

ODHS # 170772

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MEMORANDUM OF UNDERSTANDING

BETWEEN

PORTLAND STATE UNIVERSITY CAREER & COMMUNITY STUDIES PROGRAM

AND

OREGON DEPARTMENT OF HUMAN SERVICES

**(OFFICE OF VOCATIONAL REHABILITATION SERVICES and OFFICE OF
DEVELOPMENTAL DISABILITIES SERVICES)**

THIS AGREEMENT is made and entered into by and between Portland State University, Career and Community Studies, hereinafter referred to as PSU and Oregon Department of Human Services (specifically Office of Vocational Rehabilitation Services and Office of Developmental Disabilities Services) hereinafter referred to as ODHS.

IT IS THE PURPOSE OF THIS AGREEMENT to establish a Memorandum of Understanding which sets forth each party's roles and responsibilities in alignment with the nationwide Think College Program Initiative providing inclusive postsecondary education experiences to youth and young adults with intellectual disability leading to competitive integrated employment. Core partners in this MOU are committed to engaging in a coordinated set of services to meet the appropriate support needs and experiences of the youth and young adults with intellectual disabilities to promote career development and employment. It is our belief that access to higher education is a unifying goal associated with the transition to adulthood for youth with intellectual disability. In addition, we acknowledge the importance of promoting and supporting independent living and the development of self-determination and informed choice that includes learning to lead when making decisions and seeking needed support.

1. AGENCY ROLES AND RESPONSIBILITIES

Office of Vocational Rehabilitation Services (VR):

VR assists individuals with disabilities to prepare for, secure, retain, advance in, or regain employment that is consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interest, and informed choice

- **Steering Committee Member:** At least (1) VR Counselor (VRC) serves as an advisory member of the steering committee facilitated by Portland State University Career & Community Studies (CCS) staff. VRC provides orientation and education about vocational rehabilitation services, processes, and timelines, and helps develop solutions to issues impacting individual student cases and works with the committee to ensure the

collaborative success of the program goals. Typically the VRC(s) assigned to the steering committee takes ownership of individual cases, but in instances where a student wishes to stay with their assigned counselor or this is not feasible to do so, the VRC acts in an advisory role for other counselors who have students that attend this program.

- **Vocational Rehabilitation Counselor:** VRC works with community partners students, their families, providers, advocates, and other individuals that are essential to the student's team with the following: intake, application of services, eligibility for services, comprehensive vocational assessment, and development of an individualized plan for employment. These services are individualized and may include vocational exploration services (if Discovery has already been utilized or not available), community-based work assessments, job placement services, job coaching, and disability-related accommodations necessary to help the individual obtain and secure meaningful employment in a competitive, integrated setting. Years 1 and 2 focus on obtaining on-campus employment to build their resume along with managing their academic schedule and social activities. Years 3-4 focus on finding career-focused off-campus employment. VR Services do not include tuition, books, or other school-related costs as those are the responsibility of the student and their families which can be funded by financial aid, individual development accounts or other comparable benefits. VRC is invited to attend and participating in person-centered planning meetings facilitated by Career & Community Studies (CCS) staff.
- **Vocational Rehabilitation Pre-Employment Transition Service (Pre-ETS) Coordinator:** will provide or coordinate the provision of the five pre-employment transition services: Job exploration counseling; Work-based learning experiences, which may include in-school or after school opportunities, experiences outside of the traditional school setting, and/or internships; Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs; Workplace readiness training to develop social skills and independent living; Instruction in self-advocacy. If there are eligible students involved in the Career & Community Studies Program the Pre-ETS Coordinator or VRC can coordinate with PSU's Career & Community Studies Program staff to present information and arrange for the provision of Pre-ETS.

Office of Developmental Disabilities Services:

- **Steering Committee Member:** At least (1) ODDS employment Subject Matter Expert (SME) serves as an advisory member of the steering committee facilitated by Portland State University Career & Community Studies (CCS) staff. ODDS will continue to assist with provider enrollment to obtain Medicaid certification, as well as other technical assistance requested. ODDS staff provides orientation and education about ODDS services, processes, and timelines, and develops solutions to issues impacting individual student cases and works with the committee to ensure the collaborative success of the program goals. The ODDS staff will not be an individual's Services Coordinator (SC) or Personal Agent (PA).

- **Services Coordinator/Personal Agents:** Services Coordinators and Personal Agents (SC/PAs) work with students eligible for ODDS services, their families, providers, advocates, and other individuals that are essential to the student's team with the following: plan writing (Individual Support Plan Development); service authorization; service coordination (including allowable ODDS employment services if needed for campus life). Years 1 and 2 focus on obtaining on-campus employment to build their resume along with managing their academic schedule and social activities. Years 3-4 focus on finding career-focused off-campus employment. ODDS Services do not include tuition, books, or other school-related costs as those are the responsibility of the student and their families which can be funded by financial aid, individual development accounts, etc.

Portland State University Career & Community Studies (CCS) Program:

PSU's Career & Community Studies Program assists college students with intellectual disability to manage their college responsibilities, succeed in their academic coursework, engage in career development and employment opportunities and build upon their independent living and self-determination skills.

- **CCS Individualized Support Services:** CCS staff and PSU campus offer a full range of supports to the CCS 4-year college experience. CCS staff support students to prepare for and participate in an annual Person-Centered Planning (PCP) meetings to align student goals in career development and employment toward their career pathway and if appropriate, the OVR Individual Plan of Employment (IPE) and ODDS Individual Support Plans (ISP). CCS provides career counseling services through supervision of a rehabilitation counseling intern for individualized services to: a) Freshman as they transition to college life, extend career readiness, and prepare for entry into integrated employment based upon their career pathway; b) Sophomores to identify career aspirations, knowledge and goals before summer exploration and work-based internships; c) Juniors to extend their career development experiences with career exploration and work-based internships and; d) Seniors to plan the transition to a career-focused job and life after college. All CCS students are enrolled every term in the Career Development & Employment Seminar providing group and individual access to needed supports associated with individual career development and integrated competitive employment services. CCS students enroll in coursework aligned to individual career pathways and receive weekly advising sessions to identify and work toward goals and needed supports in: academic performance, career development and employment, self-determination, campus living and social engagement. Advising sessions provide students opportunities to practice how to self-direct, take responsibility, develop critical thinking and problem-solving skills, and learn to use supports to reach their goals. In addition, CCS offers weekly academic coaching sessions for all students to support their academic success. CCS students can meet with a Peer Navigator each week to access inclusive campus and community experiences. The peer navigator supports students to make informed choices about involvement in high-interest, inclusive campus and community experiences and

new commitments (e.g., meet-ups with friends, student clubs, outdoor recreation, service learning, student government, etc.).

- **Employment Steering Committee:** CCS co-directors regularly meet with community partners for ongoing planning to refine seamless pathways to employment, academic success, self-determination and social engagement for CCS students. Representatives from OVR, ODDS, local school districts (as appropriate), employment providers and the PSU community work together to coordinate services for CCS students.
- **Service Coordination:** CCS provides coordination to collaborate and coordinate with OVR (i.e., VR counselors), ODDS service agencies and providers (i.e., brokerages, personal agents, case managers, personal support workers and other ODDS providers) and employment providers to initiate and maintain needed individualized services. CCS also coordinates with service providers (i.e., case managers, personal agents, supported living providers, personal support workers, etc.) for CCS students living on campus to coordinate campus housing, arrangements and needed supports and monitor progress and needs responsively.

2. **PERIOD OF PERFORMANCE**

June 1st, 2021 through July 31st, 2022.

3. **AGREEMENT MANAGEMENT**

All notices regarding this MOU should be sent to the Parties at the following addresses:

Portland State University
Dr. Jose Coll (Acting Dean, College of Education)
1810 SW 5th Ave, Portland, OR 97201
Telephone: (503) 725-4619
E-mail address: coe-Dean@pdx.edu

Oregon Department of Human Services
(Fill in with name of Office, Program, etc.) – ODDS
(Insert address)
(Insert city, state, zip)
Contract Administrator: (Insert Name) or delegate
Telephone: (Insert)
Facsimile: (Insert)
E-mail address: (Insert)

(Fill in with name of Office, Program, etc.) - VR
(Insert address)
(Insert city, state, zip)
Contract Administrator: (Insert Name) or delegate
Telephone: (Insert)
Facsimile: (Insert)
E-mail address: (Insert)

4. MOU ALTERATION AND AMENDMENTS

Nothing in this agreement creates any legally binding obligation on either party. This agreement cannot be enforced by any court or tribunal. Nothing in this agreement is to be construed to give rise to any claim, for damages or otherwise, against any party.

The MOU will be reviewed on an annual basis to review and consider alterations and amendments. On written request from any party, changes in this Agreement or subsequent attachments will be discussed and such changes or attachments as are agreed upon in writing will become part of this agreement. The terms of this MOU shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by a written instrument signed by the parties.

The Employment Steering Committee could also call the parties together to consider changes before the end of the period of performance.

5. DISPUTES

The parties hereto will use their best efforts to settle amicably all disputes arising out of or in connection with the MOU or the interpretation thereof. Any dispute which cannot be settled amicably within thirty (30) days after receipt by one party of the other party's request to do so may be submitted by any party to the Employment Steering Committee. Each dispute submitted by the parties to the Employment Steering Committee shall be heard by an that panel to settle any disputes amicably.


6. TERMINATION

Upon thirty (30) days written notice, either party may terminate this MOU at any time. Otherwise the MOU will expire at the end date of the period of performance listed in section 2 of this agreement.

7. SIGNATURES

Portland State University

By:


Jose Coll (Jul 20, 2021 11:54 PDT)

Jose Coll

Authorized Signature
Interim Dean

Title

Printed Name
07/20/2021

Date

State of Oregon, acting by and through its Oregon Department of Human Services

ODDS
By:



Authorized Signature
Statewide EF Coordinator


Title

Acacia McGuire Anderson

Printed Name
7.27.2021

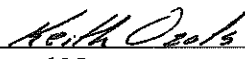
Date

VR
By:



Authorized Signature
VR Director

Title



Printed Name
7/21/21

Date