and business circles positioning them as leaders. The cost associated with this area would cover travel costs and registration fees to present at two conferences this year for ADDPC, as well as, and the time to produce an article to submit to a peer-reviewed journal based on the focus group report from the previous contract year.

Travel and journal article production costs: \$10,000

TOTAL COST: \$142,500

Project Timeline

Research, reports and support services will be spread out across all 12 months of the contract period.

Month 1	Work on policy briefs/Submit ADDPC research for national conferences/Finalize prior year's research for journal publication/Complete IRB for focus groups/Transition research/Begin survey instrument development and collaborations
Month 2	Finalize survey instrument/ begin focus group and survey recruitment/Interview school staff/Policy Briefs
Month 3	Administer survey/Policy Briefs/Continue school staff interviews/Continue focus group and survey recruitment
Month 4	Analyze survey results/Refine focus group questions based on survey findings/Complete first set of focus groups (6 groups) in School District 1/Transcription
Month 5	Write up survey report/ Do second set of focus groups (6) in School District 2/Transcription/Policy Briefs
Month 6	Do third set of focus groups (6) in School District 3/Transcription
Month 7 - 8	2 national conference presentations. Code and analyze findings. Conduct follow up interviews with schools, if needed. Policy Briefs.
Months 9 - 11	Compile report/recommendations from the 18 focus group sessions. Prepare for the three major events
Month 12	Final report released. Convenings held. Policy Briefs.

Budget Request Form

Contractor Name: Arizona Board of Regents on behalf of Arizona State University

Contractor Address: ORSPA - P.O. Box 876011 Tempe Arizona 85287-6011
Street Address City State Zip

Project Name: Policy & Research Services ADDPC

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	75,035			75,035
Fringe Benefits	22,125			22,125
Supplies / Operating Expenses	6,320			6,320
Travel	3,000			3,000
Rent or Cost of Space	12,000			12,000
Contracted Services / Professional Services	11,065			11,065
Administrative / Indirect Costs	12,955	57,647		70,602
Total Costs	142,500	57,647	-	200,147

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.

Carrie Hudibungh

Name of Certifying Official

Grants and Contract Specialist

Title of Certifying Official

480-727-9461

Phone

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Budget Narrative

Personnel/Salaries:

Name	Title	Base Pay	# Months	% Effort	Year 3
David Daugherty	Principal Investigator	\$ 100,000	12	14%	14,000
Erica Edwards	Co-PI	\$ 60,000	9	68%	30,375
Erica Edwards	Co-PI	\$ 60,000	3	90%	13,500
Sang-Eun Lee	Student Research Assistant 20 Hrs	\$ 17,160	11	100%	17,160

Fringe Benefits: Fringe Benefits rates for faculty, professional staff, classified staff, graduate research assistants, provided in the table below.

Employee Related Expenses

	FY14	Salary	ERE
Staff	37.40%	\$ 75,035	\$ 22,125

Travel: \$3000: In-State focus groups \$1,000; Out-of-state conference \$2,000

Rental of Space: For the Events and Focus groups **\$12,000.**

Contract Services: \$11,065: Panel Speakers (\$1,200); recognized moderator and moderator travel costs (\$9,865).

Other: \$6,320: Food/hospitality for focus groups \$2,000; participant incentive \$4,320 (\$20 x 12 participants x 18 focus groups)

Indirect Costs: Are based on Modified Total Direct Cost by the federally negotiated rate of 54.5%. Sponsor restricts rate to 10% of Total Direct Cost, the balance is being used as in-kind match. ASU cognizant agent is the Department of Health and Human Services; dated May 29, 2013, contact info: Cora Coleman, 415-437-7820

		<u>ADDPC</u>	<u>Match</u>
Total Direct Cost	\$129,545		
Modified Total Direct Cost	\$129,545 @ 54.5% = \$70,602	\$ 12,955	\$ 57,647