



Memorandum of Understanding Developmental Disabilities Services Vocational Rehabilitation

1 Introduction

The Department of Human Services' Vocational Rehabilitation (VR) and Office of Developmental Disability Services (ODDS) share a common mission, philosophy and goal in increasing employment opportunities for individuals with developmental disabilities. Because of the interdependent nature of the service system, each office also shares a common strategic need to jointly and collaboratively accomplish the objectives(s). The mutual goal, objectives and strategic needs are best represented by the ODDS adoption of and VR endorsement of the "Employment First Policy" for working age adults with developmental disabilities.

2 Purpose, Goal and Objectives

This memorandum of understanding (MOU) is to impact and be implemented statewide, with a target population of all working age individuals with Developmental Disabilities eligible for both VR and ODDS services. This will include school age individuals engaged in employment related transition services. The general purpose of this MOU is to support the Charter between the Department of Human Services (DHS) Child Welfare, Self Sufficiency Program and the Aging and People with Disabilities that creates the initiative entitled Improved Employment Outcomes for Individuals with Developmental Disabilities; to fully implementation Executive Order 15-01; and, to fulfill mandates from the Workforce Innovation and Opportunity Act (WIOA) to empower individuals with disabilities to maximize employment, economic self-sufficiency, independence, and inclusion and integration into society.

2.1 The specific purpose is to outline mutual goals, strategies, actions, and responsibilities that staff of the parties will endorse and conduct to accomplish the desired goal to increase the opportunities and success of working age adults with developmental disabilities to achieve and sustain competitive integrated employment, as delineated in Executive Order 15-01, Integrated Employment Plan (7/6/15), and Lane v. Brown Settlement Agreement (2015)

2.2 The objectives supporting this intent are to

- (a) Promote actions that will directly improve employment outcomes for mutual clients
- (b) Promote systems change that positively and collaboratively impacts the effective and efficient operation of each Office
- (c) Engage all applicable stakeholders in the accomplishment of desired outcomes

3 Parties

Within the Department of Human Services, Vocational Rehabilitation (VR) and Office of Developmental Disability Services (ODDS) desire to enter into an intra-agency agreement in order to provide improved and collaborative employment outcomes for individuals with intellectual or developmental disabilities.

- 3.1 VR will assure that individuals exercise informed choice as it assists them to identify their strengths, resources, priorities, capabilities, concerns, and interests including vocational goals. VR will develop individualized plans of employment to address identified employment barriers. VR will also provide and purchase goods, services, aids and devices in support of individualized plans for employment (IPE)
- 3.2 ODDS provides supports and services to youth and adults with intellectual and developmental disabilities. Eligible individuals and their families can access service coordination, generic and specialized services to provide the support, including appropriate employment support, based on the individual needs of the person, to be able to live independent, productive lives integrated within their community

4 Mutual Responsibilities of the Parties

VR and ODDS agree to perform the following:

- 4.1 Establish and promote a goal that all persons with Intellectual or developmental disabilities (IDD) who want to work in the community will be afforded an opportunity to pursue competitive integrated employment that allows them to work the maximum number of hours consistent with their abilities and preferences. DHS will issue guidance that the recommended standard for planning and implementing supported employment services will be the opportunity to work at least 20 hours per week (recognizing that based

- on individual choice, preferences, and circumstances, some may not choose to work at this level)
- 4.2 Participate in the collaborative governance structure aimed at implementing this agreement
 - 4.3 Work collaboratively to design a coordinated service system that will produce positive employment outcomes and engage vocational rehabilitation, county IDD service coordinators, brokerage personal agents, service providers (vendors) and other stakeholders at the local level
 - 4.4 Determine gaps or other issues in services and implement a plan to eliminate those gaps or issues
 - 4.5 Share data, within the bounds of confidentiality and as established through the Executive Order 15-01 and its implementation
 - 4.6 Encourage networking and collaboration among VR and ODDS at regional and local levels

5 Individual Responsibilities of the Parties

In addition to the mutual responsibilities listed in section 4, ODDS agrees to do the following:

- 5.1 Assure that the CDDP/Brokerage working with the individual who is referred to VR provide as much pertinent existing information as possible for the VR intake meeting. This information will assist in planning the individual's employment goal and developing their VR individualized plan for employment (IPE). Example documents include: work history, Individual Support Plan (ISP), Career Development Plan (CDP), Behavior Support Plan (BSP), original eligibility determination documentation and Discovery Profile if one exists. The Service Coordinator or Personal Agent will attend as many team meetings as possible to assure that information is shared and understood by the entire team
- 5.2 The individual service plan (ISP) reflects the VR plan (IPE) and is updated in a timely fashion as needed to support necessary changes in supports for the individual participant
- 5.3 For those eligible for long term support services, ODDS will provide this support once the individual reaches stabilization;
- 5.4 Refer individual for ODDS services (e.g., Discovery, Employment Path) at the individual's request and when the team agrees that it is the appropriate course of action

5.5 Share information on new services provided to the individual participant with the team including VR

In addition to the mutual responsibilities listed in section 4, VR agrees to do the following:

- 5.6 Utilize existing employment data/information to the maximum extent possible when working with a participant to set their employment goal, address barriers to employment, and create the IPE
- 5.7 Include brokerage and county staff in targeted participant's team meetings; at a minimum the intake meeting and IPE planning meeting(s)
- 5.8 The IPE reflects the ODDS plan (ISP) and other pertinent ODDS employment services and is amended as needed to reflect changes in needed services as well as changes in ODDS services for the individual participant
- 5.9 Provide job development and job coach services until job stabilization is reached. Job stabilization is determined by the individual and their VR Counselor
- 5.10 Share employment outcome data about shared individual clients, with the team, including local county or brokerage staff on an ongoing and timely basis; at a minimum, during advancement toward the employment goal; at job placement; and, at the approach and accomplishment of job stabilization

6 Definitions

- 6.1 Behavior Support Plan (BSP) – a written plan for behavior support utilizing individualized positive support techniques that includes: a summary of: needs, preferences, and relationships of the individual; functions of the behavior; strategies related to the functions of the behavior; prevention strategies; early warning signals or predictors; a general crisis response plan; specific instructions for staff who provide support; and, positive behavior supports that include least intrusive intervention possible.
- 6.2 Career Development Plan (CDP) -- means the part of an ISP that identifies: the employment goals and objectives; services and supports needed to achieve those goals; people, agencies and providers assigned to assist with goal attainment; obstacles to working in an individualized job in a competitive integrated employment setting; and is based on person-centered planning principles

6.3 Discovery – is a ODDS time-limited comprehensive person-centered and community-based employment planning support service to better inform an individual seeking an individualized job in an integrated employment setting; that includes a series of work or volunteer related activities to inform about the strengths, interests, abilities, skills, experiences and support needs of the individual; and to identify the conditions and employment settings in which the individual will be successful. A Discovery Profile is the report generated about these activities

6.4. Job coach services

- For Vocational Rehabilitation -- means time limited services provided on the job to teach the participant the essential skills necessary to complete required job tasks beyond what is normally provided by the employer
- For Developmental Disabilities Services -- means support for an individual to maintain an individual job in a competitive integrated employment setting in the general workforce

6.5 Job developer services – means support for an individual to obtain an individual job in a competitive integrated employment setting in the general workforce, including customized employment

6.6 Job Stabilization -- is the point when the individual and their VR Counselor agree that the employment goal, including hours worked, in the IPE has been reached and that they and the employer agree that the individual is performing well on the job. At this point, transition to extended long-term support services funded by an agency other than Oregon Vocational Rehabilitation can begin

6.7 Team (the team) – is composed of an individual receiving services from ODD, VR or both; the legal or designated representative of the individual (as applicable); services coordinator or personal agent; VR counselor; and others chosen by the individual, such as service providers and family members

7 Collaborative Governance Structure and Strategies

In implementing this MOU, assigned VR and ODDS management and program staff will check in monthly during the Employment First Policy and Innovation Workstream, and meet as needed, to plan, monitor, and evaluate the resulting activities. Assignment of management and program staff will be made by VR and ODDS Directors.

The assigned management and program staff will meet jointly with the program leadership as frequently as needed but at least every six (6) months (utilizing the Employment First Steering Committee meetings) to review progress, suggest possible changes or strategies related to implementation of the MOU.

In implementing this MOU, assigned staff will consider such principle strategies as:

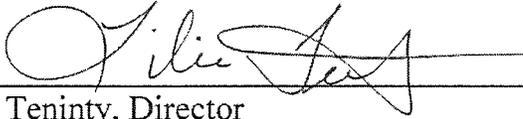
- Identifying, reviewing and improving key policies and procedures that include, but not limited to such areas as program eligibility and access, individual service planning and service evaluation
- Communicating activities, key information, and updates on outcomes with VR and ODDS staff and principal internal and external stakeholders
- Implementing training and technical assistance activities.
- Improving or expanding service capacity
- Conducting case reviews in order to identify systems issues.
- Developing written materials such as practice guide and procedures
- Reviewing program and outcome data and sharing that data with VR and ODDS staff and principal internal and external stakeholders

8 General Provisions

- 8.1 This agreement supersedes and replaces all previous Memoranda of Understanding between these two parties
- 8.2 The parties agree to revise this document as needed
- 8.3 The agreement will be formally reviewed every two years
- 8.4 The agreement may, at any time, be modified or extended by the written consent of both parties
- 8.5 In the event that a conflict arises between the parties, it is understood that the Administrators of the Offices will attempt to resolve the conflict through negotiation
- 8.6 Either party may terminate this agreement by giving the other party 30 days of notice. The notice will include the reasons for the request for termination. Termination of the agreement does not relieve the parties of fulfilling their responsibilities under this agreement until the termination date

Signature Page for Memorandum of Understanding between
Developmental Disability Services and Vocational Rehabilitation

For Office of Developmental Disability Services:



Lilia Teninty, Director 3/14/14
Date

For Vocational Rehabilitation:



Trina M. Lee, Director 3-10-16
Date

Reviewed/Office of Contracts and Procurement, DHS:

Date