

**JOINT STATEMENT OF PRINCIPLES OF COOPERATION BETWEEN
UNIVERSITY OF IOWA IOWA PROGRAM FOR ASSISTIVE TECHNOLOGY,
EASTER SEALS IOWA ASSISTIVE TECHNOLOGY CENTER
AND
IOWA VOCATIONAL REHABILITATION SERVICES**

I. PURPOSE

This statement sets forth the provisions of a Joint Statement of Principles of Cooperation between Iowa Vocational Rehabilitation Services, University of Iowa Iowa Program for Assistive Technology, and Easter Seals Iowa Assistive Technology Center.

II. SCOPE AND OBJECTIVES

- A. This statement outlines responsibilities for personnel providing rehabilitation and independent living services to persons with disabilities with the support of assistive technology and assistive technology services, or administering staff training related to such services through programs administered in accordance with federal laws by the following agencies:
1. Iowa Vocational Rehabilitation Services
 2. University of Iowa Iowa Programs for Assistive Technology
 3. Easter Seals Iowa Assistive Technology Center
- B. This statement sets forth broad principles which are intended to guide staff of Iowa Vocational Rehabilitation Services (IVRS), University of Iowa Iowa Programs for Assistive Technology (IPAT), and Easter Seals Iowa Assistive Technology Center (ESIATC) in establishing relationships for providing assistive technology devices and services authorized by law to eligible persons, with a minimum of expense or duplication of effort in applying these principles. It will be incumbent on personnel of each agency to have knowledge and understanding of the types of benefits provided by the other and the basic eligibility requirements for each, so that prompt and appropriate referral may be made when a person with a disability applies for benefits.

III. REFERRAL OF INDIVIDUALS WITH DISABILITIES WITH DISABILITIES

- A. IVRS will refer applicants who are eligible for IPAT and ESIATC services for specific information with respect to their rights and benefits under the laws administered by the Social Security Administration, the Department of Health & Human Services Administration, and the Rehabilitation Services Administration. The availability of rehabilitation and assistive technology services, under applicable laws, that are administered by IPAT and ESIATC are to be considered when providing services to persons with disabilities.
- B. IPAT and ESIATC personnel will offer their clients with disabilities referral to IVRS offices for benefits related to vocational rehabilitation. When the individual with a disability is not entitled to their respective services, but has the ability to work, he/she

will be advised of the availability of services from IVRS. IPAT and ESIATC staff will make referrals to the appropriate IVRS office.

IV. EXCHANGE OF INFORMATION

- A. The confidential nature of the information released shall be maintained by the cooperating agencies, and the information shall be used only for the purpose for which it was made available.
- B. IVRS may request supplemental information to assist with identification of the vocational rehabilitation needs of an individual. Information shall be made available to the IVRS counselor within established limits of confidentiality.
- C. Exchange of information shall be in accordance with applicable state/federal laws, regulations and policy and, where appropriate, will be accompanied with the written consent of the individual.

V. SERVICES TO INDIVIDUALS WITH DISABILITIES BY MORE THAN ONE AGENCY

- A. IPAT, ESIATC and IVRS will collaborate to provide comprehensive services to eligible persons with disabilities. Where possible, IPAT and ESIATC funds will be used to provide services. IVRS will use its resources to provide rehabilitation services where such IPAT and ESIATC eligibility does not exist.
- B. IPAT, ESIATC and IVRS may provide complementary services and benefits when all agencies jointly determine such services are necessary for the individual's vocational rehabilitation or independent living.
- C. Each agency will speak only for their own agency and what they will do and provide, and will not make any promises to individuals with disabilities on behalf of the other agency(s).
- D. Close collaboration should be maintained between appropriate staff in all agencies in cases of individuals with disabilities who are not eligible for IPAT and ESIATC services under contracts administered by IPAT and ESIATC or who need rehabilitation services available under IVRS.
- E. ESIATC and IVRS will develop complimentary employment plans and work together toward common goals.

VI. PUBLICATIONS AND STAFF DEVELOPMENT

- A. In order to increase understanding of services rendered and methods and techniques developed for the rehabilitation of persons with disabilities by any of the cooperating

agencies, it will be the policy of the cooperating agencies to make available information, releases, publications, procedural manuals and instructions of mutual interest.

- B. All agencies agree to provide training to appropriate staff regarding the rehabilitation services available and referral procedures.
- C. All agencies agree to inform each other of training or staff development programs for rehabilitation personnel and will invite designed representatives to attend such programs, workshops or conferences.
- D. All agencies agree to collaborate in research projects that may benefit rehabilitation outcomes for persons with disabilities.

VII. JOB PLACEMENT AND EMPLOYER RELATIONSHIPS

IPAT, ESIATC personnel and IVRS staff will collaborate in planning employment activities, and share information concerning employer hiring practices, employment trends and opportunities.

VIII. SELF-EMPLOYMENT PROGRAMS

When a self-employment vocational goal is being explored, IPAT, ESIATC and IVRS agree to refer potential eligible individuals with disabilities to each respective agency and agree to coordinate services. IVRS agrees to make self-employment workshops available to persons with disabilities served by IPAT and ESIATC; and IPAT and ESIATC agree to coordinate with appropriate IVRS staff. All agencies agree that the self-employment process involves a series of steps and assessments including individual assessment and orientation, feasibility assessment of the business concept, development of a business plan, completion of an approval process, and ongoing technical assistance and monitoring.

IX. INDEPENDENT LIVING

IVRS, IPAT and ESIATC agree to work together to deliver independent living and AT services to eligible persons with disabilities. IPAT, ESIATC and IVRS agree to refer potentially eligible persons with disabilities to each respective agency and agree to coordinate services.

X. KEY LIAISON PEOPLE

IVRS, IPAT and ESIATC will designate a staff member as the contact person with the other agency. Each designee will be available to the staff of the other agency to facilitate clarification and/or resolution of pertinent issues.

XI. IMPLEMENTATION

IVRS, IPAT and ESIATC agree to work cooperatively to implement this agreement. We agree to meet periodically to review the agreement, communicate changes, and resolve issues in accordance to these principles of cooperation.

David J Mitchell 11/12/15

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