

**COOPERATIVE AGREEMENT**

**Employment Services**

With

**Maryland State Department of Education  
Division of Rehabilitation Services**

And

**Maryland State Department of Health and Mental Hygiene  
Developmental Disabilities Administration**

**December 2006  
*Expanded Agreement***

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## **I. OVERVIEW AND PURPOSE**

The Division of Rehabilitation Services of the Maryland State Department of Education (DORS) and the Developmental Disabilities Administration of the Department of Health and Mental Hygiene (DDA) have enjoyed a long history of providing employment related services to individuals with developmental disabilities. The intent of the relationship is to provide individuals with developmental disabilities with quality employment services towards the attainment and retention of a job in a complementary, non-duplicative and seamless manner.

The cooperative working relationship was enhanced with the inclusion of supported employment in 1986 as a service delivery model and outcome for individuals with the most significant developmental disability; and in 1989 with the inception of the Governor's Transitioning Youth Initiative, which was designed for transition age youth who likely required supported employment services in order to maintain employment during the course of their work lives.

In 1998, the agreement was amended to reflect new regulations of the Workforce Investment Act. The Act expanded many options for individuals with disabilities, including informed consumer choice in the selection of their employment goal, high quality employment services and methods to secure those services, and a streamlined eligibility determination process.

This new agreement builds upon the Olmstead Decision of 1999 that focuses on service provision in the most integrated setting; the Assistive Technology Act of 1998 as amended in 2004; and the President's New Freedom Initiative and the Olmstead Executive Order.

In recognition of these Acts, DORS and DDA have mutually agreed to continue enhancing, expanding and developing methods to support eligible individuals' with developmental disabilities who express a desire for competitive/integrated employment opportunities.

This agreement replaces the existing supported employment agreement and provides the basis for all employment provisions between DORS and DDA for eligible individuals with developmental disabilities in Maryland. This agreement does not preclude either of these agencies from entering into other agreements in support of competitive employment for individuals with developmental disabilities.

This agreement specifies the:

- VIII. Legal Basis
- IX. Role and Responsibilities of each partner
- X. Areas of cooperation, including procedures related to planning, referrals, service provision, fiscal resources and projections, meetings, seminars, conferences and exchange of information.
- XI. Definitions relevant to each partner.

## II. LEGAL BASIS

The coordination of programs serving individuals with disabilities and the development of cooperative agreements between these programs has the following basis in federal and/or state law:

- Workforce Investment Act 1998, Title IV Rehabilitation Act, as amended
- DDA 's Vocational, Day, Individual Support Program and Fee Payment System Regulations (COMAR 10.22.07, 10.22.06, and 10.22.17)
- Americans with Disabilities Act 1990, as amended
- Assistive Technology Act, 1998 as amended
- Olmstead Executive Order 13217 [Community Based Alternatives for Individuals with Disabilities
- 34 CFR Parts 361.22; 361.23; and 361.50
- COMAR 13A.11.01
- Education Articles §§ 21-301—21-306 and 21—402—21-404
- Education Article §21.305 Transitioning Students with Disabilities

## III. OVERALL ROLE AND RESPONSIBILITIES OF EACH PARTNER

### Division of Rehabilitation Services

- A. **Overview.** DORS is the official State Agency that administers the vocational rehabilitation (VR) program, which is an integral part of the statewide workforce investment system. The VR program provides an array of employment related services and opportunities required for the achievement of the employment goal for eligible individuals with disabilities who can be served under the Order of Selection. Services are provided consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities and informed choice.

There are 22 DORS offices located in communities throughout Maryland to serve individuals with disabilities seeking competitive employment, including supported employment.

- B. **Functions.** DORS is responsible for the following:
1. **Determination of eligibility** - DORS will determine whether an individual is eligible, or presumed eligible for vocational rehabilitation services, based on the following federal criteria:
    - The presence of a physical or mental impairment which for the individual constitutes or results in a substantial impediment to employment;
    - The individual can benefit in terms of an employment outcome (in an integrated setting) from the provision of rehabilitation services, and;
    - The individual applicant requires vocational rehabilitation services to prepare for, secure, retain or regain employment

consistent with the applicant's strengths, resources, priorities, concerns, abilities, capabilities, interest and informed choice.

**2. Presumption of Eligibility**

- An applicant who is a recipient of Social Security Disability Insurance (SSDI) benefits and/or Supplemental Security Income (SSI).
- Any individual who has been determined eligible for DDA services and is pursuing competitive employment or supported employment for whom funding has been identified for long-term supports is presumed eligible for VR services, and presumed to have a "most significant disability."

**3. Determination of Severity of Disability and Order of Selection.**  
This category is based on the federal definition of "significant" disability and the definition of "most significant" disability. The DORS counselor will determine if the individual is in an open category according to the Order of Selection, and can therefore be provided services.

**4. Eligibility for Supported Employment.**

DORS will determine whether an individual is eligible for supported employment according to the following criteria:

The individual must:

- Be determined eligible for rehabilitation services;
- Be determined to have a most significant disability; and
- Have a comprehensive assessment of rehabilitation needs, including an evaluation of rehabilitation, career, and job needs that identifies supported employment as the appropriate objective.

**5. Development of an Individualized Plan for Employment (IPE).**

DORS will facilitate the development of an Individualized Plan for Employment (IPE) with eligible individuals, who can be served under the Order of Selection, to assist the individual in obtaining employment. Specific services to be provided [steps to employment] by DORS based on the needs and abilities of the individual will be identified on the IPE. DORS may provide and/or coordinate services required to achieve the employment goal of the individual, including, as appropriate:

- Medical and psychological assessments
- Vocational assessments
- Vocational counseling and guidance
- Medical rehabilitation services
- Vocational and other training services
- Rehabilitation technology services
- Supported employment services
- Job coaching services

- Job related services, including job search and placement assistance, job retention services, and follow-up services.
- Technical assistance and consultation services related to self-employment or telecommuting.
- Other goods and services which can reasonably be expected to benefit the individual in terms of employability, including the purchase of assistive technology equipment and/or workplace accommodations.

**Developmental Disabilities Administration**

**A. Overview.** The DDA provides a coordinated service delivery system for individuals with developmental disabilities to receive appropriate services oriented toward the goal of integration into the community. Services that are available to support an individual with realizing their employment outcomes include day, vocational, supported employment, individual support services, behavioral support, resource coordination and transportation. These and other services are offered through a network of approximately 170 private providers; seventy of which provide supported employment services. The DDA funds and regulates community-based services through four regional offices. The regional offices are responsible for developing, coordinating, and evaluating services to ensure a comprehensive, effective service delivery system. Regional offices are located in Hagerstown, Salisbury, Owings Mills, and Laurel.

**B. Functions.** DDA is responsible for the following:

- 1. Determination of Eligibility -** DDA will determine eligibility for services based on the following criteria;
  - a. Individuals meet the definition of a "developmental disability," as defined in COMAR , if they have a severe, chronic disability that:
    - i. Is attributable to a physical or mental impairment other than the sole diagnosis of mental illness, or to a combination of mental and physical impairments;
    - ii. Is manifested before the individual becomes 22 years old;
    - iii. Is likely to continue indefinitely;
    - iv. Results in an inability to live independently without external support or continuing and regular assistance; and
    - v. Reflects the need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are individually planned and coordinated for the individual.
  - b. Individuals who do not meet the definition of an individual with a developmental disability may be eligible for "Support Services", if they; have a "severe, chronic disability", which is

caused by a physical or mental condition, other than a sole diagnosis of mental illness, and is likely to continue indefinitely.

## **2. Referral to DORS**

- a. Individuals who are determined eligible for DDA services and that have expressed an interest in becoming employed will be referred to the local DORS office for services. The referral will be made by the DDA regional office case worker or the individual's resource coordinator.
- b. Individuals that are determined by DDA to have a "developmental disability" meet the DORS order of selection criteria and are eligible to receive any of the DORS services listed in Section III. 5. of this section.
- c. Individuals that are eligible for DDA "Support Services" may meet the DORS order of selection and therefore, may be eligible to receive any of the DORS services listed in Section III. 5. of this section, including Supported Employment Services.

## **IV. STATE LEVEL SHARED OBJECTIVES**

Shared efforts to promote and expand employment opportunities for individuals with developmental disabilities will occur in the following ways.

- Maximize the use of public funds of DORS and DDA by assuring non-duplication of services and resources, while ensuring accountability.
- Maximize the quality of service delivery by ensuring an efficient and effective referral process, individual program planning, coordination of intensive VR services, including extended services, for those individuals requiring employment services.
- Meet at least quarterly, and more often as necessary to identify policies and practices that present systemic barriers to quality employment service delivery for individuals with developmental disabilities and develop appropriate resolutions to remove such barriers.
- Provide cross-training opportunities for agency staff and providers to ensure a mutual understanding of both VR and DDA systems, including eligibility criteria, order of selection, funding, billing, rights and responsibilities, advocacy, etc. to foster communication among agency staff and CRP's, in order to improve service delivery.
- Provide technical assistance at the regional/local level as new CRP's are licensed to provide services and as needed for existing providers.

- Continue to identify, increase and support the numbers of individuals who are seeking employment, including supported employment.
- Assure that written procedures and policies are disseminated to agency staff, including regional and local level stakeholders.

## **V. STATE LEVEL RESPONSIBILITIES/IMPLEMENTATION ACTIVITIES**

### **DORS will:**

- Maintain a skilled staff of DORS specialists statewide to identify potential candidates for rehabilitation services establish eligibility for services and facilitate development of an individualized plan for employment for each individual eligible for VR services, which may include supported employment.
- Maintain a statewide network of skilled DORS specialists assigned as liaisons to providers to offer technical assistance, general information, and facilitate resolution of mutual concerns.
- Develop and maintain purchase of service agreements with providers statewide.
- Maintain a statewide database, including information about services provided to individuals with developmental disabilities and cross share information with DDA.
- Conduct professional development activities to enhance the quality and effectiveness of VR services.
- Conduct program evaluation activities that address program effectiveness, consumer satisfaction and outcomes of individuals with developmental disabilities.
- Annually estimate the amount of funds to be expended and the projected number of individuals to be served.

### **DDA will:**

- Collaborate with DORS staff specialists to develop and promulgate regulations, policies and procedures related to improving the quality of employment services for individuals with developmental disabilities.
- Monitor local providers to ensure compliance with COMAR, conduct quality assurance activities to ensure that individuals are receiving quality services, and conduct a quality of life survey for individuals receiving services for continuous program enhancement at the provider level.
- Assign a regional office case manager or resource coordinator to establish eligibility for DDA services and to provide technical assistance with the selection of a DDA provider.

- Dedicate funding each fiscal year for the transitioning youth population for the provision of supported employment services, contingent upon the Governor's and legislative budget approval.
- Provide, to the extent funds are available, long term funding for employment services.
- Ensure that the individual, families and caregivers, provider staff and employers receive training with regards to the use of assistive technology equipment used by the individual to promote the independence of the individual in his/her work setting.
- Annually estimate the amount of funds to be expended and the projected number of individuals to be served by DDA.

## **VI. LOCAL LEVEL RESPONSIBILITIES/IMPLEMENTATION ACTIVITIES**

### **DORS**

- Conduct community outreach in order to obtain timely referrals and inform referral source(s) of services offered; policies and procedures related to Order of Selection/priority services; application requirements; and the need to provide current medical, social, vocational and other pertinent information for determining eligibility and priority of services
- Establish linkages with and including DDA regional offices, resource coordination offices, providers, local self advocacy groups, and local school systems [as appropriate]
- Determine eligibility of all individuals referred to DORS for VR and supported employment services in an efficient and timely manner, consistent with established time lines, including determination of presumptive eligibility.
- Initiate a comprehensive community based assessment, as appropriate, to determine the type of service to be delivered.
- Establish a counseling relationship to promote the individual's full involvement, informed choice and participation in the rehabilitation process.
- Initiate the Individualized Plan for Employment and assist the individual and/or advocates in developing this consumer led plan.
- Provide all services, including intensive level supported employment job coaching services based upon consumer need, including discrete post-employment services, as appropriate.
- Facilitate and explore extended services resources, including natural supports, as appropriate. Document certification of extended services for individuals receiving supported employment services.

- Except for assessment services, determine the financial need for services on an individual basis, consistent with DORS policy. The individual or any person claiming the individual as a dependent for federal tax purposes may be required to participate in the cost of services.
- Certify eligibility for State and federal disability tax credits.
- Establish linkages to Social Security Benefits and Work Incentives planning services for individuals through their local Work Incentives, Planning and Assistance Project.
- Encourage the use of services available through local One Stop Centers.

#### **DDA**

- Provide Information to individuals and their families regarding the benefits of community employment.
- Provide referrals to local DORS offices with or on behalf of individuals with developmental disabilities.
- Determine eligibility for DDA services.
- Provide information and assistance in the selection of a DDA provider of services.
- Initiate the development of an Individual Plan, which incorporates the goals, objectives and time frames identified in the individual's VR IPE, for the accomplishment of employment and other desired goals and outcomes.
- Facilitate the delivery of employment services, including career assessments, job exploration, vocational training, job development, and long term job coaching through local providers.
- Provide individuals with information and referral regarding "generic" employment support services such as:
  - The Social Security Administration's Work Incentives, Planning and Assistance Project for benefits planning;
  - The Ticket to Work Program;
  - One Stop Career Center Services; and,
  - The Employed Individuals with Disabilities Program.
- Provide employer tax credit information, disability awareness training and other employment support services to local employers.

## VII. DISSEMINATION

This agreement will be distributed to the signatories and their state level representative. The representatives will be responsible for disseminating the document to appropriate staff at the headquarters, regional and local level. The state level representatives will plan and develop a mailing for the dissemination of the document to councils, organizations, advocacy groups and others interested in coordinated planning and delivery of employment services to individuals with developmental disabilities in Maryland.

### DORS Contact Person:

Berenda Riedl  
Specialist, Transition and Supported Employment Services  
Division of Rehabilitation Services  
2301 Argonne Drive  
Baltimore, Maryland 21218  
Phone: 410-554-9406 email [briedl@dors.state.md.us](mailto:briedl@dors.state.md.us)

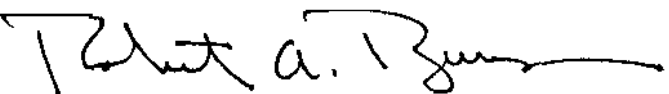
### DDA Contact Person:

Colleen Gauruder  
Statewide Coordinator for Transition and Employment Services  
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201 West Preston Street, 4<sup>th</sup> Floor  
Baltimore, Maryland 21201  
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## VIII. ASSURANCE AND SIGNATURES

The parties have identified and designated staff that will be responsible for coordinating and implementing activities specified in the agreement. The responsible parties agree to review and update this agreement as appropriate, and conduct a formal review every (3) years.

In witness thereof, the parties have executed this agreement.

By: 

Robert A. Burns, Assistant State Superintendent  
Division of Rehabilitation Services

By:  12/19/06

Diane K. Coughlin, Director  
Developmental Disabilities Administration

## ESTIMATED FUNDS

The VR supported employment regulation specifically requests the estimated funds to be expended and the projected number of individuals with the most severe disabilities to be served. Number served indicates an estimate of the total number of individuals served in Supported Employment Services only, and not just the individuals receiving both DORS and DDA funding. A good faith estimation for the following fiscal years is as follows:

### Division of Rehabilitation Services [DORS]

<b>Fiscal Year</b>	<b>Vocational Rehabilitation Funds</b>	<b>Numbers Served</b>
2004	\$899,071	471
2005	\$888,869	427
2006	\$880,481	368
<b>Fiscal Year</b>	<b>Estimated Vocational Rehabilitation Funds</b>	<b>Estimated Number To Be Served</b>
2007	\$900,000	450
2008	\$950,000	500

### Developmental Disabilities Administration [DDA]

<b>Fiscal Year</b>	<b>Supported Employment Program Expended</b>	<b>Numbers Served</b>
2004	\$45,141,933	3,328
2005	\$41,739,411	3,543
2006	\$50,676,455	3,564
<b>Fiscal Year</b>	<b>Estimated Expenditure</b>	<b>Estimated Number To Be Served</b>
2007	\$54,750,734	3,638
2008	\$57,761,900	3,838

## DEFINITIONS

This listing includes definitions of common terms relevant to the partners, but is not intended to be all-inclusive

**Competitive employment** means work in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

**Extended Services** means ongoing support services that are needed to support and maintain an individual with a most severe disability in supported employment that are provided singly or in combination and are organized and made available in such a way as to assist an eligible individual in maintaining supported employment; based on a determination of the needs of an eligible individual, as specified in an individualized plan for employment; and provided by a state agency, a private non-profit organization, employer, or any other appropriate resource, **after** an individual has made the transition from support provided by DORS.

DORS' extended services may include, but are not limited to the following:  
intensive on-site job skills training; discrete post-employment services that are unavailable from an extended services provider and regular observation and supervision.

**Individual Support Services** are DDA services that may include, but are not limited to, supports involving: 1) budgeting; 2) Medication administration; 3) Counseling; 4) Job coaching; 5) Helping an individual to access and complete his or her education; 6) Participating in recreational and social activities; 7) Accessing community services; 8) Grocery shopping; 9) Respite, behavioral, and other services and supports needed by the individual; and 10) Developing relationships.

**Individualized Plan for Employment (IPE)** A DORS plan that is developed with each eligible individual with a disability. The IPE is designed to identify and describe steps (services) needed to achieve the employment goal of the individual. The IPE is signed by the eligible individual (or, if appropriate, the individual's representative), must be approved by the DORS counselor, and may require approval of supervisory/management staff.

**Integrated Work Setting** is a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to them, to the same extent that non-disabled individuals in comparable positions interact with other persons.

**Ongoing Support Services** (in supported employment) means services that are needed to support and maintain an individual with a most significant disability in supported employment as specified in the individualized plan for employment. Ongoing support must include, at a minimum, twice monthly contact with the individual 1) at the work site or 2) under special circumstances especially at the request of the individual, off site.

Ongoing support services are provided to make an assessment regarding the employment situation and, based on the assessment, to provide for the coordination or provision of specific services at or away from the work site, that are needed to maintain employment stability. Such services included:

- A supported employment assessment supplementary to the comprehensive assessment of rehabilitation needs;
- The provision of skilled job trainers who accompany the individual for intensive job skill training at the work site;
- Job development and placement;
- Social skills training;
- Regular observation or supervision of the individual;
- Follow-up services including regular contact with the employers, the individuals, the parents, family members, guardian, advocates or authorized representatives of the individuals, and other suitable professional and informed advisors, in order to reinforce and stabilize the job placements;
- Facilitation of natural supports at the worksite;

**Supported Employment** in general means competitive work in integrated work settings, or employment in integrated work settings in which individuals are working toward competitive work, consistent with the strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice of the individuals, for individuals with the most significant disabilities; for whom competitive employment has not traditionally occurred; or for whom competitive employment has been interrupted or intermittent as a result of a significant disability; and, who because of the nature and severity of their disability, need intensive supported employment services for the period, and any extension and extended services after the transition in order to perform such work.

**Supported Employment means** ongoing support services and other appropriate services needed to support and maintain an individual with a most severe disability in supported employment, that are provided singly or in combination and are organized and made available to assist an eligible individual to achieve competitive employment; and based on a determination of the needs of an eligible individual, as specified in an individualized plan for employment, and provided by DORS for a period of time not to exceed 18 months, unless under special circumstances the eligible individual and the rehabilitation counselor involved jointly agree to extend the time in order to achieve the rehabilitation objectives identified in the individualized plan for employment.

Additionally, an attendance day in DDA supported employment services is when the individual is engaged in supported employment for at least 4 hours a day, with 6 to 8 hours per day as the service goal, or the DDA approval of fewer than 6 hours per day provided the individual plan indicates this lower level service is necessary.

**ADDENDUM**  
To the Cooperative Agreement for

**Employment Services**  
With

Maryland State Department of Education  
**Division of Rehabilitation Services**

And

Maryland State Department of Health and Mental Hygiene  
**Developmental Disabilities Administration**

**December, 2006**

**I. PURPOSE**

The purpose of this Addendum to the *Cooperative Agreement for Employment Services with the Maryland State Department of Education's Division of Rehabilitation Services (DORS) and the Maryland Department of Health and Mental Hygiene's Developmental Disabilities Administration (DDA) (December 2006)* is to establish priority categories of individuals to receive DORS employment services during fiscal years 2007 – 2009. This addendum was created in response to the need to expand the availability of DORS employment services for un-served or underserved groups of individuals with developmental and other related disabilities.

**II. GENERAL**

The DORS and DDA recognize that while there are thousands of individuals with developmental and other related disabilities who have benefited from the employment services offered by each Administration, there remains a portion of individuals who are "waiting" for DDA services or who are currently being served in DDA day programs who have expressed an interest in integrated employment and have not accessed DORS employment services. While the reality of limited funding and the priority of services remain important factors for both Administrations, it is evident that the utilization of DORS services for these individuals would provide significant benefit in their pursuit of employment. Therefore, in addition to the population of individuals who are currently being served by DORS, including transitioning youth, the following three groups of individuals will be considered a priority to receive DORS employment services during fiscal years 2007 – 2009;

**1. Individuals who are determined by the DDA to have a "developmental disability," that exit school before reaching the age of 21**

The DDA estimates that each year approximately 25 students who previously have been determined eligible for services, exit school at the age of 18 with their non-disabled peers, without the services needed to attain and retain employment. The Administrations determined that this barrier to services

exists in part because DDA's regulations for accessing transitioning youth funds, which pay for day or supported employment services, state that the individual must have a "developmental disability" and be between the ages of 21 and 22 to access services. In addition, to be eligible for DORS supported employment services, an individual with a developmental disability must have available extended services in place before services can begin. In other words; because the individual with a "developmental disability" has not yet turned age 21, they are not able to access DDA transitioning youth funding for services, which in turn jeopardizes their eligibility to receive DORS supported employment services.

**2. Individuals who are deemed eligible for DDA "support services" that exit school before reaching the age of 21**

A second population is individuals who exit school with their peers at the age of 18, meet the DDA's eligibility criteria for "support services," and are either waiting for funding or are receiving minimal DDA supports. The DDA estimates that approximately 25 – 100 individuals meet these criteria. Recently, DDA has noted an increase in the number of people with autism spectrum disorders who fit into this category. Many of these individuals are able to meet the academic criteria for a high school diploma, but may not have acquired the life, vocational and or social skills necessary to succeed in a job.

**3. Individuals who are currently receiving services in a DDA day program**

In recognition of the Olmstead Decision and the President's New Freedom Initiative, both Administrations are committed to providing services for individuals in the most integrated setting possible. Individuals with developmental disabilities who are currently being served in day programs and other vocational settings who express an interest in integrated employment, should be afforded that opportunity.

**III. STATE LEVEL SHARED OBJECTIVES AND ACTIVITIES**

Shared efforts to promote and expand employment opportunities for individuals who are deemed eligible for DDA services and whom have been identified in one of the three priority categories listed above will occur in the following ways.

- Disseminate information about the fiscal years 2007 – 2009 "priorities" to students, families, resource coordinators, educators, regional DDA and DORS staff, rehabilitation and providers.
- Maximize the use of public funds of DORS and DDA by assuring non-duplication of services and resources while expanding services to unserved and underserved priority populations, while ensuring accountability.

- Provide technical assistance at the regional/local level to educators, providers, resource coordinators and regional DDA and DORS staff as needed to ensure a smooth delivery of services.
- Provide training to providers regarding DDA and DORS billing guidelines and the financial benefits of billing DORS.
- Share data between agencies so that cross referencing is possible in order to determine the number of people in the priority groups that have received DORS and or DDA services and track employment outcomes.
- Conduct program evaluation activities that address services provided to the un-served and underserved priority populations to ensure effectiveness.

#### **IV. LOCAL LEVEL RESPONSIBILITIES/IMPLEMENTATION ACTIVITIES**

##### **1. DORS will:**

- a. Determine eligibility of all individuals referred to DORS for VR and supported employment services based on determination of presumptive eligibility, in an efficient and timely manner, consistent with established timelines and priority of services.
- b. Initiate the Individualized Plan for Employment and assist the individual and or advocates in developing this consumer led plan.
- c. Provide all services, including intensive level supported employment job coaching services based upon consumer need, including discrete post-employment services, as appropriate.

##### **2. DDA will:**

- a. Determine eligibility of individuals referred to DDA for services.
- b. Refer potential employment services candidates to their local DORS office to initiate services.
- c. Provide necessary long term extended services, dependent upon the availability of funding.

Note: If DORS services have been initiated at the time DDA funding becomes available to the individual, the DDA regional office will "reserve" the individual's available funding until the time that DORS services have been completed, in order to ensure a seamless transition from one service to the next.

**V. DISSEMINATION**

This agreement will be distributed to the signatories and their state level representative. The representatives will be responsible for disseminating the document to the appropriate staff at the headquarters, regional and local level. The state level representatives will plan and develop a mailing for the dissemination of the document to councils, organizations, advocacy groups, and others interested in coordinated planning and delivery of employment services to individuals with developmental and other related disabilities in Maryland.

**DORS Contact Person:**

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**DDA Contact Person:**

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**VI. ASSURANCE AND SIGNATURES**

The parties have identified and designated staff that will be responsible for coordinating and implementing activities specified in the agreement. The responsible parties agree to review and update this agreement as appropriate, and conduct a formal review every (3) years.

In witness thereof, the parties have executed this agreement.

By:   
Robert A. Burns, Assistant State Superintendent  
Division of Rehabilitation Services

By:  12/19/06  
Diane K. Coughlin, Director  
Developmental Disabilities Administration