

# **Memorandum of Understanding**

**Between**

**Department of Veterans Affairs  
Regional Office, Providence, RI**

**And**

**Department of Human Services  
Office of Rehabilitation Services**

## **Scope and Objective**

This agreement will document the ongoing relationship between the Department of Veterans Affairs (DVA) and the Office of Rehabilitation Services (ORS) in assisting service connected disabled veterans in accessing both DVA and ORS services and benefits and competitive employment throughout the State of Rhode Island.

## **Designation of Liaison**

DVA and ORS will each designate a liaison. These liaisons will meet on a scheduled or on an as needed basis to develop procedures in accordance with the Memorandum of Understanding (MOU); to evaluate the effectiveness of the working relationships between personnel of both organizations; to seek methods to improve services to mutual clients; and to identify interagency cooperative efforts which will enhance the employment of persons with disabilities.

## **Referral and Application Procedures**

In addition to ORS's regular referral procedures including on-line application, phone call-in, and mail referrals, ORS staff will periodically attend the Vocational Rehabilitation and Employment (VR & E) orientation at the DVA office in Providence and provide information on the services and benefits of ORS participation and how veterans can benefit from the ORS/VR & E partnership. DVA and ORS staff agrees to exchange any information that will facilitate the employment of mutual clients after client consent is obtained. Each organization will maintain the confidentiality of all exchanged information and will use it only for the purpose for which it was intended.

## **Services Provided by DVA and ORS**

The following services, which may be provided to mutual clients of DVA and ORS include: evaluation and assessment; vocational rehabilitation counseling and guidance; physical and mental restoration services; vocational training services; assistive

technology services including rehabilitation engineering; job development and placement services; independent living; and referral to other workforce development systems including One-Stop Centers. DVA staff will be invited to participate in the NetWORKri One-Stop Centers including the Employer Service Network and any training offered at the One-Stop Centers to increase effectiveness in creating relationships with Rhode Island Employers. DVA and ORS agree to share program resources to the extent allowable by law or regulation, which include comprehensive and cost-effective services to the target population.

**Exchange of Information**

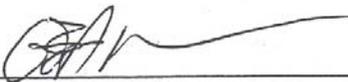
Exchange of information will be in accordance with applicable state and Federal laws and/or the regulations and policies of each organization. A written consent of the individual will be obtained.

DVA and ORS will also exchange any program information, publications, policy and procedural manuals, and any other information, which will improve or enhance inter-organizational understanding and cooperation.

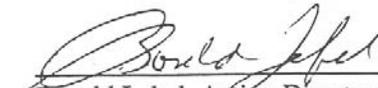
**Modifications**

This agreement will become effective May 1, 2005 and will be reviewed by the VR & E Officer of the Providence VA Regional Office, and the Administrator of the Office of Rehabilitation Services or their designees on an annual basis to evaluate the need for modifications or amendments. Either party may terminate this agreement with thirty days written notice.

DATE: 12-05-05

  
\_\_\_\_\_  
Gerald E. Allen  
Vocational Rehabilitation and Employment  
Officer

DATE: 12/28/05

  
\_\_\_\_\_  
Ronald Lebel, Acting Director  
Department of Human Services

**MOU**

**Department of Veterans Affairs**

**And**

**Department of Human Services**

**Office of Rehabilitation Services**

**DATA CONFIDENTIALITY AND DISSEMINATION**

*Legal Use.* The parties agree that they shall comply with all federal and state laws and regulations governing the confidentiality of information exchanged. The Grantee Agency shall also agree to secure the DHS mailing list in a locked file cabinet when not in use.

*Third Parties.* Information exchanged will not be release to any third party (including any subcontractors or affiliates of the Department of Veteran Affairs.

*Release of Information.* The Department of Veterans Affairs shall not publish or otherwise release any information received.

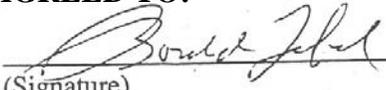
*Limited Use.* The Department of Veterans Affairs agrees that the information received from ORS is to be used only for the limited purpose of fulfilling the purposes of the agreed upon use of this information, that is vocational planning and services.

*Data Ownership.* The Department of Veterans Affairs shall obtain no right of any kind to the information received from ORS and further, all information received shall remain the property of ORS. The Department of Veterans Affairs shall destroy by shredding any or all individually identifiable information at the conclusion of the completion of their exchange of information regarding clients.

*No Monetary Gain:* The Department of Veterans Affairs agrees that under no circumstances shall it use any information received for monetary gain.

*Continuity.* These data dissemination and confidentiality obligations shall survive the completion or any termination of the exchange of information regarding clients.

**AGREED TO:**

  
\_\_\_\_\_  
(Signature)  
For the Department for Human Services

12/28/05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
(Authorized Signature)  
For the Department of Veterans Affairs

12-25-05  
\_\_\_\_\_  
Date