

**Memorandum of Understanding (MOU)
Between The
Division of Vocational Rehabilitation (DVR)
And
Department of Corrections (DOC)**

This Memorandum of Understanding (MOU) between the Department of Workforce Development-Division of Vocational Rehabilitation (DVR) and Department of Corrections (DOC) facilitates the early identification of incarcerated individuals with mental and/or physical disabilities or both for their informed and agreed referral to DVR for vocational rehabilitation services.

It is noted that an individual may choose to make a self-referral to DVR at anytime.

DOC will pilot referring inmates at the Robert E. Ellsworth Correctional Center (REECC) to the local DVR office. Following the pilot, the agencies will consider statewide implementation. Referrals from DOC to DVR will be made according to the following criteria:

- The individual has a disability
- The individual has perceived barriers to employment
- The individual is interested in gaining competitive employment
- The individual has been informed of what DVR services are and is interested in applying for services
- The individual will be released within one year.

A referral from DOC to DVR will include:

- A completed and signed DVR application from the inmate which will be considered evidence of the individual's interest in working and receiving services from DVR.

A referral from DOC to DVR will also include the following when available:

- Medical Documentation including:
 - Diagnosis
 - Impact on Vocational Functioning

- DOC 1163-A Authorization for Use and Disclosure of Protected Health Information
- A statement about any previous DVR services, and to the extent possible, giving:
 - Dates
 - Location
- A SSA Benefits Verification including:
 - Did the inmate receive SSI or SSDI benefits at time of incarceration
 - Is the inmate eligible for Medicare A based on SSDI eligibility
 - Is the inmate in the process of applying for Medicare A, SSI or SSDI benefits
 - Is the inmate eligible for Medicaid under 1619 A or B or for any other reason
- Projected Release Date:
- DOC Status:
 - Availability for vocational release to access DVR services, i.e. community custody status
 - Not available for vocational release to access DVR services, i.e. minimum, medium or maximum status
 - Employment related services currently or previously received while incarcerated (i.e. training, obtaining of GED, etc.).

DVR will review all DOC generated referrals accompanied by completed referral information described here, and will determine eligibility and Order of Selection (OOS) category, and communicate these determinations to the inmate and the DOC.

For those inmates determined to be in OOS Category 1:

- DVR will communicate the eligibility and OOS placement and make one of the following recommendations based on release date:
 - For inmates with a projected release date within a 2 month window, and / or, who are available through a work release, to participate, a file will be opened and the inmate will be invited to work with the assigned DVR counselor to develop an Individual Plan for Employment (IPE). Development of the IPE will require collaboration between DVR counselors, DOC staff, and the inmate.

- For inmates with a projected release date outside the 2 month window, or who are not available to participate, a recommendation will be made for reapplication upon release or within two months of projected release.

For those inmates determined to be in OOS Category 2:

- DVR will communicate the eligibility and OOS determination and place those inmates on the waiting list in anticipation of their post-release activation from waiting list.
 - If the inmate is not released as scheduled or if released but not activated from OOS, the individual will remain on the waiting list until the case is activated.
 - For inmates who are activated from the wait list while still incarcerated and with a projected release date within a 2 month window a file will be opened and the inmate will be invited to work with the assigned DVR counselor to develop an IPE. Development of the IPE will require collaboration between DVR and DOC staff, and the inmate.
 - For inmates who are activated from the wait list while still incarcerated and with a projected release date that is beyond a 2 month window, a file will be opened and the inmate will be invited to work with the assigned DVR counselor to develop an IPE for guidance and counseling only to counsel the inmate in preparation for release and employment services. Development of the IPE will require collaboration between DVR and DOC staff, and the inmate.

For those inmates determined to be in OOS Category 3:

- DVR will communicate the eligibility and OOS determination. Individuals who are assigned to Category 3 will not receive services in the foreseeable future based on current projections. DVR staff will work with DOC staff to provide information about alternate program referrals. If the current projection changes, individuals will be notified accordingly.

DOC will not typically consider individuals with a projected release date beyond 1 year for referral and will make every effort to refer inmates so their projected release date coincides with DVR's activation projections. The referral (and other) timeframes referenced in this memorandum are based on DVR's current waitlist projections, and will be reviewed and amended by both parties if these projections change. Individuals need to be available to participate in the DVR process.

DVR agrees that applications will typically be processed locally, in the area of the facility. Inmates will be served locally until they are released. After their release and return to their home county, their DVR file will be transferred to that county, where they will be served.

DVR and DOC agree to facilitate reciprocal communication between respective agencies and the inmate/consumer.

Prior to implementation of the pilot, DVR and DOC agree to provide orientation training to the partnering agency to include:

- Agency organizational structures
- Agency mission and philosophies
- Introduction to staff
- Tour of Pilot site
- Agency clientele
- Staff contact information
- Security
 - Entrance Procedures
 - Key Control
 - Delivering Articles to inmates
 - Interacting with manipulative inmates
- DOC Inmate Rules/Inmate Handbook

Upon one year of the implementation of the pilot, DVR and DOC agree to review business processes, measurements and outcomes to examine if the collaboration is effective and can be replicated statewide. If, based upon results, statewide implementation is recommended a statewide implementation schedule will be developed.

Rick Raemisch *3/20/09*
DOC Representative/date *Rick Raemisch, secretary*

Charlene Dwyer *4/16/09*
DVR Representative/date *DVR Administrator*