



**Office of Vocational Rehabilitation
OFFICE OF THE GOVERNOR
P.O. Box 501521
Navy Hill - Bldg. N2
Saipan, MP 96950**



"Together We Can Build a Future"

**MEMORANDUM OF UNDERSTANDING
BETWEEN
ROTA MAYOR'S OFFICE
AND
THE OFFICE OF VOCATIONAL REHABILITATION, OFFICE OF THE GOVERNOR**

This inter-agency cooperative agreement is between the Office of the Mayor, Municipality of Rota, and the Office of Vocational Rehabilitation (OVR), Office of the Governor.

The Office of the Mayor agrees to:

1. Establish a receiving center to assist with expediting services to OVR-eligible residents of Rota;
2. Provide staff to serve as a point of contact for vocational rehabilitation (VR) services;
3. Provide for a location within the Rota Mayor's Office (if necessary), and access to existing office equipment (phone, fax, computers, internet access, etc.) to facilitate and assist with coordination efforts;
4. Recommend that assigned staff complete the e-Rehab online training series as well as take part in other cost-free training opportunities to increase capacity building;
5. Ensure that assigned staff sign the confidentiality agreement, and that only the assigned staff will be performing the agreed upon duties;
6. Staff will only perform the following duties:
 - a) Receive referrals requesting VR services from individuals, agencies, employers, community members, etc. and securely transmit any documents to the Saipan VR Office for timely processing;
 - b) Assist applicants with preparation of VR application packet including collection of relevant documentation (copy of insurance, check stubs, SSI verification, medical records, school records, picture ID, etc.);
 - c) Coordinate meetings between applicants, current consumers, and the VR Counselor during scheduled visits to Rota; and

- d) Communicate with the VR Counselor to share information about local programs, services, or opportunities that may benefit consumers in their pursuit of competitive, integrated employment and increased independence.

The Office of Vocational Rehabilitation agrees to:

1. Schedule a VR Counselor to Rota at least once a month (as funding and weather permit);
2. Ensure that a VR Counselor provide outreach schedule and advance notification of arrival on Rota;
3. Ensure that a VR Counselor determine an applicant's eligibility for services within sixty (60) days from the date the application is received;
4. Ensure that a VR Counselor develop a consumer's Individualized Plan for Employment (IPE) within 60 days after eligibility determination; and
5. Provide for staff training, at least once a year or as necessary, on packet preparation, OVR mission, VR process, etc., and invite to other cost-free trainings, conferences, and seminars on disability topics that are held on Rota.

This cooperative agreement outlines the activities that will be performed by staff of the Rota Mayor's Office and the Office of Vocational Rehabilitation: Improving VR services to the island of Rota; Strengthening collaboration; and Ensuring that non-delegable functions of a qualified VR Counselor are not performed. The non-delegable functions include: 1) Determining eligibility; 2) Developing the IPE; 3) Conducting annual review of the IPE; 4) Amending the IPE; and 5) Closing the case.

This agreement provides further assurance that non-delegable functions were neither provided before nor after the implementation of this agreement.

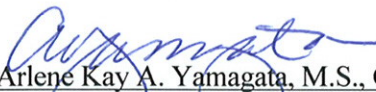
Signatures:



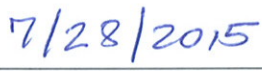
Honorable Efraim M. Atarig
Mayor, Municipality of Rota



Date



Arlene Kay A. Yamagata, M.S., C.R.C.
Director, Office of Vocational Rehabilitation



Date