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**DRAFT 5<sub>mc</sub> / incorporated changes from NAU/  
4/03/18**

## **Purpose of Agreement**

The purpose of this agreement is for Northern Arizona University, Institute for Human Development (NAU/IHD), to partner with a Steering Committee comprised of the Arizona Developmental Disabilities Planning Council (ADDPC), Association of Providers for People with Disabilities (AAPPD), Division of Developmental Disabilities (DDD), and Vocational Rehabilitation (VR). The Steering Committee will develop and coordinate a comprehensive training for Arizona's job developers, job coaches, employment service providers, DDD and VR agency staff, self-advocates, advocacy organizations, educators, and Employment First stakeholders to promote inclusion and employment of person with developmental disabilities.

NAU/IHD will develop and coordinate two, half-day trainings with the Steering Committee.

All training materials, which are used in the trainings, will be shared with ADDPC without restriction for use. Each training session will be set-up for live videoconferencing and videotaping for later posting on the Steering Committee's websites.

This project will address two goals of the ADDPC: Increased inclusion and employment. As a result of the trainings, we expect that the attitudes and perceptions of the attendees will change as related to persons with disabilities and who is considered "employable". These trainings will also provide participants with the

opportunity to offer peer-to-peer support across agencies and organizations, further facilitating communication between service providers. Agency personnel and providers will also be able to learn from self-advocates, business leaders, and other resources to help them move towards a culture change. The ADDPC and partners seek to address the needed culture shift and work towards improving Competitive Integrated Employment (CIE) outcomes for people who have disabilities. In addition, competitive, integrated employment may lead to greater community living.

The anticipated outcome of these trainings is for participants to understand that competitive integrated employment is realistic and achievable.

### **Service Description/Tasks undertaken by IHD**

1. The Northern Arizona University Institute for Human Development (NAU/IHD), will consult and collaborate with a Steering Committee, comprised of partner agencies ADDPC, AAPPD, DDD, and VR on desired training.
2. NAU/IHD will coordinate meetings with the Steering Committee to receive direction.
3. NAU/IHD personnel will take the lead in providing overall planning and coordination of two, half-day trainings. Final venue locations will be determined by the Steering Committee.
4. NAU/IHD will provide a monthly status report to ADDPC.

5. NAU/IHD will secure facilitators and speakers who are identified by the Steering Committee.

6. NAU/IHD may coordinate the payment with AAPPD for the expenses related to the speakers. Expenses may include travel, lodging, ground transportation, incidentals, and honorarium fees. If NAU/IHD pays for any travel expense, those expenses must adhere to State of Arizona Travel policies for in and out-of-state travel.

7. NAU/IHD will coordinate with the Steering Committee to recruit panelists. There will be at least one panel with employees with significant disabilities, employers who hire them, a job developer, and a family member. The number of panels will be determined by the Steering Committee.

8. NAU/IHD will coordinate with the Steering Committee to secure two (2) venues for trainings. (note: VR venues may be used, to be finalized)

8.1 NAU/IHD may secure a contract (with each venue) and provide payment for all costs related to each venue, including all costs related to reasonable accommodations requested by the panelists or participants.

8.2 The two (2) venue locations must offer the opportunity to allow for videoconferencing and video recording. Web-ex is preferred.

9. NAU/IHD, with assistance by the Steering Committee, will create, disseminate, and track announcements detailing training dates, times, and locations.

9.1 NAU/IHD will manage requests for reasonable accommodations and publicize trainings.

9.2 NAU/IHD will collect and track RSVPS and contact information for follow up with assistance of the Steering Committee.

9.3 The minimum number of attendees to recruit is 100 for both trainings.

9.4 Attendees include job developers, job coaches, employment service providers, DDD and VR agency staff, self-advocates, advocacy organizations, educators, and Employment First stakeholders.

10. NAU/IHD will develop, with procured trainers, communications and resource training materials that will be used during the training. Materials shall be in plain language and accessible.

11. NAU/IHD will secure and make hotel reservations for the trainers and speakers, as necessary.

12. NAU/IHD will videotape both training sessions, and make them available for web posting to the ADDPC and other stakeholders. NAU/IHD will ensure both recorded video trainings are captioned.

13. NAU/IHD will collaborate with the Steering Committee to design, distribute and collect session evaluations to determine the impact of training on the attendees. The final evaluation tool will be approved by the ADDPC.

14.1 An initial evaluation will be conducted on the day of the trainings and follow-up of attendees four (4) months post training.

14. NAU/IHD will analyze the evaluation data and prepare a final written report for ADDPC and the Steering Committee, within 45 days post the follow-up survey.

15. NAU/IHD will provide a presentation to the ADDPC full Council meeting on the trainings and evaluation findings.

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