

Michigan Department of Community Health
Michigan Department of Energy, Labor & Economic Growth
Michigan Rehabilitation Services
Michigan Commission for the Blind

INTERAGENCY AGREEMENT for the EMPLOYMENT of PERSONS with
DISABILITIES

I. INTRODUCTION

Michigan Rehabilitation Services (MRS), Michigan Department of Community Health (MDCH), & Michigan Commission for the Blind (MCB) enter into this agreement for the purpose of endorsing and promoting the competitive employment of people with disabilities, served jointly by our organizations, in accordance with the guiding principles noted below. This document also serves as the template for use by local parties.

Guiding Principles:

- Utilize a person-centered approach that leads to identification of personal goals and preferences resulting in informed choices based on the individuals' strengths, abilities, capabilities, resources, and interests;
- Assume that each individual is employable;
- Encourage maximum use of natural supports;
- Recognize the standard for employment outcomes for this agreement is competitive work, full or part-time, in an integrated setting, with or without supports, in which the individual is paid at or above minimum wage but not less than the customary wage and level of benefits for all workers;
- Expedite assessments by utilizing past work history and other available information before seeking additional assessments;
- Value timely placement in community-based work settings with supports as an optimal strategy for successful supported employment outcomes;
- Provide follow-along supports and services to maintain work for as long as the person desires such services;
- Embrace community employers as customers/stakeholders whose employment needs must be recognized and met;
- Value employment as a means to achieve independence and community integration;
- Support development of efforts toward meaningful careers.

This agreement will commence on April 7, 2009, or as approved by all parties and shall remain in force until a new agreement is reached by the parties or one of the parties provides a written notice to terminate the agreement. Such notice shall be given at least thirty (30) days before the termination date. The parties agree to review this agreement, at least annually, prior to September 30 of each year. This agreement may only be amended by a written agreement signed by all three parties.

II. GOALS/OBJECTIVES

The parties to this agreement are committed to the following goals and related objectives. The goals and objectives related to individual employment (B and C) are specific to employment which is competitive work in an integrated setting for persons with significant disabilities.

- A. During FY 2009, jointly define integrated setting and develop key data indicators that can be utilized by all parties. Suggested indicators are noted below.
 - a. The number of persons employed for 90 consecutive days, or more, in a competitive position, who are served by at least two of the parties.
 - b. The base number of individuals competitively employed as of September 30, 2008, jointly served by MDCH and MRS or MCB.
 - c. Measures of individual satisfaction and other factors related to quality of employment outcomes.
 - d. The longevity of Community Mental Health Service Program's (CMHSPs) services supporting the individual in employment achieved with MRS or MCB supports.

- B. Manage referrals for employment related services.
 - a. During FY 2009, review the referral process for all three parties and determine improvements to the referral process to increase effectiveness for both individuals and the parties.
 - b. During FY 2010, increase referrals to MCB by 5% from CMHSPs.
 - c. Maintain current level of referrals to MRS from CMHSPs.

- C. Increase employment outcomes (quantity and quality) for persons served jointly by the parties.
 - a. Increase the employment outcomes for individuals jointly served by CMH and MRS or MCB by 5% in FY 2010, as compared to FY08 base. Targets for increases in future years will be jointly developed and agreed upon by the parties commencing June 30, 2010, and by each June 30th thereafter.
 - b. Demonstrate an improvement in the quality of employment outcomes in FY 2010, using measures developed by the Operations Team in FY 2009 with the assistance of the Data/Definitions Team and approved by the Executive Team.

- D. Improve interagency collaboration by the local units of the three parties. Identify and share activities to support and monitor local collaboration. Such activities will be developed by the Operations Team with the assistance of the Data/Definitions Team. Potential activities may include:
 - a. Joint training by all parties at relevant professional conferences; which may include joint regional education and information sessions sponsored by the parties.
 - b. Strengthening the monitoring process of local collaboration.
 - c. Identifying, sharing, and promoting best practices.
- E. Goals and objectives of this agreement for future years will be approved by the Executive Team based on recommendations developed by the Operations Team, with the input of the Data/Definitions Team.

III. ORGANIZATIONAL STRUCTURE

The parties will establish three committees and/or teams to provide the inter-organizational structure for program management. These committees will be the Executive Team, the Operations Team, and the Data/Definitions Team.

A. Executive Team

The Executive Team will consist of the Director of the Bureau of Community Mental Health Services, the Director of the Michigan Rehabilitation Services, and the Director of the Michigan Commission for the Blind and one executive representative of each organization. The primary role of the Executive Team is to provide the overall leadership to this joint effort to determine and approve policies, procedures, and goals relative to employment for persons with disabilities. The Executive Team will determine and approve staff of both the Operations and Data/Definitions Team.

The Executive Team will meet as often as necessary, but at least semi-annually. It will review this interagency agreement focused on the progress of employment for persons with disabilities. The Executive Team will ensure the continued utility of this agreement by assessing strengths and weaknesses, and as needed modifying guidelines, policy, and procedures. The agreement will be responsive to local needs and practices in serving the target population. The Executive Team will annually review progress toward objectives and review individual and employer satisfaction data. The Team will maintain meeting minutes as well as pertinent policy decisions.

B. Operations Team

The Operations Team will include management level staff representing all three parties. The Operations Team may appoint other staff and community stakeholders to task groups to assist in achieving desired outcomes. The Team will be responsible for ongoing, timely review of the overall outcome and

objectives. The Team will meet at least bi-monthly and will maintain meeting minutes to be forwarded to the Executive Team. They will present proposed programmatic and policy changes or unresolved issues to the Executive Team for action. This team will also serve as the “barrier busters” to state or local interagency problems and provide guidance to the local systems regarding interagency collaboration.

C. Data/Definitions Team

The Data/Definitions Team will be comprised of at least one member of each of the parties on the Operations Team as well as persons involved with and understanding data collection and definitions relevant to the goals and objectives of this agreement. The Team will be responsible for collecting timely data and addressing definitional differences. The Team will meet at least quarterly and will maintain meeting minutes to be forwarded to the Executive and Operations Team. They will present data and definitional barriers to the Operations Team and Executive Team for action.

IV. ROLES AND RESPONSIBILITIES

The parties agree to fulfill the services and responsibilities outlined below. Operational procedures may be revised as necessary via the authority of the Executive Team.

A. Michigan Rehabilitation Services and Michigan Commission for the Blind agree:

1. To make every effort to achieve the goals/objectives stated in this agreement.
2. To provide case service funds for the provision of intensive job coaching services for eligible individuals until the individual has stabilized on the job. The stabilization point for each person will be individually considered, based on the person’s needs.
3. To provide, arrange for, or fund other services as identified in the Individualized Plan for Employment (IPE) for persons served.
4. To provide, purchase or arrange for provision of assessment; as required.
5. To share data with the other parties as agreed upon.
6. To promptly advise the other parties when new employment practice models are being considered. Such information to the other parties should occur before public release.
7. To share evidence-based practices and models for expanded success.

B. Michigan Department of Community Health agrees:

1. To make every effort to achieve the goals/objectives stated in this agreement.
2. To provide, through the Community Mental Health Service Programs (CMHSP), follow-along supports and services to CMHSP customers to maintain work for as long as the person desires such services.

3. To share data with the other parties as agreed upon.
4. To promptly advise the other parties when new employment practice models are being considered. Such information to the other parties should occur before public release.
5. To develop and monitor performance objectives for CMHSPs to help assure an improvement in long-term employment outcomes.
6. To enforce contractual requirements with CMHSPs.
7. To share evidence-based practices and models for expanded success.

V. DATA SHARING

It is anticipated that only aggregate data will be shared with the parties. Confidential personal data will not be released unless the legal requirements for such release incumbent on each party are met.

VI. DISPUTE RESOLUTION

The parties agree that all disputes should be handled at the lowest possible organization level. However, if a dispute between any of the parties cannot be resolved in a timely basis, the matter will be referred to the Executive Team for final disposition.

Signed:

Date:

Jane Kazeczek

4/8/09

Jayce N. Shamsuddin

4/7/09

[Signature]

4/7/09