

Summary of Beacon Conference Call with ADDPC

July 10, 2020

1. How many Discovery hours did each person receive? Who was involved (e.g. family members, friends, teachers) in the Discovery process and how will it be documented?

Beacon does document various data points related to Encore Project. These data points were listed in the third narrative report. In addition, Beacon is required to report on certain Administration on Intellectual & Developmental Disabilities (AIDD) performance measures. However, to understand each person that is going through the Encore Project, there is other data to gather and report on. This can be in the form of case studies of each participant. These stories will tell a bigger picture of the Encore Project and how it impacts each participant, their family, self-determination, and work environment.

2. What types of businesses are involved in the CE process? Are they the same businesses for all the participants?

Beacon contacts various employers, based on the interests and skills of the participants; employers involved are not the same ones contacted. Beacon is also utilizing the AZ First Initiative to help expand contacts with the local business community. Joe Cox meets frequently with local businesses.

3. What were the 3 overarching themes identified for each person? Based on the themes identified, what customized job was created?

Beacon tracks each participant's theme (i.e. goals, skills, or interests) to help develop a customized job and will be reported in future narrative reports.

4. What strategies will be used to increase the number of work hours? How likely is it that 20 hours will be achieved?

Beacon stressed that each participant proceeds through the Encore Project and a individualized plan is crafted. The goal is for all participants to work 20 hours per week, and earn minimum wage. Beacon stressed it is important to have accommodations with each participant, understanding that some participants will still be in school and have limited hours to work. Some participants that are further along with school or have more experience will gain more work hours. This data point is also tracked.

5. Must use the CE model to call it CE. Must maintain fidelity.

Beacon stated that the Encore Project is following a customized employment model for each participant and not utilizing a form of Supported Employment. Beacon contacts Griffin-Hammis for support and technical assistance. Beacon does not have contractual agreement with Griffin-Hammis.

6. Must be clear on the CE process. Is the Encore Project using the CE model developed by Griffin Hammis? Did Beacon staff go through Griffin-Hammis CE training?

Beacon staff Joe Cox and Frances Miller have both been certified by Griffin-Hammis. The intent by Beacon is to utilize the customized employment model for each participant.

7. Must provide documentation for each person involved in the program.

Beacon will provide written documentation (short stories and report on data points) in each narrative report. For the remainder of this year, the contract is in place October 31, 2020 and Beacon will report additional information with the next narrative report and in subsequent narrative reports.

8. Are TAYIDD individuals with severe disabilities? Case studies for the individuals would be good to have.

Beacon identifies each participant as having moderate or significant disabilities.

9. Beacon needs to use appropriate terminology and accurate description of the type of service provided.

Beacon previously addressed this concern in #5, #6.

10. Would like to follow up with the high schools that are referring students. Obtain their perspective of the CE model and practices the Encore Project is using. What recommendations do they have?

Beacon welcomes additional discussions between the schools and ADDPC. Michael Leyva will follow up with Beacon to set up future teleconference meetings. These will be to gain their perspective on the Encore Project.

11. Sustainability Plan:

Beacon stated that they plan to research and apply for future funding that will support the project. If funded for year 2, Beacon will use this period of time to search for other sources of funds. The ADDPC staff will forward leads of potential funding to Beacon. If the Encore Project is not funded for a second year, Beacon stated the project could not continue.

- 12: Covid-19 Plan:

By July 24, ADDPC asked Beacon to submit a plan on processes that are in place or will be in place to ensure the safety of participants and for the ADDPC to understand how employers will keep participants safe from Covid-19 exposure.

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Encore Program COVID-19 Response Plan

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Background

Beacon Group is committed to providing a safe environment for all clients, employees, guests, customers, and other stakeholders while still fulfilling its mission of creating opportunities for people with disabilities. It is particularly important during this time of the COVID-19 Pandemic that Beacon is taking proactive steps to attempt to minimize the risk of exposure. According to the CDC, the virus spreads mainly from person-to-person. This means it may spread between people who are in close contact with one another (within about 6 feet), or through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs. COVID-19 may spread by people who are not showing symptoms. The best way to prevent illness from COVID-19 is to avoid exposure to the virus, as there is currently no vaccine to prevent COVID-19.

Prevention Strategies

Beacon has implemented the following strategies to reduce the likelihood of virus spread:

1. Employees and clients are required to stay home if they are sick or have symptoms, or have been in close contact with someone who is sick, has symptoms or has tested positive for COVID-19. If a client comes in sick, they will wait for their transportation to pick them up in the designated waiting area away from others. They should go to a designated quarantine area while waiting for their ride. Staff shall continue to monitor these clients. Trained staff will disinfect the designated area after the client leaves.
2. When arriving to Beacon locations, staff, clients, and visitors must get their temperature checked. Anyone with a temperature above 100.4 will wait approximately 5 minutes to verify the temperature. During this time, the person is given a chance to get out of the heat and have a drink of water. If the temperature still reads over 100.4, the individual must go home. Smaller crews can do multiple temperature checks, if feasible, during the work shift.
3. All staff and clients must partake in the verbal screening at the beginning of their work shift. These questions ask about whether someone has any symptoms or if they have been around anyone who is sick or who has tested positive for COVID-19. If anyone is sick, has had close contact with someone outside of work who has tested positive for COVID-19, or with someone with symptoms of COVID-19, they must not report to work.

The CDC defines close contact as:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes at a time
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed)
- You shared eating or drinking utensils

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- They sneezed, coughed, or somehow got respiratory droplets on you
4. Beacon Group reminds employees and client to frequently sanitize and wash their hands. This reduces the likelihood of germs passing between people or from contaminated surfaces. In general, hand washing is required whenever significant hand contamination occurs or cross-contamination may occur.
 5. When a person with suspected illness has left the workplace, their work area, along with any other known place they have accessed on Beacon service locations, is thoroughly cleaned and disinfected.
 6. Employees shall not return to work until they are healthy and no longer infectious as evidenced by a doctor's release to return to work.
 7. While at Beacon facilities and working with Beacon Group staff, everyone must take the following precautions:
 - **Social distancing-** Avoid close contact (being less than 6 feet for more than 15 minutes at a time). Practice social distancing by keeping at least 6 feet away from others at all times.
 - **Distancing in vehicles:** Only 2 people per row of seats in all vehicles (no one seated in the middle seats). Always keep your mask on.
 - **Facemasks:** Wear a face covering to cover your mouth and nose. Wear other PPE (like gloves), when handling shared equipment.
 - **Hand washing:** Wash your hands often with soap and water for at least 20 seconds. Avoid touching your eyes, nose and mouth with unwashed hands.
 - **Respiratory etiquette:** Practice good respiratory etiquette, including covering coughs and sneezes.
 - **Cleaning and disinfecting:** Clean and disinfect surfaces around your work area and work equipment frequently. Also, remember to clean tools between users. This includes vehicles - drivers are responsible for disinfecting and airing out their vehicles before and after each trip.
 8. Only two people permitted in the elevator at one time.
 9. Those unwilling or unable to follow the guidelines above may not participate in the program(s). The support coordinator and the guardian will be notified in these cases.

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10. Additionally, Beacon Group offers COVID-19 testing bi-weekly for all clients and staff, at the Beacon Group office, free-of-charge. Results are returned within 3 business days. This is an excellent way to be proactive and to identify asymptomatic individuals.
11. Furthermore, Beacon Group conducts contact tracing to identify anyone – staff and clients, who may have been in close contact with someone that tested positive for COVID-19.

Encore Program Specifics

With respect to the Encore Program specifically, Beacon has taken the following actions to reduce the likelihood of virus spread:

- Providing services in a telehealth/virtual manner as much as possible, including performing informational interviews, follow-up calls, and retention supports.
- Conducting Discovery Phase activities in a manner as to keep participants less exposed to possibility of infection. Activities occur at Beacon Group rather than in community. Performing activities outside and/or with social distancing practices.
- Staff and participants share transportation only when necessary. Wearing masks, seating the passenger in rear seat, and keeping windows open to create airflow are actions used in these situations.
- Program participants and staff follow the general Beacon Group guidelines relating to safety for all participants as described above.
- Staff reminds participants to remain vigilant.
- Clients may participate in the on-site bi-weekly COVID- testing, with guardian approval.

While on the worksite, staff ensures that the employer is practicing prevention strategies and that clients have the necessary Personal Protective Equipment as well. As needed, Beacon Group provides PPE to clients.

Summary

Beacon Group is committed to providing services to individuals in a range of programming, including the Encore Program, during the COVID-19 pandemic. Individuals with disabilities are disproportionately unemployed and under-employed, particularly during the pandemic. The Encore Program with its business partners continues to find customized employment opportunities while prioritizing safety during these challenging times.

- 1. It is noted in the funding request the Encore project is providing Customized Employment (CE) services to Transition Aged Youth with Intellectual and Developmental Disabilities (TAYIDD). Please describe how the model is being applied, the customization activities for current placements, and if the model is implementing all components of customized employment as presented by Griffin-Hammis consulting firm. Is your certification for customized employment, Cesp or both?**

Beacon Encore is providing Customized Employment services to TAYIDD in Pima County. Beacon Group applies the model in the following manner:

Each participant, and any team member that participant has chosen to be involved in the process (family member, teacher, clergy member, et. al.), has an initial pre-Discovery meeting with Encore staff to discuss what the Discovery process will look like, and to go over any questions or concerns that the involved parties may have. The Discovery process will generally start about a week following the pre-Discovery meeting. The Discovery process involves activities and conversations, at home and in the community, designed to allow the BES to get to know the job seeker as a person first. The BES places a heavy emphasis on what the participant can do and keeps the process moving in an optimistic and forward-looking manner. Beacon Encore's Discovery process seeks to identify a job seeker's skills, attributes, interests, support systems, and ideal environments. The idea is to find a fit with a local business leading to sustainable, long-term employment for the job seeker.

When the Discovery process is completed, the BES creates a list of 60 businesses, 20 each fitting three broad categories, relating to interests/skills/ideal environment discovered in the job seeker. The BES makes calls to businesses to set up informational interviews for job seeker. Successful calls lead to informational interviews attended by job seeker, the BES, and business owner/manager at place of business. An open ended, low-pressure conversation/interview occurs where business owner/manager has an opportunity to get to meet the job seeker as a person with skills, attributes, and personality. Usually a tour is included, further giving the job seeker and business owner a chance to get to know each other, and perhaps allowing the business owner to imagine the job seeker as a prospective employee. If appropriate, the BES suggests to business owner to consider offering a job to the job seeker. The BES plays the role of negotiation facilitator between job seeker and business owner hoping to find the right work environment, proper accommodations if necessary, and a quality long-term natural support system at the place of work. The BES is seeking a win-win scenario for participant and business owner/manager.

Upon gaining employment, the BES continues to support participant in role of liaison between participant and employer. BES works to help manager/owner/staff understand how best to support their new employee in being successful and an asset to their business. Accommodations are worked out when necessary, and any issues that any involved parties may have can be discussed with BES ensuring that communication lines are open between employee and employer, and that the employment match is given best chance possible for success.

We strive to adhere to the Griffin-Hammis model of Customized Employment as closely as possible, both philosophically and in actual practice. Our weekly Encore meetings have a common theme of making certain that we can answer the question "Is it customized?" with a resounding "Yes".

Our current placements have all benefitted from the CE process by completing full Discovery and Informational Interview processes. One of our five placements is capable of fulfilling her job duties with very little need of customizing those actual duties - the main benefit to this participant was through Discovery, and through the customization of the Interview process which allowed her to gain employment which otherwise might not have been gained. Three of our other placements have benefitted from both customized jobs duties and a customized training regimen at their places of work. One placement has had a completely new customized position created for him by his place of employment.

Our BES is certified from Griffin-Hammis with a certificate in Community Employment Services with an emphasis in Customized Employment. The BES is scheduled to take the CESP exam on June 30th at 1pm.

2. Please explain how the activities differ from supported employment practices of assessment/discovery and job carving/placement. Would a different name other than customized employment more accurately reflect the focus of the project?

The Beacon Encore Project uses the trainings of Griffin-Hammis to create a Customized Employment program which differs from traditional supported employment models in fundamental ways. Our Discovery process does not involve testing nor traditional assessments to judge our participants. We strive to create a positive, optimistic process allowing us to know a participant as a person with skills and attributes who can become a successful employee and a strong asset to a local business.

Traditional supported employment provides supports to people with disabilities who have been identified as ready/capable of working typical/"as listed" job positions. Traditional supported employment services attempt to prepare a person to find employment among all job seekers, with or without disabilities. Whereas, Customized employment works with individuals to find "tailored" employment duties that match employee skills with employer need. Our Informational Interview process, based on the belief that all persons are ready to work now, removes barriers from our job-seekers which often times keep TAYIDD from even looking for employment – such as complicated applications and one on one interviews which often feel frightening/off-putting to TAYIDD. We allow the job seeker to capitalize on the social capital built by our BES and Beacon Group in general, while creating a more comfortable interview setting which allows the job seeker to become something more than a stereotype in the mind of a prospective employer – they become a person with skills and interests, who may be a good fit for any given business.

The Beacon Encore Project strongly believes it earns the right to be called "Customized", and we will continue to follow the personal genius of our job-seekers in striving to create long-term, sound ecological matches with local businesses, where the proper natural supports exist, instead of settling for market demand principles and reading the want ads as supported employment models have done over the years.

3. Please confirm the Encore project is not an employment service funded by the Division of Developmental Disabilities (DDD), Vocational Rehabilitation (VR), or from another Arizona State Agency. Describe how this project is different from pre-Employment Transition Services funded

by vocational rehabilitation and how project activities are different than Transition School Work programs already in schools funded in collaboration with vocational rehabilitation. How do these services build on and extend what currently exists in these areas and how are they being coordinated with those efforts?

The Beacon Encore Project is not funded by DDD, VR, nor any other Arizona State Agency. Encore customized employment service and pre-Employment Transition Services (Pre-ETS) differ in their fundamental goals. Whereas Pre-ETS will offer 5 short, general workshops covering the educational aspects of pre-employment (job exploration, post-secondary education/training counseling, work readiness, work-based learning, and self-advocacy skills), aimed at helping a young person decide on a path; Encore offers a more in depth, personalized process of discovery and informational interviewing, which include work activities in the real world beyond the classroom. Finally, and most importantly, our customized program has only one successful outcome, that being competitive integrated employment and the maintenance of that employment, based on the ecological fit of the position and the fostering of natural supports.

Beacon Encore can, and has, served TAYIDD who have already been through the Pre-ETS process and have been identified as qualified participants for customized service. These TAYIDD are good candidates to work with as they have a more clearly identified desire to gain employment in the community, along with some classwork experience learning what Pre-ETS can teach them. Encore is able to work with these youths, building upon their classroom lessons learned, and helping them in applying these lessons to the real world tasks of job-seeking and maintaining employment once hired.

4. If the Encore project did not receive funding from the ADDPC, would the project continue?

If Beacon Encore Project is unable to receive funding from ADDPC, the project will be discontinued.

1. Provide a description of your funded project and how it aligns with the ADDPC Goal of Self-Advocacy, Integrated Employment or Inclusion. Explain why the ADDPC should consider renewing your contract.

The Beacon Group (Beacon) Encore Project is dedicated to providing Customized Employment (CE) services to the underserved populations of Transition-aged youth with Intellectual/Developmental Disabilities (TAYIDD), with or without Arizona Long Term Care System (ALTCS) support. Youth are typically expected to meet the cultural norm of starting their employment history in high school or shortly after graduating high school. However, it is not uncommon for TAYIDD, with or without ALTCS support, to be overlooked during this critical time due to a perceived lack of abilities and/or a lack of access to proper service supports. The Encore Project addresses this gap by using theories from CE to personalize the job seeking experience for members served. By adapting these theories, Beacon has been able to fundamentally alter the relationship between job-seeker and employer by supporting the application, interview, and retention aspects of employment for TAYIDD served in Pima County. Our project strives to provide support to TAYIDD with obtaining minimum wage employment for at least 10 hours a week, working toward 20 hours a week, post-high school education. The Beacon Encore Specialist (BES) works closely with participants, their natural supports, and Pima County employers to establish customized jobs in the community that are compatible with the participant's abilities and the employer's needs.

The Beacon Encore CE approach to employment has allowed TAYIDD to begin developing their work experience on par with their non-disabled peers. This increases the likelihood of full time employment as the individual progresses through their career. Encore aims to provide the necessary supports to encourage participants to establish and develop community inclusive, employment goals. Beacon strongly encourages participants to embrace their individuality and to highlight their strengths. Participants strengthen their self-advocacy skills through the development of a positive understanding of self, as it relates specifically to employment, and through a deeper sense of self-awareness, thereby allowing the participant to identify the accommodations and environment needed to be successful in a competitive, integrated employment setting.

Over the course of the first grant year Beacon witnessed some examples of self-advocacy improvements amongst participants: improved skills when conversing with employers – in both interview and during day-to-day job performance settings, improved social skills displayed while relating to co-workers and customers, and in the ability to identify when and how to request additional supports.

According to the United States Department of Health and Human Services the TAYIDD population continues to grow. (<https://www.hhs.gov/ash/oah/adolescent-development/physical-health-and-nutrition/chronic-conditions-and-disabilities/trends.html>), As more young job seekers with disabilities enter the workforce, the renewal of the ADDPC contract will help ensure, through Beacon Encore Project, that underserved TAYIDD in Pima County continue to receive an adapted and effective model of job seeking support at a critical juncture in their career, ultimately achieving and maintaining competitive integrated employment.

2. Provide a summary of the program achievements for the current year. Include all key activities that have been undertaken based on the current implementation plan. Describe key barriers that were overcome. Also describe what activities are left to complete in the last quarter of your contract.

The Beacon Encore Project provided services to twelve of the fifteen intended participants. There are currently five participants employed of the eight who have completed the Discovery Phase, and four participants actively participating in the Discovery Phase. Of our five currently employed members, three have achieved the target of working 20 hours per week, and all five have met the target of being employed for 90+ days. Beacon anticipates starting services with three more participants before the end of the grant year on July 31st 2020. Participants served have taken part in all aspects of the CE process including: vocational trainings, counseling sessions, informational-interviews, and trial-work experiences. All phases of the CE process have proven to be beneficial to participants' motivation and skill growth. By tactfully considering, and adjusting, the length of time that a participant is involved in the Discovery Phase, Beacon has been able to create job placements that are a better fit for each individual participant. For example, Encore has been particularly successful in tailoring the interview process to make sure that our job-seekers have a chance to be seen by prospective employers as individuals with talent, skill, and character who are worthy of consideration as employees. The BES has played a valuable role as liaison between job seekers and community employers. The BES has found that through skillful and subtle facilitation of the Informational Interviewing process, our CE has been able to create a space allowing job-seekers and employers to each better understand the needs of the other party.

Over the year, Encore has experienced some unexpected barriers. The most significant is the (novel) Coronavirus, COVID-19. As unemployment for everyone reaches unprecedented levels, many employers have experienced massive negative financial impacts. In order to prevent the spread of the virus, communities are closing off and businesses are going remote. In times of economic crisis, people with disabilities generally face higher levels of unemployment (<https://www.sourceamerica.org/covid19>). The events experienced have been extremely unusual and have especially impacted the motivation and direction of many current Encore participants, those already employed and those seeking employment. Encore participants are expressing feelings of anxiety and lack of motivation. As a result, some participants are spending more time in the Discovery Phase of the CE process, receiving additional emotional support and encouragement, from the BES, intended to address the individual needs of the participants specifically developed as a result of COVID-19. Employed participants have the additional stressor of being at a higher risk of losing their job due to the economic losses experienced by their employers. Encore has adjusted retention support to be more involved with employee-employer relations in order to anticipate if or when a participant is in danger of receiving a reduction of hours or a complete loss of job. Encore has been able to ensure employee retention for some participants by utilizing the allocated employee-reimbursement funds.

The Beacon Encore Project has also experienced barriers presented by specific disability-related needs of our participants. We expected the length of participation to vary within each phase,

based on the individual. However, Encore did not anticipate the accurate length of time needed to support those TAYIDD that are experiencing changes related to a developing aspect of a disability, such as a Serious Mental Illness (SMI) cycling. For those participants, we have adjusted their personalized employment plan to allow the appropriate, natural, home and workplace supports to be available to the participant as identified. Beacon Encore has also worked to overcome this barrier by increasing/extending the retention/follow-up supports, beyond the initial 90 days, to continue to ensure both the employer and employee maintain and/or increase job stability.

3. Describe who are the community partners that are supporting your project, and their role in your contract.

Beacon's Encore Project is working closely with five Pima County schools and school districts, who continue to support the Encore Project. Those schools and school districts are: Baboquivari High School, Marana Unified School District, Vail Unified School District, Flowing Wells High School, and Ironwood Ridge High School. The BES works closely with these partners to develop effective accommodation tools and resources that match the employment-need of each participant. The participants' school teachers have proven to be very supportive. By reinforcing accommodation tools in the classroom they have provided time for additional training and development, specific to participants' employment needs. Their information provided to BES, and positivity in regard participants' abilities, have been of great value to the success of our CE process. The Beacon Encore Project has also received a few referrals, leading to 2 actual participants, from support coordinators and vocational rehabilitation counselors. This is a resource which we hope to utilize more fully during the second year of grant support as community knowledge of Beacon Encore Project continues to grow.

The community partners will not receive remuneration of any kind as they have already allocated funds to this process. Any dedication of resources during this process has already been accounted for in their own budget process.

4. Summarize feedback from participants, families, professionals and other stakeholders during the current funded period. Explain how their feedback is used for evaluation analysis and in program design.

Beacon Encore staff have found that the feedback received from all stakeholders has been generally very positive regarding the Beacon Encore Project. Referral sources have expressed excitement about new job development processes presented by CE . There seems to exist a feeling among educators and counselors that these new methods can be helpful to youth who had previously been falling through the cracks. We have used feedback from all parties, in real time, to individualize the CE process for each participant, which has helped us increase positive placement outcomes.

Through this feedback we have become aware that an increased effort is necessary in helping parents, business owners, and other natural supports better understand and embrace the full CE process. Throughout this first grant year period we have experienced parents and employers who

have shown a tendency to slip into expectations more aligned with traditional supported employment. Beacon is developing materials, including hand-outs and videos, targeting specific groups, such as educators, parents, and employers, in an effort to educate community members about CE. In Additional, Beacon hopes to engage more small businesses through membership in organizations such as Local First AZ.

5. Summarize evaluation findings to date and level of satisfaction. Explain if the program is on track with proposed target numbers; if not, describe barriers to reaching target numbers. Data to include here include the number of self-advocates, family members, or professionals/others. Also state if any policy or procedures have been changed based on your program, and what this result will mean for families.

With 63% (5 of 8) of eligible participants employed, we are slightly off of our target of 73% but enthused about the successes we have had. As mentioned earlier three of our employed members have achieved at least 20 hours of work per week, and all five have met the goal of 90+ days of continual employment. Beacon will also continue the process of Informational Interviewing with our three job-seekers who have yet to find employment. Until the onset of the COVID-19 pandemic, which necessitated a state wide shutdown of most businesses including the closing of Beacon main offices, we were on target with number of members served, which stands at 12. The last group of participants (numbered 13-15) which had been slated to begin on April 20th will now be delayed.

Beacon estimates that the number of people trained and/or educated through Beacon Encore program activities and outreach to average at least 9, for each individual Beacon Encore Project member who has at least finished the Discovery phase of CE. We expect that as we increase our successful placements that we can educate more community members through data sharing and marketing of success stories. We also will continue to participate in school job fairs and chamber events throughout the year.

We have also adapted our outreach strategy for small businesses heading into the 2nd year of grant funding. Beacon has added Local First AZ as a community partner, to promote CE through presentations and discussions with small business owners/managers.

In the second year of funding, the goal of Encore will be to serve 12 job-seekers, 2 at a time for two months in duration, intending to reach at least 10 hours of work per week initially, building to 20 hours per week post-high school. These changes will give participants more time in Discovery and Informational Interviewing phases of CE, allowing job-seekers an opportunity to take advantage of activities which increase self-advocacy skills and lead to better job placement outcomes. This will also allow the BES to develop a thorough employment plan that meets the participants' abilities and given supports. Once this plan is established, the BES is able to more efficiently determine the best environmental considerations for employment outcome. The Beacon Encore Project expects the benefits of these changes to uplift our participants, inevitably leading to more contented, less stressed environments for whole families.

6. Describe proposed changes that will be planned for the second year, including program design, target numbers, collaborators, implementation, staffing, evaluation, and other activities.

Originally, Encore planned to allow each participant up to 30 hours of Discovery over a three-week period, followed by up to 30 hours of Informational Interviews, again, over a three-week period. This proved to be a difficult task with many participants enrolled in school full-time. Beacon Encore will extend these two phases, Discovery and Informational Interviewing, to last an expected calendar month each. Encore estimates that most participants will require 15-30 hours in each phase. The Encore Project has identified a need to allow an extension of time for any participant within any phase of the CE process, when considering a given/developing disability-related need. Encore will be able to address the participants' needs better by overlapping the Discovery and Informational Interview phases and by extending the combined phases by two weeks. These changes will allow the flexibility necessary to implement the Encore member's CE plan successfully. We intend to serve at least 12 TAYIDD participants, with or without ALTCS, seeking at least 10 work hours per week, by the end of the 2020-21 grant year, to better ensure participants are able to receive the necessary time to transition to employment successfully. Encore will collaborate with other Beacon Transition programs to establish additional staff supports and to further the expansion of the Discovery Phase's key activities. Encore will also extend supports for job retention to beyond the initial 90 days of employment, by continuing to follow-up on participant's progress at the 6 month and annual date of employment. The Encore staff will provide follow-up supports by routinely assessing the Encore member's positive/negative changes in job duties and hours scheduled. BES will provide vocation-counseling on accommodation needs and/or ongoing educational needs related to CE process. Making these adjustment will ensure that participants are more likely to develop strong natural supports and maintain job security. Further, Beacon Encore plans to increase attempts at outreach to the small business community which are more likely to offer work opportunities to CE participants.

The Beacon Encore Project will add an additional administrative staff to the Encore team. This staff will be responsible for organizing Encore data relevant to the participants and his/her employment plan. Encore anticipates that this additional staff will allow the BES more time needed to develop the personalized encore employment plan. The Encore Assistant will also assist the BES with 6 month and annual follow-ups, as it relates to participant job retention.

7. Describe effort to work in or promote the program in underserved or unserved areas of the state or with certain populations that are often overlooked.

The Encore BES and staffing supports will promote our program through the participation in several transition fairs, small-business events, and through internal Beacon marketing programs. Beacon staff will promote the model of CE amongst case managers, employers, families, and educators of TAYIDD members. By strengthening our existing relationships with the school districts, with whom we partner, through successful placements and outreach, we can ensure that we are engaging the underserved youth in Pima County.

8. Elaborate on sustainability efforts that show commitment from other sources of funds to fund the program post ADDPC funding.

Beacon is currently negotiating with VR regarding a contract of service for Career Exploration. This initiative will make heavy use of CE models and techniques. Beyond the plan for an ongoing CE program at Beacon, we are sure the knowledge and experience gained will be of great use to the operation of our TTE (Transition to Employment) and Pre-ETS services – and, in fact, all of our transition and job development services. The Beacon Encore Project remains committed to raising community awareness of CE, and in developing best practices related to CE. Beacon is using our membership in First Local AZ and ongoing Beacon marketing efforts to foster deeper relationships with small businesses and local community members who are integral to the growth of CE in Arizona.

9. Attachment 1: Provide an Implementation Plan that lists out sequentially the key activities to undertake in year 2. At a minimum, the implementation plan shall list the key task, the party that is responsible, when it will be completed (date) and by what method you will know completion is met (measurement).

The Beacon Encore Project will know that tasks are completed and program goals are met through weekly program meetings where progress and barriers will be discussed by PM and BES. There are also monthly progress reports created by PM and BES, as well as quarterly reports generated by PM. Senior management will use progress reports to inform board members of program outcomes on a quarterly and yearly basis. Encore uses a customized website developed by Beacon IT to track all data related to participants and staff assignments.

Beacon's Encore Pilot Project timeline/milestones

(Initial Projection) Project Year in Weeks

Tasks & Staff Responsible	1-4	5-8	9-12	10-12	13-16	17-22	23-27	28-31	32-35	36-39	40-44	45-48	49-52
Implementation													
Participants A, and B (BES)	D	II	R										
Participants C and D, (BES)			D	II	R								
Participants E and F (BES)					D	II	R						
Participants G and H, (BES)							D	II	R				
Participants I and J, (BES)									D	II	R		
Participants K and L (BES)											D	II	R
Data and Evaluation													
Daily case notes (BES)	X	X	X	X	X	X	X	X	X	X	X	X	X
Weekly program meetings (BES, PM)	X	X	X	X	X	X	X	X	X	X	X	X	X
Monthly progress reports (BES, PM)	X	X	X	X	X	X	X	X	X	X	X	X	X
Quarterly (90 day) outcome reports (PM)			X			X			X			X	
Participant satisfaction survey (BES, PM)				X		X		X		X		X	
End of year evaluation report (BES, PM)	X												

Legend: PM - Project Manager, BES - Beacon's Encore Employment Specialist, D - Discovery Phase begins, II - Informational Interviewing Phase begins, R-Retention Phase begins

10. Attachment 2: Provide a 12-month budget. Use the Budget Summary Form and provide a detail budget narrative for both requested dollars and match.

Budget Request Form

Budget Request Form

Contractor Name: Beacon Group, Inc.

Contractor Address: 308 W. Glenn St. Tucson AZ 85705
Street Address City State Zip

Project Name: Beacon Group Encore Project

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In Kind Match	Total Program Cost
Personnel/Salaries	\$46,051.20		\$7,049.46	\$53,100.66
Fringe Benefits	\$9,010.76		\$6,919.44	\$15,930.20
Supplies / Operating Expenses	\$12,000.00			\$12,000.00
Travel	\$3,204.00		\$936.00	\$4,140.00
Rent or Cost of Space				
Contracted Services I Professional Services				
Administrative / Indirect Costs			\$8,517.09	\$8,517.09
Total Costs	\$70,265.96		\$23,421.99	\$93,687.95

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.

Christopher McNamara

Name of Certifying Official

Vice President of Rehabilitation Services

Title of Certifying Official

Budget Narrative:

Beacon's request to the Arizona Developmental Disabilities Planning Council (ADDPC) is \$70,265.96 for the period of one year. The total budget for the Beacon's Encore Project is \$93,687.95. If awarded, ADDPC funds will be matched internally at Beacon by a non-federal in-kind match of \$23,421.99.

A. Personnel/Salaries \$53,100.66

Beacon's Encore Employment Specialist will spend 100% or approximately 2,080 hours of their time providing direct service to the participants. This individual's hourly rate is \$22.14 an hour and will be covered for the project year on the contract. The individual's annual salary is \$46,051.20.

Beacon Encore Assistant (BEA) will spend 100% or approximately 416 hours of their time providing administrative services to the BES. BEA will be responsible for performing office admin duties associated with Discovery, Informational Interview, and Retention phases of CE. This individual's hourly rate is \$13.25 an hour and will be covered for the project year on the contract. The individual's annual salary is \$5,512.00.

Beacon's Encore Project Manager will oversee the program and spend about 3% of their time supervising the Beacon's Encore Project Employment Specialist during the project year. This individual's annual salary is \$51,251.00, \$1,537.46 will be covered by non-federal in-kind match.

The total of \$7,049.46 will be a non-federal in-kind match for personnel salaries.

B. Fringe Benefits \$15,930.20

Beacon's fringe benefit rate is 30% for all personnel costs. This includes: FICA, workers compensation, unemployment, health insurance and other ancillary benefits, as well as an employer retirement contribution.

The Beacon's Encore Employment Specialist's fringe benefits will be covered at 100% for the project year on the contract totaling \$13,815.36, \$4,804.60 will be covered by non-federal in-kind match.

The Beacon's Encore Project Manager's fringe benefits will be covered at about 3% for the project year on the contract using non-federal, in-kind match totaling \$461.24. Total of \$461.24 will be covered by non-federal in-kind match.

The Beacon's Encore Assistant's fringe benefits will be covered at 100% for the project year on the contract totaling \$1,653.60, \$1,653.60 will be covered by non-federal in-kind match.

The total of \$6,919.44 will be a non-federal in-kind match for fringe benefits.

C. Supplies/Operating Expenses \$12,000.00

Job-Seeker/Employer Incentive Fund: Beacon's Encore Project will be reimbursing an employer who provides CE opportunities to a participant, up to \$1,000. Optionally, if a participant does not work directly for an employer, but is self-employed, Beacon's Encore Project will supply up to \$1,000 for start-up costs directly to the participant. Beacon's Encore Project will serve 12 participants throughout the project year. The total Job-Seeker/Employer Incentive Fund is up to \$12,000 for the project year and covered on the contract.

D. Travel \$4,140.00

Beacon's Encore Project will be reimbursing BES who will utilize his or her own vehicle for travel, for mileage at the standard rate of \$0.575/mile. Beacon's Encore Project estimates that the Employment Specialist will be traveling about 600 miles per month during the project year for this contract. The total for travel is $0.575 \times 600 \times 12 = \$4,140.00$. State of AZ travel reimbursement rate is .445, so \$3,204.00 will be covered on the contract and \$936.00 will be covered by non-federal in-kind match.

E. Rent or Cost of Space \$0

F. Contracted Services/Professional Services \$0

G. Administrative/Indirect Costs \$8,517.09

Beacon's Encore Project's administrative costs are calculated at 10% of the total expenses. Total expenses for this project are \$85,170.86. Beacon's Encore Project's administrative costs are covered with nonfederal in-kind match. These costs include the following departments: financial, accounting, information technology, human resources, and corporate office building. A more detailed list and Beacon's internal allocation policy is provided on the following pages.

Total \$93,687.95

11. Attachment 3: Provide a list of key staff and briefly summarize their job responsibilities for this grant. List any training or certification required for staff in the upcoming year. Ensure personnel costs are appropriately allocated for in the Budget. Do not attach resumes.

Beacon Employment Specialist (BES):

- Facilitating Discovery Phase with all program participants
- Develop participant's Encore employment plan
- Identifying potential employers in the participants' area(s) of interest
- Preparing participants on conducting Informational Interviews
- On-the-job support at the time of hire
- Submitting requisition forms for employer stipends
- Participant outcome tracking

Encore Assistant

- Generate lists of local businesses matching Encore participants' plans
- Track relevant data on participants
- Assist BES with creating accommodation tools; i.e. creating laminated task list
- Follow-up with employed participants on progress/needs
- Report follow-up concerns to BES

Encore Project Manager

- Encore Program Oversight
- Establishing protocols to ensure Encore Program initiatives extend to other programs
- Budget management
- Submitting reports to grantors
- Program Quality Control

The Customized Employment Specialist will collaborate with Beacon's Transition Staff to establish Discovery Phase Activities. The BES will, using information from Discovery, create a list of businesses to contact in order to set up Informational Interviews. The BES will attend Informational Interviews with participant and fulfill role of liaison between employer and job-seeker. BES will aid job-seeker and employer in negotiations with aim of creating customized job situation beneficial to all parties. BES will provide job retention support to job-seeker, through vocational assessments and counseling, while seeking to strengthen natural supports at place of work i.e. owners, managers, and fellow employees. Encore will provide

these retention supports to each employed participant for up to a year, working toward the extension of BES supports by the date of annual employment. BES will work with participants, families, and all stakeholders, to help foster environment where participant will likely increase self-advocacy skills. BES will record daily notes on all events related to Beacon Encore Project activities, seeking to create and use data to better serve participants. Encore Assistant will be responsible for performing office admin duties associated with Discovery, Informational Interview, and Retention phases of CE. PM will assist BES with generating monthly reports. Providing feedback and advice in weekly program meetings. PM will generate quarterly reports based on information provided by BES. PM will work in conjunction with BES to survey participants and make use of data gathered. PM will oversee project course and budget in order to ensure program goals are on track.