ADDPC Contract Extension Request **October 2015 – September 2016**

Outputs and Outcomes Progress

The following is an outline of the progress made on outputs and outcomes for the Work Incentive Information Network (WIIN).

Outputs and Outcomes	Description	Progress	% of Target Met
250 – Service Professionals trained by the WIIN Trainers	Professionals who have been trained on DB101 and how to train others to use DB101.	2045	818%
75 – Service Professionals engaged in the WIIN	Professionals who have signed a commitment letter	80 *(from 41 organizations)*	106%
9 – New WIIN identified and implemented policies and practices around work and healthcare incentives outreach	Integration of DB101 into everyday business practices	14	155%
50 – Individuals with developmental disabilities are employed	DB101 intervention was used at some point during the employment planning process.	47	94%
450 – Individuals with other disabilities are employed	DB101 intervention was used at some point during the employment planning process.	194	43%

The following is a list of additional outputs for the WIIN.

- Conducted outreach activities statewide, including outreach to underserved and unserved populations statewide. A total of 4,922 people have been provided information in general outreach activities.

- Increased DB101 monthly usage, statewide
  - 1,800 visitors (75% new and 25% returning) – July 2012
  - 7,100 visitors (79% new and 21% returning) – June 2015

  It is important to note that the data analytics have identified the monthly visitors as high as 8,500. The data analytics also show that, on average, a total of 1,000 – 1,500 people visit the Spanish site.

- Conducted train-the trainer sessions and developed competency evaluations to ensure people who participate in train-the-trainer sessions are qualified to train and conduct outreach presentations in their communities. A total of 165 people have passed the train-the-trainer competency evaluations.

- Creation of the WIIN digital hub (www.wiinaz.org) including tools, resources and curricula for WIIN members
  - Population specific presentations (i.e. education professionals, youth and families, etc.)

- Tier specific train-the-trainer presentations
- Topic specific informational handouts (transportation, self-disclosure, self-employment, asset building, etc.)
- Outcome reporting form

- New Log-on System for Professional Users
  Professional users can create a profile and personalize a DB101 toolbox. This means they can save articles, tools and calculator sessions to their very own toolbox. In addition to the support of the professional users, the WIIN will now be able to track the professional users by organization.

- New products and infrastructure in development
  - Creation of new print materials (for youth and parents) that will provide a high level overview on a targeted subject to, thereby, entice and encourage people to go to the website for more information and strategies to prepare for employment and greater levels of independence. The print materials correspond to new articles being created on DB101. Topics of the new print materials and articles include:
    - Work is possible
    - Changes When a Child Turns 18
    - Putting Work into the IEP Plan
    - How Benefits Support Work
    - Managing Benefits While Working

  - Creation of a user experience survey. The online survey will help to ascertain the impact of a DB101 intervention on the user's employment or independence planning process. It will serve as a tool to answer the question, "What are you going to do next with the information you received?"

  - Create an interface between DB101 and the WIIN digital hub for professional users. This will allow professional users to directly connect to the WIIN digital hub to report employment and training outcomes as well as access tools and resources.

Contract Extension Priorities

The following is an outline of priorities for the next contract period. The focus is on building a sustainable infrastructure, both organizationally and financially.

- Develop centralized clearinghouse for employment outcome reporting for Employment First Initiatives. The WIIN digital hub can serve as the platform for all Employment First Initiatives to use in reporting employment outcomes.

- Collaborate with Untapped Arizona and create a toolkit for the business community that will include resources and information to support them to recruit and maintain an inclusive workforce. The toolkit would serve to support businesses to provide information, tools and resources to their employees and prospective employees to make informed decisions about accepting a job offer, raise and/or promotion in the workplace.

- Organize regional trainer networks to provide and sustain training in their communities.

- Finalize financial sustainability plan. The following is currently the sustainability plan that is actively being pursued.
  - ABIL – ABIL will absorb a portion of the Information and Referral Specialists salary with other funding sources.

  - Rehabilitation Services Administration (RSA)[1] – Contract with RSA to sustain the DB101 "Ask the Expert" help desk.
    Progress: *RSA currently exploring options for matching state or private funding with federal funds.*

  - Regional Behavioral Health Authorities (RBHA) - Contract with RBHAs to provide train-the-trainer sessions, create new tools and resources on the digital hub and technical assistance to services providers to incorporate DB101 into everyday business practices. *RBHAs have expressed verbal commitments.*
    Progress: *Meetings have been initiated to sit down and discuss specific details, contract requirements and funding amounts.*

  - Division of Developmental Disabilities (DDD) – Contract with DDD for the Transition to Employment service to provide individualized employment supports via a curriculum that is built around DB101.

    WIIN plans to reach out to providers who have recently adopted this service to inquire about their technical assistance needs. WIIN is also going to explore the option of becoming one of the service providers.

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[1] *RSA currently funds the sustainability of the DB101 website. RSA has committed to the sustainability funding of the DB101 website prior to the development of the website. The website was developed with Medicaid Infrastructure Grant funds administered by AHCCCS.*

WIIN Budget proposal

Period 10/1/2015- 9/30/2016 - 12 months

			PROPOSAL					
	Line Item		12 months 10/1/15 - 9/30/16	Match Funds	Grand Total			
1	Personnel	FTE						
	a. WIIN Coordinator	0.30	16,954		16,954			
	b. Information and Referral Specialist	0.65	24,449		24,449			
	c. Program Assistant	0.10	2,496		2,496			
	d. WIIN Network Volunteer Hours			1,846	1,846			
	e. AHCCCS Program Development Officer	0.05		3,500	3,500			
	f. Program Director	0.03		2,312	2,312			
2	Fringe Benefits		12,875.55	5,133	18,009			
3	In State Travel		3,265		3,265			
4	Operating/Supplies		2,400	1,921	4,321			
5	Rent/Office Space			6,565	6,565			
	Total		$ 62,439	$ 21,277	$ 83,716			

	Budget Narrative
1a	Annual salary for the position of WIIN Coordinator (0.30 FTE) (Nicholas Love)
1b	Annual salary for the position of Information and Referral Specialist (0.65 FTE) (Shoshanna Fawley)
1c	Annual salary for the position of WIIN Program assistant (0.1 FTE) (Jess Stewart)
1d	Projected average of 8 participants in the WIIN every other month meetings for a period of two hours. Volunteer average hourly wage calculated at $19.23 per hour and based on $40,000 per year annual salary.
1e	Match funding is 5% of the AHCCCS Program Development Officer's state funded salary for project oversight
1f	Program Director's match funding is 3% of current salary for admin oversight
2	Fringe benefits for the WIIN Coordinator, Information & Referral Specialist, and the Program Assistant are rated @ 37.30% of their respective annual salary. A total of 29.33% is provided by the WIIN Grant and the remaining is provided by the match funds. Also, fringe benefit match funds consist of 30.5% for the AHCCCS Program Development Officer's state funded employment related expenses for project oversight and 24.52% of Program Director's salary.
3	Travel associated with the WIIN Coordinator and Information & Referral Specialist to provide training and network support
4	Cell phone monthly fees, general office supplies, and printing/postage costs. Match funds are the provision of land lines, fax and internet access.
5	The match funds includes provisions for office space and associated costs (utilities, landscaping, janitorial service and security).
Note	*As part of the Interagency Service Agreement, AHCCCS will provide verification from all match funding sources to include verification of non-federal funding and verification that the matching of staff time is unduplicated as a match for other projects*

WIIN Budget Proposal
Period 10/1/2015-9/30/2016 - 12 months
Updated 7/22/15

WIIN Budget Approved
Period 5/1/2014-9/30/2015 - 17 months

NOTE			Approved Budget 5/1/14 - 1/31/15 (9 month) FTE		Approved Budget 2/1/15 - 9/30/15 (8 month) FTE		Total 17 months	Budget 5/1/2014-9/30/2015 (17 month) (a) Actual - May14 to June15 May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	(b) estimated Jul	Aug	Sep	Saving/ (over) Total	Estimated Balance 5/1/14-9/30/15	WIIN Budget Proposal Period 10/1/2015-9/30/2016 - 12 months Proposal Budget 10/1/15-9/30/16 12 month FTE	
	Personnel																												
1	Nicholas Love	a. Manager **	0.25	9,060	0.30	11,055	20,115	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,375	1,192	1,375	1,283	1,375	1,375	1,375	19,350	765	0.30	16,954
2	Marianne Marts	b. WIIN Trainer *	1.00	27,330	-	-	27,330	3,000	3,000	3,000	2,862	3,000	3,000	3,000	3,000	3,465	-	-	-	-	-	-	-	-	-	27,327	3		
3	Shoshanna Fawley	c. I & R Specialist **	0.75	20,122	0.75	18,123	38,245	2,221	2,221	2,221	2,221	2,221	2,221	2,221	1,806	2,221	1,214	1,257	2,221	1,925	1,806	1,925	1,925	1,925	1,925	33,772	4,473	0.65	24,449
4	Jess Stewart	d. Program Assistant			0.10	1,697	1,697															208	208	208	624	1,073	0.10	2,496
		Sub-Total Salaries		56,512		30,875	87,387	6,221	6,221	6,221	6,082	6,221	6,221	6,221	5,806	6,686	2,214	2,632	3,413	3,300	3,090	3,508	3,508	3,508	81,073	6,314	1.05	43,899
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4	Fringe Benefits		26%	14,693		8,028	22,721	1,617.45	1,617.45	1,617.45	1,581.45	1,617.45	1,617.45	1,617.45	1,509.66	1,738.45	575.67	684.39	887.28	857.95	803.32	912.03	912.03	912.03	21,079	1,642	29%	12,876
5	Professional and Outside Services			630		38,216	38,846																	38,846	38,846	(0)		
6	In State and Out of State Travel			7,300		2,473	9,773	628	1,265	326	1,141	280	2,629	485	39	291	61	175	102	619	16	200	200	200	8,658	1,115		3,265
7	Operating/Supplies			3,000		1,530	4,530	232	256	101	260	312	119	146	229	526	275	107	175	195	248	200	200	200	3,781	749		2,400
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		Total Grant		82,135		81,121	163,256	8,698	9,360	8,265	9,066	8,430	10,586	8,469	7,585	9,241	3,126	3,599	4,577	4,971	4,157	4,820	4,820	43,666	153,437	9,819		62,439	62439
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Notes
1. FTE increased from 0.25 to 0.3, including 12.33% increase due to change in role & responsibilities starting 2/1/15

2. WIIN Trainer position was eliminated as of 2/1/2015

4. New position 0.1 FTE was added for Program Assistant as of 2/1/2015

6. Traveling expenses were increased

Notes
1. Included 3% of merit increase starting 11/1/15

3. Included 3% of merit increase starting 11/1/15

6. Travel expenses include in-state trips with overnight stay (logging, mileage and perdiem).

7. Operating supplies include general office supplies, and the printing/postage costs in the amount $ 200.00 per month